

**MINUTES OF A REGULAR MEETING  
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS  
September 14, 2004**

**THE UNIVERSITY OF OKLAHOMA**

	<u>Page</u>
Report of the President of the University (29249)	

**MINUTES**

Regular meeting held on June 22-23, 2004 (29250)
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**HEALTH SCIENCES CENTER ITEMS**

Revisions to the College of Medicine Bylaws .....	29250
Establish Certificate and Master of Science Degree Programs in Geriatrics/ Gerontology .....	29251
Proposal for New Department: Radiation Oncology .....	29252
Delivering the Accelerated Bachelor's Degree in Nursing in an On-Line Mode.....	29253
Delivering the Nursing Career Mobility Program in an On-Line Mode .....	29254
Professional Service Agreements .....	29255
Steam and Chilled Water Plant Addition.....	29256
Utility System Revenue Bonds .....	29258
Ultrasound Equipment for Surgery-HSC/Tulsa.....	29259
Elevator Maintenance Services.....	29260
Primary Rate Interface Voice Trunk Line .....	29261
Stereotactic Biopsy Equipment.....	29262
Two Acquisitions Pursuant to Sponsored Projects .....	29263

**ITEMS FOR WHICH NO ACTION WAS REQUESTED - HSC & NC**

Ultrasound Equipment - HSC .....	29264
Atomic Force Microscope - HSC .....	29264
	29265
Course Changes .....	29264
	29266
Nonsubstantive Program Changes .....	29264
	29266
On-Call Architects and Engineers Quarterly Report .....	29264
	29267
Quarterly Financial Analysis .....	29264
	29268
Regents' Fund Semi-Annual Financial Report .....	29264
	29269
Quarterly Report of Purchases .....	29264
	29270
On-Call Construction-Related Services Quarterly Report.....	29264
	29270
Asphalt Test Road for the Oklahoma Project for Tar Creek .....	29264
	29271

**NORMAN CAMPUS ITEMS**

Proposals, Contracts and Grants .....	29271
Regents' Meeting Dates .....	29272
Honorary Degrees .....	29273
National Public Radio Membership.....	29273
Fiscal Year 2005 Salary Program .....	29274
Health Insurance Plan .....	29274
Dental Insurance Plan .....	29275
Student Learning Center .....	29276

	<u>Page</u>
Audio Visual Equipment and Services for the Michael F. Price College of Business .....	29278
Student Housing Residence Hall Improvements .....	29279
Pest Eradication Services .....	29283
Max Westheimer Airport General Aviation Apron Reconstruction .....	29283
Control Tower Services for Max Westheimer Airport .....	29285
Utilities Agreement with the City of Norman.....	29286
Boiler Maintenance .....	29287
Fire Alarm Inspection Services.....	29288
Staffing Services for Information Technology Projects .....	29288
Air Charter Service for the 2004-2005 Basketball Season .....	29290
Venue Cleaning Services .....	29292
Designation of Gift to Regents' Fund as a Quasi-Endowment.....	29293
Request to Amend and Restate Lease Agreement with the Sigma Alpha Epsilon Fraternity.....	29293
Academic Personnel Actions .....	29294
Administrative and Professional Personnel Actions.....	29312
President's Performance, Compensation and Benefits .....	29315
Litigation.....	29316
Amendment of the Optional Retirement Plan and the Defined Contribution Retirement Plan .....	29317
Laboratory Equipment – HSC-Tulsa .....	29316
Schusterman Family Pledge Agreement Correction.....	29318
Instructional/Training Aircraft.....	29318

## **CAMERON UNIVERSITY**

### Report of the President of the University (29319)

	<u>Page</u>
Employee Academic Tuition Waiver.....	29320
Use of Facilities Policy .....	29320
Sick Leave Policy Changes.....	29321
Shared Leave Policy .....	29322
Academic and Administrative Personnel Actions .....	29322 29323
President's Performance, Compensation and Benefits .....	29322 29324
Litigation.....	29322 29325

### **ITEMS FOR WHICH NO ACTION WAS REQUESTED**

Staff Handbook .....	29325
Annual Investment .....	29325 29326
Quarterly Financial Analysis .....	29325 29326
Quarterly Report of Purchases .....	29325 28328

## **ROGERS STATE UNIVERSITY**

### Report of the President of the University (29328)

eCollege Course Support System.....	29329
eCollege Course Support System Ratification FY04.....	29329
Increase Amount of Contract to Mid-Continental Restoration.....	29329
Contracts and Grants.....	29330
Academic and Administrative Personnel Actions .....	29337
President's Performance, Compensation and Benefits .....	29337 29338

	<u>Page</u>
Litigation.....	29337 29339

Purchasing of University Portal.....	29335
--------------------------------------	-------

Page

**ITEMS FOR WHICH NO ACTION WAS REQUESTED**

Annual Investment.....	29336
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Quarterly Financial Analysis .....	29336
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Quarterly Report of Purchases.....	29336
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**MINUTES OF A REGULAR MEETING  
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS  
September 14, 2004**

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 President's Room of the Stratton Taylor Library on the Rogers State University campus, on Tuesday, September 14, 2004 at 9:35 a.m.

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

Others attending all or a part of the meeting included Mr. David L. Boren, President of The University of Oklahoma; Provost Nancy L. Mergler; Ken Levit, President, OU-Tulsa; Vice Presidents Dennis Aebersold, Catherine Bishop, Nicholas Hathaway, Clarke Stroud and Kenneth Rowe; Brad Avery, Director of Internal Auditing; Joseph Harroz, Jr., General Counsel, Joe 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 Presidents Gary Buckley, Glen Pinkston and Keith Mitchell.

Attending the meeting from Rogers State University were Dr. Joe A. Wiley, President of the University, Vice Presidents Richard Boyd, Tom Volturo and Dr. Danette Boyle; and Dr. Michael Turner, Dean of Students.

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 9:00 a.m. on September 13, both as required by 25 O.S. 1981, Section 301-314.

Chairman Bentley opened the meeting by thanking President Wiley and his staff for hosting the meeting.

## **THE UNIVERSITY OF OKLAHOMA**

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

President Boren began his report by announcing another year of record enrollment for the University. For all campuses, total fall enrollment is 31,134 with a record high of 24,569 on the Norman campus. The administration has been attempting to hold enrollment virtually stable because of stress on the faculty/student ratio and also on facilities. This year the 3,614 first-time students are academically the highest-ranked class of any public institution in the state with an average ACT score of 25.8. That freshman class also has 169 National Merit Scholars. The President discussed the faculty and staff raises that the Board will be asked to approve on this agenda and how some additional funding was provided to units with compression problems. The average increase for faculty and staff will be 6.1%. While much of that average is given for meritorious performance, for compression and other reasons, the minimum required raise is 2.5% or \$1000, whichever is

more. For the very lowest paid employees, \$1000 may be more than 2.5%, but they have been hit with higher health insurance costs and have seen their actual take-home pay shrink over the past three years. The administration is pleased to propose this action, as it comes after three years of no increases, and faculty and staff have been very loyal to the University. In the agenda item on research it is noted that the University has reached an important milestone for the institution and for the state of Oklahoma: we have reached the \$200 million mark this year. If you go back ten years ago, in 1994 the University was doing \$92 million in research and now this year we have reached \$210 million, so we have more than doubled in the last decade. It means that The University of Oklahoma is one of the greatest engines for economic growth and economic progress in the state. We are seeing that with our own eyes with the Health Sciences Center, the Presbyterian Health Foundation Research Park, the spin-offs from discoveries at the Health Sciences Center, the Weather Center building in Norman, the private sector partner building being completed next to the Weather Center site and much more. The Board will also be asked today to approve the planned \$80 million of improvements, expansion and renovation of student housing. It is very important that the living areas keep pace with the excellence of the rest of the University. This funding will enable the University to build new student apartments and massively renovate and improve the three towers, including air filtration systems and movable furniture. The University will be dedicating the memorial to OU faculty, staff and students who have given their lives in wars beginning with World War I on Friday, September 17. This memorial is a beautiful obelisk with the names of all those who have given their lives and is in front of the Gaylord Family—Oklahoma Memorial Stadium. The University's ROTC units will participate, along with the Pride of Oklahoma and Admiral Crowe, former chairman of the Joint Chiefs of Staff. This obelisk will show the public why the Stadium was named Oklahoma Memorial, and we appreciate Edward Gaylord's wishes to have the memorial established.

## **MINUTES**

Regent Stuart moved approval of the minutes of the regular meeting held June 22-23, 2004 as printed and distributed prior to the meeting. The following voted yes on the motion: Regents Everest, Austin, Clark, Stuart, Weitzenhoffer and Wade. The Chair declared the motion unanimously approved.

## **REVISIONS TO THE COLLEGE OF MEDICINE BYLAWS**

The Bylaws of the College of Medicine provide guidance and procedure for internal governance of the College's academic responsibilities through the Faculty Board and Executive Dean. The Bylaws establish standing committees with specific responsibilities. Bylaws containing these items are expected and reviewed by the Liaison Committee on Medical Education (LCME). At the last LCME site visit in 2003, it was noted the bylaws need revision to reflect current structure and function.

The last major revision of the Bylaws was in 1988, with a minor modification involving the Curriculum Committee adopted in 1997. For this major revision, the Executive Dean and Chairman of the Faculty Board jointly appointed a Bylaws Revision Committee.

The proposed Bylaws were reviewed by the Office of Legal Counsel, Health Sciences Center, and the Office of the Senior Vice President and Provost. The Faculty Board and faculty of the College of Medicine approved the proposed Bylaws on June 16, 2004.

Brief descriptions of the more substantive changes are noted below, with the complete bylaws attached as Exhibit A. New material is indicated by underline and deleted material by strike-through.

*Old sections 5-8 (page 4) under Article 3* have been entirely deleted because several of these sections are not appropriate for bylaws and are fully and more appropriately delineated in the OUHSC Faculty Handbook.

*Article 5, Section 5.1(a)* which deals with composition of the Faculty Board deletes the volunteer faculty from holding voting membership on the Faculty Board.

*Article 5, Section 5.2(b)* which deals with the Admissions Board has been changed to provide general guidelines for the admissions board rather than making specific stipulations about operational procedures that may change from time to time.

*Article 5, Section 5.2(c)* which deals with the Committee on Committees deletes an unnecessary listing of the standing committees, which are explained elsewhere, and makes other changes to reflect current University practice.

*Article 5, Section 5.2(d)* which deals with the Curriculum Committees adds a new paragraph that creates a Curriculum Coordinating Committee to be appointed by the Executive Dean, to ensure that there is coordination of the work of the Basic Sciences and Clinical Sciences Curriculum Committees.

*Article 5, Section 5.2(e)* provides for changing the name of the Promotions and Implementation Committee (oversees student promotions, academic discipline, awarding of honors distinctions, and recommendations on graduation) to the Student Promotions Committee, eliminates separate committees for the basic science and clinical science years, and consolidates their function into one Student Promotions Committee. The latter provides for greater continuity in the evaluation of student performance and advancement.

*Article 8* deals with Amendments to the Bylaws and provides a more practical and workable method for amendment for the current times in which we function.

President Boren recommended the Board of Regents approve the revisions to the College of Medicine Bylaws as proposed.

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

## **ESTABLISH CERTIFICATE AND MASTER OF SCIENCE DEGREE PROGRAMS IN GERIATRICS/GERONTOLOGY - HSC**

In 2001 the Provost appointed a Task Force charged with developing an interdisciplinary geriatrics/gerontology program. The Task Force included stakeholders from the Norman Campus, Oklahoma City Community College and each HSC College. In August 2002 the Task Force completed its charge and submitted its new program proposal. Budget reductions



in FY03 and FY04 precluded consideration of the new program. Collaboration in funding from resources of the Department of Geriatric Medicine-College of Medicine, College of Allied Health and College of Nursing enables the Health Sciences Center to request approval of a multidisciplinary program focused on aging.

The geriatric/gerontology program will offer an appropriate course of study to qualified students from various backgrounds in the healthcare service sector. As the only certificate and Master of Science degree for geriatrics/gerontology in Oklahoma, it will provide students a broad interdisciplinary overview of the field of aging. It will prepare students for a career in clinical practice or administration, service delivery, teaching and research. The post-baccalaureate certificate program will be 18 credit hours; the Master of Science degree program will require 33 credit hours for the non-thesis option and 34 for the thesis option. The Association for Gerontology in Higher Education Standards and Guidelines for Programs of Merit has served as a guide in developing both programs.

The study of aging is a multidisciplinary field combining information from several separate disciplines. It has an interdisciplinary core of theoretical assumptions and concepts built on the biological, medical and social sciences, along with content from many other areas of study such as public policy, humanities and economics. In practice, programs in geriatrics are found in health science schools and departments. Gerontology programs and courses are most often found in social science or human service departments, and often have strong ties to health science and business schools. This new interdisciplinary program will be housed at the HSC and will draw upon the resources and expertise of OU colleges on the Oklahoma City and Norman campuses.

Resources to fund the Program Director and operations of the HSC multidisciplinary program will come from the Colleges of Allied Health, Nursing and Medicine. Space for the multidisciplinary program is located in the College of Health Building. Administration of the program will reside in the College of Allied Health, and the program will be overseen by Dr. Jan Womack, who served along with Dr. Marie Bernard as co-chairs of the Task Force.

If approved, the program will accept its first students in Spring 2005. It is projected there will be five students admitted to the certificate program and three to the graduate program annually.

Tuition for the certificate and Master of Science programs will be charged at the graduate student tuition rate.

President Boren recommended the Board of Regents approve a request to the Oklahoma State Regents for Higher Education to establish a multidisciplinary certificate program and Master of Science program in Geriatrics/Gerontology.

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

## **PROPOSAL FOR NEW HSC DEPARTMENT: RADIATION ONCOLOGY - HSC**

Currently at the OU Health Sciences Center, Radiation Oncology is a section within the Department of Radiological Sciences. Radiation Oncology is a department in and of itself in the vast majority of American medical schools. Radiation Oncology is a specialty in the practice of medicine with a separate professional identity for faculty who provide this service.

An external consulting team visited the Department of Radiological Sciences in July of this year, and one of their recommendations was to create a separate department for Radiation Oncology. This move will help facilitate the long-term goals for recruitment and retention of faculty and will serve as an enhancement for the Cancer Center.

The HSC Senior Vice President and Provost has reviewed this proposal and approves of the creation of a new Department of Radiation Oncology within the College of Medicine. Funding for Radiation Oncology faculty and staff base salaries and operations will be re-directed from the current Department of Radiological Sciences.

President Boren recommended the Board of Regents approve a proposal from the executive dean of the College of Medicine to create a new Health Sciences Center department, the Department of Radiation Oncology.

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

### **DELIVERING THE ACCELERATED BACHELOR'S DEGREE IN NURSING IN AN ON-LINE MODE**

The College of Nursing (*OUCN*) proposes to develop and deliver its accelerated BS Program in an online mode. The accelerated BS program is a program through which students with a non-nursing baccalaureate degree obtain a bachelor's degree in nursing in fourteen months. The program is currently offered at OUCN – Oklahoma City.

The national shortage of registered nurses is well-documented. According to American Hospital Association's June 2001 TrendWatch, 126,000 nurses are needed now to fill vacancies at our nation's hospitals. Nationally, approximately 130 baccalaureate nursing programs have instituted accelerated baccalaureate degree programs in nursing for students with non-nursing baccalaureate degrees. The program is probably the shortest route to a bachelor's degree in nursing, and thus, is an ideal strategy for quickly addressing the nursing shortage. If the didactic portion of the Program is Web-based the program's reach and appeal will be increased.

Currently, the accelerated BS program is delivered to students on-site in Oklahoma City, using a hybrid model of Web-based learning activities and face-to-face instruction in place since 1997. Twelve courses in the program utilize this hybrid model. With the development of additional Web-based learning experiences in didactic courses, the program could be expanded to students in the surrounding states of Texas, Kansas, Arkansas and Missouri. Clinical experiences will be conducted in the students' home areas under the supervision of qualified part-time clinical faculty.

There is no online program in the State for students with a non-nursing degree to obtain a baccalaureate degree in nursing. Tuition for this on-line program is the same as that charged for on-site courses. To assist with maintenance of adequate technical equipment and support personnel, students enrolled in on-line courses are charged an additional \$50 per credit hour electronic media fee.

If approved by the University, this program must be submitted by the President to the Oklahoma State Regents for Higher Education per the requirements of their *Policies and Procedures Pertaining to the Electronic Delivery of Courses and Programs*.

President Boren recommended the Board of Regents approve a request to the Oklahoma State Regents for Higher Education to deliver the accelerated Bachelor's Degree in Nursing in an on-line mode.

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

### **DELIVERING THE NURSING CAREER MOBILITY PROGRAM IN AN ON-LINE MODE**

The College of Nursing (*OUCN*) proposes to develop and deliver its career mobility program in an online mode. The career mobility program is a program through which licensed practical nurses (LPNs) and registered nurses (RNs) obtain a bachelor's in nursing. *OUCN* has delivered its career mobility program for RNs and LPNs in Oklahoma since 1989. The current curriculum has been in place since 1996.

Currently, the program is delivered to students in Oklahoma City, Enid, Lawton and Tulsa using a hybrid model of Web-based learning activities and face-to-face instruction. Seven courses in the program utilize this hybrid model. In Oklahoma City, Tulsa, and Lawton both LPNs and RNs enroll in the program. At the Enid site the program is offered only to RNs. With the development of additional Web-based learning experiences in didactic courses, the program could be offered to students in the surrounding states of Texas, Kansas, Arkansas and Missouri. Because of the requirement of a five-day resident clinical experience each semester for LPNs, marketing the program in a wider geographic span would not be feasible.

In May 2003, a needs assessment was distributed to RNs and LPNs in Oklahoma, Texas, Arkansas, Missouri and Kansas. One hundred and fifty-one (151) responses were received. Approximately 60 (39%) of the responses were received from nurses working in county health departments in Oklahoma. Nurses employed in these settings primarily are registered nurses.

One hundred thirty-three (133) or 88% of the respondents expressed an interest in pursuing a baccalaureate degree in a Web-based format. All of the LPN respondents expressed an interest in pursuing a Web-based baccalaureate nursing program. Sixty-seven (67) of the 113 interested respondents have completed ten or more of the prerequisite courses for the program. Of the 133 respondents, 117 or 81% stated they would be willing to travel to Oklahoma for a five-day intensive lab experience during the fall and the spring if they could do their coursework on the World Wide Web.

A preceptor model will be used for most of the clinical experiences. This model has been successfully used in the *OUCN* career mobility program for many years. Additionally, LPNs enrolled in the program will have faculty-supervised clinical experiences for selected courses, and will be required to attend a one-week intensive clinical experience at an *OUCN* site during the fall and spring semesters.

There is no online program in the State for LPNs and RNs to receive their baccalaureate degree. Also, there is no other accelerated program through which LPNs may receive a baccalaureate degree in nursing. Tuition for the program is the same for the online program as for traditional courses at *OUCN*. To assist with maintenance of adequate technical facilities and support personnel, students are charged a \$50 per credit hour electronic media fee.

President Boren recommended the Board of Regents approve a request to the Oklahoma State Regents for Higher Education to deliver the Nursing Career Mobility Program in an on-line mode.

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

### **PROFESSIONAL SERVICE AGREEMENTS - HSC**

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

Renewal - HCA Health Services of Oklahoma, Inc.

OUHSC will continue to provide services of Certified Registered Nurse Assistants for Anesthesia only. Previous agreement was for \$770,000 year, \$258,000 year more than the current agreement. Agreement received June 18, 2004. Agreement fully executed on July 16, 2004.

New - Oklahoma State Department of Health

OUHSC will provide qualified and trained Registered Nurses to coordinate the regional Cervical Dysplasia clinics. Department Physicians and Fellows will provide treatment and surgical services for the Chronic Disease Regional Cervical Dysplasia Clinics in Oklahoma. Agreement was received on May 27, 2004, and fully executed on June 10, 2004.

New - Oklahoma State Department of Health

To promote optimal neurological health and reduce developmental disability among individuals with phenylketonuria (PKU) and metabolic conditions through the provision of comprehensive dietary management services and the administration of a PKU medical food program for individuals with PKU as prescribed by an MD metabolic specialist. Agreement received on June 28, 2004, and fully executed on July 7, 2004.

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

Renewal - HCA Health Services of Oklahoma, Inc. dba OU Medical Center College of Medicine/Department of Anesthesiology Term of Agreement 05/01/04 to 04/30/06 Professional Service Agreement	\$1,024,000
New - Oklahoma State Department of Health College of Medicine/Department of OB/GYN Term of Agreement 07/01/04 to 06/30/05 Professional Service Agreement	\$174,262

New - Oklahoma State Department of Health \$169,120  
College of Medicine/Department of Pediatrics  
Term of Agreement 07/01/04 to 06/30/05  
Professional Service Agreement

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

### **STEAM AND CHILLED WATER PLANT ADDITION - HSC**

The Steam and Chilled Water Plant Addition project was first approved by the Board of Regents and included in the May 2003 comprehensive Campus Master Plan of Capital Improvements Projects. At the May 2004 meeting, the Board approved the project as a part of the Campus Master Plan, with a total project budget of \$9,960,000. At the December 2003 meeting, the Board of Regents ranked architectural firms under consideration to provide professional services for the Steam and Chilled Water Plant Addition and authorized the administration to negotiate and execute an agreement for architectural services. Subsequently, an agreement between Architectural Design Group, Inc. and the University was negotiated and executed.

Funding for this project, with a current estimated total cost of \$9,960,000, will be provided from new Utility System Revenue Bond proceeds.

### **APPROVE DESIGN, AUTHORIZE PREPARATION OF CONSTRUCTION DOCUMENTS, AND AUTHORIZE BIDDING OF PROJECT**

The project architects and engineers planned the building to allow a chiller capacity of 5,000 to 6,000 tons in the first phase, with the ability to add a second phase of equal capacity as growth of the Health Sciences Center continues. The planned addition will support the Biomedical Research Center, Phase II, the Comprehensive Cancer Center, Pediatric Ambulatory Care Center project, College of Allied Health building, and expansion of Oklahoma Medical Research Foundation, among others. The project involves construction of 9,160 square feet in a new building east of the existing Steam and Chilled Water Plant, with a connecting enclosed service courtyard. Two chillers of 2,500-3,000 tons each, two cooling towers and a chemical storage building will be provided. The facility is designed as a stand-alone plant, tied into the existing chilled water piping and tunnel system, to allow the plant to carry loads independent of the main Plant in case of a disaster. A 2,000 kW emergency generator is included to allow limited emergency chilled water capacity in case of catastrophic electrical failure. Also included in the project are two industrial water wells for makeup water for the Plant, as well as alternates for plate and frame heat exchangers to provide "free" cooling in the winter, variable frequency drives and emergency chilled water connections.

The exterior of the Addition is designed to blend with the existing Plant, with ribbed precast concrete panels, matching brick and solar bronze clearstory windows. The design echoes the arches of the existing Plant, and an earth berm against the south reduces the apparent height of the walls that face the residential neighborhood. Wrought iron gates will provide security across the front drive. Attached as Exhibit B are an architectural rendering of the building's exterior and a building site plan.

The design development phase documents are completed for the project. It is proposed the Board of Regents approve the project design and authorize the preparation of construction documents by the architect and advertising for receipt of bids. It is anticipated a recommendation concerning the award of a contract for construction will be presented to the Board at the December 2004 meeting, with substantial completion expected in March 2006.

#### AWARD PURCHASE ORDER FOR CHILLER UNITS

A Request for Proposals was issued for the purchase of electric chillers to be installed in the new building. The solicitation requested prices for chillers with three different cooling capacities: 2,500 tons, 2,750 tons and 3,000 tons. Responses received from three companies were evaluated on the basis of providing the requested capacity, compliance with the specifications, lowest first cost, lowest life-cycle cost over a 20-year life, refrigerant availability and cost, and historical operating experience with the vendors. The evaluation committee scored the Trane Company's proposal for two 3,000-ton chillers as the best value for the University, as it yielded the most capacity with the lowest life-cycle cost. The Trane proposal also had the lowest first cost among the 3,000-ton chillers. The total cost with selected Alternates 2, 4 and 5 is \$1,127,805. A summary of the committee's evaluation and a tabulation of the bids are shown below.

The evaluation committee was composed of the following members:

Harley Campbell, Campus Architect, Architectural and Engineering Services,  
Chair  
Pat Corley, Facilities Team Manager, Purchasing  
John Johnson, Deputy Director and CFO, University Hospital Authority and Trust  
(Independent Evaluator)  
Bill Martin, Manager, Steam and Chilled Water Plant  
Randy Ragsdale, P.E., Principal, Zumwalt Ragsdale Herring & Danner, consultant  
Pete Ray, P.E., Assistant Director of Operations for Environmental Systems  
Gary Stuart, Mechanical Foreman, Steam and Chilled Water Plant

#### Chiller Bid Evaluation:

	Maximum Points	Trane Company 3,000-ton unit	R. B. Akins Company York International 3,000-ton unit	Carrier Oklahoma, Inc. 2,750-ton unit
Capacity	200	200	200	150
Compliance with specifications	200	200	190	200
First Cost-cost per ton	100	94	91	100
Life-Cycle Cost (based on 20-year life)	300	300	273	272
Refrigerant availability and cost	100	50	90	90
Historical operating experience	<u>100</u>	<u>100</u>	<u>80</u>	<u>100</u>
Total Points	1,000	944	924	912

Bid Tabulation with Selected Alternates:

	<u>Trane Company</u>	<u>R. B. Akins Company York International</u>	<u>Carrier Oklahoma, Inc.</u>
Base Bid – 2,500-Ton Chiller	\$969,666	\$816,162	\$840,567
Alt. No. 2: Hinged Heads on Marine Water Boxes	8,048	35,130	10,202
Alt. No. 4: Refrigerant Pumpout Unit	15,087	24,375	7,700
Alt. No. 5: Five Year Warranty	<u>22,563</u>	<u>54,800</u>	<u>88,840</u>
Total	\$1,015,364	\$930,467	\$947,309
Base Bid – 2,750-Ton Chiller	\$1,022,399	no bid	\$865,506
Alt. No. 2: Hinged Heads on Marine Water Boxes	8,048	no bid	10,202
Alt. No. 4: Refrigerant Pumpout Unit	15,087	no bid	7,700
Alt. No. 5: Five Year Warranty	<u>22,563</u>	no bid	<u>88,840</u>
Total	\$1,068,097	no bid	\$972,248
Base Bid – 3,000-Ton Chiller	\$1,082,107	\$1,035,938	no bid
Alt. No. 2: Hinged Heads on Marine Water Boxes	8,048	38,576	no bid
Alt. No. 4: Refrigerant Pumpout Unit	15,087	24,375	no bid
Alt. No. 5: Five Year Warranty	<u>22,563</u>	<u>64,800</u>	no bid
Total	\$1,127,805	\$1,163,689	no bid

President Boren recommended the Board of Regents:

- I. Approve the design development phase plans and authorize the preparation of construction documents for the Steam and Chilled Water Plant Addition project;
- II. Authorize the University administration to advertise and to receive bids for construction of the project; and
- III. Authorize the President or his designee to award a purchase order in the amount of \$1,127,805.00 to Trane Company of Oklahoma City for the acquisition of chiller units to be installed as a part of this project.

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

### **UTILITY SYSTEM REVENUE BONDS - HSC**

At the January 2004 meeting, The University of Oklahoma Board of Regents authorized and approved the issuance of the Utility System Revenue Bonds, Series 2004, in the approximate amount of \$10,000,000 (which will be used to fund construction and improvements

to the Steam and Chilled Water Plant at the Health Sciences Center) and all documentation and action related thereto. At the time of the January meeting, Senate Concurrent Resolution No. 64 had not made its way through the legislative process. The Resolution was approved by both the Senate and the House, and was signed by Governor Henry in May 2004. Therefore, pursuant to Title 70, Section 4002.1 of the Oklahoma State Statutes, final approving action and ratification of the actions of the Board taken at the January 2004 meeting is necessary. This has not caused a delay in the timing of the issuance of the bonds; it is a matter of sequencing of steps necessary to complete the bond issue.

President Boren recommended the Board of Regents:

- I. Ratify all actions taken by the Board at the January 2004 meeting regarding issuance of the Utility System Revenue Bonds, Series 2004, in the approximate amount of \$10,000,000;
- II. Authorize and approve the issuance of the Utility System Revenue Bonds, Series 2004, in the approximate amount of \$10,000,000; and
- III. Authorize the Administration to execute all related documents and take all action necessary to consummate the transaction as contemplated.

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

#### **ULTRASOUND EQUIPMENT FOR SURGERY - HSC-TULSA**

The Department of Surgery requires this ultrasound equipment to provide greater ability for student and resident training and to treat the patient population.

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

Aloka Science & Humanity	Wallingford, CT
B-K Medical	North Billerica, MA
B-K Medical	North Billerica, MA
Hitachi Medical Corp.	Tarrytown, NY

The evaluation committee comprised the following individuals:

Thomas A. Broughan, M.D., Professor and Chair, Surgery Dept.  
 Linda Carpenter, Senior Administrative Manager, Surgery Dept.  
 Gerald Bockmuller, Clinic Manager, Surgery Dept.  
 William C. Jennings, M.D., Associate Professor, Surgery Dept.  
 Matthew J. Sideman, M.D., Assistant Professor, Surgery Dept.  
 Carmen Ruiz, M.D., Assistant Professor, Surgery Dept.  
 C. Anthony Howard, M.D., Associate Professor, Surgery Dept.  
 Diane H. Rhodan, M.D., Assistant Professor, Surgery Dept.  
 Randy Payton, Senior Buyer, University of Oklahoma-Tulsa Purchasing  
 Meredith Luschen, Independent Evaluator

The evaluation criteria were: Meeting required specifications, adaptability to current operations and training, and price.



The results of the evaluation were as follows:

	Meets Specifications	Adapts to Current Operations & Training	Price
Aloka Science	Yes	Yes	\$189,250
B-K Medical Option #1	No	No	\$172,500
B-K Medical Option #2	Yes	Yes	\$197,900
Hitachi Medical Corp.	No	No	\$125,998

The evaluation team determined that award to Aloka Science & Humanity of Wallingford, Connecticut, the low bidder meeting specifications, represents best value to the University.

Funding is identified, set aside, and is available from departmental clinical equipment funds.

President Boren recommended the Board of Regents authorize the President or his designee to award a contract to Aloka Science & Humanity of Wallingford, Connecticut, the low bidder meeting specifications, in the amount of \$189,250, for ultrasound equipment for the Department of Surgery.

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

## **ELEVATOR MAINTENANCE SERVICES - HSC**

The five-year HSC campus contract for elevator repair services has been in place for four years. New building construction has added elevators, increasing the demand for these services. This expansion has driven the annual expenditure to a level requiring approval. Increasing the current agreement to accommodate the larger number of elevators is in the best interest of the University. Pricing is reasonable and based on the original competitive bid. Since this is the last year of the current contract, this requirement will be re-bid in 2005.

Funding is identified, set aside, and is available in the Site Support operating budget.

President Boren recommended the Board of Regents authorize the President or his designee to award a contract to Allied Elevator Services, Inc. of Midwest City, the low bidder, in the amount of \$130,152 for elevator maintenance services, for a one-year period beginning October 1, 2004.

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

**PRIMARY RATE INTERFACE VOICE TRUNK LINE - HSC**

This requirement is for 13 T1 spans that provide half of the local telephone services to the OUHSC campus. This service provides 5,000 inbound numbers and outbound local services as needed based on switch traffic balancing.

The OUHSC complex and its immediate surrounding facilities are unique in that they house most of the organizations that would respond in the event of a major catastrophe, including Oklahoma's only Trauma Center. No less than two completely separate service paths are required to ensure redundancy thereby reducing the risk of service outages. Additionally, division of services between multiple vendors is prevalent for voice, as well as internet access, for organizations that have zero downtime tolerances, and is considered a best practice.

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

Southwestern Bell Corporation	Oklahoma City
Cox Oklahoma Telecom, LLC	Oklahoma City
MCI, Inc.	Oklahoma City

The evaluation committee comprised the following individuals:

Craig Amburn, Telecommunications Manager, IT  
 Becki Trepagnier, Director, IT  
 Alan Wong, Assistant to the Vice President, IT  
 Michael Ferguson, Director of Finance, OU Physicians, Independent Evaluator  
 Florian Giza, Technology Team Manager, Purchasing

The evaluation criteria were: Responsiveness to RFP, Redundancy of Provided Service, and Cost.

The results of the evaluation were as follows:

Company	Location	Responsiveness to RFP	Redundancy of Provided Service	Cost
Southwestern Bell Corporation	Oklahoma City	Yes	Moderate	\$135,490
Cox Oklahoma Telecom, LLC	Oklahoma City	Yes	Full	\$131,238
MCI, Inc.	Oklahoma City	No	N/A	N/A

While both vendors meet technical redundancy requirements, additional redundancy provided when using multiple vendors for this critical service provides further protection and is in the best interest of the OUHSC. The evaluation team determined that award to Cox Oklahoma Telecom, LLC, of Oklahoma City, provides best value to the University.

Funding is identified, set aside, and is available in the OUHSC Digital Communications account.

President Boren recommended the Board of Regents authorize the President or his designee to award a contract, to Cox Oklahoma Telecom, LLC, of Oklahoma City, for primary rate interface voice trunk lines, in the amount of \$131,238, for a one-year period beginning October 1, 2004, with an option to renew for four additional one-year periods.

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

### **STEREOTACTIC BIOPSY EQUIPMENT - HSC**

OU Physicians Breast Institute requires biopsy equipment to replace equipment that has failed and is beyond economical repair. At this time, the OU Physicians Breast Institute is losing \$13,000 to \$26,000 a month in reimbursement cost due to down time of the existing equipment. Patients needing tests must currently be sent to an outside hospital, which is time-consuming and inconvenient for the patients.

Prone sterotactic biopsy uses x-ray imaging and computer coordinates to guide the sampling needle to extract tissue from two slightly angled directions. Sterotactic Image Guidance breast biopsy represents the best available technology for this critical test.

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

Hologic, Inc.	Danbury, Connecticut
Siemens Medical Solutions USA, Inc.	Malvern, Pennsylvania
Fischer Imaging Corporation	Denver, Colorado

The evaluation committee comprised the following individuals:

Dr. Ann Archer, Imaging Director, OU Physicians Breast Institute  
Warren Churchill, Business Administrator, Department of Surgery (Independent Evaluator)  
Linda Johnson, Buyer, Purchasing

The evaluation criteria were: Meeting specifications and price.

The results of the evaluation were as follows:

	Meets Specifications	Price
Hologic	yes	\$159,000
Siemens	yes	198,095
Fischer	yes	184,950

The evaluation team determined that award to Hologic, Inc. of Danbury, Connecticut, the low bidder, represented best value to the University. Because of the extreme urgency to award the contract as quickly as possible, and because the necessity for this acquisition peaked during the two months (July and August) in which the Board did not meet, University

administration was compelled to take action prior to the Board's September meeting, after having exhausted all other alternatives. In all other respects, policies and procedures governing the acquisition of goods and services were closely adhered to.

Funding is identified, set aside, and is available in the Breast Institute's Clinical operating budget.

President Boren recommended the Board of Regents ratify the award of a contract in the amount of \$159,000, to Hologic, Inc., of Danbury, Connecticut, the low bidder, for stereotactic biopsy equipment.

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

## **TWO ACQUISITIONS PURSUANT TO SPONSORED PROJECTS - HSC**

Prior to the recent revision of the Board of Regents' Policies and Procedures Manual, purchases above \$300,000 pursuant to sponsored projects were required to be referred to the Board for approval. Such purchases between \$125,000 and \$300,000 were required to be reported to the Board quarterly. The revised Policies and Procedures Manual requires that such purchases above \$125,000 be referred to the Board for approval.

During a recent review of purchases, the two referenced acquisition actions were identified as having been submitted for reporting to the Board, under the previous policies and procedures, but which, because of when they occurred, should have been referred to the Board for approval under the revised policies and procedures. The two items, having been executed, are submitted herewith for the Board's ratification. No further "in-transit" acquisition actions were identified.

President Boren recommended the Board of Regents ratify the following acquisition actions that have been made pursuant to sponsored projects:

- I. The issuance of a purchase order to Applied Research Consulting, Inc., in the amount of \$187,200, for biostatistical support services as required by the associated sponsored project; and
- II. The issuance of a purchase order to Bach Harrison LLC, in the amount of \$132,398, for data collection and analysis services as required by the associated sponsored project.

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

**ULTRASOUND EQUIPMENT – HSC  
 ATOMIC FORCE MICROSCOPE - HSC  
 COURSE CHANGES  
 NONSUBSTANTIVE PROGRAM CHANGES  
 ON-CALL ARCHITECTS AND ENGINEERS QUARTERLY REPORT  
 QUARTERLY FINANCIAL ANALYSIS  
 REGENTS' FUND SEMI-ANNUAL FINANCIAL REPORT  
 QUARTERLY REPORT OF PURCHASES  
 ON-CALL CONSTRUCTION-RELATED SERVICES QUARTERLY REPORT  
 ASPHALT TEST ROAD FOR THE OKLAHOMA PROJECT FOR TAR CREEK**

The listed items were identified, by the administration, in each agenda item as “For Information Only.” Although no action was required, the opportunity to discuss or consider any of them individually was provided.

**ULTRASOUND EQUIPMENT - HSC**

At the June 2004 meeting, the Board of Regents authorized the President or his designee to solicit bids, negotiate and award a contract, for two pieces of ultrasound equipment, in an amount not-to-exceed \$400,000, and to report the results of the purchase at the September 14, 2004 Board of Regents' meeting.

The equipment is used for diagnostic ultrasound of the breast, and provides definitive study and correlation of mammography findings regarding the subject patient, to aid the radiologist in determining appropriate diagnosis and treatment. This equipment provides advanced technology imaging resulting in increased image detail and efficiency via improved anatomical documentation and measurement of breast abnormalities. This advanced technology provides state of the art sonography imagery and furthers the College of Medicine Breast Institute educational missions as well as the most current student and resident training.

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

Philips Medical Systems N.A.	Bothell, Washington
GE Healthcare Technologies	Flower Mound, Texas
Siemens Medical Solutions USA, Inc.	Dallas

The evaluation committee comprised the following individuals:

Ann Archer, M.D., OU Physicians Breast Institute  
 Mary Hallman, R.N., Clinic Nurse Manager, OU Physicians Faculty Clinics  
 Paula Merrill, Mammography Technician Coordinator, OU Physicians Breast Institute  
 Kathy Walker, Director for Administrative Support Services, Administrative Affairs  
 Karen Hicks, Senior Buyer, Purchasing

Evaluation criteria were: Meeting specifications and price.

The results of the evaluation were as follows:

	Meets Specifications	Price
GE Healthcare Technologies	No	\$321,674
Philips Medical Systems N.A.	Yes	\$348,110
Siemens Medical Solutions USA, Inc.	No	\$282,000

The committee determined award to Philips Medical Systems N.A., \$348,110 provides best value to the University.

Funding is identified, set aside, and is available in the Clinical Operations operating budget.

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

### **ATOMIC FORCE MICROSCOPE - HSC**

At the June 2004 meeting, the Board authorized the President or his designee to solicit bids, negotiate, and award a contract for an Atomic Force Microscope, in an amount not-to-exceed \$200,000, and report the specifics regarding the contract at the September 2004 Board of Regents' meeting.

The department of Restorative Dentistry, in support of a National Institute of Health grant, is conducting a research project with an overall goal to determine the utility of selected topographical and physical properties as predictors of periodontal disease. The specific aims of the investigation are to characterize selected topographical and physical properties of tooth and restorative biomaterial surfaces, to measure biofilm accumulations on those surfaces, and to quantify the effect of laser, chemical and mechanical treatments of tooth and restorative biomaterial surfaces.

The knowledge gained from this project will be useful in the modification of the topography of existing dental restorative materials and periodontal treatments, or in the formulation of guidelines for new restorative materials and treatments. In the long term, this knowledge could help reduce the incidence of diseases connected with biofilm formation and improve oral care for dental patients.

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

Quesant Instruments Corp.	Agoura Hills, California
Veeco Metrology, LLC	Santa Barbara, California
Asylum Research Corp.	Santa Barbara, California
Molecular Imaging	Tempe, Arizona

An evaluation committee comprising the following individuals rated the responses:

Sharukh Khajotia, Associate Chair & Professor, Restorative Dentistry  
 Susan Vangundy, Business Administrator III, College of Medicine (Independent  
 Evaluator)  
 Hillery Ely, Buyer, Purchasing

The evaluation criteria were: Reliability, ease of use, available features, test parameters and cost.

Results of the evaluation, rated on a 1 to 5 scale, with 5 representing the best rating, and all categories equally weighted, are as follows:

	Reliability	Ease of Use	Available Features	Test Parameters	Cost	Total Score
Quesant	1	2	1	2	4.9	10.9
<b>Veeco</b>	5	5	5	5	3.6	23.6
Asylum	5	4	4	4	3.7	20.7
Molecular	1	2	1	2	5	11

The evaluation committee determined an award to Veeco Metrology, LLC, of Santa Barbara, California, in the amount of \$176,666 represents best value to the University.

Funding is identified, set aside, and is available through a National Institute of Health Grant.

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, June 18, 2004  
University of Oklahoma—Norman Campus

#### *COURSE CHANGES*

##### College of Arts and Sciences

S WK 4322 Practicum Seminar II. Change course number to 4331

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

### **NONSUBSTANTIVE PROGRAM CHANGES - NORMAN CAMPUS**

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

Non-Substantive Program Changes  
Approved by Academic Programs Council, June 18, 2004

#### Changes in Program Requirements:

##### College of Arts and Sciences

Social Work, B.S. (RPC 210, MC 2104A): Change course number S WK 4322 to S WK 4331. The total number of credit hours is unchanged.

Reason for request: The previous change that locked this class into a two-credit-hour course was not feasible. The School of Social Work needs to return to a one-credit-hour course. This will remain the Capstone course for the degree program.

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

## ON-CALL ARCHITECTS AND ENGINEERS QUARTERLY REPORT

In June 1999, the Board authorized a group of architectural and engineering firms to provide professional services required for small projects. Twelve additional architectural firms and seven additional civil engineering and surveying firms were added to the pool of on-call consultants in July 2001. The work completed during the fourth 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>
Architects In Partnership, P.C. Norman	April 5, 2004	Feasibility Study (Lloyd Noble Center, Storage Rooms at Upper W. Concourse)	\$3,800
Kirkpatrick, Forest, Curtis, Inc. (formerly Kirkpatrick Engineering Co.) Oklahoma City	March 17, 2004	Design Calculations, Design and Construction Documents (Architecture Model Shop, Canopy Reconstruction)	2,200
Richard L. Cavin Architect, P.C., dba Cavin Design Group Oklahoma City	January 22, 2003	Architectural Design and Construction Documents (Texoma Biological Station Apartments)	30,960

For the Health Sciences Center, Oklahoma City:

Kirkpatrick, Forest, Curtis, Inc. (formerly Kirkpatrick Engineering Co.) Oklahoma City	May 5, 2004	Structural Investigation (O'Donoghue, Pharmacy Management Renovation)	800
Determan Scheirman Consulting Engineers Oklahoma City	March 6, 2002	Mechanical and Electrical Engineering Services (Biomedical Sciences Building-2, Vivarium Equipment Replacement)	19,140

### CUMULATIVE TOTAL PROFESSIONAL FEES FOR WORK COMPLETED BY ON-CALLS THROUGH THE FOURTH QUARTER OF FISCAL YEAR 2003-2004

For the Norman Campus:

<u>Firm Name</u>	<u>Total Fees</u>
Architectural Design Group, Inc., Oklahoma City	\$52,712
Architects In Partnership, P.C., Norman	7,680



September 14, 2004	29268
Cardinal Engineering / Lemke Land Surveying, Norman	3,300
Frankfurt Short Bruza Associates, P.C., Oklahoma City	7,000
Kirkpatrick, Forest, Curtis, Inc., Oklahoma City	5,753
Richard L. Cavin Architect, P.C., dba Cavin Design Group, Oklahoma City	30,960
Smith Roberts Baldischwiler LLC, Oklahoma City	18,495

For the Health Sciences Center, Oklahoma City:

<u>Firm Name</u>	<u>Total Fees</u>
Architectural Design Group, Inc., Oklahoma City	\$2,400
Architects In Partnership, P.C., Norman	10,330
Determan Scheirman Consulting Engineers, Oklahoma City	38,280
Kirkpatrick, Forest, Curtis, Inc., Oklahoma City	1,460
Smith Roberts Baldischwiler LLC, Oklahoma City	17,029

For the Schusterman Center and Sheridan Campus, Tulsa:

<u>Firm Name</u>	<u>Total Fees</u>
Fritz Baily, Inc., Tulsa	\$50,983
Matrix Architects Engineers Planners, Tulsa	28,900
Zebrowski Architecture & Planning, PLLC, Tulsa	31,290

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

## **QUARTERLY FINANCIAL ANALYSIS**

By request of the Board of Regents, the Quarterly Financial Analysis for the year ended June 30, 2004 was presented. The detailed information upon which the attached Executive Summary is based was distributed separately to the Regents prior to the September meeting. Detailed schedules are attached hereto as Exhibit C. The following comments were submitted for consideration.

### **QUARTERLY FINANCIAL ANALYSIS for the year ended June 30, 2004**

#### **EXECUTIVE SUMMARY**

Highlights from the Quarterly Financial Analysis (QFA) for the year ended June 30, 2004 are presented below for information only. For more detailed information, see the QFA report which was provided separately to the Regents prior to the September meeting.

#### **ALL FUNDS, COMBINED**

- Available resources of \$1.3 billion exceeded expenditures of \$1.2 billion, resulting in a net increase of \$73.0 million.

#### **NORMAN CAMPUS**

- Total available resources of \$649.8 million exceeded expenditures of \$605.6 million, resulting in a net increase of \$44.2 million.

- Education and General resources of \$328.5 million exceeded expenditures of \$299.3 million, resulting in a net increase of \$29.2 million.
- Of the fifteen major auxiliary enterprises and services units (those generating year-to-date revenues of \$2.0 million or more), twelve are reporting net increases to the bottom line. The three reporting decreases have, with the exception of the University Golf Course, accumulated sufficient reserves to fund their respective losses.

#### HEALTH SCIENCES CENTER

- Total available resources of \$627.5 million exceeded expenditures of \$598.7 million, resulting in a net increase of \$28.8 million.
- Education and General resources of \$118.5 million exceeded expenditures of \$110.9 million, resulting in a net increase of \$7.6 million.
- Of the three major auxiliary enterprises and service units (those generating year-to-date revenues of \$2.0 million or more) all are reporting net increases to the bottom line.
- Professional Practice Plan (PPP) resources of \$208.4 million exceeded expenditures of \$192.6 million, resulting in a net increase of \$15.8 million.

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

#### **REGENTS' FUND SEMI-ANNUAL FINANCIAL REPORT**

This summary report is provided in accordance with University of Oklahoma Board of Regents' policy. The summary highlights all of the financial activity within the Regents' Fund during the year ended June 30, 2004. The detailed information upon which the attached financial highlights are based was distributed separately to the Regents prior to the September meeting, and is attached hereto as Exhibit D.

#### REGENTS' FUND SEMI-ANNUAL FINANCIAL REPORT June 30, 2004

#### EXECUTIVE SUMMARY

Highlights from the Regents' Fund Semi-Annual Financial Report for the year ended June 30, 2004 are presented below for information only.

#### ALL FUNDS

- As of June 30, 2004, the Regents' Fund consisted of 170 individual funds with a combined net market value of approximately \$68.9 million.

#### CONSOLIDATED INVESTMENT FUND (CIF)

- Cash and investments held by the CIF at June 30, 2004, had a net market value of \$49.0 million, which is up \$8.6 million (21.4%) from June 30, 2003.
- During the quarter ended June 30, 2004, the CIF realized a total return of 1.5%, exceeding the benchmark return of 0.0% by 150 basis points.

- During the year ended June 30, 2004, the CIF realized a total return of 18.1%, which exceeded the benchmark return of 14.0% by 410 basis points.
- Since the July 2000 reallocation of assets, the CIF has realized a total return of 1.2%, which exceeds the benchmark return of 0.3% by 90 basis points.

#### SHORT-TERM INVESTMENT FUND (STIF)

- Cash and investments held by the STIF at June 30, 2004, had a net market value of \$17.6 million, which is down \$4,000 from June 30, 2003.
- During the quarter ended June 30, 2004, the STIF realized a total return of 0.4%, which exceeded the benchmark return of 0.3% by 10 basis points.
- During the year ended June 30, 2004, the STIF realized a total return of 1.6%, which exceeded the benchmark return of 1.0% by 60 basis points.

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

#### **QUARTERLY REPORT OF PURCHASES**

The Board of Regents policy governing the buying and selling of goods and services states that:

- I. Purchases and/or acquisition of goods and services over \$125,000 must be submitted to the Board for prior approval; and
- II. Purchase obligations between \$50,000 and \$125,000 must be reported quarterly to the Board as an information item. Sole source procurements in this category must also be reported and identified as such.

The quarterly report for II above is attached hereto as Exhibit E.

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 to Warden Construction of Stillwater for on-call construction-related services for the Norman, Health Sciences Center and Schusterman Center campuses. It was indicated the administration would provide a quarterly report to the Board for all work completed, as well as seek prior Board approval for any project with an estimated cost of \$125,000 or greater.

In September 2003, the Board added BOX Master Builders, L.L.C., of Tulsa for work on the Schusterman Campus, which allowed for greater flexibility and responsiveness to customer needs on that campus.

Work completed during the fourth quarter of fiscal year 2003/04 is summarized below.

September 14, 2004

29271

<u>Building/Location</u>	<u>Project Description</u>	<u>Cost of Work</u>
For the Norman Campus: Physical Sciences Center	Install new carpet and paint room 701.	\$ 956
Physical Sciences Center	Install new carpet and paint room 724.	956
Sarkeys Energy Center	Fill in a four feet diameter by fifteen feet deep pit with concrete in the Rock Mechanics Lab.	3,894
Physical Plant IT	Replace the suspended ceiling.	3,062
Bizzell Memorial Library	Convert to automated chilled water switchover for the rare books collection.	8,033
For the Health Sciences Center: University Hospital	Relocate the Lloyd Rader statue.	20,402
For the Schusterman Center: Building #7201 and Building #7212	Install vestibules at the south entrance of Building #7201 and north entrance into Building #7212.	98,000

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

#### **ASPHALT TEST ROAD FOR THE OKLAHOMA PROJECT FOR TAR CREEK - NC**

At the May 2004 meeting, the Board of Regents authorized the award of a contract or contracts in an overall amount not to exceed \$200,000 for construction of an asphalt test road as part of the Oklahoma Project for Tar Creek. The results of the acquisition process were to be reported to the Board at the earliest opportunity.

As a result of the competitive process, the University awarded a contract in the amount of \$198,671 to Glover Construction Co., Inc. of Muskogee, the low bidder, for construction of an asphalt test road.

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

#### **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 total annual expenditures are shown on the graphs and tables attached hereto as Exhibit F.

The Provision of Goods and Services policy 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, document or arrangement shall be referred to the Board of Regents for approval.

	FY03 Total Expenditures	FY04 Projection		FY04 Total Expenditures
<b>UNIVERSITY OF OKLAHOMA</b>	\$192,886,704	\$197,642,857		\$210,659,977
<b>NORMAN CAMPUS</b>	\$116,378,991	\$115,014,557		\$120,890,324
<b>HEALTH SCIENCES CENTER</b>	\$76,507,713	\$82,628,300		\$89,769,653

President Boren recommended the Board of Regents ratify the awards and/or modifications for May and June 2004 submitted with this Agenda Item.

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

#### **REGENTS' MEETING DATES FOR 2005**

January 25-26	(T W, Oklahoma City)
March 22-23	(T W, Norman)
April 6 <i>CU &amp; RSU Retreat only</i>	(W, Oklahoma City)
May 12-14	(R F S, Norman)
June 22-23 <i>OU Retreat and Regular Meeting</i>	(W R, Ardmore)
Sept. 13-14	(T W, Claremore/Tulsa)
October 25-26	(T W, Lawton)
December 5-6	(M T, Norman)

Action on the dates for Board of Regents' regular meetings during 2005 was proposed.

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

## **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 the names of the nominees and alternates be kept confidential until final arrangements are made for the nominees to be present.

President Boren recommended the nominees listed in his letter of August 23, 2004, to the Board of Regents be approved for an honorary degree.

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

## **NATIONAL PUBLIC RADIO MEMBERSHIP - NC**

At the February 1982 meeting, the Board of Regents approved the conversion of KGOU Radio from a commercial rock music station to an educational station affiliated with National Public Radio (NPR). Membership costs have risen over the years to the point that Board approval for continuation of dues is required. In October 2003, the Board of Regents awarded a purchase order in the amount of \$173,582 to NPR.

As a component of the College of Continuing Education, KGOU's primary mission is to deliver a significant and quality public service beyond the traditional Campus environment. The affiliation with NPR allows the University to take advantage of and add to the network serving both the Campus and central Oklahoma with high-quality educational programming. Nearly 50,000 weekly listeners enjoy 3,600 hours of programming each year. The affiliation with NPR also provides opportunity for additional student training for students in the Gaylord College of Journalism and Mass Communication, particularly for those in the broadcast program.

Funding has been identified, is available and set aside within the KGOU operating account.

President Boren recommended the Board of Regents authorize the President or his designee to issue a purchase order in the amount of \$185,494 to National Public Radio of Baltimore, Maryland, on a sole source basis, for membership dues, for a one-year period ending September 30, 2005.

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

## **FISCAL YEAR 2005 SALARY PROGRAM**

The salary program provides new funds allowing for an average five percent (5%) salary increase for Norman Campus faculty and staff in Fiscal Year 2005. Two and one half percent (2 ½%) of the recommended salary increase will be distributed across the board, and the balance will be awarded on the basis of meritorious performance, with a minimum of \$1,000 for lower-paid University employees. The salary guidelines allowed flexibility in addressing special salary needs such as compression, retention and exceptional merit.

Recommended salary increases total \$11.3 million, including \$9.5 million in educational and general funds.

A report detailing recommended salaries for staff earning over \$60,000 and for all faculty is attached hereto as Exhibit G.

President Boren recommended approval of the Fiscal Year 2005 Norman Campus salary and wage increases for faculty and staff with an effective date of October 1, 2004.

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

## **HEALTH INSURANCE PLAN**

In March 2003, the decision was made to change the University's employee and retiree health insurance, moving from a self-funded plan to the State of Oklahoma's plan, HealthChoice. The process to pursue an RFP for health insurance for calendar year 2005 began in August, 2003 with Human Resources staff, the Employee Benefits Council, and Mercer Human Resources Consulting. A sub-committee of the Employee Benefits Council serving on the evaluation committee, as well as periodic meetings with all employee governance groups were involved.

Companies were asked to respond to an RFP issued by the University in January 2004. Plan designs were requested to mirror the current State HealthChoice Plan. This method provides an opportunity for direct comparison with the State plan, and allows the University to consider both private plans and the State plan prior to making an award recommendation.

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

Aetna Health, Inc. of Oklahoma	Dallas
Blue Cross Blue Shield of Oklahoma	Oklahoma City
Pacificare of Oklahoma, Inc.	Dallas
United Healthcare	Plano, Texas

An evaluation committee comprising the following individuals rated the responses:

Thomas L. Coury, Member, Employee Benefits Council  
 Jan Duke, Medical Acquisitions Manager, Purchasing  
 Brenda Freese, Member, Employee Benefits Council  
 Connie Gould, Director, Human Resources, Tulsa campus  
 Julius Hilburn, Director, Human Resources  
 Nick Kelly, Benefits Manager, Human Resources  
 Steve Smith, Assistant Director, Purchasing  
 Will Wayne, Member, Employee Benefits Council  
 Pat Weaver-Meyer, Chair, Employee Benefits Council

The evaluation criteria were cost, plan value, network and plan management capabilities. The results of the evaluation were as follows:

Criterion	Weight	Aetna	HealthChoice		Blue Cross		Pacificare	United			
		Raw Score	Weighted	Raw Score	Weighted	Raw Score	Weighted	Raw Score	Weighted		
cost	50%	5	2.5	4.78	2.39	3.95	1.975	4.35	2.175	3.8	1.9
plan value	15%	5	0.75	4	0.6	4	0.6	4	0.6	1	0.15
network	20%	4	0.8	4	0.8	5	1	3	0.6	1	0.2
plan management	15%	5	0.75	3	0.45	4	0.6	3	0.45	2	0.3
Total, Raw Score			4.8	4.24		4.175		3.825		2.55	

The evaluation team determined that award to Aetna Health, Inc. of Oklahoma, of Dallas, Texas, the low bidder, represents best value to the University.

Funding has been identified, is available and set aside in the form of annual Sooner Credits to employees and in the accounts for post-retirement healthcare.

President Boren recommended the Board of Regents authorize the President or his designee to award a contract to Aetna Health, Inc. of Oklahoma, of Dallas Texas, the low bidder, for medical insurance coverage for employees, retirees, and COBRA qualified beneficiaries, for the one-year period beginning January 1, 2005 with option to renew for two additional one-year periods.

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

## DENTAL INSURANCE PLAN

As part of the benefits cycle, and to determine the best value dental plan, the University issued an RFP in January of 2004 for dental coverage beginning January 1, 2005.

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

Aetna, Inc. of Oklahoma	Dallas
Blue Cross/Blue Shield of Oklahoma	Oklahoma City
Connecticut General Life Insurance Company/ CIGNA Dental Health, Inc.	Irving, Texas
Delta Dental of Oklahoma	Oklahoma City
Metropolitan Life Insurance Company, Inc.	New York City, New York
United HealthCare	Plano, Texas
United Concordia Companies, Inc.	Woodland Hills, California

An evaluation committee comprising the following individuals rated the responses:

Thomas L. Coury, Member, Employee Benefits Council  
 Brenda Freese, Member, Employee Benefits Council  
 Connie Gould, Director, Human Resources, Schusterman campus  
 Karen Kicks, Senior Buyer, Purchasing  
 Julius Hilburn, Director, Human Resources  
 Nick Kelly, Benefits Manager, Human Resources



Steve Smith, Assistant Director, Purchasing  
 Will Wayne, Member, Employee Benefits Council  
 Pat Weaver-Meyer, Chair, Employee Benefits Council

The evaluation criteria were cost, plan value, network and plan management capabilities.

The results of the evaluation were as follows:

Weight %	Cost		Plan Value		Network		Plan Mgt. Capability		Totals
	40%	Score	10%	Score	30%	Score	20%	Score	100%
Aetna	4	1.6	5	0.5	4	1.2	5	1	4.3
Blue Cross	1	0.4	4	0.4	5	1.5	2	0.4	2.7
CIGNA	3	1.2	4	0.4	1	0.3	3	0.6	2.5
Delta	2	0.8	4	0.4	5	1.5	4	0.8	3.5
MetLife	4	1.6	4	0.4	2	0.6	4	0.8	3.4
UHC	2	0.8	4	0.4	2	0.6	3	0.6	2.4
UCCI	2	0.8	4	0.4	2	0.6	3	0.6	2.4

The evaluation team determined that award to Aetna, Inc. of Oklahoma, of Dallas, Texas represents best value to the University.

Funding has been identified, is available and set aside in the form of annual Sooner Credits to employees and in the accounts for post-retirement healthcare.

President Boren recommended the Board of Regents authorize the President or his designee to award a contract to Aetna Health, Inc. of Oklahoma, of Dallas Texas, for dental insurance coverage for employees, retirees, and COBRA qualified beneficiaries, for the one-year period beginning January 1, 2005 with option to renew for two additional one-year periods.

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

## **STUDENT LEARNING CENTER - NC**

The Board of Regents approved the Student Learning Center project with an estimated total cost of \$11,000,000 at the May 2004 meeting. The proposed facility will contain approximately 35,000 to 40,000 gross square feet and will be located on the current site of Savoie Lottinville Hall. This new building will allow University College to consolidate and expand services provided to all incoming students. Proposed functions and facilities to be located in the new building include the administrative offices of University College, the undergraduate assessment program, the undergraduate advising program, the Center for Student Advancement, computer labs, tutoring facilities, and general classroom space. The center will be utilized by students in an overall effort to increase graduation rates.

The consultant selected for the project will initially provide professional services required for programming and concept and budget development. As funding becomes available from the State Capital Bond Issue, the consultant will be authorized to proceed with professional services to produce the design and contract documents and administer the construction contract.

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

Donald Carter, Assistant Director, Physical Plant  
 Douglas Gaffin, Dean, University College  
 Matthew Hamilton, Associate Vice President for Enrollment  
 and Student Financial Services  
 Nancy Mergler, Senior Vice President and Provost  
 Michael Moorman, Director, Architectural and Engineering Services  
 David Walker, Staff Architect, Architectural and Engineering Services, Chair

Proposals to provide the needed professional services for the project were received from 22 firms. Based on these proposals, information provided by the State of Oklahoma Department of Central Services and client references, five firms were selected by the interview committee for further evaluation, and interviews were conducted with these firms. The interview committee ranked the firms as follows:

1. Architectural Design Group, Inc., Oklahoma City
2. Glover Smith Bode, Inc., Oklahoma City
3. Studio Architecture P.C., Oklahoma City
4. The Benham Companies, Inc., Oklahoma City
5. TAP Architecture, Oklahoma City

#### STUDENT LEARNING CENTER ARCHITECTURAL FIRM EVALUATION SUMMARY

	<u>Architectural Design Group, Inc.</u>	<u>Glover Smith Bode, Inc.</u>	<u>Studio Architecture P.C.</u>	<u>The Benham Companies, Inc.</u>	<u>TAP Architecture</u>
Acceptability of Design Services	85	82	84	74	76
Quality of Engineering	82	82	86	80	88
Adherence to Cost Limits	41	38	38	42	40
Adherence to Time Limits	38	43	39	40	38
Volume of Changes	41	38	38	38	37

Stability of Firm	39 —	42 —	37 —	44 —	38 —
Total Points	326	325	322	318	317

President Boren recommended the Board of Regents:

- I. Rank in the order presented above architectural firms that are under consideration to provide professional services required for the Student Learning Center project;
- II. Authorize the University administration to negotiate the terms of an agreement and a fee starting with the highest-ranked firm; and
- III. Authorize the President or his designee to execute the consultant contract.

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

#### **AUDIO VISUAL EQUIPMENT AND SERVICES FOR THE MICHAEL F. PRICE COLLEGE OF BUSINESS - NC**

The Michael F. Price College of Business addition will provide ten new classrooms, two of which will be single-tiered classrooms, and eight will be multi-tiered. Six of the multi-tiered classrooms will have a 48-student capacity, and the other two will each have a capacity of 64 students. Equipment for the multi-tiered classrooms will include ceiling-mounted projectors and widescreen screens, a PC with a flat screen monitor, DVD player and VCR, document camera, color touch screen control panel, ceiling-mounted speakers and custom instructor consoles. The single-tiered classrooms will be equipped with single projectors and screens, and will contain video conferencing equipment for distance education and internet video conferencing. The larger of these two classrooms will also have a 50-inch plasma monitor installed in the rear wall to provide visual feedback and reinforcement to the instructor or presenter.

The new building will house two presentation practice rooms with projectors and recording capabilities. One of the practice rooms will also double as a presentation observation lab for research projects to be conducted by several of the College's divisions.

A graduate student computer lab will be housed on the third floor of the new building, and an expanded Business Communication Center will be prominently located on the second floor with room for 25 multimedia workstations and approximately eight laptop workspaces. The addition will be a wireless environment, with wireless Internet access available throughout the building, including the commons and the courtyard.

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

AVI Systems	Lenexa, Kansas
Custom Fit	Chantilly, Virginia
Ford Audio-Video Systems, Inc.	Oklahoma City
High Tech-Tronics	Oklahoma City
Professional Products	Gaithersburg, Maryland
SPL Integrated Solutions	Dallas
Whitlock Group	Irving, Texas

The evaluation committee comprised the following individuals:

Ed Charland, Audio Visual Consultant, Coffeen Fricke & Associates  
 Buddy Ellis, Executive Director of Development, Michael F. Price College of  
 Business  
 Blake Farrar, Staff Architect, Architectural & Engineering Services  
 Florian Giza, Acquisitions Manager, Purchasing Department  
 Chris Turner, Production Manager, Television and Satellite Services  
 David Williams, Director, Business Communications Center, Michael F. Price  
 College of Business

The evaluation criteria were meeting specifications and pricing. All bidders met specifications.

The results of the evaluation were as follows:

Ford Audio-Video Systems, Inc.	\$ 809,893
Custom Fit	815,583
High Tech-Tronics	835,178
SPL Integrated Solutions	856,125
Whitlock Group	872,747
AVI Systems	926,198
Professional Products	1,120,705

The evaluation committee determined that award to Ford Audio-Video Systems, Inc. of Oklahoma City represents best value to the University.

Funding has been identified, is available and set aside within the Michael F. Price College of Business addition project budget.

President Boren recommended the Board of Regents authorize the President or his designee to award a contract in the amount of \$809,893 to Ford Audio-Video Systems, Inc. of Oklahoma City, the low bidder, for audio visual equipment and services for the Michael F. Price College of Business on the Norman Campus.

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

## **STUDENT HOUSING RESIDENCE HALL IMPROVEMENTS - NC**

The Student Housing Residence Hall Improvements project was first approved by the Board of Regents and included in the May 2002 comprehensive Campus Master Plan of Capital Improvements Projects. At the May 2004 meeting, the Board approved the project as a part of the Campus Master Plan, with a total project budget of \$76 million. This project includes fire suppression and alarm systems throughout the University's residence halls; general renovation; critically needed roof replacements, and replacement of HVAC systems in Adams, Couch and Walker Centers.

Initial HVAC and fire protection improvements, as well as roof replacements have been completed in Walker and Adams Centers. Professional architectural and engineering services for these initial project elements were provided through contracts with Elliott +

Associates Architects for the HVAC and fire protection and with Mass Architects (on-call) for the roof replacements. The construction work was competitively bid and awarded in several separate contracts. Now approximately 85 percent of the work remains to be designed and constructed.

The architectural consultant selected for the remaining planned improvements in student housing facilities will provide the professional services required to produce the design and contract documents in phases, and to administer the construction contracts. Due to the complexities involved with undertaking construction in buildings that are occupied most of the year, it has been determined that this work may be best accomplished using the at-risk construction management delivery method for construction. As the construction documents are developed, it is the desire of the University administration to engage a construction manager to review the construction program along with the design phase plans and the construction documents and to advise University staff and the project architects as to their constructability and affordability. The construction management firm will prepare construction cost estimates at appropriate intervals, prepare and monitor a master schedule for construction, perform value engineering necessary to reduce costs and meet the approved budget, provide a guaranteed maximum price proposal for each phase of work, prepare and solicit bids for the various construction components, and administer the construction contracts.

The approximate total project cost is \$76,000,000, with funding from the 2003 Multiple Facility Revenue Bonds, the 2004 Student Housing Revenue Bonds, the State Master Lease program, and other student housing revenues.

#### RANKING OF ARCHITECTURAL FIRMS

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

Donald Carter, Assistant Director, Physical Plant  
Brent Everett, Staff Engineer, Architectural and Engineering Services, Chair  
Amy Holt Davenport, Director, Housing and Food Services  
David Nordyke, Assistant Director, Architectural and Engineering Services  
David Schrage, Special Projects Coordinator, Housing and Food Services

Proposals to provide the needed professional services for the project were received from 17 firms. Based on these proposals, information provided by the State of Oklahoma Department of Central Services and client references, five firms were selected by the interview committee for further evaluation, and interviews were conducted with these firms. The interview committee ranked the firms as follows:

1. Kaighn Associates Architects, Inc., Norman
2. The McKinney Partnership Architects, P.C., Norman
3. Glover Smith Bode, Inc., Oklahoma City
4. Richard R. Brown Associates PC, Architects, Oklahoma City
5. C. H. Guernsey & Company, Oklahoma City

It is recommended the Board of Regents rank the architectural firms, one through five, in the order listed above. A summary of the ratings is attached.

#### RANKING OF CONSTRUCTION MANAGEMENT FIRMS

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

Brent Everett, Staff Engineer, Architectural and Engineering Services, Chair  
 Donald Carter, Assistant Director, Physical Plant  
 William Forester, Construction Administrator, Architectural and Engineering  
 Services  
 Richard Ryan, Associate Professor, Construction Science  
 David Schrage, Special Projects Coordinator, Housing and Food Services

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

1. Oscar J. Boldt Construction Company, Oklahoma City
2. Flintco, Inc., Oklahoma City
3. CMS Willowbrook / Turner, Chickasha

It is recommended the Board of Regents rank the construction management firms, one through three, in the order listed above. A summary of the ratings is attached.

#### STUDENT HOUSING RESIDENCE HALL IMPROVEMENTS ARCHITECTURAL FIRM EVALUATION SUMMARY

	<u>Kaighn Associates Architects, Inc.</u>	<u>The McKinney Partnership Architects, P.C.</u>	<u>Glover Smith. Bode, Inc.</u>	<u>Richard R. Brown Associates PC, Architects</u>	<u>C. H. Guernsey &amp; Company</u>
Acceptability of Design Services	84	74	70	76	48
Quality of Engineering	88	84	82	68	56
Adherence to Cost Limits	34	37	35	34	28
Adherence to Time Limits	38	36	34	34	30
Volume of Changes	37	35	36	36	27
Stability of Firm	37	36	38	36	28
Total Points	318	302	295	284	217

STUDENT HOUSING RESIDENCE HALL IMPROVEMENTS  
CONSTRUCTION MANAGEMENT FIRM EVALUATION SUMMARY

	Oscar J. Boldt Construction <u>Company</u>	<u>Flintco, Inc.</u>	CMS Willowbrook/ <u>Turner</u>
Experience with Similar Projects	126	123	114
Quality of Pre-construction Services	86	78	76
Quality of Construction Phase Services	84	80	78
Resources of the Firm	44 —	43 —	42 —
Total Points	340	324	310

President Boren recommended the Board of Regents:

- I. Rank in the order presented above architectural firms that are under consideration to provide professional services required for the Student Housing Residence Hall Improvements project;
- II. Authorize the University administration to negotiate the terms of an agreement and a fee starting with the highest-ranked architectural firm;
- III. Rank in the order presented above firms that are under consideration to provide at-risk construction management services for the project;
- IV. Authorize the University administration to negotiate the terms of an agreement, including a fee for preconstruction phase construction management services, with the highest-ranked construction management firm;
- V. Authorize the President or his designee to execute both the Agreement for Architectural Services and the Agreement for At-Risk Construction Management Services; and
- VI. Authorize the University administration to negotiate with the construction management firm a guaranteed maximum price for each phase of construction which shall be presented to the Board for approval.

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

**PEST ERADICATION SERVICES - NC**

The Norman campus contract for pest eradication services has been in place for one year. Recently, Housing and Food Services added coverage for dormitories in addition to its apartments and cafeterias. This expansion drove the annual expenditure for these services to a level requiring approval. Increasing the current agreement to accommodate the larger number of facilities serves the best interests of the University. Pricing is reasonable and based on the original competitive bid.

Year 1	\$139,115
Year 2	\$143,048 (current request)

Funding has been identified, is available, and set aside within the Housing and Food Services operating budget.

President Boren recommended the Board of Regents authorize the President or his designee to award a contract in the amount of \$143,048 to Parker Pest Control, Inc. of Ponca City, the low bidder, for pest eradication services, for a one-year period ending September 30, 2005, with option to renew for three additional one-year periods.

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

**MAX WESTHEIMER AIRPORT GENERAL AVIATION APRON RECONSTRUCTION - NC**

At the May 2001 meeting and in each of the subsequent years, the Board of Regents has approved the Max Westheimer Airport Improvements project as a part of the overall Campus Master Plan of Capital Improvements Projects. One of the identified improvements is rehabilitation of aircraft aprons. In September 2001, the Board ranked Bucher, Willis & Ratliff Corporation first among other firms considered to provide professional services for the various elements of the Max Westheimer Airport Improvements project, as they are funded and authorized.

Design and construction documents for the General Aviation Apron Reconstruction project were completed by Bucher, Willis & Ratliff Corporation. The project includes removal and replacement of concrete paving at the apron in the terminal area. Also included are apron marking and aircraft tie-downs. These improvements are needed to increase the weight capacity of the apron and to help eliminate damage to aircraft due to broken concrete being picked up by high winds and "propeller wash."

**I. ACCEPT FAA GRANT**

An FAA grant in the approximate amount of \$1,940,000 has been offered and accepted by the University administration, subject to ratification by the Board. The President recommends that the grant be formally accepted by the University when offered.

**II. AWARD CONTRACT FOR CONSTRUCTION**

On August 24, 2004, construction bids for the Max Westheimer Airport General Aviation Apron Reconstruction project were received from six firms. The bids have been evaluated by the project engineers and the following representatives of the University administration:



Walter Strong, Administrator, Max Westheimer Airport  
 Michael Moorman, Director, Architectural and Engineering Services  
 Thomas Knotts, Campus Planner, Architectural and Engineering Services

It is recommended that a contract in the amount of \$1,508,070 be awarded to TTK Construction Co., Inc. of Edmond, the low bidder.

### III. 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 construction contract and other project costs are estimated to total approximately \$2,050,000, to be funded from an FAA grant in the approximate amount of \$1,940,000 and from the Oklahoma Aeronautics Commission in the approximate amount of \$55,000, and from Airport operating funds in the approximate amount of \$55,000.

#### TABULATION OF BIDS

#### MAX WESTHEIMER AIRPORT GENERAL AVIATION APRON RECONSTRUCTION

	TTK Construction Co., Inc. <u>Edmond</u>	CP3 Enterprises, Inc. <u>Maud</u>	Western Plains Construction Co. <u>Lincoln, NE</u>	Allen Contracting, Inc. <u>Okla. City</u>	ML Young Con- struction LLC <u>Edmond</u>	Keck Con- struction, Inc. <u>Tulsa</u>
Base Proposal	\$1,508,070	\$1,915,640	\$1,953,551	\$1,991,874	\$2,027,771	\$2,095,088

President Boren recommended the Board of Regents:

- I. Ratify acceptance by the University administration of a grant from the Federal Aviation Administration (FAA) for the Max Westheimer Airport General Aviation Apron Reconstruction project;
- II. Authorize the University administration to award a contract in the amount of \$1,508,070 to TTK Construction Co., Inc., of Edmond, the low bidder, for construction of the project; and
- III. 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 Everest, Clark, Austin, Stuart, Weitzenhoffer and Wade. The Chair declared the motion unanimously approved.

**CONTROL TOWER SERVICES FOR MAX WESTHEIMER AIRPORT - NC**

At the September, 1999 meeting, the Board of Regents approved a contract with the Federal Aviation Administration (FAA) resulting in receipt of federal funds for air traffic control tower operations, and awarded a contract in the amount of \$273,000 to Midwest Air Traffic Control Services, Inc. for control tower services.

The University of Oklahoma began operating the air traffic control tower at Max Westheimer Airport in July 1982. Air traffic control tower operations were initially performed by University employees and funded from oil and gas revenues received by the University and later from the airport's budget. These services were contracted out beginning in August 1990 when it was felt that cost economies could be realized. In April 1993, the University was notified by the FAA of its intention to fund this service through the Federal Contract Tower Program. This took effect on December 1, 1993 and continues to the present time.

In response to a competitive solicitation sent to four companies and posted on the University's Purchasing web site, Mercury Air Group, Inc. did not respond as they have discontinued air traffic control service; the others contacted expressed this opportunity did not meet their business interests at this time. The following firm responded:

Midwest Air Traffic Control Services, Inc., Overland Park, Kansas

The evaluation committee comprised the following individuals:

Mark Keesee, Senior Buyer, Purchasing  
Glenn Schaumburg, Director, Department of Aviation  
Walt Strong, Administrator, Max Westheimer Airport

The evaluation criteria were references, meeting requirements and price.

The only company to bid, Midwest Air Traffic Control Services, is the airport's current provider. Quality of services provided by Midwest has been reliable and professional. The company has a solid understanding of University requirements. Pricing is considered to be fair and reasonable compared to costs of previous years. This award represents a 12% increase over last year's cost of \$412,507. The annual cost of the contract can fluctuate based on U.S. Department of Labor calculations of hourly wages for air traffic controllers. Any increase in cost will be authorized and funded by the FAA.

The evaluation team determined that award to Midwest Air Traffic Control Services, Inc. of Overland Park, Kansas, represents the best value to the University.

Funding is provided by the Federal Contract Tower appropriation of the U.S. Department of Transportation, Federal Aviation Administration.

President Boren recommended the Board of Regents authorize the President or his designee to award a contract in the amount of \$462,900 to Midwest Air Traffic Control Services, Inc. of Overland Park, Kansas, for control tower services, for a one-year period beginning October 1, 2004, with option to renew for four additional one-year periods.

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

**UTILITIES AGREEMENT WITH THE CITY OF NORMAN - NC**

For many years, the University has received certain utility services from the City of Norman (the City). Such services include potable water, wastewater disposal, and refuse collection. Over the years, the University and the City have worked well together without a formal agreement; however, in January 1995, due to the growth and complexity of both entities, a formal written agreement was drafted and executed. This plan was formulated in keeping with the recommendations from two separate but related independent engineering studies that were commissioned in anticipation of the stricter federal standards.

During the past year, the University and City of Norman have been engaged in detailed and comprehensive negotiations regarding the updating and renewal of the existing agreement. The proposed updated agreement contains the following terms and conditions, as summarized.

1. The University will purchase its potable water from the City. The City will supply this need through a contract with the City of Oklahoma City. This alternative provides high quality potable water at a reasonable cost.
2. The University will participate in the cost of expanding and upgrading the City's water main that runs along Lindsey Street, extending west from Classen Boulevard to Chautauqua Street. The Board approved this expenditure at its March 2004 meeting. The University completed its part of this condition in August 2004.
3. The cost of the University's use of the City's resources for wastewater discharge will migrate to a meter-based charge from an estimate-based charge. The University and the City will work together to ensure that all meters are located, calibrated, and operate correctly. This will ensure there is no inflow or infiltration of non-University wastewater into the system. In this way, the University will not be charged for discharge that does not originate from within its system.
4. The University will pay the City a fair negotiated fee for all new University connections to the City's wastewater discharge system. Only new connections will be subject to the fee.
5. Refuse collection services and charges will be unbundled from other City-provided services (water and sewer). The University and the City will work together, on an address-by-address basis, to implement this portion of the agreement. This will enable the University to provide refuse collection services that are more closely matched to a location's specific operational needs.

City administrators have briefed City Council on the proposed updated agreement with no objection. Upon Board authorization for the University's final negotiation and execution of the agreement, a formal action for the City's execution will be submitted to the City Council at its October 2004 meeting.

President Boren recommended the Board of Regents authorize the President or his designee to negotiate and execute an agreement with the City of Norman for water, wastewater, refuse collection, and similar utility services, for the one-year period beginning October 1, 2004, with option to renew annually thereafter, subject to Legal Counsel review.

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

**BOILER MAINTENANCE - NC**

During recent routine maintenance of the Norman Campus Power Plant #3 boiler, small stress cracks were observed on various super-heater tubes. According to industry norms, super-heaters generally have a service life of 20 years. The super-heater tubes in the #3 boiler are 35 years old. The boiler was manufactured in 1948.

The repair requires manufacture and replacement of the superheater tubing bundle which allows the reheating of steam. The super-heater tubes together are known as a super-heater bundle. Super-heaters are necessary in the University's boilers in order to raise the temperature of steam enough to be effective over the long transits it may take to outlying buildings and classrooms.

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

Holman Boiler Works	Dallas
American Steam, Inc.	Wylie, Texas

The evaluation committee comprised the following individuals:

Scott Davis, Assistant Director for Utilities, Physical Plant  
 Jim Dhaenens, Power Plant Manager, Physical Plant  
 Max Hawkins, Bursar  
 Pam Morris, Senior Buyer, Purchasing

The evaluation criteria were adherence to specifications, vendor capabilities and price.

The results of the evaluation were as follows:

	Meets Specifications	Vendor Capabilities	Price
Holman Boiler Works	yes	acceptable	\$168,000
American Steam, Inc.	yes	not evaluated	287,131

The evaluation committee determined that award to Holman Boiler Works of Dallas, Texas represents best value to the University.

Funding has been identified, is available and set aside within the Physical Plant Utility System Service Unit Account.

President Boren recommended the Board of Regents authorize the President or his designee to award a contract in the amount of \$168,000 to Holman Boiler Works of Dallas, Texas, the low bidder, for boiler tubing required for boiler maintenance.

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

## **FIRE ALARM INSPECTION SERVICES - NC**

The Norman campus contract for fire alarm inspection services has been in place for two years through a State contract. Due to an increase in the number of facilities serviced, the annual cost has increased to the level requiring Board of Regents' approval. Prior year cost was \$112,607.

Funding has been identified, is available and set aside in the Physical Plant operating budget.

President Boren recommended the Board of Regents authorize the President or his designee to award a contract in the amount of \$129,216 to Simplex Grinnell of Oklahoma City through a State contract, for fire alarm inspection services, for a one-year period beginning September 30, 2004.

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

## **STAFFING SERVICES FOR INFORMATION TECHNOLOGY PROJECTS**

At the May 2001 meeting, the Board of Regents authorized the President or his designee to negotiate and enter into contracts for consulting services for all campuses, as needed, for Information Technology, in an annual combined amount not to exceed \$3.2 million. Information Technology has successfully contracted external staffing resources to augment project team staff during large implementations of new administrative and core campus systems, as well as associated upgrade or enhancement projects. This provides a cost effective method for procuring highly specialized skill sets on an "as needed" basis instead of maintaining full-time permanent staff. Past annual amounts by campus are as follows:

	Norman Campus	HSC
2002	\$713,844	\$908,935
2003	1,098,228	684,755
2004	734,281	458,383

For the current action proposed, the Purchasing Department, on behalf of Information Technology, released two separate bid proposals -- one for contractors, the other for staffing. Contractors will be utilized primarily for large projects and when highly specialized skills are required. Staffing will provide lower-cost personnel for staff augmentation such as day-to-day operational support and to "backfill" internal staff assigned full-time to projects. Examples of past or current projects that have used contractors and/or staffers are the Student Email System, Telecommunications Billing Project, Student ID Social Security Numbers Replacement, and Data Security Systems.

Each project will be evaluated based on scope, skills required, time and cost. The Purchasing Department will ensure responsiveness to the Request for Proposal (RFP) prior to contracting with a company.

Prospective firms are contacted to determine availability of personnel resources with the skill sets required for the specific project. Costs for services vary, depending on the specific area and level of expertise. On an on-going basis, the University evaluates competitiveness of pricing using the expertise in the Information Technology and Purchasing Departments, together with information regarding industry standards from independent organizations such as the Gartner Group.

The companies below responded to the Request for Proposals.

<u>Company</u>	<u>Location</u>	<u>Contractors</u>	<u>Staffing</u>
Cedar, Inc.	Dallas	X	
CGI Group, Inc.	Houston	X	X
Ciber, Inc.	Cincinnati, Ohio	X	
Conexient	Oklahoma City	X	X
Crestone International, Inc.	Alpharetta, Georgia	X	X
Cyberdyne Systems, Inc.	Dallas	X	X
Dell, Inc.	Round Rock, Texas	X	
Deloitte Consulting, LLP	Houston	X	
Deltek Systems, Inc.	Fairfax, Virginia	X	
Empower Solutions, Inc.	Laramie, Wyoming	X	
Exeter Group, Inc.	Cambridge, Massachusetts	X	X
GDH Consulting, Inc.	Tulsa	X	X
HTC Global Services, Inc.	Troy, Michigan	X	X
Huron Consulting Group, LLC	Chicago, Illinois	X	
Offspring Solutions, LLC	Silver Springs, Maryland	X	
Oklahoma Solutions Company, LLC	Oklahoma City	X	X
Upstream Technologies, LLC	Golden, Colorado	X	
PeopleSoft USA, Inc.	Olathe, Kansas	X	
Perfect Order, Inc.	Mechanicsburg, Pennsylvania	X	
Principal Technologies, Inc.	Oklahoma City	X	X
PS Web Solutions, Inc.	Smyrna, Georgia	X	X
Rapidigm, Inc.	Plano, Texas	X	X
Rattan Consulting, Inc.	Oklahoma City	X	X
Softlink Solutions, Inc.	St. Paul, Minnesota	X	X
SBC Communications, Inc.	Oklahoma City	X	
Tek Systems, Inc.	Tulsa	X	X
Top Echelon Contracting, Inc.	Canton, Ohio	X	X
TSI, Inc.	Shoreview, Minnesota	X	X
Upstream Technologies, LLC	Golden, Colorado		X

An evaluation team comprising the following individuals rated the responses:

Michael Ebbs, Assistant Director, Information Technology  
 Florian Giza, Acquisitions Manager, Purchasing Department  
 Eddie Huebsch, Projects Director, Information Technology  
 Sophie Mack, Migration Project Manager, FutureLink  
 Scott R. Pitts, Assistant Director, Enterprise Systems, Information Technology  
 Jeralyn Snow, Director of Operations, Information Technology  
 Becki Trepagnier, Director, Information Technology  
 Alan Wong, Assistant to the Vice President, Information Technology

The evaluation committee determined that all companies were responsive to the RFP. The committee further determined that making all of the responding companies available represents best value to the University.

Funding for services will be identified on a project-by-project basis.

President Boren recommended the Board of Regents authorize the President or his designee to enter into contracts for staffing services with companies listed above, as needed for Information Technology projects, in an annual combined amount not to exceed \$1,500,000 for the one-year period beginning October 1, 2004.

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

### **AIR CHARTER SERVICE FOR 2004-2005 BASKETBALL SEASON - NC**

Each school year, the Athletic Department requires air charter services to transport student athletes on the basketball teams to various opposing sites. Air charter services will be needed for eight men's and five women's games this season. Ensuring the safety of all student athletes is the most important consideration. Reliable equipment, consistent service, and qualified pilots are necessary components for these trips.

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

Air Fax - Airline Marketing Associates, Inc.	Cumming, Georgia
Air Planning	Salem, New Hampshire
American Airlines	Ft. Worth, Texas
CharterSearch, Inc.	Albany, Indiana
Continental Airlines	Houston, Texas
CSI Aviation Solutions, Inc.	Albuquerque, New Mexico
Delta Air Lines	Atlanta, Georgia
The Charter Group, LLC.	Henderson, Nevada
Travel Industry Marketing	Owasso, Oklahoma
Worldtek Travel	New Haven, Connecticut

The evaluation committee comprised the following individuals:

Vicki Ferguson, Purchasing Manager, Athletic Department  
 Larry Naifeh, Executive Associate Athletics Director, Athletic Department  
 Josh Prock, Men's Basketball Operations Manager, Athletic Department  
 Stephanie Rempe, Associate Athletics Director/Senior Women's Administrator,  
 Athletic Department  
 Steve Smith, Assistant Director, Purchasing  
 Chad Thraikill, Women's Basketball Operations Manager, Athletic Department  
 Sandy Totten, Senior Buyer, Purchasing

Evaluation criteria were meeting aircraft specifications, service and reliability, safety considerations, including the age of the aircraft, FAA certifications, operations and maintenance information, and cost. Companies that were eliminated from consideration due to undesirable aircraft type, seating capacity or proposed schedule were not rated.

The committee rated the remaining companies as follows:

Vendor	Meets Aircraft Specifications	Service and Reliability	Meets Safety Considerations	Cost Women's	Cost Men's	Cost Total
Charter Search	yes	average	yes	\$132,850	\$240,073	\$372,923
Charter Services, option 1	yes	average	yes	\$127,075	\$257,083	\$384,158
Continental Airlines	yes	good	yes	\$136,831	\$252,064	\$388,895
Airfax, option 2	yes	average	yes	\$120,500	\$320,700	\$441,200
The Charter Group	yes	average	yes	\$166,073	\$296,345	\$462,418
Delta Airlines	yes	good	yes	\$176,900	\$304,350	\$481,250
Worldtek	yes	unknown	yes	\$195,300	\$352,190	\$547,490
American Airlines	yes	good	yes	\$266,132	\$448,988	\$715,120
Air Planning	no	-	-	-	-	-
Travel Industry Marketing	no	-	-	-	-	-
Charter Services, option 2	no	-	-	-	-	-
Airfax, option 1	no	-	-	-	-	-

Continental is the low bidder among the commercial carriers. The consensus of staff members experienced with travel is that the reliability, accountability, and dependability of service from the commercial carriers significantly exceeds that provided by other air charter services, due to the availability of additional aircraft and being able to work directly with the provider of the service. The committee recommends award to Continental Airlines of Houston, Texas, representing the safest air transportation and best value to the University. A final safety review of the specific aircraft and operator provided will be conducted prior to final award of contract.

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

President Boren recommended the Board of Regents:

- I. Authorize the award of a contract in the amount of \$388,895 to Continental Airlines of Houston, Texas, to provide air charter services to The University of Oklahoma men's and women's basketball teams for the 2004-2005 season; and
- II. Authorize the President or his designee, with the assistance of the Office of Legal Counsel, to negotiate and execute final agreements subject to final review of all specific aircraft and related safety information.

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



**VENUE CLEANING SERVICES - NC**

The Athletic Department is in need of venue cleaning services for public areas including Gaylord Family-Oklahoma Memorial Stadium, Asp Avenue Parking Garage, Howard McCasland Field House, L. Dale Mitchell Baseball Park, John Jacobs Track Facility, Softball Complex, John Crain Soccer Field, Headington Family Tennis Center, Everest Training Center, and Mosier Indoor Athletic Facility. These services will be used after events.

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

Alliance Maintenance, Inc.	Oklahoma City
Lyle J. Nelson	Blanchard
Metro Waste, LLC	Newcastle
Sanitors Services, Inc.	Phoenix, Arizona
Quality Plus Janitorial	Moore
TOSAB, LLC	Norman

The following individuals comprised the evaluation committee:

Danny Davis, Director of Game Day Operations, Athletic Department  
 Vicki Ferguson, Purchasing Manager, Athletic Department  
 Henry Loyd, General Manager for Lloyd Noble Center, Athletic Department  
 Robert Smith, Assistant Director of Business Operations, Athletic Department  
 Robin Stroud, Assistant to the Vice President, Administrative Affairs  
 Matt Trantham, Assistant Director of Event Management, Athletic Department  
 Sandy Totten, Senior Buyer, Purchasing Department

The evaluation criteria were experience with large facilities, professionalism, management, presentation, cost and appearance.

The results of the evaluation are as follows:

Decision Criteria	criteria weight	Sanitors	Metro Waste	TOSAB	Quality Plus	Lyle Nelson	Alliance						
Experience	35%	5	1.8	4	1.4	2	0.7	2	0.7	4	1.4	4	1.4
Professionalism	25%	5	1.3	3	0.8	2	0.5	2	0.5	3	0.8	3	0.8
Management	15%	5	0.8	4	0.6	3	0.5	3	0.5	3	0.5	3	0.5
Presentation	10%	5	0.5	3	0.3	2	0.2	2	0.2	3	0.3	3	0.3
Cost	10%	3.9	0.4	4.2	0.4	4.1	0.4	4.05	0.4	5	0.5	3.4	0.3
Appearance	5%	5	0.3	4	0.2	2	0.1	2	0.1	3	0.2	3	0.2
	100%		<b>4.9</b>		<b>3.7</b>		<b>2.4</b>		<b>2.4</b>		<b>3.6</b>		<b>3.4</b>

The evaluation team determined that award to Sanitors Services, Inc. of Phoenix, Arizona represents best value to the University.

Funds have been identified and are available in the Athletic Department operating budget.

President Boren recommended the Board of Regents authorize the President or his designee to award a contract in the amount of \$165,213 to Sanitors Services, Inc. of Phoenix, Arizona, for venue cleaning services in the public areas of the Athletic Department.

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

### **DESIGNATION OF GIFT TO REGENTS' FUND AS A QUASI-ENDOWMENT**

The University of Oklahoma received a distribution in the amount of \$25,000 from the Maxine McAdams Revocable Trust. The gift is in support of scholarships within the School of Music in memory of her parents, Milburn and Nancy McAdams. The Trust Agreement contains no restrictions requiring the gift to be held in perpetuity and, therefore, the entire gift is expendable for scholarships. However, it is the opinion of the Dean of the College of Fine Arts that the intent of the donor can best be met by making the gift a quasi-endowment within the Regents' Fund, with only the investment earnings being utilized.

It is recommended that the gift be formally designated as a quasi-endowment fund and made a part of the Regents' Fund. As such, the fund will function like an endowment fund with only the investment earnings being used in support of scholarships. At any time, however, the entire gift may be totally expended for the purpose intended by the donor at the discretion of the Board of Regents.

President Boren recommended the recent distribution from the Maxine McAdams Revocable Trust be designated as a quasi-endowment fund within the Regents' Fund. The fund shall be titled the "Milburn B. and Nancy McAdams School of Music Scholarship Fund." As such, the fund will function like an endowment fund but may be totally expended for the purpose intended by the donor at any time at the discretion of the Board of Regents.

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

### **REQUEST TO AMEND AND RESTATE LEASE AGREEMENT WITH THE SIGMA ALPHA EPSILON FRATERNITY**

The Sigma Alpha Epsilon Fraternity ("SAE") is a fraternity at The University of Oklahoma. Originally, SAE owned the land and premises located at 730 College Avenue, Norman, Oklahoma. In an effort to ensure adequate construction and repair of the existing building, SAE deeded the property to the University in 1964 in exchange for the University constructing a new student housing facility under tax exempt bonds. The University community determined there was insufficient student housing and that such financing and construction would benefit the University community. The original lease with the SAE's gave them a 30-year lease with perpetual ten-year options to renew, assuming the property was kept in good repair paid for by SAE. Over the years, the SAE's have expended millions of dollars in renovating the facilities. Currently, SAE is in need of refinancing the building, but is unable to do so under the current lease terms. Further, the University wishes to eliminate its potential outstanding liability as an active Lessor of the property by granting the SAE's an amended and restated lease agreement that would extend the lease period to the year 2054 with the SAE's ability to obtain fifteen (15) additional ten (10) year options to renew; would remove the University as an active Lessor; would maintain the existing rental amounts; and would permit the University to buy the leasehold interest from a bank should a bank foreclose on any mortgage of the property at fair

market value of the improvements from the bank at the time of default. Further, if SAE defaults on any terms of the amended and restated lease (including the failure to maintain the location as the primary location of the SAE fraternity at OU), the University is entitled to purchase the leasehold interest at fair market value of the improvements.

President Boren recommends the Board of Regents authorize the President to execute and negotiate any and all agreements needed to amend and restate the lease as reflected on the Amended and Restated Lease, attached hereto as Exhibit H.

President Boren recommended the Board of Regents authorize the President or his designee to enter into any and all agreements needed to amend and restate the existing lease agreement with the Sigma Alpha Epsilon Fraternity to clarify each party's obligations and to reflect the initial intent of the original lease.

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

## **ACADEMIC PERSONNEL ACTIONS**

### Health Sciences Center:

#### LEAVES OF ABSENCE:

Armor, Becky L., Assistant Professor of Pharmacy Clinical and Administrative Sciences, return from leave of absence with pay June 28, 2004.

Bender, Denise Gaffigan, Assistant Professor of Rehabilitation Sciences, Adjunct Assistant Professor of Allied Health Sciences, and Clinical Instructor in Geriatrics, return from leave of absence with pay, July 21, 2004.

Kline, Kristina M., Associate Professor of Family Medicine, Tulsa, medical leave of absence with pay, August 1, 2004 through October 13, 2004; medical leave of absence without pay, October 14, 2004 through January 2, 2005.

Lockhart, Staci M., Assistant Professor of Pharmacy Clinical and Administrative Sciences, leave of absence with pay, June 14, 2004 through September 6, 2004.

Puffinbarger, Nikola, Assistant Professor of Surgery, return from leave of absence with pay, February 25, 2004 through May 26, 2004.

Ross, Karen M., Clinical Instructor in Geriatrics, leave of absence with pay, July 29, 2004 through October 25, 2004.

Stark, Jennifer, Assistant Professor of Pharmacy Clinical and Administrative Sciences, leave of absence with pay, May 28, 2004 through August 6, 2004.

#### NEW APPOINTMENTS:

Albertson, Guy, Pharm.D., Clinical Assistant Professor of Pharmacy Clinical and Administrative Sciences, annualized rate of \$76,000 for 12 months (\$6,333.33 per month), June 14, 2004 through June 30, 2004.

Ballard, Jimmy D., Ph.D., Associate Professor of Microbiology and Immunology with tenure, annualized rate of \$132,000 for 12 months (\$11,000.00 per month), August 15, 2004 through June 30, 2005. Transfer from Norman Campus. Tenured base salary \$82,000.

Borissova, Irina V., M.D., Ph.D., Assistant Professor of Anesthesiology, annualized rate of \$65,000 for 12 months (\$5,416.67 per month), June 30, 2004 through June 30, 2005. New consecutive term appointment.

Brune, Adrianna, M.D., Clinical Assistant Professor of Pediatrics, annualized rate of \$65,000 for 12 months (\$5,416.67 per month), August 1, 2004 through June 30, 2005.

Carnahan, Ryan M., Pharm.D., Assistant Professor of Pharmacy Clinical and Administrative Sciences, Tulsa, annualized rate of \$75,000 for 12 months (\$6,250.00 per month), July 26, 2004 through June 30, 2005. New tenure track appointment.

Casas, Kari, M.D., Clinical Assistant Professor of Pediatrics, annualized rate of \$90,000 for 12 months (\$7,500.00 per month), July 1, 2004 through June 30, 2005.

Cooper, Travis W., Pharm.D., Assistant Professor of Pharmacy Clinical and Administrative Sciences, annualized rate of \$78,000 for 12 months (\$6,500.00 per month), August 31, 2004 through June 30, 2005. New consecutive term appointment.

Corff, Karen, Clinical Instructor in Pediatrics, annualized rate of \$76,508 for 12 months (\$6,375.67 per month), July 1, 2004 through June 30, 2005.

Coyne, Meridith Dabney, Instructor in Pediatrics, Tulsa, annualized rate of \$70,000 for 12 months (\$5,833.33 per month), July 1, 2004 through June 30, 2005.

Emerson, Amy, M.D., Clinical Assistant Professor of Pediatrics, Tulsa, annualized rate of \$70,000 for 12 months (\$5,833.33 per month), June 30, 2004 through June 30, 2005.

Espen, Deborah Lynne, Assistant Professor of Radiologic Technology, annualized rate of \$45,000 for 12 months (\$3,750.00 per month), July 31, 2004 through June 30, 2005. New consecutive term appointment.

Germany, Robin Elizabeth, M.D., Instructor in Medicine, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), June 30, 2004 through June 30, 2005.

Hasebe, Joy S., D.D.S., Clinical Assistant Professor of Oral Implantology and Clinical Assistant Professor of Removable Prosthodontics, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), July 1, 2004 through June 30, 2005.

Jennings, Jana, M.D., Clinical Assistant Professor of Pediatrics, annualized rate of \$48,750 for 12 months (\$4,062.50 per month), 0.75 time, July 1, 2004 through June 30, 2005.

Jones, Kellie R., M.D., Assistant Professor of Medicine, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), June 30, 2004 through June 30, 2005. New consecutive term appointment.

Kirkpatrick, Angelia C., M.D., Assistant Professor of Medicine, annualized rate of \$42,125 for 12 months (\$3,510.42 per month), June 30, 2004 through June 30, 2005. New consecutive term appointment.

Oza, Sameer Ashwinkumar, M.D., Assistant Professor of Medicine, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), June 30, 2004 through June 30, 2005. New consecutive term appointment.

Pastuszko, Peter, M.D., Assistant Professor of Surgery, annualized rate of \$80,000 for 12 months (\$6,666.67 per month), July 1, 2004 through June 30, 2005. New tenure track appointment.

Peck, B. Mitchell, Ph.D., Assistant Professor of Research, Department of Health Administration and Policy, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), August 31, 2004 through June 30, 2005.

Peck, Jennifer David, Ph.D., Assistant Professor of Biostatistics and Epidemiology, annualized rate of \$62,000 for 12 months (\$5,166.67 per month), August 31, 2004 through June 30, 2005. New tenure track appointment. Tenurable base salary \$55,000.

Pethe, Kalpana, M.D., Clinical Assistant Professor of Pediatrics, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), June 30, 2004 through June 30, 2005.

Pressler, Jana, Ph.D., R.N., Professor of Nursing and Interim Assistant Dean for Nursing Research, College of Nursing, annualized rate of \$85,000 for 12 months (\$7,083.33 per month), January 1, 2005 through June 30, 2005. Tenure credentials under review.

Rafique, Muhammad Babur, M.B.B.S., Assistant Professor of Anesthesiology, annualized rate of \$65,000 for 12 months (\$5,416.67 per month), June 30, 2004 through June 30, 2005. New consecutive term appointment.

Regens, James L., Ph.D., Professor of Occupational and Environmental Health with tenure, annualized rate of \$122,742 for 12 months (\$11,158.34 per month), August 16, 2004 through June 30, 2005. Transfer from Norman Campus

Richardson, Sandra Marie, Assistant Professor of Nutritional Sciences, annualized rate of \$37,881 for 9 months (\$4,209.00 per month), August 3, 2004 through June 30, 2005. New consecutive term appointment.

Roswell, Robert H., M.D., Senior Associate Dean, College of Medicine, and Professor of Medicine, annualized rate of \$120,000 for 12 months (\$10,000.00 per month), August 15, 2004 through June 30, 2005. New consecutive term appointment.

Salvaggio, Michelle Renee, M.D., Assistant Professor of Medicine, annualized rate of \$75,000 for 12 months (\$6,250.00 per month), June 30, 2004 through June 30, 2005. New tenure track appointment.

Sanchez, Jo Ana, M.D., Clinical Associate Professor of Psychiatry and Behavioral Sciences, annualized rate of \$77,000 for 12 months (\$6,416.66 per month), August 31, 2004 through June 30, 2005.

Schrage, Barbara W., R.N., Assistant Professor of Nursing, annualized rate of \$43,000 for 9 months (\$4,777.78 per month), August 15, 2004 through June 30, 2005. New consecutive term appointment.

Sorocco, Kristen Hilliard, Ph.D., Assistant Professor of Research, Department of Geriatrics, annualized rate of \$65,000 for 12 months (\$5,416.67 per month), May 15, 2004 through May 14, 2005.

Whiteley, Marvin Jr., Ph.D., Assistant Professor of Periodontics and Adjunct Assistant Professor of Microbiology and Immunology, annualized rate of \$90,000 for 12 months (\$7,500.00 per month), August 15, 2004 through June 30, 2005. New consecutive term appointment. University tenurable base salary \$70,000.

Zhang, Roy R., M.D., Assistant Professor of Pathology, annualized rate of \$50,000 for 12 months (\$4,166.67 per month), June 30, 2004 through June 30, 2005. New consecutive term appointment.

#### CHANGES:

Aggarwal, Vishal, Appointed Assistant Professor of Geriatrics and given additional title The Donald W. Reynolds Endowed Chair in Geriatric Medicine, retains title Assistant Professor of Medicine, Tulsa, July 1, 2004. Changing primary department.

Al-Ubaidi, Muayyad R., Professor of Cell Biology, given additional title Vice Chair of Cell Biology, July 1, 2004.

Baker, Sherri, Assistant Professor of Pediatrics, changing from tenure track appointment to consecutive term appointment, July 1, 2004.

Bartoli, Heather Anne, title changed from Clinical Instructor to Clinical Assistant Professor of Family and Preventive Medicine, salary changed from annualized rate of \$60,000 for 12 months (\$5,000.00 per month), to annualized rate of \$35,000 for 12 months (\$2,916.67 per month), July 1, 2004 through June 30, 2005. Assuming new and expanded teaching duties.

Barud, Stephanie J., Clinical Assistant Professor of Pharmacy Clinical and Administrative Sciences, appointment start date changed from July 31, 2004 to July 14, 2004. Correction to previous action.

Beavers, Kay S., Clinical Associate Professor of Oral Diagnosis and Radiology, salary changed from annualized rate of \$45,964 for 12 months (\$3,830.31 per month) to annualized rate of \$48,364 for 12 months (\$4,030.33 per month), July 1, 2004 through June 30, 2005. FY 04-05 budget correction to include salary increase for promotion.

Boatright, Daniel T., Professor of Occupational and Environmental Health and Associate Dean for Public Health Practice, College of Public Health, salary changed from annualized rate of \$73,398 for 12 months (\$6,116.50 per month) to annualized rate of \$98,398 for 12 months (\$8,199.83 per month), July 1, 2004 through June 30, 2005. Includes an administrative supplement of \$25,000 while serving as associate dean.

Bowlware, Karen, Clinical Instructor in Pediatrics, salary changed from annualized rate of \$32,500 for 12 months (\$2,708.33 per month), 0.50 time, to annualized rate of \$39,000 for 12 months (\$3,250.00 per month), 0.60 time, July 1, 2004 through June 30, 2005. FY 04-05 budget correction.

Coury, Vicki Ann, Associate Professor of Dental Hygiene, title Continuing Education Coordinator deleted, salary changed from annualized rate of \$50,375 for 12 months (\$4,197.92 per month) to annualized rate of \$51,875 for 12 months (\$4,322.92 per month), July 1, 2004 through June 30, 2005. Removal of administrative supplement of \$4,800, but \$6,300 added as FY 04-05 raise.

Cowan, Linda D., George Lynn Cross Research Professor of Biostatistics and Epidemiology, Professor of Research, Center for American Indian Health Research, College of Public Health, and Adjunct Associate Professor of Neurology, salary changed from annualized rate of \$40,935 for 12 months (\$3,411.21 per month), 0.50 time, to annualized rate of \$84,325 for 12 months (\$7,027.09 per month), full time, July 1, 2004 through June 30, 2005.

Coy, Ken, Associate Professor of Dental Services Administration and Director, Behavioral Sciences, College of Dentistry, given additional title Associate Dean for Student Affairs, College of Dentistry, salary changed from annualized rate of \$77,156 for 12 months (\$6,429.69 per month) to annualized rate of \$90,156 for 12 months (\$7,513.00 per month), August 1, 2004 through June 30, 2005. Includes an administrative supplement of \$13,000 while serving as associate dean.

Danisa, Kola, Associate Professor of Medicine, Tulsa, salary changed from annualized rate of \$146,089 for 12 months (\$12,174.08 per month) to annualized rate of \$138,089 for 12 months (\$11,507.42 per month), June 30, 2004. Removal of \$8,000 supplement for clinical research.

Edge-Boyd, Sandra K., Appointed Adjunct Assistant Professor of Allied Health Sciences and Program Director of Geriatric Certificate Program; title changed from Clinical Instructor to Adjunct Assistant Professor of Geriatrics, given additional title Adjunct Assistant Professor of Nursing; salary changed from annualized rate of \$6,000 for 12 months (\$500.00 per month), 0.10 time, to annualized rate of \$36,000 for 12 months (\$3,000.00 per month), 0.60 time, August 31, 2004 through June 30, 2005.

Edwards, Susan Marie, Associate Professor of Radiological Sciences and Diagnostic Radiology Residency Program Director; given additional title Interim Chair of Radiological Sciences, salary changed from annualized rate of \$80,000 for 12 months (\$6,666.67 per month) to annualized rate of \$165,000 for 12 months (\$13,750.00 per month), August 15, 2004 through June 30, 2005. An administrative supplement of \$85,000 is included while serving as Interim Chair. University Base salary \$80,000.

Elkins, Ronald C., Professor Emeritus of Surgery, salary changed from annualized rate of \$12,000 for 12 months (\$1,041.67 per month), 0.15 time, to agreed contract rate, July 1, 2004 through June 30, 2005.

Ference, Jonathan D., Clinical Assistant Professor of Pharmacy Clinical and Administrative Sciences, Tulsa, appointment start date changed from June 30, 2004 to July 30, 2004. Correction to previous action.

Funderburg, Karen Maxine, Assistant Professor of Nutritional Sciences, title changed from Vice Chair to Chair of Nutritional Sciences; salary changed from annualized rate of \$50,058 for 12 months (\$4,171.50 per month) to annualized rate of \$55,058 for 12 months (\$4,588.13 per month), July 1, 2004 through June 30, 2005. Include an administrative supplement of \$5,000 while serving as department chair. Three-year chair appointment.

Gilmore, Keeta S., Associate Professor of Pathology, given additional title Adjunct Associate Professor of Dentistry, October 1, 2003. Correction to internal records.

Gornichec, Russell Scot, Clinical Instructor in Surgery, salary changed from annualized rate of \$9,600 for 12 months (\$800.00 per month), 0.10 time, to annualized rate of \$38,019 for 12 months (\$3,168.25 per month), 0.396 time, July 1, 2004 through June 30, 2005. FY 04-05 budget correction.

Henley, Charles E., Professor of Family Medicine, Tulsa, and The Founders and Associates Research Chair in Family Medicine, Tulsa, given additional title Vice Chair of Family Medicine, Tulsa, July 1, 2004.

Hritzak, Kimberly A., Clinical Assistant Professor of Pharmacy Clinical and Administrative Sciences, Tulsa, appointment start date changed from June 30, 2004 to July 30, 2004. Correction to previous action.

Hurst, Robert E., Professor of Urology and Adjunct Professor of Physiology, salary changed from annualized rate of 62,457 for 12 months (\$5,204.75 per month) to annualized rate of \$70,457 for 12 months (\$5,871.42 per month), July 1, 2004 through June 30, 2005. FY 04-05 budget correction.

Jafari, Booseh Fakoor, Clinical Assistant Professor of Fixed Prosthodontics, salary changed from annualized rate of \$59,400 for 12 months (\$4,950.00 per month) to annualized rate of \$60,000 for 12 months (\$5,000.00 per month), July 1, 2004 through June 30, 2005. FY 04-05 budget correction.

Jennings, William C., Associate Professor of Surgery, Tulsa, given additional title The Mary Louise Todd Chair in Cardiovascular Research, salary changed from annualized rate of \$154,500 for 12 months (\$12,875.00 per month) to annualized rate of \$159,135 for 12 months (\$13,261.25 per month), July 1, 2004 through June 30, 2005.

John, Kenneth Robert, Professor and Chair of Health Promotion Sciences, salary changed from annualized rate of \$125,186 for 12 months (\$10,432.17 per month), to annualized rate of \$131,186 for 12 months (\$10,932.17 per month), July 1, 2004 through June 30, 2005. Includes an administrative supplement of \$10,000 while serving as department chair.

Johnson, David Edward, title changed from Assistant Professor to Clinical Assistant Professor of Rehabilitation Sciences, retains title Adjunct Assistant Professor of Allied Health Sciences, salary changed from annualized rate of \$61,828 for 12 months (\$5,152.33 per month), to without remuneration, June 30, 2004.

Johnson, David L., Professor of Occupational and Environmental Health, given additional title Associate Dean for Academic Affairs, College of Public Health, title Chair of Occupational and Environmental Health deleted, salary changed from annualized rate of \$85,276 for 12 months (\$7,106.36 per month) to annualized rate of \$105,276 for 12 months (\$8,773.03 per month), July 12, 2004 through June 30, 2005. Includes an administrative supplement of \$25,000 while serving as Associate Dean.

Johnson, Jeremy, title changed from Clinical Assistant Professor to Assistant Professor of Pharmacy Clinical and Administrative Sciences, Tulsa, salary changed from annualized rate of \$71,250 for 12 months (\$5,937.50 per month) to annualized rate of \$77,000 for 12 months (\$6,416.67 per month), July 1, 2004 through June 30, 2005. Changing to consecutive term appointment.

Kling, O. Ray, title changed from Associate Dean to Senior Associate Dean for Academic Affairs, College of Public Health; retains titles Professor of Obstetrics and Gynecology, Adjunct Professor of Psychiatry and Behavioral Sciences, Adjunct Professor of Zoology, and Adjunct Associate Professor of Physiology, salary changed from annualized rate of \$127,877 for 12 months (\$10,656.38 per month) to annualized rate of \$152,876 for 12 months (\$12,739.71 per month), July 12, 2004 through June 30, 2005. Includes an administrative supplement of \$25,000 while serving as senior associate dean.

Ledbetter, Marciale, Clinical Assistant Professor of Psychiatry, Tulsa, and, Clinical Assistant Professor of Pediatrics, Tulsa, salary changed from annualized rate of \$62,378 for 12 months (\$5,198.15 per month), 0.80 time, to annualized rate of \$81,800 for 12 months (\$6,816.67 per month), full time, July 1, 2004 through June 30, 2005. Changing primary department to Psychiatry, Tulsa.

Lee, Julie, Clinical Assistant Professor of Pediatrics, salary changed from annualized rate of \$60,000 for 12 months (\$5,000.00 per month) to annualized rate of \$39,000 for 12 months (\$3,250.00 per month), 0.60 time, July 1, 2004 through August 14, 2004. Salary changed from annualized rate of \$39,000 for 12 months (\$3,250.00 per month), 0.60 time, to annualized rate of \$60,000 for 12 months (\$5,000.00 per month), full time, August 15, 2004 through June 30, 2005. Correcting departmental input error.



Lin, Hsueh-Kung, Assistant Professor of Urology, salary changed from annualized rate of \$60,000 for 12 months (\$5,000.00 per month) to annualized rate of \$63,000 for 12 months (\$5,250.00 per month), July 1, 2004 through June 30, 2005. FY 04-05 budget correction.

Lock, Thomas, Associate Professor of Pediatrics, salary changed from annualized rate of \$75,000 for 12 months (\$6,250.00 per month) to annualized rate of \$78,000 for 12 months (\$6,500.00 per month), July 1, 2004 through June 30, 2005.

Merifield, David O., Clinical Professor of Family Medicine, Tulsa, and Clinical Associate Professor of Otorhinolaryngology, Tulsa, salary changed from annualized rate of \$25,000 for 12 months (\$2,083.33 per month), 0.20 time, to without remuneration, June 30, 2004.

Martin, Rex E., Clinical Assistant Professor of Cell Biology, salary changed from annualized rate of \$38,257 for 12 months (\$3,188.08 per month), 0.25 time, to annualized rate of \$38,257 for 12 months (\$3,188.08 per month), 0.60 time, July 1, 2004 through June 30, 2005. Change in FTE.

Miller, Robert C., Associate Professor of Operative Dentistry, title Associate Dean for Student and Alumni Affairs, College of Dentistry, deleted, given additional title Director of Curriculum, College of Dentistry, August 1, 2004 through June 30, 2005.

Mouradian, Laurie, Clinical Associate Professor of Research, Department of Pediatrics, title changed from Adjunct Professor of Research to Adjunct Associate Professor, Department of Rehabilitation Sciences, given additional title Adjunct Associate Professor of Allied Health Sciences, May 19, 2004.

Mullins, Sharon, Assistant Professor of Research, Department of Pediatrics, and Clinical Assistant Professor of Psychiatry and Behavioral Sciences, salary changed from annualized rate of \$50,400 for 12 months (\$4,199.99 per month), 0.80 time, to annualized rate of \$37,800 for 12 months (\$3,150.00 per month), 0.60 time, August 1, 2004 through June 30, 2005. Change in FTE.

Oman, Roy F., Associate Professor of Health Promotion Sciences, salary changed from annualized rate of \$63,714 for 12 months (\$5,309.50 per month) to annualized rate of \$78,714 for 12 months (\$6,559.50 per month), July 1, 2004 through June 30, 2005. College of Public Health Faculty Compensation Plan.

Owen, Willis L., Professor and Chair of Biostatistics and Epidemiology and Professor of Research, Center for American Indian Health Research, College of Public Health, salary changed from annualized rate of \$88,580 for 12 months (\$7,381.67 per month) to annualized rate of \$92,580 for 12 months (\$7,715.00 per month), July 1, 2004 through June 30, 2005. Includes an administrative supplement of \$10,000 while serving as department chair.

Patel, Hemant P., title changed from Clinical Assistant Professor to Assistant Professor of Psychiatry and Behavioral Sciences, July 15, 2004 through June 30, 2005. Changing to consecutive term appointment.

Payne, Deidre R., Assistant Professor of Pharmacy Clinical and Administrative Sciences, appointment start date changed from June 30, 2004 to July 30, 2004.

Phillips, Margaret, Associate Professor of Occupational and Environmental Health, title changed from Vice Chair to Interim Chair, Department of Occupational and Environmental Health, salary changed from annualized rate of \$65,540 for 12 months (\$5,461.71 per month) to annualized rate of \$68,533 for 12 months (\$5,711.71 per month), July 12, 2004 through June 30, 2005. Includes an administrative supplement of \$6,000 while serving as interim chair.

Pribil, Gerald F., Clinical Assistant Professor of Family Medicine, Tulsa, salary changed from annualized rate of \$4,274 for 12 months (\$356.15 per month), 0.046 time, to annualized rate of \$3,600 for 12 months (\$300.00 per month), 0.03 time, July 1, 2004 through June 30, 2005.

Prodan, Calin Ioan, Assistant Professor of Neurology, salary changed from annualized rate of \$66,974 for 12 months (\$5,581.17 per month) to annualized rate of \$95,986 for 12 months (\$7,998.83 for 12 months), July 1, 2004 through June 30, 2005. FY 04-05 budget correction. University base salary \$55,000.

Rada, Jody A., Associate Professor of Cell Biology, FTE changed from 0.60 time at annualized rate of \$109,900 for 12 months (\$9,158.34 per month) to full time, July 1, 2004. Change in FTE only.

Rajala, Raju V. S., Assistant Professor of Ophthalmology, salary changed from annualized rate of \$74,709 for 12 months (\$6,225.78 per month) to annualized rate of \$75,032 for 12 months (\$6,252.70 per month), July 1, 2004. FY 04-05 budget correction.

Rathbun, Robert C., Associate Professor of Pharmacy Clinical and Administrative Sciences and Adjunct Associate Professor of Pathology, given additional title Adjunct Associate Professor of Medicine, July 1, 2004.

Rougas, Stacie, title changed from Clinical Instructor to Clinical Assistant Professor of Pediatrics, retain titles Clinical Assistant Professor of Medicine, and Assistant Residency Director, College of Medicine, salary changed from annualized rate of \$30,000 for 12 months (\$2,500.00 per month), 0.50 time, to annualized rate of \$65,000 for 12 months, (\$5,416.67 per month), full time, July 1, 2004 through June 30, 2005. Change in FTE.

Sawan, Kamal T., Assistant Professor of Surgery, salary changed from annualized rate of \$70,000 for 12 months (\$5,833.33 per month), to annualized rate of \$71,046 for 12 months (\$5,920.50 per month), July 1, 2004 through June 30, 2005. Tenured base salary remains \$70,000.

Seaman, Jeffrey S., Associate Professor of Psychiatry and Behavioral Sciences, appointment start date changed from June 30, 2004 to July 1, 2004. Correction to previous action.

Siegler, David J., Clinical Assistant Professor of Pediatrics, Tulsa, salary changed from without remuneration to annualized rate of \$36,000 for 12 months (\$3,000.00 per month), 0.25 time, July 1, 2004 through June 30, 2005.

Sullivan, Carole A., Dean, College of Allied Health, The Stuart Coulter Miller Professorship of Allied Health, Professor of Radiologic Technology, and Adjunct Professor of Allied Health Sciences, title Interim Chair of Nutritional Sciences deleted, July 1, 2004.

Swisher, Lisa, Clinical Assistant Professor of Pediatrics and Adjunct Clinical Assistant Professor of Psychiatry and Behavioral Sciences, salary changed from annualized rate of \$45,600 for 12 months (\$3,800.00 per month), 0.82 time, to annualized rate of \$45,600 for 12 months (\$3,800.00 per month), 0.76 time, July 1, 2004 through June 30, 2005. Change in FTE.

Tipton, John Wylie, Associate Professor of Family Medicine, Tulsa, given additional title Vice Chair of Family Medicine, Tulsa, July 1, 2004.

Van Grevenhof, Jani Ann, Assistant Professor of Nutritional Sciences, given additional title Program Director, Dietetic Internship Program, College of Allied Health, salary changed from annualized rate of \$46,693 for 12 months (\$3,891.08 per month) to annualized rate of \$47,893 for 12 months (\$3,991.08 per month), July 1, 2004 through June 30, 2005. Includes an administrative supplement of \$1,200 while serving as program director.

Vesely, Sara Katherine, Assistant Professor of Biostatistics and Epidemiology, Adjunct Assistant Professor of Research, Center of American Indian Health Research, College of Public Health, and Adjunct Assistant Professor of Medicine, salary changed from annualized rate of \$81,995 for 12 months (\$6,832.92 per month) to annualized rate of \$65,000 for 12 months (\$5,416.67 per month), July 1, 2004 through June 30, 2005. Correcting departmental input error.

Waner, Joseph Lloyd, title changed from Vice President for Research–Designate to Vice President for Research, Health Sciences Center, retains title Professor of Pediatrics, August 1, 2004. Executive Officer.

Woods, William Michael, Associate Professor of Family Medicine, Tulsa, The Lorene Cooper Hasbrouck Chair in Rural Health, and Program Director–Ramona, Department of Family Medicine, Tulsa, salary changed from annualized rate of \$108,000 for 12 months (\$9,000.00 per month) to annualized rate of \$106,000 for 12 months (\$8,833.33 per month), July 1, 2004 through June 30, 2005. Correcting departmental input error.

#### RESIGNATIONS AND/OR TERMINATIONS:

Dittmer, Dirk P., Assistant Professor of Microbiology and Immunology, July 31, 2004 (with accrued vacation through September 15, 2004).

Gilmore, Keeta S., Associate Professor of Pathology and Adjunct Associate Professor of Dentistry, July 16, 2004 (with accrued vacation through August 17, 2004).

Gilmore, Michael S., Vice President for Research, Health Sciences Center, George Lynn Cross Research Professor of Microbiology and Immunology and of Ophthalmology, and The M. G. McCool Chair in Ophthalmology; August 31, 2004 (with accrued vacation through September 9, 2004).

Grammas, Paula, Professor of Pathology, The Alfred M. Shideler Professorship of Pathology, Adjunct Professor of Psychiatry and Behavioral Sciences, Adjunct Professor of Geriatrics, and Adjunct Professor of Cell Biology, August 31, 2004 (with accrued vacation through September 13, 2004).

Jackson, Allene, Clinical Associate Professor of Family and Preventive Medicine, July 6, 2004 (with accrued vacation through August 10, 2004).

Johnson, Karin Ann, Assistant Professor of Geriatrics and The Donald W. Reynolds Endowed Chair in Geriatric Medicine #4, June 30, 2004 (with accrued vacation through August 6, 2004).

Logue, Mary Beth, Assistant Professor of Pediatrics and Clinical Assistant Professor of Psychiatry and Behavioral Sciences, May 1, 2004 (with accrued vacation through May 26, 2004).

Matsumoto, Rae, Associate Professor of Pharmaceutical Sciences, July 31, 2004 (with accrued vacation through September 1, 2004).

Mayr, Nina A., Professor of Radiological Sciences, Chief of Radiation Oncology, and Vice Chair of Radiological Sciences, June 24, 2004 (with accrued vacation through August 10, 2004).

Ringewald, Jeremy, Assistant Professor of Pediatrics, August 31, 2004 (with accrued vacation through October 15, 2004).

Shaw, Howard Andrew, Associate Professor of Obstetrics and Gynecology, Tulsa, July 31, 2004 (with accrued vacation through September 15, 2004).

Shaw, Julia A., Assistant Professor of Obstetrics and Gynecology, Tulsa, July 31, 2004 (with accrued vacation through September 22, 2004).

Sheikh, Asad U., Assistant Professor of Obstetrics and Gynecology and Adjunct Assistant Professor of Pediatrics, July 30, 2004.

Smith, Kenneth, Associate Professor of Family and Preventive Medicine, July 30, 2004 (with accrued vacation through September 15, 2004).

Tan-Jauregui, Alarice, Clinical Instructor in Pediatrics, May 31, 2004 (with accrued vacation through June 8, 2004).

#### RETIREMENTS:

Reddy, Yerradhoddi S., Professor of Physiology and Adjunct Associate Professor of Dentistry, June 30, 2004 (with accrued vacation through August 27, 2004).

Wine, J. JoAnn, Clinical Associate Professor of Pediatrics, June 30, 2004.

#### Norman Campus:

#### TRANSFERS:

Ballard, Jimmy D., Associate Professor of Microbiology and Director of the BOMI Zebrafish Facility, August 16, 2004. Accepted position at OUHSC.

Regens, James L., Professor of Sarkeys Energy Center; Director of the Institute of Science and Public Policy; and Affiliate Professor in Civil Engineering and Environmental Science, August 16, 2004. Accepted position at OUHSC.

Whiteley, Marvin, Assistant Professor of Botany and Microbiology, August 16, 2004. Accepted position at OUHSC.

#### LEAVES OF ABSENCE:

Alzate, Monica M., Assistant Professor of Social Work, family leave of absence, August 16, 2004 through November 8, 2004.

Brady, Noel, Associate Professor of Mathematics, sabbatical leave of absence with half pay, August 16, 2004 through May 15, 2005, changed to sabbatical leave of absence with full pay, August 16, 2004 through December 31, 2004.

Brown, Joel H., Professor of Educational Leadership and Policy Studies, leave of absence without pay, August 16, 2004 through May 15, 2005. Family health problems

Offen, Karl H., Assistant Professor of Geography, leave of absence with pay, August 16, 2004 through November 30, 2004. Fullbright Award recipient conducting research in Colombia.

Sabbatical Leaves of Absence-Spring Semester 2005 (with full pay)

Abraham, Michael R., David Ross Boyd Professor of Chemistry and Biochemistry, sabbatical leave of absence with full pay, January 1, 2005 through May 15, 2005. Will be doing curriculum development in college level chemistry and associated assessment research. This will be done at the University of Oklahoma, Oklahoma State University, and Iowa State University. Faculty appointment: 9-01-74. Previous leaves taken: Sabbatical leave of absence with full pay 9-01-83 to 1-16-84; Sabbatical leave of absence with full pay 1-01-90 to 5-16-90; Sabbatical leave of absence with full pay 1-01-98 to 5-16-98. Teaching load covered by current faculty.

Albert, John P., Professor of Mathematics, sabbatical leave of absence with full pay, January 1, 2005 through May 15, 2005. Will continue his work on partial differential equations applicable to mathematical physics and fluid dynamics. Will engage in collaborative work with colleagues at the University of Chicago, Purdue and University of Campinas. Faculty appointment: 8-16-84. Previous leaves taken: Leave of absence without pay 8-16-88 to 5-16-89; Sabbatical leave of absence with full pay 8-16-94 to 1-01-95. Teaching load covered by adjunct lecturers or visiting faculty.

Bemben, Michael G., Professor of Health and Exercise Science, sabbatical leave of absence with full pay, January 1, 2005 through May 15, 2005. Will visit and train in research laboratories at Baylor University, University of Tokyo, Panum Institute (Copenhagen), and the Finnish Center of Interdisciplinary Gerontology. Faculty appointment: 8-16-92. No previous leaves taken. Teaching load covered by current faculty and by postponing one course.

Craig, David A., Associate Professor of Journalism and Mass Communication, sabbatical leave of absence with full pay, January 1, 2005 through May 15, 2005. Will research and write several chapters of a book on the ethics of common professional practices in journalism with an emphasis on newspaper practices. Faculty appointment: 8-16-96. No previous leaves taken. Teaching load covered by a new faculty member.

Furneaux, John E., Professor of Physics and Astronomy, sabbatical leave of absence with full pay, January 1, 2005 through May 15, 2005. Will visit St. Andrews University in Scotland to continue and strengthen our ongoing research collaboration in advanced battery and fuel cell technology. Faculty appointment: 8-16-89. Previous leaves taken: Sabbatical leave of absence with half pay 8-16-97 to 5-16-98. Teaching load covered by current faculty.

Goble, Danney G., Professor of Classics, sabbatical leave of absence with full pay, January 1, 2005 through May 15, 2005. Will complete revisions of the Historical Atlas of Oklahoma and of the Story of Oklahoma; complete research and manuscript for the history of the Oklahoma Presbyterian church. Location: various sites in Oklahoma. Faculty appointment: 1-01-99. No previous leaves taken. Teaching load covered by current faculty and similar course offerings.

Gruenwald, Gia-Loi Le, Professor of Computer Science, sabbatical leave of absence with full pay, January 1, 2005 through May 15, 2005. Will spend approximately one month at three different institutions conducting research in "Auto-Administration of Database Management Systems" at the University of Lyon (France); working on a book entitled "Biological Data Management" at Nanyang Tech University (Singapore); and editing a journal issue on "Sensor Data Management" at the University of Missouri-Rolla. Faculty appointment: 1-01-91. No previous leaves taken. Teaching load covered by new faculty.

Hayes-Thumann, Karen, Associate Professor of Art, sabbatical leave of absence with full pay, January 1, 2005 through May 15, 2005. Will continue research on two current projects: symbols/signs and Woman of OU, traveling to Washington D.C., Mexico, and Guatemala. The remaining time will be spent in Norman working on the interactive CD's. Faculty appointment: 8-16-91. Previous leaves taken: Sabbatical leave of absence with full pay 8-16-97 to 1-01-98; Leave of absence without pay 8-16-01 to 5-16-02. Teaching load covered by a graduate student and current faculty.

Hopkins, Penny M., Professor of Zoology, sabbatical leave of absence with full pay, January 1, 2005 through May 15, 2005. Long term objective is to provide structural and functional information on the relationship between the steroid hormone receptors in vertebrates and those of arthropods and to examine the role of invertebrate hormone ligands and their receptors in the control of diverse physiological processes. Faculty appointment: 9-01-77. Previous leaves taken: Sabbatical leave of absence with full pay 8-16-88 to 1-01-89; Sabbatical leave of absence with full pay 8-16-95 to 1-01-96. Teaching load covered by current faculty and a senior Ph.D. student.

Linn, Scott C., Professor of Finance and Milus E. Hindman Professor of Banking and Finance, sabbatical leave of absence with full pay, January 1, 2005 through May 15, 2005. Will study (1) Determinants of executive turnover in the United Kingdom; (2) Leverage, Ownership and Control in New Zealand; and (3) Other ongoing projects. Will involve travel to the UK and NZ to visit research centers. Faculty appointment: 8-16-89. Previous leaves taken: Sabbatical leave of absence with full pay 1-01-96 to 5-16-96. Teaching load covered by current faculty and an alternative Ph.D. course being offered by another faculty member.

Ogilvie, Marilyn B., Professor of Bibliography and Curator of History of Science Collection, University Libraries and Professor of History of Science, sabbatical leave of absence with full pay, January 1, 2005 through May 15, 2005. Will study Helen Dean King and her relationship to the eugenics movement. Will explore archives at Wistar Institute, The Schlessinger Archives at Radcliffe, and the Princeton University Archives. Faculty appointment: 8-01-91. No previous leaves taken.

Oliveira, Virginia L., Associate Professor of Art, sabbatical leave of absence with full pay, January 1, 2005 through May 15, 2005. Will continue research on Made In Japan ceramic animals, traveling to San Francisco, Portland and Seattle. The remaining time will be spent in my studio in Norman utilizing the collected material. Faculty appointment: 9-01-77. Previous leaves taken: Sabbatical leave of absence with full pay 1-16-84 to 6-01-84; Sabbatical leave of absence with full pay 8-16-98 to 1-01-99. Teaching load covered by increasing sections for Spring and Fall and moving some classes to Fall 05.

Spigner-Littles, Dorscine, Associate Professor of Human Relations, sabbatical leave of absence with full pay, January 1, 2005 through May 15, 2005. Will produce a documentary that will highlight the participation of African Americans in the development of Oklahoma. Research will take place in Oklahoma and Washington, D.C. Faculty appointment: 1-01-92. No previous leaves taken. Teaching load covered by another instructor and moving one course to Spring 06.

Stephenson, Kenneth D., Associate Professor of Music and Kenneth and Bernadine Russell Professor in Music Theory, sabbatical leave of absence with full pay, January 1, 2005 through May 15, 2005. Will write several chapters of a book on the philosophy, history and personalities behind the theories of music. Research and writing will be done in Norman. Faculty appointment: 8-16-89. Previous leaves taken: Sabbatical leave of absence with full pay 1-01-97 to 5-16-97. Teaching load covered by visiting faculty.

Sutter, Daniel S., Associate Professor of Economics, sabbatical leave of absence with full pay, January 1, 2005 through May 15, 2005. Will review research on economic value of weather forecasts and the economic impact of natural hazards; prepare readings course on economics of weather. Faculty appointment: 8-16-98. No previous leaves taken. Teaching load covered by the canceling of one course.

#### Sabbatical Leaves of Absence – Spring 2004 and Fall 2005 Semesters (with half pay)

Stockdale, Melissa K., Associate Professor of History, sabbatical leave of absence with half pay, January 1, 2005 through May 15, 2005 and August 16, 2005 through December 31, 2005. Will travel to Russia to finish research on a book on Russian patriotism during World War I and will then return to the United States to finish writing most of the book. Faculty appointment: 8-16-89. Previous leaves taken: Leave of absence without pay 8-16-91 to 1-01-92; Sabbatical leave of absence with full pay 1-01-98 to 5-16-98. Teaching load covered by other course offerings.

Tiab, Djebbar, Professor of Petroleum and Geological Engineering, sabbatical leave of absence with half pay, January 1, 2005 through May 15, 2005 and August 16, 2005 through December 31, 2005. Will write a book on well test analysis. Most of the time will be spent in Algeria. Faculty appointment: 9-01-78. Previous leaves taken: Sabbatical leave of absence with full pay 1-01-89 to 5-16-89; Leave without pay 8-16-89 to 1-01-90. No impact on Norman campus teaching load. Teaching load covered by current faculty.

Watson, Deborah K., Professor of Physics and Astronomy, sabbatical leave of absence with half pay, January 1, 2005 through May 15, 2005 and August 16, 2005 through December 31, 2005. Will use leave to redirect research and to mount intensive effort to secure new external funding. Faculty appointment: 9-01-81. Previous leaves taken: Sabbatical leave with half pay 8-16-87 to 5-16-88; Partial leaves without pay (.50 FTE) 8-16-89 to 5-16-90; 8-16-90 to 5-16-91; 8-16-91 to 5-16-92; 8-16-92 to 5-16-93; 8-16-93 to 5-16-94; Sabbatical leave of absence with half pay 1-01-98 to 5-16-98 and 8-16-98 to 1-01-99. Teaching load covered by current faculty.

#### NEW APPOINTMENTS:

Ashby, Vickie F., Instructor of English, annualized rate of \$32,000 for 9 months (\$3,555.55 per month), August 16, 2004 through May 15, 2007. Transferring from temporary appointment to three-year renewable term appointment.

Barrett, Roland C., Assistant Professor of Music and Assistant Director of Bands, annualized rate of \$40,496 for 9 months (\$4,499.55 per month), August 16, 2004 through May 15, 2005. Changing from renewable term appointment to new tenure-track faculty.

Brule, William S., Assistant Professor of Dance, annualized rate of \$47,500 for 9 months (\$5,277.78 per month), August 16, 2004 through May 15, 2005. New tenure-track faculty.

Cerato, Amy B., Assistant Professor of Civil Engineering and Environmental Science, annualized rate of \$62,500 for 9 months (\$6,944.45 per month), January 1, 2005 through May 15, 2005. New tenure-track faculty.

Chilson, Phillip B., Ph.D., Associate Professor of Meteorology, annualized rate of \$84,000 for 9 months (\$9,333.33 per month), January 1, 2005 through May 15, 2005. New tenure-track faculty.

Coffman, Reid R., Assistant Professor of Landscape Architecture, annualized rate of \$41,685 for 9 months (\$4,631.66 per month), August 16, 2004 through May 15, 2005. New tenure-track faculty.

Fernando, Delini M., Ph.D., Assistant Professor of Educational Psychology, annualized rate of \$28,000 for 9 months (\$3,111.11 per month), August 16, 2004 through May 15, 2005. One-year renewable term appointment.

Gordon, Cynthia L., Ph.D., Assistant Professor of Zoology, annualized rate of \$36,500 for 9 months (\$4,055.56 per month), August 16, 2004 through May 15, 2009. Transferring from temporary appointment to five-year renewable term appointment.

Hatami, Kianoosh, Ph.D., Assistant Professor of Civil Engineering and Environmental Science, annualized rate of \$62,500 for 9 months (\$6,944.45 per month), August 16, 2004 through May 15, 2005. New tenure-track faculty.

Jones, John R., Ph.D., Assistant Professor of Educational Leadership and Policy Studies, annualized rate of \$45,000 for 9 months (\$5,000.00 per month), August 16, 2004 through May 15, 2007. Three-year renewable term appointment.

Kulp, Christina M., Assistant Professor of Bibliography and Science Reference Librarian, annualized rate of \$39,000 for 12 months (\$3,250.00 per month), August 30, 2004 through June 30, 2005. New tenure-track faculty.

Leseney, Vincent J., Assistant Professor of Musical Theatre, annualized rate of \$38,000 for 9 months (\$4,222.22 per month), August 16, 2004 through May 15, 2005. Changing from temporary faculty appointment to new tenure-track faculty.

Magruder, Kerry V., Ph.D., Assistant Professor of Bibliography and Librarian, History of Science Collections, annualized rate of \$44,000 for 12 months (\$3,666.67 per month), August 1, 2004 through June 30, 2005. Changing from temporary faculty appointment to new tenure-track faculty.

McWilliams, Robert A., Assistant Professor of Dance, annualized rate of \$42,000 for 9 months (\$4,666.67 per month), August 16, 2004 through May 15, 2005. New tenure-track faculty.

Samper, David A., Ph.D., Lecturer of Expository Writing Program, annualized rate of \$36,000 for 12 months (\$3,000.00 per month), July 1, 2004 through June 30, 2009. Five-year renewable term appointment.

Schlupp, Ingo B., Ph.D., Assistant Professor of Zoology, annualized rate of \$62,000 for 9 months (\$6,888.89 per month), January 1, 2005 through May 15, 2005. New tenure-track faculty.

Shames, Jonathan, Ph.D., Assistant Professor of Music, annualized rate of \$85,000 for 9 months (\$9,444.44 per month), August 16, 2004 through May 15, 2005. New tenure-track faculty.

Sheffield, James F., Ph.D., Visiting Professor of Political Science, annualized rate of \$60,000 for 9 months (\$6,666.66 per month), August 16, 2004 through May 15, 2005. One-year visiting professor.

Shelley, Fred M., Ph.D., Professor of Geography and Chair of the Department of Geography, annualized rate of \$100,000 for 12 months (\$8,333.33 per month), August 1, 2004. New faculty. Tenure credentials under review.

Shepard, Brian K., Assistant Professor of Music, annualized rate of \$38,564 for 9 months (\$4,284.88 per month), August 16, 2004 through May 15, 2005. Changing from 12-month managerial staff to new tenure-track faculty.

Stauss, Kimberly A., Ph.D., Clinical Assistant Professor of Social Work at Tulsa, annualized rate of \$50,000 for 12 months (\$4,166.67 per month), July 1, 2004 through June 30, 2009. Changing from temporary faculty to five-year renewable term appointment.

Thomas, Rick P., Assistant Professor of Psychology, annualized rate of \$52,000 for 9 months (\$5,777.78 per month), August 16, 2005 through May 15, 2006. New tenure-track faculty.

Wisdom, Ellen, Clinical Assistant Professor of Social Work, annualized rate of \$50,000 for 12 months (\$4,166.67 per month), July 2, 2004 through June 30, 2009. Five-year renewable term appointment.

Zhang, Guifu, Ph.D., Associate Professor of Meteorology, annualized rate of \$72,000 for 9 months (\$8,000.00 per month), August 16, 2005 through May 15, 2006. New tenure-track faculty.

#### REAPPOINTMENTS:

Brittan, Shawnee, Adjunct Professor of Art, August 16, 2004 through May 15, 2005.

Castagna, John P., Visiting Professor of Geology and Geophysics, \$2,674 for 4.5 months, 0.12 time, and Visiting Professor, Sarkeys Energy Center, annualized rate of \$1,631 for 4.5 months, 0.08 time, August 16, 2004 through December 31, 2004.



Doswell III, Charles A., Senior Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, annualized rate of \$20,765 for 12 months (\$1,730.42 per month), 0.22 time, August 1, 2004. Paid from grant funds; subject to availability of funds.

Hudgins, David L., Visiting Assistant Professor of Economics, August 16, 2004 through May 15, 2005.

Knapp, Carol A., Ph.D., Lecturer of Accounting, August 16, 2004 through May 15, 2005.

Lee, Lloyd L., Professor Emeritus of Chemical Engineering and Materials Science, annualized rate of \$128,313 for 12 months (\$10,692.78 per month), 1.00 time, June 1, 2004 through July 31, 2004; changed to annualized rate of \$102,843 for 12 months (\$8,570.27 per month), 0.80 time, August 1, 2004 through August 31, 2004; changed to annualized rate of \$128,313 for 12 months (\$10,692.78 per month), 1.00 time, September 2004 through October 15, 2004. Return to retirement status October 16, 2004. Paid from grant funds; subject to availability of funds.

#### CHANGES:

Alhawary, Mohammad T., Assistant Professor of Modern Languages, Literatures and Linguistics, additional stipend of \$4,400 for increased teaching duties in the Department of Modern Languages, Literatures and Linguistics, August 16, 2004 through December 31, 2004.

Anderson, Joann, Academic Assistant Chair and Associate Professor of Human Relations, additional stipend of \$4,700 for increased teaching duties in the Department of Human Relations, August 16, 2004 through December 31, 2004.

Basara, Jeffrey B., Research Scientist, Oklahoma Climatological Survey, salary changed from annualized rate of \$49,455 for 12 months (\$4,121.25 per month) to annualized rate of \$69,230 for 12 months (\$5,769.17 per month), July 1, 2004. 40% merit increase.

Bemben, Michael G., Professor of Health and Exercise Science, additional stipend of \$5,000 for increased teaching duties in the Department of Health and Exercise Science, August 16, 2004 through December 31, 2004.

Brown, Alan D., Assistant Professor of Sociology, additional stipend of \$4,400 for increased teaching duties in the Department of Sociology, August 16, 2004 through December 31, 2004.  
Burns, Thomas J., Professor of Sociology, additional stipend of \$5,000 for increased teaching duties in the Department of Sociology, August 16, 2004 through December 31, 2004.

Chesnokov, Evgeni, Research Professor, Energy Center Director's Office, salary changed from annualized rate of \$120,000 for 12 months (\$10,000.00 per month) to annualized rate of \$125,000 for 12 months (\$10,416.66 per month), June 1, 2004. Salary correction.

Colin, Jose J., Assistant Professor of Modern Languages, Literatures and Linguistics, additional stipend of \$4,400 for increased teaching duties in the Department of Modern Languages, Literatures and Linguistics, August 16, 2004 through December 31, 2004.

Damphouse, Kelly R., Associate Professor of Sociology, additional stipend of \$9,400 for increased teaching duties in the Department of Sociology, August 16, 2004 through December 31, 2004.

Davidson, Tim, Associate Professor of Human Relations, additional stipend of \$4,700 for increased teaching duties in the Department of Human Relations, August 16, 2004 through December 31, 2004.

Franzese, Robert J., Lecturer of Sociology, additional stipend of \$4,100 for increased teaching duties in the Department of Sociology, August 16, 2004 through December 31, 2004.

Guzman, Katheleen G., Professor of Law, Associate Dean of Academic Affairs of the College of Law; Associate Director of the Law Center; and Director of Legal Research and Writing, appointed to the Arch B. and JoAnne Gilbert Professorship, salary changed from annualized rate of \$117,707 for 12 months (\$9,808.92 per month) to annualized rate of \$128,000 for 12 months (\$10,666.67 per month), July 1, 2004. 8.7% increase.

Hawamdeh, Suliman, Professor of Library and Information Studies at Tulsa, award of tenure recommended July 27, 2004.

Henderson, George E., David Ross Boyd Professor; Goldman Professor of Human Relations; Regents' Professor; Professor of Education; and Associate Professor of Sociology, additional stipend of \$5,000 for increased teaching duties in the Department of Human Relations, August 16, 2004 through December 31, 2004.

Hobbs, John A., Instructor of Marketing and Supply Chain Management, salary changed from annualized rate of \$56,640 for 12 months (\$4,720.00 per month) to annualized rate of \$51,640 for 12 months (\$4,303.33 per month), July 1, 2004, deleting temporary duties. Additional stipend of \$3,500 for increased teaching duties in the Division of Marketing and Supply Chain Management, September 1, 2004 through December 31, 2004.

Hubbard, Robert A., Visiting Senior Research Associate, Petroleum and Geological Engineering and Curtis W. Mewbourne Visiting Chair #2 in Petroleum Engineering, salary changed from annualized rate of \$60,000 for 12 months (\$5,000.00 per month), 0.60 time, to annualized rate of \$100,000 for 12 months (\$8,333.33 per month), 1.00 time, July 1, 2004.

Karriker, Alexandra H., Professor of Modern Languages, Literatures and Linguistics, additional stipend of \$5,000 for increased teaching duties in the Department of Modern Languages, Literatures and Linguistics, August 16, 2004 through December 31, 2004.

Kloesel, Kevin A., title changed from Research Associate, Oklahoma Climatological Survey, to Assistant Dean of the College of Geosciences and Adjunct Lecturer of Meteorology, salary changed from annualized rate of \$81,600 for 12 months (\$6,800.00 per month) to annualized rate of \$89,678 for 12 months (\$7,473.17 per month), July 1, 2004. One or two-year temporary position providing administrative support. Transferring from a 12-month academic appointment to 12-month administrative appointment.

Krumholz, Lee R., Associate Professor of Botany and Microbiology and Sarkeys Energy Center; Director, Center for Study of Microbial Interactions with the Environment, salary changed from annualized rate of \$50,482 for 9 months (\$5,609.11 per month) to annualized rate of \$79,748 for 9 months (\$8,860.89 per month), August 16, 2004. Merit increase. (.50 FTE Botany and Microbiology and .50 FTE Energy Center Director.)

Lewis, Randolph R., Associate Professor of Film and Video Studies, additional stipend of \$2,250 for increased teaching duties in the Department of Film and Video Studies, August 16, 2004 through December 31, 2004.

Luo, Yiqi, Professor of Botany and Microbiology and Interim Director of the OU Global Change Center, salary changed from annualized rate of \$90,000 for 9 months (\$10,000 per month) to annualized rate of \$100,000 for 9 months (\$11,111.12 per month), August 16, 2004. Increase for additional research title.

McPherson, Renee A., Research Scientist and Assistant Director, Cooperative Institute for Mesoscale Meteorological Studies, title changed to Acting Director, Oklahoma Climatological Survey, salary changed from annualized rate of \$85,000 for 12 months (\$7,083.34 per month) to annualized rate of \$96,585 for 12 months (\$8,048.75 per month), effective August 1, 2004.

Changing from 12-month academic to 12-month administrative staff. Covering administrative duties of Ken Crawford, Director, during his National Weather Service Intergovernmental Personnel Act agreement.

Montgomery, Polly S., Research Associate, Health and Exercise Science, salary changed from annualized rate of \$65,564 for 12 months (\$5,463.66 per month) to annualized rate of \$68,842 for 12 months (\$5,736.85 per month), July 1, 2004.

Noley, Grayson B., Chair and Associate Professor of Educational Leadership and Policy Studies, additional stipend of \$13,140 for serving as Vice-Chair of the IRB Committee, July 1, 2004 through June 30, 2005.

Orr, Tom H., Interim Director and Assistant Professor of the School of Drama, salary changed from annualized rate of \$69,500 for 12 months (\$5,791.67 per month) to annualized rate of \$79,500 for 12 months (\$6,625.00 per month), July 1, 2004. Compression increase.

Rasmussen, Erik N., Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$95,735 for 12 months (\$7,977.88 per month), 1.00 time, to annualized rate of \$47,867 for 12 months (\$3,988.94 per month), 0.50 time, August 1, 2004. Per researchers request. Paid from grant funds; subject to availability of funds.

Sharp, Susan F., Associate Professor of Sociology, additional stipend of \$4,700 for increased teaching duties in the Department of Sociology, August 16, 2004 through December 31, 2004.

St. John, Craig A., Professor of Sociology and Chair of the Department of Sociology, additional stipend of \$5,000 for increased teaching duties in the Department of Sociology, August 16, 2004 through December 31, 2004.

Vitt, Laurie J., George Lynn Cross Research Professor and Curator of Herpetology, Oklahoma Museum of Natural History, salary correction from annualized rate of \$91,056 for 12 months (\$7,588.00 per month) to annualized rate of \$92,056 for 12 months (\$7,671.33 per month), July 1, 2003; salary changed to annualized rate of \$87,056 for 12 months (\$7,254.67 per month), May 1, 2004. Correction to George Lynn Cross Award annual salary 2003-2004 and subsequent May 1, 2004 salary adjustment.

Wallach, Bret, Professor of Geography, salary changed from annualized rate of \$73,090 for 9 months (\$8,121.08 per month) to annualized rate of \$80,089 for 9 months (\$8,898.78 per month), August 16, 2004. Negotiated salary.

Watson, Mary Jo, Associate Dean, Weitzenhoffer Family College of Fine Arts; Associate Professor of Art; Curator of American Indian Art Museum; Associate Professor of Women's Studies, given additional title of Acting Director of the School of Art, August 12, 2004 through December 31, 2004.

White, Anderson, Senior Research Associate of Meteorology and Associate Director of Sasaki Applied Meteorology Research Institute (SAMRI), given additional title Lecturer of Meteorology, salary changed from annualized rate of \$107,000 for 12 months (8,916.66 per month) to \$112,350 for 12 months (\$9,362.50 per month), effective July 1, 2004. 5% merit increase.

Yadav, Pradeep K., Professor of Finance and W. Ross Johnston Chair in Finance, start date changed from January 1, 2005 to August 16, 2005.

Yuan, May, Associate Professor of Geography and Director, Center for Spatial Analysis, Sarkey's Energy Center, given additional title Associate Dean, College of Geosciences, salary changed from annualized rate of \$67,000 for 9 months (\$7,444.44 per month) to annualized rate of \$96,000 for 12 months (\$8,000.00 per month), July 1, 2004. Changing from 9-month faculty to 12-month administrator.

#### RESIGNATIONS AND/OR TERMINATIONS:

Booker, Susan E., Librarian/Assistant Professor, University Libraries – Fine Arts Library, August 1, 2004.

Castagna, John P., Professor of Geology and Geophysics/McCollough Chair in Geology and Geophysics and Director, Institute for Exploration and Development Geology, August 16, 2004. Accepted position at another university.

Ferguson, Catherine L., Instructor of Management Information Systems, August 1, 2004.

Fleener, M. Jayne, Associate Dean, Professor of Instructional Leadership and Academic Curriculum, August 1, 2004. Accepted position at Louisiana State University.

Kwan, Jonathan T., Visiting Professor of Petroleum and Geological Engineering and Curtis W. Mewbourne Visiting Chair #1 in Petroleum Engineering, May, 16, 2004. Accepted position outside the University.

Moore, Rebecca M., Assistant Professor of Human Relations, August 1, 2004.

Nelson, Deborah I., Associate Professor of Civil Engineering and Environmental Science, August 16, 2004. Accepted position outside the University.

Reynolds, Ann M., Associate Professor of Instructional Leadership and Academic Curriculum, August 16, 2004. Accepted position at Kent State.

Sachidananda, Mangalore, Visiting Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, August 1, 2004.

Shook, Fred, Visiting McMahan Centennial Professor, Journalism and Mass Communication, May 16, 2004. Visiting appointment was not renewed for FY 2005.

#### RETIREMENTS:

Kenderdine, James M., Associate Professor of Marketing and Supply Chain Management, January 1, 2005. Named Professor Emeritus of Marketing and Supply Chain Management.

Nostrand, Richard L., David Ross Boyd Professor of Geography, August 1, 2004. Named David Ross Boyd Professor Emeritus of Geography.

Wedel, Kenneth R., Professor of Social Work, December 31, 2004. Named Professor Emeritus of Social Work.

Additional Action:

CHANGE:

Elmore, Richard D., Interim Associate Provost, Robert E. and Doris Klabzuba Chair, Professor of Geology and Geophysics, title changed to Associate Provost, Robert E. and Doris Klabzuba Chair, Professor of Geology and Geophysics, September 1, 2004.

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

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

**ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ACTIONS**

Health Sciences Center

TRANSFER:

Mercer, Bart T., title changed from Auditor III, Internal Auditing, to Budget Manager, Administrative Affairs, transferring from Norman Campus to Health Sciences Center, salary changed from annualized rate of \$58,860 for 12 months (\$4,905.00) to annualized rate of \$62,000 for 12 months (\$5,166.67 per month), September 13, 2004. Managerial Staff. Benefits will be uninterrupted.

NEW APPOINTMENTS:

Carter, Linda Gale, Director of Clinical Patient Accounts (Tulsa), Central Billing, College of Medicine-Tulsa, annualized rate of \$100,000 for 12 months (\$8,333.33 per month), July 31, 2004. Administrative Officer.

Chonlahan, Metha John, Clinical Pharmacist, Administrative Pharmacy Services, College of Pharmacy, annualized rate of \$73,109 for 12 months (\$6,092.42 per month), August 2, 2004. Professional Staff.

Stockton, Clay Edward, Physician's Assistant I, Department of OU Physicians CHP Clinics, OU Physicians, annualized rate of \$65,000 for 12 months (\$5,416.67 per month), August 23, 2004. Professional Staff.

REAPPOINTMENT:

Gilmore, Deborah L., Nuclear Staff Pharmacist, Nuclear Pharmacy, College of Pharmacy, annualized rate of \$80,000 for 12 months (\$6,666.67 per month), July 29, 2004. Professional Staff.

## CHANGES:

Boeh, William S., title changed from Assistant to the Dean and Assistant to the Vice Provost for Academic Affairs-Educational Planning, Office of the Dean, Graduate College, to Assistant Dean and Assistant to the Vice Provost for Academic Affairs-Educational Planning, Office of the Dean, Graduate College, salary changed from annualized rate of \$62,500 for 12 months (\$5,208.33 per month) to annualized rate of \$68,125 for 12 months (\$5,677.08 per month), July 1, 2004. Administrative Officer. Re-classification.

Block, Ingrid Laub, title changed from Clinical Trials Coordinator, Obstetrics and Gynecology, College of Medicine, to Director of Center for Research in Women's Health, Obstetrics and Gynecology, College of Medicine, salary changed from annualized rate of \$55,450 for 12 months (\$4,620.83 per month) to annualized rate of \$60,940 for 12 months (\$5,078.33 per month), July 1, 2004. Professional Staff. Re-classification.

Glover, Sherry E., title changed from Bursar, Financial Services, to Bursar and Director of Financial Services, Financial Services, salary changed from annualized rate of \$73,132 for 12 months (\$6,094.37 per month) to annualized rate of \$80,500 for 12 months (\$6,708.34 per month), August 23, 2004. Administrative Staff. Re-classification

Horton, David Michael, title changed from Technical Architect, Information Technology, to Director of IT Infrastructure Services, Information Technology, salary changed from annualized rate of \$86,520 for 12 months (\$7,210.00 per month) to annualized rate of \$95,000 for 12 months (\$7,916.66 per month), August 1, 2004. Administrative Officer. Re-classification.

Mugg, Margaret Lehman, Case Management Coordinator, Case Management, College of Nursing, salary changed from annualized rate of \$59,547 for 12 months (\$4,962.27) to annualized rate of \$62,000 for 12 months (\$5,166.67 per month), August 2, 2004. Managerial Staff. Correction to paperwork.

## RESIGNATIONS AND/OR TERMINATIONS

Corff, Karen, Neonatal Nurse Clinician, Department of Pediatrics, College of Medicine, July 1, 2004. Professional Staff. Moving to Faculty Appointment.

Roady, Kevin T., Staff Nuclear Pharmacist, Department of Nuclear Pharmacy, College of Pharmacy, September 4, 2004. Professional Staff. Resignation, Other Employment

Norman Campus

## NEW APPOINTMENTS:

Corral Jr., Alfredo P., Assistant Baseball Coach [Coach/Sports Professional I], Athletic Department, annualized rate of \$70,000 for 12 months (\$5,833.33 per month), August 2, 2004. Managerial Staff.

Gill, Keith, Associate Athletic Director, Athletic Department, annualized rate of \$98,000 for 12 months (\$8,166.67 per month), August 11, 2004. Administrative Staff.

McCallum, Ray, Assistant Coach, Men's Basketball, Athletic Department, annualized rate of \$125,000 for 12 months (\$10,416.67 per month), June 22, 2004. Managerial Staff.

## CHANGES:

Biscoe, Belinda P., Assistant Vice President, College of Continuing Education Public and Community Services, salary changed from annualized rate of \$87,000 for 12 months (\$7,250.00 per month) to annualized rate of \$96,000 for 12 months (\$8,000.00 per month), October 1, 2004. Administrative Officer. 11% merit increase. Paid from grant funds; subject to availability of funds.

Bluitt, Anthony V., Administrator III, Project Threshold, salary changed from annualized rate of \$115,488 for 12 months (\$9,625.00 per month) to annualized rate of \$121,262 for 12 months (\$10,105.17 per month), September 1, 2004. Administrative Staff. 5% merit increase. Paid from grant funds; subject to availability of funds.

Burgess, Donald W., Special Project Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$65,593 for 12 months (\$5,466.09 per month), 0.50 time, to annualized rate of \$131,186 for 12 months (\$10,932.18 per month), 1.00 time, August 1, 2004. Professional Staff. Paid from grant funds; subject to availability of funds.

Burkhart, Jessica M., Information Technology Analyst II, Oklahoma Climatological Survey, salary changed from annualized rate of \$65,100 for 12 months (\$5,425.00 per month) to annualized rate of \$68,355 for 12 months (\$5,696.25 per month), July 1, 2004. Managerial Staff. 5% merit increase.

Corr, Edwin G., Administrator III, International Programs Center, salary changed from annualized rate of \$74,172 for 12 months (\$6,181.00 per month) to annualized rate of \$77,881 for 12 months (\$6,490.05 per month), October 1, 2004. Administrative Staff. 5% merit increase.

Duca-Snowden, Victoria, Program Administrator III, NASA Space Grant/Experimental Program to Stimulate Cooperative Research, salary changed from annualized rate of \$77,640 for 12 months (\$6,470.00 per month) to annualized rate of \$79,969 for 12 months (\$6,664.08 per month), July 1, 2004. Managerial Staff. 3% increase. Paid from grant funds; subject to availability of funds.

Fiebrich, Chris A., Scientist and Researcher II, Oklahoma Climatological Survey, salary changed from annualized rate of \$57,500 for 12 months (\$4,791.67 per month) to annualized rate of \$74,750 for 12 months (\$6,229.17 per month), July 1, 2004. Professional Staff. 30% merit increase. Paid from grant funds; subject to availability of funds.

George, Brandon C., Information Technology Analyst III, Center for the Analysis and Prediction of Storms, salary changed from annualized rate of \$80,000 for 12 months (\$6,666.67 per month) to annualized rate of \$86,400 for 12 months (\$7,200.00 per month), July 1, 2004. Managerial Staff. 8% merit increase. Paid from grant funds; subject to availability of funds.

Greenfield, Justin R., Information Technology Specialist II, Oklahoma Climatological Survey, salary changed from annualized rate of \$59,400 for 12 months (\$4,950.00 per month) to annualized rate of \$65,281 for 12 months (\$5,440.05 per month), July 1, 2004. Managerial Staff. 9.9% merit increase.

Hollarn, Charlotte K., Program Administrator III, College of Continuing Education Center for Early Childhood Professional Development, salary changed from annualized rate of \$58,862 for 12 months (\$4,905.17 per month) to annualized rate of \$61,805 for 12 months (\$5,150.43 per month), October 1, 2004. 5% merit increase. Paid from grant funds; subject to availability of funds.

Long, David A., Director, Expository Writing Program and Adjunct Associate Professor of Honors [Administrator II], salary changed from annualized rate of \$60,000 for 12 months (\$5,000 per month) to annualized rate of \$64,200 for 12 months (\$5,350.00 per month), July 1, 2004. Administrative Staff. 7% annual salary increase.

McPherson, William G., Information Technology Specialist II, Oklahoma Climatological Survey, salary changed from annualized rate of \$54,600 for 12 months (\$4,550.00 per month) to annualized rate of \$60,005 for 12 months (\$5,000.45 per month), July 1, 2004. Managerial Staff. 9.9% merit increase. Paid from grant funds; subject to availability of funds.

Ross, John F., Program Administrator III, Continuing Education Academic Programs United States Postal Contract, salary changed from annualized rate of \$58,537 for 12 months (\$4,878.08 per month) to annualized rate of \$63,805 for 12 months (\$5,317.11 per month), October 1, 2004. Managerial Staff. 9% merit increase. Paid from grant funds; subject to availability of funds.

Tate, Julie L., Contract and Research Administrator II, College of Continuing Education Public and Community Services, salary changed from annualized rate of \$58,000 for 12 months (\$4,833.33 per month) to annualized rate of \$63,500 for 12 months (\$5,291.66 per month), October 1, 2004. Administrative Staff. 9% merit increase.

Thraikill, Chad, title changed from Managerial Associate I to Assistant Coach, Women's Basketball, Athletic Department, salary changed from annualized rate of \$38,000 for 12 months (\$3,166.67 per month) to annualized rate of \$70,000 for 12 months (\$5,833.33 per month), June 21, 2004. Professional Staff.

Williams, Norris G., changed from Director of Diversity Enrichment Programs [Administrator III] to Director of Department of Sponsored Scholarships [Administrator III], Student Affairs, salary remains annualized rate of \$70,889 for 12 months (\$5,907.41 per month), July 1, 2004. Administrative Officer.

Wolfenbarger, J. Michael, Information Technology Specialist III, Oklahoma Climatological Survey, salary changed from annualized rate of \$91,035 for 12 months (\$7,586.25 per month) to annualized rate of \$95,587 for 12 months (\$7,965.56 per month), July 1, 2004. 5% merit increase. Paid from grant funds; subject to availability of funds.

#### RESIGNATIONS AND/OR TERMINATIONS:

Betchel, Robert, Information Technology Analyst II, Information Technology, July 31, 2004. Managerial Staff.

Haws, LaDawn M., Program Coordinator of Adventure Engineering [Program Specialist I], Civil Engineering and Environmental Science, July 1, 2004. Managerial Staff.

Overton, Glenn, Assistant Coach, Women's Basketball, Athletic Department, June 12, 2004. Managerial Staff.

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

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

#### **PRESIDENT'S PERFORMANCE, COMPENSATION AND BENEFITS**

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



Chairman Bentley recommended a review of the President's performance, compensation and benefits.

Regent Everest moved approval of the recommendation as follows: *with respect to President Boren's salary, he has insisted that his raise be no greater than the average faculty salary increase. This does not reflect our view of the adequacy of his salary or the raise his performance deserves. Therefore, I move that President Boren's salary be increased by 5%, the amount of the average faculty salary increase, from \$285,304 to \$299,569. Further, that his contract term is extended to the original five year term, through November 30, 2009.* The following voted yes on the motion: Regents Everest, Clark, Austin, Stuart, Weitzenhoffer and Wade. The Chair declared the motion unanimously approved.

President Boren expressed his gratitude to the Board for the confidence expressed in him. He restated that he feels the contract term which ties his raise to that of the faculty is an important statement. He said that, while not diminishing his appreciation, he does intend to donate back to the OU Foundation for the Sooner Heritage scholarship program.

## **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.

## **LABORATORY EQUIPMENT - HSC-TULSA**

OU-Tulsa was awarded a grant in the amount of \$285,000 from the Oklahoma State Department of Health (OSDH) and Tulsa Health Department to construct and equip a complete laboratory to enhance research capacity in the Tulsa area. Formal notification of the award was received August 20, 2004. To comply with the award's end date of August 30, 2004, the budget must be encumbered by that date; otherwise the funding would lapse, with no carry-over provision. The lab equipment is essential to OU-Tulsa's executing its tasking under the grant.

A purchase order was communicated to VWR International, Inc. of Suwanee, Georgia to satisfy the funding obligation requirements referenced above, with conversion to formal issuance upon the Board's authorization.

The purchase from VWR International, Inc. of Suwanee, Georgia, is based on a competitively bid contract which is available to the University through cooperative association with the National Association of Educational Buyers and with Educational and Institutional Cooperative Service, Inc. of Hauppauge, New York. This contract complies with the Board's policies and procedures governing competition.

Funding is available from grants from the Oklahoma State Department of Health (OSDH) and Tulsa Health Department.

President Boren recommended the Board of Regents authorize the President or his designee to issue a purchase order in an amount not to exceed \$285,000, to VWR International, Inc. of Suwanee, Georgia, for laboratory equipment pursuant to a grant from the Oklahoma State Department of Health and the Tulsa Health Department.

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

**AMENDMENT OF THE OPTIONAL RETIREMENT PLAN AND THE DEFINED CONTRIBUTION RETIREMENT PLAN**

The University currently sponsors The University of Oklahoma Optional Retirement Plan (the "Optional Plan") and The University of Oklahoma Defined Contribution Retirement Plan (the "DCP") (collectively, the "Plans") for University employees who meet the eligibility requirements to participate in the Plans. Board approval is requested to clarify that certain classes of employees will be excluded and included for purposes of participation in the Optional Plan, the DCP, the University's Health Plan ("Health Plan"), The University of Oklahoma Sooner Options Plan, and certain other benefit plans, policies and arrangements sponsored by the University.

Currently, the University employs individuals who work on a less than .50 full-time equivalency (FTE) basis. These individuals are considered temporary employees and are excluded from the Plans. Board approval is requested to authorize an amendment to the Plans to provide that an employee who is employed on a less than .50 FTE will be benefits-eligible to participate in the Plans and the Health Plan, the Oklahoma Sooner Options Plan and certain other benefit plans, policies and arrangements sponsored by the University if such employee receives a grant from the Small Business Innovation Research ("SBIR") and a portion of this employee's compensation is covered by such SBIR grant. This change will be effective for both Plans effective October 1, 2004.

The Internal Revenue Service (IRS) periodically adjusts the maximum University contribution that may be made for the benefit of participants in the Plans. Currently, the Plans contain a contribution schedule for individuals who receive "supplemental salary." Supplemental salary is the amount of compensation paid to participants who are faculty members of The University of Oklahoma Health Sciences Center ("HSC") for professional services rendered on behalf of the HSC. Supplemental salary is not included in an employee's regular salary or wages. The new contribution schedule determines the level of contribution by HSC to these Plans for certain individuals who receive supplemental salary as well as base salary. All contributions to the Plans are subject to certain limitations as required by the Internal Revenue Code of 1986, as amended (the "Code"). Board approval is requested to modify the contribution schedule in both Plans to reflect the current maximum Code limitation. The modified contribution schedule is an extension of the graded contribution levels currently contained in the Plans. The maximum limit for the current Plan Year ended June 30, 2005 is \$41,000. The new contribution schedule will allow for an automatic increase in the annual maximum contribution limit as such limit is increased by the IRS. Such increases are scheduled to occur no more frequently than annually in increments of \$1,000.

President Boren recommended the Board of Regents:

- I. Approve an amendment to the University of Oklahoma's Optional Retirement Plan and Defined Contribution Retirement Plan (the Plans) to provide an employee who is employed less than fifty percent full-time equivalency basis (.50 FTE) to be benefits eligible to participate in the Plans, Health Plan, Oklahoma Sooner Options Plan and certain other benefit plans, policies and arrangements sponsored by the University if such employee received a grant from the Small Business Innovation Research (SBIR) and a portion of this employee's compensation is covered by such SBIR grant;
- II. Approve a request to modify the contribution schedule in the Plans to reflect the current maximum Internal Revenue Code limitation; and

III. Authorize the President or his designee to take all actions necessary to implement such recommendations for the reasons and within the parameters set forth above.

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

## **SCHUSTERMAN FAMILY PLEDGE AGREEMENT CORRECTION**

In April of 2004, The University of Oklahoma entered into a grant agreement between the Charles and Lynn Schusterman Family Foundation (CLSFF) and The University in regard to a gift of up to \$10 million to the University of Oklahoma - Tulsa, Schusterman Center. This pledge of support was offered to support the completion of the \$24 million capital project plan outlined in OU-Tulsa's Campus Master Plan.

Due to a scrivener's error, the approved agreement failed to incorporate one sentence that existed in a previous draft of the 2004 CLSFF \$10 million grant agreement which says, "OU represents that it plans to use the Property as the primary location for its activities in Tulsa at all times in the future. In the event the Property ceases to serve as the primary educational campus of OU in Tulsa, OU shall comply with the naming requirements in Section 1.4.2 of the First Grant Agreement." The CLSFF and OU are in agreement that this sentence should be added to the current grant agreement.

President Boren recommended the Board of Regents authorize the President to correct the existing agreement with the Schusterman Family Foundation related to their recent commitment of up to \$10 million for the construction of educationally-related facilities as outlined in the OU-Tulsa Campus Master Plan.

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

## **INSTRUCTIONAL/TRAINING AIRCRAFT - NC**

### **I. AWARD OF CONTRACT**

The existing fleet of three (3) twin engine instructional/training aircraft currently utilized by the University's Department of Aviation is in need of replacement. Though maintained and in full compliance with Federal Aviation Administration standards; the fleet is aging and does not offer the full avionics that students need. Replacement of the entire fleet with new aircraft will provide students the opportunity to train in aircraft representative of those they will most likely pilot upon completion of training.

The acquisition criteria will be (1) anthropometric accommodation (cabin's ability to accept the size and weight of personnel using the plane), (2) maintenance training costs, (3) instructor training costs, and (4) aircraft cost.

### **II. AND III. MASTER LEASE-PURCHASE PROGRAM**

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 State of Oklahoma *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.

Funding has been identified, set aside and is available from a combination of (1) land sale proceeds, (2) proceeds from the sale of the three existing University-owned twin engine aircraft, and (3) Master Lease proceeds.

President Boren recommended the Board of Regents:

- I. Authorize the President or his designee to negotiate and award a contract in an amount not to exceed \$1,400,000 for the acquisition of three light twin engine instructional/training aircraft for the University's Department of Aviation, and to report the results to the Board at the earliest opportunity;
- II. Authorize the President or his designee to submit the above acquisition for inclusion under the Oklahoma State Regents for Higher Education Master Lease-Purchase Program; and,
- 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 Everest moved approval of the recommendation. The following voted yes on the motion: Regents Everest, Clark, Austin, Stuart, Weitzenhoffer and Wade. The Chair declared the motion unanimously approved.

## **CAMERON UNIVERSITY**

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

President Ross began her report by announcing that the State Regents have allocated an additional \$300,000 to Cameron for the purpose of operational support for the Center for Emerging Technology and Entrepreneurial Studies. The construction of the CETES facility can be followed via a live camera feed on the internet. The administration has discovered that Cameron is the only university in the state that has had a property tax voted by its community to support an initiative on campus and the University is very grateful for the \$1.5 million that Lawton citizens have dedicated to this facility. The largest freshman class in the 98-year history of Cameron is on campus this fall. Total students are up almost 6% and FTE enrollment is up 7.2%. The average age of freshmen has also dropped two years. The administration has been working hard to recruit and retain more traditional age students and these numbers show that effort is working. At Cameron University-Duncan, enrollment is up 40% from just last year. The President presented each of the Regents with their own copy of the new CU ID cards. The Regents also

received copies of inserts that a local Lawton bank, City National, allowed to go out with their bank statements. Twenty thousand copies touting alumni association membership went to bank customers and several alumni have joined as a result. They received copies of the *In the Know* publication as well. This is a quarterly publication for President's Partners and other supporters. Dr. Ross acknowledged stealing the idea from President Wiley.

## **EMPLOYEE ACADEMIC TUITION WAIVER PROGRAM POLICY CHANGES**

Cameron University supports its full-time, regular employees' efforts to further their education by providing a tuition waiver benefit. Subject to departmental staffing needs and supervisor approval, it has been Cameron's practice to allow employees up to three paid hours away from work to attend classes.

Effective Fall 2004, the following changes have been made to Cameron's employee tuition waiver program:

- Tuition waiver benefit will be increased from 50 percent to 100 percent for credit courses, including audited courses. As in the past, fees are not subject to waiver.
- Up to six credit hours per semester in the fall and spring and three credit hours in the summer will be eligible for the tuition waiver. In the past, the 50 percent tuition waiver was available on an unlimited number of courses.
- No waiver will be given for classes in which an employee receives a grade of D, F, U, I or W. The prior practice had no grade requirement.
- At the supervisor's discretion, an employee's time missed from regularly scheduled work hours must either be made up OR taken as annual leave.

The number of work hours missed and how the hours will either be made up or taken as annual leave must be documented on the tuition waiver request form.

The Board of Regents' Legal Counsel has reviewed the policy, and all suggested changes have been incorporated. A copy of the policy is attached hereto as Exhibit I. While the President has the authority to award tuition waivers, it is recommended that this University policy be approved by the Board.

President Ross recommended the Board of Regents approve the revised Cameron University Employee Academic Tuition Waiver Program policy.

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

## **USE OF FACILITIES POLICY**

Cameron University respects the right of all members of the academic community to explore and discuss questions that interest them, to express opinions publicly and privately, and to join together to demonstrate their concerns by orderly means.

The proposed policy outlines the procedures to be followed by University and non-University affiliated groups to obtain permits to use any facility or open area on Cameron University's grounds. It defines locations in which events may be staged, establishes times of the day in which events will be permitted, and sets standards for the minimum amount of time to review a permit application, as well as standards either issuing or denying an event permit.

The Board of Regents' Legal Counsel has reviewed the policy, and all suggested changes have been incorporated. A copy of the policy is attached hereto as Exhibit J.

President Ross recommended the Board of Regents approve Cameron University's Use of Facilities policy.

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

## **SICK LEAVE POLICY CHANGES**

As a result of the adoption and subsequent revisions of the CU/RSU Board of Regents' Policy Manual, Cameron University's existing policies were reviewed to ensure they comply with the board policy manual. As a result of this review and due to recent changes in the Oklahoma Teachers Retirement System (OTRS) regulations, the following revisions are recommended for approval:

### **Section 3.6**

Employees who are members of the Oklahoma Teachers Retirement System (OTRS) may be able to use unused sick leave to receive additional service credit for OTRS retirement benefits.

This reflects a recent change in OTRS' rules that limited the use of unused sick leave to receive additional service credit to those employees who were members of OTRS prior to July 1, 1992.

### **Section 8 – Requests for Extended Leave without Pay (Short-Term)**

It is recommended this section be deleted as it conflicts with Board Policy Manual Section 3.1.1 Personnel Actions. Additionally, this section would be more appropriate as a separate policy since it addresses leave without pay, while the purpose of the sick leave policy is to protect against loss of earnings for absences due to short-term illness or disability. A new extended leave without pay policy will be submitted for the Board's approval in October.

### **New Section 8.2**

For faculty members, sick leave shall be applied in accordance with the Cameron University Faculty Handbook (Section 5.8.8.D).

This change removes faculty sick leave procedures from the sick leave policy and directs faculty members to the Faculty Handbook for their sick leave policy and procedures.

The Board of Regents' Legal Counsel has reviewed the policy, and all suggested changes have been incorporated. A copy of the policy is attached hereto as Exhibit K.

President Ross recommended the Board of Regents approve the revised Cameron University Sick Leave Policy.

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

**SHARED LEAVE POLICY**

Cameron University does not currently have a shared leave program. In a survey of ten regional universities in Oklahoma, it was noted that most provide some form of a shared leave benefit to employees.

Cameron University's proposed shared leave program provides an option for a University employee to donate annual leave to a fellow University employee. The recipient must be eligible for and require leave as the result of a serious health condition which has caused or is likely to cause the employee to take leave without pay. Key points of the proposed shared leave program are:

- Participation is voluntary
- Only annual leave may be donated
- Recipient must be employed at least twelve months to receive benefit
- Donation of annual leave cannot reduce annual leave balance below fifty percent of annual accrual
- Shared leave benefit is limited to 480 hours per 12 months and 2080 hours during total University employment.

The Board of Regents' Legal Counsel has reviewed the proposed policy, and all suggested changes have been incorporated. A copy of the policy is attached hereto as Exhibit L.

President Ross recommended the Board of Regents approve the addition of a shared leave program.

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

**ACADEMIC AND ADMINISTRATIVE PERSONNEL ACTIONS  
PRESIDENT'S PERFORMANCE, COMPENSATION AND BENEFITS  
LITIGATION**

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

The executive session was held in the same location and began at 11:09 a.m.

The meeting reconvened in regular session at 11:33 a.m.

**ACADEMIC AND ADMINISTRATIVE PERSONNEL ACTIONS****APPOINTMENTS:**

Carraher, Shawn, Ph.D., Virginia Brewczynski Endowed Chair in Entrepreneurial Studies and tenured full professor in the School of Business. Position is a faculty position which includes a salary of \$90,000 for the academic year, a guaranteed summer salary of \$18,000, a \$15,000 annual supplement for being named the Endowed Chair, and \$10,000 support annually for research efforts. First term of appointment begins on August 16, 2004. If for any reason appointment as the Brewczynski Chair is terminated, position will become a nine-month faculty position at an annual salary of \$90,000.

Ph.D., The University of Oklahoma  
M.B.A., University of Cincinnati  
B.B.A., Florida Atlantic University  
Last Position: Texas A&M University-Commerce; Professor of Management  
Years Related Experience: 12 Years

Gaunce, Jeanne, M.L.I.S., Assistant Professor, University Library, at an annualized rate of \$40,000 for 12 months, to be prorated for the first term of appointment which begins on August 1, 2004 and ends on June 30, 2005, tenure track position.

M.L.I.S., The University of Oklahoma  
M.A., The University of Oklahoma  
B.A., The University of Oklahoma  
Last Position: Reference Librarian, University of Texas-El Paso  
Years Related Experience: 7 Years

Linehan, Monika, M.F.A., Assistant Professor, Department of Art, at an annualized rate of \$45,000 for 9 months, tenure track position effective August 16, 2004.

M.F.A., Southern Methodist University  
B.A., Cameron University  
Last Position: Senior Visual Arts Specialist, McKinsey & Company, Dallas and Houston  
Years Related Experience: 21 Years

Wang, Wensheng, M.A., Assistant Professor, Library, at an annualized rate of \$40,000 for 12 months, to be prorated for the first term of appointment which begins on August 1, 2004 and ends on June 30, 2005, tenure track position.

M.A., University of Arizona  
M.A., East China Normal University, Shanghai, China  
B.A., Anhui University, Hefei, China  
Last Position: Library Specialist, University of Arizona  
Years Teaching and Related Experience: 4 Years

**CHANGES:**

Harroz, Jr., Joseph, Vice President of The University of Oklahoma and General Counsel of The University of Oklahoma, Cameron University and Rogers State University, .11FTE (\$30,000), distributed to the Norman Campus for services performed for Cameron University during FY05.



Mitchell, Brian Keith, M.S., title changed from Director, Government and Community Relations to Vice President for University Advancement, salary changed from annualized rate of \$55,000 for 12 months (\$4,583.33 per month) to annualized rate of \$75,000 for 12 months (\$6,250.00), effective September 8, 2004.

Purcell, Chris A., Vice President for University Governance, Executive Secretary of the Board of Regents, and Secretary of The University of Oklahoma, of Cameron University and of Rogers State University, .0321FTE (\$4,500), distributed to the Norman Campus for services performed for Cameron University during FY05.

Soelle, Sally B., Ph.D., title changed from Dean, School of Liberal Arts to Professor, Department of History and Government, salary changed from annualized rate of \$83,220 for 12 months (\$6,935 per month) to annualized rate of \$62,415 for 9 months (\$6,935 per month), June 30, 2005.

#### LEAVE OF ABSENCE WITHOUT PAY:

Taisier A. Zoubi, Ph.D., Professor, School of Business, leave of absence without pay or benefits, August 16, 2004 to August 16, 2006, to care for his seriously ill mother in Jordan.

#### RETIREMENT:

Hofmann, Scott, M.A., Associate Professor, Department of Music and Theatre Arts, August 1, 2004.

#### RESIGNATIONS:

Bray, Kaye, Ph.D., Assistant Professor, Department of Education, July 30, 2004.

Cates, Dennis, Ed.D., Professor, Department of Education, August 9, 2004.

Hernandez, Anita, Ed.D., Assistant Professor/Coordinator of Field Experiences, Department of Education, August 23, 2004.

Reeves, LeAnn, M.A., Assistant Professor, Department of English, July 30, 2004.

Skaggs, Eddie, M.A., Assistant Professor, Department of Communication, July 27, 2004.

Wolf, David F., Ph.D., Vice President for University Development, September 7, 2004.

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

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

#### **PRESIDENT'S PERFORMANCE, COMPENSATION AND BENEFITS**

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

Chairman Bentley recommended a review of the President's performance, compensation and benefits.

Regent Weitzenhoffer moved approval that *President Ross' salary be increased from \$180,000 to an annualized rate of \$195,000, effective retroactively to July 1, 2004.* The following voted yes on the motion: Regents Everest, Clark, Austin, Stuart, Weitzenhoffer and Wade. The Chair declared the motion unanimously approved.

President Ross expressed her thanks to the Board and especially her thanks for the support given to her in the two years she has been President at Cameron. She stated that the changes and progress at the University are due to the Board's support.

## **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.

## **STAFF HANDBOOK ANNUAL INVESTMENT QUARTERLY FINANCIAL ANALYSIS QUARTERLY REPORT OF PURCHASES**

The listed items were identified, by the administration, in each agenda item as "For Information Only." Although no action was required, the opportunity to discuss or consider any of them individually was provided.

## **STAFF HANDBOOK**

As part of Cameron University's effort to bring its policies and procedures up to date, a Staff Handbook has been developed. The handbook is a compilation of existing policies, procedures, long-standing practices, University policies that have been approved by the Board of Regents during the past two years, and Board of Regents' policies. Existing policies, procedures and practices have been reviewed and revised as necessary to comply with the Board of Regents' Policy Manual for Cameron University and Rogers State University.

Cameron University's Staff Handbook provides Cameron University employees a single, comprehensive source of information including:

- University history, mission statement, and function as defined by the Oklahoma State Regents for Higher Education
- Guidelines for recruitment, selection and hiring
- Employee classification, compensation and work hours
- Employment policies including employee benefits and leaves of absence
- Compliance with federal and State laws on discrimination
- Miscellaneous policies and procedures, e.g., parking, computer use policy, University seal and cell phone usage

The Board of Regent's legal counsel has reviewed the Staff Handbook, and recommended changes have been incorporated. The Staff Handbook was available as a supplement.

The Cameron University Staff Handbook was presented for information. No action was required.

## **ANNUAL INVESTMENT**

The annual report for investment activity for Cameron University is hereby submitted. Cameron University's temporary idle cash is invested in accordance with Section 4.1 of the CU/RSU Regent's Policy Manual. All available University operating funds are invested with the Oklahoma State Treasurer's Cash Management Program (CMP). The Business Office monitors cash needs to maximize the amount of funds invested. In addition to operating funds invested in the CMP, the University has a self-insured employee life insurance program in which claims over \$75,000 are ceded to an insurance company. Funds related to this life insurance program are used for payments to beneficiaries and rate stabilization reserves and are held in interest bearing accounts by the plan's administrator. Lastly, renewal and replacement funds, the source of which is related to the Shepler revenue bonds, are held in a management agency account by a local financial institution.

During fiscal year ended June 30, 2004, on an average invested balance of \$7,303,791 for all funds invested, Cameron University earned a total of \$89,362 in interest, compared to an average invested balance of \$7,039,645 and interest earned of \$127,889 in fiscal year 2003.

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

## **QUARTERLY FINANCIAL ANALYSIS**

Being reported this month is the Quarterly Financial Analysis for the quarter ended June 30, 2004. Detailed schedules are attached hereto as Exhibit M. The following comments are submitted for your consideration.

### **ALL FUNDS: CAMERON UNIVERSITY**

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

1. At June 30, 2004, revenues for all funds were at \$41.6 million. These collections represent 96.8% of the budget.
2. Expenditures were at \$38.8 million, representing 87.0% of the budget.

Revenues and expenditures for this fiscal year are in line with amounts budgeted.

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

1. Revenues – Revenues of \$29.2 million comprising 102.0% of the budget are reported. At the same quarter last fiscal year, there were revenues of \$28.5 million, comprising 103.2% of the budget.
2. Expenditures – Expenditures of \$26.8 million comprising 89.4% of the budget are reported. Comparable figures for the prior year show expenditures of \$26.0 million, representing 91.3% of the budget.

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

1. Revenues – Revenues of \$8.6 million representing 81.4% of the budget are reported. Prior year revenues for the same period were \$8.3 million, representing 77.9% of the budget.
2. Expenditures – Expenditures of \$8.5 million comprising 80.7% of the budget. This is comparable to the prior year's expenditures of \$8.1 million at 75.9% of the budget.

**SCHEDULE 4 CU: STATEMENT OF REVENUE AND EXPENDITURES – AUXILIARY ENTERPRISES**

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

**SCHEDULE 5 CU: DISCRETIONARY RESERVES**

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

**E & G PART I**

The E&G Part I reserves were \$4,386,729 on June 30, 2004. Of that balance, \$1,483,078 has been budgeted to balance fiscal year 2005's E&G Part I Budget, leaving discretionary reserves of \$2,903,651.

**E & G PART II**

The E&G Part II discretionary reserves were \$704,640 on June 30, 2004.

**AUXILIARY ENTERPRISES**

Student Activities reserves were \$163,359 at June 30, 2004. Student Activities working capital requirements for fiscal year 2005 will be \$55,044 leaving discretionary reserves of \$108,315.

Miscellaneous Auxiliary reserves were \$972,693 at June 30, 2004. Miscellaneous Auxiliary working capital requirements for fiscal year 2005 will be \$743,935 leaving Miscellaneous Auxiliary discretionary reserves of \$228,758.

Student Facility reserves were \$3,276,987 at June 30, 2004. Student Facility working capital and other commitment requirements for fiscal year 2005 will be \$3,091,300 leaving Student Facility discretionary reserves of \$185,687.

**PLANT FUNDS**

Section 13, Section 13 Offset and New College Funds currently have a balance of \$1,384,752. Private Sources balance is \$128,341.

Renewal and Replacements have a balance of \$1,628,918.

The Facility Fee Bond Fund has a balance of \$491,969.

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

## QUARTERLY REPORT OF PURCHASES

The Board of Regents' policy governing the buying and selling of goods and services states that:

- I. Purchases and/or acquisition of goods and services over \$125,000 must be submitted to the Board for prior approval; and
- II. Purchase obligations between \$50,000 and \$125,000 must be reported quarterly to the Board as an information item. Sole source procurements in this category must also be reported and identified as such.

The quarterly report for II is below.

### Quarterly Report of Purchases April 1, 2004 through June 30, 2004

<u>Item</u>	<u>Description</u>	<u>Campus- Department</u>	<u>Vendor</u>	<u>Award Amount</u>	<u>Explanation/ Justification</u>
PURCHASE OBLIGATIONS FROM \$50,000 TO \$125,000					
1	Roof Repair – Nance Boyer	Physical Facilities	Oklahoma Roofing and Sheet Metal	\$50,168.17	Labor and materials to repair south roof
2	Intelligent Library System	Library	Checkpoint Systems	\$65,179.90	Security system
SOLE SOURCE PROCUREMENTS IN EXCESS OF \$50,000					
3	Computers	ITS	Apple Computer, Inc.	\$87,615.00	Update campus computers

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

## ROGERS STATE UNIVERSITY

### REPORT OF THE PRESIDENT OF THE UNIVERSITY

President Wiley expressed, on behalf of the campus family, how much it is appreciated that the Board has been on campus for the meeting. The Board received a copy of the Strategic Plan Status Update. Five years ago, RSU went through a comprehensive strategic planning process that resulted in a five-year plan. The Update details how well accomplished are the goals and objectives set five years ago. They also received a brochure on the Bit by Bit program and a campus calendar of fall activities. On Monday, September 20,

Senators Charles Ward and Penny Williams will be honored at Constitution Day activities. Both of these individuals are long-time members of the Oklahoma legislature and have been supportive of higher education. Finally, he introduced Bill and Betty Holman who have donated a collection of Boehm porcelain aviary sculptures to the RSU Foundation. The collection decorates the meeting room the Board used.

### **eCOLLEGE COURSE SUPPORT SYSTEM**

The Board of Regents approved a motion at the June 18, 2002 meeting to authorize the University to negotiate a contract not to exceed \$325,000 per year, for a period of up to three years. On March 24, 2003, the Board of Regents authorized the contract amount to be increased to an amount not to exceed \$395,000 for the remaining two years of the contract. However, due to enrollment growth of Internet coursework, FY04 actual costs were \$453,500.

On July 29, 2004, President Wiley sought emergency approval to increase the amount of payment from RSU to eCollege for FY04 to \$453,500. Based upon fall enrollment preliminary numbers, and based upon the pattern or growth over the last two years, Rogers State University is anticipating a 25% increase in eCollege enrollment. Thus, the contract amount needs to be increased to \$567,000 for FY05 (Fall-04, Spring-05, and Summer-05).

FY03 Enrollment= 3586 enrollments  
FY04 Enrollment= 4349 enrollments  
FY05 Enrollment= Fall 2004 is 25% ahead of Fall 2003 as of August, 2004.

President Wiley recommended the Board of Regents authorize Rogers State University to increase the contract limit for eCollege from \$453,500 to \$567,000 for FY05.

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

### **eCOLLEGE COURSE SUPPORT SYSTEM RATIFICATION FY04**

In March 2003, the Board of Regents authorized RSU to enter into a contract with our Internet course management system, eCollege, for an amount not to exceed \$395,000. Due to enormous growth in Internet based course enrollment, costs for FY04 resulted in an expenditure of \$453,500. Emergency approval was granted to allow payment for summer Internet courses to eCollege.

President Wiley recommended the Board of Regents ratify the approval for Rogers State University to increase the contract limit for eCollege from \$395,000 to \$453,500 an increase of \$58,000 for FY04. Chairman Bentley granted emergency approval on July 29, 2004.

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

### **INCREASE AMOUNT OF CONTRACT TO MID-CONTINENTAL RESTORATION**

During the June 22-23, 2004 Board of Regents' meeting, the Board approved awarding a contract to Mid-Continental Restoration and accepted base bid A, B, alternates 2A, 5A, 2B, and associated unit prices 1, 2, 3 for a total of \$271,681. Unit price number 1, repair

existing walls at \$45.00 sq. ft.; unit price number 2, tuck point mortar joints at \$15 sq. ft.; and unit price number 3, replace brick at \$30.00 sq. ft. Due to the age of the buildings, Preparatory Hall, constructed in 1909 and Bushyhead Fieldhouse, constructed in 1929 (and due to both buildings having been coated with a sealant waterproofing material), the degree of repair and quantity of repair could not have been identified until the actual work progressed.

Currently, exterior repairs have been made to the Fieldhouse and consist of 1,632 sq. ft. of tuck pointing at \$15.00 per sq. ft. for a total of \$24,480. At this time, the amount of tuck pointing work to Preparatory Hall is undetermined. Preliminary testing and repairs to the dome of Preparatory Hall have resulted in the discovery of hidden deterioration to the underlying structural materials, and additional repairs will be required. With Board approval to increase the original contract by a maximum of \$75,000, the maximum amount of the contract will be the original contract amount of \$271,681 plus the \$75,000 for a total of \$346,681.

President Wiley requests the original contract be increased in the amount of \$24,480 for work to Bushyhead Fieldhouse and an additional amount of \$50,520 for possible tuck pointing and repairs to the dome of Preparatory Hall.

President Wiley recommended the Board of Regents increase the contract to Mid-Continental Restoration in the amount of \$75,000 for renovations to Bushyhead Fieldhouse and Preparatory Hall.

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

## CONTRACTS AND GRANTS

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

<u>Award Title</u>	<u>Grantor</u>	<u>Award Period</u>	<u>Award Amount</u>
Project Aspire	Oklahoma Dept. of Human Services	07/01/04-06/30/05	\$165,404
Student Support Services	U.S. Department of Education	09/01/04-08/31/05	\$341,916
Environmental Math & Science	U.S. Department of Education	11/01/04-10/31/05	\$288,383
Upward Bound	U.S. Department of Education	09/01/04-08/31/05	\$359,986
Educational Opportunity Center	U.S. Department of Education	09/01/04-08/31/05	\$575,523
Educational Talent Search	U.S. Department of Education	09/01/04-08/31/05	\$289,868

September 14, 2004

29331

Upward Bound – Participant Expansion Initiative	U.S. Department of Education	09/01/04-8/31/05	\$100,000
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Economic Development	Grand Gateway	08/01/04 – 07/31/05	\$150,000
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Building Renovation	Grand Gateway	08/01/04 - 07/31/05	\$100,000
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### Project Aspire

Grantor: Oklahoma Department of Human Services

Award Period: 07/01/04 - 06/30/05 \$165,404

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

Services provided by the program include:

- Academic basic education in conjunction with skills training
- Instruction in basic study skills
- Technical skill training – office & computer skills
- Workplace Readiness
- Life Skills
- Job Search Skills – interview, application & resume
- Work Experience Placement – on-the-job training

### Student Support Services

Grantor: U.S. Department of Education

Award Period: 09/01/04 – 08/31/05 \$ 341,916

Performance Period: 09/01/01 – 08/31/05 \$1,351,051

Remainder: \$ 0

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

Services Provided by the Program Include:

- Instruction in basic study skills
- Tutorial services
- Academic, financial, or personal counseling
- Assistance in securing admission and financial aid for enrollment in four-year institutions



Assistance in securing admission and financial aid for enrollment in graduate and professional programs

Information about career options

Mentoring

Special services for students with limited English proficiency

Direct financial assistance (grant aid) to current SSS participants who are receiving Federal Pell Grants.

#### Environmental Math & Science:

Grantor: U.S. Department of Education

Award Period: 11/01/04 - 10/31/05 \$ 288,383

Performance Period: 11/01/03 - 10/31/07 \$1,153,532

Remainder: 11/01/05 - 10/31/07 \$ 576,766

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

Services Provided by the Program Include:

Summer programs of intensive math and science training

Year-round counseling and advisement

Exposure to university faculty who do research in math and science

Computer training

Participant-conducted scientific research under the guidance of a faculty member or graduate student serving as the participant's mentor.

#### Upward Bound:

Grantor: U.S. Department of Education

Award Period: 09/01/04 - 08/31/05 \$ 359,986

Performance Period: 09/01/03 - 08/31/07 \$1,439,944

Remainder: 09/01/05 - 08/31/07 \$ 719,972

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

## Program services include:

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

Educational Opportunity Center:

Grantor: U.S. Department of Education

Award Period: 09/01/04 - 08/31/05 \$ 575,523

Performance Period: 09/01/02 - 08/31/06 \$2,279,522

Remainder: 09/01/05 - 08/31/06 \$ 575,523

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

## Services Provided for by the Program:

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

Educational Talent Search:

Grantor: U.S. Department of Education

Award Period: 09/01/04 - 08/31/05 \$ 289,868

Performance Period: 09/01/02 - 08/31/06 \$1,159,472

Remainder: 09/01/05 - 08/31/06 \$ 289,868

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

**Services Provided by the Program:**

Academic, financial, career or personal counseling including advice on entry or re-entry to secondary or Post-secondary programs  
 Career exploration and aptitude assessment  
 Tutorial services  
 Information on postsecondary education  
 Exposure to college campuses  
 Information on student financial assistance  
 Assistance in completing college admissions and financial aid applications  
 Assistance in preparing for college entrance exams  
 Mentoring programs  
 Special activities for sixth, seventh and eighth graders  
 Workshops for the families of participants

Upward Bound – Participant Expansion Initiative

Grantor: U.S. Department of Education

Award Period: 09/01/04 - 08/31/05 \$100,000

**Program Purpose:** This Upward Bound program proposes to select and serve twenty, (20) ninth grade participants from four, (4), target schools. The target schools from which these ninth grade students will be selected have a minimum of 50% of the enrolled students eligible for the Free Lunch Program under the National School Lunch Act.

Center for Economic and Community Development

Grantor: Grand Gateway

Award Period: 08/01/04 - 07/31/05 \$150,000

**Program Purpose:** Rogers State University established the Center for Economic and Community Development in July 2002 to support the University's mission to foster regional economic development and to address the educational needs of business and industry in northeastern Oklahoma.

The University applied for a grant from Grand Gateway, a regional sub-state planning district, in the amount of \$150,000 to assist the University in the construction of a new building for the Center for Economic Development and to provide the first-year operating funds for the University's efforts in promoting the Small Business Administration efforts.

The institution has been notified, the grant request has been approved, and the institution has been awarded \$150,000.

Building Renovation

Grantor: Grand Gateway

Award Period: 08/01/04 - 07/31/05 \$100,000

Program Purpose: The University applied for a second grant from Grand Gateway in the amount of \$100,000 to assist in the renovations of two buildings on the Rogers State University campus in Claremore.

The two buildings are on the National Register of Historic Places. Meyer Hall, named in the honor of Maurice Meyer, the first Oklahoma soldier to fall in World War I, houses the Oklahoma Military Academy Museum and offices for the President and other members of the administration staff.

Preparatory Hall is the oldest building on campus and was built in 1910 to serve as the Eastern Oklahoma Preparatory School. This domed structure is the first building visible as you enter campus and serves as a campus icon familiar to most residents and is visible throughout Claremore atop the University hill.

The institution has been notified, the grant request has been approved, and the institution has been awarded \$100,000 for this project.

President Wiley recommended the Board of Regents ratify the awards submitted with this agenda item.

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

**PURCHASING OF UNIVERSITY PORTAL**

Rogers State University desires to prepare to extend additional services to students. The purchase of a portal would facilitate offering online registration, access to the Student Information System, as well as enhance RSU's ability to communicate effectively with students. Currently, RSU does not have a convenient medium available to communicate effectively with the entire student population. The portal will allow RSU to post news and build content to effectively communicate important issues to students while also allowing students easy access to online registration, student billing information, financial aid information, etc.

The portal would enhance RSU's ability to communicate with prospective students. It would also provide a convenient web interface for faculty/staff to interface with the Student Information System.

President Wiley recommended the Board of Regents approve the purchase of the Jenzabar Internet Campus Solution at a proposed cost of \$179,000.

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

**ANNUAL INVESTMENT  
QUARTERLY FINANCIAL ANALYSIS  
QUARTERLY REPORT OF PURCHASES**

The listed items were identified, by the administration, in each agenda item as “For Information Only.” Although no action was required, the opportunity to discuss or consider any of them individually was provided.

**ANNUAL INVESTMENT**

The annual report for investment activity for Rogers State University is hereby submitted. Rogers State University invests its temporary idle cash in accordance with Section 4.1 of the Regent’s Policy Manual for CU/RSU. Rogers State University invests all available operating funds with the Oklahoma State Treasurer’s Cash Management Program (CMP). The Business Office monitors its cash needs to maximize the amount of funds invested.

During fiscal year ended June 30, 2004, on an average invested balance of \$2,540,671, Rogers State University earned a total of \$21,718 in interest on investments made through the State Treasurer’s CMP, compared to an average invested balance of \$2,998,008 and interest earned of \$31,137 in fiscal year 2003. The earned interest rates ranged from .65% to 1.21% compared to .78% to 1.43% for fiscal year 2003.

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

**QUARTERLY FINANCIAL ANALYSIS**

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

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

**QUARTERLY REPORT OF PURCHASES**

The Board of Regents’ policy governing the buying and selling of goods and services states that:

- I. Purchases and/or acquisition of goods and services over \$125,000 must be reported to the Board for prior approval; and
- II. Purchase obligations between \$50,000 and \$125,000 must be reported quarterly to the Board as an information item. Sole source procurements in this category must also be reported and identified as such.

There were no purchases to report this quarter for II above.

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

**ACADEMIC AND ADMINISTRATIVE PERSONNEL ACTIONS  
PRESIDENT'S PERFORMANCE, COMPENSATION AND BENEFITS  
LITIGATION**

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

The executive session was held in the same location, and began at 11:57 a.m.

The meeting reconvened in regular session at 12:35 p.m.

**ACADEMIC AND ADMINISTRATIVE PERSONNEL ACTIONS**

**LEAVE OF ABSENCE:**

Neubauer, Susan, Assistant Professor, Department of Mathematics and Sciences, leave of absence without pay, August 19, 2004 through May 31, 2005.

**APPOINTMENTS:**

Brimer, Bryce, Assistant Professor of Communications and Fine Arts, annual rate of \$35,000 for 10 months, tenure-track position effective August 9, 2004.

M.F.A., University of Tulsa  
B.A., Southwestern Oklahoma State University  
Last Position: Instructor, Southwestern Oklahoma State University  
Teaching Experience: 1 year

Clayton, Diana Reynolds, Assistant Professor of Social and Behavioral Sciences, annual rate of \$41,500 for 10 months, tenure-track position effective August 11, 2004.

J. D., University of Tulsa  
M. B. A., University of Tulsa  
B. S., University of Tulsa  
Last Position: Assistant District Attorney (5 years)—Tulsa County, LeFlore County, and Sequoyah County

Graham, Kimberly, Instructor of Health Sciences, annual rate of \$36,500 for 10 months, non-tenure track position effective August 9, 2004.

B.S.N., Bartlesville Wesleyan College  
A.A.S., Rogers State College  
Last Position: St. Francis Hospital

Jae-Ho, Kim, Assistant Professor of Mathematics and Sciences, annual rate of \$46,200 for 10 months, tenure track position effective August 9, 2004.

Ph.D, South Dakota State University  
M.S., Korea University, Korea  
B.S., Hannam University, Korea  
Last Position: Associate Professor, Sterling College  
Teaching Experience: 4 years

**CHANGES:**

Harroz, Jr., Joseph, Vice President of The University of Oklahoma and General Counsel of The University of Oklahoma, Cameron University and Rogers State University, .11FTE (\$30,000), distributed to the Norman Campus for services performed for Rogers State University during FY05.

Purcell, Chris A., Vice President for University Governance, Executive Secretary of the Board of Regents, and Secretary of The University of Oklahoma, of Cameron University and of Rogers State University, .0321FTE (\$4,500), distributed to the Norman Campus for services performed for Rogers State University during FY05.

**RESIGNATIONS:**

Chambless, Scott, Instructor, Department of Social & Behavioral Sciences; July 30, 2004

Ernst, Gary, Assistant Professor, Department of Communications and Fine Arts; May 31, 2004

Gischler, Victor, Assistant Professor, Department of Communications and Fine Arts;  
May 28, 2004

Lundie, Leon, Assistant Professor, Department of Mathematics and Sciences; May 31, 2004

Nelson, David, Assistant Professor, Department of Communications and Fine Arts;  
May 31, 2004

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

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

**PRESIDENT'S PERFORMANCE, COMPENSATION AND BENEFITS**

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

Chairman Bentley recommended a review of the President's performance, compensation and benefits.

Regent Stuart moved approval that *President Wiley's salary be increased from \$180,000 to an annualized rate of \$195,000, effective retroactive to July 1, 2004; that a one-time payment of \$10,751 be made to repurchase prior OTRS service; that, contingent & effective upon continuous service as President of Rogers State University through June 30, 2008, the*

*Defined Contribution Plan component be removed as an offset from President Wiley's supplemental retirement plan calculation; & that the Chair is authorized to execute any documents necessary to effect such changes.* The following voted yes on the motion: Regents Everest, Clark, Austin, Stuart, Weitzenhoffer and Wade. The Chair declared the motion unanimously approved.

President Wiley thanked the Board for their confidence in him and for the support they have given to the University. He thanked them again for meeting on the campus and welcomed them back at any time.

## **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.

There being no further business, the meeting adjourned at 12:38 p.m.

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





STEAM AND CHILLED  
WATER PLANT  
ADDITION - HSC

**EXISTING  
CENTRAL  
PLANT**

**NEW  
SECURED  
COURTYARD**

**NEW  
CENTRAL  
PLANT**

**MAIN  
ENTRANCE**

**N.E. 8th STREET**

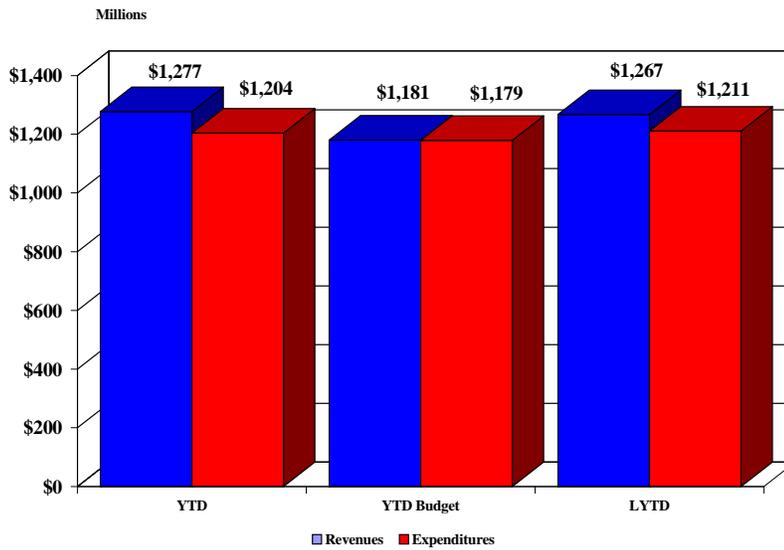
## QUARTERLY FINANCIAL ANALYSIS for the Year Ended June 30, 2004

### EXECUTIVE SUMMARY

(For more detailed information, see the Quarterly Financial Analysis (QFA) report which was provided separately.)

#### ALL FUNDS, COMBINED

Revenues, prior year carry forward, and distributions from reserves of \$1.3 billion (108.2% of budget) exceeded expenditures of \$1.2 billion (102.1% of budget). [See page 1 of the QFA.]

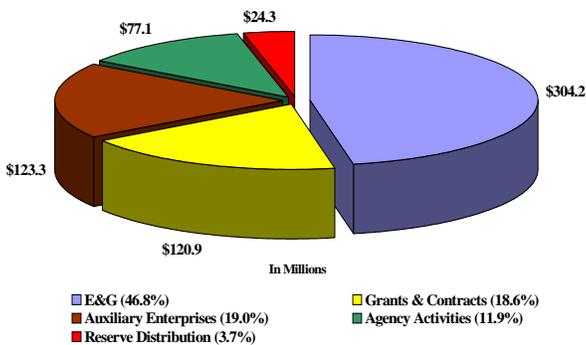


#### ALL FUNDS, BY CAMPUS

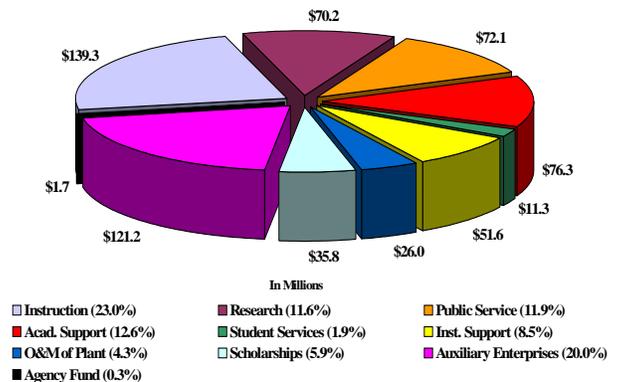
##### Norman Campus

Revenues, prior year carry forward, and distributions from reserves of \$649.8 million (107.9% of budget) exceeded expenditures of \$605.5 million (100.8% of budget). [See page 2 of the QFA.]

##### Revenues



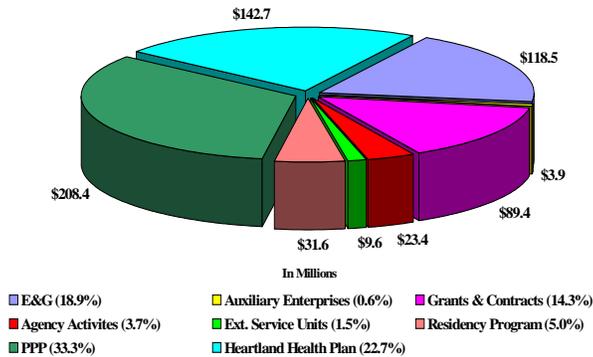
##### Expenditures



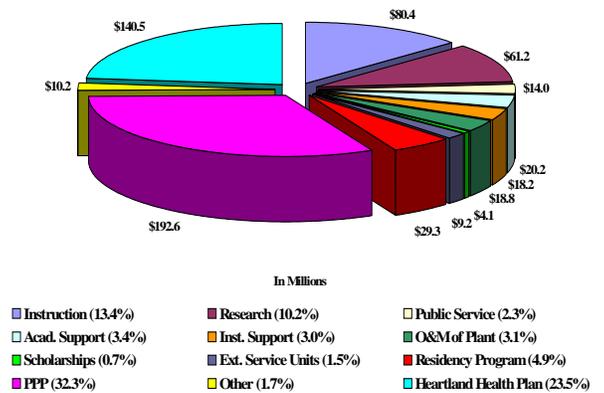
**Health Sciences Center**

Revenues and distributions from reserves of \$627.5 million (108.5% of budget) exceeded expenditures of \$598.7 million (103.5% of budget). [See page 8 of the QFA.]

**Revenues**



**Expenditures**

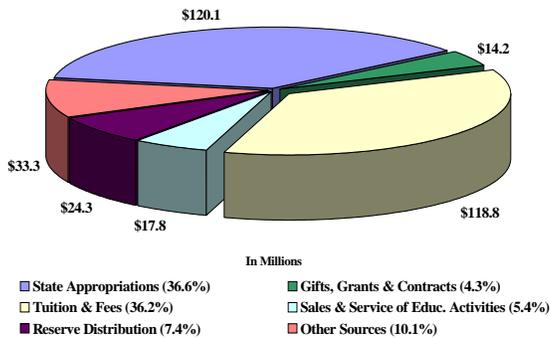


**EDUCATIONAL & GENERAL**

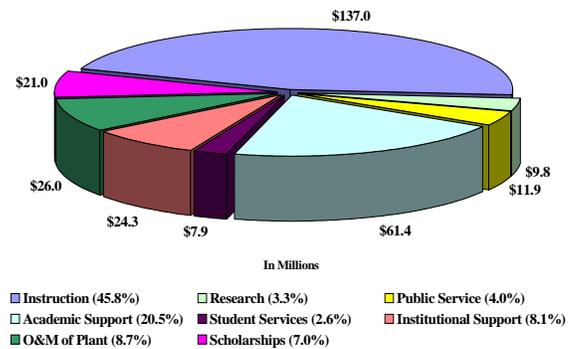
**Norman Campus**

Revenues, prior year carry forward, and distributions from reserves of \$328.5 million (103.3% of budget) exceeded expenditures of \$299.3 million (94.1% of budget). [See page 3 of the QFA.]

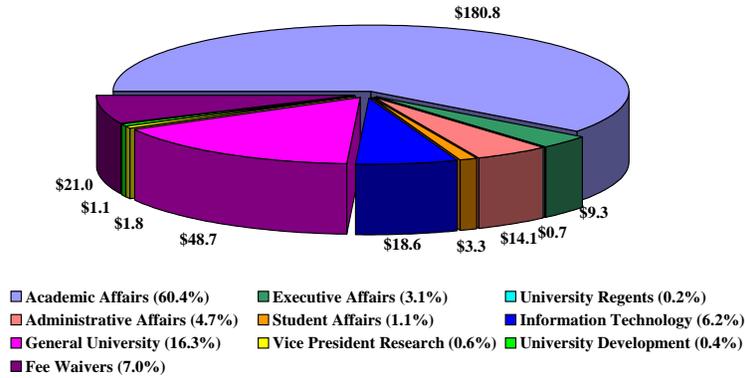
**Revenues**



**Expenditures By Function**



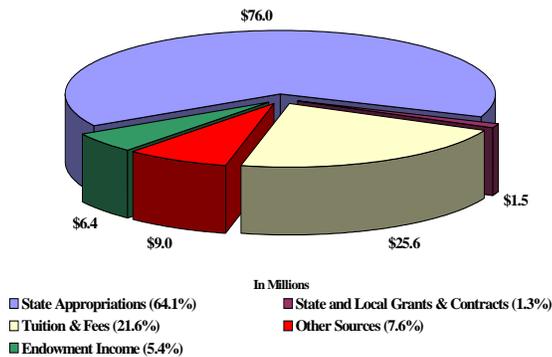
### Expenditures by Organizational Area



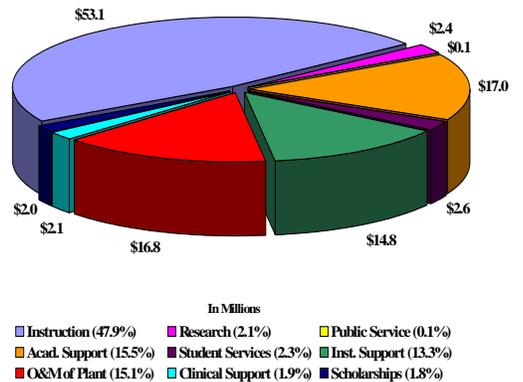
### Health Sciences Center

Revenues and distributions from reserves of \$118.5 million (89.6% of budget) exceeded expenditures of \$110.9 million (83.9% of budget). [See page 9 of the QFA.]

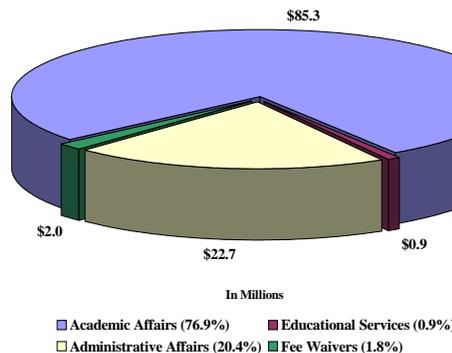
#### Revenues



#### Expenditures by Function



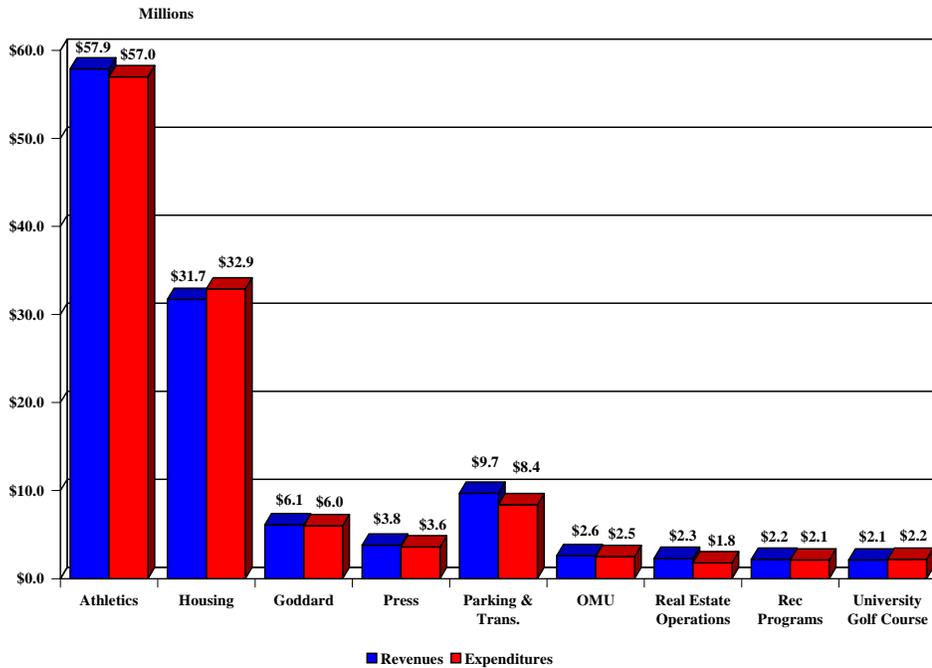
### Expenditures by Organizational Area



**AUXILIARY ENTERPRISES**

Revenues and expenditures for major auxiliary enterprises (year-to-date revenues of \$2.0 million or more) are detailed below. [See page 5 of the QFA.]

**Norman**



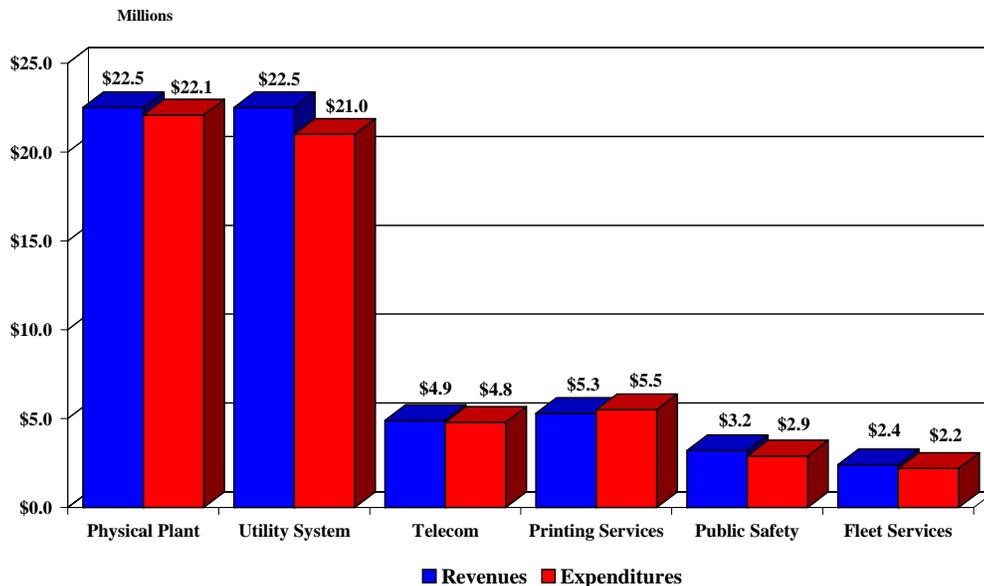
**Health Sciences Center**

There were no auxiliary enterprises which were reporting revenues of \$2.0 million or more. [See page 11 of the QFA.]

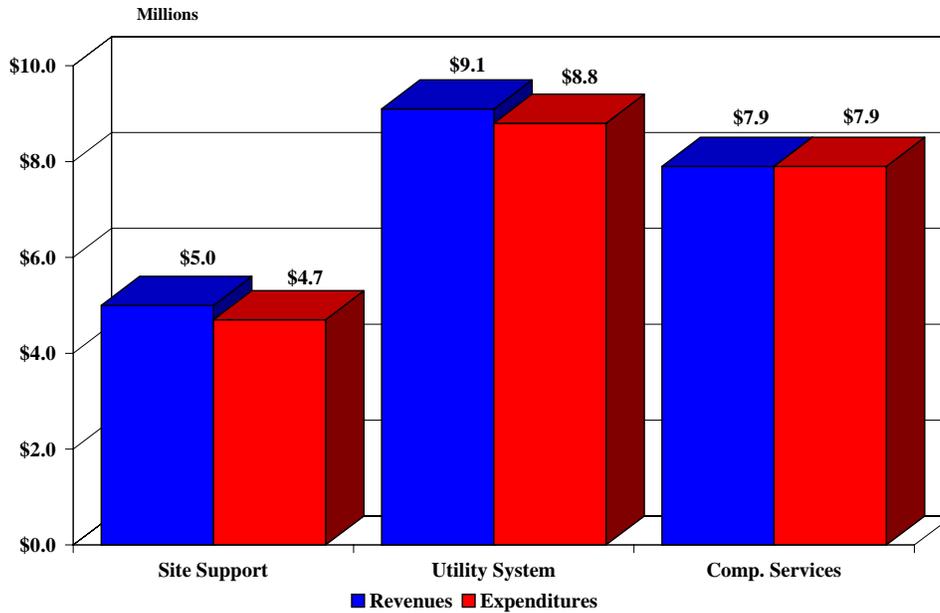
**SERVICE UNITS**

Revenues and expenditures for major service units (year-to-date revenues of \$2.0 million or more) are detailed below.

**Norman** [See page 6 of the QFA.]



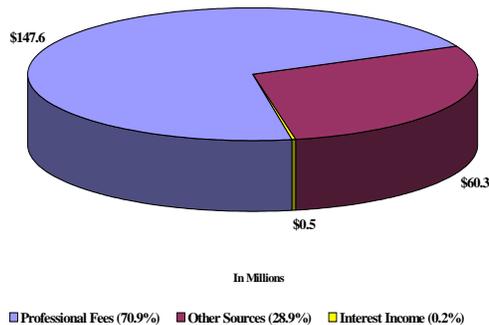
**Health Sciences Center** [See page 12 of the QFA.]



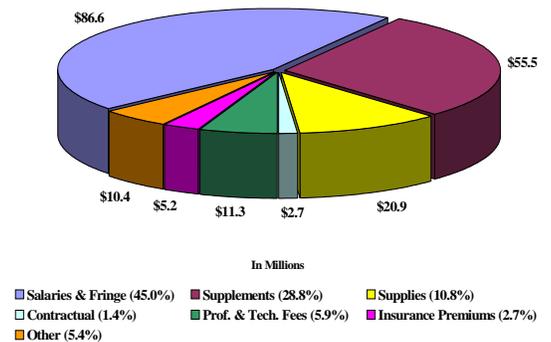
**Professional Practice Plan (PPP)**

PPP revenues and distributions from reserves of \$208.4 million (125.5% of current budget) exceeded expenditures of \$192.6 million (116.0% of budget). [See page 13 of the QFA.]

**Revenues**



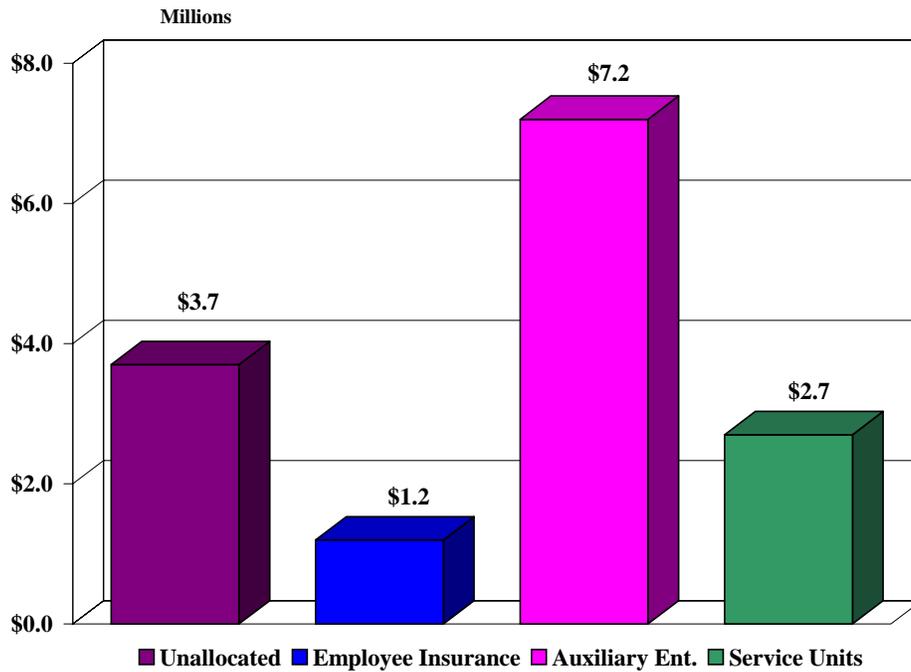
**Expenditures**



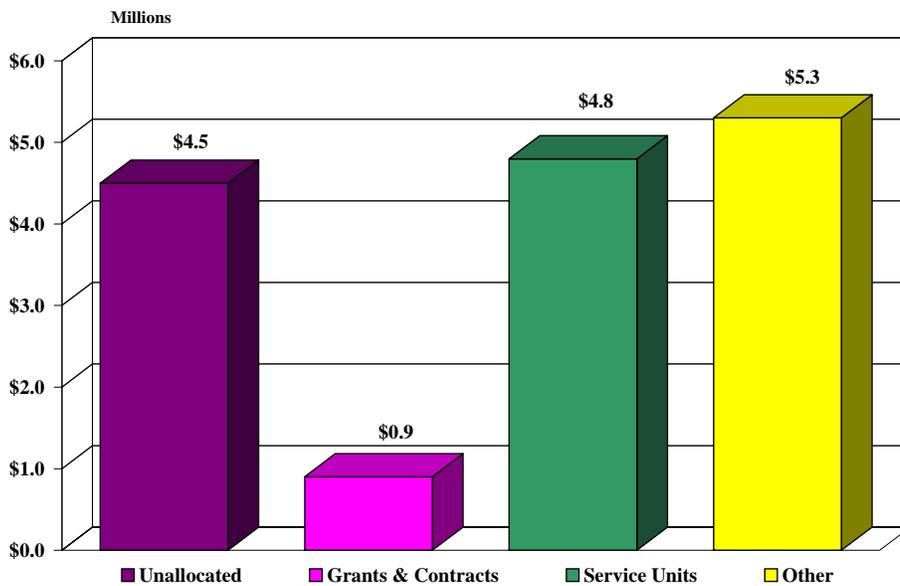
**RESERVES**

Reserves for the Norman Campus and the Health Sciences Center totaled \$14.8 million and \$15.5 million, respectively, at June 30, 2004. [See page 15 of the QFA.]

**Norman Campus**



**Health Sciences Center**





**REGENTS' FUND**  
**SEMI-ANNUAL FINANCIAL REPORT**  
**June 30, 2004**

As of June 30, 2004, the Regents' Fund consisted of 170 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**

In June 2000, the Board of Regents approved a reallocation of assets invested in the CIF. Since the reallocation in July 2000, the CIF has realized a total return of 1.2%, which exceeds the benchmark return of 0.3% by 90 basis points.

- Highlights of the *Statement of Investment Policy* are described below.

**Target Asset Allocation**

Asset Class	Minimum %	Target %	Maximum %
U.S. Equities	40%	50%	60%
International Equities	5%	10%	15%
Fixed Income	35%	40%	45%
Cash Equivalents	0%	0%	5%

**Performance Measurement and Objectives**

The CIF is a long-term portfolio and should be judged with a long-term perspective. While short-term performance measures are meaningful with respect to due diligence and periodic monitoring of the fund, the performance of the CIF will be judged with the longest time horizon perspective in mind.

**Absolute Return Objective** - which shall be measured in real (i.e., net of inflation) rate-of-return terms and shall have the longest time horizon for measurement;

The Absolute Return Objective of the CIF is to seek an average total annual return equal to CPI and other costs plus 5%.

**Relative Return Objective** - which shall be measured as time-weighted rates of return versus market index benchmarks; and,

**Comparative Return Objective** - which shall measure performance as compared to a universe of similar investment funds.

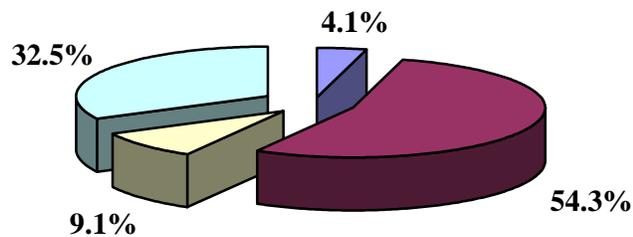
## II. Market Value

The total market value of the Regents' Fund at June 30, 2004 was \$68.9 million.

## III. Consolidated Investment Fund

- **Asset Allocation**

Cash and investments held by the CIF at June 30, 2004, had a market value of \$49.0 million, which is up \$8.6 million (21.4%) from June 30, 2003. The asset allocation of the CIF as of June 30, 2004 is summarized below.

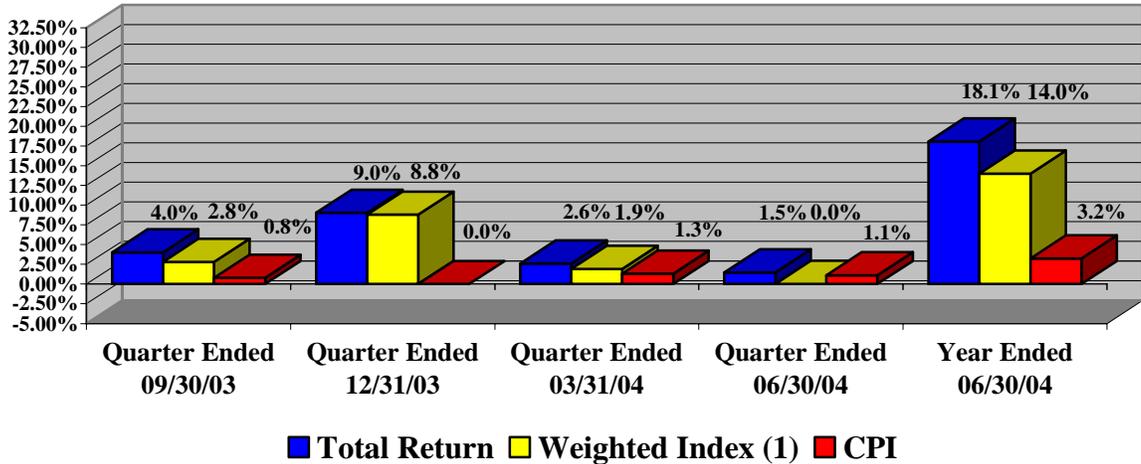


■ Cash Equivalents ■ U.S. Equity ■ International Equity ■ Fixed Income

• **CIF Performance**

- As illustrated in the graph below, the total return on the CIF for the quarter ended June 30, 2004 of 1.5% exceeds the weighted index of 0.0% by 150 basis points. For the year ended June 30, 2004, the total return of 18.1% exceeds the weighted index of 14.0% by 410 basis points.

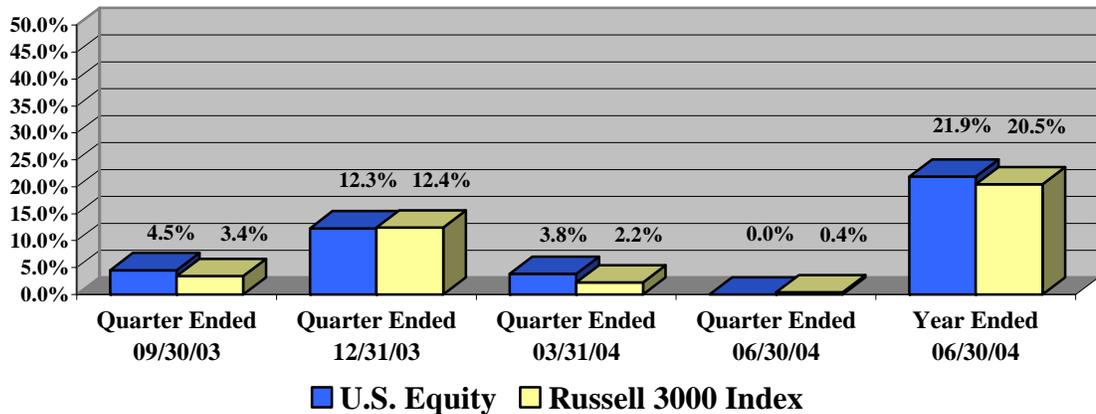
**Total CIF**



(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.

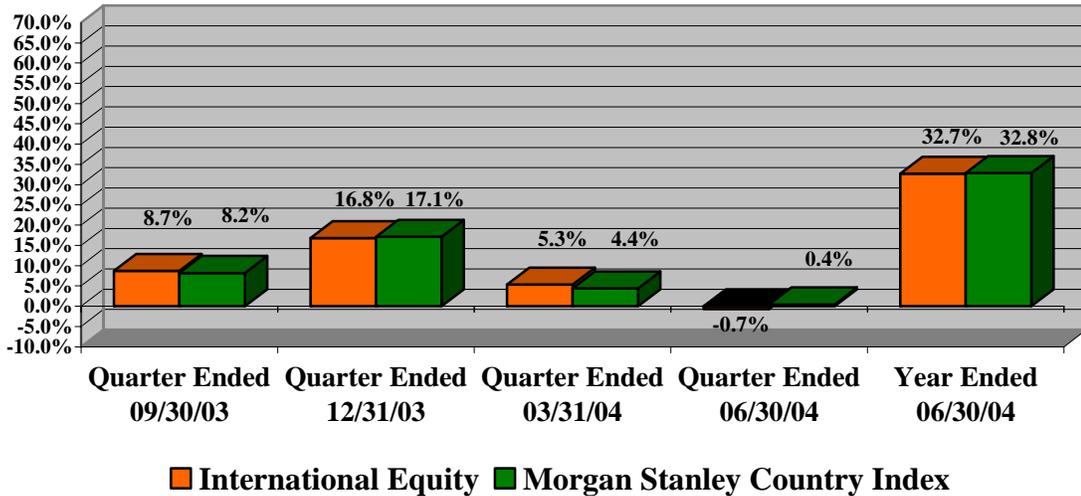
- The US Equity return for the quarter ended June 30, 2004 of 0.0% trails the Russell 3000 of 0.4% by 40 basis points. For the year ended June 30, 2004, the return of 21.9% exceeds the benchmark of 20.5% by 140 basis points.

**CIF U.S. Equity Funds**



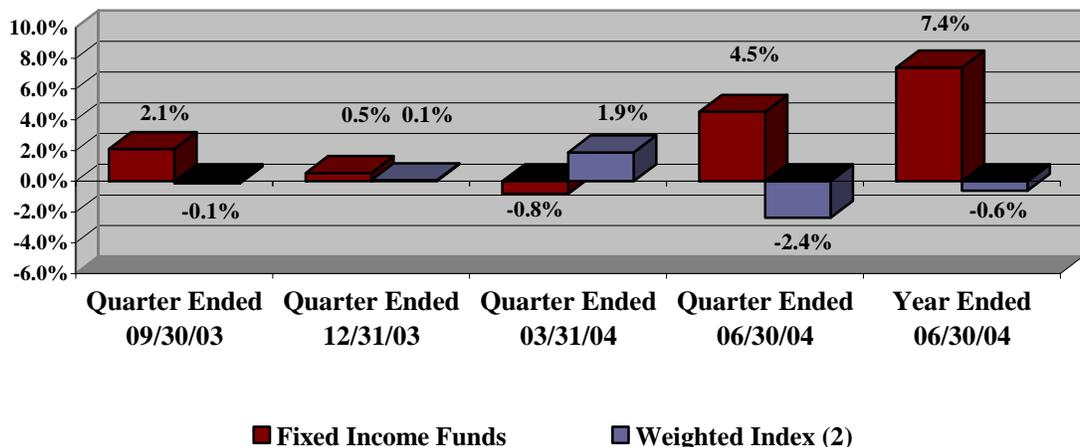
- The International Equity return for the quarter ended June 30, 2004 of -0.7% trails the benchmark of 0.4% by 110 basis points. For the year ended June 30, 2004, the return of 32.7% trails the benchmark of 32.8% by 10 basis points.

### CIF International Equity Funds



- The fixed income return for the quarter ended June 30, 2004 of 4.5% exceeds the weighted index of -2.4% by 690 basis points. For the year ended June 30, 2004, the return of 7.4% exceeds the weighted index of -0.6% by 800 basis points.

### CIF Fixed Income Funds

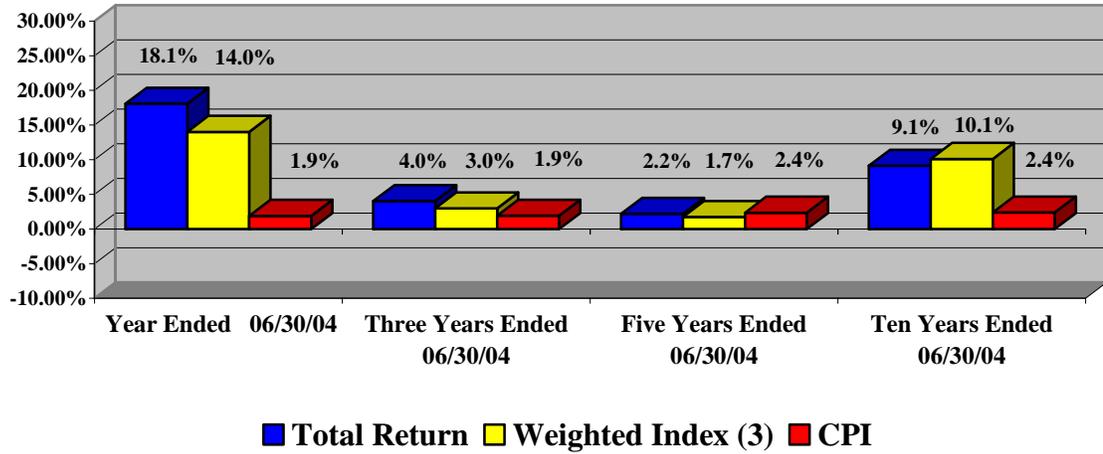


(2) The weighted index is a composite of indices represented by the Lehman Intermediate Aggregate Index and the Lehman Brothers Intermediate Government Index.

- **Historical Performance (1, 3, 5, and 10 Years)**

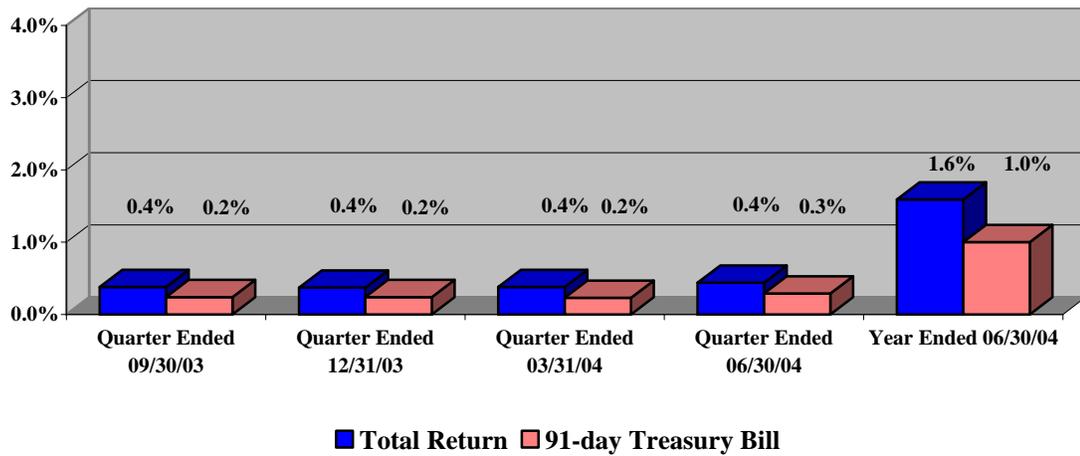
- In accordance with the Regents' Fund *Statement of Investment Policy*, returns for one, three, five, and ten years are presented below.

**Total CIF**



**IV. Short Term Investment Fund (STIF) Performance**

- The market value of STIF at June 30, 2004 was \$17.6 million, which is down by \$4,000 from June 30, 2003.
- As indicated below, the total return on the STIF for the quarter ended June 30, 2004 of 0.4% exceeds the 91-day Treasury Bill rate of 0.3% by 10 basis points. For the year ending June 30, 2004, the total return of 1.6% exceeds the 91-day Treasury Bill rate of 1.0% by 60 basis points.



**V. Revenues and Expenditures**

During the year ended June 30, 2004, recognized revenues of \$24.7 million exceeded expenditures of \$13.5 million resulting in a net increase to market value of \$11.2 million. This increase is attributable to appreciation on investments and cash gifts.

<b>Revenues</b>	<b>2004</b>	<b>2003</b>
Investment Income	\$ 6,020,130	\$ 1,753,021
Cash Gifts	18,190,204	14,097,789
Interest	439,074	404,002
Oil and Gas Royalties	76,644	70,762
Other Income	12,868	19,633
Total Revenues	<u>24,738,920</u>	<u>16,345,207</u>
<b>Expenditures</b>		
Departmental Support	12,217,033	10,808,431
Scholarships	739,306	767,334
Operating Support	166,401	127,728
Development Support	200,000	200,000
Investment Fees	138,223	85,430
Other Expenditures	79,114	33,209
Total Expenditures	<u>13,540,077</u>	<u>12,022,132</u>
Net Change in Market Value	<u>\$ 11,198,843</u>	<u>\$ 4,323,075</u>

**VI. Cash Gifts and Contributions**

The following cash gifts and contributions were received during the quarter ended June 30, 2004.

• Athletic Seating Priorities Program	\$ 12,887,995
• A gift from the Estate of Frances 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 the College of Pharmacy at the OU Health Sciences Center to establish the Endowed Chair for the College of Pharmacy	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	225,000
• A gift from the Morris E. and Lucille R. Opler Living Trust to establish the Morris E. and Lucille R. Opler Endowment Fund	167,491
• A gift from the College of Medicine at the OU Health Sciences Center to establish the Professorship of Psychiatric Education	138,761
• 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 Stanley White Foundation to benefit the Stanley E. White Directorship of the Entrepreneurship Center	50,000
• A gift from the Donald E. Hall Trust for the benefit of the Hall Scholarship Fund	40,000
• A gift from the Estate of Maxine McAdams Revocable Trust to establish the Milburn & Nancy McAdams School of Music Scholarship Fund	25,000
• A gift from the Aaron Alexander Trust to benefit the Aaron Alexander Fund	21,348
• A gift from the Estate of Mary Violet Maurice to establish the Elizabeth Roemer Endowed Scholarship Fund	20,000



September 14-15, 2004

• A gift from the Estate of Mary L. Finley to establish the Mary L. Finley Memorial Scholarship in Voice Performance	17,958
• A gift from the Chevrolet Motor Fund for the benefit of the OU General Scholarship Fund	11,000
• A gift from the Davey O'Brien Foundation for the benefit of the Athletic Seating Priorities Capital Fund	10,000
• A gift from the Exxonmobile Foundation for the benefit of the Roy B. Adams Engineering Physics Scholarship Fund	9,000
• A gift of 160 acres from the Estate of Mary H. Miller to establish the Mary H. Miller Fund	8,000
• A gift from Judith Barnett for the benefit of Archaeology Expeditions	6,000
• A gift from the Drumright Family Trust to establish the Florence Drumright Library Fund	5,000
• A gift from Jeanne Cooper for the benefit of the Laurence L Jones Scholarship Fund	3,323
• A gift from Roy B. Adams for the benefit of the Roy B. Adams Engineering Physics Scholarship Fund	2,200
• A gift from The Oklahoma Children's Health Foundation, Inc. to benefit the Harris D. Riley Pediatrics Fund	2,175
• A gift from the Reservoir Visualization, Inc. to benefit the Oklahoma Petroleum Information Center	1,500
• Various gifts of \$1,000 and under	18,668
TOTAL GIFTS	<u>\$ 18,190,204</u>

**QUARTERLY REPORT OF PURCHASES**  
**May 1, 2004 through July 31, 2004**

<u>Item</u>	<u>Description</u>	<u>Campus-Department</u>	<u>Vendor</u>	<u>Award Amount</u>	<u>Explanation/Justification</u>
<b>I. PURCHASE OBLIGATIONS FROM \$50,000 TO \$125,000</b>					
1	NC – Maintenance/ Testing	Risk Management	Automatic Protection Systems	\$50,000	Renewal of annual maintenance contract. Perform monthly maintenance, hydrostatic, inspection, testing and documentation.
2	NC – Aircraft Lease	Aviation	Christiansen Aviation, Inc.	70,000	Lease renewal of three (3) Piper Warrior airplanes.
3	NC – Aircraft Lease	Aviation	Randall Aviation, Inc.	50,000	Lease renewal of three (3) Piper Warriors and one (1) Piper Seneca airplane.
4	NC – Equipment	Architectural & Engineering Services	IBM Corporation	111,228	Network equipment which supports Stephenson Research Center.
5	NC – Lease of Office Space	Center for Early Childhood Professional Development	Scribner, Edward L.	115,727	Lease renewal of 12,364 sq. ft. located at 1801 N. Moore Ave., Moore.
6	NC – Diesel Fuel	Physical Plant	Paul Penley Oil Co., Inc.	75,000	Diesel fuel to the diesel generator.
7	NC – Cabling Services	Telecommunications	Telco Supply	120,000	Fiber cable installation, manhole work, splicing, bore work and terminations for various locations on Campus.
8	NC – Lease of Office Space	Geo Information Systems	Dowell Properties	56,678	Lease renewal for 4,785 sq. ft. located at Lindsey Square Office Park, 1818 West Lindsey, Norman.

September 14, 2004

9	NC – Fire Alarm Services	Sam Noble Oklahoma Museum of Natural History	Simplex Grinnell	69,900	Service agreement for fire alarm protection.
10	NC – Plumbing Supplies	Landscape and Grounds	Ferguson Enterprises, Inc.	50,000	Plumbing supplies for July.
11	NC – Fire Sprinkler Services	Physical Plant	Simplex Grinnell	\$119,745	Perform all required inspections, testing and documentation for fire sprinkler systems.
12	NC – Maintenance	Information Technology	Optika International Summit	52,088	Renewal of annual maintenance for imaging system supporting University departments.
13	NC – Lab Services	Physical Plant	Tec An, Inc.	85,000	Lab analysis of asbestos samples.
14	NC – Air Filters	Physical Plant	Filtration Concepts	70,000	Air filters for Campus buildings.
15	NC – Mail Service	Central Mail	Presort First Class, Inc.	50,000	First class mail pre-sort service.
16	NC – Facility Cleaning	Athletic Department	United Building Maintenance, Inc.	90,000	Cleaning services for the Gaylord Family-Oklahoma Memorial Stadium suites, club levels and press boxes.
17	NC – Firewall	Information Technology	Chickasaw Telecom, Inc.	67,190	Equipment and maintenance required for firewall safety network supporting residence halls.
18	NC – Medical Supplies	Athletic Department	Alert Services, Inc.	115,000	Medical supplies as requested.
19	NC – Power Washing	Athletic Department	Oklahoma Power Wash	61,950	Power washing for Gaylord Family-Oklahoma Memorial Stadium, L. Dale Mitchell Park, and Softball Stadium.

September 14, 2004

20	NC – Temporary Personnel	Athletic Department	Express Personnel Services	70,000	Temporary personnel for home football games.
21	NC – Athlete Letter Awards	Athletic Department	Jostens Diploma	75,000	Student athlete letter awards and customized championship awards to be ordered as needed.
22	NC – Imaging System	Athletic Department	Business Imaging Systems	52,446	Centralized imaging system to scan 110 years worth of photos, books, trading cards and other historical documents. The system includes all software, hardware and equipment.
23	NC – Laboratory Services	Goddard Health Center	Labcorp	\$100,000	Clinical laboratory testing services.
24	NC – Field Representative	Architectural & Engineering Services	Wesley A. Brannon, Architect	100,000	Owner’s field representative for the student apartments project.
25	NC – Linen Service	OU Housing and Food Services	Superior Linen Service, Inc.	65,000	Table linen rental, maintenance and replacement service.
26	NC – Equipment Lease	College of Continuing Education	Xerox Corporation	70,020	For copy machine including service, maintenance, and supplies.
27	NC – Software	Information Technology	Zones, Inc.	71,110	McAfee active virus defense, Virex, Defense Firewall, and Virus Scan software supporting students, faculty and staff.
28	NC – Binding Services	Library Acquisitions	Heckman Bindery, Inc.	110,000	Binding service.
29	NC – Software	Information Technology	Symantec Corporation	119,002	Intrusion detection monitoring software and services supporting students, faculty and staff.

September 14, 2004

30	NC – Services	Athletic Department	Redbud Consulting	84,300	Consulting services for raising capital campaign funds.
31	NC – Lease Renewal	Central Mail Service	Pitney Bowes, Inc.	100,000	Annual lease covering rental and maintenance of mail equipment.
32	NC – Software Renewal	Information Technology	Skywire Software	68,196	Online support knowledge base providing self-help for students, faculty and staff.
33	HSC – Cabling	Information Technology	Sequoyah Communications, Inc.	75,000	Renewal of annual cabling service for voice and data for all new construction.
34	HSC – Subscription	OU Physicians	Third Millennium Healthcare Systems, Inc.	64,071	Imaging service for subscriptions.
35	HSC – Maintenance	Telecommunications	Avaya, Inc.	\$122,424	Renewal of annual maintenance for the phone switch and adjuncts.
36	HSC – Lockbox	OU Physicians	BancFirst	108,000	Lockbox Services.
37	HSC – Molecular Imager	College of Pharmacy	Bio Rad Lab, Inc.	71,038	Imaging system used in research and data analysis.
38	HSC – PCR Detection System	Department of Ophthalmology	Bio Rad Lab, Inc.	51,663	Equipment monitors protein expression levels.
39	HSC – Software Maintenance	OU Physicians	Computer Technology Corporation Cactus	54,000	Cactus brand computer software.
40	HSC – Services	Telecommunications	Cox Communications	73,848	Renewal of monthly services for fibernet infra-structure.
41	HSC – Channel Letters	Architectural & Engineering Services	Dalmarc Signs	66,689	Aluminum channel letters with OU Medical Center logo.

September 14, 2004

42	HSC – Services	Family Medicine Department	Digital Transcription Systems, Inc.	56,000	Medical transcription services for the Family Medicine clinic.
43	HSC – Services	Information Technology	Oracle Corporation	99,847	Technical support for multiple Oracle databases including Peoplesoft, financials, student and Human Resources.
44	HSC – Equipment and Software	Central Mail Service	Pitney Bowes, Inc.	61,902	Renewal of annual lease, rental and maintenance of mail equipment.
45	HSC – Services	Otorhinolaryngology	Stenomed, Inc	66,000	Medical transcription services for the resident clinic.
46	HSC – Services Renewal	College of Dentistry	VW Consulting Services, Inc	50,000	Renewal of bulling services for oral pathology.
47	Tulsa – Equipment Upgrades	Tulsa Voice & Data	Ford Audio-Video Systems, Inc.	85,868	Equipment upgrades for distance education classrooms.
48	Tulsa – Boiler	Operations Department	Hambrick Ferguson, Inc.	124,156	Boiler purchased.
49	Tulsa – Subscription	Central Billing	Third Millennium Healthcare Systems, Inc.	\$72,000	Imaging service for subscriptions.

**II. SOLE SOURCE PROCUREMENTS FROM \$50,000 TO \$125,000  
Competition Not Applicable**

50	NC – Services	Physical Plant	City of Norman	\$100,000	Solid waste disposal services.
51	NC – Contract Fees	Economic Development	Norman Economic Development Coalition	100,000	Contract between the Department and the City of Norman.
52	NC – Membership Fees	KGOU Radio Station	Public Radio International	60,000	

September 14, 2004

53	NC – Tour	Oklahoma Institute for Teaching East Asia	Big Sky Tours	58,900	Joint venture between the department, Governor’s Office and the Oklahoma Department of Commerce (ODOC). Agency for trip is stipulated by ODOC.
54	NC – DNA Analyzer	Chemistry & Biochemistry	Caliper Life Sciences	67,500	No other comparable high quality unit in the market.
55	NC – Scoring Services	College of Continuing Education Department	Riverside Houghton Mifflin	120,000	Materials and scoring services.
56	NC – Maintenance Renewal	One Card Program	Blackboard Campuswide, Inc.	\$83,710	Annual software renewal for the Campus I.D. card system.
57	NC – Phone service	Information Technology	Cingular Wireless	55,000	Cell phone service for IT personnel on service calls as per Campus contract.
58	NC – Equipment	Athletic Department	Riddell All American Sports Corporation	60,000	Equipment and reconditioning services for the football program.
59	NC – Equipment for News Rooms	Gaylord School of Journalism and Mass Communication	Avid Technology, Inc.	124,709	Computer editing systems for the news room desk tops and edit bays. Only system able to integrate with existing equipment.
60	NC – Maintenance Renewal	Bizzell Memorial Library	Sirsi Corporation	\$54,669	Annual software renewal from the equipment manufacturer. Must receive renewal from original equipment manufacturer.
61	NC – Cafeteria Equipment	Housing and Food Services	American Architectural Interiors	63,657	Vegetation station servery through Campbell’s Soup Company. This vendor has contracted with Campbell’s for specific design approval.

September 14, 2004

62	NC – Furniture	Gaylord School of Journalism and Mass Communication	Theo's Marketplace	61,088	Chairs, benches, settees and tables. Products meet specific requirements and design criteria required for the project.
63	NC – Hardware and Software Upgrades	Telecommunications	SBC Datacom	100,000	Upgrades for the Nortel telephone switch, including cards, phones and cables.
64	NC – Services	President's Office	Boesch & Company, Inc.	108,000	Annual renewal of services.
65	NC – License Renewal	Information Technology	SAS Institute, Inc.	50,343	Renewal of annual software license and maintenance for faculty and student labs.
66	NC – Research Services	Information Technology	Gartner Group	53,100	Only source that can provide this type of research on IT contracts, service and product providers.
67	NC – Test Materials and License Fee	College of Continuing Education – Evaluation & Testing	Psychological Corporation	60,000	Materials are published by and only available through this source.
68	NC – Site License Renewals	Physical Plant	Maximus, Inc.	59,500	Renewal of annual support, maintenance and user site licenses for software used by Physical Plant for orders and billing.
69	NC – Summer Education Program	Andrew M. Coates Law Center	First Fidelity Bank	91,147	Summer program for students and faculty to attend Brasenose College in Oxford, England.
70	NC – Fairway Mowers	Jimmie Austin OU Golf Course	Professional Turf Products	\$59,921	Only source for reprocessed fairway mowers at a heavily discounted price.
71	NC – Subscription Renewal	Michael F. Price College of Business	Wall Street Journal	65,500	Only source for daily business publication in the USA.

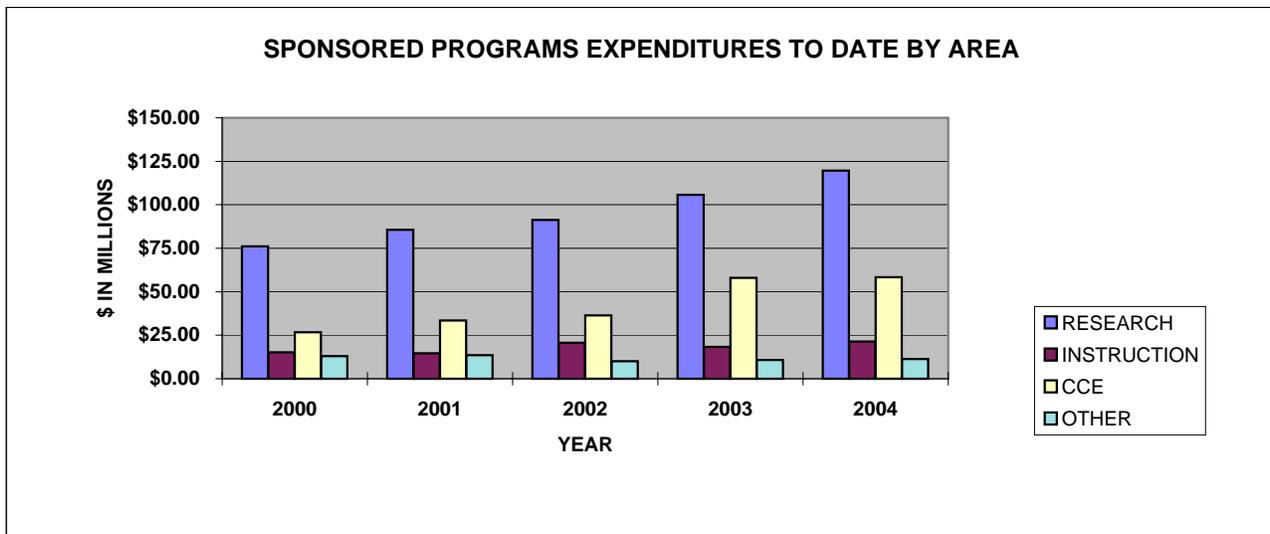
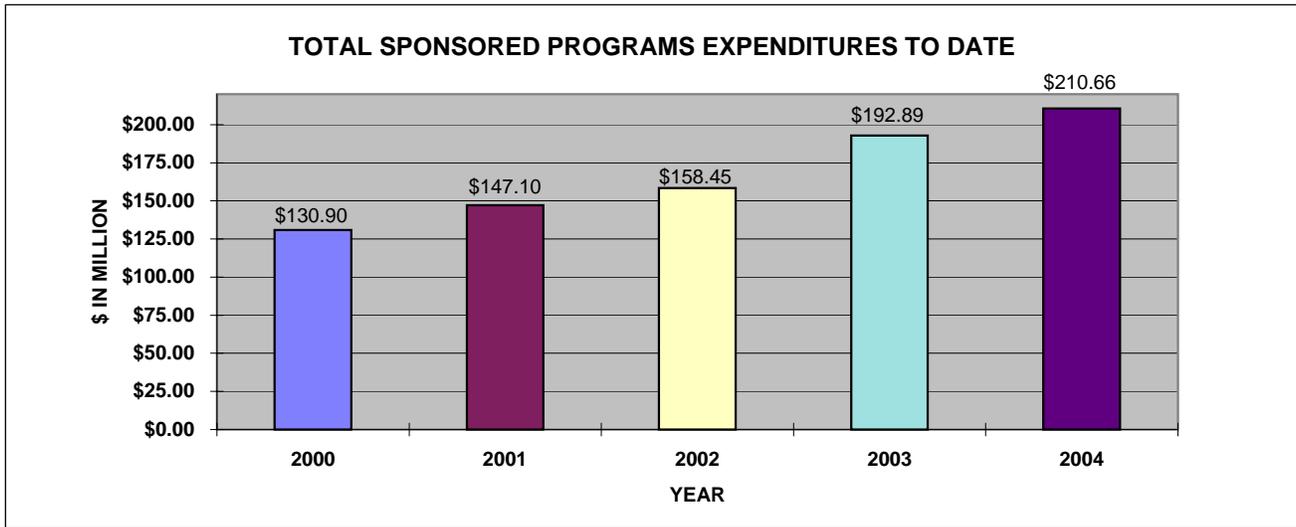


September 14, 2004

72	HSC – License Renewal	Pharmacy Management Consultants	Wolters Kluwer Health, Inc.	54,590	Renewal of annual license fee for software used to provide services for the Oklahoma Medicaid program. It is the only product that is compatible with existing system.
73	HSC – Software Rental and License Renewals	Office of the Provost	Blackboard, Inc.	67,075	Renewal of annual licenses for online course management system supporting students and faculty.
74	HSC – Peptide Synthesis	Microbiology and Immunology	Genemed Synthesis, Inc	57,015	This equipment breaks down molecules into amino acids, combines them and sends back to the department to complete research.

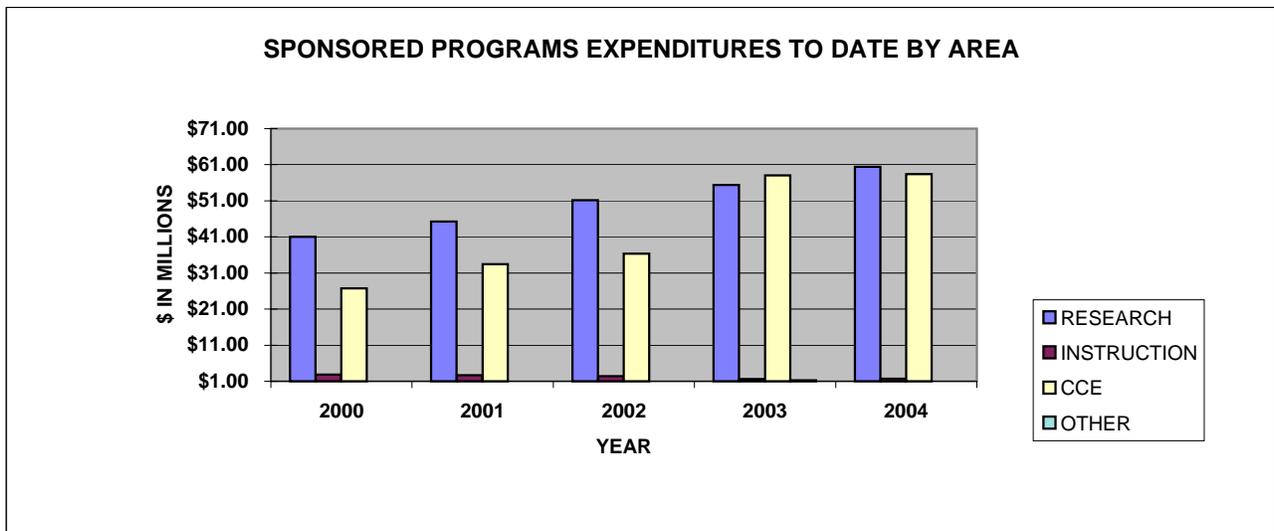
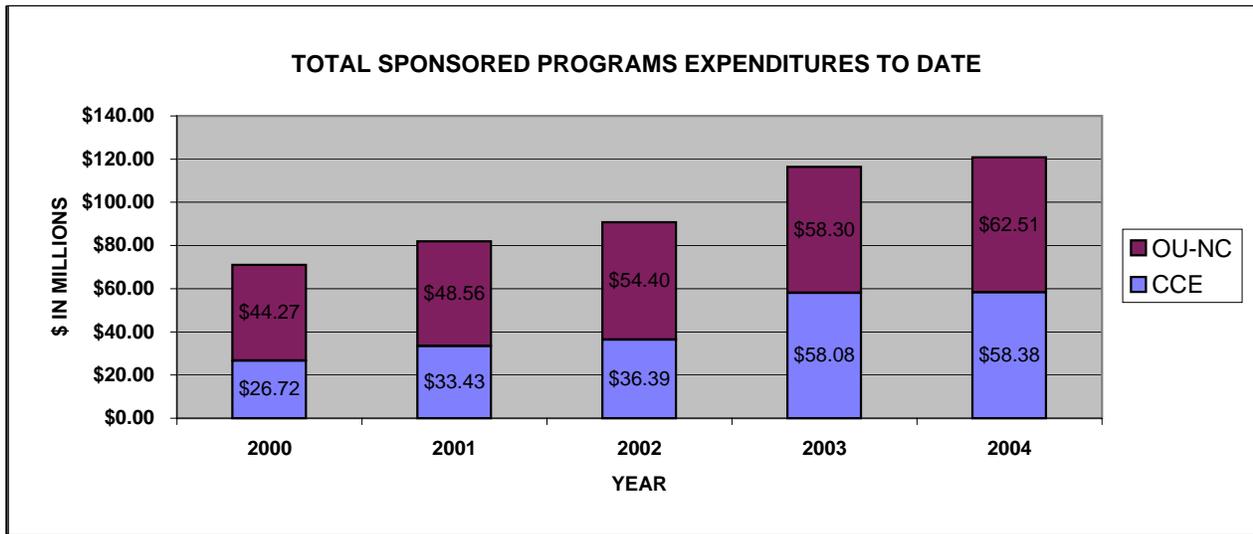
September 14, 2004

## HEALTH SCIENCES CENTER AND NORMAN CAMPUS



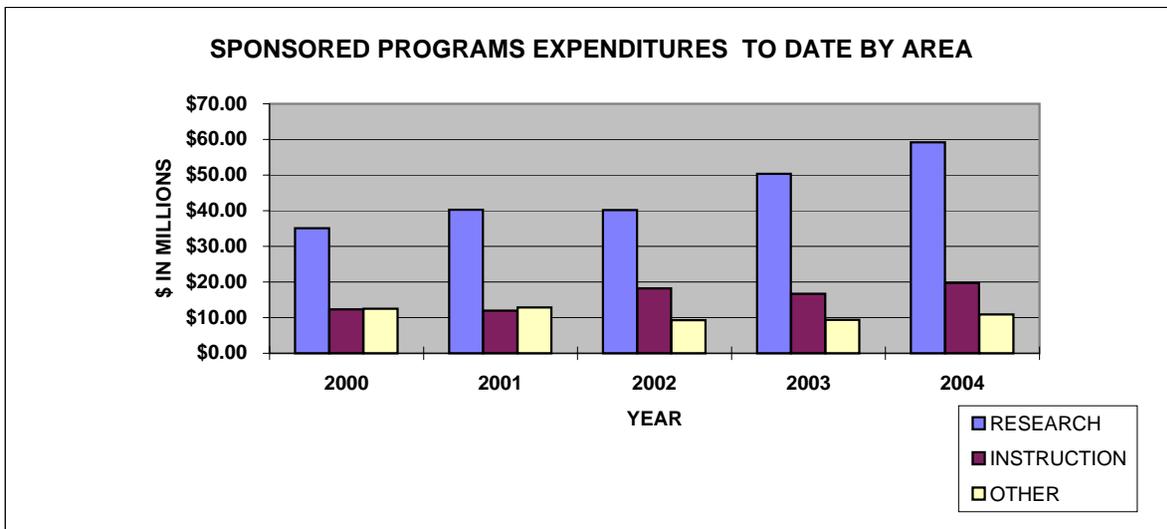
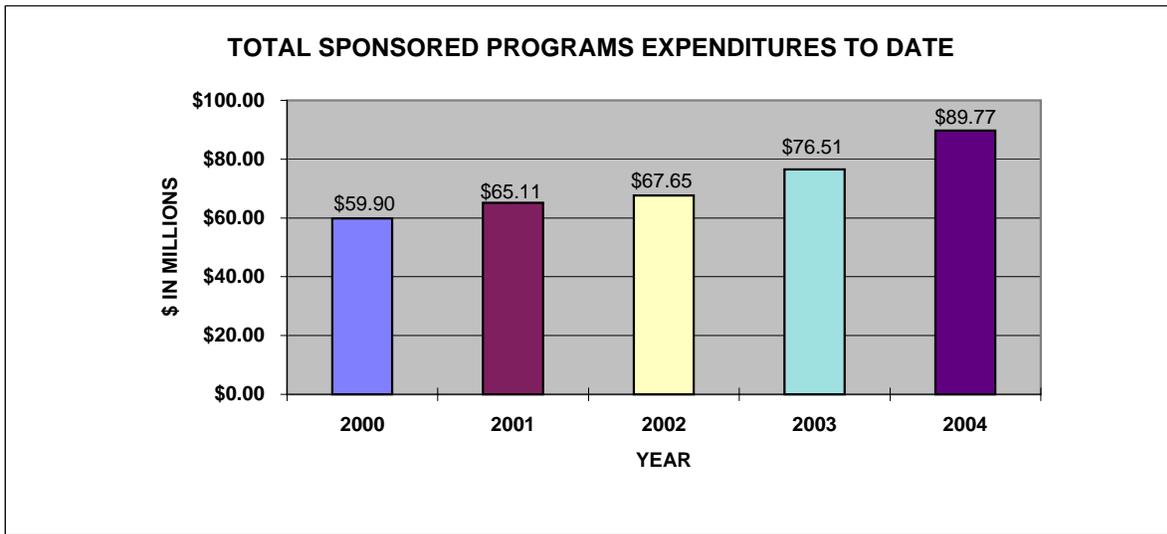
	FY 2004 YEAR	YEAR %CHANGE	FY 2003 YEAR	2004 June	MONTH %CHANGE	2003 June
RESEARCH	\$ 119,564,936	13.04%	\$105,773,979	\$ 12,654,154	7.94%	\$ 11,723,773
INSTRUCTION	\$ 21,432,766	16.97%	\$ 18,324,036	\$ 1,965,414	-9.51%	\$ 2,171,894
CCE	\$ 58,378,815	0.52%	\$ 58,077,526	\$ 4,970,974	-0.39%	\$ 4,990,590
OTHER	\$ 11,283,460	5.34%	\$ 10,711,164	\$ 1,166,041	5.61%	\$ 1,104,122
<b>TOTAL</b>	<b>\$ 210,659,977</b>	<b>9.21%</b>	<b>\$ 192,886,704</b>	<b>\$ 20,756,583</b>	<b>3.83%</b>	<b>\$ 19,990,378</b>

## NORMAN CAMPUS



	FY 2004 YEAR	YEAR %CHANGE	FY 2003 YEAR		2004 June	MONTH %CHANGE	2003 June
RESEARCH	\$ 60,406,632	9.01%	\$ 55,412,810		\$ 7,051,156	1.99%	\$ 6,913,250
INSTRUCTION	\$ 1,725,421	8.32%	\$ 1,592,937		\$ 105,666	-42.51%	\$ 183,798
CCE	\$ 58,378,815	0.52%	\$ 58,077,526		\$ 4,970,974	-0.39%	\$ 4,990,590
OTHER	\$ 379,456	-70.71%	\$ 1,295,719		\$ 80,621	-5.20%	\$ 85,040
<b>TOTAL</b>	<b>\$120,890,324</b>	<b>3.88%</b>	<b>\$116,378,991</b>		<b>\$ 12,208,417</b>	<b>0.29%</b>	<b>\$ 12,172,677</b>

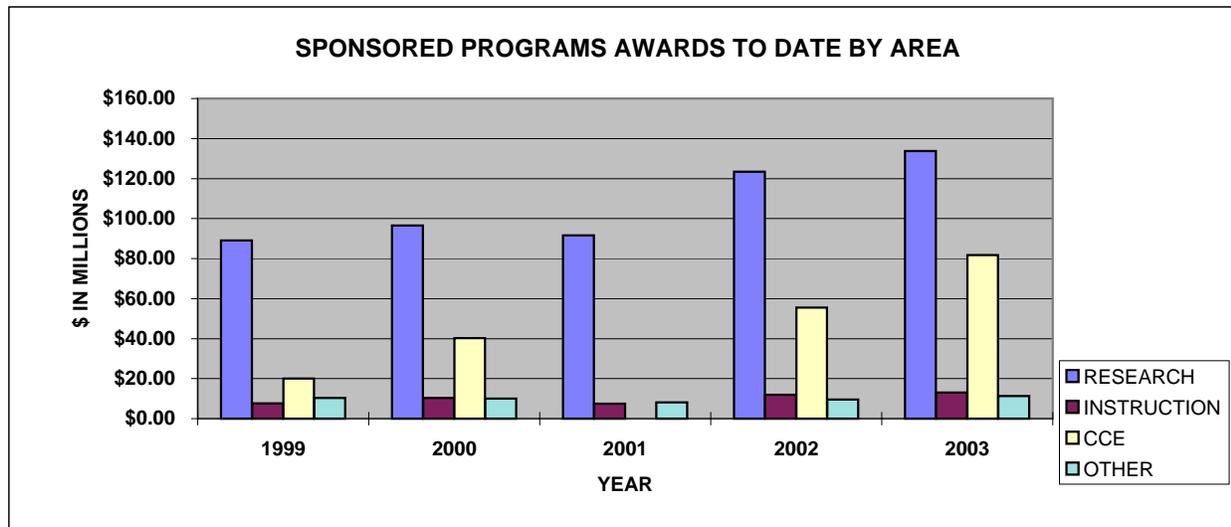
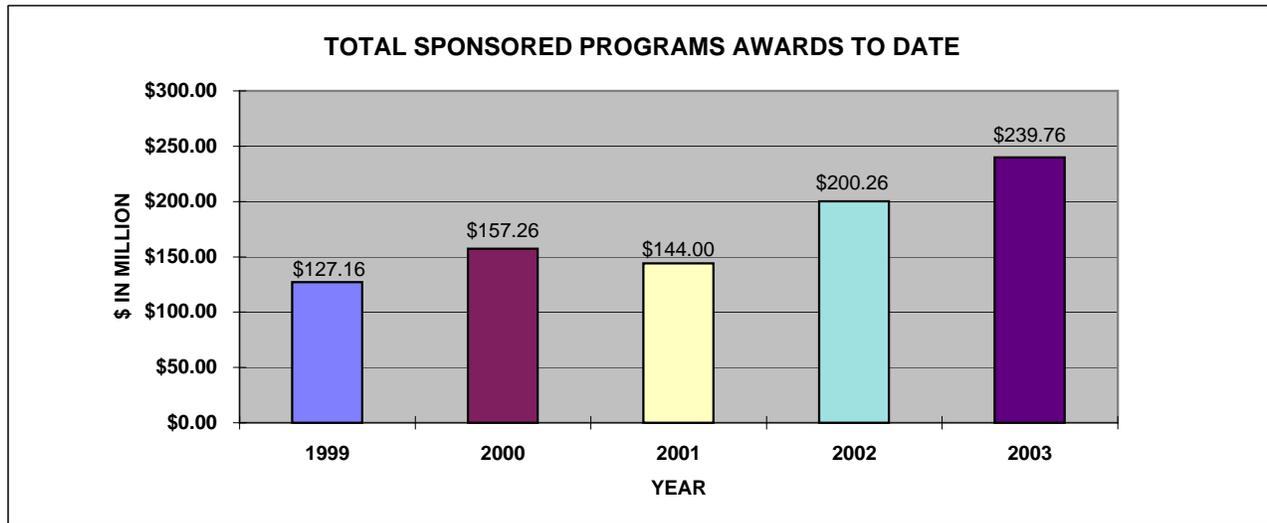
## HEALTH SCIENCES CENTER



	FY 2004 YEAR	YEAR %CHANGE	FY 2003 YEAR		2004 June	MONTH %CHANGE	2003 June
RESEARCH	\$ 59,158,304	17.47%	\$ 50,361,169		\$ 5,602,998	16.47%	\$ 4,810,523
INSTRUCTION	\$ 19,707,345	17.79%	\$ 16,731,099		\$ 1,859,748	-6.46%	\$ 1,988,096
OTHER	\$ 10,904,004	15.81%	\$ 9,415,445		\$ 1,085,420	6.51%	\$ 1,019,082
<b>TOTAL</b>	<b>\$ 89,769,653</b>	<b>17.33%</b>	<b>\$ 76,507,713</b>		<b>\$ 8,548,166</b>	<b>9.34%</b>	<b>\$ 7,817,701</b>

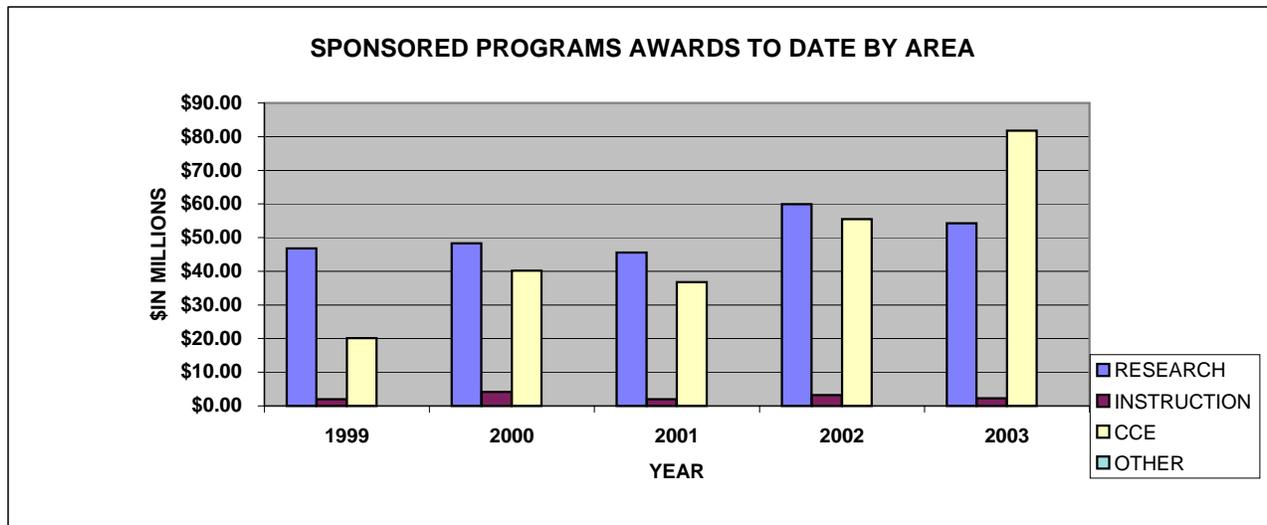
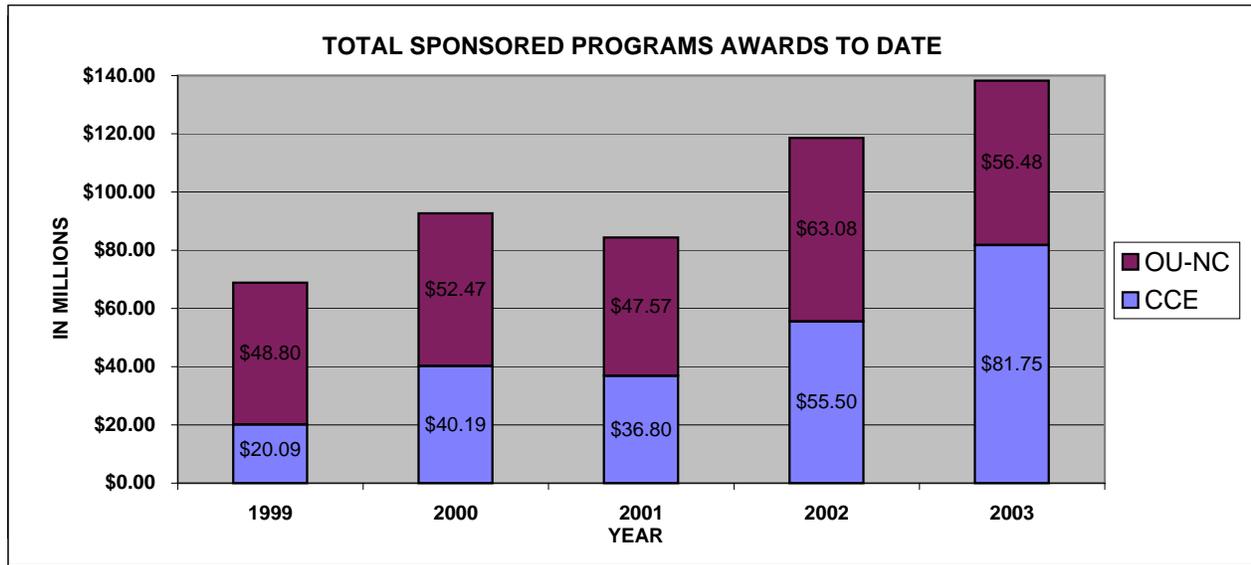
## HEALTH SCIENCES CENTER

## NORMAN CAMPUS AND HEALTH SCIENCES CENTER



	FY 2004 YEAR	YEAR %CHANGE	FY 2003 YEAR	2004 June	MONTH %CHANGE	2003 June
RESEARCH	\$ 133,713,459	8.36%	\$ 123,395,758	\$ 12,846,906	-0.31%	\$ 12,886,398
INSTRUCTION	\$ 12,985,825	9.54%	\$ 11,855,240	\$ 352,291	5.55%	\$ 333,772
CCE	\$ 81,750,075	47.30%	\$ 55,500,113	\$ 178,674	-92.25%	\$ 2,306,805
OTHER	\$ 11,308,323	18.96%	\$ 9,505,891	\$ 176,324	-30.02%	\$ 251,968
<b>TOTAL</b>	<b>\$ 239,757,682</b>	<b>19.72%</b>	<b>\$ 200,257,002</b>	<b>\$ 13,554,195</b>	<b>-14.10%</b>	<b>\$ 15,778,943</b>

## NORMAN CAMPUS



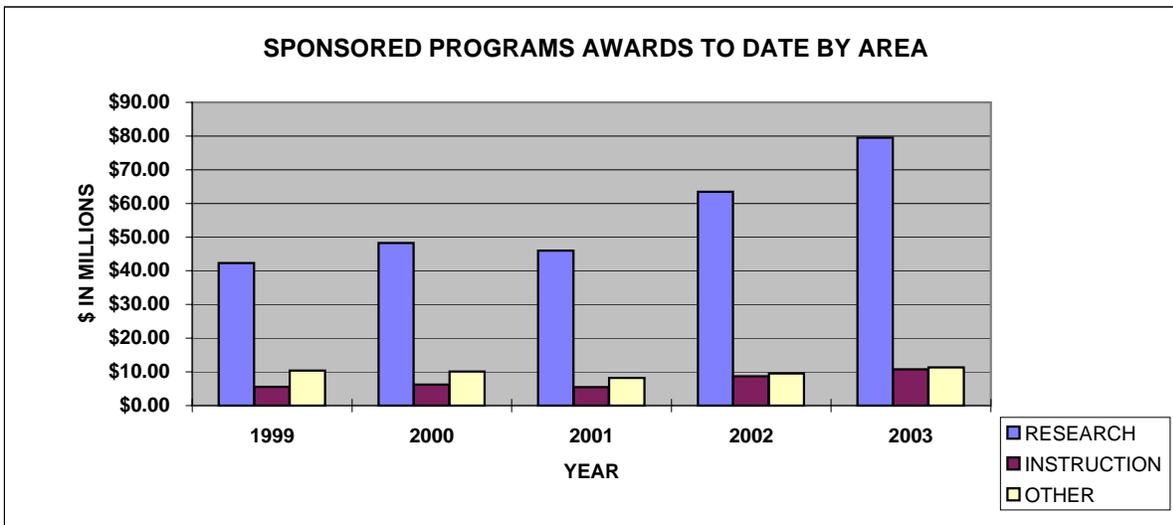
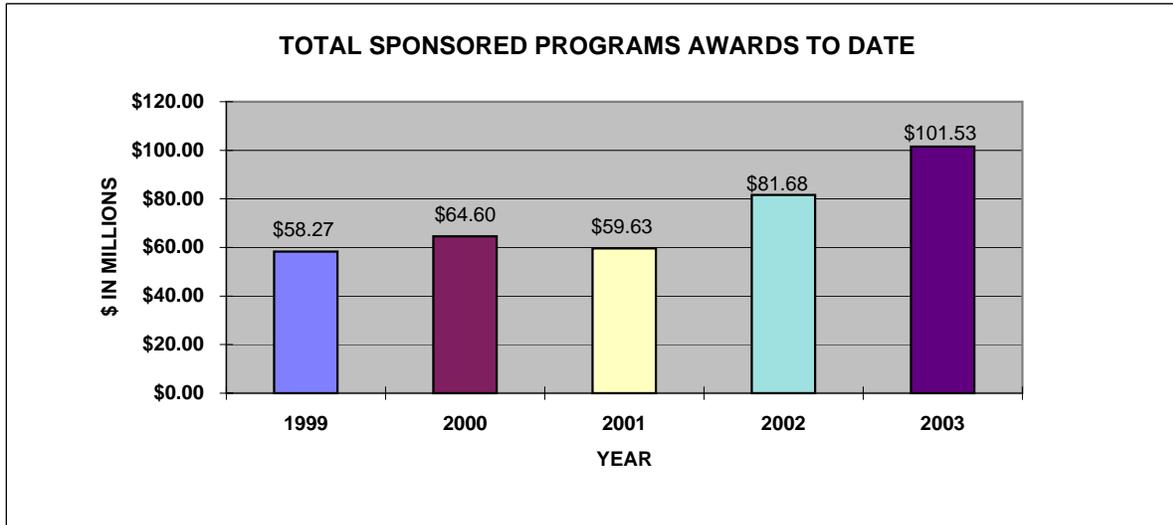
	FY 2004 YEAR	YEAR %CHANGE	FY 2003 YEAR	2004 June	MONTH %CHANGE	2003 June
RESEARCH	\$ 54,238,652	-9.46%	\$ 59,903,284	\$ 5,981,739	6.22%	\$ 5,631,411
INSTRUCTION	\$ 2,243,396	-29.42%	\$ 3,178,585	\$ 131,374		\$ 296,572
CCE	\$ 81,750,075	47.30%	\$ 55,500,113	\$ 178,674	-92.25%	\$ 2,306,805
OTHER	\$ -		\$ -	\$ -		\$ -
<b>TOTAL</b>	<b>\$ 138,232,123</b>	<b>16.57%</b>	<b>\$ 118,581,982</b>	<b>\$ 6,291,787</b>	<b>-23.60%</b>	<b>\$ 8,234,788</b>

## NORMAN CAMPUS





## HEALTH SCIENCES CENTER



	FY 2004 YEAR	YEAR %CHANGE	FY 2003 YEAR		2004 June	MONTH %CHANGE	2003 June
RESEARCH	\$ 79,474,807	25.17%	\$ 63,492,474		\$ 6,865,167	-5.37%	\$ 7,254,987
INSTRUCTION	\$ 10,742,429	23.81%	\$ 8,676,655		\$ 220,917	493.86%	\$ 37,200
OTHER	\$ 11,308,323	18.96%	\$ 9,505,891		\$ 176,324	-30.02%	\$ 251,968
<b>TOTAL</b>	<b>\$ 101,525,559</b>	<b>24.30%</b>	<b>\$ 81,675,020</b>		<b>\$ 7,262,408</b>	<b>-3.73%</b>	<b>\$ 7,544,155</b>

## HEALTH SCIENCES CENTER

**HEALTH SCIENCES CENTER**  
**REPORT OF CONTRACTS AWARDED (OVER \$100K)**

**May 2004**

<b>AWARD NO.</b>	<b>AGENCY</b>	<b>TITLE</b>	<b>VALUE</b>	<b>PERIOD</b>	<b>PI(S)</b>
C1001901	National Center for Research Resources	Cell Dynamics Microscope - Live Cell Fluorescence	\$414 K	12 mos	Dr. G. Gorbsky Dept of Cell Biology
C1012602	National Heart, Lung and Blood Institute	Markers & Mechanisms of Vascular Disease:Diabetes	\$246 K	12 mos	Dr. T. J. Lyons Medicine Endocrinology
C1015001	Oklahoma State Regents for Higher Education	EPSCoR Research Infrastructure Improvement Plan	\$193 K	40 mos	Dr. F. J. Waxman Dept of Microbiology and Immunology
C1021301	Oklahoma Department of Mental Health and Substance Abuse Services	Child Trauma Services Project	\$100 K	9 mos	Dr. S. R. Schmidt Center on Child Abuse and Neglect
C1023901	Bureau of Health Professions	HIV Health Care and Support Projects	\$320 K	12 mos	Dr. R. A. Greenfield Medicine Infectious Diseases
C1026101	Agency for International Development, U.S.	Al-Sharaka: Program for Higher Education in Iraq	\$108 K	15 mos	Dr. A. F. Al-Assaf Dept of Health Administration and Policy
C3008801	National Heart, Lung and Blood Institute	Mngmnt of Patients w/ Suspected Pulmonary Embolism	\$134 K	12 mos	Dr. S. W. Rathbun Medicine General Internal Medicine
C3015001	National Science Foundation	EPSCoR Research Infrastructure Improvement Plan	\$389 K	40 mos	Dr. F. J. Waxman Dept of Microbiology and Immunology
C3022901	National Heart, Lung and Blood Institute	Alpha2-Antiplasmin Polymorphism & Plasma Enzyme	\$366 K	12 mos	Dr. P. A. McKee Medicine William K. Warren Medical Research Institute
C3023001	National Institute of Diabetes and Digestive and Kidney Diseases	Urothelial Cell Response to Bacterial Infection	\$147 K	12 mos	Dr. R. E. Hurst Dept of Urology

<b>AWARD NO.</b>	<b>AGENCY</b>	<b>TITLE</b>	<b>VALUE</b>	<b>PERIOD</b>	<b>PI(S)</b>
C3026601	Fogarty International Center	Preventing FAS/ARND in Russian Children	\$135 K	12 mos	Dr. B. L. Bonner Pediatrics Child Study Center
C3029401	National Institute of General Medical Sciences	IL-6 Induced Keratinocyte Motogen	\$196 K	12 mos	Dr. R. M. Gallucci Dept of Pharmaceutical Sciences
C3029701	National Institute of Environmental Health Sciences	Network Based Intervention to Reduce Lead Exposure	\$116 K	5 mos	Dr. B. Elledge Dept of Occupational and Environmental Health
C3030801	National Institute of Mental Health	Child and Family Disaster Research Training and Ed	\$263 K	10 mos	Dr. B. Pfefferbaum Dept of Psychiatry and Behavioral Sciences
C8057801	Kos Pharmaceuticals, Inc.	Dose Response of Niacin ER/Lovastatin	\$250 K	12 mos	Dr. J. Saucedo Medicine Cardiology
C8059401	ALTANA AG	Roflumilast vs Placebo:Pulmonary Disease	\$112 K	12 mos	Dr. D. C. Levin Medicine Pulmonary
C8059801	Takeda Pharmaceuticals North America, Inc.	Pioglitazone HCI vs Glimepiride-CAD: Diabetes Pts.	\$446 K	12 mos	Dr. E. Schechter Medicine Cardiology
C8060101	Alcon Research Ltd.	Posterior Juxtasclear Admin:Anecortave Acetate	\$310 K	12 mos	Dr. D. W. Parke Dept of Ophthalmology
<b>Totals</b>	<b>18</b>		<b>\$4,245 K</b>		

**HEALTH SCIENCES CENTER  
REPORT OF CONTRACTS AWARDED (OVER \$100K)**

**June 2004**

<b>AWARD NO.</b>	<b>AGENCY</b>	<b>TITLE</b>	<b>VALUE</b>	<b>PERIOD</b>	<b>PI(S)</b>
C1016801	National Cancer Institute	Define & Validate Biomarkers - Cervical Neoplasia	\$527 K	36 mos	Dr. J. L. Walker Center for Research in Women's Health
C1019901	National Institute of Child Health and Human Development	Heterotopic Ossification in Spinal Cord Injury	\$135 K	12 mos	Dr. J. L. Fleckenstein CMT Dept of Internal Medicine
C1027401	National Institute of Allergy and Infectious Diseases	Direct Epitope Identification and Validation	\$632 K	12 mos	Dr. W. Hildebrand Dept of Microbiology and Immunology
C1154309	National Heart, Lung and Blood Institute	Cardiovascular Disease in American Indians	\$1,676 K	12 mos	Dr. E. T. Lee Dept of Biostatistics and Epidemiology
C1154402	National Institute of Neurological Disorders and Stroke	C1-2 Modulation of Spinal Processes: Supraspinal	\$278 K	12 mos	Dr. R. D. Foreman Dept of Physiology
C1157502	National Institute of Allergy and Infectious Diseases	H. influenzae Hemoglobin/Hemoglobin-Haptoglobin	\$309 K	12 mos	Dr. T. L. Stull Pediatrics Infectious Diseases
C1162107	National Center for Research Resources	Baboon Research Resource Program	\$1,048 K	12 mos	Dr. G. L. White Division of Animal Resources
C3006102	National Institute of Diabetes and Digestive and Kidney Diseases	Ionic Currents in Gastrointestinal Smooth Muscle	\$285 K	12 mos	Dr. H. I. Akbarali Dept of Physiology
C3010301	National Eye Institute	Immunopathogenesis of Adenovirus Keratitis	\$265 K	12 mos	Dr. J. Chodosh Dept of Ophthalmology

<b>AWARD NO.</b>	<b>AGENCY</b>	<b>TITLE</b>	<b>VALUE</b>	<b>PERIOD</b>	<b>PI(S)</b>
C3016501	National Institute of General Medical Sciences	Regulation of Angiogenesis During Wound Healing	\$346 K	12 mos	Dr. E. W. Howard Dept of Cell Biology
C3023901	National Institute of Dental and Craniofacial Research	Lysine Decarboxylase Activity in Periodontitis Pts	\$145 K	12 mos	Dr. M. Levine Dept of Biochemistry and Molecular Biology
C3030301	United States Geological Survey	Tar Creek Remediation & Restoration Monitoring	\$150 K	12 mos	Dr. R. A. Lynch Dept of Occupational and Environmental Health
C3030501	National Heart, Lung and Blood Institute	Spinal Hierarchy & Noxious Cardiac Sensory Process	\$358 K	12 mos	Dr. R. D. Foreman Dept of Physiology
C5023101	Foundation Management, Inc.	Accelerated Tracks Preparing BSN/RN	\$200 K	12 mos	Dr. P. B. Forni Nursing Office of the Dean
C7019102	Celsion Corporation	Microwave Thermotherapy:Early-Stage Breast Cancer	\$134 K	13 mos	Dr. W. C. Dooley Dept of Surgery
C7024301	Shire Biologics Inc.	Anti-Myosin Responses: Pneumococcal vp147 Vaccine	\$133 K	17 mos	Dr. M. W. Cunningham Dept of Microbiology
C8047302	Celsion Corporation	Microwave Thermotherapy:Advanced Breast Cancer	\$126 K	7 mos	Dr. W. C. Dooley Dept of Surgery
C8055101	Ortho Biotech Products, L.P.	Treatment of Newly Diagnosed Multiple Myeloma	\$196 K	12 mos	Dr. M. A. Kharfan-Dabaja Medicine Hematology/Onc
C8059501	Sanofi-Synthelabo Inc.	Fondaparinux vs Enoxaparin:Acute Treatment-ACS	\$302 K	12 mos	Dr. J. Saucedo Medicine Cardiology
C8060501	Berlex Laboratories, Inc.	Temozolomide,Thalidomide & GM-CSF:Melanoma	\$112 K	12 mos	Dr. H. Ozer Medicine Hematology/Oncology
C8060701	Chiron, Inc.	Tifacogin:Subjects w/Community-Acquired Pneumonia	\$232 K	12 mos	Dr. G. T. Kinasewitz Medicine Pulmonary

<b>AWARD NO.</b>	<b>AGENCY</b>	<b>TITLE</b>	<b>VALUE</b>	<b>PERIOD</b>	<b>PI(S)</b>
C8060901	AstraZeneca Pharmaceuticals LP	Rosuvastatin/Atorvastatin: Subjects w/ACS	\$102 K	12 mos	Dr. U. Thadani Medicine Cardiology
<b>Totals</b>	<b>22</b>		<b>\$7,691 K</b>		

**AMENDED AND RESTATED LEASE AGREEMENT**

THIS AMENDED AND RESTATED LEASE AGREEMENT is entered into by Landlord and Tenant as described in the following basic lease information on the date that is set forth for reference only in the following basic lease information. Landlord and Tenant agree:

ARTICLE 1.  
BASIC LEASE INFORMATION

1.1 Basic Lease Information. In addition to the terms that are defined elsewhere in this lease, these terms are used in this lease:

- (a) LEASE DATE: October 1, 2004
- (b) LANDLORD: Board of Regents of the University of Oklahoma
- (c) LANDLORD'S ADDRESS:  
Suite 204, 660 Parrington Oval  
Norman, Oklahoma 73019  
Attention: Administrative Affairs, Deb Wollenberg
- (d) TENANT: Board of Trustees of the Oklahoma Kappa Chapter of Sigma Alpha Epsilon Fraternity
- (e) TENANT'S ADDRESS:  
P.O. Box 720207  
Norman, Oklahoma 73070  
Attention: Mr. Eddie Edwards
- (f) PREMISES: The tract of land described on Exhibit "A" to this lease and all improvements built on the land, including, without limitation, the buildings, parking lots, driveways, walkways, and landscaping, all commonly known as 730 College Avenue, Norman, Oklahoma.
- (g) TERM: Beginning on the commencement date and expiring on the expiration date.
- (h) COMMENCEMENT DATE: October 1, 2004
- (i) EXPIRATION DATE: September 30, 2054
- (j) MONTHLY RENT: \$1.00 per month
- (k) BROKER(S): None
- (l) SECURITY DEPOSIT: None

1.2 Definitions:

(a) ADDITIONAL RENT: Any amounts that this lease requires Tenant to pay in addition to monthly rent.

(b) LAND: The land on which the premises are located and which is described on Exhibit A.

(c) PERMITTED USE: Residence for University of Oklahoma students in good standing who are members of the Oklahoma Kappa Chapter of Sigma Alpha Epsilon fraternity.

(d) PRIME RATE: The annual rate of interest from time to time designated by The Wall Street Journal as the "prime rate."

(e) RENT: The monthly rent and additional rent.

(f) CONFLICTS: If any other provision of this lease contradicts any definition of this Article, the other provision will prevail.

1.3 Exhibits. The following exhibits are attached to this lease and are made part of this lease:

EXHIBIT A--Legal Description of the Land

ARTICLE 2.  
AGREEMENT; TERM

Landlord leases the premises to Tenant, and Tenant leases the premises from Landlord, according to this lease. The duration of this lease will be the term. The term will commence on the commencement date and will expire on the expiration date. Tenant shall have the option to extend the term for fifteen (15) additional periods of ten (10) years each. Unless Tenant provides written notice to Landlord at least ninety (90) days prior to the expiration date of the term or applicable renewal term that Tenant will allow the lease to expire, the term of this lease shall be automatically renewed. Upon expiration of the term, as extended by any renewal term, the parties agree to negotiate in good faith to further extend this lease.

ARTICLE 3.  
DELIVERY OF PREMISES

Landlord will be deemed to have delivered possession of the premises to Tenant on the commencement date. Landlord will deliver to Tenant possession of the premises "AS IS" in its present condition on the commencement date. LANDLORD MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, AS TO THE DESIGN, CONDITION, OR QUALITY OF THE MATERIAL, EQUIPMENT, SYSTEMS, OR WORKMANSHIP IN THE PREMISES OR OF THE PREMISES AND NO WARRANTY REGARDING THE MERCHANTABILITY OR FITNESS OF THE PREMISES FOR ANY PARTICULAR PURPOSE, THE DESIGN OR CONDITION OF THE PREMISES, THE VALUE OF THE PREMISES, THE QUALITY OR CAPACITY OF THE PREMISES, THE COMPLIANCE OF THE PREMISES WITH REQUIREMENTS OF ANY LAW, RULE, OR REGULATION, THE COMPLIANCE OF THE PREMISES WITH ANY SPECIFICATION, OR ANY OTHER REPRESENTATION OR WARRANTY WHATSOEVER, EXPRESS OR IMPLIED, WITH RESPECT TO ANY OF THE PREMISES. Tenant acknowledges that neither Landlord nor its agents or employees have made any representations or warranties as to the suitability or fitness of the premises for the conduct of Tenant's business or for any other purpose, nor has Landlord or its agents or employees agreed to undertake any alterations or construct any Tenant improvements to the premises. Tenant further acknowledges that it is currently in possession of the premises and has had the opportunity to inspect, examine and evaluate the premises.



ARTICLE 4.  
MONTHLY RENT

4.1 Date Due. Throughout the term of this lease, Tenant will pay monthly rent to Landlord as rent for the premises. Monthly rent will be paid in advance on or before the first day of each consecutive calendar month of the term. Monthly rent will be paid to Landlord, without written notice or demand, and without deduction or offset, in lawful money of the United States of America at Landlord's address, or to such other address as Landlord may from time to time designate in writing. Tenant shall have the option, at any time, to prepay rent through the end of the term.

4.2 Late Payment. If Tenant fails to pay any installment of monthly rent or additional rent within ten (10) days of its due date, there shall be due and owing to Landlord a "late fee" equal to five percent (5%) of the rent that is paid late. Such "late fee" shall be due and payable immediately, without notice or demand, and shall be in addition to any other rental or additional rental, or interest thereon, provided for in any other article of this lease. Landlord and Tenant agree that the "late fee" is a form of liquidated damages and is not a penalty.

4.3 Taxes. Tenant shall pay all real estate taxes and assessments levied against the premises and which become due and payable during the term. However, any taxes and assessments relating to the period after expiration of the term shall be prorated. Upon receipt from the taxing authority, Landlord shall promptly furnish to Tenant copies of all tax bills relating to the premises and the term, together with statements of the amount due from Tenant. Tenant shall pay those amounts within fifteen (15) days before they become delinquent.

ARTICLE 5.  
UTILITIES

Tenant shall be solely responsible for the payment when due of all water, gas, electricity, telephone, sewerage, and other utilities and services provided to the premises during the term.

ARTICLE 6.  
INSURANCE

6.1 Tenant's Insurance. At all times during the term, Tenant will carry and maintain, at Tenant's expense, the following insurance, in the amounts specified below or such other amounts as Landlord may from time to time reasonably request, with insurance companies and on forms satisfactory to Landlord:

(a) Fire and extended coverage insurance covering the premises for the full insurable value thereof;

(b) Bodily injury and property damage liability insurance, with a combined single occurrence limit of not less than \$1,000,000 with a Best's A+ rated company (or "A" rated, if Class XIII or larger). All such insurance will be equivalent to coverage offered by a commercial general liability form, including without limitation personal injury and contractual liability coverage for the performance by Tenant of the indemnity agreements set forth in Article 19 of this lease;

(c) Insurance covering all of Tenant's furniture and fixtures, machinery, equipment, stock, and any other personal property owned and used in Tenant's business and found in, on, or about the premises, and any leasehold improvements to the premises in an amount not less than the replacement cost. Property forms will provide coverage on a broad form basis insuring against "all risks of direct physical loss." All policy proceeds will be used for the repair or replacement of the property damaged or destroyed;

(d) Worker's compensation insurance insuring against and satisfying Tenant's obligations and liabilities under the worker's compensation laws of the State of Oklahoma, including employer's liability insurance in the limits required by the laws of the State of Oklahoma; and

6.2 Forms of Policies. Certificates of insurance, together with copies of the endorsements, when applicable, naming Landlord and any others specified by Landlord as additional insureds, will be delivered to Landlord prior to Tenant's occupancy of the premises and from time to time at least ten (10) days prior to the expiration of the term of each such policy. All commercial general liability or comparable policies maintained by Tenant will name Landlord and such other persons or firms as Landlord specifies from time to time as additional insureds, entitling them to recover under such policies for any loss sustained by them, their agents, and employees as a result of the negligent acts or omissions of Tenant. All such policies maintained by Tenant will provide that they may not be terminated nor may coverage be reduced except after thirty (30) days prior written notice to Landlord. All commercial general liability and property policies maintained by Tenant will be written as primary policies, not contributing with and not supplemental to the coverage that Landlord may carry.

6.3 Waiver of Subrogation. To the extent permitted by law, Landlord and Tenant each waive any and all rights to recover against the other for any loss or damage to such waiving party arising from any cause covered by any property insurance required to be carried by such party pursuant to this Article 6 or any other property insurance actually carried by such party to the extent of the limits of such policy. Landlord and Tenant from time to time will cause their respective insurers to issue appropriate waiver of subrogation rights endorsements to all property insurance policies carried in connection with the premises or the contents of the premises. Tenant agrees to cause all other occupants of the premises claiming by, under, or through Tenant to execute and deliver to Landlord such a waiver of claims and to obtain such waiver of subrogation rights endorsements.

6.4 Adequacy of Coverage. Landlord, its agents, and employees make no representation that the limits of liability specified to be carried by Tenant pursuant to this Article 6 are adequate to protect Tenant. If Tenant believes that any of such insurance coverage is inadequate, Tenant will obtain such additional insurance coverage as Tenant deems adequate, at Tenant's sole expense.

#### ARTICLE 7. USE

The premises will be used only for the permitted use and purposes incidental to that use, and for no other purpose. Tenant will use the premises in a careful, safe, and proper manner. Tenant will not use or permit the premises to be used or occupied for any purpose or in any manner prohibited by any applicable laws. Tenant will not commit waste or suffer or permit waste to be committed in, on, or about the premises. Tenant will conduct its business and control its occupants, employees, agents, and invitees in such a manner as not to create any nuisance or interfere with, annoy, or disturb any owners of property adjacent to the premises.

#### ARTICLE 8. REQUIREMENTS OF LAW; FIRE INSURANCE

8.1 General. At its sole cost and expense, Tenant will promptly comply with all laws, statutes, ordinances, and governmental permits, licenses, rules, regulations, or requirements now in force or in force after the lease date, with the requirements of any board of fire underwriters or other similar body constituted now or after the date, with any direction or occupancy certificate issued pursuant to any law by any public officer or officers, as well as with the provisions of all recorded documents affecting the premises, insofar as they relate to the condition, use, or occupancy of the premises.

8.2 Hazardous Materials.

(a) For purposes of this lease, “hazardous materials” means any explosives, radioactive materials, hazardous wastes (including medical wastes), or hazardous substances, including without limitation substances defined as “hazardous substances” in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. §§ 9601-9662; the Hazardous Materials Transportation Act of 1975, 49 U.S.C. §§ 1801-1819; the Resource Conservation and Recovery Act of 1976, 42 U.S.C. §§ 6901-6992; or any other federal, state, or local statute, law, ordinance, code, rule, regulation, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning hazardous materials, waste, or substances now or at any time hereafter in effect (collectively, “hazardous materials laws”).

(b) Tenant will not cause or permit the storage, use, generation, or disposition of any hazardous materials in, on, or about the premises by Tenant, its agents, employees, or contractors. Tenant will not permit the premises to be used or operated in a manner that may cause the premises to be contaminated by any hazardous materials in violation of any hazardous materials laws. Tenant will immediately advise Landlord in writing of (1) any and all enforcement, cleanup, remedial, removal, or other governmental or regulatory actions instituted, completed, or threatened pursuant to any hazardous materials laws relating to any hazardous materials affecting the premises; and (2) all claims made or threatened by any third party against Tenant, Landlord, or the premises relating to damage, contribution, cost recovery, compensation, loss, or injury resulting from any hazardous materials on or about the premises. Without Landlord’s prior written consent, Tenant will not take any remedial action or enter into any agreements or settlements in response to the presence of any hazardous materials in, on, or about the premises.

(c) Tenant will be solely responsible for and will defend, indemnify and hold Landlord, its agents, and employees harmless from and against all claims, costs, and liabilities, including attorneys’ fees and costs, arising out of or in connection with Tenant’s breach of its obligations in this Article 8. Tenant will be solely responsible for and will defend, indemnify, and hold Landlord, its agents, and employees harmless from and against any and all claims, costs, and liabilities, including attorneys’ fees and costs, arising out of or in connection with the removal, cleanup, and restoration work and materials necessary to return the premises and any other property of whatever nature located on the premises to their condition existing prior to the appearance of Tenant’s hazardous materials on the premises. Tenant’s obligations under this Article 8 will survive the expiration or other termination of this lease.

8.3 Certain Insurance Risks. Tenant will not do or permit to be done any act or thing upon the premises that would (a) jeopardize or be in conflict with fire insurance policies covering the premises and fixtures and property in the premises; (b) increase the rate of fire insurance applicable to the premises to an amount higher than it otherwise would be for general use of the premises; or (c) subject Landlord to any liability or responsibility for injury to any person or persons or to property by reason of any business or operation being carried on upon the premises.

#### ARTICLE 9. ASSIGNMENT AND SUBLETTING

Tenant, for itself, its heirs, distributees, executors, administrators, legal representatives, successors, and assigns, covenants that it will not assign, mortgage, or encumber this lease, nor sublease, nor permit the premises or any part of the premises to be used or occupied by others, except as otherwise set forth herein. Any assignment or sublease in violation of this Article 9 will be void.

#### ARTICLE 10. LEASEHOLD MORTGAGE; LANDLORD’S PURCHASE RIGHTS

Tenant shall have the right to mortgage its leasehold interest in an amount not to exceed fifty percent (50%) of the fair market value of the premises, provided, however that any such mortgage grants Landlord the option to purchase such loan if Tenant defaults thereunder. Should Tenant default any other terms of this Amended and Restated Lease, Landlord shall have the right to purchase the leasehold interest at fair market value of the improvements.

ARTICLE 11.  
TENANT'S CARE OF THE PREMISES

Tenant at its expense shall maintain the premises in good condition, except for reasonable wear and tear from the last repair or replacement required by this lease. Tenant's obligations shall include but not be limited to (i) all necessary maintenance, repair and replacement of the roof, foundation, and other structural components of improvements and the water, gas, electrical, plumbing, heating, ventilating, air conditioning, and all other mechanical and utility systems and facilities serving the premises, and (ii) keeping the lawns, sidewalks, parking areas, and drives on or about the premises in a clean, sightly, and sanitary condition. Tenant shall be responsible for any damage to the premises caused by any extraordinary or excessive use or by the negligence or other tortious acts of Tenant, its occupants, employees, agents, contractors, or invitees. Tenant will immediately advise Landlord of any damage to the premises.

ARTICLE 12.  
ALTERATIONS

During the term, Tenant shall have the right to make any alterations, additions, or improvements to or of the premises or any part of the premises, or attach any fixtures or equipment to the premises, provided that such alterations, additions, and improvements comply with all applicable laws, rules, regulations, ordinances, and restrictions.

ARTICLE 13.  
MECHANICS' LIENS

Tenant will pay or cause to be paid all costs and charges for work (a) done by Tenant or caused to be done by Tenant, in or to the premises, and (b) for all materials furnished for or in connection with such work. Tenant will indemnify Landlord against and hold Landlord and the premises free, clear, and harmless of and from all mechanics' liens and claims of liens, and all other liabilities, liens, claims, and demands on account of such work by or on behalf of Tenant. If any such lien, at any time, is filed against the premises or any part of the premises, Tenant will cause such lien to be released of record within ten (10) days after the filing of such lien. If Tenant fails to pay any charge for which a lien has been filed or has not complied with any statutory procedures as may be available to release the lien, Landlord may, at its option, pay such charge and related costs and interest, and the amount so paid, together with reasonable attorneys' fees incurred in connection with such lien, will be immediately due from Tenant to Landlord as additional rent. Nothing in this lease will be deemed the consent or agreement of Landlord to subject Landlord's interest in the premises to liability under any mechanics' or other lien law. If Tenant receives written notice that a lien has been or is about to be filed against the premises, or that any action affecting title to the premises has been commenced on account of work done by or for or materials furnished to or for Tenant, it will immediately give Landlord written notice of such notice. At least fifteen (15) days prior to the commencement of any work (including but not limited to any maintenance, repairs, alterations, additions, improvements, or installations) in or to the premises, by or for Tenant, Tenant will give Landlord written notice of the proposed work and the names and addresses of the persons supplying labor and materials for the proposed work. Landlord will have the right to post notices of nonresponsibility or similar written notices on the premises in order to protect the premises against any such liens.

ARTICLE 14.  
END OF TERM

At the end of this lease, Tenant will promptly quit and surrender the premises broom-clean, in good order and repair, ordinary wear and tear excepted. If Tenant is not then in default, Tenant may remove from the premises any trade fixtures, equipment, and movable furniture placed in the premises by Tenant, whether or not such trade fixtures or equipment are fastened to the premises; Tenant will not remove any trade fixtures or equipment without Landlord's prior written consent if such fixtures or equipment are used in the operation of the premises, or if the removal of such fixtures or equipment will result in impairing the structural strength of the premises. Tenant will fully repair any damage caused by the removal of any trade fixtures, equipment, furniture, alterations, additions, and improvements. All trade fixtures, equipment, furniture, inventory, effects, alterations, additions, and improvements on the premises after the end of the term will be deemed conclusively to have been abandoned and may be appropriated, sold, stored, destroyed, or otherwise disposed of by Landlord without written notice to Tenant or any other person and without obligation to account for them. Tenant will pay Landlord for all expenses incurred in connection with the removal of such property, including, but not limited to, the cost of repairing any damage to the premises caused by the removal of such property. Tenant's obligation to observe and perform this covenant will survive the expiration or other termination of this lease.

ARTICLE 15.  
EMINENT DOMAIN

If all of the premises are taken by exercise of the power of eminent domain (or conveyed by Landlord in lieu of such exercise) this lease will terminate on a date (the "termination date") which is the earlier of the date upon which the condemning authority takes possession of the premises or the date on which title to the premises is vested in the condemning authority. If more than twenty-five percent (25%) of the of the premises is so taken, Tenant will have the right to cancel this lease by written notice to Landlord given within twenty (20) days after the termination date. If less than twenty-five percent (25%) of the premises is so taken, or if the Tenant does not cancel this lease according to the preceding sentence, the monthly rent will not be abated. If twenty-five percent (25%) or more of the premises is so taken, Landlord may cancel this lease by written notice to Tenant given within thirty (30) days after the termination date. In the event of any such taking, the entire award will be paid to Landlord and Tenant will have no right or claim to any part of such award; however, Tenant will have the right to assert a claim against the condemning authority in a separate action, so long as Landlord's award is not otherwise reduced, for Tenant's moving expenses and leasehold improvements owned by Tenant.

ARTICLE 16.  
DAMAGE AND DESTRUCTION

If the premises are damaged by fire or other insured or self-insured casualty, Tenant will promptly begin to repair or replace the damage and will diligently pursue the completion of such repair or replacement.

ARTICLE 17.  
SUBORDINATION

17.1 General. This lease and Tenant's rights under this lease are subject and subordinate to any ground or underlying lease, mortgage, indenture, deed of trust, or other lien encumbrance (each a "superior lien"), together with any renewals, extensions, modifications, consolidations, and replacements of such superior lien, now or after the date of this lease affecting or placed, charged, or enforced against the premises or any interest of Landlord in the premises or Landlord's interest in this lease and the leasehold estate created by this lease (except to the extent any

such instrument expressly provides that this lease is superior to such instrument). This provision will be self-operative and no further instrument of subordination will be required in order to effect it. The foregoing notwithstanding, Tenant will execute, acknowledge, and deliver to Landlord, within twenty (20) days after written demand by Landlord, such documents as may be reasonably requested by Landlord or the holder of any superior lien to confirm or effect any such subordination.

17.2 Attornment and Nondisturbance. If any holder of a superior lien succeeds to Landlord's interest in the premises, Tenant will pay to such holder all rents subsequently payable under this lease. In the event of the enforcement by the holder of a superior lien of the remedies provided for by law or by such superior lien, Tenant will, upon request of any person or party succeeding to the interest of Landlord as a result of such enforcement, automatically become the tenant of and attorn to such successor in interest without change in the terms or provisions of this lease. Such successor in interest will not be bound by:

(a) Any payment of rent for more than one month in advance, except prepayments in the nature of security for the performance by Tenant of its obligations under this lease;

(b) Any amendment or modification of this lease made without the written consent of such successor in interest (if such consent was required under the terms of such superior lien);

(c) Any claim against Landlord arising prior to the date on which such successor in interest succeeded to Landlord's interest; or

(d) Any claim or offset of rent against the Landlord.

(e) Upon request by such successor in interest and without cost to Landlord or such successor in interest, Tenant will, within 20 days after written demand, execute, acknowledge, and deliver an instrument or instruments confirming the attornment, so long as such written demand and instrument provides that such successor in interest will not disturb Tenant in its use of the premises in accordance with this lease.

#### ARTICLE 18. ENTRY BY LANDLORD

Landlord, its agents, employees, and contractors may enter the premises (i) at any time in response to an emergency, and (ii) upon reasonable notice to determine whether Tenant is complying with all its obligations in this lease. Tenant waives any claim against Landlord, its agents, employees, or contractors for damages for any injury or inconvenience to or interference with Tenant's business, any loss of occupancy or quiet enjoyment of the premises, or any other loss occasioned by any entry in accordance with this Article 18.

#### ARTICLE 19. INDEMNIFICATION, WAIVER, AND RELEASE

19.1 Indemnification. Except for any injury or damage to persons or property on the premises that is proximately caused by the willful misconduct of Landlord, its employees, or agents, and subject to the provisions of Article 6.3, Tenant will neither hold nor attempt to hold Landlord, its employees, or agents liable for, and Tenant will indemnify and hold harmless Landlord, its employees, and agents from and against, any and all demands, claims, causes of action, fines, penalties, damages (including consequential damages), liabilities, judgments, and expenses (including without limitation reasonable attorneys' fees) incurred in connection with or arising from:

- (a) the use or occupancy or manner of use or occupancy of the premises by Tenant or any person claiming under Tenant;
- (b) any activity, work, or thing done or permitted by Tenant in or about the premises;
- (c) any breach by Tenant or its occupants, employees, agents, contractors, or invitees of this lease; and
- (d) any injury or damage to the person, property, or business of Tenant, its occupants, employees, agents, contractors, or invitees entering upon the premises under the express or implied invitation of Tenant.

If any action or proceeding is brought against Landlord, its employees, or agents by reason of any such claim for which Tenant has indemnified Landlord, Tenant, upon written notice from Landlord, will defend the same at Tenant's expense, with counsel reasonably satisfactory to Landlord.

19.2 Waiver and Release. Tenant, as a material part of the consideration to Landlord for this lease, by this Article 19.2 waives and releases all claims against Landlord, its employees, and agents with respect to all matters for which Landlord has disclaimed liability pursuant to the provisions of this lease.

#### ARTICLE 20. QUIET ENJOYMENT

Landlord covenants and agrees with Tenant that so long as Tenant pays the rent and observes and performs all the terms, covenants, and conditions of this lease on Tenant's part to be observed and performed, Tenant may peaceably and quietly enjoy the premises subject to the terms and conditions of this lease, and Tenant's possession will not be disturbed by anyone claiming by, through, or under Landlord.

#### ARTICLE 21. EFFECT OF SALE

Sale. A sale, conveyance, or assignment of the premises will operate to release Landlord from liability from and after the effective date of such sale, conveyance, or assignment upon all of the covenants, terms, and conditions of this lease, express or implied, except those liabilities that arose prior to such effective date. After the effective date of such sale, conveyance, or assignment, Tenant will look solely to Landlord's successor in interest in and to this lease. This lease will not be affected by any such sale, conveyance, or assignment. Tenant will attorn to Landlord's successor in interest to this lease, so long as such successor in interest assumes Landlord's obligations under the lease from and after such effective date.

#### ARTICLE 22. DEFAULT

22.1 Events of Default. The following events are referred to, collectively, as "events of default" or, individually, as an "event of default":

- (a) Tenant fails to pay any portion of the rent and such failure continues for ten (10) days after Landlord provides written notice thereof to Tenant;

(b) Tenant abandons the premises or vacates the premises for more than one hundred twenty (120) days during the term or Tenant ceases to use the premises as the primary residence for members of the Oklahoma Kappa Chapter of Sigma Alpha Epsilon fraternity;

(c) This lease or the premises or any part of the premises are taken upon execution or by other process of law directed against Tenant, or are taken upon or subject to any attachment by any creditor of Tenant or claimant against Tenant and the attachment is not discharged or disposed of within ten (10) days after its levy;

(d) Tenant files a petition in bankruptcy or insolvency or for reorganization or arrangement under the bankruptcy laws of the United States or under any insolvency act of any state, or admits the material allegations of any such petition by answer or otherwise, or is dissolved or makes an assignment for the benefit of creditors;

(e) Involuntary proceedings under any such bankruptcy law or insolvency act or for the dissolution of Tenant are instituted against Tenant, or a receiver or trustee is appointed for all or substantially all of the property of Tenant, and such proceeding is not dismissed or such receivership or trusteeship vacated within sixty (60) days after such institution or appointment;

(f) Tenant breaches any of the other agreements, terms, covenants, or conditions that this lease requires Tenant to perform, and such breach continues for a period of thirty (30) days after written notice from Landlord to Tenant or, if such breach cannot be cured reasonably within such thirty (30) day period, if Tenant fails to diligently commence to cure such breach within thirty (30) days after written notice from Landlord and to complete such cure within a reasonable time thereafter;

(g) The Oklahoma Kappa Chapter of Sigma Alpha Epsilon fraternity has its charter suspended, revoked or terminated by the national office of such fraternity; and

(h) Tenant defaults under the terms of any leasehold mortgage, collateral assignment, or any other type of encumbrance on, against, or affecting Tenant's leasehold interest in the premises.

22.2 Landlord's Remedies. If any one or more events of default set forth in Article 22.1 occurs then Landlord has the right, at its election:

(a) To give Tenant written notice of Landlord's intention to terminate this lease on the earliest date permitted by law or on any later date specified in such notice, in which case Tenant's right to possession of the premises will cease and this lease will be terminated, except as to Tenant's liability, as if the expiration of the term fixed in such notice were the end of the term;

(b) Without further demand or notice to cure any event of default and to charge Tenant for the cost of effecting such cure, including without limitation reasonable attorneys' fees and interest on the amount so advanced at the rate set forth in Article 28.20, provided that Landlord will have no obligation to cure any such event of default of Tenant.

22.3 Cumulative Remedies. Each right and remedy provided for in this lease is cumulative and is in addition to every other right or remedy provided for in this lease or now or after the lease date existing at law or in equity. The exercise or beginning of the exercise by Landlord of any one or more of the rights or remedies provided for in this lease or now or after the lease date existing at law or in equity will not preclude the simultaneous or later exercise by Landlord of any or all other rights or remedies provided for in this lease or now or after the lease date existing at law or in equity. All costs



incurred by Landlord in collecting any amounts and damages owing by Tenant pursuant to the provisions of this lease or to enforce or defend any provision of this lease, including reasonable attorneys' fees from the date any such matter is turned over to an attorney, whether or not one or more actions are commenced by Landlord, will also be recoverable by Landlord from Tenant.

22.4 Waiver of Redemption. Tenant waives any right of redemption arising as a result of Landlord's exercise of its remedies under this Article 22.

ARTICLE 23.  
ACCORD AND SATISFACTION

No receipt and retention by Landlord of any payment tendered by Tenant in connection with this lease shall give rise to or support or constitute an accord and satisfaction, or a compromise or other settlement, notwithstanding any accompanying statement, instruction or other assertion to the contrary (whether by notation on a check or in a transmittal letter or otherwise) unless Landlord expressly agrees to an accord and satisfaction, or a compromise or other settlement, in a separate writing duly executed by Landlord. Landlord may receive and retain, absolutely and for itself, any and all payments so tendered, notwithstanding any accompanying instructions by Tenant to the contrary. Landlord will be entitled to treat any such payment as being received on account of any item or items of Rent, interest, expense or damage due in connection herewith, in such amounts and in such order as Landlord may determine at its sole option.

ARTICLE 24.  
MISCELLANEOUS

24.1 Construction of Agreement. In the construction and interpretation of the terms of this lease, the rule of construction that a document is to be construed most strictly against the party who prepared it shall not be applied because both Landlord and Tenant have participated in the preparation of this lease.

24.2 Time of the Essence. Time is of the essence of each provision of this lease.

24.3 No Recordation. If requested by either party, the Landlord and Tenant will execute and deliver for recording in the real estate records of Cleveland County a memorandum or short form lease in a reasonably acceptable form.

24.4 No Waiver. The waiver by Landlord of any agreement, condition, or provision in this lease will not be deemed to be a waiver of any subsequent breach of the same or any other agreement, condition, or provision in this lease, nor will any custom or practice that may develop between the parties in the administration of the terms of this lease be construed to waive or to lessen the right of Landlord to insist upon the performance by Tenant in strict accordance with the terms of this lease. The subsequent acceptance of rent by Landlord will not be deemed to be a waiver of any preceding breach by Tenant of any agreement, condition, or provision of this lease, other than the failure of Tenant to pay the particular rent so accepted, regardless of Landlord's knowledge of such preceding breach at the time of acceptance of such rent.

24.5 Limitation on Recourse. Tenant shall look solely to Landlord's interest in the premises for the recovery of any judgments from Landlord. Landlord (and its shareholders, venturers, and partners, and their shareholders, venturers, and partners and all of their officers, directors, and employees) will not be personally liable for any such judgments. The provisions in the preceding sentences are not intended to and will not limit any right that Tenant might otherwise have to obtain injunctive relief against Landlord or relief in any suit or action in connection with enforcement or collection of amounts that may become owing or payable under or on account of insurance maintained by Landlord.

24.6 Estoppel Certificates. At any time and from time to time, but within 10 days after prior written request by a party to this lease, the other party will execute, acknowledge, and deliver, promptly upon request, a certificate certifying (a) that this lease is unmodified and in full force and effect or, if there have been modifications, that this lease is in full force and effect, as modified, and stating the date and nature of each modification; (b) the date, if any, to which rent and other sums payable under this lease have been paid; (c) that no written notice of any default has been delivered which default has not been cured, except as to defaults specified in said certificate; (d) that there is no event of default under this lease or an event which, with notice or the passage of time, or both, would result in an event of default under this lease, except for defaults specified in said certificate; and (e) such other matters as may be reasonably requested. Any such certificate may be relied upon by any prospective lender of Tenant or purchaser or existing or prospective mortgagee of the premises or any part of the premises. A party's failure to deliver such a certificate within such time will be conclusive evidence of the matters set forth in it.

24.7 No Merger. The voluntary or other surrender of this lease by Tenant or the cancellation of this lease by mutual agreement of Tenant and Landlord or the termination of this lease on account of Tenant's default will not work a merger, and will, at Landlord's option, (a) terminate all or any subleases and subtenancies or (b) operate as an assignment to Landlord of all or any subleases or subtenancies. Landlord's option under this Article 24.7 will be exercised by written notice to Tenant and all known sublessees or subtenants in the premises or any part of the premises.

24.8 Holding Over. Tenant will have no right to remain in possession of all or any part of the premises after the expiration of the term. If Tenant remains in possession of all or any part of the premises after the expiration of the term, with the express or implied consent of Landlord: (a) such tenancy will be deemed to be a periodic tenancy from month-to-month only, at a rental rate equivalent to one hundred fifty percent (150%) of the monthly rental payable by Tenant during the last month preceding the expiration date; (b) such tenancy will not constitute a renewal or extension of this lease for any further term; and (c) such tenancy may be terminated by Landlord upon the earlier of thirty (30) days prior written notice or the earliest date permitted by law. Such month-to-month tenancy will be subject to every other term, condition, and covenant in this lease.

24.9 Notices. Any notice, request, demand, consent, approval, or other communication required or permitted under this lease must be in writing and will be deemed to have been given when personally delivered, sent by facsimile with receipt acknowledged, deposited with any nationally recognized overnight carrier that routinely issues receipts, or deposited in any depository regularly maintained by the United States Postal Service, postage prepaid, certified mail, return receipt requested, addressed to the party for whom it is intended at its address set forth in Article 1.1. Either Landlord or Tenant may add additional addresses or change its address for purposes of receipt of any such communication by giving ten (10) days prior written notice of such change to the other party in the manner prescribed in this Article 24.9.

24.10 Severability. If any provision of this lease proves to be illegal, invalid, or unenforceable, the remainder of this lease will not be affected by such finding, and in lieu of each provision of this lease that is illegal, invalid, or unenforceable a provision will be added as a part of this lease as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.

24.11 Written Amendment Required. No amendment, alteration, modification of, or addition to the lease will be valid or binding unless expressed in writing and signed by Landlord and Tenant. Tenant agrees to make any modifications of the terms and provisions of this lease required or requested by any lending institution providing financing for the premises, provided that no such modifications will materially adversely affect Tenant's rights and obligations under this lease.

24.12 Entire Agreement. This lease, including the exhibits, contains the entire agreement between Landlord and Tenant with respect to Tenant's leasing of the premises. No promises or representations, except as stated in this lease, have been made to Tenant respecting the condition or the manner of operating the premises. This lease supersedes the terms of the prior lease and its amendments between the parties, dated April 1, 1964.

24.13 Captions. The captions of the various articles and sections of this lease are for convenience only and do not necessarily define, limit, describe, or construe the contents of such articles or sections.

24.14 Authority. Tenant and the person executing this lease on behalf of Tenant represent and warrant to Landlord that such party is authorized to do so by requisite action of the board of directors of Tenant, and agree upon request to deliver to Landlord a resolution or similar document to that effect.

24.15 Brokers. Landlord and Tenant respectively represent and warrant to each other that neither of them has consulted or negotiated with any broker or finder with regard to the premises. Each of them will indemnify the other against and hold the other harmless from any claims for fees or commissions from anyone with whom either of them has consulted or negotiated with regard to the premises except the broker(s). Landlord will pay any fees or commissions due the broker(s).

24.16 Governing Law. This lease will be governed by and construed pursuant to the laws of the State of Oklahoma.

24.17 Late Payments. In addition to the "late fee" as provided in Article 4.2 of this lease, any rent that is not paid when due will accrue interest at a late rate charge of ten percent (10%) per annum (but in no event in an amount in excess of the maximum rate allowed by applicable law) from the date on which it was due until the date on which it is paid in full with accrued interest.

24.18 Landlord's Fees. Whenever Tenant requests Landlord to take any action or give any consent required or permitted under this lease, Tenant will reimburse Landlord for all of Landlord's reasonable costs incurred in reviewing the proposed action or consent, including without limitation reasonable attorneys', engineers' or architects' fees, within ten (10) days after Landlord's delivery to Tenant of a statement of such costs. Tenant will be obligated to make such reimbursement without regard to whether Landlord consents to any such proposed action.

24.19 Attorneys' Fees. If Landlord and Tenant litigate any provision of this lease or the subject matter of this lease, the unsuccessful litigant will pay to the successful litigant all costs and expenses, including reasonable attorneys' fees and court costs, incurred by the successful litigation at trial and on any appeal. If, without fault, either Landlord or Tenant is made a party to any litigation instituted by or against the other, the other will indemnify the faultless one against all loss, liability, and expense, including reasonable attorneys' fees and court costs, incurred by it in connection with the litigation.

24.20 Binding Effect. The covenants, conditions, and agreements in this lease will bind and inure to the benefit of Landlord and Tenant and their respective successors, and, except as otherwise provided in this lease, their assigns.

Landlord and Tenant have executed this lease as of the day and year first written above.

LANDLORD: BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA

By \_\_\_\_\_
Name: \_\_\_\_\_
Title: \_\_\_\_\_

TENANT: BOARD OF TRUSTEES OF THE OKLAHOMA KAPPA CHAPTER OF SIGMA ALPHA EPSILON FRATERNITY

By \_\_\_\_\_
Name: \_\_\_\_\_
Title: \_\_\_\_\_

STATE OF OKLAHOMA )
) ss.
COUNTY OF CLEVELAND )

This instrument was acknowledged before me on \_\_\_\_\_, 2004, by \_\_\_\_\_, as \_\_\_\_\_ of the Board of Regents of The University of Oklahoma.

[SEAL]

Notary Public
My commission expires: \_\_\_\_\_
Commission No.: \_\_\_\_\_

STATE OF OKLAHOMA )
) ss.
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on \_\_\_\_\_, 2004, by \_\_\_\_\_, as \_\_\_\_\_ of the Board of Trustees of the Oklahoma Kappa Chapter of Sigma Alpha Epsilon fraternity.

[SEAL]

Notary Public
My commission expires: \_\_\_\_\_
Commission No.: \_\_\_\_\_

**EXHIBIT A**

**LEGAL DESCRIPTION OF THE LAND**

All of Lots Ten (10), Eleven (11), Twelve (12), Thirteen (13), Fourteen (14), Fifteen (15), Sixteen (16), Seventeen (17), Eighteen (18), Nineteen (19), Twenty (20), Thirty Nine (39) and Forty (40), all in Block Two (2), JOHNSON'S ADDITION to the City of Norman, Cleveland County, State of Oklahoma, according to the recorded plat

# CAMERON UNIVERSITY

## Employee Academic Tuition Waiver Program

### Policy Statement

One goal of Cameron University's strategic plan is to strengthen institutional resources. One objective of this goal is to attract, develop and retain diverse, high quality faculty and staff. Consistent with the stated goal and objective, it is in Cameron University's best interest to encourage personal and professional growth of its employees through the accomplishment of their individual education goals. To accomplish this end, the university allows full-time regular employees to enroll in courses and receive a tuition waiver.

### Contents

- Who should know this Policy?
- Responsibilities
- Procedure
- Contacts
- Forms
- Policy History

### Who Should Know This Policy

✓ President	✓ Other Accounting/Finance Personnel
✓ Vice Presidents	Students
✓ Deans	Other Groups
✓ Department Chairs	✓ All Employees
✓ Faculty	

### Responsibilities

<b>Responsible for Policy</b>	
University Officer Responsible:	
Glen P. Pinkston	Vice President for Business and Finance

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## Procedure

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**STATEMENT OF PURPOSE:** In support of the above policy statement, the following procedures and information are provided.

### **1.0 Eligibility**

1.1 The Employee Academic Tuition Waiver Program is available to full time, regular employees on the date of hire.

1.2 The employee must meet the academic requirements of the university to enroll in courses.

### **2.0 Guidelines**

2.1 For Fall and Spring semesters, an employee may use the tuition waiver benefit for up to six credit hours per semester. For the Summer semester, an employee may use the tuition waiver benefit for up to three credit hours.

2.2 An employee may take up to one three credit hour course during scheduled work hours with the supervisor's approval. The supervisor must make the decision based upon the best interest of the University.

2.3 The tuition waiver benefit is 100 percent for credit courses, including audited courses.

2.4 No waiver will be given for courses in which an employee receives a grade of D, F, U, I or W.

2.5 Mandatory student fees will not be waived.

2.6 Time missed from regularly scheduled work hours must either be made up at a time specified by the supervisor or taken as annual leave. The determination is made by the supervisor.

2.7 Lunch time is usually the middle of the day, and cannot be flexed more than one or two hours before or after lunch time for class attendance.

2.8 All class-related activities (admission, enrollment, advising, homework, etc.) must be done outside work hours.

### **3.0 Procedures**

- 3.1 The employee must obtain approval from his or her supervisor before enrolling in a class for which a tuition waiver is requested. Since the tuition waiver is a benefit, use of the benefit must be approved by the employee's supervisor. The supervisor must make the decision based upon the best interest of the University. If enrollment is approved, the employee must complete an Employee Academic Tuition Waiver Request.
- 3.2 If the course is taken during scheduled work hours, the employee must submit either an annual leave form or the Employee's Revised Work Schedule on the Employee Academic Tuition Waiver Request, for approval by the supervisor. The supervisor will make the decision based upon the best interest of the University. The form is located in the Business Office, Room 121.
- 3.3 The Employee Academic Tuition Form should be filed with the Business Office prior to the start of classes or the tuition waiver may be disallowed.

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### Contacts

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Policy Questions: Corlis T. McPhaul, Director of Personnel, 580-581-2245.

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### Forms

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In support of this policy, the following forms are included:

A. Employee Academic Tuition Waiver Request

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### Policy History

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#### Policy

Issue Date: Fall, 2004

Reviewed, no revision:

Revised:



# CAMERON UNIVERSITY

## Use of Facilities

### Policy Statement

Cameron University respects the right of all members of the academic community to explore and to discuss questions of interest, to express opinions publicly and privately, and to join together to demonstrate their concerns by orderly means. It is the policy of the University to protect the right of voluntary assembly, to make its facilities available for peaceful assembly, to welcome guest speakers, and to protect the exercise of these rights from disruption or interference.

### Contents

- Who should know this Policy?
- Responsibilities
- Procedure
- Contacts
- Forms
- Policy History

### Who Should Know This Policy

✓ President	✓ Other Accounting/Finance Personnel
✓ Vice Presidents	✓ Students
✓ Deans	✓ Other Groups
✓ Department Chairs	✓ All Employees
✓ Faculty	

### Responsibilities

<b>Responsible for Policy</b>	
University Officer Responsible:	
Samantha Thomas	Vice President for Student Services

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## **Procedure**

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STATEMENT OF PURPOSE: In support of the above policy statement, the following procedures and information are provided to establish a minimum standard for use of Cameron University (CU) facilities for University and non-University affiliated groups.

### **1.0 Definitions**

#### **1.1 University Affiliated Groups**

Student clubs and organizations, which are officially registered, are considered a part of CU for the use of CU facilities. However, these registered student clubs and organizations may not necessarily be provided liability protection by the State of Oklahoma for the event itself.

#### **1.2 Non-University Affiliated Groups**

Non-University sponsored activities are those organized and conducted by unregistered student groups, community groups, local or national organizations, members of the public, and members of the CU community for non-university purposes approved pursuant to university policies and that further the university's mission.

#### **1.3 Event**

An event is any assembly, parade, street fair, street dance, carnival, assemblage, march, ceremony, show, demonstration, exhibition, pageant or procession of any kind, or any similar display, in or upon any building, street, park or other place at Cameron University.

### **2.0 Responsibility**

2.1 Any groups desiring to obtain event space in any University facility or in any open area must submit a completed Cameron University "Request for Activity or Use of University Facility Form" to the Director of Student Development, who is responsible for coordinating events and calendaring activities.

2.2 Standard requests should be received at least two weeks in advance. Emergency requests cannot be acted upon if received less than 72 hours before the proposed starting time of the event. The individual or group requesting space must obtain signed approval by the appropriate facility supervisors as noted on the "Request for Activity or Use of University Facility Form."

### **3.0 Eligibility**

- 3.1. Groups affiliated with the University shall have priority in reserving space.
- 3.2. Nonaffiliated groups and organizations shall be required to pay the current space rental rate for the time and location approved. The Director of Student Development will maintain a list of all charges and rental rates in his/her office. The rates, as approved by the President, shall be designed to cover the entire cost of providing the facility (i.e. labor, utilities, refreshments). If it is determined that the event has a clear economic benefit to Cameron University, or its employees, or the community, the requirement to pay a space rental maybe partially or fully waived by the Vice President for Business and Finance. In addition, a refundable deposit for damage to property shall be required.

### **4.0 Assembly Locations**

- 4.1 The University permits events for University groups in the open area south of the Student Union and area east of the Fitness Center with prior approval (registration). All such events must be conducted without sound amplification equipment.
- 4.2 No person, corporation or group shall use any street, alley, public way, or other property owned or controlled by Cameron University, except those places specifically designed and intended for such use, for the purpose of holding, conducting, causing or participating in any event, street fair, street dance, carnival, assemblage or activity of any nature which may cause the disturbance of the normal and ordinary use of the property by other persons, without first obtaining a permit for such purpose. The permits may be granted by the Director of Student Development under such conditions as deemed appropriate.

### **5.0 Application for Permit**

- 5.1 Not less than two weeks prior to the event, an application shall be submitted by the party to Cameron University. The time requirements may be waived by the Director of Student Development at his/her discretion if sufficient time exists for the proper review of the application as herein provided. The application shall be submitted upon a form prescribed by Cameron University. A copy of the form can be obtained from the Office of Student Development. The application shall provide such other information as requested.
- 5.2 All applications shall be reviewed by the Directors Student Development, Physical Facilities, and the Office of Public Safety, who shall make appropriate recommendations in regard to such permit.

### **6.0 Time Restrictions**

- 6.1 No event shall be held between the hours of 10:00 p.m. and 8:00 a.m.

## **7.0 Standards for Issuance**

- 7.1 The Office of Student Development shall issue a permit meeting standards detailed below when, after consideration of the application and such information as may otherwise be obtained, he/she finds that:
- 7.1.1 The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route.
  - 7.1.2 The conduct of the event will not require the diversion of so great a number of public safety officers of Cameron University to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to Cameron University.
  - 7.1.3 The concentration of persons, animals and vehicles at assembly points of the event will not unduly interfere with proper fire and police protection of, or ambulance service to areas contiguous to such assembly areas.
  - 7.1.4 The conduct of such event will not interfere with the movement of firefighting equipment en route to a fire.
  - 7.1.5 The conduct of the event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance.
  - 7.1.6 The event is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route.
- 7.2 The Director of Student Development may require at his/her discretion as a condition to the issuance of a permit herein, a bond or insurance holding Cameron University harmless from any and all liability for injury or damage of any kind whatsoever occurring during such activity covered by the permit.

## **8.0 Event Permit Basis for Denial – Subversive Activities**

- 8.1 Without regard to the above provision, the Director of Student Development, in consultation with the Vice President for Student Services, from his/her consideration of available, appropriate and necessary information, shall deny the application for a permit when, from this information, he/she has reason to believe that any contemplated advocacy at the proposed event will be directed to inciting or producing imminent lawless action or will likely incite or produce such action.

## **9.0 Alternative Permit**

- 9.1 The Director of Student Development, in denying an application for an event permit, may authorize the conduct of the event on a date, at a time or over a route different from that named by an applicant. An applicant desiring to accept an alternative permit shall so indicate within five (5) days after notice of the action of the Director of Student Development. An alternate event permit shall conform to the requirements of, and shall have the effect of, an event permit under this procedure.

## **10.0 Contents of Permit**

- 10.1 Each event shall state the following information:

10.1.1 Starting time.

10.1.2 Ending time.

10.1.3 Location of event.

10.1.4 Estimated number of participants.

10.1.5 Portions of the street to be traversed that may be occupied by the event.

10.1.6 Such other information as Cameron University finds necessary for the enforcement of this policy.

## **11.0 Duties of Permit Requestor**

- 11.1 The permit requestor shall comply with all permit directions and conditions and with all applicable laws and ordinances.
- 11.2 The event chairman or other person heading or leading such activity shall carry the event permit upon his/her person during the conduct of the event.

## **12.0 Public Conduct During Parades, Traffic**

- 12.1 No person shall unreasonably hamper, obstruct or impede, or interfere with any event or parade assembly or with any person, vehicle or animal.
- 12.2 No driver of a vehicle shall drive between the vehicles or persons comprising an event when such vehicles or persons are in motion and are conspicuously designated as an event.
- 12.3 The Director of the Office of Public Safety shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a highway or part thereof constituting a part of the route of event. The Director of the Office of Public Safety shall post signs to such effect. No person shall park or leave unattended any vehicle in violation of such sign. No person shall be liable for parking on a street unposted in violation of this section.

### **13.0 Permit Requestor to provide Barricades and Signs**

13.1 The party to whom a permit is granted shall provide, at its own expense, all barricades, signs, blinking lights and other safety devices required by Cameron University and comply with any other conditions upon which the permit is issued.

### **14.0 Peaceful Demonstration**

14.1 All persons shall have the right to peacefully demonstrate, strike or otherwise use the public streets, roads, sidewalks or other public property of Cameron University for the purpose of expressing their opinions or viewpoints, or imparting information.

14.2 No person, acting individually or in conjunction with others, shall threaten, coerce, intimidate or otherwise interfere with any person in the use of any public street, road, sidewalk, or other public property.

14.3 No person shall threaten, coerce, intimidate or otherwise interfere with any person Attempting to travel to or from his employment or attempting to perform and carry on the duties and functions of his employment.

14.4 The Vice President for Business and Finance or anyone designated by the Vice President for Business and Finance shall have the authority and power to direct any person to leave the institution of learning who is not a student, officer, or employee thereof, and who:

14.4.1 Interferes with the peaceful conduct of events.

14.4.2 Commits an act that interferes with the peaceful conduct of an event.

14.4.3 Enters the institution for the purpose of committing an act that may interfere with the peaceful conduct of an event.

14.4.4“Interferes with the Peaceful Conduct” includes actions that directly interfere with classes, student or faculty safety, housing or parking areas, or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or to Cameron University; or direct interference with administration, maintenance or security or property belonging to Cameron University.

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## **Contacts**

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Policy Questions: Samantha Thomas  
Vice President for Student Services  
(580) 581-2244

## Forms

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In support of this policy, the following forms are included:

Request for Activity or Use of University Facility Form  
(Office of the Vice President for Student Services).

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## Policy History

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### Policy

Issue Date: September 14, 2004

Reviewed, no revision:

Revised:

# CAMERON UNIVERSITY

## Sick Leave Policy

### Policy Statement

To protect against loss of earnings for absences due to short-term illness or disability, Cameron University has established a uniform sick leave policy for all benefits eligible employees.

### Contents

- Who should know this Policy?
- Responsibilities
- Procedure
- Contacts
- Forms
- Policy History

### Who Should Know This Policy

✓ President	✓ <del>Other Accounting/Finance Personnel</del>
✓ <del>Vice Presidents</del>	<del>Students</del>
✓ <del>Deans</del>	<del>Other Groups</del>
✓ <del>Department Chairs</del>	✓ <del>All employees</del>
✓ <del>Faculty</del>	

- Deleted: Faculty
- Deleted: Provost
- Deleted: Other Accounting/Finance Personnel
- Formatted: Bullets and Numbering
- Deleted: Vice President
- Deleted: Students
- Deleted: Dean
- Deleted: Other Groups
- Formatted: Bullets and Numbering
- Deleted: Department Chair
- Deleted: All Employees
- Formatted: Bullets and Numbering
- Deleted: ¶

### Responsibilities

<b>Responsible for Policy</b>	
University Officer Responsible:	
Glen P. Pinkston	Vice President for Business and Finance



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## Procedure

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**STATEMENT OF PURPOSE:** In support of the above policy statement, the following procedures and information are provided:

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### 1.0 Definitions

- 1.1 Sick leave is defined for the purpose of this policy as absence from a regular work schedule caused by personal illness or temporary disability, or by the sickness or temporary disability of a member of the immediate family.
- 1.2 Immediate family is defined as spouse, dependent children or parents.
- 1.3 Benefits eligible employees are defined, for provisions of this policy, as employees holding a regular appointment and working 50 percent time or more. The sick leave benefit is not provided to employees classified with student or temporary titles or classified as a part-time employee employed to work less than 20 hours per week.

### 2.0 Qualifying for Payment of Sick Leave

- 2.1 Benefits eligible employees will accrue sick leave.
- 2.2 Sick leave starts accruing from the day of employment and can be used, consistent with this policy, to the extent that it has been accrued.
- 2.3 Benefits eligible employees working less than 40 hours a week will accrue sick leave benefits on a pro-rata basis.

### 3.0 Sick Leave Plan

- 3.1 No payment shall be made at any time for unused sick leave.
- 3.2 Employees who terminate employment with the University shall forfeit all unused sick leave.
- 3.3 Employees who transfer from one department to another department within the University will take the balance of unused accumulated sick leave to the new department.
- 3.4 Employees who transfer employment between institutions of higher education within the state of Oklahoma are eligible to have all earned sick leave transferred. The employee will notify the supervisor of the existence of a sick leave balance within thirty (30) days of employment.

- 3.5 An appointment ending date which was on record at the inception of an illness or disability will supersede any leave without pay, return from leave, or job guarantee considerations in this policy.
- 3.6 ~~Employees who are members of the Oklahoma Teachers' Retirement System (OTRS) may be able to use unused sick leave to receive additional service credit for OTRS retirement benefits.~~
- 3.7 The possibility of additional service credit is governed by rules and regulations of OTRS and is not awarded or regulated by Cameron University. Cameron University facilitates the possibility of additional service credit by maintaining centralized records of sick leave accrual and usage.
- 3.8 Benefits and provisions under this sick leave policy are to be in coordination with appropriate provisions of policies covering Workers' Compensation, Family and Medical Leave Act, and Long-Term Disability.

**Deleted:** Employees who became members of the Oklahoma Teachers' Retirement System (OTRS) prior to July 1, 1992, may be able to use unused sick leave to receive additional service credit for OTRS retirement benefits.

#### **4.0 Sick Leave Accrual**

- 4.1 All benefits eligible employees working 40 hours per week shall accrue sick leave with pay at the rate of 12 hours per month over the member's appointment period not to exceed a maximum accrual of 1,440 hours.
- 4.2 Sick leave may be granted at a proportionate rate for regular faculty and staff not working 40 hours a week provided they are working 20 hours or more per week.

#### **5.0 Use of Sick Leave**

- 5.1 Sick leave is available, to the extent that it is earned, for personal illness or incapacity of the employee or the employee's immediate family.
- 5.2 Seventy-two (72) hours per fiscal year, or one-half of an employee's annual accrual, whichever is less, of earned sick leave may be used for occasions which require the employee to care for a member of the immediate family who is ill or incapacitated.
- 5.3 The supervisor will require the staff member to furnish certification of illness or disabling injury if the period of absence requested exceeds three (3) consecutive workdays. Falsification of such information shall be cause for dismissal with appropriate adjustment in pay.
- 5.4 The supervisor may require the employee to furnish satisfactory proof of the need to care for a member of the immediate family who is ill or incapacitated if the period requested exceeds three (3) consecutive work days.

- 5.5 Timely notification of absence due to personal or immediate family illness or injury shall be given to the appropriate supervisor by the staff member or his/her representative on the first day after the employee returns to work. Failure to give such notice may be considered as cause for disciplinary action.
- 5.6 All sick leave used shall be reported with appropriate documentation by staff to the supervisor. Classified staff will report sick leave used on their monthly Timesheet (T1) and administrative/professional and faculty personnel shall report any sick leave used on the Leave Request Form (L1).
- 5.7 Sick leave may be used for personal or an immediate family member's appointments with a doctor, dentist or other recognized licensed medical practitioner. Whenever, possible, such appointments should be scheduled in coordination with the work schedule. In no case shall the length of time exceed the extent of time required to complete such appointment.
- 5.8 In the case of illness while on paid vacation, the employee shall not be allowed to use sick leave to cover the period of illness unless the illness can be certified by a physician as a serious health condition.
- 5.9 Sick leave accrual may not be anticipated. Employees may use only the amount of sick leave which has been earned and credited prior to that pay period.

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## **6.0 Maternity Leave**

- 6.1 Illness due to pregnancy is treated as any other temporary disability.
- 6.2 In requesting maternity leave, sick leave may be used when there is a medical justification for the employee's absence.
- 6.3 For those employees qualifying for Family and Medical Leave, additional leave beyond that determined as medically justifiable for the employee's absence, will be granted for the care of a healthy infant through utilization of earned annual leave and leave without pay. All leave, for these purposes may not exceed a total of 12 weeks.
- 6.4 Employees who do not qualify for Family and Medical Leave will be extended sick leave when there is medical justification for the employee's absence only. The option of whether to grant additional leave, beyond that which has been determined as medically justifiable for the employee's absence, will be at the discretion of the supervisor. Additional leave, if granted, will be either annual leave or leave without pay.

- 6.5 Employees shall not be penalized in their condition of employment because they require time away from work for maternity leave purposes.
- 7.0 Exhaustion of Sick Leave
- 7.1 Sick leave cannot be taken in advance of accrual. Reporting of sick leave taken in excess of that accrued will result in automatic adjustments to annual leave or compensatory leave balances as part of the payroll process. In no case will an employee be paid for leave in excess of the total number of leave hours available.
- 7.2 At any time in which the supervisor becomes aware that the staff member's total leave balance is reduced to zero, the supervisor should notify the Personnel and Payroll offices.

**8.0 Sick Leave Records**

~~8.1 Administrative/professional employees are required to report sick leave taken even though they do not report hours of work under the Fair Labor Standards Act.~~

~~8.2 For faculty members, sick leave shall be applied in accordance with the Cameron University Faculty Handbook (Section 5.8.8.D).~~

~~8.3 Leave accrued, leave taken, and current accrual balances as maintained in the payroll system are reported to employees on the monthly Statement of Earnings and Deductions.~~

**Contacts**

Policy Questions: Corlis McPhaul, Director of Personnel, 580-581-2245

**Forms**

In support of this policy, the following forms are included:

T1 – Time Sheet  
 L1 – Leave Request Form  
 (Found on share drive (W: or F: drive))

**Policy History**

**Deleted: 8.0 Requests for Extended Leave without Pay (Short-Term)**

8.1 For those categories of benefits eligible employees that qualify, medical leaves that extend longer than six months will be covered under Long-Term Disability.

<#>Employees who are unable to work due to illness or injury that is not service-connected, and who have exhausted all accrued sick leave and annual leave, may request a leave of absence without pay.

8.3 Employees who are not eligible for coverage under the Family and Medical Leave Act and who have exhausted all accrued sick leave and annual leave, may request a leave of absence without pay. The need for such leave shall be certified by a licensed medical practitioner and will be determined on a case-by-case basis by the supervisor and the Vice President for Business and Finance and/or the appropriate Vice President.

<#>The supervisor may require medical certification of the employee's ability to continue to work or to return to work. Periodic medical recertification during such a leave may also be required.

<#>During this period of medical leave without pay, the employee will be billed for medical and life insurance premiums. Failure to make timely payments for premiums during the months in which the employee is billed may result in cancellation of insu

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**Deleted: For faculty members there shall be no reduction in pay or use of sick leave recorded for illnesses of short duration, generally not exceeding two consecutively scheduled class meeting.**

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## Policy History

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### Policy

Issue Date: June 23, 2004

Reviewed, no revision:

Revised: September 14, 2004

Deleted: .

Deleted: July 23

# CAMERON UNIVERSITY

## Shared Leave Policy

### Policy Statement

The Shared Leave Program is a means for a University employee to donate annual leave to a fellow University employee who is eligible for and requires leave while experiencing a serious health condition which has caused or is likely to cause the employee to take leave without pay.

### Contents

- Who should know this Policy?
- Responsibilities
- Procedure
- Contacts
- Forms
- Policy History

### Who Should Know This Policy

✓ President	✓ Other Accounting/Finance Personnel
✓ Vice Presidents	Students
✓ Deans	Other Groups
✓ Department Chairs	✓ All Employees
✓ Faculty	

### Responsibilities

<b>Responsible for Policy</b>	
University Officer Responsible:	
Glen P. Pinkston	Vice President for Business and Finance

### Procedure

**STATEMENT OF PURPOSE:** In support of the above policy statement, the following procedures and information are provided:

**1.0 Definitions**

- 1.1 For provisions of this policy a benefits eligible employee is defined as a twelve (12) month employee holding a regular appointment who accrues sick and annual leave and works 50 percent time or more. The shared leave program is not available to an employee classified with a student or temporary title or classified as a part-time employee employed to work less than 20 hours per week.
- 1.2 Employee Recipient – A twelve (12) month employee who holds a benefits-eligible appointment who accrues sick and annual leave and has been employed for at least twelve (12) months preceding the serious health condition for which s/he is requesting shared leave. The recipient must have used all of his/her sick leave, annual leave, and compensatory time hours prior to being eligible for shared leave.
- 1.3 Employee Donor - A twelve (12) month employee who holds a benefits eligible appointment (20) hours a week or more and holds a regular appointment who accrues sick and annual leave and has an annual leave balance greater than 50 percent of his/her annual accrual. A donating employee may donate annual leave at any time during the fiscal year.
- 1.4 Serious Health Condition – A serious, major, catastrophic, or life-threatening medical condition is a period of incapacity requiring the employee to be medically unable to work for a period of seven (7) days or more. The medical condition includes continuing treatment or supervision by a health care provider or continuing treatment of a chronic or long-term health condition. The employee must be suffering from a major or severe illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay.
- 1.5 Shared Leave Pool - The Shared Leave Pool will include: (1) annual leave hours donated by eligible employees for distribution to a specific employee who has applied for and been approved for receipt of shared leave, (2) annual leave hours which have previously been donated but not distributed, and (3) annual leave hours donated by eligible employees for general distribution. Hours donated to a specific employee that were not distributed to the specified employee will remain in the pool, in addition to any hours donated for general distribution to eligible employees.

- 1.6 Approving Authority - The Director of Personnel will monitor the Shared Leave Program, review applications, and submit recommendations to the Vice President for Business and Finance. The Vice President for Business and Finance will make decisions pertaining to the use and awarding of shared leave. Determination of the distribution of available shared leave to recipients will be made within ten (10) working days of receipt of a completed application and medical certification from the recipient.

## **2.0 General Guidelines**

- 2.1 Shared leave is intended to cover only the duration of the serious health condition for which it was approved.
- 2.2 Donated annual leave is transferable between employees in different University departments.
- 2.3 Any unused shared leave that was donated to a specific employee will be maintained in the Shared Leave Pool to be distributed to other qualified employees.
- 2.4 The receiving employee will be paid his/her regular rate of pay during leave, up to a maximum of two-thousand five hundred (\$2,500) dollars per month of approved shared leave.
- 2.5 If the employee qualifies for Family Medical Leave Act (FMLA) and is not already on FMLA leave when he/she applies for shared leave, the employee will also be placed on Family and Medical Leave.
- 2.6 An employee who receives leave from the pool is not required to pay it back.
- 2.7 All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating annual leave for purposes of the Shared Leave Program.
- 2.8 Communications with the recipient and donor will be kept confidential.
- 2.9 Employees who are receiving shared leave will not accrue additional annual or sick leave while on shared leave.
- 2.10 Donated hours cannot be rescinded.
- 2.11 The estate of a deceased employee is not entitled to payment for unused pool leave.



- 2.12 An employee who separates from employment will not be entitled to payment from the shared leave pool.

### **3.0 Eligibility and Participation Requirements for Recipient**

- 3.1 The employee or his/her personal representative will complete a Recipient's Application for Shared Leave Request Form and provide the Certification of Attending Physician form, obtained from a physician verifying the need for the leave and expected duration of the condition.
- 3.2 The employee requesting shared leave must have an overall rating that indicates that he/she demonstrated competence in performance on the last performance evaluation on file, and have no disciplinary actions on file during the previous twelve (12) month period.
- 3.3 The employee's supervisor will review the application and forward his/her recommendation to the Payroll Office for the verification of current leave balances.
- 3.4 The Payroll Office will complete required eligibility information and forward it to the Director of Personnel.
- 3.5 The Director of Personnel will review the information and make recommendations to the Vice President for Business and Finance.

### **4.0 Eligibility and Participation Requirements for Donor**

- 4.1 The receiving employee must have met the established criteria for consideration.
- 4.2 The donating employee will complete a Donor's Application Shared Leave Form. This form must be sent to the Director of Personnel.
- 4.3 The donating employee can donate any amount of annual leave provided the donation does not cause the annual leave balance of the employee to fall below 50 percent of his/her annual accrual.
- 4.4 Donations must be made in full-hour increments.

### **5.0 Shared Leave Administration – the Director of Personnel**

- 5.1 The employee must meet the definitions and eligibility criteria listed above.
- 5.2 The employee must have used all available sick leave, annual leave and compensatory hours (if applicable) before being eligible to participate in the Shared Leave Program. All of the employee's leave balance accounts must be zero.

- 5.3 The employee must have abided by University policies regarding the use of annual leave.
- 5.4 In no event, will an employee receive more than 40 hours per week.
- 5.5 The Director of Personnel will recommend the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of four hundred and eighty (480) hours in a twelve (12) month period. An employee cannot receive more than two hundred sixty (260) days or two thousand eighty (2,080) hours of donated leave during total university employment.
- 5.6 The Director of Personnel will insure that each hour of approved shared leave will be provided to the recipient on an hour for hour basis.
- 5.7 The leave received will be designated as shared leave and maintained separately from all other leave balances and noted monthly on a Time Sheet (T1) or a Leave Request Form (L1). The forms will be available on the shared drive (W:).
- 5.8 Receipt or denial of leave sharing is not subject to any grievance procedure applicable to employees.

#### **6.0 Shared Leave Pool Timekeeping and Recording Responsibilities**

- 6.1 Employees will record use of shared leave in the same manner as they record the use of other leave used on the Time Sheet (T1) for classified staff or the Leave Request Form (L1) for all other eligible categories of employees
- 6.2 Upon approval by the Vice President for Business and Finance, the Payroll Office will be informed of the shared leave distribution.
- 6.3 The Payroll Office will be responsible for maintaining all shared leave balances.
- 6.4 The supervisor will be notified by the Director of Personnel of the exhaustion of shared leave by an employee so he/she can determine the next course of action.

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#### **Contacts**

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Policy Questions: Corlis McPhaul, Director of Personnel, 580-581-2245

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#### **Forms**

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In support of this policy, the following forms are included:

Certification of Attending Doctor  
Recipient's Application for Shared Leave  
Donor's Application for Shared Leave  
T1 – Time Sheet  
L1 – Leave Request Form

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## **Policy History**

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### **Policy**

Issue Date: September 14, 2004

Reviewed, no revision:

Revised:

## Statement of Revenues and Expenditures - All Funds

For the Period Ended June 30, 2004 with Comparative Totals for the Period Ended June 30, 2003.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percentage of Current Budget	Percent of Current Budget	Percent of Previous Yr Current Budget
<b>Revenues:</b>							
Unrestricted	28,425,901	28,620,184	29,204,057	28,453,539	102.6%	102.0%	103.2%
Restricted	9,471,355	10,578,694	8,614,027	8,295,760	79.7%	81.4%	77.9%
Auxiliary Enterprises	3,782,753	3,782,753	3,769,785	3,450,251	104.8%	99.7%	109.9%
Subtotal Revenues	41,680,009	42,981,631	41,587,869	40,199,550	97.0%	96.8%	97.2%
Budgeted Reserve	1,541,683	1,363,098	1,363,098	946,492	100.0%	100.0%	100.0%
Total Revenues	43,221,692	44,344,729	42,950,967	41,146,042	92.6%	96.9%	88.3%
<b>Expenditures:</b>							
Instruction	18,543,611	18,800,194	16,505,784	16,360,977	89.4%	87.8%	91.0%
Research	558,728	683,122	263,868	490,356	52.6%	38.6%	66.6%
Public Service	1,143,485	1,275,701	1,017,730	994,057	79.9%	79.8%	80.0%
Academic Support	1,595,114	1,600,395	1,343,875	1,149,519	86.4%	84.0%	88.8%
Student Services	3,144,034	3,165,392	2,701,237	2,494,430	83.5%	85.3%	81.6%
Institutional Support	3,911,516	4,094,876	2,930,583	2,949,730	66.4%	71.6%	61.2%
Operations & Maint of Plant	4,571,135	4,571,135	4,159,689	3,815,495	91.5%	91.0%	92.0%
Scholarships & Fellowships	5,971,316	6,371,161	6,413,818	5,852,562	100.1%	100.7%	99.6%
Auxiliary Enterprises	4,085,229	4,090,379	3,493,256	2,904,374	86.0%	85.4%	86.6%
Total Expenditures	43,524,168	44,652,355	38,829,840	37,011,500	87.0%	87.0%	87.1%
Current Revenues Over/(Under) Expenditures	(302,476)	(307,626)	4,121,127	4,134,542			
Transfers to Other Funds	0	405,000	(405,000)	0			
Auxiliary Prior Year Carryover	4,860,839	4,860,839	4,945,202	4,419,324			
Fund Balance	4,558,363	4,958,213	8,661,329	8,553,866			

## Statement of Revenues and Expenditures - Education &amp; General, Part I - Unrestricted

For the Period Ended June 30, 2004 with Comparative Totals for the Period Ended June 30, 2003.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percentage of Current Budget	Percent of Current Budget	Percent of Previous Yr. Current Budget
<b>Revenues:</b>							
State Appropriations	17,638,016	17,786,601	17,869,825	18,176,026	100.2%	100.5%	100.0%
Tuition & Fees	9,720,148	9,720,148	10,387,463	8,692,155	109.4%	106.9%	111.9%
Grants, Contracts, & Reimbursements	750,087	795,785	656,738	1,155,408	118.6%	82.5%	154.7%
Endowment Income	82,000	82,000	48,920	157,000	42.9%	59.7%	26.2%
Organized Activity	0	0	1,100	6,400	0.0%	0.0%	32.0%
Other Sources	235,650	235,650	240,011	266,550	103.7%	101.9%	105.6%
<b>Total Revenues</b>	<b>28,425,901</b>	<b>28,620,184</b>	<b>29,204,057</b>	<b>28,453,539</b>	<b>102.6%</b>	<b>102.0%</b>	<b>103.2%</b>
<b>Budgeted Reserve</b>	<b>1,541,683</b>	<b>1,363,098</b>	<b>1,363,098</b>	<b>946,492</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>Budgeted Resources</b>	<b>29,967,584</b>	<b>29,983,282</b>	<b>30,567,155</b>	<b>29,400,031</b>	<b>102.5%</b>	<b>101.9%</b>	<b>103.1%</b>
<b>Expenditures by Function:</b>							
Instruction	18,241,247	18,256,945	16,287,883	16,150,002	90.2%	89.2%	91.3%
Research	123,042	123,042	115,977	110,926	93.8%	94.3%	93.4%
Public Service	325,064	325,064	319,350	318,839	98.4%	98.2%	98.5%
Academic Support	1,568,014	1,568,014	1,314,956	1,123,482	86.2%	83.9%	88.5%
Student Services	1,834,992	1,834,992	1,716,387	1,577,194	91.1%	93.5%	88.7%
Institutional Support	3,304,090	3,304,090	2,881,902	2,929,296	89.8%	87.2%	92.4%
Operation & Maint of Plant	4,571,135	4,571,135	4,159,689	3,815,495	91.5%	91.0%	92.0%
<b>Total Expenditures</b>	<b>29,967,584</b>	<b>29,983,282</b>	<b>26,796,144</b>	<b>26,025,234</b>	<b>90.3%</b>	<b>89.4%</b>	<b>91.3%</b>
<b>Current Revenues Over/(Under) Expenditures</b>	<b>0</b>	<b>0</b>	<b>3,771,011</b>	<b>3,374,797</b>			
<b>Expenditures by Organizational Area:</b>							
<b>Academic Affairs:</b>							
School of Business	2,300,063	2,192,023	2,070,972	2,098,318	93.6%	94.5%	92.7%
School of Education & Behavioral Sciences	2,713,358	2,739,007	2,640,113	2,678,869	94.7%	96.4%	93.1%
School of Liberal Arts	4,770,219	5,195,067	4,772,987	4,539,121	91.5%	91.9%	91.2%
School of Science & Technology	3,608,430	3,837,163	3,696,047	3,587,072	95.5%	96.3%	94.6%
Other Instructional Expense	3,587,928	3,171,134	2,042,629	2,116,924	72.7%	64.4%	81.0%
Educational Outreach	643,116	494,820	455,697	486,027	93.4%	92.1%	94.8%
Research	123,042	123,042	115,977	110,926	93.8%	94.3%	93.4%
Broadcast & Media Svcs	325,064	325,064	319,350	318,839	98.4%	98.2%	98.5%
Athletics	618,133	627,731	609,438	643,672	97.5%	97.1%	97.9%
Libraries	1,479,143	1,477,993	1,228,312	1,043,953	85.6%	83.1%	88.0%
Anciliary Support	88,871	90,021	86,644	79,529	95.7%	96.2%	95.1%
Admission/Records	856,231	835,505	806,261	619,976	101.3%	96.5%	106.1%
Fiscal Operations	1,033,438	1,048,956	971,528	705,351	86.5%	92.6%	80.4%
Student Affairs	978,761	999,487	910,126	957,218	85.6%	91.1%	80.2%
Executive Management	1,297,115	1,285,597	1,031,250	1,243,690	91.2%	80.2%	102.2%
Development	415,775	426,157	409,568	349,083	96.3%	96.1%	96.6%
General University	5,128,897	5,114,515	4,629,245	4,446,666	91.0%	90.5%	91.4%
<b>Total Expenditures/Area</b>	<b>29,967,584</b>	<b>29,983,282</b>	<b>26,796,144</b>	<b>26,025,234</b>	<b>90.3%</b>	<b>89.4%</b>	<b>91.3%</b>

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

For the Period Ended June 30, 2004 with Comparative Totals for the Period Ended June 30, 2003.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percentage of Current Budget	Percent of Current Budget	Percent of Previous Yr. Current Budget
<b>Revenues:</b>							
Federal Grants & Contracts	7,342,996	8,041,095	7,217,361	6,852,738	88.4%	89.8%	87.0%
State & Local Grants & Contracts	1,123,089	1,335,141	291,502	501,469	23.9%	21.8%	26.0%
Private Grants & Contracts	1,005,270	1,202,458	1,105,164	941,553	101.5%	91.9%	111.2%
<b>Total Revenues</b>	<b>9,471,355</b>	<b>10,578,694</b>	<b>8,614,027</b>	<b>8,295,760</b>	<b>79.7%</b>	<b>81.4%</b>	<b>77.9%</b>
<b>Expenditures by Function:</b>							
Instruction	302,364	543,249	217,901	210,975	56.6%	40.1%	73.1%
Research	435,686	560,080	147,891	379,430	43.9%	26.4%	61.5%
Public Service	818,421	950,637	698,380	675,218	73.5%	73.5%	73.5%
Academic Support	27,100	32,381	28,919	26,037	97.6%	89.3%	105.8%
Student Support	1,309,042	1,330,400	984,850	917,236	72.9%	74.0%	71.8%
Institutional Support	607,426	790,786	48,681	20,434	3.7%	6.2%	1.2%
Operation & Maint of Plant	0	0	0	0	0.0%	0.0%	0.0%
Scholarships	5,971,316	6,371,161	6,413,818	5,852,562	100.1%	100.7%	99.6%
<b>Total Expenditures by Function</b>	<b>9,471,355</b>	<b>10,578,694</b>	<b>8,540,440</b>	<b>8,081,892</b>	<b>78.3%</b>	<b>80.7%</b>	<b>75.9%</b>
<b>Current Revenues Over/(Under)</b>							
Expenditures	0	0	73,587	213,868			
<b>Expenditures by Organizational Area:</b>							
Student Support	449,013	449,013	344,013	335,588	77.6%	76.6%	78.6%
McNair Post-Baccalureate	385,908	385,908	247,399	202,512	59.6%	64.1%	55.1%
AHEC Grant	218,949	262,170	183,621	181,519	74.9%	70.0%	79.8%
SW OK Economic Development	74,963	157,337	91,741	75,484	54.2%	58.3%	50.2%
U S Fish & Wildlife	17,524	17,524	9,946	11,818	55.6%	56.8%	54.4%
Upward Bound	420,050	420,098	324,801	315,442	74.2%	77.3%	71.1%
Talent Search	423,470	423,470	331,310	305,329	77.6%	78.2%	76.9%
Fire Support	221,086	221,086	16,962	181,743	100.0%	7.7%	99.8%
A R I Grant	29,053	59,638	30,138	33,650	50.2%	50.5%	49.8%
JFETS/Telos	0	19,450	1,911	0	50.0%	9.8%	0.0%
National Science Foundation	39,308	119,270	22,864	30,171	31.3%	19.2%	43.4%
Perkins Vo-Tech	77,836	79,112	77,665	65,831	100.0%	98.2%	97.1%
ASCOG	2,800	3,164	3,164	5,135	100.0%	100.0%	36.3%
US Dept of Agriculture	5,445	5,445	0	23,766	100.0%	0.0%	81.4%
CASI Research	8,933	7,649	2,557	51,638	100.0%	33.4%	85.5%
T E A M S	0	100,000	7,449	0	3.7%	7.4%	0.0%
OCAST (Halliburton)	23,672	52,522	25,185	19,906	41.6%	48.0%	35.3%
OCAST (AST/MultiMedia)	63,497	63,497	38,289	8,415	36.0%	60.3%	11.7%
OCAST (Eagle Systems)	12,279	32,879	6,292	9,721	31.7%	19.1%	44.2%
OCAST (DRC Systems)	0	0	0	18,487	0.0%	0.0%	103.7%
OCAST (Tec-Masters)	42,620	42,620	15,378	23,102	100.0%	36.1%	35.7%
OCAST (Telos-OK)	16,163	16,163	5,054	6,491	100.0%	31.3%	0.0%
Western OK State College	0	169,130	15,942	0	50.0%	9.4%	0.0%
Oklahoma Humanities	989	1,489	448	12,561	100.0%	30.1%	95.2%
EPSCOT	450	450	0	344	100.0%	0.0%	43.3%
Small Business	10,340	10,677	673	0	3.2%	6.3%	0.0%
N A S A - Others	1,876	1,876	1,507	862	100.0%	80.3%	31.5%
Comanche Nation Tribal College	0	29,450	12,480	0	100.0%	42.4%	0.0%
Science/Tech Grants	380	380	240	150	100.0%	63.2%	44.1%
OK-LSAMP (Louis Stokes)	2,090	37,000	28,771	35,050	86.1%	77.8%	94.4%
Summer Bridge Program	1,910	1,910	0	9,023	100.0%	0.0%	82.5%
N A S A - OU	11,962	52,462	11,553	19,008	44.6%	22.0%	67.2%
America Counts/Reads	130	130	0	1,489	100.0%	0.0%	92.0%
Service Learning	2,137	2,137	0	924	100.0%	0.0%	30.2%
Cardiomyocytes	0	27,721	3,745	0	6.8%	13.5%	0.0%
Inactive Accounts	64,938	64,536	8,689	1,754	8.0%	13.5%	2.4%
Federal Workstudy	200,964	200,964	193,626	188,926	98.4%	96.3%	100.5%
General University	669,304	669,206	64,408	53,490	6.5%	9.6%	3.3%
Student Aid	5,971,316	6,371,161	6,412,619	5,852,563	100.1%	100.7%	99.6%
<b>Total Expenditures by Org Area</b>	<b>9,471,355</b>	<b>10,578,694</b>	<b>8,540,440</b>	<b>8,081,892</b>	<b>78.3%</b>	<b>80.7%</b>	<b>75.9%</b>

## Statement of Revenues and Expenditures - Student Activities

For the Period Ended June 30, 2004 with Comparative Totals for the Period Ended June 30, 2003.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percent Current Budget	Percent Current Budget	Percent Previous Current Budget
<b>Revenues:</b>							
Student Activity Fee	638,000	638,000	655,930	568,474	105%	103%	107%
Ticket Sales	17,183	17,183	15,880	17,448	95%	92%	97%
Other	25,760	25,760	75,472	276,432	581%	293%	868%
<b>Total Revenues</b>	<b>680,943</b>	<b>680,943</b>	<b>747,282</b>	<b>862,354</b>	<b>129%</b>	<b>110%</b>	<b>149%</b>
<b>Expenditures:</b>							
Collegian	31,800	31,800	30,960	29,805	113%	97%	128%
Cheerleaders	1,000	1,000	685	1,205	70%	68%	72%
Intramurals	3,000	3,000	0	3,816	24%	0%	47%
Biological Science	1,900	1,900	1,704	5,265	80%	90%	70%
Physical Science	3,390	3,390	2,163	0	32%	64%	0%
Agriculture	3,140	3,140	1,752	0	28%	56%	0%
Student Government	10,700	10,700	10,984	9,984	95%	103%	88%
Student Activities	82,556	82,556	67,931	20,825	105%	82%	128%
Wichita	0	0	0	17,534	53%	0%	105%
Honors Program	2,500	2,500	3,675	869	81%	147%	15%
Military Science	7,370	7,370	11,171	7,085	245%	152%	338%
Senior Day	1,500	1,500	4,833	4,407	308%	322%	294%
Recruitment/Orientation/Placement	6,200	6,200	10,134	4,203	106%	163%	49%
CU/TV	10,000	10,000	10,803	10,850	99%	108%	89%
Mathematical Science	5,000	5,000	3,217	0	32%	64%	0%
School of Business	1,800	1,800	1,027	0	29%	57%	0%
Technology	2,350	2,350	1,387	0	30%	59%	0%
Library	615	615	660	0	54%	107%	0%
Athletics	424,026	424,026	452,807	398,029	104%	107%	101%
Other	90,823	90,823	120,625	276,187	207%	133%	281%
<b>Total Expenditures</b>	<b>689,670</b>	<b>689,670</b>	<b>736,519</b>	<b>790,064</b>	<b>118%</b>	<b>107%</b>	<b>130%</b>
Current Revenues Over/(Under) Expenditures	(8,727)	(8,727)	10,763	72,290	11%	3%	18%
Prior Year Carry Over	392,676	152,596	152,596	320,386	100%	100%	100%
<b>Fund Balance</b>	<b>383,949</b>	<b>143,869</b>	<b>163,359</b>	<b>392,676</b>	<b>124%</b>	<b>114%</b>	<b>134%</b>

## Statement of Revenues and Expenditures - Misc Auxiliary

For the Period Ended June 30, 2004 with Comparative Totals for the Period Ended June 30, 2003.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percent Current Budget	Percent Current Budget	Percent Previous Current Budget
<b>Revenues:</b>							
KCCU	340,000	340,000	221,920	361,945	82%	65%	98%
Concessions	10,000	10,000	9,487	(11,334)	132%	95%	169%
Library Photocopy	20,000	20,000	35,531	19,699	165%	178%	152%
Educational Outreach	25,000	25,000	20,001	18,976	78%	80%	76%
Camps	179,660	179,660	147,314	0	41%	82%	0%
Other	235,100	235,100	230,731	233,565	99%	98%	99%
<b>Total Revenues</b>	<b>809,760</b>	<b>809,760</b>	<b>664,984</b>	<b>622,851</b>	<b>81%</b>	<b>82%</b>	<b>80%</b>
<b>Expenditures:</b>							
Telephone	0	250	151	403	20%	0%	40%
Auxiliary Operations	38,000	38,000	3,960	37,475	122%	10%	234%
KCCU	340,000	340,000	265,350	332,054	83%	78%	89%
Farm Acct	5,000	5,000	3,909	5,783	87%	78%	96%
Auxiliary Operations Admin Cost	0	2,400	2,317	(71)	0%	0%	0%
Educational Outreach	25,000	25,000	20,001	19,633	79%	80%	79%
Library Photocopy	20,000	20,000	13,565	13,938	88%	68%	107%
Post Office	1,500	1,500	1,491	1,640	91%	99%	82%
Carpool	67,734	67,734	109,721	53,932	126%	162%	90%
Maintenance Service	20,000	20,000	36,421	22,344	113%	182%	45%
Student Affairs	0	0	0	42	2%	0%	4%
Concessions	9,000	9,000	11,248	8,427	96%	125%	67%
Sports Publications	10,000	10,000	10,534	9,258	115%	105%	125%
Business Office	400	400	373	478	81%	93%	68%
Print Shop	78,000	78,000	56,702	80,987	66%	73%	60%
Instructional Technology	250	250	0	294	29%	0%	59%
Camps	169,660	169,660	170,240	0	50%	100%	0%
Other	0	2,500	2,409	495	0%	0%	0%
<b>Total Expenditures</b>	<b>784,544</b>	<b>789,694</b>	<b>708,393</b>	<b>587,112</b>	<b>78%</b>	<b>90%</b>	<b>66%</b>
<b>Current Revenues Over/(Under) Expenditures</b>	<b>25,216</b>	<b>20,066</b>	<b>(43,409)</b>	<b>35,739</b>	<b>4%</b>	<b>-9%</b>	<b>14%</b>
<b>Prior Year Carry Over</b>	<b>776,022</b>	<b>1,016,101</b>	<b>1,016,101</b>	<b>740,283</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Fund Balance</b>	<b>801,238</b>	<b>1,036,167</b>	<b>972,693</b>	<b>776,022</b>	<b>109%</b>	<b>94%</b>	<b>125%</b>



Cameron University  
Statement of Revenues and Expenditures - Housing System

Schedule 4.3CU

For the Period Ended June 30, 2004 with Comparative Totals for the Period Ended June 30, 2003.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percent Current Budget	Percent Current Budget	Percent Previous Current Budget
<b>Revenues:</b>							
Cafeteria	516,000	516,000	504,966	477,638	99%	98%	101%
Vending	73,000	73,000	76,937	98,616	135%	105%	164%
Bookstore	233,800	233,800	255,524	237,991	113%	109%	116%
Shepler Center	447,900	447,900	399,125	474,458	100%	89%	110%
Student Phones	22,500	22,500	24,345	23,162	112%	108%	116%
Cable/Computer Hookup	29,700	29,700	30,855	29,657	94%	104%	84%
Utilities	7,000	7,000	65,341	7,339	0%	0%	0%
<b>Total Revenues</b>	<b>1,329,900</b>	<b>1,329,900</b>	<b>1,357,093</b>	<b>1,348,861</b>	<b>106%</b>	<b>102%</b>	<b>110%</b>
<b>Expenditures:</b>							
Cafeteria	449,000	449,000	483,883	459,246	109%	108%	111%
Vending	23,517	23,517	26,488	18,385	96%	113%	79%
Bookstore	1,000	1,000	1,922	28,521	138%	192%	84%
Shepler Center	532,856	532,856	666,387	461,018	104%	125%	83%
Student Phones	22,500	22,500	24,345	22,432	129%	108%	150%
Cable/Computer Hookup	29,700	29,700	30,855	32,142	97%	104%	91%
Utilities	239,000	239,000	242,734	213,475	103%	102%	105%
<b>Total Expenditures</b>	<b>1,297,573</b>	<b>1,297,573</b>	<b>1,476,614</b>	<b>1,235,219</b>	<b>105%</b>	<b>114%</b>	<b>97%</b>
<b>Current Revenues Over/(Under) Expenditures</b>	<b>32,327</b>	<b>32,327</b>	<b>(119,521)</b>	<b>113,642</b>	<b>1%</b>	<b>-12%</b>	<b>14%</b>
<b>Prior Year Carry Over</b>	<b>278,654</b>	<b>258,654</b>	<b>258,654</b>	<b>165,012</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Fund Balance</b>	<b>310,981</b>	<b>290,981</b>	<b>139,133</b>	<b>278,654</b>	<b>153%</b>	<b>48%</b>	<b>257%</b>

## Statement of Revenues and Expenditures - Facility Fee

For the Period Ended June 30, 2004 with Comparative Totals for the Period Ended June 30, 2003.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percent Current Budget	Percent Current Budget	Percent Previous Current Budget
Revenues:							
Facility Fee	803,000	803,000	841,282	440,701	107%	105%	110%
Other	42,650	42,650	43,088	55,544	104%	101%	107%
Total Revenues	845,650	845,650	884,369	496,245	107%	105%	110%
Expenditures:							
Fitness Center	130,553	130,553	142,266	126,253	97%	109%	85%
Fitness Center Repair and Maintenance	43,889	43,889	20,008	41,570	80%	46%	113%
Living and Learning Center	150,000	150,000	40,000	0	13%	27%	0%
Parking Lot Renovation	0	0	0	8,550	2%	0%	3%
Shepler Renovation	750,000	750,000	0	0	0%	0%	0%
Student Union Project	125,000	125,000	253,668	3,342	149%	203%	95%
Student Union Maintenance	16,000	16,000	5,906	0	18%	37%	0%
Total Expenditures	1,215,442	1,215,442	461,847	179,716	40%	38%	41%
Current Revenues Over/(Under)							
Expenditures	(369,792)	(369,792)	422,522	316,529	67%	67%	69%
Transfers	0	405,000	405,000	0	100%	100%	100%
Prior Year Carry Over	3,220,897	3,220,897	3,220,897	2,904,367	100%	100%	100%
Fund Balance	2,851,105	2,446,105	3,238,420	3,220,897	121%	132%	110%

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

For the Period Ended June 30, 2004 with Comparative Totals for the Period Ended June 30, 2003.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percent Current Budget	Percent Current Budget	Percent Previous Current Budget
<b>Revenues:</b>							
Cultural and Scholastic Lecture Fee	110,000	110,000	110,775	108,002	104%	101%	108%
Other	6,500	6,500	5,282	11,938	111%	81%	140%
<b>Total Revenues</b>	<b>116,500</b>	<b>116,500</b>	<b>116,057</b>	<b>119,940</b>	<b>105%</b>	<b>100%</b>	<b>111%</b>
<b>Expenditures:</b>							
PAC	45,000	45,000	50,910	41,429	115%	113%	117%
Plus Program	5,000	5,000	4,546	5,843	96%	91%	100%
Cultural and Scholastic Lecture	0	0	20,493	0	0%	0%	0%
Festival Year	20,000	20,000	0	40,624	37%	0%	74%
Concerts and Lectures	28,000	28,000	33,934	24,367	92%	121%	64%
<b>Total Expenditures</b>	<b>98,000</b>	<b>98,000</b>	<b>109,883</b>	<b>112,263</b>	<b>98%</b>	<b>112%</b>	<b>84%</b>
Current Revenues Over/(Under) Expenditures	18,500	18,500	6,173	7,677	7%	-14%	27%
Prior Year Carry Over	296,953	296,953	296,953	289,276	100%	100%	100%
<b>Fund Balance</b>	<b>315,453</b>	<b>315,453</b>	<b>303,126</b>	<b>296,953</b>	<b>104%</b>	<b>96%</b>	<b>113%</b>

## Statement of Revenues and Expenditures - Auxiliary Enterprise Summary

For the Period Ended June 30, 2004 with Comparative Totals for the Period Ended June 30, 2003.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percent Current Budget	Percent Current Budget	Percent Previous Current Budget
<b>Revenues:</b>							
Student Activities	680,943	680,943	747,282	862,354	129%	110%	149%
Misc Auxiliaries	809,760	809,760	664,984	622,851	81%	82%	80%
Housing System	1,329,900	1,329,900	1,357,093	1,348,861	106%	102%	110%
Facility Fee	845,650	845,650	884,369	496,245	107%	105%	110%
Cultural and Scholastic Lecture Fee	116,500	116,500	116,057	119,940	105%	100%	111%
<b>Total Revenues</b>	<b>3,782,753</b>	<b>3,782,753</b>	<b>3,769,785</b>	<b>3,450,251</b>	<b>105%</b>	<b>100%</b>	<b>110%</b>
<b>Expenditures:</b>							
Student Activities	689,670	689,670	736,519	790,064	118%	107%	130%
Misc Auxiliaries	784,544	789,694	708,393	587,112	78%	90%	66%
Housing System	1,297,573	1,297,573	1,476,614	1,235,219	105%	114%	97%
Facility Fee	1,215,442	1,215,442	461,847	179,716	40%	38%	41%
Cultural and Scholastic Lecture Fee	98,000	98,000	109,883	112,263	98%	112%	84%
<b>Total Expenditures</b>	<b>4,085,229</b>	<b>4,090,379</b>	<b>3,493,256</b>	<b>2,904,374</b>	<b>86%</b>	<b>85%</b>	<b>87%</b>
Current Revenues Over/(Under) Expenditures	(302,476)	(307,626)	276,529	545,878	19%	14%	23%
Transfers	0	405,000	405,000	0	100%	100%	100%
Prior Year Carry Over	4,965,202	4,945,201	4,945,202	4,419,324	100%	100%	100%
<b>Fund Balance</b>	<b>4,662,726</b>	<b>4,232,575</b>	<b>4,816,731</b>	<b>4,965,202</b>	<b>116%</b>	<b>114%</b>	<b>118%</b>

Cameron University  
 Summary of Reserves  
 For the Period Ending June 30, 2004

Schedule 5CU

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DISCRETIONARY RESERVES

<u>Type/Source of Reserve</u>			
<i>Education &amp; General Part I</i>	4,386,729		
Budgeted for FY 2005	<u>1,483,078</u>	2,903,651	
 <i>Education &amp; General Part II</i>			
Excess Indirect Cost		704,640	
 <i>Auxiliary Enterprises</i>			
Student Activities	163,359		
Less Working Capital	<u>55,044</u>	108,315	
Miscellaneous Auxiliary	972,693		
Less Working Capital	<u>743,935</u>	228,758	
Facility Fee	3,276,987		
Less Commitment for Cameron Village	2,249,000		
Less Working Capital & Other Commitments	<u>842,300</u>	185,687	
 PLANT FUNDS BALANCES			
Section 13/New College		1,325,927	
Section 13 Offset		58,825	
Private Sources		128,341	
Renewal & Replacement		1,628,918	
Facility Fee Bond Fund		491,969	
 Total Discretionary Reserves and Plant Funds Balances			<u><u>7,765,031</u></u>