

**C O N T E N T S**  
**MINUTES OF A REGULAR MEETING**  
**THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS**  
**JANUARY 26-27, 1993**

Minutes (23199)

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**THE UNIVERSITY OF OKLAHOMA**

Report of the President of the University (23217)

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**MINUTES OF A REGULAR MEETING  
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS  
JANUARY 26-27, 1993**

A regular meeting of the Board of Regents of The University of Oklahoma was called to order in Lecture Room 299 of the Robert M. Bird Health Sciences Library on the Oklahoma City Campus of the University beginning at 2:04 p.m. on Tuesday, January 26, 1993.

The following Regents were present: Regent E. Murray Gullatt, Chairman of the Board, presiding; Regents J. Cooper West, Ada Lois Sipuel Fisher, C. S. Lewis III, G. T. Blankenship, Larry C. Brawner, and Melvin C. Hall.

Others attending all or a part of the meeting included Dr. Richard L. Van Horn, President of The University of Oklahoma, Provosts James F. Kimpel and Jay H. Stein, Vice Presidents Fred J. Bennett, Arthur J. Elbert, Jerry B. Farley, and Roland M. Smith, Mr. Fred Gipson, Mr. Robert P. White, Ms. Beth Wilson, and Dr. Chris A. Purcell, Executive Secretary of the Board of Regents.

Those attending the meeting from Cameron University were Dr. Don Davis, President of the University, Vice Presidents Louise Brown, Terral McKellips, and Don Sullivan.

Notice of the time, date, and place of this meeting was 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 January 25, 1993, both as required by 25 O.S. 1981, Section 301-314.

### **OKLAHOMA MEMORIAL UNION RENOVATION**

The Oklahoma Memorial Union Board of Trustees and the University administration have been discussing the future use and the transfer of the Union to the University during the past several months. As a part of these discussions, it has been agreed that the Union building which was constructed in 1929 and extensively renovated and added to in 1951 is in need of substantial refurbishing and restoration to prepare it for continuing use. The combined structure has a total area of approximately 165,000 gross square feet. The proposed project includes renovation of the ballroom, meeting rooms and Meacham Auditorium; the adaptation of other spaces in the Union to accommodate new functions; the tuck pointing of exterior brick and stone surfaces; fire and life safety improvements; items of work required to bring the building into compliance with the Americans with Disabilities Act code; improved heating, ventilation and lighting systems; and other interior improvements including new carpets, drapes and furniture. Based on information available at this time, it is anticipated that the renovation work will cost between \$6,000,000 and \$8,000,000.

The Union Board and the University administration have considered the need for a comprehensive group of improvements and various ways to fund the improvements. The most feasible plan involves the sale of bonds and an alumni fund-raising drive to accomplish the needed improvements. In order to have the detailed information required to prepare the documents needed to raise the funds, it will be necessary to select architects and engineers to complete (1) a survey of the existing structure, (2) a feasibility study including a defined scope of work, a project schedule and a project budget, and (3) the final plans and specifications required for various elements of the renovation and restoration work. Since the initial survey

and feasibility study will require eight to ten weeks to accomplish and since the architectural and engineering selection process requires an extended period of time, it is recommended that the Board of Regents approve the plan to begin the selection process at this time.

A schedule for the transfer of the Oklahoma Memorial Union from the Union Board to The University of Oklahoma was included in the agenda and is attached hereto as Exhibit A.

President Van Horn recommended that the Board of Regents authorize the University administration to begin the process of selecting architectural and engineering consultants to provide professional services for the renovation of the Oklahoma Memorial Union and approve the proposed transfer schedule.

Present for the discussion of this agenda item were the following members of the Oklahoma Memorial Union, Inc. Board of Trustees: Mr. Jay Dee Chase, Mr. Bob Cornell, Mrs. Linda Goodner, Mr. Bob Lewis, Mr. Jim Morrison, Mr. David E. Rainbolt, Mr. Bill K. Reed, Mr. Paul Reed, Jr., Dr. Jim Rhymer, and Justice Alma Wilson.

President Van Horn said discussions between the University administration and the Union Trustees have been ongoing for approximately a year. These discussions were focused on what would be in the best interest of both the University and the Union in terms of long-range management of the Union. As a result, a process for transferring the Union to the University and a commitment by the University to undertake a major renovation project were developed. The University's intent is to use a \$6 million bond issue to at least partially cover the cost of renovation and the University has also agreed to fund the existing debt on the Union. Dr. Van Horn said the transfer will be a gradual process in order to maintain the effectiveness and quality of the operation of the Union. On July 1 the Union Board of Trustees will become an Advisory Board to the University and will continue to meet and work with the University.

Mr. Paul Reed, Chairman of the Union Board of Trustees, addressed the Regents concerning liability of the Trustees. He said the Trustees would like some assurances that upon conveyance of the Union to the University there will be liability insurance coverage paid for up front for as long as the statute of limitations runs. Mr. Reed then asked Justice Alma Wilson to speak of other concerns the Trustees have.

Justice Wilson expressed appreciation for this joint meeting of the two Boards. She said the Oklahoma Memorial Union was originally funded by 250 donors to celebrate and honor World War I alums who had given their lives for their country and the Trustees feel a strong obligation and responsibility to honor that initial purpose and ask that the University retain the name Oklahoma Memorial Union.

Justice Wilson said the Trustees are grateful and commend the University for the \$6 million funding commitment that has been made to the Union. The Trustees ask that a student fee commensurate with the average Big Eight student fee be allocated for the purpose of retiring this debt and for the business of the Union. She said the Trustees recommend keeping the Union Director and senior staff and not turn the food and beverage service contract over to outsiders. The Trustees request that existing Union employees be fairly treated and given preference for retaining their jobs. Also, the Trustees ask that all existing contracts entered into by the Union be honored.

Justice Wilson ended her remarks by saying "We assure you that we are loyal alums who march to the drumbeat of what will be best for The University of Oklahoma."

Chairman Gullatt responded by stating it is the intention of the Board and the University that any funding from student fees will be used for renovating and refurbishing the Union and an effort will be made to maintain the history and ambiance of the Union. There is no plan to change the name of the facility. He said employees will have first opportunity to retain their jobs, assuming they are performing as they should be. Mr. Gullatt said there are no definitive plans to contract out the food services.

President Van Horn commented there have been discussions on the need to obtain a caterer to provide alcoholic beverage services but the understanding would be that would be the sole function of the caterer.

Chief Legal Counsel Fred Gipson said there is a difficulty for the University with holding a third party and another corporation harmless. It is a matter the Union Trustees will have to work on from the standpoint of insurance prior to the formal transfer.

Regent Blankenship moved approval of the recommendation. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

## RESOLUTION OF APPRECIATION

President Van Horn recommended approval of the following Resolution of Appreciation:

WHEREAS, members of the Oklahoma Memorial Union, Inc. Board of Trustees have served The University of Oklahoma and the Norman community with distinction since the Board's establishment seventy years ago;

WHEREAS, the Board of Trustees judiciously has governed the Oklahoma Memorial Union, Inc. faithfully representing the interests of alumni and students;

WHEREAS, members of the Board of Trustees continuously have strived to expand and improve services, giving generously of their time to provide an outstanding meeting place for alumni, students and the public;

WHEREAS, members of The University of Oklahoma Alumni Association have shown their confidence in the ability and enthusiasm of members of the Board of Trustees by electing them to this respected membership;

WHEREAS, the Board of Trustees has played a vital role in the Oklahoma Memorial Union's celebrated history, including the creation of such traditions as University Sing and Sooner Scandals;

NOW THEREFORE BE IT RESOLVED that the Board of Regents of The University of Oklahoma express profound appreciation to the current and past members of the Oklahoma Memorial Union, Inc. Board of Trustees for more than a half-century of dedication and outstanding service to the University community.

Regent Lewis moved approval of the recommendation. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

## MINUTES

Regent Hall moved approval of the minutes of the regular meeting held on December 4, 1992 and the special meeting held on December 11, 1992. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

## CAMERON UNIVERSITY

### REPORT OF THE PRESIDENT OF THE UNIVERSITY

President Davis presented the following report:

#### Spring Enrollment

Enrollment at Cameron University for the spring semester is 5,969, an all-time high for spring enrollment. The figure is two percent greater than for the same period in 1992 spring, and enrollment for the second eight-week night session is not counted in the total. Lower and upper division undergraduate enrollments are up two percent, while graduate enrollments have increased 21 percent.

#### Cameron Plans "Year of Diversity"

Cameron University faculty and staff members met recently to brainstorm plans for the University's "Festival II: A Celebration of Diversity." The Year of Cultural Diversity planned for the 1993-94 school year follows the Year of the Renaissance during the 1991-92 school year, which drew international scholars and the American premiere of the French musical, "Christopher Columbus," to the campus. The Year of Diversity will involve all scholarly disciplines and will include an academic conference, festivals, speakers, seminars, debates, theater, and curricular studies emphasizing the diversity of cultures theme. Dr. David Carl, Associate Provost, Graduate Studies/Research, and Sally Soelle, Assistant Professor, History and Humanities, are co-coordinators of the undertaking.

#### McCasland Funding

Cameron has received a \$75,000 grant from the McCasland Foundation of Duncan to provide high tech equipment for the new \$10.2 million sciences complex. McCasland plans to give another \$75,000 during the next two years for the same purpose. The University is also seeking private funds totaling more than \$1 million to equip the complex.

#### Honors Lectureship Established

President Don Davis announced at the fourth annual meeting of President's Partners that funds of approximately \$75,000 this year will be committed to establish a University lectureship for the Honors Program. The money will

be matched with funds from the Oklahoma State Regents for Higher Education, with interest to be used for the lectureship. Dr. Davis made the announcement at the fourth annual Dinner Gala, held January 16 at the Fort Sill Officers Club. The Gala featured entertainment by Argus Hamilton, columnist and political humorist.

#### AEROJET Contract

AEROJET Electronic Systems Division, Azusa, California, has signed as the first corporate sponsor of the Cameron University Fire Support Models and Simulations Institute (FSMSI). AEROJET will provide \$25,000 for one year to be used by Cameron. The Corporation will receive a predetermined amount of simulation support from FSMSI and will also have membership in President's Partners. FSMSI is seeking five corporate sponsors in order to become self-sustaining. AEROJET, the first to commit, is a major contributor to the fire support community at Fort Sill and throughout the Army.

#### Duncan Business Index

Cameron University's Business Research Center and the Duncan Chamber of Commerce and Industry have agreed to compile a General Business Index for Stephens County similar to the one created for Lawton-Fort Sill. Dr. Jacquetta McClung, Dean of the School of Business, said the GBI will gauge the local economy and provide a recruiting tool for industry.

#### "Decade of Excellence" Environmental Award

The Environmental Committee of the Lawton Chamber of Commerce and Industry has presented a "Decade of Excellence" environmental award to Cameron as a previous environmental winner making continued beautification efforts during the past ten years. Harold Robinson, Director of Physical Facilities, accepted the award.

#### Ballantine to Publish Spencer Novel

Mark Spencer, Associate Professor in the Department of English, has negotiated with Ballantine Publishers, a division of Random House, to publish *Hiding* next September. The novel is a sequel to the title novella of his 1990 collection of two novellas and three short stories. That collection was titled *Wedlock*. Professor Spencer's work is main-stream literary fiction. He teaches creative writing and techniques of fiction at Cameron University.

#### OU Press to Publish Book

Dr. Frank Meyers, Associate Professor, Department of Politics, Sociology and Criminal Justice, Cameron University, and Dr. Harry Holloway, University of Oklahoma Professor Emeritus of Political Science, have signed a contract with the OU Press for publication of their book, *Bad Times for Good Ol' Boys*, about the Oklahoma County Commissioners' scandal.

#### Dr. Argyros Co-authors Math Book

Dr. Ioannis Argyros, Associate Professor of Mathematical Sciences, has published a graduate book with Professor Ference Szidarovszky of the University of Arizona. Entitled, *The Theory and Applications of Iteration Models*, the

book is to be used by students in math, physics, economics, engineering, and the applied sciences. The publisher is CRC Press Publishing Co., Boca Raton, Florida.

#### KCCU News Director Publishes

Doug Swanson's article, "Managing the Use of Computer Mediated Communication in the Workplace," will be published in the first issue of *International Personal Computing Technology: an Electronic Journal for the 21st Century*. The publication is based at Pennsylvania State University. Mr. Swanson is News Director at KCCU and teaches in the Communications Department at Cameron.

#### Ninth Martin Luther King Celebration

Dr. Cynthia Lynette Hale, Pastor and developer of Ray of Hope Christian Church in Atlanta, Georgia, addressed the ninth annual Dr. Martin Luther King Jr. Celebration January 18, sponsored by Cameron Campus Ministry Center. Cameron President Don Davis emceed the event.

#### Black History Month

Dr. Jawanza Kunjufu, author of eleven books and President of African American Images, a communications company based in Chicago, will be Black History Month guest speaker at Cameron January 28. He will conduct a workshop and speak at a banquet. Among his books are Volumes I, II and III of *Countering the Conspiracy to Destroy Black Boys*.

#### Altus Museum Assisted

The Museum of the Western Prairie in Altus selected Sally Soelle as historical consultant to assist the museum in developing a major exhibit to be installed this year on the history of old Greer County in Southwestern Oklahoma. Ms. Soelle is an Assistant Professor in History and Humanities at Cameron.

## ACADEMIC ENRICHMENT

Dr. Von Underwood, Assistant Professor of English, was present to give this report. He said in recent years, the Cameron Honors Program has emerged from humble beginnings to make important contributions to the University. This program provides a central focus for the pursuit of academic excellence and a system of supports and rewards for students who demonstrate advanced levels of preparation and high degrees of motivation. The program seeks to place a conspicuous, central emphasis in campus life on the pursuit of knowledge and on academic excellence, to improve the intellectual atmosphere of our campus, and to produce a graduate who has gone farther, learned more, and is capable of both leadership in the community and leadership in a chosen professional field. The program also promotes excellence of instruction by encouraging professors to develop fresh approaches to subject matter and new methods of teaching which will be transferable to other classroom settings.

The Cameron Honors Program has four major components: The Cameron Forum of Honor Societies; the honors faculty and the honors course offerings; the honors activity center; and Quivira: The Journal of the Cameron Honor Societies and the Honors Program. Cameron



has experienced notable successes in the development of all four of these components in recent years. The program has expanded and enhanced Cameron's course offerings, discovered and publicized some extraordinary student accomplishments, and encouraged still more. As an example, some 30 Cameron undergraduates presented scholarly papers at professional and academic conferences last year, partly as a result of workshops sponsored by the Forum of Honor Societies. The Forum has also established a scholarship program for students who present worthy scholarly papers at such conferences.

The program is succeeding in establishing a new emphasis on the pursuit of academic excellence, in avoiding the establishment of a closed elite, in fostering motivation, and in conspicuously rewarding and acknowledging the successful pursuit of excellence. Through its activities, which we will be expanding in new ways, the Honors Program is making a vital difference in the University community as a whole and in the educational experience of the individuals who become involved.

## SELECTION OF ARCHITECT FOR SCIENCES COMPLEX

Among the projects approved with the passage of State Questions 649 and 650 was a \$10.2 million Sciences Complex at Cameron University which will contain classrooms and laboratories to accommodate the biological and physical sciences programs at the University, together with the faculty and administrative offices and other facilities necessary to support the academic functions. Currently, the physical and biological sciences are situated in three separate structures and will be consolidated in the new facility. Two buildings located on the site of the new complex will have to be razed.

Pursuant to the policies of the Board of Regents and the Oklahoma statutes, an announcement of the project was sent to the architects and engineers registered with the Board of Affairs to determine their interest in providing consulting services in the design and preparation of plans and specifications for the construction of the complex. Expressions of interest were received from 40 firms, and their proposals were evaluated. Based upon the initial evaluation, seven were invited to make presentations on the Cameron campus. Those invited were:

Rees Associates, Inc., Oklahoma City  
HTB, Oklahoma City  
J. W. McSorley Associates, Tulsa  
Urban Design Associates, Tulsa  
Benham Group, Oklahoma City  
Larry Edmondson Associates, Tulsa  
Murray-Jones-Murray Architects, Tulsa

On January 7, 8, and 9, 1993, interviews were conducted with six of the firms who had been invited to make presentations. Murray-Jones-Murray withdrew from consideration before their scheduled interview. The interview committee consisted of the following persons:

Dr. Don Davis, President  
Dr. Terral McKellips, Provost  
Dr. B. Don Sullivan, Vice President for Development  
Dr. Bob G. Vowell, Dean of the School of Science, Mathematics,  
and Technology

Dr. David Groves, Chair of the Biological Sciences Department  
 Dr. Ted Snider, Chairman of the Department of Physical Sciences  
 Mr. Harold Robinson, Director of Physical Facilities

Members of the committee evaluated the firm presentations using the criteria shown on the chart below. Based on individual evaluations, the committee members ranked the firms as follows:

1. Urban Design Associates, Tulsa
2. HTB, Oklahoma City
3. Rees Associates, Inc., Oklahoma City

Evaluation of Architectural and Engineering Firms Under Consideration:

<u>Factors</u>	<u>Rees Associates, Inc., Oklahoma City</u>	<u>HTB, Oklahoma City</u>	<u>J. W. McSorley Associates, Tulsa</u>	<u>Urban Design Associates, Tulsa</u>	<u>The Benham Group, Oklahoma City</u>	<u>Larry Edmondson Associates, Tulsa</u>
1. Team proposed for this project	6.4	6.5	5.9	6.7	5.8	5.7
2. Proposed Management Plan	6.8	6.5	5.2	6.6	5.5	5.8
3. Previous Experience of Team proposed for this project	6.2	6.4	5.5	6.9	5.9	5.8
4. Location and Facilities of Offices for this Project	6.6	6.6	5.7	6.1	6.3	5.7
5. Project Control	6.2	6.3	5.2	6.7	5.4	5.5
6. Present proposed design approach for this project	6.3	6.3	5.1	6.7	5.0	5.8
7. Describe your specialized experience	6.1	6.4	5.5	6.7	5.4	5.7
8. Examples of similar projects	6.1	6.2	5.5	6.7	5.4	5.6
9. Describe awards you have received for design excellence	6.5	6.8	5.8	6.5	5.5	6.1

<u>Factors</u>	<u>Rees Associates, Inc., Oklahoma City</u>	<u>HTB, Oklahoma City</u>	<u>J. W. McSorley Associates, Tulsa</u>	<u>Urban Design Associates, Tulsa</u>	<u>The Benham Group, Oklahoma City</u>	<u>Larry Edmondson Associates, Tulsa</u>
10. Have you been involved in litigation in the last five years?	6.7	6.4	6.0	6.5	5.0	6.6
11. Additional Factors:						
Strategy for integrating current and future instructional technologies	5.8	6.5	5.5	6.7	5.2	5.5
Safety, environment and ADA compliance strategies	5.7	6.5	5.5	6.6	5.1	5.5
Knowledge of national accreditation standards for science facilities	<u>5.9</u>	<u>6.2</u>	<u>5.5</u>	<u>6.6</u>	<u>5.2</u>	<u>5.6</u>
TOTAL	81.3	83.6	71.9	86.0	70.7	74.9

President Davis recommended that the Board of Regents place in rank order three firms from among those which are under consideration as consultant architects to design and prepare plans and specifications for the construction of a new Sciences Complex and to authorize President Davis to negotiate and execute a contract for these services pursuant to Board of Regents' policy and State law.

Regent Lewis moved the firms be ranked as follows and authorized President Davis to negotiate and execute a contract for these services pursuant to Board of Regents' policy and State law:

1. Urban Design Associates, Tulsa
2. HTB, Oklahoma City
3. Rees Associates, Inc., Oklahoma City

The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

### QUARTERLY REPORT OF PURCHASES

Policies of the Board of Regents require that purchases in excess of \$75,000 be referred to the Board of Regents for action, with the exception that the President or his designee may award purchase orders and construction contracts up to, but not exceeding, \$100,000 where

(a) competitive bids were solicited, (b) more than one bid was received, and (c) the low responsive bid is selected. Purchases made in these authorized instances are reported quarterly to the Board of Regents.

No such purchases were made during the period from October 1, 1992 through December 31, 1992.

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

## **ACADEMIC PERSONNEL ACTIONS**

### **Appointment or Reappointment:**

Nancye J. Leibee, Instructor, Information Services Librarian, annual rate of \$23,500 for 12 months, January 4, 1993 through June 30, 1993. Paid from 14853, Library Personnel Account, pos. F187.

President Davis recommended approval of the academic personnel action shown above.

Regent Brawner moved approval of the recommendation. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

## **THE UNIVERSITY OF OKLAHOMA**

### **REPORT ON TEACHER EDUCATION PROGRAM REVIEW**

An external evaluation team completed an examination of the teacher education programs at state colleges and universities this past year. Chancellor Hans Brisch was present at this meeting and he told the Regents it was a special privilege to attend and introduce Dr. J. T. Sandefur, a very distinguished educator. Dr. Sandefur, Dean Emeritus of the College of Education and Behavioral Science at Western Kentucky University, served as Chairman of the Teacher Education Program Review External Team.

Dr. Sandefur reported the external team was asked to examine the scholarly activity of the College of Education faculty and the team found scholarly activities, particularly publication and research, are very strong at The University of Oklahoma. He also reported the faculty are teaching loads of six to nine hours as a rule and that in recognition of their responsibilities as researchers and writers, their professionalism is very commendable and they were found to be well prepared and not overloaded.

Upon examination of the facilities, the team found them to be accessible, clean and well maintained, Dr. Sandefur said. The scope and sequence of the programs were commendable and within the team's expectations. Dr. Sandefur also commented favorably on OU's relationship with the public schools, staff development in latest innovations in teacher education, the positive feedback from students regarding their preparation, and there was no evidence of programs with inadequate faculty. He said the team had no serious concerns about the University.

Dr. Sandefur said the team's specific recommendation for the University is to move quickly towards competency-based teacher education. The time is coming when a teacher going through a conventional teacher education program will no longer be able to pass a competency-based certification. So far, he said, there doesn't seem to be a lot of movement in that direction at The University of Oklahoma.

In response to Regent Lewis' question about The University of Oklahoma's plans for movement toward competency-based testing, Acting Dean Michael Angelotti said the College is well aware of the initiative and is moving in that direction but it will take time.

Regent Hall asked about the team's findings on teacher education at Cameron University. Dr. Sandefur said due to the differences in funding and resources between Cameron and OU, it is to be expected Cameron would have more difficulty living up to the team's recommendations. Teaching loads are heavier, there are fewer opportunities for research, writing and publication, and their enrollments exceed the funds available for adequate faculty.

## 1991-92 OMB CIRCULAR A-133 INDEPENDENT AUDITORS' REPORT

The independent audit firm of Deloitte and Touche has completed the audit of the University's Federal Financial Assistance Programs for the year ended June 30, 1992. This audit was conducted as a result of federal government regulations issued in 1990 requiring independent audits of federal financial assistance programs. "Federal financial assistance" means assistance provided by a federal agency to a recipient or subrecipient to carry out a specific program. Such assistance may be in the form of: (a) grants and contracts, (b) cooperative agreements, (c) loans (e.g., Student Financial Assistance), (d) property, (e) direct appropriation, and (f) other non-cash assistance. Copies of the Norman Campus and Health Sciences Center audits were distributed to the Regents with the agenda.

The audit was conducted in accordance with generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, and the Office of Management and Budget (OMB) Circular A-133, "Audits of Institutions of Higher Education and Other Non-Profit Organizations." This audit is unlike the University's annual financial audit in that it consists of the auditors issuing several reports. The reports issued and the auditors' conclusions are summarized below:

### Report on Supplementary Schedule of Federal Financial Assistance

AUDITORS' OPINION -- "fairly stated in all material respects when considered in relation to the basic financial statements taken as a whole."

### Report on Compliance Based on the Audit of Financial Statements

AUDITORS' CONCLUSION -- for the items tested, the University complied in all material respects.

### Report on Compliance with the General Requirements Applicable to Federal Financial Assistance

AUDITORS' CONCLUSION -- for the items tested, there were no material instances of noncompliance.

### Report on Compliance with Specific Requirements Applicable to Major Federal Financial Assistance Programs

AUDITORS' OPINION -- the University complied in all material respects.

Report on Compliance with Requirements Applicable to Nonmajor Federal Financial Assistance Program Transactions

AUDITORS' CONCLUSION -- For the items tested, there were no material instances of noncompliance with the requirements governing types of services allowed or unallowed, and eligibility.

Report on the Internal Control Structure Based on the Audit of the Financial Statements

AUDITORS' CONCLUSION -- "We noted no matters involving the internal control structure and its operation that we consider to be material weaknesses. . . ."

Report on the Internal Control Structure Used in Administering Federal Financial Assistance

AUDITORS' CONCLUSION -- no matters were noted involving the internal control structure policies and procedures used in administering federal financial assistance programs and its operation that the auditor considered to be material weaknesses.

In summary, this A-133 audit is "clean" with no material findings of noncompliance or weaknesses. In addition, the audit includes a Schedule of Findings and Questioned Costs and Other Accounting and Administrative Comments in the Norman Campus, and the Health Sciences Center reports. These schedules contain the auditors' recommendations for addressing these minor issues and management's response to each recommendation.

Mr. Joe Evans and Mr. Don Williams, representatives of Deloitte and Touche, were present at the meeting to review the reports and to answer questions.

Mr. Williams commented the reports for both campuses were significantly better than last year. The findings have already been presented to the federal government agency that reviews them and there is every reason to believe they will be favorably accepted.

## **REVISION OF STUDENT CODE OF RESPONSIBILITY AND CONDUCT FOR THE NORMAN CAMPUS**

The Student Code should be revised to prohibit outside bank accounts for officially registered University of Oklahoma Student Organizations for the following reasons:

1. University of Oklahoma Legal Counsel suggests the institution may be contingently liable for the fiduciary responsibility of Student Organizations that carry the name of the University, whose sponsors are University employees and whose fund-raising activity is primarily dependent upon their relationship with the University.
2. The University's liability should therefore be protected by tightening accounting controls and requiring all student organizations to maintain their funds within University accounting systems in a custodial relationship.
3. Student organizations will be insured safekeeping of their funds because of State mandated accounting practices which must be followed when funds are brought within the University system.

4. Student organizations are further protected by the requirement to follow State of Oklahoma purchasing guidelines insuring both competitive prices and appropriate authorization procedures.
5. Students benefit from the training gained from working within the University's accounting and purchasing systems.

Accommodation of student concerns and flexibility is also assured by definition of Accounting Services' custodial relationship, elimination of overhead charges, the availability of petty cash accounts, and single day check request and writing service.

Revision to the Student Code is as follows:

#### TITLE 10 - STUDENT ACTIVITIES

##### ORIGINAL READING: TITLE 10, SECTION 5.4

Student organizations no longer have to register outside bank accounts. Funds generated by student groups from dues, assessments, fund-raising events, or any other revenue generating activity could be handled through outside bank accounts or through a University account at the option of the sponsor of the student group; and the student groups holding fund-raising events in University facilities will be required to pay a facility fee. Student activity fee funds must be handled through University accounts.

##### PROPOSED READING: TITLE 10, SECTION 5.4

All registered student organizations are required to deposit all funds generated from dues, assessments, and fund-raising events, or any other revenue-generating activity into a University account which will be handled by the Office of the Controller.

Registered student organizations may designate the purposes for which the outside generated funds have been raised and the Controller will hold the funds in accordance with the specific instructions of the organizations.

Overhead transaction charges will not be assessed against student organization accounts and the University will assist in establishing petty cash funds to provide necessary flexibility for the financial operations and special needs of student organizations.

Student groups holding fund-raising events in University facilities will be required to pay a facility fee. All Student Activity Fee funds must be handled through University accounts in accordance with the provisions and limitations of State law.

Any registered student organization may apply to the Vice President for Student Affairs/Norman or Vice President for Administrative Affairs/HSC for an exemption to this policy. Organizations privately chartered or independently incorporated will receive permission for an exemption. Those qualifying for outside bank accounts may maintain accounts in The University of Oklahoma Foundation.

President Van Horn recommended that the Board of Regents approve revisions to the Student Code, Title 10, Section 5.4, which will prohibit outside bank accounts for officially registered University of Oklahoma Student Organizations and tighten accounting controls for these organizations. Exemptions may be granted by the Vice President for Student Affairs.

Present for discussion of this agenda item were Vice President Smith; Jay Parmley, UOSA President; and Luke Walker, Chair of Student Congress.

Mr. Parmley said working on this Code revision has been a very long process. The policy that has been developed is a good one but a fundamental question remains - the University will control money students have privately raised on the name of the University and organizations will not have immediate accessibility to their funds. He said student organizations will comply and make it work if the Regents vote to prohibit outside bank accounts but a lot of people will be unhappy.

Mr. Walker commented that both Student Congress and the Graduate Student Senate had voted against this Code revision overwhelmingly. Student Congress felt bringing student organization accounts into the University would change the liability of the University from a contingent liability to a direct and complete liability and that outside accounts were made possible a few years ago for the same reason - liability. Congress feels student organizations should have control over money raised by means outside the University and the flexibility and freedom offered by private bank accounts are not available in the proposed system. Purchase orders and reimbursements are no substitute for the flexibility of a checkbook from a local bank.

During the discussion key issues mentioned were accountability, control and liability. Chief Legal Counsel Gipson said on the basis of contract liability, whether accounts are inside the University or outside, it would not be difficult for someone to make a claim on the University for student funds. Is the University accountable and are we performing some oversight function? Mr. Gipson said many of the student organizations also receive funding from the University so the University has already been responsible for those funds. However, it is presently not possible for internal auditors to examine what is transpiring with those accounts.

Mr. Parmley said there is no way to know how many outside accounts exist. If organizations do not bring their funds inside, they could lose student organization status and would no longer receive funding from UOSA. However, it could take a year or two for this control to be effective. Vice President Smith said the policy will exempt organizations that are independently chartered such as sororities and fraternities as well as many religious groups and active political groups.

Mr. Parmley introduced David Kendrick, a member of Student Congress. Mr. Kendrick raised the question of petty cash funds and how petty cash expenditures are accounted for and whether they could be put into a checking account. Vice President Smith responded that the existing policy on petty cash funds would apply and the Student Development Office would control them.

Regent Lewis moved that action on this Student Code revision be delayed until the next meeting and that the Regents be provided a draft document of what the procedures are and what accounting, auditing or control alternatives might be possible if bank accounts were allowed to remain as outside accounts up to a specified amount. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.



**ADMINISTRATIVE COST COMPARISON AT OU AND OTHER OKLAHOMA INSTITUTIONS OF HIGHER EDUCATION**

On December 18, 1992, the Oklahoma State Regents for Higher Education released a comparison of Oklahoma administrative costs to similar costs at national, regional and peer institutions. The study showed that Oklahoma colleges and universities spent, on average, a lower percent of their Educational and General operating budgets on administrative cost than other institutions across the nation.

Administrative cost per full time equivalent (FTE) student is also lower at Oklahoma colleges and universities than at their counterparts. Administrative cost at Oklahoma's institutions averages \$406 per FTE student, only 52 percent of the national, regional and peer average of \$776. Administrative cost includes such functions as institutional management and long-range planning; fiscal, personnel and space management; purchasing; communications; public relations and development; and computer services for administrative support.

Norman Campus

On the Norman Campus the amount of administrative cost per FTE student has dropped by over 4 percent since FY82 when adjusted for inflation. In the same time period the amount spent on instruction per FTE student has increased by over 10 percent.

The table below indicates that the administrative cost for the Norman Campus Educational and General budget is 9 percent, which is lower than the national, regional and peer averages for comprehensive, four-year and two-year institutions. The 10-year study on the following table shows that the ratio of administrative cost to the Educational and General budget has dropped 18 percent on the Norman Campus, the largest decrease of any state institution. The ratio has decreased by 10 percent in the last three years.

**Ratio of Administrative Costs to Total E&G Expenditures**

	<u>FY82</u>	<u>FY92</u>	<u>% Chg.</u>
Comprehensives	11.8%	9.9%	-15.5%
OU	11.1%	9.1%	-17.6%
OSU	12.5%	10.9%	-13.3%
4-Year Universities	13.1%	12.0%	- 7.8%
2-Year Universities	18.6%	16.0%	-14.1%

The University of Oklahoma - Norman Campus

**Administrative Costs as a Percent of E&G Expenditures  
FY82 - FY92**

(In millions)

	<u>Total Expenditure</u>	<u>Admin. Expenditure</u>	<u>As a Percent of Total Exp.</u>	<u>Cumulative Change</u>
FY82	\$ 74.8	\$ 8.3	11.1%	
FY83	\$ 86.7	\$ 9.3	10.8%	- 2.5%
FY84	\$ 80.4	\$ 8.4	10.5%	- 5.0%
FY85	\$ 84.6	\$ 8.7	10.2%	- 7.4%
FY86	\$ 90.4	\$ 9.6	10.6%	- 4.1%
FY87	\$ 87.5	\$ 8.9	10.1%	- 8.3%
FY88	\$ 92.9	\$10.4	11.2%	1.0%
FY89	\$104.7	\$10.5	10.0%	- 9.1%
FY90	\$113.9	\$12.0	10.6%	- 4.4%
FY91	\$120.4	\$11.4	9.5%	- 14.1%
FY92	\$133.4	\$12.2	9.1%	- 17.6%

Administrative cost comparisons for the Health Sciences Center are not included in the State Regents' cost study.

Central administrative cost on both campuses is primarily charged to the Educational and General budget and then is reimbursed by Auxiliary Enterprises, grants and contracts, service units, and the Professional Practice Plan. A more meaningful comparison is administrative cost as a percent of total expenditures. The table below shows that from FY82 to FY92 the percent of total University expenditures for administration declined from 5.7 percent to 4.4 percent.

The University of Oklahoma

<b>Administrative Costs/Total Expenditures FY82 to FY92</b>
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(In millions)

	<u>1982 Total Expenditures</u>	<u>1982 Administrative Costs</u>	<u>1992 Total Expenditures</u>	<u>1992 Administrative Costs</u>
Norman Campus	\$143.5	\$ 8.3	\$266.0	\$12.2
Health Sciences Center	<u>87.2</u>	<u>4.8</u>	<u>194.9</u>	<u>8.0</u>
Total	<u>\$230.7</u>	<u>\$13.1</u>	<u>\$460.9</u>	<u>\$20.2</u>
% Administrative Costs to Total Expenditures		<u>5.7%</u>		<u>4.4%</u>

A table was included in the agenda which was part of the State Regents' study reflecting a comparison of administrative expenditures to total Educational and General expenditures from FY82 through FY92 for all Oklahoma higher education institutions.

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

**MONTHLY FINANCIAL ANALYSIS**

The Monthly Financial Analysis for the five months ended November 30, 1992 was included in the agenda and is attached hereto as Exhibit B. The following comments and highlights were presented:

SCHEDULE OF REVENUES AND EXPENDITURES:

BUDGET CHANGES:

Total Revenue budget increased \$3,007,100 and total Expenditure budget increased \$2,675,830 due to the following:

Norman Campus:

- 1. Educational & General, Part I:
    - a. State Appropriations increased due to the State Regents allocating additional funds to supplement and support the Small Business Center \$ 75,000
    - b. Current Distributions from Reserves increased as a result of the rebudgeting of reserves from June 30, 1992 2,289,738 \*
  - 2. Sales & Service of Educational Activities increased as a result of adjustments to the Computing Services budget to more closely reflect management expectations 311,092
  - 3. Endowment Income increased as a result of realized capital gains from the sale of Regents' Fund equities 2,675,830
  - 4. Auxiliary Enterprise income increased as a result of the Goddard Health Center revenue budget being adjusted to more closely reflect management expectations for health fee revenue 117,748
- 213,521
- \$3,007,100

REVENUES:

During the first five months of the fiscal year, revenues realized (Schedule I, Subtotal Revenue line) are approximately \$203 million and 42.1% of the current revised annual budget. This is comparable to last year's revenues of \$197 million and 42.8% of budget. Revenue line items with variances from the fiscal year norm (41.67%) by more than five (5) percentage points are:

\*To encourage careful management and savings, the University allows colleges and departments to keep year-end balances. This entry transfers these unspent amounts from last year to this year's budget.

1. Student Tuition and Fees are at 56.2% of the current revised annual budget as compared to 49.1% last year. At the Norman Campus, revenues are at 58.3% of budget due to the recognition of tuition and fees on the accrual basis at the beginning of the semester. At the Health Sciences Center, revenues are at 46.6% of budget due to the timing of fee payment deadlines for fall tuition.
2. Endowment Income is at 73.9% of the current revised annual budget. At the Norman Campus, revenues are at 56.4% of budget as a result of a \$211,325 addition to the Regents' Fund endowments resulting from realized capital gains from the sale of equities, \$117,748 of which was realized during the current month. Excluding this addition, revenues are at 42% of budget, well in line with the fiscal year norm of 41.67%. At the Health Sciences Center, revenues are at 99.1% of budget due to the timing of reimbursement requests and related cash receipts from The University of Oklahoma Foundation, the Regents' Fund, and the Oklahoma State Regents' Endowment Program.
3. Sales & Service of Educational Activities income is at 34.1% of the current revised annual budget which compares favorably to 32.3% last year. At the Health Sciences Center, revenues are at 25.2% of budget. Revenue in this category is dependent upon cash receipts and transfers from student clinical activities. During the first few months of the new fiscal year, there is little revenue activity.
4. Auxiliary Enterprise income is at 48.1% of the current revised annual budget as compared to 47.8% last year. At the Norman Campus, revenues are at 48.3% of budget, slightly ahead of the fiscal year norm (41.67%) due primarily to the seasonal nature of auxiliary activities.
5. Residency Income is at 36.2% of the current revised annual budget as compared to 40.8% last year. Revenue in this category is dependent upon the timing of billings and related cash receipts. At this time, this percentage is not considered unusual or a cause for concern.

#### EXPENDITURES:

During the first five months of the fiscal year, total expenditures (Schedule I, Total Expenditures line) of approximately \$194 million are at 40% of the current revised annual budget. This is comparable to last year's expenditures of \$191 million and 41.4 of budget. Expenditure line items with current y-t-d actual expenditures exceeding the fiscal year norm (41.67%) by more than five (5) percentage points are:

1. Library Books and Periodicals expenditures are at 59.1% of the current revised annual budget as compared to 60.7% last year. These large percentages are the result of the annual subscription payments traditionally being made early in the fiscal year.
2. Contractual and Related Current Expenses are at 48.0% of the current revised annual budget as compared to 38.2% last year. This variance is primarily at the Health Sciences Center, where expenditures are at 51.1% of budget. This category is comprised of a variety of smaller expenditure categories, as well as certain capital expenditures. As a result of the large variety of expenditure types, fluctuations are often encountered.

## CURRENT REVENUES OVER/(UNDER) EXPENDITURES:

At November 30, 1992, revenues exceeded expenditures by \$13,017,446. At the Norman Campus, revenues exceeded expenditures by \$12,552,916 due primarily to the recognition of student tuition and fees on an accrual basis. This excess will be gradually reduced as cash disbursements are processed against these revenues. At the Health Sciences Center, revenues exceeded expenditures by \$464,530 compared to \$3,211,671 reported during the prior year. The excess reported in the prior year was due to improved collection of External Service Unit accounts receivable. Overall, the level of revenues and expenditures reported for the first five months appears reasonable.

## SUMMARY OF RESERVES:

## GENERAL UNIVERSITY RESERVES:

Total General University Reserves decreased \$224,316 from the October report.

Norman Campus reserves of \$6,848,890 decreased \$220,611 from the October report. The Agency Special Reserves increased \$32,266 due primarily to normal operating expenditures offset by investment earnings. Revenue Bond Reserves in Excess of Required Amounts increased \$8,980 as a result of investment earnings. These increases were offset by a \$261,857 decrease in Section 13/New College Reserves which resulted from (1) the Board approved utilization of reserves (\$155,543) to complete the funding for the Fine Arts Center Studio Theater Renovation project and (2) a reduction (\$106,314) in projected fiscal year 1993 receipts as estimated by the Commissioner of the Land Office.

Health Sciences Center reserves of \$4,289,410 decreased \$3,705 from the October report. Agency Special Reserves decreased \$8,042 as a result of insurance refund activity and Revenue Bond Reserves in Excess of Required Amounts increased \$4,337 as a result of investment earnings.

## AUXILIARY ENTERPRISES &amp; SERVICE UNIT DESIGNATED RESERVES:

Total Auxiliary Enterprise & Service Unit Designated Reserves increased \$127,041 from the October report.

Norman Campus reserves of \$23,284,043 increased \$40,754 from the October report due to interest income and normal operational activities in accordance with the Regents' reserve policies.

Health Sciences Center reserves of \$4,040,233 increased \$86,287 from the October report. This increase resulted from the transfer of bond principal and interest monies to the trustee bank. These funds are transferred monthly, however, scheduled repayment to the bond holders occurs on a semi-annual basis.

## STATEMENT OF PLANT FUNDS :

The Total Project Budget remained unchanged from the October report.

Allotment-This-Year increased \$595,165 from the October report and consisted of the following projects:

## Section 13/New College Projects

## Norman Campus:

Faculty Space and Equipment 1993	\$ 73,165
Computer Equipment 1993	100,000
Academic Space Renovation 1993	<u>167,000</u>
Subtotal	<u>340,165</u>

## Health Sciences Center:

Critical ADA Compliance Renovations	25,000
Basic Science Education Bldg. Research Space Conversion	100,000
Biomedical Sciences Building Roof Replacement	<u>130,000</u>
Subtotal	<u>255,000</u>
Total	<u>\$ 595,165</u>

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

**FINANCIAL ANALYSIS FORMAT CHANGE**

The financial offices of the Norman and Health Sciences Center campuses have been working on a project to improve the financial analysis reports being presented to the Regents. Currently, the monthly financial analysis is presented in a single report which combines all fund sources on both campuses. Although this report provides a summary overview of the total University of Oklahoma financial status, it does not provide the Regents with a summary overview of the financial status of each campus. It is proposed that the current monthly financial analysis be replaced with a comprehensive quarterly financial analysis. The proposed analysis would provide the Regents with the familiar schedule of the combined total University revenues and expenditures, however, additional schedules for each campus would be included. These schedules would display expenditures by function (e.g., instruction, research, public service, etc.) and by major organizational unit (e.g., colleges, vice presidents, etc.). The proposed reports would contain the following statements:

## STATEMENT OF REVENUES AND EXPENDITURES

- I. All Funds, All Campuses-- this statement provides a combined statement of total University revenues and expenditures. Revenues are identified by major fund type and expenditures are identified by function.
- II. Norman Campus  
All Funds--  
a combined statement of total Norman campus (including Law and Geological Survey) revenues and expenditures.

Education & General--

identifies educational and general revenues by major source and expenditures by function and organizational unit.

Grants & Contracts--

lists revenues by major fund source (federal, state, or private) and expenditures by function, organizational area, and within organizational area by major fund source and function.

Auxiliary Enterprises--

provides a summary operating statement of all the auxiliaries with a comparison to prior year operations for the same reporting period.

Service Units--

provides a summary operating statement of all the service units with a comparison to prior year operations for the same reporting period.

All Other--

provides a summary statement of revenues and expenditures for all other activities such as student activity fees, student organizations, faculty/staff organizations, federally funded financial aid programs, Regents' Fund, College of Continuing Education conferences, University Computing Services, and other miscellaneous activities in the agency special fund.

III. Health Sciences Center

The description of the following statements is the same as for the Norman Campus:

All Funds--

Education & General--

Grants & Contracts--

Auxiliary Enterprises--

Service Units--

Professional Practice Plan--

identifies professional practice plan revenues by major source and expenditures by major type.

All Other--

provides a summary statement of revenues and expenditures for all other activities such as student activity fees, student organizations, faculty/staff organizations, continuing education, and other miscellaneous activities in the agency special fund.

SUMMARY OF RESERVES

This summary will be the same format as currently being provided the Regents.

If the new format is acceptable to the Board of Regents, the first report would be presented at the March 3-4, 1993 Board meeting with activity through December 31, 1992. For the months between the quarterly reports, a special report would be presented on a major segment of the University's fiscal or administrative activities. Examples of some special monthly report topics include (a) tuition income/enrollment, (b) financial aid, (c) external audit report, (d) grants and contracts activity, and (e) budget development procedures.

There was a brief discussion of the new format which is to be presented quarterly rather than monthly. The Regents requested that budget and variance from budget figures be added to the report. President Van Horn said a schedule will also be included which will provide information on the OU Foundation income coming into the University and how it is distributed.

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

At 4:43 p.m. Chairman Gullatt recessed the meeting. He announced the meeting would reconvene at 9:00 a.m. on the following morning in the same location.

The meeting reconvened at 9:00 a.m. on Wednesday, January 27, in the same location with all Regents present.

## REPORT OF THE PRESIDENT OF THE UNIVERSITY

### College of Engineering

The College of Engineering expects to rank among the top five engineering colleges in the country for its enrollment of 56 freshman National Merit Scholars. The college anticipates ranking second in the nation for enrolling 25 freshman National Achievement Scholars. Engineering also has three National Hispanic Scholars, for a total of 84 of the 155 national scholars attending OU this year.

### University of Oklahoma Press

Two books from The University of Oklahoma Press were named in December to the New York Times Book Review's list of Notable Books of the Year. Richard White's *It's Your Misfortune and None of My Own: A New History of the American West* and Frederick Nolan's *The Lincoln County War: A Documentary History* are the books honored for 1992. Only one Press book ever had been named to the list in previous years.

Two of the seven winners of PEN Oakland Josephine Miles Awards to be presented in March are Press books by Louis Owens. They are *The Sharpest Sight*, a novel, and *Other Destinies*, a critical study of Native American novelists. The Miles Awards are presented on the basis of "excellence" and "a new perception of multiculturalism."

Two more Press books were designated by the Gustavus Myers Center for the Study of Human Rights as "Outstanding Books on the subject of Human Rights in the United States." The honored books are *American Indians and World War II* by Alison Bernstein and *Cochise* by Edwin Sweeney.



### Faculty Achievements

William Crowe, Jr., Professor of Geopolitics, will head the Foreign Intelligence Advisory Board for President Bill Clinton. The former Chairman of the Joint Chiefs of Staff also was the subject of a Public Broadcasting Service documentary, "Admiral William J. Crowe: The Lessons of War."

Andrew Cooperstock, Assistant Professor of Music, is one of 10 Artistic Ambassadors selected by the U.S. Information Agency to perform in embassies and consulates around the world.

Jay Stein, Senior Vice President and Provost for the Health Sciences Center, was elected to mastership in the American College of Physicians for his "distinguished contributions to the medical profession." The ceremony will take place April 1 in Washington, D.C.

Robert A. Wild, Professor of Obstetrics and Gynecology and Adjunct Associate Professor of Medicine-Cardiology, is the new secretary/treasurer of the American Society of Preventative Cardiology.

### Grants and Contracts

The National Science Foundation, in a December report, ranks OU at 76th for FY 1991 expenditures for research and development totaling \$80 million. The ranking represents a significant rise from 95th for FY 1990, when OU Research and Development expenditures totaled \$59 million. Fiscal year 1992 expenditures exceeded \$95 million.

More than \$1.5 million was awarded to William Lovello, Associate Professor of Psychiatry and Behavioral Sciences, by the National Heart, Lung and Blood Institute for his on-going study of caffeine influences on exercise and psychological stress.

The College of Education received more than \$400,000 from the American Institute of Architects to develop a system for awarding credit to professional architects who participate in continuing education activities. Principal investigators are Robert Fox, Director of the College's Research Center for Continuing Professional and Higher Education and Professor of Adult and Higher Education, and Mike Price, the Center's Project Director.

The Sarkeys Energy Center, with Arthur Andersen and Co., as subcontractor, has received a "sole-source" award from the U.S. Department of Energy to conduct a six-month feasibility study involving seven gas-producing states. The study will develop a proposed standard gas production reporting system. Total funding is approximately \$600,000, including cost-matching from Arthur Andersen and anticipated Oil Overcharge Funds and USDOE funds. Extension of the feasibility study into a multi-year project would yield multimillion-dollar support.

The Oklahoma Energy Research Center, the joint venture of the University and John Brown E&C, submitted its "best and final offer" on December 15 to the U.S. Department of Energy for the National Oil and Related Programs.

Reports indicate that the USDOE source selection board met during the week of January 11, possibly indicating a desire to forward an early decision to the new department administration. A decision on the \$212 million program is expected between February and June, 1993.

## ACADEMIC ENRICHMENT

Dr. Warren M. Jackman, Professor of Medicine, presented a report at the meeting on cardiac rhythm disorders.

He said many types of cardiac rhythm disorders (arrhythmias) originate from a small area of the heart muscle. A new form of therapy, known as catheter ablation, non-surgically destroys this small area, eliminating the arrhythmia. Four to six catheters, which are long flexible plastic tubes with metal electrodes at the end, are inserted through needle punctures into multiple veins, and occasionally into an artery. The catheters are maneuvered into key positions within the heart under the guidance of X ray fluoroscopy as well as the electrical signals recorded from the catheter electrodes. The arrhythmia is started by pacing the heart, and the area responsible for the arrhythmia is located by maneuvering the catheter electrodes until a specific electrical signal is identified, marking the site of origin of the arrhythmia. Electrical energy is then passed through the metal electrode at that site, producing heat and creating an area of injury (then scar) approximately the size of a pea. Destroying the tissue eliminates the arrhythmia without compromising the pumping function of the heart.

The cardiac electrophysiology group at The University of Oklahoma Health Sciences Center was instrumental in the development of the current catheter ablation procedure, initially by developing recording techniques to identify the critical areas to ablate, and then in the development of radiofrequency current as a safe and effective energy source for producing the injury. They were the first to describe techniques to allow the direct recording of potentials generated by accessory pathway fibers in patients with Wolff-Parkinson-White Syndrome, to record potentials from the slow AV nodal pathway in patients with AV nodal re-entrant tachycardia, and for recording and verifying diastolic potentials during ventricular tachycardia in patients who have previously had a myocardial infarction (heart attack). This group was also one of the first centers to investigate the use of radiofrequency current for catheter ablation. After extensive animal studies on this campus, clinical testing began in 1987. A total of 431 patients with Wolff-Parkinson-White Syndrome have undergone ablation of the accessory pathway, with permanent ablation of the accessory pathway (eliminating the arrhythmias) in 427 (99%) of these patients. By identifying the location of the atrial extension of the slow AV nodal pathway, this group pioneered the "slow pathway approach" for ablation of AV nodal re-entrant tachycardia. At the Health Sciences Center, 112 patients with AV nodal re-entrant tachycardia have undergone this procedure with 100% long term success and the occurrence of heart block (requiring pacemaker implantation) in only one patient (0.9%). Radiofrequency catheter ablation has already become the primary therapy for patients with Wolff-Parkinson-White Syndrome or AV nodal re-entrant tachycardia. The group's current investigational efforts are focused on developing safe and effective methods for ablation of atrial tachycardia, atrial flutter, and many of the forms of ventricular tachycardia, which can be life threatening.

## GOVERNOR'S HIRING AND PURCHASING FREEZE

On December 14, 1992, the Governor issued an Executive Order putting a freeze on hiring and purchases of State agencies. At that time he directed the Chancellor of Higher Education to develop guidelines for administering the Executive Order for higher education. The

freeze is effective from December 14, 1992 through June 30, 1993. Governing board officials are responsible for establishing the level of approval authority for any exceptions to the hiring and purchasing freeze.

The primary purpose of the purchasing and hiring freeze for higher education is to reduce the rate of expenditure for Educational and General operating budgets. The Governor agreed to allow funds saved as a result of the freeze to be applied towards either reduced or level State appropriations for the next fiscal year.

The hiring and purchasing freeze for The University of Oklahoma applies only to the Educational and General operating budget. All other operations funded from grants and contracts, Agency Special Funds (auxiliaries, service units, etc.), Section 13, other capital funds and the Professional Practice Plan are exempt from provisions of the Executive Order.

The hiring freeze applies to new employee hires, reinstatements or reappointments and promotions or reclassifications. It covers part-time and temporary faculty and staff.

The purchasing freeze applies to purchases of \$750 or greater; however, all requests for travel are exempt from the freeze.

To avoid major disruptions in daily operations, the President recommended that Provosts approve exceptions to the hiring and purchasing freeze in the case of hires or purchases that are critical to the mission of the University. It is also recommended that academic deans and directors in support areas on the Norman Campus approve exceptions to the freeze for graduate assistants and all other student positions.

The President and the Board of Regents support the Governor's hiring and purchasing freeze and direct appropriate compliance throughout the University. To administer exceptions as provided by the Governor's policy, President Van Horn recommended that the President and the Provosts for their respective campuses be authorized to approve exceptions to the hiring and purchasing freeze issued by Executive Order of the Governor. He also recommended that deans in academic areas and directors in other areas be responsible for approving exceptions to the hiring freeze for graduate assistants and other student positions.

Regent Blankenship moved approval of the recommendations. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

## **EDITORIAL CHANGES TO THE UNIVERSITY OF OKLAHOMA'S EQUAL OPPORTUNITY POLICY**

The following changes to The University of Oklahoma's Equal Opportunity Policy are necessary to clarify the policy, provide uniformity and demonstrate the University's awareness and sensitivity by using current preferred terminology. Deletions are lined through and additions are underlined.

This institution in compliance with ~~Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, and other~~ all applicable Federal and State laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

President Van Horn recommended approval of the editorial changes to The University of Oklahoma's Equal Opportunity Policy as shown above.

Regent Lewis moved approval of the recommendation. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

## **DIVISION OF ENVIRONMENTAL ANALYSIS AND POLICY NAME CHANGE**

To more accurately convey the true nature of the academic subjects offered, the Division of Environmental Analysis and Policy requests changing its name to the Division of Business Strategy and Legal Studies. If approved, this division name change will take effect for the Spring 1993 semester.

Changing the name of the Division of Environmental Analysis and Policy to the Division of Business Strategy and Legal Studies has been approved by the College of Business Administration, Academic Programs Council, and Senior Vice President and Provost.

President Van Horn recommended approval of changing the name of the Division of Environmental Analysis and Policy to the Division of Business Strategy and Legal Studies.

Regent Blankenship moved approval of the recommendation. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

## **COMFORT LAW CENTER ENDOWMENT AGREEMENT**

In late September, 1992 William Twyman Comfort Jr., James Theodore Comfort, William Twyman Comfort, III, and Stuyvesant Pierrepont Comfort gave \$1 million to the Law Center to establish two chairs, a student scholarship fund and an academic support fund. Later, in December 1992, they added an additional \$500,000 to that gift to endow a third chair. The three chairs are to be named the James Theodore Comfort Chair in Intellectual Property, the William Twyman Comfort, III Chair and the Stuyvesant Pierrepont Comfort Chair.

A part of the proposal, made at the time the original gift was made, was that William Twyman Comfort, Jr., who is an investment banker in New York City, would have the privilege of investing the funds in the endowment accounts. It has been the donors' goal to raise the endowment to \$6 million in seven years. If they increase the endowment to at least \$3 million in the seven-year period, the Law Center Building would be named in honor of the Comfort Family.

To protect the endowment fund William T. Comfort, Jr., would execute a personal guarantee that the total Comfort endowment funds in the Foundation would be maintained at a level of \$1.5 million plus accumulated interest during the seven-year period he retains the right to invest the funds.

The Foundation would designate each year from the earnings or capital appreciation of the endowment funds an amount equal to five percent of the endowments. This would become a part of the endowment for the chairs created under this agreement. The remaining income or capital appreciation would be set aside in equal shares for the scholarship fund and the academic support fund.

If the total endowment funds reach the amount of \$6 million, approximately \$2 million would be in the endowment accounts for the three chairs, \$2 million in the scholarship endowment and \$2 million in an academic support endowment. In addition, in the State Regents' Endowment account for the three chairs there would be at least \$1.5 million making the total endowment \$7.5 million.

A preference would be given to minority students when scholarships are awarded from the scholarship fund provided for in the agreement. A graduate scholarship would be created to permit one College of Law graduate to attend the graduate law program at New York University Law School. The first preference for that scholarship would be for a minority student. The Academic Support Fund would be used to support any academic program for the benefit of the Law Center to include faculty research, library acquisitions and student scholarships.

If the endowment funds in the Foundation do not reach \$3 million, then the funds will be used to support the three chairs. Any additional funds not necessary for that purpose would be used for the scholarship fund and the academic support fund in equal amounts. The building would not be named for the donors.

After seven years the Foundation would be responsible for investing the funds in the endowments for the three chairs. The scholarship endowment and the academic support endowment may continue to be managed by the donors but only with the specific agreement of the Regents and the Foundation under the terms agreed upon at that time.

If another donor were to propose a gift of at least \$4.5 million to name the Law Center, the Comfort Donors, to retain that right, would be required to contribute additional funds to raise their contribution to \$3 million or provide an appropriate bank guarantee in that amount. This contribution, when combined with the State Regents' Matching Funds, would equal \$4.5 million.

The Foundation would have the responsibility for maintaining all financial records and an annual report would be provided to the University.

A copy of the complete agreement was included in the agenda.

President Van Horn recommended that the Board of Regents accept the proposed agreement between William Twyman Comfort, Jr., James Theodore Comfort, William Twyman Comfort, III, Stuyvesant Pierrepont Comfort, The University of Oklahoma Foundation, Inc., and the Board of Regents for the establishment of three chairs, a scholarship fund and academic support fund at the Law Center. If the terms and conditions contained in the agreement are carried out, the Law Center Building will be named the Comfort Law Center.

Regent Hall moved approval of the recommendation. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

## MUSIC CENTER FACILITIES

In 1981 as part of the University's capital improvement program, the Board of Regents selected Kaighn Associates Architects, Inc., Norman, and Bauer Stark + Lashbrook, Inc., Toledo, Ohio, A Joint Venture, as architects for the preparation of (1) a master plan and (2) plans and specifications for the new music center. Under the terms of the contract, the

architects were required to prepare a master plan for the phased development of a new music center and plans for the initial construction of the new facility. At that time it was contemplated that there would be two construction phases and both the master plan and the contract for professional services were developed with that concept in mind. It also was anticipated that funds required for the second phase of construction work would become available so that a major part of the construction work on the two phases would be accomplished concurrently thus achieving important economies of scale with related cost savings.

As a result of a major downturn in the State's economy, the needed public and private funds for the second phase of the project were not secured and a decision was made by the Board of Regents in March of 1984 to proceed with construction of the first phase of the project and to suspend work on the second phase indefinitely.

A number of changes in the programs and requirements of the School of Music have occurred during the past nine years. The space and facility needs of the School of Music have been re-examined during the past year by the administration in light of the school's current educational programs and long-range plans. As a part of this process, a decision has been made to renovate and reuse Holmberg Hall rather than planning to construct additional space in the future to shelter the teaching and performance programs of the school. Each space and function has been reviewed and detailed requirements for both the renovation of Holmberg Hall and the construction of the second phase of Catlett Music Center have been developed by the faculty and staff. As a result of these studies, it will be necessary to develop a new set of plans to accommodate the functions and activities to be located in the second phase of Catlett Music Center.

A number of other significant changes have occurred since the first set of plans was developed which require a complete redesign of the second phase of Catlett Music Center. The proposed concert hall has been greatly enlarged in size. The faculty and staff have identified other important changes in the size and location of teaching and performance spaces that are needed to meet the current educational requirements of the School. New and revised federal and state statutes have produced a need for other changes in the plans and specifications. For example, the Americans with Disabilities Act which recently was signed into law produced a new set of requirements which must be met. Also, there have been changes in building codes including the life safety code and the applicable mechanical and electrical codes which produce a need to redesign the building's heating, cooling and lighting systems. Certain items of building equipment and other construction products included in the earlier plans are no longer available. As a result of all of these changes, it is necessary to undertake a total redesign of the facility including the structural frame and the mechanical and electrical systems. In addition, there have been significant changes in the cost of providing professional services. The cost of professional liability insurance which architects and engineers are required to carry to protect the University's interests has increased dramatically during the past nine years.

In order to proceed with the architectural planning and design of the second phase of Catlett Music Center, it will be necessary to reach a new agreement for professional services with the architects and engineers. The scope of services and the other terms of a proposed contract for professional services have been reviewed in detail. In recognition of the present size and complexity of the project, it is proposed that the architects and engineers be paid a fee of 7.57 percent of the construction cost to develop the required schematic plans, construction cost estimates, project schedules, design development documents, and final plans and specifications, and to provide bidding and award of construction contract services and construction observation services. In addition, the University will reimburse the architects for the printing of documents used for bidding and construction, out-of-state travel, and other related project costs authorized in advance by the University.

To complete the design of the concert hall and other performance and practice spaces in the second phase of Catlett Music Center, it also will be necessary for the University to retain the services of an acoustical consultant. At this time it is planned to use one consultant for both the Holmberg Hall Renovation project and phase two of Catlett Music Center. These services will be covered under the terms and conditions of a separate professional services contract.

President Van Horn recommended that the Board of Regents (1) approve the award of a revised contract for architectural and engineering services to Kaighn Associates Architects, Inc. and Bauer Stark + Lashbrook, Inc., A Joint Venture, for the preparation of plans and specifications for the construction of the second phase of Catlett Music Center with a fee of 7.57 percent of the construction cost, (2) authorize the President to sign the required contract documents, and (3) authorize the administration to select and enter into a contract with an acoustical consultant for the project.

Regent Blankenship moved approval of the recommendation. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

## **BOTANY-MICROBIOLOGY GREENHOUSE**

In July 1991, as part of the Renovation and Equipment for New Faculty, 1991-92 project, the Board of Regents approved the use of \$75,000 of Fiscal Year 1992 Section 13 and New College Funds for construction of a biocontainment greenhouse to be used as laboratory space by faculty of the Department of Botany and Microbiology. Additional Section 13 and New College Funds for this project in the amount of \$50,000 were approved at the July 1992 meeting of the Board of Regents as part of the Academic Space Renovation and Construction, 1992-93 project. In addition to these Section 13 and New College funds, \$75,000 in departmental and College of Arts and Sciences funds have been allocated for the project.

The project involves the construction of a biocontainment greenhouse to be utilized by faculty involved in the ongoing research program in biotechnology. The new greenhouse, which will contain approximately 1,520 gross square feet of space, is to be located adjacent to the Botany-Microbiology Building. The new facility has been designed as a biocontainment research facility to meet standards established by the National Institutes of Health. During the preparation of final plans and specifications, a number of alternates were developed to provide features needed to support the research programs and activities to be housed in the new biocontainment greenhouse, including (1) a grow light system, (2) a daylight shading system, (3) a misting propagation system, (4) a fogging humidification system, (5) a drip irrigation system, (6) controls for the mechanical systems, (7) a resistance bed heating system, and (8) a security entrance system.

At the meeting on December 4, 1992, the Board approved the final plans and authorized the administration to advertise the project for bids. Base bids and alternate bids were received on January 7, 1993 from three general contractors. All of the bids and alternates were reviewed by representatives of the Department of Botany and Microbiology and the University administration. As a result of this review process, it is recommended that (1) a net base bid of \$217,150 and (2) a group of alternates with a combined net cost of \$58,709 be accepted and that a contract in the amount of \$275,859 be awarded to American Plant Products & Services, Inc. It is also recommended that the budget for the project be increased

by \$163,165 to a total of \$363,165. The additional funds are to be allocated from Section 13 and New College Funds. The additional \$163,165 will cover costs outside the contract such as landscaping, utility connections, etc.

A summary of the proposed contract amount and a tabulation of the three bids received were included in the agenda.

President Van Horn recommended that the Board of Regents (1) award a contract in the amount of \$275,859 to American Plant Products & Services, Inc. of Oklahoma City for construction of the Botany-Microbiology Greenhouse, (2) increase the budget for the project by the addition of \$163,165 in Section 13 and New College Funds, and (3) authorize the President to sign the necessary contract documents.

Regent Lewis moved approval of the recommendation. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

## **WHITEHAND HALL RENOVATION PROJECT**

Whitehand Hall, which is located on the Norman Campus at the northeast corner of Boyd Street and University Boulevard across from the main entrance gates to the Parrington Oval, was constructed in 1920. The building, which contains approximately 28,348 gross square feet, was constructed by a private group for use as a student dormitory. In more recent times, the building has been used by the University as a dormitory for international students and by the Colleges of Architecture and Engineering as study and work space for graduate students and teaching assistants.

A detailed set of requirements for the renovation project has been developed. Space planning standards approved by the State Regents for Higher Education will be used to allocate space to various functions in an efficient and cost effective manner. The selection of materials and the design of spaces will be accomplished in a manner that will produce a renovated building that is efficient to operate and economical to maintain. Throughout the planning and design phases, project costs will be monitored and controlled to keep them as low as possible. The target budget for the project is \$1.5 million. The project is to be funded with proceeds from the State Bond Issue for Construction and Renovation of Education Buildings.

At the meeting in December 1992, the Board placed the five firms which were under consideration as architects and engineers for the project in rank order and authorized the administration to negotiate the terms of a contract and a fee for professional services. Bruce L. Bockus Architect, Inc. was ranked first by the Board. The architectural and engineering consultant will be required to produce plans and other construction documents for the renovation of Whitehand Hall to meet the needs of the University as well as to comply with the requirements of the Americans with Disabilities Act, the current life safety code, and other applicable building codes.

A preliminary agreement has been reached and the terms of a proposed contract for professional services have been developed. Bruce L. Bockus Architect, Inc. has agreed to a fee of 8.64 percent of construction cost to complete initial feasibility studies and to develop schematic plans, construction cost estimates, project schedules, design development documents, and final plans and specifications, and to provide bidding and award of construction contract services and construction observation and administration services.



President Van Horn recommended that the Board of Regents (1) approve the award of an architectural and engineering services contract to Bruce L. Bockus Architect, Inc. for the preparation of plans and specifications for the renovation of Whitehand Hall with fee of 8.64 percent of the construction cost, and (2) authorize the President to sign the required contract.

Regent Brawner moved approval of the recommendation. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

## **EASEMENT FOR SOUTHWESTERN BELL TELEPHONE COMPANY**

Southwestern Bell Telephone Company has requested that the University grant an easement to permit installation of telecommunications cable and equipment at the University Research Park. The purpose of the cable is to provide telecommunications service to the western sections of the Research Park thus supporting development of the area.

The requested easement is 10 feet wide and approximately 6,200 feet long. It is located parallel to Robinson Street on the southern edge of the Research Park as shown on the attached sketch. This easement is an overlay of an existing easement which is used at present by OG&E. If granted, the easement will be used by both utilities. The legal description of the easement is as follows:

The south 100 feet of Section 13, Township 9 North, Range 3 West of Indian Meridian and the south 100 feet of Section 24, Township 9 North, Range 3 West of Indian Meridian, being more particularly described as a 10 foot wide strip of land 5 feet either side of a line beginning at a point 1000 feet more or less east of I-35 and 70 feet north of the centerline of Robinson Street and continuing east and parallel to the centerline of Robinson to Haley Avenue. This is an overlay of an existing OG&E easement.

President Van Horn recommended that the Board of Regents grant an easement to Southwestern Bell Telephone Company for the installation of telecommunications cable and equipment at the University Research Park and authorize the President to sign the required documents.

Regent West suggested, and it was agreed, that the University obtain a release from OG&E for Southwestern Bell to use the easement.

Regent West moved approval of the recommendation. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

## **PROPOSALS, CONTRACTS, AND GRANTS**

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 were included in the agenda. Comparative data for fiscal years 1992 and 1993, current month and year-to-date, were also included.

The Provision of Goods and Services policy (amended December 4, 1992) provides that new contracts and grants in excess of \$100,000 must be referred to the Board of Regents for ratification. Contracts and grants for \$100,000 or less may be approved by the President or his designee. Renewal contracts and renewal grants may be approved by the President or his designee for an amount equal to or less than the original amount ratified by the Board of Regents. Contracts and grants ratified by the Board of Regents containing subcontracts will not require Board approval to award purchase orders for the subcontracts. However, in the event the contract, grant, document or arrangement involved would establish or make policy for the University, or otherwise involve a substantial or significant service to be performed by the University, that contract, arrangement or document shall be referred to the Board of Regents for approval.

#### HIGHLIGHTS:

- The Health Sciences Center received awards of nearly \$2 million in November which included funding for a major research project which addresses cardiovascular disease in American Indians and another on HIV among adult hemophiliacs
- The American Institute of Architects awarded \$404,000 for the study of "RCEP Action and Event Steps."
- The Best and Final Offer by the Oklahoma Energy Research Center (joint venture of OU and John Brown E&C) to USDOE for the National Oil and Related Programs was submitted on December 15, 1992. A decision is not expected before March and could be as late as May or June, 1993.

President Van Horn recommended that the Board of Regents ratify the awards and/or modifications presented.

Regent Blankenship moved approval of the recommendation. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

#### FAMILY MEDICINE BUILDING

At the December 1990 meeting, the Board of Regents approved construction documents and the architectural rendering for the Family Medicine Building. In March 1992, the Board approved the project in two phases at a total cost of \$7.4 million and authorized the President to modify the project in order to respond to requests from the Oklahoma State Regents for Higher Education. Subsequently, phasing of the project was deleted and \$4.5 million in bond funds was requested for the project. The total project funding approved by the State Regents is \$7.75 million including \$3.25 million in State funds previously set aside for the project and \$4.5 million in State bond proceeds.

The administration recommends that the Board approve the increase in total project cost from \$7.4 million to \$7.75 million and increase the expenditure limit for project planning from \$315,000 to \$461,000. Since the approval of construction documents in 1990, a new building code has been adopted and new legislation has been passed requiring compliance with the Americans with Disabilities Act. The project cost adjustment includes inflationary

increases in construction costs and costs required to comply with codes and laws. Additional planning funds are necessary to update construction documents and to pay expenses incurred through the bidding phase. The Campus Master Plan of Capital Improvement Projects will be revised and the architectural contract will be amended to reflect the changes.

The project will be released for bids, contingent upon the approval of construction documents and the assurance of complete funding from the Oklahoma State Regents for Higher Education. It is expected that groundbreaking ceremonies will be scheduled for May with construction to start in June, 1993.

President Van Horn recommended that the Board of Regents (1) approve the Family Medicine Building as a non-phased project at a total cost of \$7.75 million, (2) authorize additional expenditures of \$146,000 for project planning purposes, (3) authorize the administration to bid the construction of the project, and (4) approve revisions to the Campus Master Plan of Capital Improvement Projects to reflect these changes.

Regent Brawner moved approval of the recommendation. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

## CONTRACT FOR HSC PRINT SHOP

The University of Oklahoma Health Sciences Center Publications and Printing Service Unit began operation in 1951. The operation was established to provide low-cost, convenient printing for campus entities. Services included quick-copy printing, forms printing and stockage, and medical illustrations. Over the years, a combination of increased overhead and proliferation of off-campus copying and printing services resulted in campus printing costs that were equivalent to or higher than off-campus sources. In addition, it was determined that equipment costing approximately \$160,000 was needed to replace existing worn-out and obsolete equipment. In an effort to reduce cost and improve services, a request for proposal (RFP) for privatization of printing services was sent to 26 firms. Four firms responded to the RFP as follows:

<u>Firm</u>	<u>Service Proposed</u>
Kinkos (Novus Graphics, Inc.)	Copy service only
Xerox Business Services	Partnership, management services
Art Trends, Inc.	Management to purchase
Unique Printing, Inc.	Management to purchase

A review committee was formed with representatives from Financial Services, Purchasing, Operations, and Legal Counsel. Interviews were conducted with Xerox, Art Trends, Inc., and Unique Printing, Inc. Site visits were made to review the operations of Art Trends, Inc. and Unique Printing, Inc.

It was the consensus of the committee that the proposal submitted by Unique Printing, Inc. was best and should be considered. The proposal offered to manage the HSC Print Shop for a period of three months, renewable for an additional three months, to reorganize and evaluate the current operation while HSC observed the firm's performance. Unique Printing, Inc. proposed to make every effort to enhance HSC's operations and to learn the policies and procedures during the trial period.

The ending three-month period revealed improvements in operations, customer service and financial management. The committee met with Unique Printing, Inc. and agreed that both HSC and Unique Printing, Inc. would benefit by selling the equipment and supplies to Unique Printing, Inc. and renting space to the firm.

Unique Printing, Inc. will provide the following services to the HSC:

- Provide quick-copy service competitive to any in the local market.
- Provide service for walk-in customers.
- Provide a representative for consultation at the customer location.
- Provide delivery of finished goods in a timely manner.
- Accept orders for small dollar purchases on HSC requisitions/purchase orders.
- Provide service that complies with HSC policy and procedures.
- Provide a quality product.

Closing Publications and Printing Services will affect 10 employees. Unique Printing, Inc. will offer ongoing employment to some individuals. The remaining Print Shop employees will fall under the University's "Reduction in Work Force Plan" and as such will be given preference in job referrals.

Publications and Printing Services' balance sheet reflects assets of \$254,491 at November 30, 1992. Assets of the operation should more than adequately pay all outstanding liabilities, including vacation balances of existing employees.

President Van Horn recommended the Board of Regents authorize (1) the closing of Publications and Printing Service Unit at the Health Sciences Center, (2) the sale of selected items of printing equipment in the amount of \$23,365, (3) the sale of all supplies and inventory of Publications and Printing at current market prices on the date of closing, February 15, 1993, and (4) the rental of 1,794 square feet of space at an annual rate of \$16.72 per square foot amounting to \$2,500 per month for the period February 15, 1993 through June 30, 1993, renewable on an annual basis for a total of seven years.

President Van Horn said in response to a request by the Governor and the Board of Regents the University is examining activities and various areas to identify services that might be performed by suppliers in the community with as much or even more special expertise than the University. He said the University should support the community and the Print Shop is a service that an established firm can perform very effectively.

Present to speak to the Board on this item was Mr. Gary Jones, Assistant Executive Director of the Oklahoma Public Employees' Association. Mr. Jones said at the request of several legislators, the OPEA met with a group of employees of the Print Shop concerning problems employees were anticipating with regard to the operation of the facility. He said following the holidays a Print Shop employee telephoned and said a decision had been made to outsource the Print Shop and eliminate employee positions. After reviewing the reasons for the decision to eliminate the Print Shop as a University operation, the OPEA felt there was merit in the employees' concerns. Mr. Jones said one concern is that the consultant hired to analyze the operation is now going to receive the contract. Also, the employees feel they did not have a chance to look at ways of improving services and offer recommendations on providing better service for more competitive prices. He said he would ask the Regents to postpone making a decision until an outside person could examine all of the issues and possibly have an opportunity to make a presentation to the administration on providing even better service than Unique Printing. Mr. Jones distributed a letter containing specific details of his request for postponing action on this item.

Vice President Farley also commented on the proposal to close the Publications and Printing Service Unit. He said last summer proposals were solicited from firms that wished to make a proposal to provide printing services and the proposals solicited were very broad and general. Firms could propose to come in and operate a Print Shop; they could purchase; or they could rent space. Three qualified bids were received. Following evaluation by a committee of people from across the campus, an option was chosen which permitted us to bring in a person to try to manage the Print Shop to see if that option would work. That was one of the proposals made by the person that we are going to sell the Print Shop to. He came in and operated the Print Shop as a manager for the past five months or so. We have concluded after watching how it has been managed that it would be better to divest ourselves of the Print Shop in total. The equipment will be sold at the prices that were bid through a competitive bid process last summer and the University renting space to a person who proposed to rent the space at quite a good rate in the bid last summer. They will operate a quick copy service in that space and will compete with all of the other print shops in town. We have no exclusive agreement with Unique Printing. They will compete with all of the print shops in town to provide printing services to all of the departments on campus.

Dr. Farley said it is a serious matter anytime we suggest eliminating something that will affect employees and we feel very deeply for those employees. There are 10 employees in the Print Shop. We are trying to do as much as we can within the policies that you have established for us to deal with the employees. We have contacted each of them individually and we are trying to place as many of them as possible within other positions in the institution. We feel very sincerely that we want to try to help them as much as we can.

In response to a question from the Regents, Dr. Farley said it appears the cost of providing services has begun to escalate within the institution and we can now find most of the services and provide the products at a cost savings of typically 20-25%. On various jobs it can be as much as 35-50% difference in price. We can get the same high quality we have always demanded from products and can get the turnaround from the local community that would be at least equal to what we have now from our own print service. It is a very competitive business. There are a lot of printing operations in town and we will be competing all of those jobs.

Dr. Farley said the major expense of the Print Shop operation is a combination of three things. Personnel cost is a large portion of it. Our equipment is very old. Just restoring and replacing the current equipment would be over \$160,000. The third component of the expense is the supplies.

Regent Lewis moved approval of the recommendation. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

## **EASEMENT AGREEMENTS AT THE HEALTH SCIENCES CENTER**

At the December 1992 meeting, the Board of Regents approved the vacation of streets and alleys at the Health Sciences Center to allow for the future development of University projects as well as the Healthy Living Center proposed by Presbyterian Hospital. As part of this process, the City of Oklahoma City will retain public utility easements in the vacated areas and private utility easements will be granted by the University to others.

A drawing showing easements to be retained and the legal descriptions was included in the agenda. Oklahoma Gas and Electric Company will retain an easement along N. Phillips Avenue for existing electrical power and for future service to the Healthy Living Center site.

This will not interfere with the planned development on the site. GPM Gas will retain a 25-foot easement along the east side of Phillips Avenue from N.E. 8th Street to N.E. 10th and may be granted an easement from the oil well site on Lincoln north to 10th Street. An easement will be granted to ONG from N.E. 8th to N.E. 10th where an existing gas line is located.

The administration requests that the President or his designee be authorized to execute easement agreements in accordance with Board of Regents' policy to facilitate the vacation process and the sale of land to Presbyterian Hospital. The easements may be modified depending upon the outcome of proposed property transfers among the Oklahoma City Urban Renewal Authority, Oklahoma Department of Transportation, and Presbyterian Hospital. Regardless, all easement agreements will be submitted to Legal Counsel for review and approval prior to execution.

President Van Horn recommended that the Board of Regents authorize the President or his designee to negotiate, approve and execute utility easements across University property with Oklahoma Gas and Electric Company, GPM Gas Corporation, Oklahoma Natural Gas Company, and others if necessary.

Regent Brawner moved approval of the recommendation. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

## INTERNAL AUDIT FINDINGS

The Internal Audit Policy of the Board of Regents provides that the Director of Internal Auditing makes quarterly reports to the Regents on internal audits and post audits that have been completed since his last report. The policy also provides that the Director of Internal Auditing has the opportunity at each Regents' meeting to report on any condition which in his judgment could adversely affect the University. Mr. John Eckert, Director of Internal Auditing, did not have any significant findings to report at this meeting.

## REPORT OF ASSOCIATES AND ACADEMIC EXCELLENCE COMMITMENTS

### ASSOCIATES FUNDS:

#### CASH POSITION THROUGH FIRST FIVE MONTHS OF FY93

Cash Balance, June 30, 1992	\$ 659,555.35
Deposits, July through November, 1992	<u>127,355.70</u>
Cash Balance, November 30, 1992	786,911.05
Earnings Balance, June 30, 1992	383,955.41
Earnings, July through November, 1992	<u>18,577.95</u>
Earnings Balance, November 30, 1992	402,533.36
Total Cash and Investments Available	1,189,444.41

January 27, 1993	23232
Disbursements, July through November, 1992	\$ (562,895.09)
Outstanding Commitments, November 30, 1992	<u>(604,680.75)</u>
Total Uncommitted Funds, November 30, 1992	<u>\$ 21,868.57</u>

Source: OU Foundation Monthly Cash Position Reports

Following is the commitment of funds of The University of Oklahoma Associates for the period October 1 through December 31, 1992:

Academic Support

Norman Campus Provost Development	\$100,000.00
Health Sciences Center Provost Development	100,000.00
1992-93 National Merit Scholarship Corporation	151,443.75
Associates Dinner May 8, 1992	36,992.72

The following are expenditures of Associates' funds which were restricted by donors to the various colleges for the same period of time:

College of Architecture

Professional Dues	\$ 300.00
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College of Arts and Sciences

Academic and Research Support	475.00
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College of Business Administration

Academic and Research Support	3,000.00
Scholarship	250.00

College of Engineering

Scholarships	600.00
Scholarship Refund	\$ (1,750.00)

College of Geosciences

Academic and Research Support	1,334.55
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College of Law (Expenditures for July 1 through December 31, 1992)

Affirmative Action Activities	5,168.88
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January 27, 1993

23233

Enrichment Program	\$ 1,201.05
Academic Travel	7,296.78
Academic and Research Support	18,631.67
Professional Dues	3,830.00
College Fund Raising	414.15
Other Student Support	5,017.00
Scholarships	5,500.00
Oklahoma Bar Association - Law School Committee	195.50
Oxford Summer Program	55.00

#### ACADEMIC EXCELLENCE FUNDS:

Following is the commitment of The University of Oklahoma Academic Excellence Fund for the period October 1 through December 31, 1992:

HSC Staff Day	440.00
Bright Ideas Awards	800.00
Regents' Alumni Awards	1,688.08

The following are expenditures of Academic Excellence funds which were restricted by donors to the various colleges for the same period of time:

#### College of Geosciences

Academic and Research Support	\$ 250.00
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This report was presented for information. No action was required.

#### REGENTS' FUND INVESTMENTS

During the month ended November 30, 1992, the following investment transactions were made based upon investment recommendations provided by J. & W. Seligman & Co.:

#### Purchases: New holdings:

4,000 Shares	Medco Containment Services
6,000 Shares	Sysco Corporation

#### Sales:

2,000 Shares	Cooper Tire & Rubber
3,000 Shares	St. Jude Medical
3,400 Shares	Stanley Works



Medco Containment Services is the leading provider of mail-order prescription drug programs to employer-funded health plans. Revenues are expected to grow rapidly due to the low cost of prescriptions to the third-party payers. As cost containment continues to be a driving force in medical services, Medco should continue its growth as profit margins have room for expansion. The company also processes third-party prescription drug claims for retail pharmacies.

SYSCO Corporation is the largest marketer and distributor of food service products in the United States. Operating from nationwide distribution facilities, the company distributes its products and services to approximately 230,000 restaurants, hotels, schools, hospitals and other institutions. Sysco is a quality growth company with over 20 years of consistent double digit earnings growth.

The allocation of resources within the Fund following these investment transactions was in line with the Regents' investment policy. A schedule presenting the status of the Regents' Fund Consolidated Investment Fund as of November 30, 1992 was included in the agenda.

The University Trust Officer approved the Seligman recommendations, and these transactions have been completed.

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

## **QUARTERLY REPORT OF PURCHASES**

Regents' policy authorizes the President or his designee to approve purchases for \$100,000 or less when a low responsive bid is accepted and other purchases for \$75,000 or less. The Board of Regents is provided a quarterly report of these purchases approved by the President or his designee between the old and new levels requiring Board action.

Quarterly reports covering the period October 1, 1992 through December 31, 1992 for the Norman Campus and the Health Sciences Center were included in the agenda for information.

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

## **ACADEMIC PERSONNEL ACTIONS**

### **Norman Campus:**

Leaves of Absence:

Mark Brandon, Assistant Professor of Political Science, leave of absence without pay, January 1, 1993 through May 15, 1993. To accept a visiting appointment at the University of Michigan.

Edgar A. O'Rear, Professor of Chemical Engineering and Materials Science, leave of absence with pay, salary changed from annual rate of \$55,538 for 9 months (\$6,170.89 per month) to annual rate of \$61,538 for 9 months (\$6,837.56 per month), January 16, 1993 through December 31, 1993. Temporary supplement while serving at National Science Foundation while on leave of absence. Full salary and benefits will be paid by NSF through IPA grant.

Wanda E. Ward, Associate Professor of Psychology and Director, Center for Research on Multi-Ethnic Education, leave of absence without pay, January 1, 1993 through December 31, 1993. To work at the National Science Foundation.

W. H. Raymond Yeh, Dean, College of Architecture, and Professor of Architecture, leave of absence without pay, March 1, 1993 through December 31, 1993.

#### Appointments or Reappointments:

Norman F. Bell, Visiting McMahon Centennial Professor of News Communication, annual rate of \$67,000 for 9 months (\$7,444.44 per month), January 1, 1993 through May 15, 1993. Paid from 122-7256, Journalism and Mass Communication, pos. 702.60.

Zhi-zhen Fu, reappointed Adjunct Assistant Professor of Electrical Engineering, salary remains at annual rate of \$20,000 for 9 months (\$2,222.22 per month), .50 time, January 1, 1993 through May 15, 1993. Paid from 122-7231, Electrical Engineering, pos. 703.60.

Louisa Joy Hampton, reappointed Geologist III, Oklahoma Geological Survey, salary remains at annual rate of \$10,750 for 12 months (\$895.83 per month), .25 time, January 1, 1993 through June 30, 1993. Paid from 362-7120, Oklahoma Geological Survey Research, pos. 751.65.

#### Changes

Michael Angelotti, Professor of Education; title changed from Associate Dean to Acting Dean, College of Education, salary temporarily changed from annual rate of \$64,000 for 12 months (\$5,333.33 per month) to annual rate of \$70,400 for 12 months (\$5,866.66 per month), January 1, 1993 through June 30, 1993. Paid from 122-7377, Dean's Office, College of Education, pos. 2.63.

Hamid Barghi, reappointed Adjunct Assistant Professor of Electrical Engineering, salary changed from annual rate of \$13,000 for 9 months (\$1,444.44 per month), .37 time, to annual rate of \$20,000 for 9 months (\$2,222.22 per month), .50 time, January 1, 1993 through May 15, 1993. Paid from 122-7231, Electrical Engineering, pos. 701.60.

Rosetta D. Jordan, Associate Professor of Modern Languages, Literatures, and Linguistics, salary changed from annual rate of \$30,748 for 9 months (\$3,416.44 per month) to annual rate of \$33,748 for 9 months (\$3,749.78 per month), August 16, 1992. Paid from 122-7268, Modern Languages, Literatures, and Linguistics, pos. 22.60. Salary increase per negotiations.

James L. Kudrna, Associate Professor of Architecture; given additional title Interim Dean, College of Architecture; salary temporarily changed from annual rate of \$45,933 for 9 months (\$5,103.67 per month) to annual rate of \$67,368 for 12 months (\$5,614.00 per month), January 1, 1993. Paid from 122-7203, Architecture, pos. 14.60; 122-7403, Architecture Research, pos. 14.63; and 122-7379, Architecture Dean, pos. 2.63.

Asaad Samaan, reappointed Adjunct Assistant Professor of Electrical Engineering, salary changed from annual rate of \$20,000 for 9 months (\$2,222.22 per month), .50 time, to annual rate of \$10,000 for 9 months (\$1,111.11 per month), .25 time, January 1, 1993 through May 15, 1993. Paid from 122-7231, Electrical Engineering, pos. 702.60.

Jerome Weber, Regents' Professor, Professor of Educational Leadership and Policy Studies, of Human Relations, and of Health and Sport Sciences; title changed from Interim Chair to Chair of Educational Leadership and Policy Studies, January 1, 1993.

## Resignations and/or Terminations:

Stephen W. Golladay, Assistant Professor of Zoology and of Biological Station, January 4, 1993.

Garry L. Rolison, Assistant Professor of Sociology and Acting Director and Research Fellow, Center for Research on Multi-Ethnic Education, December 31, 1992.

Hussein Saber, Visiting Assistant Professor of Industrial Engineering, December 31, 1992.

## Retirement:

Elizabeth S. Yamashita, Professor of Journalism and Mass Communication, December 31, 1992; named Professor Emeritus of Journalism and Mass Communication.

**Health Sciences Center:**

## Appointments or Reappointments:

Douglas Wayne Stewart, D.O., Clinical Assistant Professor of Pediatrics, Tulsa, annual rate of \$90,000 for 12 months (\$7,500.00 per month), November 1, 1992 through June 30, 1993. Paid from C4391903, DHS Community Health Program Provide Health Care.

George Nalamvelil Chacko, M.D., Assistant Professor of Radiological Sciences, annual rate of \$77,370 for 12 months (\$6,447.50 per month), December 1, 1992 through June 30, 1993. Paid from A0000181, Radiology Salary Supplement, and VA Medical Center.

Louise M. Dabiri, M.D., Clinical Assistant Professor of Psychiatry and Behavioral Sciences, annual rate of \$50,000 for 12 months (\$4,166.66 per month), July 1, 1993 through June 30, 1994. Paid from A0008091, PPP Psychiatry Dean Fund Supplement.

## Changes:

Doris M. Benbrook, title changed from Assistant Professor of Research, Department of Obstetrics and Gynecology to Assistant Professor of Obstetrics and Gynecology, November 1, 1992 through June 30, 1993.

Robin J. Elwood, Associate Professor of Anesthesiology; title changed from Interim Chair to Chair of Anesthesiology; titles Director of Residency Program, Department of Anesthesiology, and Chief of Anesthesiology, Oklahoma Memorial Hospital, deleted; December 1, 1992 through June 30, 1993.

David J. Falcone, Professor and Chair of Health Administration and Policy; changed from tenure track to tenured, August 1, 1992.

Theresa S. Farrow, Assistant Professor of Psychiatry and Behavioral Sciences, Tulsa; changed from tenure track to consecutive term, December 1, 1992 through June 30, 1993.

Donald R. Hamilton, title changed from Clinical Assistant Professor to Assistant Professor of Pediatrics, Tulsa, November 1, 1992 through June 30, 1993.

Barbara R. Neas, Assistant Professor of Biostatistics and Epidemiology, salary changed from annual rate of \$36,000 for 12 months (\$2,400.00 per month), .80 time, to annual rate of \$38,000 for 12 months (\$3,166.66 per month), full time, October 1, 1992. Paid from C1272602, Health Agency Training in Biostatistics and Epidemiology, and 2504-6, Biostatistics and Epidemiology.

Sara J. Nixon, title changed from Assistant Professor of Research, Department of Psychiatry and Behavioral Sciences, to Associate Professor of Psychiatry and Behavioral Sciences, January 1, 1993 through June 30, 1993.

Mickey L. Rowe, title changed from Adjunct Professor to Professor of Occupational and Environmental Health, salary changed from without remuneration to annual rate of \$66,000 for 12 months (\$5,500.00 per month), January 4, 1993. Paid from C2213501, Environmental Health Training and Education Program.

Jan M. Schuessler, Assistant Professor of Radiologic Technology; given additional title Program Director, Nuclear Medicine Program, College of Allied Health, April 1, 1992.

Webb M. Thompson III, title changed from Clinical Instructor to Clinical Assistant Professor of Radiological Sciences, July 1, 1992. Budget correction.

Resignations and/or Terminations:

Robert T. Buchanan, Professor of Surgery, November 30, 1992 (with accrued vacation through January 15, 1993).

David Domek, Assistant Professor of Pediatrics, November 30, 1992 (with accrued vacation through January 8, 1993).

Gerald G. Payne, Jr., Assistant Professor of Obstetrics and Gynecology, November 30, 1992 (with accrued vacation through December 3, 1992).

Rex D. Stith, Professor of Physiology, College of Medicine, and Adjunct Professor of Physiology, College of Dentistry, January 31, 1993 (with accrued vacation through March 17, 1993).

Jaganna S. Surpure, Associate Professor of Surgery, December 31, 1992 (with accrued vacation through February 15, 1993).

Thomas D. Tinker, Assistant Professor of Anesthesiology, Chief of Obstetrics Anesthesiology, and Clinical Assistant Professor of Obstetrics and Gynecology, November 30, 1992 (with accrued vacation through December 8, 1992).

Richard A. Wright, Professor of Health Ethics, Department of Pediatrics; Director, Biomedical and Health Care Ethics Program; Director, Interdisciplinary Center for Study of Human Values in Health Care; Adjunct Professor of Nursing and of Health Administration, January 22, 1993 (with accrued vacation through January 31, 1993).

President Van Horn recommended approval of the academic personnel actions shown above.

Regent Hall moved approval of the recommendation. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

President Van Horn reported the death of the following:

Ivan R. Hanson, Professor Emeritus of Health Administration and Policy, on January 14, 1993.

**ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ACTIONS****Norman Campus:**

## Appointments or Reappointments:

Lester W. Brown, Assistant Football Coach, Athletic Department, annual rate of \$75,000 for 12 months (\$6,250.00 per month), January 21, 1993. Professional Staff. Paid from 117-1121, Athletic Department, pos. 55.65.

Jerry E. Jensen, Associate Affirmative Action Officer, Norman Campus, annual rate of \$22,500 for 12 months (\$1,875.00 per month), .50 time, November 10, 1992. Administrative Staff. Paid from 112-7135, Affirmative Action Office, pos. 102.65.

Anne W. Rugeley, Assistant Director of Development Services, University Affairs, annual rate of \$45,000 for 12 months (\$3,750.00 per month), January 11, 1993. Managerial Staff. Paid from 152-7194, Annual Giving/Special Projects, pos. 101.65, and 157-9183, Foundation Reimbursement, pos. 106.65.

## Changes:

Thomas L. Hill, Assistant Athletic Director for Academics, Athletic Department; given additional title Adjunct Assistant Professor of Educational Psychology, salary temporarily changed from annual rate of \$63,800 for 12 months (\$5,317.00 per month) to annual rate of \$75,800 for 12 months (\$6,317.00 per month), September 1, 1992 through April 30, 1993. Paid from 117-1121, Athletic Academics, pos. 180.65, and 122-7345, Educational Psychology, pos. 709.60.

Susan E. Sasso, Associate Director, Student Publications; given additional title Lecturer in Journalism and Mass Communication, without additional remuneration, August 16, 1992 through May 15, 1993.

Sue E. Shelton, Registrar, Continuing Education, Continuing Education and Public Service; given additional title Interim Coordinator, Continuing Education and Public Service Computer Network, salary temporarily changed from annual rate of \$45,860 for 12 months (\$3,821.00 per month) to annual rate of \$48,260 for 12 months (\$4,021.67 per month), October 1, 1992 through June 30, 1993. Paid from 122-7508, CE&PS Registration and Records; 122-7528, CE&PS Computer Lab; and 122-7594, Computer Network Administration, pos. 102.65.

James D. White, title changed from Assistant Director to Interim Director of Computing Services, salary temporarily changed from annual rate of \$52,087 for 12 months (\$4,340.58 per month) to annual rate of \$57,087 for 12 months (\$4,757.25 per month), January 1, 1993. Paid from 134-7110, Computing Services, pos. 103.65.

Robert P. White, Associate Vice President for State Government Relations; transferred from Health Sciences Center to Norman Campus, January 1, 1993.

**Health Sciences Center:**

## Appointments or Reappointments:

Beverly Blake, Senior Financial and Statistical Analyst, Department of Family Medicine, annual rate of \$45,500 for 12 months (\$3,791.67 per month), November 23, 1992. Professional Staff. Paid from C5323101, Health Care Financing Reform (Governor's Office).

Raymond A. List, Director of Operations, Tulsa, annual rate of \$50,000 for 12 months (\$4,166.67 per month), December 14, 1992. Administrative Staff. Paid from 2819-5, Operations, Tulsa.

Changes:

Ronald L. Davidson, title changed from Department Business Manager, Department of Orthopaedic Surgery, to Department Business Administrator, Departments of Otorhinolaryngology and Orthopaedics, salary changed from annual rate of \$50,581 for 12 months (\$4,215.08 per month) to annual rate of \$58,000 for 12 months (\$4,833.33 per month), November 15, 1992. Administrative Staff. Paid from A0000978, Otorhinolaryngology/Orthopaedics.

Charles Phillips, title changed from Graduate Research Assistant to Research Assistant III, College of Pharmacy, salary changed from annual rate of \$13,200 for 12 months (\$1,100.00 per month), .50 time, to annual rate of \$42,000 for 12 months (\$3,500.00 per month), full time, November 1, 1992. Professional Staff. Paid from C4140005, CR-To Coordinate and Manage Development Pharmacy.

Resignations and/or Terminations:

Andy Cucchiara, Manager of Information Services, Research and Education Computing, January 4, 1993 (with accrued vacation through March 2, 1993).

Karen G. Smallwood, Quality Assurance Analyst, Clinic Administration, Tulsa, December 9, 1992 (with accrued vacation through January 19, 1993).

David W. Smith, Manager, Telecommunications Technical Services, Site Support, November 12, 1992.

Retirement:

Mary E. Greear, Senior Administrative Manager, Department of Pathology, December 31, 1992 (with accrued vacation through March 2, 1993).

President Van Horn recommended approval of the administrative and professional personnel actions shown above.

Regent Brawner moved approval of the recommendation. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved.

President Van Horn reported the death of the following:

Robert C. Mayfield, Staff Physician, Goddard Health Center, on January 9, 1993.

## LITIGATION

Regent Gullatt moved the Board meet in executive session for the purpose of discussing pending and/or possible litigation. The following voted yes on the motion: Regents Gullatt, West, Fisher, Lewis, Blankenship, Brawner, and Hall. The Chair declared the motion unanimously approved. The executive session began at 10:24 a.m. in Provost's Conference Room 221-A.

The meeting reconvened in regular session in the Auditorium at 10:56 a.m. Regent Gullatt announced there was no action to be taken as a result of the executive session.

## NEW BUSINESS

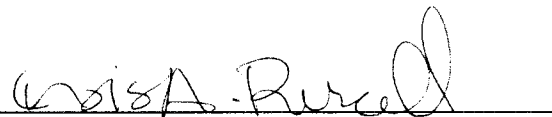
Mr. Gullatt said two people have requested the opportunity to speak to the Board on a subject which is not in the agenda for this meeting and may or may not come to the Board in the future. He said State Representative Leonard Sullivan and Professor Emeritus Junetta Davis would each have three minutes for their presentations.

Representative Sullivan said the problem he came to talk about is the endowed chair for Professor Anita Hill and the concerns he has. He said perhaps we are running into a blind end canyon in which the University should not be involved. Faculty, students, and citizens of the State are very concerned about naming Anita Hill as holder of the chair. Other endowed chairs could be jeopardized if there is a flagrant violation of IRS rules by appointing her to the chair prematurely. He said he wanted to encourage the Regents to look at this and not get into a bad situation that could be prevented. He also expressed concern over the status of the current search for a College of Law Dean.

Professor Davis also addressed the Board. She said the University should be proud of Anita Hill. Many people across the country want to honor her for her courage and are raising funds for an endowed chair in her name. She has not been promised she will be appointed to hold the chair so no IRS rule has been violated. Professor Davis said had there been better communication between the University and the fund raisers, the inaccuracies about Professor Hill and the chair might have been avoided. Professor Davis said she feels some material being circulated is slanderous and libelous to Professor Hill.

Regent Gullatt said the Regents appreciate the comments and insight expressed by Representative Sullivan and Professor Davis.

There being no further business, the meeting adjourned at 11:01 a.m.



Chris A. Purcell

Executive Secretary of the Board of Regents

Proposed  
Oklahoma Memorial Union Transfer  
January 14, 1993

January 14	Oklahoma Memorial Union Board approves transfer and schedule
January 15	Begin student fee discussions
February 1	Final draft of legal document including contract for University Club
February 8	Begin work on \$6 million bond issue as authorized
February 15	Meet with architect and Oklahoma Memorial Union Board to understand renovation planning to date
February 26	Advertise for liquor-catering proposals
March 1	Begin joint audit
March 4	OU Board to approve plan to select architect
March 30	Initial audit report
March 31	Execute transfer documents to be effective July 1, 1993 (See Note 1)
April 1	Begin management transition period (See Note 2)
April 6	Oklahoma Memorial Union Advisory Board meets to review architects and renovation plans
April 7	OU Board to rank architects
April 9	Begin Alumni fund-raising campaign
April 20	Bond sale
April 30	Select vendor for liquor-catering.
May 12	OU Board selects architects
June 28	Final audit report



Page 2  
Proposed Oklahoma Memorial  
Union Transfer  
January 14, 1993

June 30	Transfer/closing - formal transfer of Union to University
July 1	Employees start work as OU employees
July 15	Start renovation - phase I
January, 1994	Phase II renovations
June, 1994	Alumni campaign ends
December, 1994	Phase III renovations

Note 1: The Oklahoma Memorial Union Board would take the actions legally required to transfer ownership of Oklahoma Memorial Union to the University to be effective July 1, 1993. At this point, the University can begin to take actions to implement the transfer -- sell bonds, etc.

Note 2: April 1, 1993 to June 30, 1993 is a transition period. The Oklahoma Memorial Union Board will still own and control the union. The OU management team will take over on April 1 and will have 90 days working under Oklahoma Memorial Union Board governance to make arrangements for a smooth transition.

OU will notify employees in writing 90 days prior to any action to end employment.

The University of Oklahoma  
Statement of Revenues and Expenditures  
All Funds, All Campuses  
For the Period Ending November 30, 1992

Fiscal Year Norm = 41.67%

	Original Annual Budget	Current Revised Annual Budget	Percent of Total	Current Y-T-D Actual	Percent of Current Budget	Previous YTD Actual	Percent of Previous Year Current Budget
<b>Revenue:</b>							
State Appropriations	\$153,830,880	\$153,899,845	31.6%	\$64,248,814	41.8%	\$62,472,774	41.6%
Student Tuition and Fees	38,054,707	38,265,307	7.9%	21,499,991	56.2%	18,913,564	49.1%
Federal Grants and Contracts	62,950,884	65,295,231	13.4%	25,217,450	38.6%	26,777,558	41.6%
State and Local Grants and Contracts	23,059,667	23,435,867	4.8%	9,476,903	40.4%	8,140,873	39.8%
Private Gifts, Grants and Contracts	27,290,659	28,083,694	5.8%	11,641,696	41.5%	9,090,237	31.7%
Endowment Income	1,228,477	1,439,802	0.3%	1,063,655	73.9%	520,348	60.5%
Sales & Services of Educational Activities	9,099,670	9,410,762	1.9%	3,206,436	34.1%	3,063,883	66.1%
Auxiliary Enterprises	52,490,661	52,628,846	10.8%	25,327,625	48.1%	26,108,730	47.8%
External Service Units	8,791,754	8,791,754	1.8%	3,511,339	39.9%	4,879,099	44.7%
Professional Practice Plan	76,060,500	76,060,500	15.6%	28,009,996	36.8%	28,345,965	41.0%
Residency Income	5,856,000	5,856,000	1.2%	2,121,168	36.2%	2,109,295	40.8%
Other Sources	20,392,005	20,304,670	4.2%	8,038,882	39.6%	6,668,686	51.8%
<b>Subtotal Revenue</b>	<b>479,105,864</b>	<b>483,472,278</b>	<b>99.3%</b>	<b>203,363,955</b>	<b>42.1%</b>	<b>197,091,012</b>	<b>42.8%</b>
Budgeted Reserve	80,932	80,932	0.0%	80,932	100.0%	114,525	100.0%
Current Distributions from Reserve	0	3,545,257	0.7%	3,545,257	100.0%	1,931,719	49.6%
<b>Total Revenue</b>	<b>479,186,796</b>	<b>487,098,467</b>	<b>100.0%</b>	<b>206,990,144</b>	<b>42.5%</b>	<b>199,137,256</b>	<b>42.9%</b>
<b>Expenditures:</b>							
Faculty Salaries	82,231,138	82,373,873	17.0%	31,508,651	38.3%	29,339,057	37.4%
Professional Salaries	93,757,793	97,554,696	20.1%	38,288,847	39.3%	39,730,929	45.1%
Hourly Staff Salaries	47,462,396	48,123,923	9.9%	19,866,836	41.3%	19,914,393	42.1%
Associated Fringe Benefits	48,361,337	48,833,728	10.1%	19,081,129	39.1%	17,637,202	39.4%
Prof. Practice Salary Supplements	28,000,000	28,000,000	5.8%	10,667,240	38.1%	10,200,545	40.4%
Supplies and Materials	22,725,314	23,693,553	4.9%	7,765,080	32.8%	7,564,215	37.3%
Library Books and Periodicals	4,157,478	4,348,773	0.9%	2,569,615	59.1%	2,623,709	60.7%
Equipment	14,109,880	14,656,961	3.0%	5,998,798	40.9%	6,357,230	35.3%
Travel	8,646,634	8,652,740	1.8%	3,346,081	38.7%	3,190,354	37.9%
Communication	6,728,723	6,579,557	1.4%	3,064,334	46.6%	2,635,550	44.2%
Utilities	15,931,885	15,936,731	3.3%	6,502,185	40.8%	7,196,123	45.7%
Computing Supplies and Equipment	10,765,114	11,698,568	2.4%	5,380,124	46.0%	5,399,513	52.7%
Maint. & Repair of Buildings & Grounds	11,756,694	11,233,973	2.3%	4,650,756	41.4%	5,017,850	54.5%
Professional and Technical Fees	9,466,111	9,638,462	2.0%	3,841,121	39.9%	3,934,836	47.9%
Contractual & Related Current Expenses	34,262,701	34,113,708	7.0%	16,374,138	48.0%	15,341,426	38.2%
Scholarships and Fellowships	12,791,995	12,812,995	2.6%	5,040,238	39.3%	4,772,518	38.5%
Merchandise Purchased for Resale	8,413,950	8,451,263	1.7%	3,676,931	43.5%	3,717,489	46.5%
Debt Service	1,629,544	1,746,998	0.4%	697,295	39.9%	722,864	45.5%
Indirect Cost Recovery	10,430,699	11,013,493	2.3%	4,445,305	40.4%	4,440,702	45.3%
Premiums-Property/Liability Insurance	3,612,685	3,612,685	0.8%	548,917	15.2%	564,324	17.4%
Membership/Registration Fees	1,701,364	1,701,364	0.4%	659,079	38.7%	622,351	42.0%
<b>Total Expenditures</b>	<b>476,943,435</b>	<b>484,778,044</b>	<b>100.0%</b>	<b>193,972,699</b>	<b>40.0%</b>	<b>190,923,180</b>	<b>41.4%</b>
<b>Current Revenues over/(under) Expenditures</b>	<b>2,243,361</b>	<b>2,320,423</b>		<b>13,017,446</b>		<b>8,214,076</b>	
Internal Service Units	63,175,988	57,905,759	100.0%	24,425,731	42.2%	24,836,400	29.2%

*The University of Oklahoma*  
**Summary of Reserves**  
For the Period Ending November 30, 1992

Schedule II

**GENERAL UNIVERSITY RESERVES**

**DEFINITION OF RESERVES:** *That portion of the University's resources which are not currently budgeted for expenditure or otherwise held for specific future uses, projected to year end. As such, resources of this nature are available to fund future capital projects, operating needs, and/or unforeseen contingencies for any lawful purpose of the University.*

<u>TYPE/SOURCE OF RESERVE</u>	NORMAN	HSC	TOTAL
<b>UNALLOCATED GENERAL UNIVERSITY RESERVES</b>			
Norman Campus	\$3,318,327	\$0	\$3,318,327
Health Sciences Center	0	1,012,564	1,012,564
Law Center	400,000	0	400,000
Oklahoma Geological Survey	100,000	0	100,000
<b>TOTAL GENERAL UNIVERSITY</b>	<u>3,818,327</u>	<u>1,012,564</u>	<u>4,830,891</u>
<b>GRANTS AND CONTRACTS INDIRECT COST REIMBURSEMENT</b>	<u>0</u>	<u>638,447</u>	<u>638,447 (1)</u>
<b>AGENCY SPECIAL (Unrestricted Interest Income)</b>	<u>1,833,314</u>	<u>1,868,015</u>	<u>3,701,329 (2)</u>
<b>REVENUE BOND RESERVES IN EXCESS OF REQUIRED AMOUNTS</b>			
Utility System	227,102	770,384	997,486
Organized Group Housing	1,242	0	1,242
Student Facilities	76,418	0	76,418
Stadium System	670,582	0	670,582
<b>TOTAL REVENUE BOND RESERVES</b>	<u>975,344</u>	<u>770,384</u>	<u>1,745,728 (3)</u>
<b>SECTION 13/NEW COLLEGE</b>	<u>221,905</u>	<u>0</u>	<u>221,905</u>
<b>TOTAL RESERVES</b>	<u><b>\$6,848,890</b></u>	<u><b>\$4,289,410</b></u>	<u><b>\$11,138,300</b></u>

**AUXILIARY ENTERPRISE & SERVICE UNIT DESIGNATED RESERVES**

<u>TYPE/SOURCE OF RESERVE</u>	NORMAN	HSC	TOTAL
<b>AUXILIARY ENTERPRISES</b>			
Contingency Reserves	\$3,263,118	\$600	\$3,263,718
Renewals & Replacements	2,959,740	20,769	2,980,509
Capital Improvements	5,764,616	0	5,764,616
Debt Service (Required Reserve at Trustee Bank)	7,727,991	0	7,727,991 (3)
Total Auxiliary Enterprises	<u>19,715,465</u>	<u>21,369</u>	<u>19,736,834</u>
<b>SERVICE UNITS</b>			
Contingency Reserves	1,367,494	736,027	2,103,521
Renewals & Replacements	1,257,616	855,046	2,112,662
Capital Improvements	868,135	22,700	890,835
Debt Service (Required Reserve at Trustee Bank)	75,333	2,405,091	2,480,424 (3)
Total Service Units	<u>3,568,578</u>	<u>4,018,864</u>	<u>7,587,442</u>
<b>TOTAL DESIGNATED RESERVES</b>	<u><b>\$23,284,043</b></u>	<u><b>\$4,040,233</b></u>	<u><b>\$27,324,276</b></u>

(1) Net of working capital requirements of \$5,141,294 for the Norman Campus Sponsored Programs, and \$3,300,000 for the Health Sciences Center Sponsored Programs.

(2) Amount which can be invested for general institutional purposes for the University. The interest earnings are used for general institutional purposes.

(3) Amount which is invested for the benefit of each individual bond system.

**Statement of Plant Funds  
All Funds, All Campuses**

For the Period Ending November 30, 1992

<u>Funding Source</u>	<u>Project Budget</u>	<u>Allotment This Year</u>	<u>Allotment To Date</u>	<u>Expenditures This Year</u>	<u>Expenditures To Date</u>	<u>Allotment Balance</u>
State Appropriations	\$26,868,860	\$0	\$19,783,860	\$951	\$19,778,524	\$5,336
Federal Grants and Contracts	2,582,100	0	1,739,000	164,100	969,566	769,434
State Grants and Contracts	0	0	0	0	0	0
Private Gifts, Grants and Contracts	22,730,782	0	22,330,782	142,754	22,147,648	183,134
Section 13/New College	16,003,284	2,803,571	12,446,043	1,705,363	9,874,971	2,571,072
Other Income -- Bonds	710,304	204,304	599,304	5,532	390,606	208,698
Auxiliaries	159,928	0	156,528	40,163	124,068	32,460
<b>Total</b>	<b>\$69,055,258</b>	<b>\$3,007,875</b>	<b>\$57,055,517</b>	<b>\$2,058,863</b>	<b>\$53,285,383</b>	<b>\$3,770,134</b>