

**MINUTES OF A REGULAR MEETING
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS
October 25, 2004**

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**MINUTES OF A REGULAR MEETING
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS
October 25, 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 Faculty/Staff Lounge of the OU Schusterman Center, on Monday, October 25, 2004 at 2:00 p.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 Catherine Bishop, Nicholas Hathaway, Lee Williams and Kenneth Rowe; Brad Avery, Director of Internal Auditing; Joseph Harroz, Jr., General Counsel, Larry Naifeh, Executive Associate Athletic Director, 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 and Glen Pinkston.

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

Notice of the time, date and place of this meeting were submitted to the Secretary of State, and the agenda was posted in the Office of the Board of Regents on or before 2:00 p.m. on October 22, both as required by 25 O.S. 1981, Section 301-314.

MINUTES

Regent Everest moved approval of the minutes of the regular meeting held September 14, 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.

CAMERON UNIVERSITY

REPORT OF THE PRESIDENT OF THE UNIVERSITY

President Ross told the Regents about the series of activities that Cameron has had in the first two months of a very busy fall semester. The campus community is always pleased to have guests on site and the administration is committed to events that engage the faculty and students in the many rich experiences that only a university campus offers. In that vein, the first-ever "Spotlight on India" celebration was held on October 14. Skand Ranjan Tayal, India's Consul General from Houston, was the guest speaker and world-renowned classical guitarist Pandit Debashish Bhattacharya provided entertainment. Funding was provided through one of the University's endowed lectureships. Convocation is a tradition at Cameron going back almost 25 years. For the past three years, the program has featured musical performances and focused on students. At Convocation this year, there were

two student speakers and two who performed. State Representative Jari Askins was recognized with the University's Distinguished Service Award for her role in authoring legislation that moved the Duncan Higher Education Center to a branch campus of Cameron University. The administration was very pleased that Chairman Bentley was able to participate in Convocation. The campus also recently hosted an alumni weekend, with members of the classes of 1954 and 1979 as special guests. Those alumni, along with others, gathered for a pizza lunch with current students. The weekend included campus tours and briefings, a reception at Cameron House, and a barbecue dinner and dance. The most successful fall preview day so far brought some 400 prospective students and parents to campus to hear about the quality of Cameron's academic programs and what Cameron has to offer these students. The first annual donor/faculty endowed lecture dinner occurred in these first two months of the semester. Cameron University has the most endowed faculty positions of any of the regional or community colleges in the state of Oklahoma. The idea behind this dinner is to pair donors and faculty and give them the opportunity for interaction. The President presented the Regents with copies of the invitation to a recent open house of the renovated Student Activities Building. Additional guests on campus have included a day-long session for Leadership Lawton, a half day meeting of Leadership Oklahoma, and a visit by the Lawton-Ft. Sill Chamber of Commerce. The dedication of the Duncan branch campus recognized the new status of that center, and again the administration was grateful that Chairman Bentley was able to participate in that dedication. The first musical performance and art exhibit at the Duncan campus was scheduled for the evening following the Board meeting.

FISCAL YEAR 2005 SALARY PLAN - PHASE II

Phase I:

The Fiscal Year 2005 budget presented to the Regents for approval in June 2004 contained two provisions for salary increases. The first phase of salary increases, effective July 1, totaled \$257,600. Phase I focused on:

- establishing minimum salaries for assistant professors (\$40,000), associate professors (\$42,000) and professors (\$45,000).
- faculty and staff equity and market adjustments.

Phase I salary increases were 1.7 percent of total salaries. For the 67 faculty and staff receiving increases, the average salary increase was 9.5 percent.

Phase II:

In addition to the Phase I salary initiative, the Fiscal Year 2005 budget included a provision for a second phase of salary increases for eligible faculty and staff. Phase II salary increases, budgeted at five percent, were dependent on student enrollment increases budgeted to be 1.3 percent of Cameron's credit hour production. This fall's enrollment far exceeds the required level. Cameron University has the largest freshman class in its 96-year history; total headcount enrollment is up 5.8 percent with a 7.2 percent increase in credit hour production.

The salary plan guidelines are:

- Be a current, regular full-time or part-time employee in a faculty, administrative or classified position at the time the salary increase is paid.
- To be eligible for any increase, an employee must have at least an overall satisfactory performance evaluation.

- To be eligible for a cost of living adjustment (COLA), an employee must have been employed at Cameron University prior to July 1, 2004. The amount of the COLA is 3 percent or \$500, whichever is greater.
- To be eligible for a merit increase, an employee must have been employed in his/her current position prior to January 1, 2004.
- Overall performance ratings of marginal or unsatisfactory must be accompanied by a memorandum outlining actions being taken to improve performance to a satisfactory rating. These individuals are not eligible for any increase.
- Merit and COLA salary increases for eligible employees are effective as follows:
 - Nine-month faculty, August 16, 2004
 - Twelve-month faculty and staff, July 1, 2004
 - Ten-month staff, August 1, 2004
- Employees in non-faculty positions receiving promotions on or after January 1, 2004, are not eligible for a merit increase. This includes changes in positions, including lateral changes, but does not include changes due to a reclassification.

Recommended salary increases total \$711,689, including \$668,225 in educational and general funds. Salary increase percentages range from 3 percent to 11 percent. A total of 436 employees are recommended for raises.

The salary program for FY 2005 (Phases I and II) totals \$969,289 or 7 percent.

Reports detailing recommended salaries for staff earning over \$60,000 and for all faculty were available at the meeting.

President Ross recommended the Board of Regents approve Phase II of Cameron University's Fiscal Year 2005 salary and wage increases for faculty and staff as detailed 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.

LEAVE OF ABSENCE WITHOUT PAY POLICY

At the September 2004 meeting, the Board of Regents approved deleting the *Requests for Extended Leave Without Pay* section from Cameron University's Sick Leave Policy. The policy has been rewritten to comply with The University of Oklahoma Board of Regents' Policy Manual CU/RSU (hereinafter referred to Regents' Policy Manual).

The Regents' Policy Manual authorizes the President, or the President's authorized designee, to approve "appointments, salaries, and other changes, including leaves of absence, for all members of the faculty and staff for terms of three months or less." Cameron University's Leave of Absence Without Pay policy was revised to note that requests for a leave of absence without pay for periods greater than three months must be approved by the Board of Regents.

The key elements of the Leave of Absence Without Pay policy are:

- Leaves of absence without pay should be recommended only when in the best interest of the University.
- Leaves of absence without pay for three months or less can be approved by the President.
- Leaves of absence without pay for greater than three months require approval by The University of Oklahoma Board of Regents.

- The decision to pay employer-paid benefits during a leave of absence without pay will be made by the President and will be decided based upon the best interest of the University.
- No leave time or service time for computation of retirement benefits is earned while on a leave of absence without pay.

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 as Exhibit A.

President Ross recommended the Board of Regents approve the revised Cameron University Leave of Absence Without Pay policy.

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.

RESOLUTION AUTHORIZING ACTIVE DUTY CITY OF LAWTON POLICE OFFICERS TO SERVE AS CAMERON UNIVERSITY RESERVE POLICE OFFICERS

Cameron University's Office of Public Safety currently is staffed with nine full-time police officers and one reserve police officer. Additional reserve police officers would significantly assist the Office of Public Safety in better serving the University community, especially during special events attracting large numbers of people to Campus. Several City of Lawton active duty police officers have expressed a desire to become Cameron University reserve police officers. Additionally, pending approval by the Board, the Lawton City Council will pass a similar resolution in support of allowing their city police officers to be appointed as Cameron University reserve police officers.

Prior to the passage of 51 O.S. 6-14, municipal enforcement or peace officers were not permitted to hold dual appointments. The new law provides an exception to the prohibition of dual appointments; it specifically allows municipal enforcement or peace officers to hold dual appointments as reserve campus police officers.

The Resolution, attached as Exhibit B, has been reviewed by Legal Counsel, and all suggested changes have been incorporated.

President Ross recommended the Board of Regents approve the attached Resolution permitting City of Lawton active duty police officers to serve as Cameron University reserve police officers.

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.

FISCAL YEAR 2003-2004 EXTERNAL AUDITS

At the October 2004 meeting of the Board of Regents' Finance and Audit Committee, Cole & Reed, LLP presented the Independent Auditors' Report, Annual Financial Statements, and the Report on Compliance and Internal Control over Financial Reporting based on audits of the financial statements for the fiscal year ended June 30, 2004. The audits were conducted in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States.

At the same meeting, Cole & Reed presented the Independent Auditors' Report on the Schedule of Expenditures of Federal Awards and the Independent Auditors' Report on Compliance and Internal Control over Compliance Applicable to Each Major Federal Award Program of Cameron University for the fiscal year ended June 30, 2004. These audits were conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

President Ross recommended the Board of Regents:

- I. Accept the fiscal year 2003-2004 External Audit and Annual Financial Reports for Cameron University; and
- II. Accept the fiscal year 2003-2004 Compliance Audits of Federally Funded Assistance Agreements for Cameron University.

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.

ACADEMIC PERSONNEL ACTION

CHANGE:

Jankovic, Dragan, Ph.D., title of Interim Chair, Department of Mathematical Sciences added. Salary changed from annualized rate of \$50,052 for 9 months (\$5,561.33 per month) to annualized rate of \$51,052 for 9 months (\$5672.44 per month), August 24, 2004.

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

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.

ROGERS STATE UNIVERSITY

REPORT OF THE PRESIDENT OF THE UNIVERSITY

President Wiley told the Regents of events occurring on the RSU campus, that have included a very successful endowed scholars banquet, attended by Regent Clark, and the annual Constitution Day awards banquet where retiring state Senators Penny Williams and Charles Ford of Tulsa were honored.

Regents Clark and Stuart were both able to attend that event. The University was recently notified that the Founders and Associates of Tulsa have agreed to donate \$87,500 to the University toward creating a biological sciences research laboratory. Destination RSU is the University's preview day for prospective students and was held on October 9. The University hosted the largest crowd ever for a fall recruiting effort. At the recent Board of Visitors meeting, the fifteen-member group decided to form a development committee to enhance external fundraising for the University. John Williams, a successful northeastern Oklahoma developer, has agreed to chair that committee. Scott Mock, Rick Varatee and Richard Bell have agreed to serve on the committee. The Rogers State baseball club participated in the Northeastern State University Fall Classic recently and defeated Northeastern. The administration continues to work toward a successful Higher Learning Commission accreditation visit, scheduled for November 15-17. While the administration is very comfortable with the level of preparation and feel everything has been done to make a good showing, the reality is that everyone will be glad when the Commission visit is over and the kind of report that is expected is actually received.

2004-2005 COMPENSATION PLAN

Rogers State University's fall 2004 enrollment has increased significantly over the fall 2003 enrollment. This 5.6% increase again places expectations on our faculty and staff to achieve high levels of student service and learning. Moreover, our faculty and staff have worked diligently to expend funds wisely, being good stewards of limited resources.

This average increase of approximately \$1,600 per employee is important in helping our employees stay current with the cost of living. For example, On January 1, 2005, health insurance costs for spousal and dependent coverage will increase by as much as 30%, or \$1,900 per year, depending upon the employee's plan. The listing of employees who are to receive the additional adjustment is shown on the following page.

Employee	Title	Current Salary	COLA, Market, Equity Adjustment	%	New Salary
Marisa Littlefield	Administrative Assistant	\$25,200	\$2,800	11%	\$28,000
Timothy Potter	Network Specialist	\$51,000	\$5,000	9.8%	\$56,000
Jan Carroll	Chief Technology Officer	\$82,150	\$7,850	9.6%	\$90,000
Janet Goodson	Coordinator, Employees & Benefits	\$33,000	\$3,000	9%	\$36,000
Cecilia Yetter	Technical Support Assistant	\$23,310	\$1,690	7.3%	\$25,000
Chris Purcell	Vice President for University Governance	\$4,499.50	\$4,875.50		\$ 9,375
Brian Mullins	Head Grounds Keeper	\$25,750	\$1,250	5%	\$27,000
Michael Turner	Dean of Students	\$79,500	\$3,500	4.4%	\$83,000

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Debra Hedrick	Executive Assistant to President	\$74,200	\$2,800	3.8%	\$77,000
Larry Minks	Associate Vice President	\$98,500	\$3,500	3.6%	\$102,000

President Wiley recommended each three-quarter or full-time employee (excluding himself) employed prior to January 1, 2004, receive a cost of living adjustment equal to three percent (rounded to nearest whole percent), retroactive to July 1, 2004.

Additionally, President Wiley recommended each employee listed above receive an additional adjustment retroactive to July 1, 2004, to compensate them for market or equity forces.

The cost of proposed adjustments, including benefits, to the E&G I budget is approximately \$300,000, the E&G budget cost is approximately \$38,500, and the Auxiliary budget cost is approximately \$14,000.

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.

AWARDING OF CONTRACT FOR CONSTRUCTION OF THE CENTER FOR ECONOMIC AND COMMUNITY DEVELOPMENT

I. and II. AWARD OF CONTRACT

Rogers State University initiated the Center in July 2002 to support the University's mission relating to economic development. The goals include establishing a one-stop shop, creating a small business development center, constructing and operating a technology incubator, and developing a regional research center to conduct economic, demographic and social research related to economic development. Construction of a new facility will advance the University's ability to support economic development efforts.

At the June 2004 meeting, the Board of Regents approved the design plans for the Center for Economic and Community Development and authorized the President to prepare the construction documents and advertise for bids for construction of the project. With assistance of Mr. Robert Wright, architect, and input from University staff, Rogers State University prepared bid specifications. This project will include approximately 6,903 gross square feet of space to be located on the north side of the Claremore campus. The project includes parking, sidewalks and exterior lighting.

The project has been properly advertised, and sealed bids were opened on Thursday, September 23, 2004 at 4:00 pm.

President Wiley recommends Sooner Builders as the successful bidder. He recommends accepting base bid and alternates A through E for a projected cost of \$924,350. State statutes allow change orders to be issued for up to 15 percent cumulative increase in original amount of the project costing \$1,000,000 or less. Board approval of this project will authorize the President or designee to sign the contract, and will allow issuance of change orders of up to 15 percent of the contract amount and within budget limitations. The contract amount and authorized maximum change orders total \$1,063,003.

III. AND IV. 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.

The project includes a geothermal mechanical system, which may be funded with the Master Lease Proceeds.

Funding for this project has been established and will consist of Education and General Fund monies, Section 13 Offset monies, Facility Fee monies, grant funds from federal and local entities, and the Master Lease program. The institution estimates an increase in operating costs of \$4.62 per square foot that will be funded through the formula adopted by the Oklahoma State Regents for Higher Education.

President Wiley recommended approval from the Board of Regents to:

- I. Award a contract in the amount of \$924,350 to the low bidder, Sooner Builders, for the construction of the new Center for Economic and Community Development;
- II. Authorize the President or his designee to sign the contract and the necessary change orders during the construction of the Center within statutory and project budget limitations, up to a maximum project cost of \$1,063,003;
- III. Authorize the President or his designee to submit the acquisition of a geothermal mechanical system for inclusion under the Oklahoma State Regents for Higher Education Master Lease-Purchase Program; and
- IV. 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 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.

AWARDING OF CONTRACT FOR DATA CENTER

In an effort to enhance the ability of the institution to provide a proper computer facility and data center that adheres to industry standards, Rogers State University, with the assistance of Jim Graber, architect, and Alcatex, Inc., a consulting company working with Mr. Graber, had numerous meetings with the Chief Technology Officer and other University staff, to identify the University’s immediate and future needs. As a result of the meetings, bid specifications were developed and approved by the University. The current Data Center is located in Preparatory Hall. The new Data Center will continue to be located in Preparatory Hall, but will be in a new location.

The project has been properly advertised, and sealed bids were opened on Monday, August 16, 2004 at 4:00 p.m.

President Wiley recommends Lassiter Richey Co., Inc., Tulsa, Oklahoma as the successful bidder. He recommends accepting the base bid, alternates 1, 2 and 3 for a total contract of \$328,641. Alternate 4, new insulated glass windows over the existing windows and alternate 5, new light fixtures, may be done during the course of the remodel, but would be included in the authorized change orders. State statutes allow change orders to be issued for up to 15 percent cumulative increase in original amount of the project costing \$1,000,000 or less. Board approval of this project will authorize the President or designee to sign the contract, and will allow issuance of change orders of up to 15 percent of the contract amount and within budget limitations. The contract amount and authorized maximum change orders total \$377,937.

Funding for this project has been established and will consist of Education and General Fund monies, Section 13 Offset monies, and Facility Fee monies. The institution does not estimate an increase in operating costs since the existing space has been used and the current operating costs are included in the budget.

BID TABULATIONS

GRABER & IMEL ARCHITECTS

TULSA, OKLAHOMA

Project Name: Rogers State University Data Center				
Project No.: 0414				
Bid Date: Monday, August 16, 2004 - 4:00 p.m.				
Sheet 1 of 1				
GENERAL CONTRACTORS:	Lassiter Richey Co., Inc. TULSA	McBride Electric Service TULSA	Southeast Tulsa Construction CLAREMORE	Data Communications & Electrical Services TULSA
Calendar Days	120		180	
Base Bid	303,987		383,000	
ALTERNATES (ADD OR DEDUCT)				
1	New transformer installation	15,384		12,000

2	New built-up roof	6,728		24,900	
3	New ceiling grid and tiles	2,542		3,800	
4	New insulated glass with frames over existing windows	5,431		5,900	
5	New 2 x 4 light fixtures	160 each		250 each	
TOTAL (Including Alternates)		334,072	NO BID	429,600	NO BID

President Wiley recommended approval from the Board of Regents to:

- I. Award a contract in the amount of \$328,641 to the low bidder, Lassiter Richey Co., Inc., Tulsa, Oklahoma for the remodel of a new Data Center for Rogers State University; and
- II. Authorize the President or his designee to sign the contract and the necessary change orders during the renovation of the Data Center within statutory and project budget limitations, up to a maximum project cost of \$377,937.

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

FISCAL YEAR 2003-2004 EXTERNAL AUDITS

At the October 2004 meeting of the Board of Regents' Finance and Audit Committee, Cole & Reed, LLP presented for the fiscal year ended June 30, 2004, the Independent Auditors' Report, Annual Financial Statements, and the Report on Compliance and Internal Control over Financial Reporting based on audits of the financial statements. The audits were conducted in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States.

At the same meeting, Cole & Reed presented for the fiscal year ended June 30, 2004, the Independent Auditors' Report on the Schedule of Expenditures of Federal Awards and the Independent Auditors' Report on Compliance and Internal Control over Compliance Applicable to Each Major Federal Award Program of Rogers State University. These audits were conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

President Wiley recommended the Board of Regents:

- I. Accept the fiscal year 2003-2004 External Audit and Annual Financial Reports for Rogers State University; and
- II. Accept the fiscal year 2003-2004 Compliance Audits of Federally Funded Assistance Agreements for Rogers State University.

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

APPROVAL OF LEASE AGREEMENT

Section 4.13 of the Board of Regents' Policy Manual for Rogers State University states the Board of Regents will approve the acquisition of all real property as required to satisfy the mission of the University. The property adheres to the Regents' guidelines as to acquiring property for future expansion and to protect the perimeter of the University's facilities.

The City of Pryor is the owner of approximately 3.5 acres of real estate adjacent to RSU/Pryor facility. The lease is an annual lease for up to 99 years with an annual lease payment of one dollar (\$1.00) per year.

Legal Counsel has reviewed and approved the lease agreement.

President Wiley recommended the Board of Regents authorize the President to sign the lease agreement for 99 years, with an annual lease payment of \$1 per year, for a parcel of real estate with the legal description as follows:

A tract of land situated in the SW/4 SW/4 of Section 17, Township 21 North, Range 19 East of the Indian Base and Meridian, in Pryor Creek, Mayes County, Oklahoma, and more particularly described as follows, to-wit:

Beginning at a point on the West Line of the SW/4 SW/4 and 208.71 feet North of the Southwest corner thereof; thence North 0° 12'30" West and along said West Line, a distance of 481.72 feet; thence North 89° 19'26.21" East a distance of 320 feet; thence South 0°12'30" East and parallel to said West Line a distance of 416.06 feet; thence South 58°57'09.7" West a distance of 129.61 feet; thence South 89°17'25" West and parallel to the South Line of said SW/4 SW/4, a distance of 208.71 feet to the Point of Beginning.

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.

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.

THE UNIVERSITY OF OKLAHOMA

REPORT OF THE PRESIDENT OF THE UNIVERSITY

President Boren asked Ken Levit, President of OU-Tulsa, to present the President's report because it deals with things that are happening at the Tulsa campus. The growth of programs, the growth of faculty, the exciting new initiatives that are taking place send a very strong signal of this University's commitment to Tulsa and northeastern Oklahoma.

President Levit welcomed the Board to the Schusterman Center and discussed the efforts that have been made in the five years since the Amoco campus became a part of OU and in the three years since OU programs actually moved into this facility. In addition to the \$28 million purchase of this campus, there are now just under \$70 million of new capital projects underway: the \$32 million Vision 2025 clinic made possible by the voters of Tulsa county, a possible extra \$5 million for a cancer center satellite (pending the outcome of the tobacco tax vote), and a \$24 million classroom/library complex for which about half the funds are raised. A project on the Hillcrest Medical Center campus for a brand new family medicine clinic is about 75% complete. This will be an outstanding improvement from the existing family medicine clinic. More important, however, than the capital projects or the bricks and mortar projects is the human capital. Student numbers over the past three years have increased 50 percent, from 800 to 1200, mostly in graduate student programs like pharmacy and nursing and new programs from the Norman Campus have been developed with the leadership of Provost Mergler and the deans. OU-Tulsa has two unique opportunities of which to take advantage: to be a focus on interdisciplinary education research and to integrate all of the academic programs deeply into the community of Tulsa and northeastern Oklahoma. At the Schusterman Center, just around the corner from each other, are petroleum engineers, social workers, doctors, nurses, pharmacists, urban designers, electrical engineers. The opportunities for collaboration and creative research proposals are quite exciting. The OU clinics hold 200,000 patient visits a year, 80% of which are on Medicaid or are uninsured. That is the spirit with which the University wants to work towards a deep effort of service to the community and leads to a handful of announcements. First, Mr. Herb Gussman and members of his family are here to be recognized for the establishment of the Gussman Family Chair in Internal Medicine. Mr. Gussman is a businessman and, along with his late wife Roseline, a long-time civic leader in Tulsa. Their two daughters and their families have joined them in supporting higher education and other causes in Tulsa, with one grandson recently being recruited as the co-chair of the Department of Internal Medicine at the College of Medicine in Tulsa. In light of the \$1 million pledge for the chair, Presidents Boren and Levit recognized Mr. Gussman as a new member of the Seed Sower Society and presented him with a bronze statue of the Seed Sower.

NAMING OF AREAS

November 2004 marks a milestone in the life of The University of Oklahoma – the 10th anniversary of the remarkable and transforming leadership of President David L. Boren and First Lady Molly Shi Boren. During the past decade, few public universities have made more progress than OU.

For generations to come, the University community will enjoy the gifts of President and Mrs. Boren's vision — strengthened resources for our students and faculty, new and renovated buildings, renewed traditions, beautiful gardens, refurbished spaces, a strong sense of community, and a lasting pride. It is exceedingly appropriate that the OU Regents name certain special areas in their honor and in recognition of all that has been achieved at OU during the last 10 years.

Students are at the heart of everything that President Boren does. When he arrived at OU in 1994, two of his first initiatives were the creation of an Honors College on the Norman campus for talented and hard-working students and of a full-service Student Union as a lively gathering place for students on the OU Health Sciences Center campus in Oklahoma City. Both initiatives have been accomplished.

The Honors College, officially authorized by the OU Regents in 1996 and supported by a private endowment, has its own faculty and offers innovative, interdisciplinary courses and programs to rival those of the most prestigious private schools. Today, the Honors College admits about 2,000 students annually, and its programs enrich the educational environment of the entire University.

The \$3.1 million addition and renovation of the OU Honors College complex provides an Academic Arts Community where 146 student residence rooms are integrated with faculty offices, a library, state-of-the-art classrooms, a computer center, administrative offices, and an enclosed courtyard. Naming the beautiful and prominent building housing the Honors College for President Boren would be especially fitting.

Another top priority during the first year of President Boren's administration was to accelerate the construction of the long-awaited Student Center at the Oklahoma City campus. President Boren believed such a facility was essential to building the spirit of family and community. Today the three-story, well-equipped, much-used HSC Student Union is a reality.

Among its many offerings are offices for student government, meeting and study rooms, computer stations, a food court, coffee shop, a fully equipped fitness center, game room, the Boren Lounge, as well as offices for HSC Student Affairs, Financial Aid, Student Support Services, and a branch of the Bursar. It is apt that the HSC Student Union be named the David L. Boren Student Union.

During President Boren's tenure, OU's presence in Tulsa also has been dramatically enhanced through the acquisition of an entire campus. The purchase of the campus was made possible through a commitment from the University of Oklahoma Foundation Inc. and an exceptional gift from the late OU alumnus Charles Schusterman; his wife, Lynn, and their family foundation. A boulevard at OU-Tulsa's Schusterman Center will be named in honor of President Boren.

Another of President and Mrs. Boren's special initiatives was the renovation and expansion of the Oklahoma Memorial Union on the Norman campus to re-establish the Union as a center of student life and as a gathering place for students, faculty, staff, alumni, friends and campus visitors. President and Mrs. Boren provided the vision and leadership as well as a generous personal gift in support of the Union renovation.

The \$17.8 million project began with the restoration of the third-floor Ballroom, the scene of thousands of galas, dances, dinners and special ceremonies and events during its long history. Today, the Union Ballroom is an exquisite and expansive space that is one of the most prominent, highly visible areas of the University. Its significant restoration returned the

Ballroom to its former splendor, re-creating the flavor and feel of the grand room's original design. It provides an elegant facility for many formal gatherings and large group functions of all types. Naming the Union Ballroom for Molly Shi Boren is a particularly appropriate honor for OU's First Lady.

Mrs. Boren's leadership and personal involvement also have been essential to the dramatic beautification efforts that have transformed OU's three campuses with new gardens, lovely landscaping, statues, fountains, historical markers, and commemorative teak benches. Outdoor spaces throughout the Health Sciences Center campus in Oklahoma City have been transformed in a beautification effort aimed at promoting a sense of community and a healing environment.

A lovely courtyard and shade garden is being created on the north side of the lower level of the Robert M. Bird Health Sciences Library building that will feature terraced seating, teak tables and chairs, a fountain, Japanese maples, ferns and hostas. This peaceful garden area was established with a generous gift from Henry Zarrow of Tulsa in honor of the Borens' 10th anniversary. In honor of the tremendous impact that she has had on the beautification of OU's campuses, this area will be named the Molly Shi Boren Courtyard.

Chairman Bentley recommended the Board of Regents approve the naming of these special areas on The University of Oklahoma Norman campus, the OU Health Sciences Center, and the Schusterman Center at OU-Tulsa in honor of President David L. Boren's 10 years of service to OU and in recognition of First Lady Molly Shi Boren's contributions to the University during the last decade:

the building housing the OU Honors College as David L. Boren Hall;
the HSC Student Union as David L. Boren Student Union;
a boulevard at OU-Tulsa's Schusterman Center to be named David L. Boren Boulevard;
the Oklahoma Memorial Union Ballroom as the Molly Shi Boren Ballroom; and
a courtyard and garden at the Health Sciences Center as the Molly Shi Boren Courtyard.

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.

REPORT OF THE PRESIDENT OF THE UNIVERSITY continues

President Levit continued by announcing the creation of the Early Childhood Institute at OU-Tulsa. It is an exciting initiative and partnership between OU-Tulsa and Tulsa Community College, led by President Tom McKeon. Oklahoma is a national leader in the field of early childhood education and is one of three states in the union with universal access to pre-kindergarten. There are two Tulsa-based visionary leaders who are working with OU-Tulsa and TCC in this project: Steven Dow, executive director of the Community Action Project of Tulsa County, and George Kaiser, former State Regent, who is making early childhood education a focal point of his charitable foundation. The role for OU in this Institute will be two-fold; OU will work with TCC to train teachers of infants and toddlers, because little focus has been placed on teaching the teachers of the earliest learners. Mr. Kaiser has offered to endow professorships at both OU and TCC as well as help with startup funds. The second role for OU will be to create a partnership around our medical clinics and pediatricians to give high quality medical care to the next generation of

OU students and Oklahoma's future leaders. Mr. Kaiser expounded on why he thought this program and early childhood education is so critically important. He came to his interest in early childhood education through his charitable work in the early intervention of poverty. Frustration occurred when the charitable dollars given toward healthcare, inadequate housing, nutrition and so forth didn't break the cycle of poverty. This led him to the thought that the way to truly change people, change their history, careers, and opportunity, is to start at a very early age. The critical differences in programs that work involve intervention at the very earliest point, very well trained teachers in every classroom and strong community support. That is why he is helping to fund this Institute. Mr. Dow discussed his work with Headstart and Oklahoma's great start in providing universal access to pre-k classes. He stressed the importance of Oklahoma's requiring bachelor-level teacher training with a certification in early childhood. President McKeon thanked the Regents, Mr. Kaiser and Mr. Dow and stated that TCC is excited to be part of this venture with The University of Oklahoma.

President Levit then recognized Lindsay and Diane Perkins and their family for recent gifts of \$1 million for the Perkins Family Lecture Hall and \$75,000 for enhancement of student lounges, both for the Schusterman Campus. President Boren and the Regents extended sympathy to Mr. Perkins on the death of his mother and thanked him and his family for attending the meeting on the day of her funeral. Mr. and Mrs. Perkins both addressed the Board, thanking them for the strength of the University and the opportunity to give back to the University and the Tulsa community. President Boren announced that Mr. and Mrs. Perkins are now members of the Seed Sower Society and presented them with a bronze statue of the Seed Sower.

REVISIONS TO THE COLLEGE OF MEDICINE FACULTY COMPENSATION PLAN

The proposed revisions principally relate to the need to provide specific guidelines for "final incentive compensation payments" when faculty retire or resign. The initial proposed revisions were submitted to all department chairs in the College of Medicine (Oklahoma City and Tulsa) for review and comment. The proposed revisions have been reviewed by Legal Counsel, Health Sciences Center, and the Office of the Senior Vice President and Provost.

Deletions are reflected by strikethrough and additions are reflected by single underlining, in the document attached hereto as Exhibit C.

President Boren recommended the Board of Regents approve the revisions to the College of Medicine Faculty Compensation Plan 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.

LOCUM TENENS - HSC

At the October 2003 meeting, the Board of Regents approved funding in an annual amount not to exceed \$1,250,000 for a period of one year with the option to renew for one additional year for professional services of Locum Tenens. Demand for Locum Tenens has been higher than forecasted. This item proposes an increase in the annual contract amount.

The Department of Anesthesiology and other departments have actively been recruiting faculty during the past two years. Unfortunately, there is a current manpower shortage that is not expected to improve for the next five to ten years. For many specialties, 60-70% of current graduates are international medical graduates. In addition, all fellowship programs are seeing a decrease in applicants. The majority of fellows trained also are international medical graduates. Recruiting to Oklahoma is difficult, but even more so when the State cannot accommodate international medical graduates. At this time the following professional areas need support, although the list may expand as shortages continue:

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

The University of Oklahoma Health Sciences Center hires temporary physicians through agencies when necessary, credentials these physicians, and bills and collects in their names for the services they provide.

Professional Services are exempt by Statute from competitive bidding practices. A solicitation was generated to identify companies that may be able to provide Locum Tenens, allow the University to establish contractual relationships with those companies, and enable departments requiring services with an expeditious process to acquire the necessary support. The Departments perform the selection process. Companies that accept the HSC Services Agreement are contacted as needs are identified, and services are used based on availability, credentials and cost. Additional solicitations may be generated to identify further companies on an as-needed basis within the period covered by this item.

In response to Purchasing solicitations, the following firms responded:

Company	Location
CompHealth Medical Staffing	Salt Lake City, Nevada
James Davenport, M.D.	Lawton
J & C Nationwide	Atlanta, Georgia
Locumtenens.com	Alpharetta, Georgia
National Anesthesia Services, Inc.	Beverly Hills, Michigan
Nationwide Anesthesia Services	Sandersville, Georgia
Richard Roberts, M.D.	Lawton
Southeast Medstaff, Inc.	Seymour, Tennessee
Staff Care, Inc.	Irving, Texas
Whitaker Medical	Houston, Texas

The evaluation committee comprised the following individuals:

Jan Duke, Medical Team Manager, Purchasing Department
 Dr. Jane Fitch, Chair, Department of Anesthesiology
 Susan VanGundy, Business Administrator, Department of Anesthesiology
 Kathy Walker, Director, Administrative Support Services, Administrative Affairs

Evaluation criteria were formal response to the RFP, no exceptions taken to RFP terms and conditions, and acceptance of the HSC Services Agreement. The committee rated the responding companies approved or disapproved as follows:

	RFP response	RFP exceptions	HSC service agreement	Approved/Disapproved
CompHealth Medical Staffing, Salt Lake City, NV	OK	NONE	YES	A
J&C Nationwide, Atlanta, GA	OK	NONE	YES	A
Locumtenens.com, Alpharetta, GA	OK	NONE	YES	A
National Anesthesia Svc., Inc., Beverly Hills, MI	OK	NONE	YES	A
Nationwide Anesthesia Svc., Sandersville, GA	OK	NONE	YES	A
Southeast Medstaff, Inc., Seymour, TN	OK	NONE	YES	A
Staff Care, Inc., Irving, TX	OK	NONE	YES	A
Whitaker Medical, Houston, TX	OK	NONE	YES	A
Dr. James Davenport, Lawton	OK	NONE	YES	A
Dr. Richard Roberts, Lawton	OK	NONE	YES	A

The committee recommends award to all approved companies subject to their ability to provide credentialed Locum Tenens at the required time.

Funding is available through rebilling for services and reimbursement to departmental accounts.

President Boren recommended the Board of Regents authorize the President or his designee to enter into one or more contracts in an annual combined amount not to exceed \$2,500,000 with companies listed above, for professional services of Locum Tenens as needed for the one-year period beginning November 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.

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. dba OU Medical Center

OUHSC will continue to provide secondary on-call obstetrical anesthesia services. The FY 2005 contract represents an amount \$16,000 greater than FY 2004. Agreement was received on July 21, 2004, and was fully executed on August 1, 2004.

New - St. John Medical Center

OUHSC Internal Medicine resident physicians will provide medical services to St. John at the St. John inpatient psychiatry facility in Tulsa. Agreement was received on August 23, 2004 and signed and delivered to other party for execution on August 30, 2004. Agreement has not been fully executed as of September 20, 2004.

New - SSM Health Care of Oklahoma dba St. Anthony Hospital

OUHSC will provide clinical pharmacy specialist services. Agreement was received on August 17, 2004 and signed and delivered to other party for execution on August 19, 2004. Agreement has not been fully executed as of September 20, 2004.

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

Renewal - HCA Health Services of Oklahoma, Inc. dba OU Medical Center College of Medicine/Department of Anesthesiology Term of Agreement 07/01/04 to 06/30/05 Professional Service Agreement	\$276,000
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New - St. John Medical Center College of Medicine Tulsa/Department of Internal Medicine Term of Agreement 09/01/04 to 06/30/05 Professional Service Agreement	\$142,560
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New - SSM Health Care of Oklahoma dba St. Anthony Hospital College of Pharmacy Term of Agreement 07/01/04 to 06/30/05 Professional Service Agreement	\$101,650
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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.

FORT RENO MULTI-PURPOSE BUILDING - HSC

The United States Department of Agriculture, Agricultural Research Services, Fort Reno, has requested the University relocate water treatment equipment currently located in a pump house facility that is scheduled for demolition. A new facility is needed to house the water treatment equipment and provide much-needed space for maintenance and storage of other types of equipment at the Fort Reno Science Park. The University retained Miles Associates, Inc., an on-call architectural consultant, to provide professional services for design and preparation of construction documents for the building and water treatment equipment.

I. APPROVE PROJECT

It is recommended the Board of Regents approve the Fort Reno Multi-Purpose Building project with a total project budget of \$190,000, and authorize addition of the project to the Campus Master Plan of Capital Improvement Projects. The project will be funded with a combination of Department of Animal Resources and Provost funds.

II. AWARD CONTRACT FOR CONSTRUCTION

On September 1, 2004, bids for the Fort Reno Multi-Purpose Building project were received from five firms. The bids have been evaluated by the project architect, Miles Associates, Inc., and the following representatives of the University administration:

Gary L. White, DVM, Director of Animal Resources
 Michael Moorman, Director of Architectural and Engineering Services
 Wilton Berry, Associate Campus Architect-HSC, Architectural and Engineering Services

It is recommended a contract in the amount of \$153,742 be awarded to Cactus Construction Company of Oklahoma City, the low bidder, as follows:

Base Proposal	\$153,242
Alternate No. 1, Sink and Hardware Room 102	<u>500</u>
Proposal Contract Amount	\$153,742

III. SIGN THE AGREEMENT

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

TABULATION OF BIDS
 FORT RENO MULTI-PURPOSE BUILDING

	<u>Cactus Construction Company Okla City</u>	<u>VonTungeln Equipment, Inc. El Reno</u>	<u>Jester & Associates, Inc. Okla City</u>	<u>Globe Construction Co. Okla City</u>	<u>Downey Contracting, L.L.C. Okla City</u>
Base Proposal	\$ 153,242	\$ 155,322	\$ 162,731	\$ 167,500	\$ 222,000
Alternate No. 1, Sink and Hardware, Rm 102	<u>500</u>	<u>350</u>	<u>1,200</u>	<u>1,315</u>	<u>1,500</u>
Total Base Proposal + Alternate No. 1	\$ 153,742	\$ 155,672	\$ 163,931	\$ 168,815	\$ 223,500

President Boren recommended the Board of Regents:

- I. Approve the Fort Reno Multi-Purpose Building project and authorize the addition of the project to the Campus Master Plan of Capital Improvement Projects;
- II. Award a contract in the amount of \$153,742 to Cactus Construction Company of Oklahoma City, 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 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.

INTERDISCIPLINARY CENTERS

The above item was identified, by the administration, as "For Information Only." Although no action was required, the opportunity to discuss or consider it was provided.

INTERDISCIPLINARY CENTERS

In accordance with University Policy, the following three centers are presented for review by the University Regents:

The Center for Applied Behavioral Science - Director: Dr. Michael Mumford

The Center will bring cutting edge, innovative, psychological research to bear on critical problems confronting both for profit and non-profit organizations. The Center will seek to provide support for cutting edge initiatives in the federal, State, and business sectors with a particular focus on applied behavioral science problems.

Institute for Oklahoma Technology Applications - Director: Dr. Thomas Landers

The Institute (IOTA) is founded to transform targeted sectors of the Oklahoma economy through technology innovation. The Institute's mission emphasizes applied research, development, and technology insertion, but also includes basic research. IOTA will provide a framework to sustain and build upon a growing portfolio of cross-disciplinary and multi-university initiatives.

The Center for the Study of Human Operator Performance - Co-Directors: Dr. Kirby Gilliland and Dr. Robert Schlegel

The Center (C-SHOP) focuses on investigating human performance and the methods for conducting those investigations, especially computer-based test technology. Of particular interest to C-SHOP are computer-based tests that provide the means for assessing human performance in a wide range of military, industrial, educational and medical applications.

The program plan for each of these centers has been reviewed by the appropriate dean, forwarded to the Provost and Vice President for Research for approval, reviewed at the Deans' Council and at the President's staff meeting. The Budget Office has reviewed the revenue and expenditure budgets of these centers. The President has approved the establishment of these centers and provides this report to the Board.

This report was 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 attached hereto as Exhibit D. Comparative data for fiscal years 1999 through 2003, and current month and year-to-date, are shown on the graphs and tables.

The Provisions of Goods and Services policy 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.

	FY05 Year-to-Date Expenditures	FY04 Year-to-Date Expenditures	FY04 Total Expenditures
UNIVERSITY OF OKLAHOMA	\$21,032,145	\$17,861,529	\$210,659,977
NORMAN CAMPUS	\$11,268,296	\$12,206,448	\$120,890,324
HEALTH SCIENCES CENTER	\$9,763,849	\$5,655,081	\$89,769,653

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

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.

PROPOSED REVISIONS TO THE REGENTS' POLICY MANUAL AND THE NORMAN CAMPUS FACULTY HANDBOOK - NC

President Boren recommended approval of the proposed revisions to The University of Oklahoma Regents' Policy Manual and the Norman Campus Faculty Handbook, attached hereto as Exhibit E.

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.

MULTI-TENANT OFFICE FACILITIES - NC

The University continues to invest strategically in its research base. At the September 2004 Board of Regents' meeting, the University reported over \$200,000,000 in annual research expenditures for the first time. The University's vision for the Research Campus calls for adding to the intellectual vitality of the Campus through the addition of private sector companies that will locate on the University Research Campus and participate in the academic life of the University through collaborative research agreements, and by providing opportunities for students. This collaborative activity between research universities and private sector research interests is the underpinning of the robust economic growth observed outside of Boston, Massachusetts and in the Research Triangle in North Carolina. This item is further demonstration that this strategy is working in Norman. The University is entertaining inquiries for a number of private sector entities seeking to locate on our Research Campus. Additional space likely will be needed. This item is the first step in the architectural process to begin planning for a second building to house these activities.

At the September 2003 meeting, the Board of Regents (the Board) approved the project to design and build the Multi-Tenant Office Facility with an estimated cost of \$6,500,000. The Multi-Tenant Office Facility #1 and tenant improvements in the building for Weathernews Americas Inc. (WNI) have been completed, and WNI has moved into the building. The Board approved the Multi-Tenant Office Facility #2 project with an estimated total cost of \$9,000,000 at the May 2004 meeting. Construction of the second new facility will provide approximately 50,000 additional square feet of commercial quality office space which may be leased to entities wishing to locate near other technology resources at the University Research Campus. Necessary infrastructure and parking areas associated with the new building also will need to be constructed as part of the project.

The consultant selected for the project initially will provide professional services required for programming and concept and budget development. As funding becomes available, the consultant will be authorized to proceed with professional services to produce the design and contract documents, and will administer the construction contract(s) for the building shell and tenant improvements. As new anchor tenants and funding are identified and additional space is needed, it is anticipated the selected consultant will provide professional services for this and other University Research Campus multi-tenant building projects as approved by the Board.

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

Brent Everett, Staff Engineer, Architectural and Engineering Services, Chair
Burr Millsap, Associate Vice President for Administrative Affairs
Michael Moorman, Director, Architectural and Engineering Services
David Walker, Staff Architect, Architectural and Engineering Services
Deborah Wollenberg, Administrator, Contracts and Real Estate

Proposals to provide the needed professional services for the project were received from 21 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; however one of the five firms withdrew from consideration prior to the interviews. Interviews were conducted with the four remaining firms, and the committee ranked the firms as follows:

1. The McKinney Partnership Architects, Norman
2. JHBR, Inc., Oklahoma City
3. Studio Architecture, Oklahoma City
4. Glover Smith Bode, Inc., Oklahoma City

**MULTI-TENANT OFFICE FACILITIES
ARCHITECTURAL FIRM EVALUATION SUMMARY**

	<u>The McKinney Partnership Architects</u>	<u>JHBR, Inc.</u>	<u>Glover Studio Architecture</u>	<u>Smith Bode, Inc.</u>
Acceptability of Design Services	72	60	63	42
Quality of Engineering	72	63	57	54
Adherence to Cost Limits	24	20	20	17
Adherence to Time Limits	25	19	19	16
Volume of Changes	21	20	19	17
Stability of Firm	25	21	18	18
Total Points	<u>239</u>	<u>203</u>	<u>196</u>	<u>164</u>

President Boren recommended the Board of Regents:

- I. Rank in the order presented below architectural firms that are under consideration to provide professional services required for the Multi-Tenant Office Facilities projects;
- 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 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.

FURNITURE FOR THE MICHAEL F. PRICE COLLEGE OF BUSINESS - NC

At the January 2002 meeting, the Board of Regents (the Board) approved the design development phase plans and authorized the preparation of construction documents for the Michael F. Price College of Business Expansion Project. At the December 2002 meeting, the Board authorized the University administration to advertise and to receive bids for construction of the project. At the March 2003 meeting, the Board authorized the University administration to award a contract in the amount of \$10,871,000 for construction. At the September 2004 meeting, the Board authorized the University administration to award a contract in the amount of \$809,893 for audio visual equipment and services.

The current proposed action is for the purchase of furniture for faculty and staff office areas. This purchase will include desks, chairs, stools, credenzas, book cases, cabinets, conference tables and workstations.

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

Copelin's Office Center	Norman
Interiors for Business	Oklahoma City
Krueger International, Inc.	Green Bay, Wisconsin
Scott Rice	Oklahoma City

The evaluation committee comprised the following individuals:

Sherry Cattau, Interior Architect, Peckham Guyton Albers & Viets, Inc.
 Buddy Ellis, Executive Director, Michael F. Price College of Business
 Blake Farrar, Project Manager, Architectural and Engineering Services
 Tanya Guthrie, Manager of Administration and Operations, College of Geosciences
 Mark Keesee, Senior Buyer, Purchasing
 Rick Skaggs, Interior Design Project Manager, Architectural and Engineering Services
 David Williams, Director, Business Communication Center, Michael F. Price College of Business.

The evaluation criteria were meeting specifications and price. Alternate brands were considered, and some are recommended for purchase.

The results of the evaluation were as follows, with awards in italics.

Vendor	Scott Rice	Copelin's Office Center	Krueger International Inc.	Interiors For Business
Specified Manufacturer and Furniture Lines				
<i>Krug - Manufacturer</i> Kita and Millennium Lines (chairs and tables)	\$42,389	No Bid	No Bid	<i>\$42,071</i>
<i>Steelcase - Manufacturer</i> (workstations & casegoods)	<i>\$159,914</i>	No Bid	No Bid	Bid Alternate Principal – Manufacturer <i>\$164,430</i>

<i>Vecta – Manufacturer (tables, desks, chairs, credenzas, carts)</i>	<i>\$116,027</i>	<i>Bid Alternate KT Furniture Inc. Did not bid all items. \$59,822</i>	<i>Bid Alternate Krueger Intl. \$250,551</i>	<i>No Bid</i>
<i>Brayton - Manufacturer Swathmore, Granger, Harris, Pasio, Peek, LaCosta Lines (stools, side seating)</i>	<i>\$63,687</i>	<i>Bid Alternate Falcon \$137,873</i>	<i>Bid Alternate Krueger Intl. \$78,243</i>	<i>No Bid</i>

The evaluation team determined that awards to Scott Rice of Oklahoma City, Krueger International, Inc. of Green Bay, Wisconsin, and Interiors for Business of Oklahoma City, the low bidders, represent best value to the University.

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

President Boren recommended the Board of Regents authorize the President or his designee to award contracts in the amounts of \$339,628 to Scott Rice of Oklahoma City; \$250,551 to Krueger International, Inc. of Green Bay, Wisconsin; and \$42,071 to Interiors for Business of Oklahoma City, the low bidders, for the purchase of office furniture for the Michael F. Price College of Business located 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.

STITCHING MACHINE FOR PRINTING AND BINDING OPERATIONS - NC

Printing Services requires a saddle-stitching machine to be used in support of binding operations. The current stitching machine, purchased over 20 years ago, requires frequent maintenance, is labor-intensive to set up, and operates at a speed lower than needed for efficient production.

I. AWARD THE CONTRACT

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

Mueller Martini Corporation New York City, New York

An evaluation committee comprising the following individuals rated the response:

Bob Goodwin, Assistant Administrator, Printing Services
Mike Montgomery, Administrator, Risk Management
John Sarantakos, Administrator, Printing, Mailing and Document Services
Sandy Totten, Senior Buyer, Purchasing

The evaluation criteria were potential for improving productivity and price.

The results of the evaluation were as follows:

Vendor	Productivity Improvement Potential	Cost	Trade-in	Net cost
Mueller Martini Corp.	excellent	\$168,218	\$10,000	\$158,218

Although no other bids were received, the cost is known to be fair and reasonable based on information obtained from other commercial printers and from discussion with Heidelberg USA, Inc., a manufacturer that elected not to bid. The trade-in value of the used equipment is reasonable.

The evaluation team determined that award to Mueller Martini Corporation of New York City, New York, meets the University's needs and represents good value.

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 Oklahoma Executive and Legislative Bond Oversight Commissions 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, is available and set aside within the Printing Services operating account. This will include funds available from the trade-in of the old equipment.

President Boren recommended the Board of Regents:

- I. Authorize the President or his designee to award a contract in the amount of \$158,218, to Mueller Martini Corporation of New York City, New York, the sole responsive bidder, for the purchase of a stitching machine;
- II. Authorize the President or his designee to submit the above project for acquisition under the Oklahoma State Regents for Higher Education Master Lease-Purchase Program; 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.

McCASLAND FIELD HOUSE RENOVATION AND IMPROVEMENTS, PHASE I - NC

As a part of the overall Campus Master Plan of Capital Improvement Projects, the Board of Regents (the Board) has approved the McCasland Field House Renovation and Improvements, Phase I project each year since 2000. Since May 2003 the total estimated cost of \$4,000,000 has been approved as the project budget.

Phase I of McCasland Field House renovation includes the addition of new telescoping gymnasium seating and improvements to existing spectator seating. Life safety issues will be addressed with the installation of code-compliant handrails and balcony rails, a new fire sprinkler system, and an updated fire alarm system. A new heating and air conditioning system will serve the gymnasium area, and new electrical service will replace the existing outdated service. New general and television event lighting and a new public address sound system also will be installed in the gymnasium. Shade devices will be utilized to block direct sunlight from shining on the basketball court, and new overhead doors will provide for easy movement of equipment and furnishings in or out of the building. General improvements will include cleaning and painting interior walls and ceilings in all public areas and critically needed roof repairs. The public address sound system and roof repair work elements of the project will be contracted separately.

I. AWARD CONTRACT FOR CONSTRUCTION

On September 21, 2004, bids for the McCasland Field House Renovation and Improvements, Phase I project were received from eight firms. The bids have been evaluated by the project architect, Bockus, Payne Associates Architects, and the following representatives of the University administration:

Blake Farrar, Staff Architect, Architectural and Engineering Services
 Michael Moorman, Director of Architectural and Engineering Services
 Larry Naifeh, Executive Associate Athletic Director
 Stephanie Rempe, Associate Athletic Director and Senior Women's Administrator

It is recommended that a contract in the amount of \$2,409,500 be awarded to Wynn Construction., Inc. of Oklahoma City, the low bidder, as follows:

Base Proposal	\$1,858,000
Alternate No. 1, Telescoping Gym Seats	143,000
Alternate No. 2, Fixed Chair Back Seating	46,500
Alternate No. 3B, Seat Caps (except in Alt. 2 areas)	42,600
Alternate No. 4, Televised Event Lighting Fixtures	8,800
Alternate No. 5, Remote Control Shading System, Event Lighting	78,000
Alternate No. 6, Remote Control Shading System, Televised Event Lighting	34,000
Alternate No. 7, Automatic Fire Suppression System	198,600
 Proposal Contract Amount	 \$2,409,500

I. 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.

Funding has been identified, is available and set aside within the Athletic Department capital funds.

TABULATION OF BIDS McCASLAND FIELD HOUSE RENOVATION AND IMPROVEMENTS, PHASE I

	Wynn Construction Co., Inc. <u>Okla City</u>	Nashert of Oklahoma, LLC <u>Okla City</u>	Pope Contracting, Inc. <u>Okla City</u>	ML Young Construction LLC <u>Edmond</u>
Base Proposal	\$ 1,858,000	\$ 1,998,000	\$ 2,040,000	\$ 2,067,000
Alternate No. 1, Telescoping Gym Seats	143,000	144,500	145,000	146,200
Alternate No. 2, Fixed Chair Back Seating	46,500	54,500	58,000	81,900
Alternate No. 3A, Seat Caps	44,300	45,000	47,000	48,300
Alternate No. 3B, Seat Caps Except in Alt. No.2 Area	42,600	43,000	45,000	47,500
Alternate No. 4, Televised Event Lighting Fixtures	8,800	12,800	90,500	11,000
Alternate No. 5, Remote Control Shading System for Event Lighting	78,000	99,000	81,000	95,800
Alternate No. 6, Remote Control Shading System for Televised Event Lighting	34,000	37,000	35,800	35,300
Alternate No. 7, Automatic Fire Suppression System	198,600	202,000	216,000	242,000
Total, Base Proposal + Alternates Nos. 1, 2, 3B, 4, 5, 6 and 7	<u>\$ 2,409,500</u>	<u>\$ 2,590,800</u>	<u>\$ 2,711,300</u>	<u>\$ 2,726,700</u>

	<u>Flintco, Inc. Okla City</u>	<u>Atlas General Contractors, L.L.C. Bixby</u>	<u>Gail Armstrong Construction, Inc. Norman</u>	<u>J. L. Walker Construction, Inc. Okla City</u>
Base Proposal	\$ 2,190,000	\$2,173,000	\$ 2,122,000	\$ 2,307,000
Alternate No. 1, Telescoping Gym Seats	140,000	143,000	156,000	162,900
Alternate No. 2, Fixed Chair Back Seating	30,000	58,000	28,000	58,100
Alternate No. 3A, Seat Caps	44,000	45,000	53,000	50,700
Alternate No. 3B, Seat Caps Except in Alt. No.2 Area	42,000	44,000	49,500	48,800
Alternate No. 4, Televised Event Lighting Fixtures	13,000	13,000	15,000	14,700
Alternate No. 5, Remote Control Shading System for Event Lighting	98,000	107,000	83,000	111,000
Alternate No. 6, Remote Control Shading System for Televised Event Lighting	37,000	38,000	40,600	42,000
Alternate No. 7, Automatic Fire Suppression System	225,000	207,000	326,000	252,000
Total, Base Proposal + Alternates Nos. 1, 2, 3B, 4, 5, 6 and 7	\$ 2,775,000	\$2,783,000	\$ 2,820,100	\$ 2,996,500

President Boren recommended the Board of Regents:

- I. Award a contract in the amount of \$2,409,500 to Wynn Construction Co., Inc. of Oklahoma City, the low bidder, for construction of the McCasland Field House Renovation and Improvements, Phase I project; and
- II. Authorize the President or his designee to sign the Agreement for Construction and the necessary change orders during construction within the statutory and project budget limitations.

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

FISCAL YEAR 2004 EXTERNAL AUDITS - NC & HSC

At the October 2004 meeting of the Board of Regents' Finance and Audit Committee, Cole & Reed, LLP presented for the fiscal year ended June 30, 2004, the Independent Auditors' Report, Annual Financial Statements, and the Report on Compliance and Internal Control over Financial Reporting based on audits of the Norman and Health Sciences Center Campuses' financial statements. The audits were conducted in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States.

At the same meeting, Cole & Reed presented for the fiscal year ended June 30, 2004, the Independent Auditors' Report on the Schedule of Expenditures of Federal Awards and the Independent Auditors' Report on Compliance and Internal Control over Compliance Applicable to Each Major Federal Award Program of the Norman and Health Sciences Center Campuses. These audits were conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

President Boren recommended the Board of Regents:

- I. Accept the fiscal year 2004 External Audit and Annual Financial Reports for the Norman and Health Sciences Center Campuses; and
- II. Accept the fiscal year 2004 Compliance Audits of Federally Funded Assistance Agreements for the Norman and Health Sciences Center Campuses.

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.

ACQUISITION AND SALE OF PROPERTIES - NC

The University's administration recommends it be authorized to pursue acquisition of the properties listed, located adjacent to the northeast corner of Norman's main campus. The proximity of the properties makes them a strategic and desirable acquisition for the University.

The University will acquire the properties from The University of Oklahoma Foundation and manage them as residential rental properties for the foreseeable future.

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

Acquisition of these properties meets Regents' policy.

President Boren recommended the Board of Regents authorize the University's administration to acquire properties located at 119 and 121 E. Brooks Street, and 302, 304 and 306 E. Boyd Street from The University of Oklahoma Foundation, at an amount not to exceed fair market value.

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 PERSONNEL ACTIONSHealth Sciences Center:

LEAVES OF ABSENCE:

Chadek, Richard Frank, Assistant Professor of Family and Preventive Medicine, return from military leave of absence with pay, September 20, 2004.

Coleman, Brian R., Assistant Professor of Family and Preventive Medicine, military leave of absence with pay, August 13, 2004 through September 30, 2004; military leave of absence without pay, October 1, 2004 through November 30, 2004.

Ellerbee, Susan, Associate Professor of Nursing, medical leave of absence with pay, May 6, 2004 through September 7, 2004; return from medical leave of absence with pay, September 7, 2004.

Jafari, Booseh, Clinical Assistant Professor of Fixed Prosthodontics, medical leave of absence with pay, August 13, 2004 through November 1, 2004.

Lockhart, Staci, Assistant Professor of Pharmacy Clinical and Administrative Sciences, return from leave of absence with pay August 9, 2004.

Morton, Daniel, Assistant Professor of Pediatrics, leave of absence without pay, September 11, 2004 through November 1, 2004.

Stark, Jennifer, Assistant Professor of Pharmacy Clinical and Administrative Sciences, return from leave of absence with pay, August 16, 2004.

Sabbatical Leave of Absence:

Chung, Kyung W., David Ross Boyd Professor and Vice Chair of Cell Biology, sabbatical leave of absence with full pay, February 15, 2005 through August 10, 2005. Will study medical education in general and observe how Human Anatomy for medical students is taught using modern techniques in the new Medical Sciences Teaching Center at Oxford and other universities in England as well as universities in other countries. Will also observe the presentations of lectures, cadaver dissections, small group discussions, clinical correlations, clinical procedures, problem-based learning, computer-based learning and other active learning methods. While at Oxford, will be involved in teaching their new "Clinical Anatomy" course for students immediately before they start their clinical studies. In addition, will work with world renowned scientists, Dr. Johannes W. Rohen and Dr. Elke Lutjen-Drecoll, at the University of Erlangen-Nuemberg, Department of Anatomy, to obtain special dissection skills. Faculty Appointment: 10/01/97. Previous leaves taken: None.

REAPPOINTMENT:

Johnson, Melinda, Adjunct Assistant Professor of Communication Sciences and Disorders, annualized rate of \$6,000 for 9 months (\$666.67 per month), 0.10 time, August 23, 2004 through May 13, 2005.

NEW APPOINTMENTS:

Chernyak, Grigory, M.D., Assistant Professor of Anesthesiology, annualized rate of \$95,421 for 12 months (\$7,951.75 per month), August 16, 2004 through June 30, 2005. New consecutive term appointment. University base \$75,421, departmental salary \$20,000.

Heimbach, Stephen, M.D., Instructor in Anesthesiology, annualized rate of \$65,000 for 12 months (\$5,416.67 per month), September 27, 2004 through June 30, 2005.

Hudson, Robert J., M.D., Clinical Professor of Pediatrics, Tulsa, annualized rate of \$28,000 for 12 months (\$2,333.34 per month), 0.20 time, August 15, 2004 through June 30, 2005.

Jones, Maria Ann, Clinical Assistant Professor of Rehabilitation Sciences and Adjunct Assistant Professor of Allied Health Sciences, annualized rate of \$64,219 for 12 months (\$5,351.58 per month), October 1, 2004 through June 30, 2005.

Kiossev, Jetchko Nikolaev, Ph.D., Assistant Professor of Research, Department of Biochemistry and Molecular Biology, annualized rate of \$63,000 for 12 months (\$5,250.00 per month), October 4, 2004 through June 30, 2005.

Landis, Donald Terry, Clinical Assistant Professor of Rehabilitation Sciences, annualized rate of \$100,000 for 12 months (\$8,333.33 per month), October 1, 2004 through June 30, 2005.

Makii, Michael M., M.D., Associate Professor of Obstetrics and Gynecology, Tulsa, annualized rate of \$100,000 for 12 months (\$8,333.33 per month), September 1, 2004 through June 30, 2005. New consecutive term appointment.

Nikolaidis, Stavroula, M.D., Assistant Professor of Anesthesiology, annualized rate of \$79,171 for 12 months (\$6,597.58 per month), October 31, 2004 through June 30, 2005. New consecutive term appointment.

Passmore, Sarah J., D.O., Clinical Instructor in Pediatrics, Tulsa, annualized rate of \$76,423 for 12 months (\$6,368.55 per month), September 1, 2004 through June 30, 2005.

Payne, Irina Edwardovna, M.D., Instructor in Family and Preventive Medicine, annualized rate of \$70,000 for 12 months (\$5,833.33 per month), October 1, 2004 through June 30, 2005.

Quisenberry, Mary Frances, Clinical Instructor in Geriatrics, annualized rate of \$3,000 for 12 months (\$250.00 per month), 0.05 time, October 1, 2004 through June 30, 2005.

Sanders, Rita, D.O., Clinical Assistant Professor of Obstetrics and Gynecology, Tulsa, annualized rate of \$15,000 for 12 months (\$1,250.00 per month), 0.20 time, September 1, 2004 through June 30, 2005.

Skaggs, Valerie Jane, Ph.D., Assistant Professor of Research, Department of Biostatistics and Epidemiology, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), September 13, 2004 through June 30, 2005.

CHANGES:

Ahmad, Salahuddin, title changed from Associate Professor of Radiological Sciences to Associate Professor of Radiation Oncology, September 1, 2004. Primary Appointment change.

Beeson, James H., Professor of Obstetrics and Gynecology, Tulsa, and The Hillcrest Chair of Obstetrics and Gynecology, Tulsa, given additional title Clinical Professor of Family Medicine, Tulsa, October 1, 2004.

Callegan, Michelle C., Assistant Professor of Ophthalmology, salary changed from annualized rate of \$66,000 for 12 months (\$5,500.00 per month) to annualized rate of \$72,000 for 12 months (\$6,000.00 per month), October 1, 2004 through June 30, 2005. FY 04-05 Budget Correction.

Calvert, Jon C., Clinical Professor of Family Medicine, Tulsa, title changed from Clinical Instructor to Clinical Assistant Professor of Obstetrics and Gynecology, Tulsa, September 1, 2004.

Calvert, Lynnette J., Clinical Professor of Pediatrics, Tulsa, and Clinical Professor of Family Medicine, Tulsa, salary changed from annualized rate of \$26,865 for 12 months (\$2,238.75 per month), 0.40 time, to annualized rate of \$30,223 for 12 months (\$2,518.61 per month), 0.45 time, July 1, 2004 through June 30, 2005. Change in FTE.

Ference, Jonathan D., Clinical Assistant Professor of Pharmacy Clinical and Administrative Sciences, Tulsa, given additional title Adjunct Assistant Professor of Family Medicine, Tulsa, August 1, 2004.

Garrett, Kennon M., Assistant Professor of Physiology and Adjunct Assistant Professor of Psychiatry and Behavioral Sciences, given additional title Assistant Director, Office of Technology Development; salary changed from annualized rate of \$53,731 for 12 months (\$4,477.59 per month) to annualized rate of \$56,866 for 12 months (\$4,738.83 per month), September 1, 2004 through June 30, 2005. Includes administrative supplement of \$3,135 while serving as Assistant Director, Office of Technology Development.

Hornbrook, Kent Roger, Professor Emeritus of Pharmaceutical Sciences, salary changed from annualized rate of \$57,761 for 12 months (\$4,813.42 per month), 0.50 time, to annualized rate of \$34,657 for 12 months (\$2,888.05 per month), 0.30 time, July 1, 2004 through June 30, 2005. FY 04-05 Budget correction. Department input error.

Kaul, Anil K., Associate Professor of Obstetrics and Gynecology, Tulsa, changing from consecutive term appointment to tenure track appointment, October 1, 2004.

Leonard, Joe Carl, Professor of Radiological Sciences and Chief, Pediatric Imaging Services, given additional title Adjunct Professor of Pediatrics, December 1, 2003.

Litchfield, Lonnie W., Clinical Assistant Professor of Anesthesiology, salary changed from agreed contract rate to annualized rate of \$113,674 for 12 months (\$9,472.83 per month), July 1, 2004 through June 30, 2005. FY 04-05 budget correction.

Mardirossian, George, title changed from Associate Professor of Radiological Sciences to Associate Professor of Radiation Oncology, September 1, 2004. Primary Appointment change.

Markland, Loy, Clinical Associate Professor of Pediatrics, salary changed from annualized rate of \$54,970 for 12 months (\$4,580.83 per month), 0.80 time, to annualized rate of \$59,368 for 12 months (\$4,947.33 per month), 0.80 time, July 1, 2004 through July 31, 2004. Salary changed from annualized rate of \$59,368 for 12 months (\$4,947.33 per month), 0.80 time, to annualized rate of \$66,789 for 12 months (\$5,565.75 per month), 0.90 time, August 1, 2004 through June 30, 2005. Change in FTE.

O'Neil, Kathleen, title changed from Clinical Associate Professor to Associate Professor of Pediatrics, annualized rate of \$125,000 for 12 months (\$10,416.67 per month), September 1, 2004 through June 30, 2005. Changing to Consecutive Term Appointment. University base \$75,000, departmental salary \$50,000.

Ramji, Faridali G., Associate Professor of Radiological Sciences given additional title Adjunct Associate Professor of Pediatrics, July 1, 2004.

Rathbun, Suman W., Associate Professor of Medicine, Adjunct Assistant Professor of Radiological Sciences, given additional title Associate Chief of Vascular Medicine, salary changed from annualized rate of \$73,000 for 12 months (\$6,083.33 per month) to annualized rate of \$75,000 for 12 months (\$6,250.00 per month), July 1, 2004 through June 30, 2005. Includes \$2,000 administrative supplement while serving as Associate Chief of Vascular Medicine.

Ray, Nancy E., Clinical Assistant Professor of Pharmacy Clinical and Administrative Sciences, Tulsa, salary changed from annualized rate of \$68,766 for 12 months (\$5,730.50 per month) to annualized rate of \$72,892 for 12 months (\$6,074.33 per month), July 1, 2004 through June 30, 2005.

Sanchez, Jo Ana, Clinical Associate Professor of Psychiatry and Behavioral Sciences, appointment start date changed from August 31, 2004 to September 30, 2004.

Scott, James G., title changed from Clinical Professor to Professor of Psychiatry and Behavioral Sciences, September 1, 2004. Changing to consecutive term appointment.

Syzek, Elizabeth J., title changed from Clinical Assistant Professor of Medicine to Assistant Professor of Radiation Oncology, given additional title Chief of Service, Department of Radiation Oncology; salary changed from without remuneration to annualized rate of \$100,000 for 12 months (\$8,333.33 per month), September 1, 2004. Changing to consecutive term appointment.

Thompson, Ann M., Associate Professor of Otorhinolaryngology and Adjunct Associate Professor of Cell Biology, given additional title Adjunct Associate Professor of Physiology, August 1, 2004.

Thompson, David M., Assistant Professor of Biostatistics and Epidemiology, Associate Director, Bioinformatics and Data Management Center, Department of Biostatistics and Epidemiology, and Adjunct Assistant Professor of Allied Health Sciences, salary changed from annualized rate of \$56,650 for 12 months (\$4,720.83 per month) to annualized rate of \$60,000 for 12 months (\$5,000.00 per month), September 1, 2004 through June 30, 2005. Change due to College of Public Health Faculty Compensation Plan.

Wang, Jian-Zhong, title changed from Assistant Professor of Radiological Sciences to Assistant Professor of Radiation Oncology, September 1, 2004. Primary Appointment change.

Wolfe, Jace A., Adjunct Assistant Professor of Communication Sciences and Disorders, salary changed from without remuneration to annualized rate of \$6,000 for 9 months (\$666.67 per month), 0.10 time, August 23, 2004 through May 13, 2005.

RESIGNATIONS AND/OR TERMINATIONS:

Clevenger, Johanna G., Clinical Associate Professor of Psychiatry and Behavioral Sciences, September 18, 2004.

Cobb, Stephen W., Assistant Professor of Family and Preventive Medicine, September 30, 2004 (with accrued vacation through October 20, 2004).

Hasan, Muhammad Yousuf, Assistant Professor of Pediatrics, October 30, 2004 (with accrued vacation through December 28, 2004).

Montebello, Joseph F., Associate Professor of Radiological Sciences, August 31, 2004 (with accrued vacation through October 13, 2004).

Nyame, Kwame, Associate Professor of Research, Department of Biochemistry and Molecular Biology, July 1, 2004 (with accrued vacation through August 23, 2004).

Powell, Martin, Assistant Professor of Operative Dentistry, August 31, 2004.

Wu, Wen Xuan, Associate Professor of Obstetrics and Gynecology and Adjunct Associate Professor of Physiology, August 31, 2004 (with accrued vacation through September 30, 2004).

RETIREMENT:

Eichner, Edward Randolph, Professor of Medicine and Clinical Professor of Pathology, January 1, 2005 (with accrued vacation through March 1, 2005).

Norman Campus:

LEAVES OF ABSENCE

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

Wallach, Bret, Professor of Geography, sabbatical leave of absence with full pay, January 1, 2005 through May 15, 2005. Will research his fourth book, which will deal with the diversity of the world; cultural landscapes and their preservation in an era of globalization. This work will take him to Argentina, parts of the former Soviet Union, and the former Ottoman Empire. Faculty appointment: 9-01-81. Previous leaves taken: Leave of absence without pay 1-16-82 to 6-01-82; Leave of absence without pay 9-01-82 to 6-01-83; Leave of absence without pay 10-16-86 to 5-16-87; Leave of absence without pay 8-16-87 to 5-16-88; Sabbatical leave of absence with full pay 1-01-92 to 5-16-92. Teaching load covered by current faculty.

Cifelli, Richard L., Professor of Zoology and Curator, Samuel Noble Oklahoma Museum of Natural History, extended sick leave of absence, September 6, 2004.

NEW APPOINTMENTS:

Anderson, Kermyt G., Ph.D., Assistant Professor of Anthropology, annualized rate of \$35,000 for 9 months (\$3,888.89 per month); given additional title Project Director for the Center for Health Ethics, Research, and Policy, salary changed from annualized rate of \$35,000 for 9 months (\$3,888.89 per month) to annualized rate of \$43,125 for 9 months (\$4,791.67 per month), August 16, 2004 through May 15, 2009. Transferring from temporary appointment to five-year renewable term appointment. Additional research title.

Clark, Shandell L., Instructor of English, annualized rate of \$32,000 for 9 months (\$3,555.56 per month), January 1, 2005 through May 15, 2008. Three-year renewable term appointment.

Hansen, John H., Instructor of Classics and Letters, annualized rate of \$31,000 for 9 months (\$3,444.44 per month), August 16, 2004 through May 15, 2009. Transferring from temporary appointment to five-year renewable term appointment.

McPherson, William G., Research Associate, Center for Spatial Analysis, annualized rate of \$60,005 for 12 months (\$5,000.45 per month), August 1, 2004. Changing from 12-month managerial staff to 12-month academic appointment.

Ohler, Lila A., Assistant Professor of Bibliography and Acquisitions Librarian, annualized rate of \$39,000 for 12 months (\$3,250.00 per month), October 25, 2004. New tenure-track faculty.

Sigal, Richard F., Ph.D., Research Scientist, Petroleum and Geological Engineering, annualized rate of \$100,000 for 12 months (\$8,333.34 per month), 0.75 time, September 1, 2004 through August 31, 2006. Two-year renewable term appointment.

CHANGES:

Beard, Fred K., Professor of Journalism and Mass Communication, additional stipend of \$2,054 for serving as Director of Research and Creative Activity, August 16, 2004 through May 15, 2005.

Castagna, John P., Visiting Professor of Geology and Geophysics and of Sarkeys Energy Center, salary changed from annualized rate of \$4,305 for 4.5 months (\$956.72 per month), 0.20 time, to annualized rate of \$12,915 for 4.5 months (\$2,870.65 per month), 0.20 time, August 16, 2004 through December 31, 2004. Salary correction.

Chesnokov, Evgeni, Research Professor, Energy Center Director's Office, appointed to the Clyde Becker, Sr. Chair in Geology and Geophysics, August 16, 2004 through May 15, 2007.

Cottom, Daniel A., Professor of English and David A. Burr Chair of Letters, salary changed from annualized rate of \$86,618 for 9 months (\$9,624.22 per month) to annualized rate of \$91,203 for 9 months (\$10,133.67 per month), October 1, 2004. To correct salary increase worksheet.

Craig, David A., Associate Professor of Journalism and Mass Communication, additional stipend of \$761 for serving as Director of Graduate Programs, August 16, 2004 through December 31, 2004.

Davis, James M., Professor of Journalism and Mass Communication, additional stipend of \$1,974 for serving as Director of Curriculum and Instruction, August 16, 2004 through May 15, 2005.

Drege, Lance, Assistant Professor of Music, salary changed from annualized rate of \$47,000 for 9 months (\$5,222.22 per month) to annualized rate of \$49,222 for 9 months (\$5,469.11 per month), October 1, 2004. To correct salary increase worksheet.

Duncan, Kathleen E., title changed from Research Associate of Botany and Microbiology to Research Assistant Professor of Botany and Microbiology, annualized rate of \$23,660 for 9 months (\$1,971.67 per month), 0.60 time, November 11, 2004. Transferring from 12-month temporary appointment to 12-month non-tenure track appointment.

Ellis, Stephen E., Assistant Professor of Philosophy, additional stipend of \$1,000 for work on the Department of Philosophy Outcomes Assessment, September 1, 2004 through September 30, 2004.

Emery, Gary W., Senior Associate Dean of the Michael F. Price College of Business, deleting title of Michael F. Price Professor of Finance, and adding title of Oklahoma Bankers' Chair in Finance, salary changed from annualized rate of \$146,667 for 12 months (\$12,222.25 per month) to annualized rate of \$180,000 for 12 months (\$15,000.00 per month), October 1, 2004.

Gilliland, Kirby, David Ross Boyd Professor of Psychology, given title Director, Center for the Study of Human Operator Performance, October 1, 2004.

Grier, Kevin B., Professor of Economics and of International and Area Studies, salary changed from annualized rate of \$67,263 for 9 months (\$7,473.67 per month) to annualized rate of \$70,963 for 9 months (\$7,884.78 per month), October 1, 2004. To correct salary increase worksheet.

Guzman, Katheleen G., Professor of Law, Associate Dean of Academic Affairs of the College of Law; Associate Director of the Law Center; delete title Director of Legal Research and Writing, July 1, 2004. Correction to September Regents' Agenda.

Hobbs, Catherine, Professor of English, additional stipend of \$8,000 for serving as Director, First Year Composition English, August 16, 2004 through May 15, 2005.

Hobbs, John A., Instructor of Marketing and Supply Chain Management, salary changed from annualized rate of \$51,640 for 12 months (\$4,303.33 per month) to annualized rate of \$57,931 for 12 months (\$4,827.58 per month), October 1, 2004. To correct salary increase worksheet.

Holmes, Gary E., Associate Professor of Human Relations at Tulsa, salary changed from \$53,313 for 12 months (\$4,442.75 per month) to annualized rate of \$53,313 for 9 months (\$5,923.67 per month), August 16, 2004 through May 15, 2005. Changing from 12-month faculty to 9-month faculty.

Hubbard, Robert A., title changed from Visiting Senior Research Associate, Petroleum and Geological Engineering and Curtis W. Mewbourne Visiting Chair #2 in Petroleum Engineering to Visiting Senior Research Associate, Petroleum and Geological Engineering and Curtis W. Mewbourne Visiting Chair #1 in Petroleum Engineering, September 1, 2004 through June 30, 2005.

Kelsey, Bridget C., Associate Professor of Psychology, additional stipend of \$4,700 for increased teaching duties in the Department of Psychology, August 16, 2004 through December 31, 2004.

Knapp, Carol A., Lecturer, School of Accounting, salary changed from annualized rate of \$70,000 for 9 months to annualized rate of \$73,500 for 9 months, October 1, 2004.

Landers, Thomas L., Associate Dean, College of Engineering; Morris R. Pittman Professor of Engineering; Professor of Industrial Engineering; delete title Director, Institute for Infrastructure Innovation, and add title Director of the Institute for Oklahoma Technology Applications, July 1, 2004.

Leitch, Vincent B., Professor of English and Paul and Carol Daube Sutton Chair in English, salary changed from annualized rate of \$98,923 for 9 months (\$10,991.44 per month) to annualized rate of \$100,426 for 9 months (\$11,158.44 per month), October 1, 2004. To correct salary increase worksheet.

McPherson, Renee A., Acting Director, Oklahoma Climatological Survey, salary changed from annualized rate of \$96,858 for 12 months (\$8,048.75 per month) to annualized rate of \$105,000 for 12 months (\$8,750.00 per month), October 1, 2004. To correct salary increase worksheet.

Mumford, Michael D., Professor of Psychology and of Management, given title Director, Center for Applied Behavioral Sciences, October 1, 2004.

Myers, Cheryl R., Professor, Interior Design Division, delete title Director, Interior Design, salary changed from annualized rate of \$65,000 for 9 months (\$7,222.22 per month) to annualized rate of \$58,118 for 9 months (\$6,457.55 per month), January 1, 2005 through December 31, 2007. Changing from tenure-track faculty to three-year renewable term appointment.

Price, B. Byron, Professor of Art, Charles Marion Russell Memorial Chair in Art of the American West and Director of the Charles M. Russell Center for the Study of Art of the American West, salary changed from annualized rate of \$134,630 for 9 months (\$14,958.88 per month) to annualized rate of \$142,130 for 9 months (\$15,792.22 per month), October 1, 2004; extend renewable term appointment to October 1, 2009.

Pulat, Babur M., Research Associate, Engineering Deans Office, salary changed from annualized rate of \$83,793 for 12 months (\$6,983.00 per month) to annualized rate of \$87,986 for 12 months (\$7,332.15 per month), October 1, 2004. Paid from grant funds: subject to availability of funds.

Raiber, Michael A., Assistant Professor of the School of Music, salary changed from annualized rate of \$46,956 for 9 months (\$5,217.33 per month) to annualized rate of \$51,000 for 9 months (\$5,666.66 per month), October 1, 2004. Counteroffer.

Randle, Rodger A., Professor of Human Relations, additional stipend of \$5,000 for increased teaching duties in the Department of Human Relations, August 16, 2004 through December 31, 2004.

Rich, Melanie D., Instructor of Classics and Letters, additional stipend of \$6,000 for increased teaching duties in the Department of Classics and Letters, August 16, 2004 through December 31, 2004.

Richter-Addo, George B., Professor of Chemistry, salary changed from annualized rate of \$73,234 for 9 months (\$8,137.11 per month) to annualized rate of \$83,234 for 9 months (\$9,248.22 per month), October 1, 2004. To correct salary increase worksheet.

Rupp-Serrano, Karen J., Associate Professor of Bibliography and Social Sciences Reference Librarian, University Libraries, title changed to Associate Professor of Bibliography and Head of Collection Development, salary changed from annualized rate of \$49,342 for 12 months (\$4,111.83 per month) to annualized rate of \$57,056 for 12 months (\$4,754.67 per month), October 1, 2004.

Scherman, Avraham, Professor of Educational Psychology, salary changed from annualized rate of \$74,555 for 9 months (\$8,283.89 per month), 1.00 time, to annualized rate of \$55,916 for 9 months (\$6,212.91 per month), 0.75 time, January 1, 2005. Reduced FTE for one year as part of phased retirement plan.

Schlegel, Robert E., Professor of Industrial Engineering, given additional title Director for the Center for the Study of Human Operator Performance, July 1, 2004.

Shah, Subhash N., Professor of Petroleum and Geological Engineering and Stephenson Chair of Petroleum and Geological Engineering, salary changed from annualized rate of \$102,946 for 9 months (\$11,438.44 per month) to annualized rate of \$109,123 for 9 months (\$12,124.78 per month), October 1, 2004. To correct salary increase worksheet.

Shelley, Fred M., Professor of Geography, award of tenure recommended September 3, 2004.

Stauss, Kimberly A., Assistant Professor of Social Work, additional stipend of \$4,400 for increased teaching duties in the School of Social Work, August 16, 2004 through December 31, 2004.

Uskert, James R., Lecturer, Division of Finance, salary changed from annualized rate of \$59,225 for 9 months (\$6,580.56 per month) to annualized rate of \$62,225 for 9 months (\$6,913.89 per month), October 1, 2004.

Walker-Esbaugh, Cheryl A., Instructor of Classics and Letters, additional stipend of \$6,000 for increased teaching duties in the Department of Classics and Letters, August 16, 2004 through December 31, 2004.

Watson, Mary Jo, Associate Dean, Weitzenhoffer Family College of Fine Arts; Acting Director of the School of Art; Associate Professor of Art; Curator of American Indian Art Museum; Associate Professor of Women's Studies, salary changed to annualized rate of \$74,876 for 9 months (\$6,239.69 per month), October 1, 2004. To correct salary increase worksheet.

Weldon, Stephen P., Assistant Professor, History of Science, salary changed from annualized rate of \$42,000 for 12 months (\$3,500.00 per month) to annualized rate of \$42,000 for 9 months (\$4,666.67 per month), August 16, 2004. Changing from 12-month academic appointment to 9-month academic appointment.

Zhou, Ming, Assistant Professor of Marketing and Supply Chain Management, beginning date changed from August 16, 2004 to January 1, 2005.

RESIGNATIONS AND/OR TERMINATIONS:

Barney, David D., Assistant Professor, School of Social Work, August 16, 2004. Accepted position at another university.

Pope, Myron L., Assistant Professor of Educational Leadership and Policy Studies, September 16, 2004. Accepted position at another university.

Yoon, Yong T., Assistant Professor of Electrical and Computer Engineering, September 30, 2004.

President Boren recommended the Board of Regents approve the academic 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.

ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ACTIONS

Health Sciences Center:

LEAVES OF ABSENCE:

Scott, Michael L., Director of Planning and Development, OU Physicians, leave of absence without pay from September 18, 2003, to September 20, 2004. Managerial Staff. Return from Leave.

NEW APPOINTMENTS:

Joyce, Ronald L., Senior Systems Administrator, Information Technology, annualized rate of \$65,000 for 12 months (\$5,416.66 per month), September 20, 2004. Professional Staff.

Willis, Corinne Hancock, Nurse Practitioner, American Indian Health Research Center, College of Public Health, annualized rate of \$70,000 for 12 months (\$5,833.33 per month), May 4, 2004. Professional Staff.

CHANGES:

Bishop, Kimberly, Physician Liaison, OU Physicians, salary changed from annualized rate of \$52,112 for 12 months (\$4,342.64 per month) to annualized rate of \$61,599 for 12 months (\$5,133.23 per month), October 1, 2004. Professional Staff. Market adjustment.

Carter, Linda G., title changed from Director of Clinical Patient Accounts-Tulsa, Central Billing, College of Medicine-Tulsa, to Director of Clinical Revenue - OU Physicians-Tulsa, Central Billing, College of Medicine-Tulsa, September 1, 2004. Administrative Officer.

Dunn, Michael J., title changed from Carpenter Shop Foremen, Site Support to Assistant Director of Operations, Work Control, Site Support, salary changed from annualized rate of \$47,716 (\$3,976.35 per month) to annualized rate of \$65,000 (\$5,416.67 per month), October 1, 2004. Administrative Staff. Promotion.

Graham, Mary Lynn, Nurse Practitioner, Family Medicine, College of Medicine, salary changed from annualized rate of \$37,487 for 12 months (\$3,123.92 per month) to annualized rate of \$78,102 for 12 months (\$6,508.54 per month), October 1, 2004. Professional Staff. FTE Change from 48% to 100%.

Leu-Henthorne, Andrea, title changed from Physician's Assistant I, OU Physicians CHP Clinics to Physician's Assistant II, OU Physicians CHP Clinics, salary changed from annualized rate of \$59,514 for 12 months (\$4,959.50 per month) to annualized rate of \$63,000 for 12 months (\$5,250.00 per month), September 1, 2004. Professional Staff. Re-classification

Mirtz, Marilyn, Physician Liaison, OU Physicians, salary changed from annualized rate of \$54,088 for 12 months (\$4,507.35 per month) to annualized rate of \$63,108 for 12 months (\$5,259.01 per month), October 1, 2004. Professional Staff. Market adjustment.

Smith, Linda K., title changed from Director of Clinical Finance & Information, Clinical Affairs, College of Medicine-Tulsa to Director of Clinical Operations - OU Physicians-Tulsa, Clinical Affairs, College of Medicine-Tulsa, September 1, 2004. Administrative Officer.

Williams, Kerri, Pharmacist Poison Information Specialist II, Oklahoma Poison Control Center, College of Pharmacy, salary changed from annualized rate of \$71,489 (\$5,957.41 per month) to annualized rate of \$14,298 (\$1,191.48 per month), October 4, 2004. Professional Staff. FTE Change from 100% to 20%.

RESIGNATIONS AND/OR TERMINATIONS:

Garrett, Sandra, Assistant Director of Operations, OU Physicians, October 31, 2004. Administrative Staff. Resignation.

Whetstine, Timothy R., Clinical Department Business Manager II, Department of Anesthesiology, College of Medicine, September 3, 2004. Managerial Staff. Resignation.

Norman Campus:

NEW APPOINTMENTS:

Quintana, Jill, Regional Major Gift Director [Development Associate III], University Development, annualized rate of \$70,000 for 12 months (\$5833.33 per month), October 1, 2004, Managerial Staff.

Rudolph, Kelle, Director, Human Research Participant Program, Office of Compliance, annualized rate of \$69,000 for 12 months (\$5,750.00 per month), September 20, 2004. Administrative Officer.

CHANGES:

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

Ketner, Gregory C., title changed from Information Technology Analyst III to Systems Analyst Manager (Administrator II), Law Center Computing Center, salary remains at annualized rate of \$80,000 for 12 months (\$6,666.67 per month), October 1, 2004. Administrative Staff. Job reclassification.

Sedwick, Susan W., internal title changed from Executive Director (Administrative Officer) to Executive Director (Administrative Officer) and Institutional Official for Export Controls at OU-NC, Office of Research Services, salary remains at annualized rate of \$129,500 for 12 months (\$10,791.67 per month), October 1, 2004. Administrative Officer.

Willis, Jack D., University Student Programs Specialist II, Gaylord College of Journalism and Mass Communication, salary changed from annualized rate of \$61,711 for 12 months (\$5,142.58 per month) to annualized rate of \$56,436 for 12 months (\$4,703.04 per month), October 1, 2004. To correct salary increase worksheet.

RETIREMENT:

McDowell, Eunice C., Program Administrator III, School of Social Work, September 30, 2004.

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

LITIGATION

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

There bring no further business, the meeting adjourned at 4:04 p.m.

Chris A. Purcell
Executive Secretary of the Board of Regents

CAMERON UNIVERSITY

Leave of Absence Without Pay

Policy Statement

Leave of absence without pay is an approved period of absence from work requested by a regular employee after he/she has exhausted all accrued compensatory, sick and annual leave.

Contents

- Who should know this Policy?
- Responsibilities
- Procedure
- Contacts
- Forms
- Policy History

Who Should Know This Policy

✓ President	✓ Other Accounting/Finance Personnel
✓ Vice President	Students
✓ Deans	Other Groups
✓ Department Chairs	✓ All Employees
✓ Faculty	

Responsibilities

Responsible for Policy	
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 General

- 1.1 Leave of absence without pay may be recommended by a supervisor when it appears to be in the best interest of the University. Such leave may not exceed one year in length and may not be for absences of one day or less. The President's approval is required for a leave of absence, with or without pay, and Board of Regents' approval is required for a leave of absence, with or without pay, of more than three months.
- 1.2 Whether or not the University will continue to pay employer-paid benefits during a leave of absence without pay will be determined at the discretion of the President and will be decided based upon what is in the best interest of the University. A period of leave of absence without pay does not count as service time for computation of retirement benefits, and no leave time will be earned during leave without pay.
- 1.3 Leave of absence without pay may not be used unless all accrued compensatory, sick and annual leave has been exhausted.
- 1.4 When employees are granted a leave of absence without pay for personal reasons, the University will give consideration to reemploying the individual in either the same or a similar position within the recommending department. Prior to granting a leave of absence without pay, departments should carefully consider whether they would be in a position to reemploy the individual at the conclusion of the leave. If the position cannot be held open or filled on a temporary basis, the department should make it clear to the employee and state in a memorandum to the Personnel Office that the leave of absence without pay is being granted with the understanding that the University is not obligated to reemploy the individual at the conclusion of the leave of absence without pay. A request for a leave of absence without pay may be refused if the request is not in the best interest of the University.
- 1.5 Regular employees on a leave of absence without pay status the day before or the day after a University-approved holiday will not be eligible for holiday pay.

2.0 Timekeeping and Recording Responsibilities

- 2.1 The supervisor must notify the Payroll Office with as much advance notice as possible of a recommendation for leave without pay. Written documentation, including proper approvals, the leave of absence without pay beginning and end dates, and any special conditions that apply to the leave of absence without pay should be sent to the Payroll Office.

Employees will record the use of a leave of absence without pay in the same manner as they record the use of other leave on the Timesheet (T1) for classified staff and the Leave Request Form (L1) for administrative/professional staff.

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:))

Policy History

Policy

Issue Date: October, 2004

Reviewed, no revision:

Revised:

**RESOLUTION AUTHORIZING CAMERON UNIVERSITY TO ACCEPT CITY OF
LAWTON POLICE OFFICERS AS RESERVE CAMPUS POLICE OFFICERS**

RESOLUTION

WHEREAS, 51 O.S. 6(14) provides an exception to dual office holding for municipal enforcement or peace officers serving in positions as campus reserve police officers or reserve campus police officers pursuant to the provisions of the Oklahoma Campus Security Act; and

WHEREAS, Cameron University acting under the authority of The University of Oklahoma Board of Regents authorizes active duty City of Lawton police officers to serve as reserve campus police officers for the Cameron University Office of Public Safety; and

WHEREAS, while working as a Cameron University reserve campus police officer such duties will not conflict with the individual's duties as a City of Lawton police officer.

NOW, THEREFORE, BE IT RESOLVED that this Board of Regents authorizes Cameron University to appoint City of Lawton police officers as Cameron University reserve campus police officers.

APPROVED by the Board of Regents governing Cameron University this 25th day of October, 2004.

Stephen F. Bentley
Chairman, Board of Regents

ATTEST:

Chris A. Purcell
Executive Secretary of the Board of Regents

**UNIVERSITY OF OKLAHOMA
COLLEGE OF MEDICINE
FACULTY COMPENSATION PLAN**

I. COMPENSATION PLAN PURPOSE AND OBJECTIVES

A. Purpose

The purpose of the plan is to provide a basis for establishing compensation and incentives for the clinical and basic sciences faculty of The University of Oklahoma College of Medicine (COM).

B. Objectives

The Compensation Plan shall strive to achieve the following objectives:

- Be uncomplicated and understandable to participants.
- Provide adequate compensation to attract and retain faculty.
- Ensure fairness among faculty.
- Establish a structure to set compensation.
- Provide incentive to encourage clinical and research productivity.
- Provide for incentives to control expenses, improve quality, and strengthen the fiscal position of the departments, OU Physicians, and the COM.
- Create discretionary funds for program and faculty development.
- Provide funds for support of the COM.
- Be responsive to changes in the market.

II. APPLICABILITY

The Compensation Plan will:

Apply to all full-time and part-time clinical and basic sciences faculty.

Apply to all sources of collected revenue generated within a faculty member's scope of employment with the college, including, but not limited to, the following:

- a. Patient care fees and all other professional practice revenue wherever earned by the faculty members
- b. Professional consultation
- c. Medical legal consultation
- d. Honoraria
- e. Compensation for supervision of professional services

The following are not included within the scope of this Compensation Plan:

- a. Prizes and awards
- b. Faculty members' interest in:
 - i. Royalties
 - ii. Copyrights
 - iii. Patent rights
- c. Nonprofessional income
- d. Compensation received as a result of military duty
- e. Income earned while on a sabbatical or leave that has been approved by the Regents

III. OVERVIEW OF FACULTY COMPENSATION STRUCTURE

A. Introduction

Faculty compensation will be comprised of four possible components:

- University base
- Departmental Salary
- Departmental Clinical Salary
- Incentives

The term “Total Compensation” refers to the aggregate compensation derived from these four components.

Funds available to compensate faculty are derived from several sources:

- College of Medicine
- Hospital and affiliated agency support
- Grant and contract support
- Professional and/or medical legal consultation
- Professional fee revenues
 - Fee-for-service (FFS)
 - Capitation and package price contracts.

Guaranteed Salary

The Guaranteed Salary (as noted in B1, B2, and B3 below) will be determined annually and will be set forth in the written, annual compensation agreement between the faculty member and the department and approved by the Board of Regents.

The Guaranteed Salary will be guaranteed by the department for the contract year.

For grant proposals to external agencies, the faculty members’ salaries will be based on the annual Guaranteed Salary. For example—the Guaranteed Salary will serve as the basis for calculation of the “direct salary” included on NIH grant or cooperative agreement proposals or applications (as per Notice OD-01-013 from NIH, January 11, 2001, or as it may be subsequently modified).

1. University Base Compensation (X_1)

The University base is paid to all full-time faculty as part of employment with the college and to part-time faculty for specific services provided to the college.

The University base will be determined by a salary structure that considers rank and specialty.

The University base will be recommended by the department chair and approved by the COM Dean and University Board of Regents.

The University base for department chairs will be recommended by the COM Dean and approved by the University Board of Regents.

Except as provided in other University policies, the University Base (X_1) will stay the same or increase in subsequent years.

Sources for the University Base component may include the following: state appropriations, hospital support, clinical earnings, grant and contract support, fees from consulting, and affiliated agency support.

2. Departmental Salary (X₂)

The departmental salary will be based upon a faculty member's contributions to the departmental mission.

The Departmental Salary will be proposed by the chair of the department annually, based upon the faculty member's performance and the department's fiscal circumstances. The departmental salary will be reviewed and approved by the COM Dean. The departmental salary may increase, decrease or stay the same in subsequent years.

The COM Dean and the University Board of Regents will approve the departmental salary for department chairs.

Sources for the Departmental Salary component may include the following: state appropriations, hospital support, clinical earnings, grant and contract support, and affiliated agency support.

3. Departmental Clinical Salary (Y)

The departmental clinical salary will be based upon a faculty member's contributions to the practice plan activities of the department.

The Departmental Clinical Salary will be proposed by the chair of the department annually based upon the faculty member's performance and the department's fiscal circumstances. The departmental clinical salary will be reviewed and approved by the COM Dean. The departmental clinical salary may increase, decrease or stay the same in subsequent years.

The COM Dean and the University Board of Regents will approve the departmental clinical salary for department chairs.

Sources for the Departmental Clinical Salary component may include only clinical earnings.

Incentive Compensation (Z)

Faculty may also be eligible for additional compensation in the form of an incentive.

Plans for distributing the incentive and formulas for determining incentives will be set by the department chair and approved by the COM Dean.

The COM Dean and University Board of Regents will approve the incentive component for department chairs.

Sources for the incentive component include the following: salary savings as part of the Sponsored Programs Research Incentive Plan, clinical and consulting earnings.

D. **Final Incentive Compensation Payments**

The final incentive compensation payment will be paid to a faculty member either within the same month as the termination date or in the month immediately following. This final payment will be calculated in a manner consistent with the applicable departmental compensation plan. This section applies to all faculty whose University service date is after October 31, 2004, and to all faculty whose University Service date is prior to October 31, 2004, unless there is a contrary written agreement entered into between an individual faculty member and the department prior to October 31, 2004.

All Department plans will stipulate the manner in which final incentive compensation payments are calculated. Estimated collections of patient accounts receivable, outstanding revenues (honoraria or consulting fees), and unpaid expenses, including, but not limited to, the faculty member's portion of the cost of medical malpractice insurance tail coverage, may be considered in this calculation.

D E. **Review and Approval**

All Department compensation ~~distribution~~ plans must adhere to the guidelines in the COM Compensation Plan, and all Department plans will be reviewed and approved by the Dean.

The COM Dean will approve the total compensation for each department chair on an annual basis. Monthly payments to chairs on the departmental salary/supplement and incentive components of total compensation will be approved by the Dean's Office.

~~The College of Medicine will review the overall reasonableness of a department's compensation plans as actual payments are made.~~ When a faculty member's total compensation exceeds the 85th percentile of the most current AAMC Survey of Faculty Compensation, the Department will submit to the Dean's Office for review and approval a justification for the compensation level, including a detailed computation.

Proposed Change in Sections 3.8.1 and 3.8.2 of the Norman Campus Faculty Handbook:

~~3.8.1 TERMINATION OF TENURED APPOINTMENT ON GROUNDS OF FINANCIAL EXIGENCY~~

~~The policy and procedures for coping with financial exigency are contained in the *Financial Emergency Policy* approved for the Norman Campus by the University Regents, November 10, 1977, and are available in the Senior Vice President and Provost's Office and the University of Oklahoma Regent's Office.~~

3.8.2 GROUNDS FOR ABROGATION OF TENURE, DISMISSAL, AND SEVERE SANCTIONS

A faculty member against whom the imposition of a severe sanction is to be brought or whose dismissal is to be requested must have given such cause for the action as relates directly and substantially to his or her professional capabilities or performance. It is not possible to specify all proper grounds for these drastic measures. Proper reasons for dismissal of a faculty member who has tenure or whose tenure-track or renewable term appointment has not expired include the following:

- (a) Professional incompetence or dishonesty;
- (b) Substantial, manifest, or repeated failure to fulfill professional duties or responsibilities;
- (c) Personal behavior preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities;
- (d) Substantial, manifest, or repeated failure to adhere to University policies; including, for example, the University's Compliance Program.
- (e) Serious violations of law ~~which~~ that are admitted or proved before a court of competent jurisdiction or the administrative hearing body established to hear such matters, ~~which~~ preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities, or violations of a court order, when such order relates to the faculty member's proper performance of professional responsibilities;

Subparagraphs (f) and (g), below, are not severe sanctions but nevertheless are valid reasons for terminating employment of a faculty member who has tenure or whose tenure-track or renewable term appointment has not expired.

- (f) Changes in the University's educational function through action of the Board of Regents and/or the Oklahoma State Regents for Higher Education which result in the elimination of an academic unit. In such instances, the University will make every reasonable effort to reassign affected faculty members to positions for which they are properly qualified before dismissal results from such elimination.*
- (g) Financial emergency.* as set forth hereinafter in the *Financial Emergency Policy* in section 4.21 of the Regents' Policy Manual.

*Although not considered severe sanctions, (f) and (g) are proper reasons for dismissal of a faculty member who has tenure or whose tenure-track renewable term appointment has not expired.

Proposed Change in Section 2.3.5 of the Regents' Policy Manual:

2.3.5 ABROGATION OF TENURE, DISMISSAL BEFORE EXPIRATION OF A TENURE-TRACK APPOINTMENT OR RENEWABLE TERM APPOINTMENT, AND OTHER SEVERE SANCTIONS – NORMAN CAMPUS

...Only the Board of Regents has the power to impose severe sanctions. The Board of Regents shall exercise this power only in cases where it determines that there exists sufficient cause for such action.

GROUND FOR ABROGATION OF TENURE, DISMISSAL, AND SEVERE SANCTIONS

A faculty member against whom the imposition of a severe sanction is to be brought or whose dismissal is to be requested must have given such cause for the action as relates directly and substantially to his or her professional capabilities or performance. It is not possible to specify all proper grounds for these drastic measures. Proper reasons for dismissal of a faculty member who has tenure or whose tenure-track or renewable term/consecutive term appointment has not expired include the following:

7.1

- (a) Professional incompetence or dishonesty;
- (b) Substantial, manifest, or repeated failure to fulfill professional duties or responsibilities;
- (c) Personal behavior preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities;
- (d) Substantial, manifest, or repeated failure to adhere to University policies; including, for example, the University's Compliance Program.
- (e) Serious violations of law ~~which~~ that are admitted or proved before a court of competent jurisdiction or the administrative hearing body established to hear such matters, ~~which~~ preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities, or violations of a court order, when such order relates to the faculty member's proper performance of professional responsibilities;
- (f) For any Health Sciences Center faculty member, being placed on the United States Department of Health and Human Services' list of excluded individuals and entities, in which case the University will take quick and decisive action by terminating the faculty member's employment. The faculty member may request a Faculty Appeals Board Hearing following termination.

Subparagraphs (g) and (h), below, are not severe sanctions but nevertheless are valid reasons for terminating employment of a faculty member who has tenure or whose tenure-track or renewable term appointment has not expired.

- (g) Changes in the University's educational function through action of the Board of Regents and/or the Oklahoma State Regents for Higher Education which result in the elimination of an academic unit. In such instances, the University will make every reasonable effort to reassign affected faculty members to positions for which they are properly qualified before dismissal results from such elimination.*
- (h) Financial emergency.* as set forth hereinafter in the Financial Emergency

Policy in section 4.21 of the Regents' Policy Manual.

~~*Although not considered severe sanctions, (f) and (h) are proper reasons for dismissal of a faculty member who has tenure or whose tenure track renewable term/consecutive term appointment has not expired.~~

CHANGE # 2

BACKGROUND AND/OR RATIONALE:

When the Post-tenure Review Policy (Section 3.7.6 of the Norman Campus Faculty Handbook) was approved by the Regents on May 7, 1999, the policy included a five year review of the policy's effectiveness. The Senior Vice President & Provost of the Norman Campus set up a committee composed of members from the Norman Campus Faculty Senate and the Academic Administration to conduct this five-year review as required. The committee reported the Post Tenure Review has become a useful instrument for evaluation and development of faculty and recommends two modifications. The first modification simply clarifies the scale used for faculty evaluation. The second modification eliminates the required five-year review by Faculty Senate with the administration. These changes have been approved by both the Norman Campus Faculty Senate and the Senior Vice President and Provost. These changes require modification in the text of the Norman Campus Faculty Handbook as described below.

Proposed Changes to Regents' Policy for the Norman Campus but are printed in its entirety only in Section 3.7.6 of the Norman Campus Faculty Handbook

3.7.6.B.3.a. Early Review

A post-tenure review shall be initiated earlier than the normal review cycle under the following circumstances:

- (a) If the composite or overall rating of the tenured faculty member's performance on the annual evaluation is below expectations (i.e., 2.00 or less on a ~~0-5~~ 5.0 scale) for two consecutive years, an early post-tenure review will be initiated immediately as an extension of the annual evaluation. Candidates for early post-tenure review will be identified by Committee A as part of the annual faculty evaluation process and reported to the unit's budget dean. However, Committee A may request from the dean permission to postpone initiation of an early review for one year if, in their opinion, the early review is not justified due to circumstances that Committee A enumerates in its request to the dean. With the approval of the dean, the initiation of an early review shall be postponed one year. If the review is postponed and the faculty member is judged to have performed to expectations in this third year, no early review will be required. If performance continues below expectations, the early review will be conducted immediately following the third year annual evaluation.

~~3.7.6.i Review of the Post Tenure Review Policy and Procedures~~

~~The above Post tenure Review Policy will be jointly reviewed by the Faculty Senate and administration at least every five years and, if continued, will be evaluated every five years thereafter with respect to its effectiveness in supporting faculty development and redressing problems of faculty performance, the time and cost of the effort required, and~~

~~the degree to which in practice it has been effectively cordoned off from disciplinary procedures and sanctions.~~

CHANGE # 3

BACKGROUND AND/OR RATIONALE:

The Norman Campus Tenure Committee (CTC) recommends the consideration for an appointment with tenure include the academic unit, the dean and the Senior Vice President & Provost; and that CTC be eliminated from this process. Such individuals are carefully reviewed by a search committee charged to select the very best candidate, and the application materials include letters of recommendation, *curriculum vita*, and statements of research, teaching, and administrative strengths. This change has been approved by both the Norman Campus Faculty Senate and the Senior Vice President and Provost. This change requires modification in the text of the Norman Campus Faculty Handbook and in the Regents' Policy Manual as described below.

Proposed Change in Section 3.7.3 (f) of the Norman Campus Faculty Handbook:

A new faculty member appointed at the rank of professor or associate professor may be given tenure from the date of appointment, or the probationary period may be set at two, three, or four, when prior service in a professional rank at another institution is less than three years. Persons with three or more years of such service may have a probationary period of no more than three years. The probationary period's length shall be set by the tenured members of the appointee's academic unit, subject to agreement by the dean and Senior Vice President and Provost at the time of the formal offer of appointment. If the majority of the unit's tenured faculty members favor tenure upon appointment, the determination of tenure shall be made ~~in the regular fashion, as specified in Section 3.7.5~~ based on the candidate's application, letters of recommendation, and summary of the search committee recommendations and shall include a vote of the tenured faculty, a recommendation from Committee A, a recommendation from the chair/director, a recommendation from the Dean, and a recommendation from the Senior Vice President and Provost to the President, and a final recommendation from the President to the Board of Regents.

Proposed Change in Section 2.3.3 (f) of the Regents' Policy Manual

A new faculty member appointed at the rank of professor or associate professor may be given tenure from the date of appointment, or the probationary period may be set at two, three, or four, when prior service in a professional rank at another institution is less than three years. Persons with three or more years of such service may have a probationary period of no more than three years. The probationary period's length shall be set by the tenured members of the appointee's academic unit, subject to agreement by the dean and Senior Vice President and Provost at the time of the formal offer of appointment. If the majority of the unit's tenured faculty members favors tenure upon appointment, the determination of tenure shall be made ~~in the regular fashion,~~ based on the candidate's application, letters of recommendation, and summary of the search committee recommendations and shall include a vote of the tenured faculty, a recommendation from Committee A, a recommendation from the chair/director, a recommendation from the Dean, and a recommendation from the Senior Vice President and Provost to the President, and a final recommendation from the President to the Board of Regents.