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**MINUTES OF A REGULAR MEETING
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS
JANUARY 14, 1997**

A regular meeting of the Board of Regents governing The University of Oklahoma and Cameron University was called to order in the Pavilion of the Noble Conference Center in Ardmore, Oklahoma on Tuesday, January 14, 1997, beginning at 9:05 a.m.

The following Regents were present: Regent G. T. Blankenship, Chairman of the Board, presiding; Regents Stephen F. Bentley, Melvin C. Hall, Donald B. Halverstadt, M.D., Robin Siegfried, and Mary Jane Noble.

Absent: Regent C. S. Lewis III.

Others attending all or a part of the meeting included Mr. David L. Boren, President of The University of Oklahoma, Provost Nancy L. Mergler, Vice Presidents Richard E. Hall, Mark E. Lemons, David L. Maloney, Eddie C. Smith, Jerry B. Vannatta, and Frank Waxman, Interim Vice President Russell W. Driver, Joseph Harroz, Jr., General Counsel, and Dr. Chris A. Purcell, Executive Secretary of the Board of Regents.

Attending the meeting from Cameron University was Dr. Don Davis, President of the University.

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 8:30 a.m. on January 13, 1997, both as required by 25 O.S. 1981, Section 301-314.

CAMERON UNIVERSITY

REPORT OF THE PRESIDENT OF THE UNIVERSITY

President Davis presented the following report:

Student Organization wins National Honor

The Cameron Chapter of the Student Oklahoma Education Association has been recognized as the best in the nation.

Cameron joins Oklahoma State University as the only chapters in the State to win the honor, which follows Cameron's selection earlier this year as the State's Outstanding Student Education Chapter. With 175 students last year, Cameron's chapter was the largest in Oklahoma.

Campus Safe for Students

For the second consecutive year, Cameron University reported a lack of violent crime, demonstrating the Lawton campus provides a safe environment for students pursuing degrees. The last violent campus crime was a robbery in 1993. Cameron's violent crime rate is only 5.94 per 1,000 people,

compared with a State rate of 55 per 1,000, the Oklahoma State bureau of Investigation's Uniform Crime Reporting System noted. Even when lesser crimes (larcenies, burglaries, and vandalism) were included in the data, Cameron's crime rate is only 9.9 per 1,000--well below other major Oklahoma colleges and universities. Cameron has long emphasized the importance of a crime-free campus to a safe learning environment. It was the first Oklahoma university to initiate a campus Crime Stoppers program and only the third in the nation to do so.

McMahon Scholars Named

Seventy-seven students have been named McMahon Scholars at Cameron University for the 1996-97 academic year. The program is sponsored by The McMahon Foundation and reflects Eugene and Louise McMahon's interest in Cameron. Although the McMahons' support focused on the arts and journalism, the program funds education in all University disciplines.

Each scholar is designated for a one-year period and receives a \$1,000 scholarship. To qualify, a student must be enrolled full time, hold at least sophomore classification and maintain a minimum 3.0 grade point average in his or her area of study. Recipients also actively represent the University in volunteer activities.

Scholars were selected from the University's schools of Liberal Arts, Science and Technology, and Graduate and Professional Studies and represented such disciplines as agriculture, art, biology, business, communications, education, English, health/physical education, math, music, history/humanities, theatre, technology, languages/communication, politics/sociology/criminal justice, physical science and psychology. The University's two student publications were also represented among honorees.

Professor Receives Society Recognition

Cameron Professor of Music, James Lambert, received the Distinguished Service Award from the Percussive Arts Society during its international convention in Nashville, Tennessee. Professor Lambert's selection was based on outstanding service to the Percussive Arts Society Museum, his involvement in percussion events, and for his work as editor of *Percussive Notes*.

Cameron Website Recognized

Cameron Professor of Mathematics, Gary Huckabay, was recently recognized by a national Internet organization for his work promoting prostate cancer awareness. Professor Huckabay's Website, *Prostate Pointers*, received a three-star rating from the *Mental Health Net*, the largest catalog of mental health, psychology and psychiatry resources on the World Wide Web. The Website includes research articles, educational links, support groups, mailing lists and news of medical advancements in the fight against the disease. Since its establishment, the site has been accessed more than 56,000 times. A cancer survivor himself, Professor Huckabay recently helped form the National

Prostate Cancer Coalition, a group devoted to promoting early detection and treatment of the disease and encouraging legislative and financial support of research.

Honors Organization Cited for Exemplary Service

Delta Rho, Cameron's chapter of Phi Sigma Iota, was praised as a model for its counterparts in a recent issue of *The Forum*, the international foreign language honor society's magazine. The magazine noted that providing opportunities for students to become members is an important function of a chapter, but it should also be the hub of other activities, as Delta Rho demonstrates. Chartered in 1988, Delta Rho is part of Cameron's Languages and Communications program, participates in the University's forum of honor societies and annually awards a \$200 scholarship.

Online European Math Journal Mirrored at Cameron

Cameron has been named a mirror site for an online European mathematics journal. A mirror site is an area on one computer containing an exact replica of a directory structure on another computer. A user who has trouble connecting to a particular site because of congestion can connect to a mirror site holding the same information. The European Mathematical Information Service (EMS) has roughly 20 mirror sites, most of which are located at European universities. Cameron is the only U.S. mirror site of the *European Mathematical Information Service*, part of the European Mathematical Society. EMS has allowed its computer to be used as a mirror site for the *Southwest Journal of Pure and Applied Mathematics*, an electronic journal sponsored by Cameron.

ESTABLISHMENT OF BUCK AND IRENE CLEMENTS ENDOWED LECTURESHIP

Buck and Irene Clements, of Ninnekah, have donated \$12,500 to promote the study of agriculture at Cameron University and thus has been matched by \$12,500 from the McCasland Foundation. In recognition of this gift, President Davis recommends the establishment of the Buck and Irene Clements Endowed Lectureship and asks approval to seek matching funds from the Endowed Chairs Program of the State Regents. Once matched, the Lectureship corpus will be \$50,000 and annual earnings will be used to promote the study of agriculture at Cameron, particularly in soils, the environment, and agricultural leadership.

President Davis recommended the Board of Regents approve the establishment of the Buck and Irene Clements Endowed Lectureship in Agriculture and approve the application for matching funds from the Oklahoma State Regents for Higher Education.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

ESTABLISHMENT OF THE R. H. DREWRY ENDOWED LECTURESHIP IN TELECOMMUNICATIONS

In recognition of his leadership to Lawton and Southwest Oklahoma, the children of R. H. Drewry have donated \$12,500 to establish an endowed lectureship at Cameron University. R. H. Drewry was a telecommunication pioneer in Southwest Oklahoma as well as financial and civic leader in the Lawton community. This gift has been matched by \$12,500 from the McCasland Foundation. In recognition of this gift, President Davis recommends establishment of The R. H. Drewry Endowed Lectureship in Telecommunications and asks approval to seek matching funds from the Endowed Chairs Program of the Oklahoma State Regents for Higher Education. Once matched, the Lectureship corpus will be \$50,000 and annual earnings will enable the University to support telecommunications programs; develop advanced telecommunications concepts; advance telecommunications awareness; and enhance multi-media instruction.

President Davis recommended the Board of Regents approve the establishment of the R. H. Drewry Endowed Lectureship in Telecommunications and approve the application for matching funds from the Oklahoma State Regents for Higher Education.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

APPOINTMENT OF AUDIT FIRM FOR FISCAL YEAR ENDING JUNE 30, 1997

The Audit Committee invited eight firms to make proposals for audit services. Six of those firms responded and their proposals were presented to the Audit Committee. All proposals were for one-year contracts with options to renew (with a reporting deadline of October 1). Proposals were received as follows:

<u>Firm</u>	<u>One-Year Proposal</u>	<u>Five-Year Proposal</u>
Stanfield & O'Dell	\$22,700	\$113,500
Finley & Cook	25,000	132,500
Baird, Kurtz & Dobson	28,000	151,600
Horne & Company	30,800	152,900
KPMG Peat Marwick	40,000	208,500
Deloitte & Touche	39,900	210,287

KPMG Peat Marwick proposed an alternative bid with a report deadline of October 15. Their one-year and five-year proposals were \$37,000 and \$190,100, respectively.

The fiscal year 1997 operating budget for auditing services was established at \$25,500.

President Davis recommended the firm of Stanfield & O'Dell be selected by the Board of Regents to conduct the annual audit of Cameron University for the fiscal year ending June 30, 1997 in the amount of \$22,700. This firm was the lowest bidder among six firms presenting proposals that were approved for consideration by the Audit Committee.

Regent Siegfried said the Regents' Audit Committee has reviewed the proposals and qualifications of the numerous firms and the Committee unanimously recommends that Stanfield and O'Dell be selected to perform the next audit. He moved approval of President Davis' recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

INTERNAL AUDITING ACTIVITIES, CAMERON UNIVERSITY

During the quarter ended December 30, 1996, six audits were completed for Cameron University, and included Endowment Funds; Agency Funds; Telecommunications; Patents, Copyrights and Trademarks; and Tuition and Fees; and the Alternate System for Settlement of Higher Education Claims. A copy of the audit reports was filed with the department responsible for the activity audited, the President's Office, and the Board of Regents' Office.

Three post-audit reviews were completed for Cameron University including Travel, Disbursements, and Mailing Facilities. Of the three recommendations revisited during the post-audit reviews, all were found to be completely implemented.

Mr. Glen Earley, Director of Internal Auditing, was present to respond to questions.

This report was presented for information.

ACADEMIC PERSONNEL ACTION

CHANGE:

Wanda Stevens, Associate Professor of Business; given additional title of Interim Chair, Department of Business, base salary changed from \$42,000 to \$43,000 and prorated for the remainder of academic year 1996-97; effective at the beginning of the Spring 1997 semester and continuing until the position of chair is filled. Paid from 11377, Department of Business.

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

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

LITIGATION

An item was included in the agenda for a report on pending and possible litigation. An executive session was not proposed and there was no report given.

MINUTES

Regent Halverstadt moved approval of the minutes of the regular meeting held on December 10-11, 1996 as printed and distributed prior to the meeting. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

THE UNIVERSITY OF OKLAHOMA

REPORT OF THE PRESIDENT OF THE UNIVERSITY

President Boren reported that by the end of 1996 \$128 million had been raised, which is over half way to the goal of \$250 million. There have been 38,000 gifts, a sizable increase over two years ago when there were 23,000 donors. He said he is tremendously proud to be associated with this group of faculty and staff who have such spirit and commitment. In 1984, 403 faculty and staff members donated \$103,000. In 1996, 907 faculty and staff members gave \$330,000 in private gifts.

President Boren also reported the University has purchased property on the corner of West Boyd and Chautauqua Streets on which stands a former boarding house known as Connections. A study is being made on possible uses of the property, which include storage and office space. He said the facility will be used to the benefit of both the neighborhood and the University.

UNIVERSITY PHYSICIANS MEDICAL GROUP-FILING FOR 501c(3) STATUS

Like its counterparts across the country, the College of Medicine is confronted by national, State, and local trends in health care delivery, and specifically by the growth of managed care, which is significantly impacting the education and clinical service missions of the College. In response to managed care, physicians and hospitals across the State have formed integrated health care networks which are capturing the patient market once served by College of Medicine clinicians. This trend is especially critical as the College of Medicine clinical programs must have a broad patient base to provide sufficient clinical encounters for the teaching of medical students and residents, and the College is dependent upon clinical revenues to provide over 48 percent of its operating budget.

As part of its efforts to keep pace with Oklahoma's increasingly competitive health care market, over the past two years the College of Medicine University Physicians Medical Group (UPMG) has made multiple changes in its clinical services toward becoming a patient-oriented multi-specialty clinical group practice and in its faculty practice plan. The UPMG has developed its own Medicaid managed care plan, the Heartland Health Plan; increased payor contracts with managed care companies; broadened the primary care referral base; and is currently developing off-site clinics; and recruiting primary care physicians. As part of this clinical strategic plan the Board of Regents approved changes in the professional practice plan in January 1994 to streamline the plan's governance structure and management, in March 1996 to provide for an incentive-based compensation plan for faculty physicians, and again in October 1996 to approve additions to the clinical management information system.

The next, and most critical, step in the strategic development of the College of Medicine clinical services, and crucial for the College's financial viability, is to form a 501c(3) corporation for the professional practice of medicine. While the UPMG has made some progress in penetrating the managed care market, as noted above, it is increasingly constrained by State statutes and constitutional prohibitions which impede its ability to respond rapidly to managed care contracts, to clinical practice initiatives, to assume risk, and to fully participate in important market opportunities.

For example, in this State, as in many others, individual payors (i.e. the State and private corporations) who control large numbers of specific populations are pooling those populations into large blocks for bidding out to efficient provider networks and are channeling these populations into exclusive contracts with efficient providers. Currently several Oklahoma organizations—Physician Hospital Organizations or PHOs such as Presbyterian PHO, Oklahoma Health Care or other similar provider networks—have been formed to acquire exclusive contracts on a pre-capitated or contractual basis with these individual payors. As a result, a significant number of providers are shut out as these lower cost, well-networked providers win contracts. Full participation by medical groups in these exclusive provider networks requires entering into a partnership with the other providers, the ability to hold equity in the network, to borrow funds, and to assume risk along with insurance companies and other providers. As noted above, UPMG is currently prohibited from participating as a full partner due to State statutes and constitutional provisions.

Managed care penetration in Oklahoma is projected to rise to 60 percent by 2006. In order to maintain a sufficient patient population for medical student education and retention of residency accreditations, and to remain fiscally solvent, the College of Medicine UPMG must have the ability to fully compete in the health care marketplace and to participate as a full partner in the integrated service delivery network(s). To accomplish this will require formation of the University Physicians Medical Group into a 501c(3) corporation.

The College of Medicine has been working with outside counsel to develop the framework for incorporating the faculty practice plan into a separate non-profit entity from the University. The College requests authorization to direct outside counsel to prepare the necessary documentation in order to file for 501c(3) status with the State of Oklahoma and the Internal Revenue Service. It is anticipated that approval of the 501c(3) will require 18 to 24 months.

In the meantime, the College of Medicine Executive Dean, UPMG executives and Health Sciences Center administrative, finance and legal staff will continue to identify financial, personnel, academic, contractual, and other pertinent issues, develop necessary solutions and prepare an operating plan for the proposed incorporated University Physicians Medical Group. The detailed implementation plan to make the corporation operational and filing documents will be presented to the Board of Regents for approval at a future date.

President Boren recommended the Board of Regents authorize the College of Medicine University Physicians Medical Group to develop the documents necessary to file for 501c(3) status.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

AMBULATORY CARE CENTER PROJECT

The Health Sciences Center in Oklahoma City first identified a need for an Ambulatory Care facility in 1968. At the July 1993 meeting, the Board of Regents approved an updated Campus Master Plan of Capital Improvement Projects that included the phased design and construction of an Ambulatory Care Center at an estimated cost of \$17 million for the first

phase. In October 1993, the Board awarded a purchase order to Hamilton/KSA to assist a team from the College of Medicine, University Hospitals Authority and University administration in the review of outpatient care programs, existing hospital-based clinics and plans for a new Ambulatory Care Center.

The current plan involves the construction of a 120,000 gross square foot facility at an estimated cost of \$17 million. A highly visible, easily-accessible ambulatory care center is critical to meet the teaching and practice needs of faculty in the College of Medicine and the University Physicians Medical Group. The facility will include outpatient clinics with treatment rooms, waiting areas, offices, record rooms and clinical support spaces. Initial program data needs to be reviewed and a clinical program specialist will be involved to verify space requirements. The Presbyterian Health Foundation has agreed to engage the clinical program specialist.

Because of the urgency of this project, it is desirable to proceed with the design and development work. Board approval is requested to begin the selection process for an architectural and engineering consultant that has specific expertise and experience in the design of ambulatory care facilities of this scope. To expedite the preconstruction and construction phases of the project, Board approval is also requested to begin the concurrent selection process for a construction management company. In preconstruction, this company would assist in the planning of the project scope and construction systems, estimate the costs of construction and perform value engineering services. In the construction phase, it would develop bid packages and receive bids from subcontractors, maintain a fast-track schedule and supervise the construction. This will allow the integration of the design and construction processes to contain costs, shorten the construction time required and maintain quality standards.

The Regents' ranking of the architectural and engineering consultant and selection and approval of a construction management company will be requested at a future meeting. At that time, the estimated preconstruction development costs will be provided and funding sources identified.

President Boren recommended that the Board of Regents authorize the administration to select an architectural and engineering consultant and a construction management company for the design and construction of the Ambulatory Care Center at the Health Sciences Center.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

PROFESSIONAL SERVICE AGREEMENT - HSC

President Boren recommended the Board of Regents approve the professional service agreement for the Health Sciences Center as set forth below.

New - College of Medicine, Department of Radiological Sciences
and Open-Sided MRI of Oklahoma City, L.L.C.

\$200,000

The Department desires to use the facilities of L.L.C. for the provision of a range of diagnostic imaging interpretation services. L.L.C. will provide all space, equipment, support services and supplies reasonably necessary for

the efficient provision of the service. The Department shall assist in developing and implementing a comprehensive public relations plan in the medical community. The term of the contract is from December 1, 1996 through June 30, 1997. The contract is being reviewed by Legal Counsel. Funds will be deposited and expended through account A0000081.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

PURCHASE OF DNA SEQUENCER SYSTEM - HSC

In 1996, the Health Sciences Center Department of Microbiology and Immunology established a Shared DNA Sequencing Facility, using financial support obtained from an Academic Infrastructure Grant, matched by University funds. These funds were used to purchase three Pharmacia Biotech ALFExpress automated DNA sequencers, a SUN Sparc 20 server and Sparc 5 workstation, and associated minor equipment for proper functioning of the facility. This facility was established to provide state-of-the-art automated DNA sequence acquisition capability to the HSC campus; such technical capacity did not exist prior to the establishment of this facility. This service is of fundamental importance to almost all phases of modern molecular biology practiced by many of the Basic and Clinical Science departments of this campus. Further, the availability of such a facility on the HSC campus is essential, both for the rapidity with which sequence data can be made available to researchers on this campus, and as a teaching tool for graduate student enrichment.

This facility has been successful in all phases of providing service to the HSC campus. To keep pace with increasing demands upon the facility, and to provide new services that are not currently available to the research community, the DNA Sequencing Facility seeks to purchase a new automated DNA sequencer.

Initial deliberations on the type of sequencer to be purchased focused on acquiring additional machines from Pharmacia Biotech. Purchase of additional machines of the same type as previously obtained would complement the existing facility in a cost effective and efficient manner. However, three issues that need to be addressed by the proposed purchase indicate that the machine which should be purchased is the Perkin Elmer Applied Biosystems ABI Prism 377 automated DNA sequencer.

- The DNA Sequencing Facility is currently close to exceeding the capacity for high-throughput DNA sequencing in the present facility. To realistically meet the demands of the HSC research community in the next few years, we will require the ability to analyze at least 15,000 bases of DNA per gel to achieve these high-throughput requirements. Thus, the DNA sequencer to be purchased must be capable of running an entire template's sequencing reaction in a single lane of a gel. This methodology will also eliminate inaccuracies inherent in running separated samples for each template in four neighboring lanes of the gel. The ABI machine fulfills this requirement as the system can detect four different fluorescent dyes in a single gel lane. This will allow at least 36 samples to be run on a single gel, leading to a minimum throughput of 16,200 bases/gel. Other DNA sequencers (such as those from Pharmacia and LiCor) can only detect a single fluorescent dye in each

lane, and require separation of the template reactions into four lanes. Thus, rather than 36 templates being analyzed per gel, the Pharmacia and LiCor machines can only analyze 10 templates per gel, with concomitant reduction in final throughput to approximately 6,000 bases/gel. Thus, the ABI machine is the only machine on the market that will provide the high-throughput that will be required to meet anticipated future needs.

- In addition to DNA sequence analysis, we need to provide the capacity for automated DNA fragment analysis which is used in a variety of genetic testing protocols that are becoming routine in molecular medicine and molecular biology. This requires a machine that can rapidly (in about two hours) separate and analyze DNA fragments obtained from polymerase chain reaction-amplified material, used for both clinical and research-grade DNA-based genetic testing. Although other vendors currently have machines in the testing phase, the ABI Prism 377 is the only machine currently available that can routinely perform DNA fragment analysis for genetic testing, and Perkin Elmer Applied Biosystems is currently the only company that provides the commercial reagents necessary for this type of analysis.
- In addition to providing DNA sequence analysis (and DNA fragment analysis as an additional service), the DNA Sequencing Facility is evolving into an effective teaching tool for introducing graduate students and others to state-of-the-art DNA sequence and fragment analysis. Thus, the Pharmacia ALFExpress represents one of the two major methodologies for DNA sequence acquisition currently on the market. With the acquisition of the ABI Prism 377, we will therefore have a complete suite of DNA sequencing and fragment analysis facilities available for training graduate students, such that these students will leave HSC more technologically sophisticated, and therefore more competitive in the current job market.

Request For Proposals (RFPs) were sent to seven companies. Responses for the equipment were received as follows:

Perkin Elmer, Applied Biosystems Division Foster City, California	\$122,300
Fisher Scientific St. Louis, Missouri	No Bid

The administration recommends the award of a purchase order to Perkin Elmer, Applied Biosystems Division. Funds are available from State Regents' Research Grant.

President Boren recommended that the Board of Regents authorize issuing a purchase order to Perkin Elmer, Applied Biosystems Division for the purchase of a DNA sequencer system in the amount of \$122,300.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

ALLIED HEALTH PRACTICE CENTER CONSTRUCTION

At the June 1996 meeting, the Board of Regents approved the award of a construction contract to J. L. Walker Construction in the amount of \$179,157 for the construction of a new Allied Health Shop facility, adjacent to the Allied Health Practice Center. The new building contains 2,520 gross square feet and will house the programs of the Oklahoma Assistive Technology Center.

In the course of construction, changes were necessary and a change order in the total amount of \$24,068 was issued. The change order included a new water meter at a cost of \$1,205, handicap paving and striping at a cost of \$17,993, an air compressor upgrade for \$512 and the relocation of a gas line for \$4,358. The change orders were funded with project contingency and other funds.

On December 13, 1996, an inspection of the building was completed by representatives of J. L. Walker Construction and Architectural and Engineering Services. A final punch list was developed and given to the contractor.

The University administration recommends that the project be accepted as substantially complete effective December 13, 1996 and that the final payment be made to J. L. Walker Construction, Inc. following the completion of all work.

President Boren recommended that the Board of Regents accept the Allied Health Practice Center Shop Building as substantially complete and authorize final payment to J. L. Walker Construction, Inc. following the completion of all punch list items.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

COLLEGE OF HEALTH BUILDING REROOFING

At the July 1996 meeting, the Board of Regents approved fiscal year 1997 Section 13 and New College Funds in the amount of \$105,500 to reroof the HSC College of Health Building. Constructed in the late 1920s, the College of Health Building is the oldest structure on the HSC Campus. In the 1970s a foam roof was installed on top of the original roof but now has deteriorated and must be replaced. Due to the age of the building, a determination was made to strip the roof down to the original decking and replace the roof with a modified bitumen roofing.

Specifications were prepared and invitations to bid were issued to six roofing vendors and six plan rooms. A pre-bid inspection of the roof was attended by five potential vendors. Only one vendor, Alva Roofing Company of Edmond, responded with a bid in the amount of \$142,400. The administration believes the number of bids was limited because of the complexity of the existing roof, and the potential for problems in repairing the roof. Conditions of the bid provided that the contractor was required to strip the roof down to the original decking and repair damaged portions of the decking prior to installing the new roof.

The administration recommends the award of a purchase order to Alva Roofing Company in the amount of \$142,400. Funds are available from Section 13 and New College Funds in the amount of \$105,000 and \$37,400 from the University's Maintenance and Repair Budget.

President Boren recommended the Board of Regents approve the award of a purchase order to Alva Roofing Company of Edmond in the amount of \$142,400 to replace the existing roofing at the Health Sciences Center College of Health Building.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

SALE OF LAND TO OKLAHOMA HEALTH SCIENCES FACILITY, INC.

At the June 1996 meeting, the Board of Regents approved the sale of vacant land on N.E. 8th Street at the Health Sciences Center to Oklahoma Health Sciences Facility, Inc. for the development of a renal dialysis center. The Health Sciences Facility, Inc. would, in turn, lease or sell the land for the development of a renal dialysis center which GAMBRO Healthcare, Inc. would operate and University physicians would serve as medical directors. At the time, up to 1.75 acres located immediately south of the Oklahoma State Department of Health parking structure on N.E. 8th Street, would be sold at the appraised cost of \$3.50 per square foot which placed the total cost at \$268,000. The President or his designee was authorized to negotiate and execute any agreements necessary for the disposition of the property with the understanding transfer of title to Health Sciences Facility, Inc. would not occur until satisfactory agreement with GAMBRO was reached and that there would be a reversionary clause and first right of refusal to Health Sciences Facility, Inc. in the event the property was not used for its intended purposes.

An agreement was reached between the University, Oklahoma Health Sciences Facility, Inc., and GAMBRO, and Contracts for Sale have been executed. The University executed a contract with Health Sciences Facility, Inc. and Health Sciences Facility, Inc. executed a contract with GAMBRO Healthcare, Inc. for the sale of 1.5 acres or 65,342 square feet at the appraised cost of \$3.50 per foot for a total cost of \$228,697. Also, GAMBRO shall pay for the cost of title examination and insurance and the survey for the preparation of the Deed of Transfer. The real estate may only be used for medical purposes, including uses as a renal dialysis center and/or home dialysis training. Under the agreement, the University, through Health Sciences Facility, Inc., retains the first right of refusal to purchase the facility at market rates if the facility was to be sold or not used for its intended purposes. A schematic site plan of the Center was included in the agenda.

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

HEALTH SCIENCES CENTER EDUCATIONAL NETWORK CONNECTIVITY FEE

Network access and communication are becoming a more essential part of the health care environment. This has become obvious with the implementation of the World Wide Web implementation of the Anatomy curriculum in the College of Medicine this year. Placing this curriculum on the Health Sciences Center network has allowed students to exercise much greater control over and enhance their learning experience.

The Health Sciences Center has used Section 13 and other one-time funds to create its campuswide network. These funding sources do not provide for the ongoing operation of the network. As students and academic departments continue to modernize and embrace networking and computing technology in support of educational and scholarly activities, the impact upon the Health Sciences Center network infrastructure will significantly increase. Additional funds are required to support the more capable network being demanded of the faculty and students at the Health Sciences Center.

Discussions are being conducted with students and academic departments. Their input will be incorporated into the final proposal for action to be approved by the Board of Regents in March 1997. The Student Government of the Health Sciences Center has been apprised of the proposed Educational Network Connectivity Fee and has provided valuable feedback. The administration will continue to meet with the student groups to discuss the proposed connectivity fee.

Health Sciences Center Network Connectivity Fee:
\$5.00 per credit hour with a \$75.00 per semester cap

The proposed connectivity fee is consistent in amount with the same fee approved by the Board of Regents for the Norman Campus in November 1995.

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

NEW ENDOWED CHAIR - NORMAN CAMPUS

The Charles Marion Russell Memorial Chair in Art of the American West

The School of Art in the College of Fine Arts has received a gift of \$640,447.15 from the estate of the late Nancy C. Russell to establish the Charles Marion Russell Memorial Chair in Art of the American West in memory of the late Mrs. Russell's husband, the world famous American artist. The \$640,447.15 is on deposit at The University of Oklahoma Foundation, Inc. This gift qualifies for matching funds from the State Regents' Endowed Fund Program.

A contemporary of acclaimed artist Frederick Remington and friend of Will Rogers, Mr. Russell has long been recognized as one of the premier artists of the American West. His critically acclaimed work is highly prized by art collectors and prominently featured in the collections of major museums. The Charles Marion Russell Museum in Montana is solely dedicated to his work. Mr. Russell and Mr. Remington are considered by most to be the outstanding artists of the American West.

The gift has come to OU as a result of a very competitive process in which OU successfully competed with major museums for the creation of a suitable memorial to Charles Marion Russell. The establishment of this memorial chair will provide a better understanding of Mr. Russell, his art and art of the American West through the teaching of courses and holding symposia and conferences. The endowed chair holder will be selected following a national search. Appointments to the endowed chair will be for three-year periods, each renewable once, to ensure that the scholar who holds the chair will be someone with the most current and comprehensive knowledge.

The endowed chair will allow the School of Art, which offers the only graduate-level art history program in the state, to strengthen its offerings in art history and to attract a major scholar to OU. It will greatly expand the scope and nature of the work that has been done in the School of Art and complements the School's growing focus on Native American Art and Art of the American West. The position will give the art history program international stature and will provide a scholarly complement to the recently acquired Richard H. and Adeline J. Fleischaker Collection in the Fred Jones Jr. Museum of Art. The Fleischaker Collection includes a large segment of art of the American West. The memorial chair also will enhance the activities and holdings of OU's Western History Collections, adding considerable breadth to its already impressive holdings.

The University of Oklahoma continues to have great success in raising private funds to endow chairs and professorships. Working hand in hand with the State Regents' Endowment Program supported by the State Legislature, the University has increased the number of endowed positions from 34 in 1988 to a new total of 133.

President Boren recommended that the Board of Regents accept with appreciation the gift from the Nancy C. Russell Trust to establish the Charles Marion Russell Memorial Chair in Art of the American West and approve the establishment of this new endowed position.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

COURSE CHANGES - NORMAN CAMPUS

The Oklahoma State Regents for Higher Education confer upon each institution the authority to delete, modify and add courses, but require that the changes be communicated to them for information only. The course deletions, modifications, and additions itemized on the list included in the agenda have been approved by the appropriate faculty, academic units and deans, the Academic Programs Council, and the Senior Vice President and Provost.

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

SUBSTANTIVE PROGRAM CHANGES - NORMAN CAMPUS

The Oklahoma State Regents for Higher Education require that all substantive changes in degree programs be presented to the institution's governing board for approval before being forwarded to the State Regents for consideration. The changes in academic programs itemized on the list, attached hereto as Exhibit A, have been approved by the appropriate faculty, academic units and deans, the Academic Programs Council, and the Senior Vice President and Provost.

President Boren recommended approval of the changes in Norman Campus academic programs as proposed.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

NONSUBSTANTIVE PROGRAM CHANGES - NORMAN CAMPUS

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

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

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 was included in the agenda. Comparative data for fiscal years 1995 and 1996, current month and year-to-date, was also included.

The Provisions 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. In addition, in those cases where a 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.

NOVEMBER 1996 SUMMARY:

Norman Campus and Health Sciences Center Combined Data

- Research expenditures show an increase of 9% (\$28.7 million vs. \$26.5 million) while awards remained the same at \$34.7 million. Proposal activity is down 13% from last year (\$74.0 million vs. \$85.2 million).
- Total expenditures are up 7% at \$48.4 million. Total awards are the same at \$58.2 million but proposal activity is down 38% at \$82.2 million.

Norman Campus

- Faculty based research expenditures have increased 2% (\$15.0 million vs. \$14.7 million). Awards have increased 4% at \$18.6 million while proposal activity decreased 29% from last year (\$45.1 million vs. \$63.3 million).
- College of Continuing Education expenditures are up 10% from last year (\$8.0 million vs. \$7.3 million), awards are down 34% at \$7.4 million and proposal activity is down 89% at 4.8 million.

Health Sciences Center

- Research expenditures are up 17% over last year (\$13.7 million vs. \$11.7 million). Awards are down 4% from last year (\$16.0 million), but proposal activity is up 32% at \$28.9 million.

- Total expenditures are up 6% over last year (\$23.8 million vs. \$22.5 million). Awards are up 13% from last year (\$31.4 million vs. \$27.7 million), and proposal activity is up 26% (\$30.9 million vs. \$24.6 million).

President Boren recommended that the Board of Regents ratify the awards and/or modifications for November 1996 as submitted.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

OKLAHOMA MEMORIAL STADIUM OWEN FIELD LIGHTING

At the October 1996 meeting of the Board of Regents, the Board approved a plan for installation of field lighting at Owen Field in the Oklahoma Memorial Stadium. The proposed new lighting system will provide television broadcast quality field lighting. The current schedule allows for construction of the project to occur prior to the 1997 football season.

At the same meeting, the Board authorized Hellmuth, Obata and Kassabaum Sports Facilities Group (HOK), the project consultant, to prepare construction documents for the field lighting project and authorized the University administration to advertise for construction bids and receive bids for the project.

Bids for the construction and installation of the field lighting were received from seven bidders on January 7, 1996. The bids have been evaluated by the project architects and representatives of the University administration, the Athletic Department, and Architectural and Engineering Services. A complete tabulation of the bids received was included in the agenda.

I. AWARD CONTRACT IN THE AMOUNT OF \$612,240 TO OKLAHOMA ELECTRICAL SUPPLY COMPANY

A low bid of \$612,240 was submitted by Oklahoma Electrical Supply Company of Oklahoma City. This bid represents the lowest and best bid received and is within the funds approved and available for the project. It is recommended that a contract be awarded to Oklahoma Electrical Supply Company as follows:

Base Bid	\$609,740
Alternate No. 1, Underground conduit directional boring	<u>2,500</u>
Total Proposed Contract Award	\$612,240

As a reminder, funding from Oklahoma Development Finance Authority (ODFA) revenue bonds was approved in October 1996 by the Board.

II. AGREEMENT FOR CONSTRUCTION AND ALL NECESSARY CHANGE ORDERS

President Boren recommended that the Board of Regents:

- I. Award a contract for construction and installation of the Oklahoma Memorial Stadium Owen Field Lighting project in the amount of \$612,240 to Oklahoma Electrical Supply Company of Oklahoma City; and

- II. Authorize the President or his designee to sign the Agreement for Construction and all necessary change orders to the Agreement.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

GOLF TEAM FACILITY

At the April 1995 meeting of the Board of Regents, the Board approved a project involving the construction of a Golf Team Facility with a project budget of \$600,000 to be funded with private donations. At the same meeting, the Board authorized the administration to begin the process of selecting an architectural consultant. In September 1995, the Board selected Architects in Partnership, of Norman, to prepare plans for the project.

I. DESIGN DEVELOPMENT PLANS

The Design Development Phase plans for the project have been completed by the project architects. The new facility will be constructed at the south end of the practice range at the Jimmie Austin University of Oklahoma Golf Course. The facility will include indoor golf training facilities, team locker rooms, coaches' offices, and team meeting facilities.

The plans have been reviewed by the Athletic Department, Physical Plant, the Department of Public Safety, and Architectural and Engineering Services.

II. REVISED PROJECT BUDGET FROM \$600,000 TO \$795,000

Based on the Design Development Phase plans, the project architects estimate a project budget of \$795,000. It is recommended that the Board approve the revised project budget in this amount. Funds are to be provided from private donations for the project.

III. CHANGES TO THE CAMPUS MASTER PLAN

IV. PREPARATION OF CONSTRUCTION DOCUMENTS

V. ADVERTISE AND RECEIVE CONSTRUCTION BIDS

President Boren recommended that the Board of Regents:

- I. Approve the Design Development Phase plans for the Golf Team Facility project;
- II. Approve a revised project budget from \$600,000 to \$795,000;
- III. Authorize the resulting changes to the Campus Master Plan of Capital Improvement Projects for the Norman Campus;
- IV. Authorize the project architects to prepare construction documents for the project; and
- V. Authorize the University administration to advertise the project for construction bids and to receive bids for the project.

Regent Halverstadt moved approval of the recommendation with the amendment that this approval includes the stipulation that in the future no budget estimates for projects come to the Board of Regents without the concurrence of our own Architectural and Engineering Services with respect to those estimates. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

EXTENSION OF RADIO BROADCAST AGREEMENT FOR CERTAIN ATHLETIC EVENTS

On April 13, 1994, the Board of Regents approved and authorized a Radio Broadcast Agreement with Diamond-Learfield Radio Sports, a joint venture of Diamond Broadcasting, Inc., an Illinois corporation, and Learfield Communications, a Missouri corporation. The original agreement established a radio broadcast license for football and men's basketball for a three-year period beginning July 1, 1994, with a two-year renewal option under terms and conditions to be agreed to in writing by all parties.

The following are the terms of the renewal:

- The license fee for each year of the extension will be in the amount of \$820,000 annually, a \$20,000 annual increase above the three-year license fee average of the original agreement.
- The Athletic Department will receive 50% of all net advertising revenue sold by Diamond-Learfield (local flagship and network) over \$1,200,000.
- Diamond-Learfield shall provide the Athletic Department commercial advertising inventory of four network packages for sale by the Department with a minimum value of \$200,000. The Department will guarantee sales of this inventory at a minimum of \$50,000 to be paid to Diamond-Learfield. All revenues from this separate inventory sold by the Department in excess of \$50,000 shall be retained by the Department.
- Diamond-Learfield will also provide additional advertising and promotional time for use by the Athletic Department to advertise events and activities (ticket sales, athletic events and teams, fund-raising campaigns). This advertising time at a ratio of 1.5 to 1 will be provided in exchange for the full value of tickets and travel provided to Diamond-Learfield. Inventory will be provided within game broadcasts and at other times on the Flagship station and the network.
- Other terms and conditions of the original agreement will be extended.

President Boren recommended the Board of Regents renew the current Radio Broadcast Agreement with Diamond-Learfield Radio Sports for an additional two-year term as described.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

AWARD OF CONTRACT FOR AN OWNER'S REPRESENTATIVE FOR SYSTEM DESIGN, PROJECT MANAGEMENT AND CONSULTING, MARKETING AND PRODUCT PROCUREMENT ASSISTANCE FOR SPECTATOR INFORMATION SYSTEMS

Required project sites are scoreboards and video replay at Oklahoma Memorial Stadium and Lloyd Noble Center, scoreboards for softball, improvements to scoreboards for baseball, and an information marquee.

Requests for Proposals relating to Spectator Information Systems (Systems) were circulated to 29 suppliers, manufacturers and/or marketing firms. Specifications sought responses regarding System design, product procurement, project management, and marketing of sponsorships. Specifications requested responses regarding cost to the University for design, project management, equipment and installation, and revenue sharing proposals for sponsorship marketing.

Nine responses were submitted. A review committee (Director of Purchasing, Director of Athletic Development, Coordinator of Athletic Marketing and Promotions, representative of Architectural and Engineering Services, Associate Athletic Director, and Executive Associate Athletic Director) selected four vendors for presentation and recommends award of the contract to PSMI. Award of a contract with PSMI as owner's representative will allow the Athletic Department to review and select design, products, technology and installation at the most competitive price which meet the design, quality and operation criteria. PSMI will provide design, product procurement and management services to enable the Athletic Department to maximize revenue opportunities and minimize costs to provide quality integrated systems at all sites.

PSMI presented the revenue sharing offer for marketing which was most favorable to the Athletic Department. PSMI's revenue share offer is as follows:

<u>Sales</u>	<u>% to OU</u>	<u>% to PSMI</u>
\$0-\$400,000	93%	7%
\$400,000-\$600,000	90%	10%
\$600,000 +	85%	15%

It is recommended that subject to negotiation of a final agreement, PSMI be awarded a contract for marketing of sponsorships for the Systems for a period of up to 10 years in accordance with the above proposal. The owner's representative fee will be paid to PSMI from the Department's share of sponsorship revenue.

Total costs for equipment for installation at selected venues is based in part upon quality of equipment and technology. Cost estimates range from \$3.4 million to \$5.1 million. Determinations of design, technology, equipment, final costs and funding source will be submitted to the Board at a future meeting for approval. Installations are to be completed for use during the 1997-98 seasons.

President Boren recommended the Board of Regents:

- I. Approve the award of a contract to Professional Sports Marketing, Inc. (PSMI), Dublin, California as owner's representative for system design, project management and consulting, marketing and product procurement assistance for Spectator Information Systems for athletic facilities for an owner's representative fee of \$50,000 and for revenue sharing as described above.
- II. Authorize the President and Athletic Director or their designees to negotiate final agreements.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

NAMING OF A ROOM

This item on naming a room in a University building on the Norman Campus was included in the agenda and recommended for approval by the Chairman without disclosing publicly the name(s) of the individual(s) to be honored. The Regents were provided the complete background for this item in their agendas.

Regent Bentley moved the Board of Regents grant an exception to Regents' Policy on the naming of existing unnamed rooms to allow the naming of a specific room in a building on the Norman Campus in honor of an individual or individuals of significance and influence to the State of Oklahoma and The University of Oklahoma and adopt a Resolution regarding that action. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

It is anticipated a public announcement will be made at a special open house in the spring of 1997. A room in the Visitor Center in Jacobson Faculty Hall will be named for Molly Shi Boren in recognition and appreciation of her dedication to students and devotion to the entire University of Oklahoma family.

SEXUAL HARASSMENT/SEXUAL ASSAULT POLICY

Section 485(f) of the Higher Education Reauthorization Act requires each institution of higher education receiving federal funding to develop a policy covering sexual assault, rape, date rape, acquaintance rape, or other sex offenses, forcible or nonforcible. The proposed revisions to the Sexual Harassment Policy add the statutorily required language to bring the existing policy into compliance with the Act.

The proposed revised Sexual Harassment/Sexual Assault Policy is as follows (additions are underlined):

SEXUAL HARASSMENT/SEXUAL ASSAULT POLICY

A. Statement

The University of Oklahoma explicitly condemns sexual harassment of students, staff, and faculty. Sexual Harassment is unlawful and may subject those who engage in it to University sanctions as well as civil and criminal penalties.

When criminal action is pursued in addition to an administrative grievance under this Policy, the EO/AA Office will coordinate its investigative actions with the University or local law enforcement authorities to ensure that criminal prosecution is not jeopardized. The EO/AA Officer may defer administrative action at the request of University or local law enforcement authorities pending completion of the criminal investigation. Where review by the EO/AA Officer or other University executive officer determines that immediate administrative action is necessary for the safety, health and well being of the campus community such action may be taken in advance of resolution of criminal charges.

Since some members of the University community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. Faculty and supervisors in particular, in their relationships with students and subordinates, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of faculty and staff to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive, or exploitive. Sexual harassment also can involve relationships among equals as when repeated advances, demeaning verbal behavior, or offensive physical contact interfere with an individual's ability to work and study productively.

The University is committed to providing an environment of study and work free from sexual harassment and to insuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment. The University reserves the right, however, to deal administratively with sexual harassment issues whenever becoming aware of their existence. Records of all complaints, except for hearings before the Faculty Appeals Board, shall be transmitted to and maintained by the University Equal Opportunity and Affirmative Action Officer as confidential records.

The University encourages victims to report instances of sexual assault or other sex offenses, either forcible or nonforcible. In addition to internal grievance procedures, victims are encouraged to file complaints or reports with campus police or local law enforcement agencies by telephoning 911 as soon as possible after the offense occurs in order to preserve evidence necessary to the proof of criminal offenses. The campus police department is available to assist victims in filing reports with other area law enforcement agencies.

B. Definition of Sexual Harassment

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:

1. when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or
2. when submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
3. when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

C. Examples of Prohibited Conduct

Conduct prohibited by this policy may include, but is not limited to:

Unwelcome sexual flirtation; advances or propositions for sexual activity.

Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes.

Sexually degrading language to describe an individual.

Remarks of a sexual nature to describe a person's body or clothing.

Display of sexually demeaning objects and pictures.

Offensive physical contact, such as unwelcome touching, pinching, brushing the body.

Coerced sexual intercourse.

Sexual assault.

Rape, date or acquaintance rape, or other sex offenses, forcible or nonforcible.

Actions indicating that benefits will be gained or lost based on response to sexual advances.

D. Retaliation

Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual harassment will be treated as a separate and distinct violation of University policy.

E. Sanctions

Appropriate disciplinary action may include a range of actions up to and including dismissal and/or expulsion.

F. Complaint Procedure

Complaints alleging a violation of the Sexual Harassment Policy shall be handled in accordance with the Grievance Procedure For Complaints Based Upon Discrimination, Sexual Harassment, Consensual Sexual Relationships Or Racial and Ethnic Harassment.

To contact the University Equal Opportunity and Affirmative Action Office:

Norman Campus
Room 102, Evans Hall
325-3546

Health Sciences Center Campus
Room 111, Library Building
271-2110

President Boren recommended the Board of Regents approve the proposed changes to the Sexual Harassment/Sexual Assault Policy.

Regent Hall moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

DISCRIMINATION POLICY (OTHER THAN SEXUAL OR RACIAL/ETHNIC HARASSMENT)

The proposed language changes reflect the addition of *Retaliation* to the discrimination policy. A provision prohibiting retaliation has been added to clarify the University's intention regarding acts of retaliation. The language changes also reflect the title change of the Affirmative Action Office to Equal Opportunity and Affirmative Action Office.

The proposed changes to the policy are as follows (additions are underlined):

DISCRIMINATION POLICY (OTHER THAN SEXUAL OR RACIAL/ETHNIC HARASSMENT)

The University has a policy of internal adjudication in matters relating to alleged discrimination. Any faculty member, staff member, or student, including those on temporary or part-time status, who believes that he or she has been discriminated or retaliated against should file a complaint under the Grievance Procedure For Complaints Based Upon Discrimination, Sexual Harassment, Consensual Sexual Relationships, Retaliation or Racial and Ethnic Harassment.

Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of discrimination and/or harassment will be treated as a separate and distinct violation of University policy.

To contact the Equal Opportunity and Affirmative Action Office:

Norman Campus
Room 102, Evans Hall
325-3546

Health Sciences Center Campus
Room 111, Library Building
271-2110

President Boren recommended the Board of Regents approve the revised Discrimination Policy (Other than Sexual or Racial/Ethnic Harassment) as proposed.

Regent Bentley moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

GRIEVANCE PROCEDURE FOR COMPLAINTS BASED UPON DISCRIMINATION, SEXUAL HARASSMENT, SEXUAL ASSAULT, CONSENSUAL SEXUAL RELATIONSHIPS, RETALIATION, OR RACIAL AND ETHNIC HARASSMENT

The proposed language changes reflect the addition of *Sexual Assault* and *Retaliation* to the bases for grievance under the discrimination policies. A provision prohibiting retaliation has been added to clarify the University's intention regarding acts of retaliation. The language changes also reflect the title change of the Affirmative Action Officer to Equal Opportunity and Affirmative Action Officer.

The proposed revisions to the policy are as follows (additions are underlined and deletions are lined through):

**GRIEVANCE PROCEDURE FOR COMPLAINTS BASED UPON
DISCRIMINATION, SEXUAL HARASSMENT, SEXUAL ASSAULT,
CONSENSUAL SEXUAL RELATIONSHIPS, RETALIATION OR
RACIAL AND ETHNIC HARASSMENT**

A. Who May Use Procedure

The grievance procedure embodied herein shall be available to any person who, at the time of the acts complained of, was employed by, or was enrolled as a student at The University of Oklahoma.

B. Filing of Complaint

Persons who have complaints alleging discrimination based upon race, color, national origin, sex, age, religion, disability or status as a veteran or complaints alleging sexual harassment, consensual sexual relationships, retaliation, or racial and ethnic harassment may file them in writing with the Equal Opportunity and Affirmative Action Officer, hereafter referred to as EO/AA Officer, ~~Affirmative Action Officer~~ or with their department head/chair, academic dean, Director of Student Support Services, Vice Provost for Educational Services, or administrative supervisor. These individuals and the EO/AA Officer ~~Affirmative Action Officer~~ or the EO/AA Officer ~~Affirmative Action Officer's~~ designee are referred to as "Administrator."

Complainants who exercise their right to use this procedure agree to accept its conditions as outlined. Where multiple issues exist, (i.e. sexual harassment and violation of due process or grade appeal), the complainant must specify all of the grounds of the grievance of which the complainant should have reasonably known at the time of filing. A grievance filed under this procedure may normally not be filed under any other University grievance procedure. Depending on the nature of the issues involved, the complainant will be advised by the EO/AA Office ~~AAO~~ or his/her designee about the appropriate procedure(s) to utilize.

C. Timing of Complaint

Any complaint must be filed with the EO/AA Officer ~~Affirmative Action Officer~~ or other appropriate administrator within 180 calendar days of the act of alleged discrimination or harassment. All other time periods may be reasonably extended by the administrator.

D. Administrative Action

1. The University recognizes its obligation to address incidents of discrimination and harassment on campus when it becomes aware of their existence even if no complaints are filed, therefore, the University reserves the right to take appropriate action unilaterally under this procedure.
2. With respect to students, the Vice President for Student Affairs/Vice Provost for Educational Services or other appropriate persons in authority may take immediate administrative or disciplinary action which is deemed necessary for the welfare or safety of the University Community. Any student so affected must be granted due process

including a proper hearing. Any hearing involving disciplinary suspension or expulsion shall be conducted by a campus disciplinary council in accordance with Title 13, Section 1.2. of the Student Code. Lesser administrative or disciplinary action may be appealed to the Vice President for Student Affairs/Vice Provost for Educational Services. Such requests must be in writing and filed within seven calendar days following the summary action. The Vice President for Student Affairs/Vice Provost for Educational Services will issue a written determination to the student within three working days following the date the request is received.

3. With respect to employees, upon a determination at any stage in the investigation or grievance procedure that the continued performance of either party's regular duties or University responsibilities would be inappropriate, the proper executive officer may suspend or reassign said duties or responsibilities or place the individual on leave of absence pending the completion of the investigation or grievance procedure.

E. Withdrawal of Complaint

The complainant may withdraw the complaint at any point during the investigation or prior to the adjournment of a formal hearing.

F. Confidentiality of Proceedings and Records

Investigators and members of the Hearing Panel are individually charged to preserve confidentiality with respect to any matter investigated or heard. A breach of the duty to preserve confidentiality is considered a serious offense and will subject the offender to appropriate disciplinary action. Parties and witnesses also are admonished to maintain confidentiality with regard to these proceedings.

All records, involving discrimination or harassment, upon disposition of a complaint, shall be transmitted to and maintained by the EO/AA Officer ~~Affirmative Action Officer~~ as confidential records except to the extent disclosure is required by law. This includes records of complaints handled by administrators.

G. Proceedings

1. Investigation

Upon receipt of a complaint, the EO/AA Officer ~~Affirmative Action Officer~~ or other appropriate administrator is empowered to investigate the charge, to interview the parties and others, and to gather any pertinent evidence. The investigation should be completed within 60 calendar days of receipt of the complaint, or as soon as practical. If a time period is extended for more than 10 calendar days, the EO/AA Officer ~~Affirmative Action Officer~~ will provide written or oral notice of reason for extension to all parties involved. The investigator shall prepare a record of the investigation.

In arriving at a determination of a policy violation, at any stage of the proceedings, the evidence as a whole and the totality of the circumstances and the context in which the alleged incident(s) occurred shall be considered. The determination will be made from the facts on a case by case basis.

Upon completion of the investigation, the EO/AA Officer ~~Affirmative Action Officer~~ or other administrator is authorized to take the following actions:

a. Satisfactory Resolution

Resolve the matter to the satisfaction of the University and both the complainant and the respondent. If a resolution satisfactory to the University and both parties is reached through the efforts of the EO/AA Officer ~~Affirmative Action Officer~~ or other administrator, the administrator shall prepare a written statement indicating the resolution. At that time the investigation and the record thereof shall be closed.

b. Dismissal

Find that no policy violation occurred and dismiss the complaint, giving written notice of said dismissal to each party involved. Within 15 calendar days of the date of the notice of dismissal, the complainant may appeal said dismissal in writing to the EO/AA Officer ~~Affirmative Action Officer~~ by requesting a hearing according to the provisions of Section G.2. If no appeal is filed within the 15 calendar day period, the case is considered closed.

c. Determination of Impropriety

- (1) Make a finding of impropriety and notify the parties of the action to be taken. Either party has the right to appeal said determination in writing within 15 calendar days of the date of notice of determination to the EO/AA Officer ~~Affirmative Action Officer~~ by requesting a hearing according to the provisions of Section G.2. If no appeal is filed within the 15 calendar day period, the case is considered closed.
- (2) In the case of a complaint against a faculty member, the administrative investigator may determine that the evidence is sufficiently clear and serious so as to warrant the immediate commencement of formal proceedings as provided in the Abrogation of Tenure, Dismissal Before Expiration of a Term Appointment, and Severe Sanctions section of the *Faculty Handbook*. If the President concurs with the administrator's finding, the case may be removed at the option of the accused from the grievance proceedings contained herein and further action in the case shall be governed by the Abrogation of Tenure, Dismissal Before Expiration of a Term Appointment, and Severe Sanctions section in the *Faculty Handbook*. Otherwise, this policy and procedure shall apply.

2. Hearing

a. Request for a Hearing

- (1) Appeals and complaints unresolved following an investigation may result in a hearing before a hearing panel selected from the membership of the Committee on Discrimination and Harassment as described below. For the Norman Campus, faculty versus faculty grievances with multiple issues are heard by the Faculty Appeals Board. The request for a hearing is to be addressed to the EO/AA Officer ~~Affirmative Action Officer~~.

- (2) The request for a hearing must contain the particular facts upon which the policy violation allegation is based as well as the identity of the appropriate respondent(s). A copy of the request shall be given to the proper respondent(s) by the EO/AA Officer ~~Affirmative Action Officer~~.
- (3) Written response to the request for a formal hearing must be sent to the EO/AA Officer ~~Affirmative Action Officer~~ within 10 calendar days of receiving notice that a formal hearing has been requested. A copy of the response shall be given to the party requesting the hearing.

b. Selection of a Hearing Panel

Within 10 calendar days following receipt of the written request for a hearing, the EO/AA Officer ~~Affirmative Action Officer~~ shall initiate the process to determine the members of the Hearing Panel who are to conduct a hearing.

A five-member hearing panel will be chosen by the parties to the complaint from: on the Health Sciences Center, the 24 member Committee on Discrimination and Harassment; and on the Norman Campus, from the 16 member Committee on Discrimination and/or the 50 member Faculty Appeals Board. A Committee on Discrimination and Harassment shall be established on each campus and composed of: on the Health Sciences Center, eight staff members, eight students, and eight faculty members; and on the Norman Campus, eight staff members and eight student members, with faculty representation being selected from the Faculty Appeals Board. On the Norman Campus, five staff will be appointed by the Staff Senate and five students will be appointed by UOSA; the President will appoint three staff and three students. At the Health Sciences Center, eight faculty will be appointed by the Faculty Senate, eight staff members appointed by the Employee Liaison Council, and eight students by the Student Government Association. The terms of appointment shall be for three years with initial terms of 1, 2, and 3 years in each category to provide the staggered membership, except that each student shall be appointed for a one year term. The selection process shall be in the following manner: the complainant and the respondent alternately select two names each from the pool. Those selected choose a fifth name from the pool to serve as chair. If the four panelists cannot agree on the fifth, the names of five additional Committee members will be drawn by lottery. Each panelist will strike one name off the list of five names. The remaining person shall be the fifth panelist. Either party to the complaint may ask the EO/AA Officer ~~Affirmative Action Officer~~ to disqualify any member of the Hearing Panel upon a showing of cause. Furthermore, no panelist shall be expected to serve if he/she feels that a conflict of interest exists. Replacements shall be selected in the same manner as the original panel.

c. Pre-Hearing Conference

Within 10 calendar days of receiving notification, or as soon as practical, the Chair shall convene the Hearing Panel for an informal discussion of the grievance and a decision as to whether there exist adequate grounds for a hearing. The parties involved and the EO/AA Officer ~~Affirmative Action Officer~~ shall be present during the informal discussion. Prior to the informal discussion, the EO/AA Officer ~~Affirmative Action Officer~~ shall conduct an orientation. Each panel member shall be given a copy of the written complaint, the request for a hearing, and the written response. No witnesses or evidence will be heard.

At all meetings, each party may be accompanied by an adviser. In the event that a party chooses to be advised by an attorney he/she may do so at his/her expense. If an adviser is used, the name of the person so assisting must be furnished to the Panel and the other party 10 calendar days in advance of the pre-hearing conference. Advisers may advise their clients at the pre-hearing conference but may not directly address the Hearing Panel.

If the Panel decides at its pre-hearing conference that there is no basis for a hearing, it shall report the determination in writing to the proper executive officer with a copy to the President and the EO/AA Officer ~~Affirmative Action Officer~~. The Executive Officer shall render his or her decision on the matter in writing to each of the parties involved in the informal proceedings.

d. Hearing Guidelines

The panel shall be convened by the EO/AA Officer ~~Affirmative Action Officer~~ for further orientation prior to the formal hearing. Each panel member shall be given a copy of the Hearing Guidelines.

The hearing panel procedures in conducting a hearing shall be established with reference to the Hearing Guidelines and shall provide that the parties may present all of the evidence that they consider germane to the determination. Further, the parties may call witnesses to testify and may cross-examine witnesses called by the other party. The hearing shall be closed unless all principals in the case agree to an open hearing. Audio tape recordings of the proceedings shall be arranged by the Chair of the Hearing Panel and paid for by the University. Transcripts may be charged to the requesting party. In cases of alleged sexual assault on students, the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome of the proceeding.

After the pre-hearing conference, if a party wishes to have an adviser present at any stage of the hearing he/she must notify the Hearing Panel Chair and other party(ies) that an adviser has been retained at least 10 calendar days in advance of the scheduled hearing. Advisers may advise their clients at the hearing but may not directly address the Hearing Panel or witnesses, except as required for student disciplinary hearings leading to suspension or expulsion.

The Chair of the Hearing Panel shall notify the parties of the date, time and location of the hearing. Parties are responsible for giving such notice to their witnesses. The hearing shall be scheduled to reasonably ensure that the complainant, respondent, and essential witnesses are able to participate.

Upon request Legal Counsel may serve as an adviser to the Hearing Panel.

e. Satisfactory Resolution Prior to Hearing Completion

In the event the matter is resolved to the satisfaction of all parties prior to completion of the hearing, a written statement shall indicate the agreement recommended by the parties and shall be signed and dated by each party and by the Chair of the Hearing Panel. The recommendation will be referred to the appropriate Executive Officer for final determination.

f. Panel's Findings and Recommendations

In the event that no solution satisfactory to the parties is reached prior to the completion of the hearing, the Panel shall make its findings and recommendations known to the proper executive officer, with copies to the President of the University and the EO/AA Officer ~~Affirmative Action Officer~~. The Panel's report, with its findings and recommendations, shall be prepared and properly transmitted within seven calendar days after conclusion of the hearing.

g. Executive Officer's Decision

Within 15 calendar days of receipt of the Hearing Panel's findings and recommendations, the proper executive officer shall inform the complainant and the respondent of the findings of the Hearing Panel and the officer's decision. A copy of the officer's decision shall be transmitted to the Chair of the Hearing Panel, with copies to the President of the University and the EO/AA Officer ~~Affirmative Action Officer~~. In a case investigated initially by an administrator, the administrator also shall be informed of the officer's decision. In the event the allegations are not substantiated, reasonable steps in consultation with the accused may be taken to restore that person's reputation.

h. Appeal to the President

The Executive Officer's decision may be appealed to the President within 15 calendar days of being notified of prospective action or of action taken, whichever is earlier. If the President does not act to change the decision of the Executive Officer within 15 calendar days of receiving the appeal, the decision of the Executive Officer shall become final under the executive authority of the President.

To contact the Equal Opportunity and Affirmative Action Office ~~Affirmative Action Office~~:

Norman Campus
Room 102, Evans Hall
325-3546

Health Sciences Center Campus
Room 111, Library Building
271-2110

President Boren recommended the Board of Regents approve the revised Grievance Procedure for Complaints based upon Discrimination, Sexual Harassment, Sexual Assault, Consensual Sexual Relationships, Retaliation, or Racial and Ethnic Harassment Policy as proposed.

Regent Hall moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

SELF FUNDED STUDENT HEALTH INSURANCE

Undergraduate and graduate student representatives believe changes need to be made to the current system of endorsed voluntary student insurance coverage. Health insurance is optional to all students except international students who must carry a defined level of coverage. The current system requires a new student insurance committee to be formed every two

years. Students with diverse backgrounds must become informed consumers about health and insurance methods and policy coverages. They then must entertain bids from professional insurance vendors and subsequently endorse essentially a catastrophic only insurance policy. The endorsed plan typically excludes many common illnesses and has very low ceilings as well as significant deductibles. The company with the endorsed plan can potentially profit from the naiveté of the students.

It is an unfortunate fact that many OU students have little or no health insurance. Due to the ever increasing average age of undergraduate and graduate students, many are no longer eligible to be covered by parent insurance. Many, if not most, reject the current student endorsed insurance plan for providing inadequate coverage. The current system simply hasn't met the diversity of health needs of the student body.

Proposal:

Goddard Health Center will offer an optional self-funded student insurance program for the benefit of the students on the Norman Campus. The proposal has been endorsed by the representative student groups from UOSA, Graduate Senate, and International Student Association. Students will choose one of two levels of coverage. The plan will be set up as a sub-set of the current faculty/staff managed care plan for purposes of obtaining lower aggregate and stop-loss insurance rates. The plan will otherwise exist as an entity separate from Goddard Health Center and the faculty/staff managed care plan. The current insurance plan administrator for the faculty/staff plan is Blue Cross and Blue Shield of Oklahoma. The third-party administrator of the student plan will be Member Services Administrators, a subsidiary of Blue Cross and Blue Shield of Oklahoma. However, the students will have identification cards for Blue Cross and Blue Shield of Oklahoma, and the plan will use nationwide Blue Cross/Blue Shield PPO networks. The plans will be totally separate otherwise, and there is no way either plan can create a financial liability for the other.

The rates are to be set by actuarial analysis in conjunction with input from the student insurance committee. The student leadership has agreed to eliminate the current system of plan endorsement in which bids are entertained from outside insurance vendors and to instead focus on the self-funded concept. What is now a representative student insurance committee will become a "student insurance benefits committee" whose charge will be to review coverages, income and expenses, and to communicate enrolled student opinions to the committee. Premiums collected by Goddard Health Center, the University Bursar, and Member Services Administrators will be used to pay claims.

Because of this strategy, students should be able to have relatively low premiums, greatly improved benefits, and far more influence over future changes in coverage and access to care.

President Boren recommended that the Board of Regents allow UOSA and Goddard Health Center to implement a self funded voluntary student insurance program.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

CHANGES TO THE CHARTER GOVERNING STUDENT PUBLICATIONS

Since the reinstatement of the *Sooner* Yearbook and the appointment of an editor for that publication, the Publications Board Charter should be updated. Recommendations extending the length of the appointment of the editor of *The Oklahoma Daily* and changing the composition of the Publications Board to include a Yearbook representative have been made.

A summary of specific recommended changes follows:

- Reinstatement of a voting member of the Publications Board elected by the *Sooner* Yearbook staff is recommended. Due to the Board's suspended publication of the *Sooner*, many of the references to the *Sooner* were removed from the Charter in the June 13,1991 amendments to the Charter.
- The term of appointment for the editor of *The Oklahoma Daily* is changed from one semester to a full year, beginning with the Summer term. Provisions will be made for a summer-only appointment should the editor have earned a summer internship with the professional press.
- Composition of the voting membership will change as follows:

Currently

5 Non-Students

1. Staff member appointed by the University President
2. Faculty member appointed by Faculty Senate
3. Staff member appointed by EEC
4. Alumni appointed by University President from nominations provided by Oklahoma Press Association
5. Faculty member appointed by the Journalism faculty

Proposed

5 Non-Students

1. Staff member appointed by the University President
2. Faculty member appointed by Faculty Senate
3. Staff member appointed by Staff Senate
4. Alumni appointed by University President from nominations provided by Oklahoma Press Association
5. Faculty member appointed by the Journalism faculty

Currently

4 Students

1. Member representing *The Oklahoma Daily* staff
2. Member representing publications-at-large
3. Member appointed by the University President
4. Member appointed by UOSA

Proposed

5 Students

1. Member representing *The Oklahoma Daily* staff
2. Member representing the publications-at-large
3. Member appointed by the University President
4. Member appointed by UOSA
5. Member representing the *Sooner* Yearbook staff

A copy of the Charter Governing Student Publications was included in the agenda and is attached hereto as Exhibit B. Additions are underlined and deletions are lined through.

President Boren recommended that the Board of Regents approve the proposed changes as summarized to the "Charter Governing Student Publications."

Regent Bentley moved approval of the recommendation. Regent Halverstadt commented that Student Publications should be viewed in a general sense as an educational process. And as an educational process, he said he personally feels the Publications Board membership should carry a majority weight of more experienced people as opposed to an equal distribution as proposed here. Regent Halverstadt said these comments will explain his subsequent vote.

The following voted yes on the motion: Regents Bentley, Hall, Siegfried, and Noble. Regent Halverstadt voted no. The Chair declared the motion approved.

INTERNAL AUDITING ACTIVITIES, THE UNIVERSITY OF OKLAHOMA

During the quarter ended December 31, 1996, 22 audits were completed for the Norman Campus and the Health Sciences Center. Copies of the individual audit reports were filed with the vice president and department responsible for the activity audited, the President's Office, and the Board of Regents' Office. A listing of these audits is as follows:

New Reports Issued:

University Regents
Regents' Office

Norman Campus

- Public Affairs
- Telecommunications
- Loan Funds
- Disbursements
- Alternate System for Settlement of Higher Education Miscellaneous Claims
- Auxiliary Services Administrative Office
- Patents, Copyrights and Trademarks
- Endowment Funds
- Tuition and Fees

Health Sciences Center

- Public Affairs
- College of Medicine Medical Records Review
- Billing, Receivables and Collections Function
- Occupational and Environmental Health
- Disbursements
- Alternate System for Settlement of Higher Education Miscellaneous Claims
- Loan Funds
- Agency Funds
- College of Medicine Department of Orthopaedic Surgery and Rehabilitation
- Tuition and Fees
- Endowment Funds
- Occupational and Environmental Health

In addition to regular audits prepared by Internal Auditing, eight post-audit reviews were also completed during this quarter. Of the 26 recommendations revisited during these reviews, 17 were found to be satisfactorily addressed. The remaining nine recommendations warrant additional time to implement. Internal Auditing will continue to follow-up with these recommendations. A listing of the post-audit reviews is as follows:

Post-Audit Reviews:

Norman Campus

University Development
College of Architecture
Graduate College

Health Sciences Center

College of Medicine Department of Ophthalmology
University Development
Travel
Mailing Facilities
Graduate College

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

ACADEMIC PERSONNEL ACTIONS

Health Sciences Center:

LEAVE OF ABSENCE:

Jon C. Calvert, Professor of Family Medicine, Tulsa and Clinical Instructor in Obstetrics and Gynecology, Tulsa, leave of absence with pay, .25 time, extended January 1, 1997 through June 30, 1997.

APPOINTMENTS OR REAPPOINTMENTS:

Mark J. Chaffin, M.D., Clinical Associate Professor of Pediatrics, annual rate of \$60,000 for 12 months (\$5,000.00 per month), October 1, 1996 through June 30, 1997. Paid from C4377601, Breathing Disorder-APNEA Pediatric Monitoring, and C2345902, DHS/Family Preservation and Family Support, pos. 173560.

Sylvia Ann Gray, Adjunct Assistant Professor of Physical Therapy, FTE: \$60,000, annual rate of \$50,000 for 12 months (\$4,166.66 per month), PPP: \$10,000, January 2, 1997 through June 30, 1997. Paid from C2395503, Develop and Implement Assistive Technology Program, and C2322106, Develop and Implement Recruitment, Retention Program, pos. 238560.

Kimberly K. Berry, Clinical Instructor in Occupational Therapy, FTE: \$52,000, annual rate of \$42,000 for 12 months (\$3,500.00 per month), PPP: \$10,000, December 2, 1996 through June 30, 1997. Paid from C2394103, Assistive Technology Devices and Services Program, and C2322106, Develop and Implement Recruitment, Retention Program, pos. 236350.

CHANGES:

Jean C. Elbert, title changed from Associate Professor to Clinical Associate Professor of Pediatrics, salary changed from annual rate of \$51,964 for 12 months (\$4,330.34 per month) to without remuneration, July 1, 1996.

Paula Grammas, Adjunct Professor of Pharmacology, of Anatomical Sciences, and Adjunct Associate Professor of Psychiatry and Behavioral Sciences; title changed from Professor of Pathology to Alfred M. Shideler Professor of Pathology, October 1, 1996 through June 30, 1997.

Ronald S. Krug, David Ross Boyd Professor of Psychiatry and Behavioral Sciences; title Interim Chair of Psychiatry and Behavioral Sciences, deleted, September 1, 1996.

Patrick J. Mason, Clinical Assistant Professor of Pediatrics and of Psychiatry and Behavioral Sciences, salary changed from without remuneration to annual rate of \$25,958 for 12 months (\$2,163.13 per month), .50 time, November 15, 1996 through June 30, 1997. Paid from VA Medical Center, pos. 187305.

James F. McGinnis, Professor of Ophthalmology, beginning date of appointment changed from January 6, 1997 to March 1, 1997 through June 30, 1997.

Carole A. Sullivan, Professor of Radiologic Technology; reappointed Dean, College of Allied Health, salary changed from annual rate of \$95,000 for 12 months (\$7,916.67 per month) to annual rate of \$100,000 for 12 months (\$8,333.34 per month), February 1, 1997. Appointment changed from term to permanent Dean. Includes \$15,000 administrative supplement while serving as Dean. Paid from 27009760, Dean's Office, College of Allied Health, pos. 229050.

RESIGNATION AND/OR TERMINATION:

L. Phillip Carter, Professor and Chair of Neurosurgery, December 31, 1996 (with accrued vacation through January 23, 1997).

RETIREMENTS:

John R. Prince, Professor of Radiological Sciences, October 9, 1996 (with accrued vacation through December 12, 1996).

Walter F. Stanaszek, Professor of Pharmacy Practice, December 31, 1996.

Norman Campus:**APPOINTMENTS OR REAPPOINTMENTS:**

Gregory D. Newton, Assistant Professor of Journalism and Mass Communication, annual rate of \$34,000 for 9 months (\$3,777.78 per month), January 1, 1997 through May 15, 1997. Paid from 122-7256, Journalism and Mass Communication, pos. 08874.

Matthew B. Myers, Assistant Professor of Marketing, annual rate of \$60,000 for 9 months (\$6,666.67 per month), August 16, 1997 through May 15, 1998. If Ph.D. not completed by August 1, 1997, title to be changed to Acting Assistant Professor and salary changed to \$55,000 for 9 months. Paid from 122-7213, Business Administration Instruction, pos. 08876.

Aleksandar V. Bura, reappointed Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annual rate of \$42,000 for 12 months (\$3,500.00 per month), January 1, 1997 through January 14, 1999. Paid from 125-4661, CIMMS Rehost, pos. 08451. Paid from grant funds; subject to availability of funds.

John W. Conway, reappointed Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annual rate of \$43,148.88 for 12 months (\$3,595.74 per month), January 1, 1997 through June 30, 1997. Paid from 125-4961, CIMMS TASK II, pos. 04689. Paid from grant funds; subject to availability of funds.

CHANGES:

Richard G. Dawson, Consultant (Temporary), Norman Campus Training and Consultant Project, salary changed from annual rate of \$42,000 for 12 months (\$3,500.00 per month) to annual rate of \$44,100 for 12 months (\$3,675.00 per month), October 1, 1996 through March 31, 1997. Paid from 125-4926, NC Training and Consultant Project, pos. 08566. Paid from grant funds; subject to availability of funds.

Kirby Gilliland, Professor of Psychology; given additional title Chair of Psychology, July 1, 1997 through June 30, 2001; salary changed from annual rate of \$55,418 for 9 months (\$6,157.56 per month) to annual rate of \$75,000 for 12 months (\$6,250.00 per month), July 1, 1997. Paid annual administrative stipend of \$6,045.00 while serving as Chair. Paid from 122-7283, Psychology, pos. 04840.

Floyd H. Grant, Southwestern Bell Professor of Industrial Engineering; title Director of Industrial Engineering, deleted; given additional title Director, Wireless Electromagnetic Compatability Center, January 1, 1997.

Carlotta M. Horrace, title changed from Assistant Professor to Adjunct Assistant Professor of Educational Psychology, salary changed from annual rate of \$32,600 for 9 months (\$3,622.22 per month), full time, to annual rate of \$15,974 for 9 months (\$1,774.88 per month), .49 time, December 1, 1996 through May 15, 1997. Paid from 122-7345, Educational Psychology, pos. 01010.

Arunachalam Ravindran, Professor of Industrial Engineering; given additional title Director of Industrial Engineering, January 1, 1997 through June 30, 2001; title Director, Wireless Electromagnetic Compatability Center, deleted; salary changed from annual rate of \$81,100 for 9 months (\$9,011.11 per month) to annual rate of \$108,133 for 12 months (\$9,011.08 per month), January 1, 1997. Changed from 9-month to 12-month faculty. Paid from 122-7253, Industrial Engineering, pos. 04935.

RESIGNATIONS AND/OR TERMINATIONS:

Augusto J. Pereira, Research Associate, Oklahoma Climatological Survey, November 30, 1996.

Zbigniew W. Sorbjan, Research Scientist, School of Meteorology, November 30, 1996.

Qin Xu, Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, and Adjunct Professor of Meteorology, December 31, 1996.

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

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

President Boren reported the following deaths:

Victor A. Elconin, McCasland Professor Emeritus of English, on December 18, 1996.

Edward J. Tomsovic, Professor Emeritus of Pediatrics, Tulsa, on January 2, 1997.

ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ACTIONS

Health Sciences Center:

APPOINTMENTS OR REAPPOINTMENTS:

Debra Renee Berry, Pediatric Pulmonary Clinical Nurse Specialist, Department of Pediatrics, annual rate of \$42,202 for 12 months (\$3,516.83 per month), December 2, 1996. Professional Staff. Paid from C5223202, Cystic Fibrosis Center, and A0001479, Pediatrics Pulmonary Department, pos. 173300.

Eric E. Egert, Physicians Assistant II, Department of Medicine, annual rate of \$60,000 for 12 months (\$5,000.00 per month), December 9, 1996. Professional Staff. Paid from C1155201, O.P. Early Intervention, and C6344002, AACP Aerosol Delivery, pos. 145300.

CHANGE:

Tim Tall Chief, title changed from Associate Director for Indian Health Recruitment Program and Special Instructor in Health Profession Services, Dean's Office, College of Public Health, to Associate Director, Partnership in Health Professions, Dean's Office, College of Medicine, salary changed from annual rate of \$35,700 for 12 months (\$2,975.00 per month) to annual rate of \$45,000 for 12 months (\$3,750.00 per month), January 1, 1997. Managerial Staff. Paid from C1281401, Cross Cultural Skills Development and Training, pos. 056165.

RESIGNATIONS AND/OR TERMINATIONS:

Patty Garst, Neonatal Nurse Clinician, Department of Pediatrics, March 15, 1996 (with accrued vacation through August 22, 1996).

Gary L. Hatch, Director, Information Technology, Health Sciences Center, January 31, 1997 (with accrued vacation through March 5, 1997).

RETIREMENTS:

V. Paul Covalt, Director of Budgets and Purchasing, Health Sciences Center, December 31, 1996 (with accrued vacation through February 27, 1997).

Dave J. Davis, Foreman, Refrigeration Shop, Site Support, January 2, 1997.

Charles L. Seekings, Manager, Systems Development, Site Support, January 2, 1997.

January 14, 1997

25277

Norman Campus:

APPOINTMENT OR REAPPOINTMENT:

Mark R. Benner, reappointed Senior Systems Analyst, Cooperative Institute for Mesoscale Meteorological Studies, salary remains at annual rate of \$41,904 for 12 months (\$3,492.00 per month), January 1, 1997 through June 30, 1997. Professional Staff. Paid from CIMMS TASK II, pos. 09051. Paid from grant funds; subject to availability of funds.

CHANGES:

Donald R. Geis, Assistant Dean of External Relations, College of Engineering, salary changed from annual rate of \$12,500 for 12 months (\$1,041.66 per month), .20 time, to annual rate of \$13,500 for 12 months (\$1,125.00 per month), .20 time, January 1, 1997. Unable to accept increase in October due to Social Security restrictions. Paid from 122-7378, Engineering Dean, pos. 02771.

Paula A. Gerhard, promoted from Administrative Coordinator to Assistant to the Vice President for Research, Office of Research Administration, salary increased from annual rate of \$42,550 for 12 months (\$3,545.83 per month) to annual rate of \$45,000 for 12 months (\$3,750.00 per month), December 16, 1996. Changed from Managerial Staff to Administrative Staff. Paid from 122-7446, Vice President for Research, pos. 03410.

Robert E. Osbourn, Senior System Support Programmer, Engineering Computer Network, salary changed from annual rate of \$35,115 for 12 months (\$2,926.25 per month) to annual rate of \$47,500 for 12 months (\$3,958.33 per month), December 1, 1996. Counteroffer. Paid from 122-7239, Engineering Computer Network, pos. 02621.

RETIREMENT:

Charles L. Findley, Coordinator, Housing Maintenance, Physical Plant, December 31, 1996.

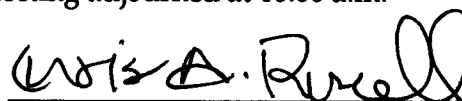
President Boren recommended the Board of Regents approve administrative and professional personnel actions as shown above.

Regent Halverstadt moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Hall, Halverstadt, Siegfried, and Noble. The Chair declared the motion unanimously approved.

LITIGATION

This item was included in the agenda for a report on pending and possible litigation. There was no report.

There being no further business, the meeting adjourned at 10:00 a.m.



Chris A. Purcell
Executive Secretary of the Board of Regents

The University of Oklahoma, Norman Campus
Requests for Substantive Program Changes
January, 1997

Changes in Program Requirements:

College of Fine Arts

Music Education, Ph.D. (RPC 177, MC 1053R): Course and program requirement changes. **Course changes:** Change Music History/Theory requirements from 16 to 15 hours, and change "hidden" research hours to 4 hours required. **Program change:** Increase the total number of hours required for the degree from 90 to 93.

Reason for requested action: The music education course changes are designed to insure a solid foundation in music education theories and research, and the research course sequence is to reflect the current practice of professional research in the discipline.

Addition of an Option

College of Geosciences

Geology, B.S. in Geology (RPC 094, MC 1914?): Addition of a Petroleum Geology option to the current B.S. in Geology. In addition to current courses from geology, geophysics, and petroleum engineering, two new courses appropriate for this option will be added to the curriculum. The total number of hours required for this option is 127, 2 hours more than the current general Geology option (1914C).

Reason for requested action: Communications with representatives from major petroleum companies and with many alumni who work for smaller gas and oil businesses have recommended adding this option to strengthen significantly the degree program for students who plan on careers in the petroleum industry. The new option is designed to prepare undergraduate students for either direct employment in the oil and gas industry or to pursue focused M.S.-level work in the fields of petroleum geology and geophysics. The new option will maximize the use of existing resources while creating a more interdisciplinary degree. It also takes advantage of the departmental strength created by the addition of a new endowed chair in petroleum geology.

**CHARTER GOVERNING
STUDENT PUBLICATIONS**

At

THE UNIVERSITY OF OKLAHOMA

As Approved By

THE BOARD OF REGENTS

of

THE UNIVERSITY OF OKLAHOMA

OCTOBER 18, 1973

Amended by the University of Oklahoma Board of Regents, May 14, 1992.

Preamble

By authority of the Board of Regents and the President of the University of Oklahoma and on behalf of the University community, the Publications Board presents this charter governing specific Student Publications, said charter representing the general framework of operations of the Publications Board.

Section I - The Publications Board Authority

The Publications Board of the University of Oklahoma receives its authority from the University Board of Regents through the President of the University and the Vice President for Student Affairs.

Section II - The Publisher Function

The Board of Regents of the University of Oklahoma is the legal publisher of and has ultimate responsibility for *The Oklahoma Daily* and *Sooner* yearbook and such other student publications as may be established, recognized, financed, controlled, and directed by the Publications Board, which Board is delegated the operating and policy-making responsibilities for such student publications.

Section III - *The Oklahoma Daily*

The Oklahoma Daily is a student newspaper with responsibility to the University community; secondarily, it provides opportunity for laboratory experience for students in the School of Journalism and Mass Communication. The Publications Board has the responsibility for seeing to it that both these functions are performed. In order to best serve the University community and fulfill the historic check and balance role a newspaper plays on government and society, *The Oklahoma Daily* must preserve its independence. Student newspaper editorial freedom of expression requires student responsibility for presenting news and opinion accurately, fairly and completely.

Section IV - The *Sooner* yearbook

The *Sooner* yearbook is a student yearbook with responsibility to the University community. The Publications Board has the responsibility of seeing to it that this function is performed.

Section V - The Charge of the Publications Board

The single charge of the Publications Board is to assure, on behalf of the Regents, the highest quality of publications under its direction for the entire University community. This charge implies these general powers and responsibilities:

- A. Recommending, establishing, implementing, and monitoring sound editorial, fiscal, production, and personnel policies.
- B. Long-range planning in all areas of responsibility.
- C. Assuring due process when, in the judgment of the Board, a staff member acting on its behalf must be removed for cause.

Section VI - Regular Meetings

The Publications Board will meet no less than six times during the academic year. Dates shall be set by the chair.

Section VII - Summer Meetings

Meetings shall be called by the chair as necessary during the summer session. Because some members may be unalterably away from the University during the summer session, the chair shall regard those who are reasonably accessible to the University as the total membership of the Board and shall alter accordingly the quorum rule, hereinafter detailed, during such periods.

Section VIII - Publications Board Membership

To represent fully the total community it is to serve, the Publications Board shall be composed of 9 voting members and 6 non-voting members as follows:

- A. One member representing the University President (Appointed by the University President)
- B. One member representing the faculty-at-large (Appointed by the Faculty Senate)
- C. One staff member appointed by the ~~University Employees' Executive Council~~ Staff Senate
- D. One alumni representative who is a member of the working press in the State of Oklahoma selected by the President from among nominations from the membership of the Oklahoma Press Association
- E. The Director of the School of Journalism and Mass Communication (ex-officio, non-voting)
- F. One member to represent the Journalism and Mass Communication Faculty elected by the Journalism and Mass Communication faculty
- G. One member representing *The Oklahoma Daily* (A student who has held a staff position on *The Daily*, elected by *The Daily's* fall staff to serve one (1) year, beginning that fall)
- H. One member representing publications-at-large (selected by the Publications Board from students petitioning the Board for membership. This member must have held a staff position on one of the publications published by the Board)
- I. Two students, one appointed by UOSA and one appointed by the President
- J. The Director of Student Publications (ex-officio, non-voting)
- K. The Editorial Supervisors of *The Oklahoma Daily* and *Sooner* yearbook (ex-officio, non-voting)
- L. The Editor of *The Oklahoma Daily*, during tenure in that position (ex-officio, non-voting)
- M. The Editor of the *Sooner* yearbook, during tenure in that position (ex-officio, non-voting)
- N. One student member representing the *Sooner* yearbook (a student who holds a staff position on the *Sooner*, elected by the *Sooner* staff to serve one (1) year, beginning that fall)

Section IX - Other Eligibility Requirements for Board Membership

These additional eligibility requirements for Publications Board membership shall be applicable:

- A. For all student members, each
 1. shall be enrolled as a student in a degree program at the University of Oklahoma and making satisfactory academic progress during the term of membership,
 2. student members are not required to enroll during summer term,
 3. shall be a student in good standing, i.e., not on academic or disciplinary probation,
 4. shall have posted no less than a 2.25 grade average in the semester immediately preceding selection to the Board, shall have no less than a 2.25 cumulative grade point average, and shall maintain no less than 2.25 during the term of appointment,
 5. shall not graduate from the University prior to completion of the term of appointment to the Board.
- B. Additionally, the member representing *The Daily* shall have served at least one semester at the time of application in a staff position on that paper.
- C. The member representing the *Sooner* shall have served at least one semester at the time of application in a staff position on that yearbook.

- D. For the at-large position, member must have served on the staff of *The Daily* or *Sooner*, as defined in B and C above.
- E. For non-student members,
 - 1. Faculty and staff must be employed by the University at no less than .75 time (including split appointments),
 - 2. The professional representative must be an active member of the working press of Oklahoma.

Methods of selection are left to the appointing authority as approved by the Regents excepting the positions representing *The Daily*, *Sooner*, and publications-at-large. In the latter cases, the following procedures apply:

- A. In addition to applicable student membership criteria above, the editor of *The Oklahoma Daily* shall accept nominations from qualified students during the first five days of publication of *The Daily* during the fall semester. He shall call a staff meeting on the sixth day of publication and those students holding the positions of copy editor and higher shall elect from among the applicants, recording the votes by name and transmitting these in writing to the chair of the Publications Board.
- B. In addition to applicable student membership criteria above, the editor of the *Sooner* shall accept nominations from qualified students during the first five class days of the fall semester. The editor shall call a staff meeting on the sixth day of classes and those students holding the positions of section editor or higher shall elect from among the applicants, recording the votes by name and transmitting these in writing to the chair of the Publications Board.
- C. Applicants for the publications-at-large member's position will execute the proper application forms at the specified filing times. The Board will select the member-at-large at the last meeting of the spring semester after reviewing all applications.

Section X - Terms of Office

Terms of student members of the Publications Board shall be one year. Appointment may not be successive. Terms of non-student members normally will be three years and can be successive. All terms commence with the first fall meeting.

Section XI - Board Vacancies

If an unexpired term should occur, the chair shall report the vacancy to the appointing authority and request a replacement. If a vacancy occurs with reference to *The Daily*, *Sooner* or at-large positions, the previously detailed selection procedures shall be followed but in a different time frame as determined by the chair. A Publications Board member absent three consecutive meetings shall be declared ineligible for membership, his seat vacated, and the appointing authority requested to appoint a replacement.

Section XII - Board Chair and Secretary

The Board shall elect its own chair from the voting faculty members of the Board and the chair shall have the right to vote on all issues. The secretary shall be elected from voting or non-voting Board members. Election of the chair is by routine nomination and election procedures. In the absence of the chair from a meeting of the Board, the chair may delegate powers (except voting) and responsibilities of the chair to any member of the board.

Election of the secretary is by routine nomination and election procedures. In the absence of the secretary, the chair -- permanent or temporary -- may delegate the powers and responsibilities of the secretary to any member of the Board.

Section XIII - The Board Executive Committee

The Executive Committee is composed of the chair of the Board, the director of the School of Journalism and Mass Communication, and one student chosen by the Board from among the voting members of the Board. In the event that the director of the School of Journalism and Mass Communication is elected chair of the

Board, the Board elects a third member from among its voting membership. All members of the Executive Committee are voting members of the committee.

The Executive Committee is, in effect, the day-to-day publisher of the publications and exists primarily to see that the policies and procedures of the Board are carried out, and to settle disputes as follows:

When an editorial adviser and an editor reach a point of disagreement on a matter which cannot be resolved between them, they shall take the following steps:

1. If the situation needs to be decided within a matter of a few hours, the editor or adviser will call upon the Executive Committee to make a decision.
2. In cases where time is not a critical factor, the editor or editorial adviser may request a 72-hour waiting period and call an emergency meeting of the Board to be held within 72 hours.
3. In all such appeals the decision of the Board is final.

The Executive Committee is empowered to make emergency decisions of any kind in those areas in which the Publications Board has authority. Such decisions must be reported for its approval to the full Board at its next meeting.

Section XIV - Authority Over Publications

The Publication Board shall have direct supervision and control of *The Oklahoma Daily* and *Sooner* yearbook and other such publications as the Board may establish. It shall be the duty of the Publications Board to promulgate appropriate operating policies and procedures manuals for the publication under its control and to see to it that these policies and procedures are made available to Board employees and adhered to. The policies and procedures manuals should be reviewed for updating at least annually, and copies shall be provided the President, the Vice President for Student Affairs, and the Executive Secretary of the Regents.

In addition, the facilities and equipment of *The Oklahoma Daily* and *Sooner* yearbook shall be used in compliance with University policy.

Section XV - Authority to Establish, Consolidate, Discontinue

When, in the judgment of the Publications Board, conditions warrant such action, it may establish or discontinue any student publication under its control, subject to the approval of the President.

Section XVI - Properties and Funds

All properties, funds, securities, goodwill and titles of the *Sooner* yearbook, *The Oklahoma Daily*, Journalism Press or the Publications Board held for the University of Oklahoma Board of Regents by the Publications Board shall be managed in accordance with the fiscal management policy of the University of Oklahoma.

Section XVII - Authority Over Business Affairs

The Publications Board shall have the power to govern directly or through its authorized representatives or employees the business affairs of the publications under the control of the Publications Board, provided that such governance is consistent with and participant in current University accounting, purchasing and contracting and all other University policies and practices. The Board, or its designated employees, retain the power to set advertising and mail subscription rates, yearbook prices, and employee pay rates within appropriate University, administrative, state and national guidelines.

The Board shall review and recommend an annual operating budget for the new fiscal year in accord with the University's budget schedule. Such budgets shall be forwarded through channels to the President as a recommendation, and an information copy of each budget supplied to the University Budget Council upon request.

The Board shall undertake a five-year capital improvement plan for the publications and facilities under

its control and revise said plan annually as appropriate to reflect changes in priorities for such improvements. The plan, along with estimated costs, shall be supplied to the Vice President for Student Affairs and to the President as a recommendation.

Section XVIII - Staff Organization

It shall be the responsibility of the Publications Board to determine the staff organizations of *The Daily* and *Sooner* and any other publication (s) which may be established by the Board.

Section XIX - Principal Employees of the Board

The principal employees of the Publications Board are the editors of *The Oklahoma Daily* and *Sooner* yearbook, the Director of Student Publications and the Editorial Advisers of the publications.

Section XX - Selection of Editors

The following eligibility requirements must be met by applicants for the position of editor of *The Oklahoma Daily*:

- A. Applicant must be a student in a degree program at the University of Oklahoma making satisfactory academic progress at the time of application and during term of appointment.
- B. Shall be an enrolled student (except during summer session) in good standing, i.e., not be on academic or disciplinary probation during term of appointment.
- C. Shall have posted no less than a 2.25 grade point average in the semester immediately preceding application for the position of editor, and shall have no less than 2.25 cumulative grade point average.
- D. Shall not graduate from the University prior to the completion of the term of appointment to the position of editor.
- E. Shall have served on *The Daily* in a staff position.
- F. Shall have completed a course in journalism law prior to serving as editor.
- G. It is preferred that a student chosen as editor complete a course in editorial writing during tenure as editor unless already completed.
- H. Shall not hold an elective or appointive position in student government during tenure as editor.

The following criteria must be met by applicants for the position of editor of the *Sooner*:

- A. Applicant must be a student in a degree program at the University of Oklahoma making satisfactory academic progress at the time of application and during term of appointment.
- B. Shall be an enrolled student (except during the summer session) in good standing, i.e., not be on academic or disciplinary probation.
- C. Shall have posted no less than a 2.25 grade point average in the semester immediately preceding application for the position of editor, and shall have no less than 2.25 cumulative grade point average.
- D. Shall have served on the *Sooner* in a staff position.
- E. Unless already completed, shall complete a course in journalism law during the term served as editor.
- F. Shall not hold an elective or appointive position in student government during tenure as editor.

Applicants meeting the eligibility requirements must execute the proper application forms at the specified filing times, appear before the Board for interviews at a time prescribed by the chair, and certify by their signatures on the application forms that they have read, understand, and will uphold the policies and procedures pertinent to the positions for which they apply. The Board shall have the authority to waive any or all of the requirements for either of these positions if there are no candidates who meet all of the requirements or if in the opinion of the Board there is an otherwise qualified candidate. Voting on applicants for these positions will be done only for those that arise from a motion and second from voting members of the Board. Voting will be by roll call which the secretary shall record in the minutes of the meeting.

Terms of appointment for editors are:

- A. ~~One semester for *The Daily*. One year for *The Oklahoma Daily* beginning with the first publication following the last issue of the Spring semester. Board shall consider applications for a shorter term if such action would be in the best interest of *The Oklahoma Daily* and the University.~~
- B. One year for the *Sooner*.

Section XXI - Director of Student Publications

When the position of Director of Student Publications is vacant, the Board will interview applicants based on pre-determined criteria. A two-thirds vote of the voting membership of the Board shall be necessary for hiring or dismissal.

The Director of Student Publications is delegated the following responsibilities by the Publications Board:

- A. Principal fiscal officer of the Board with prime responsibility to effect prudent fiscal control over the Board's business.
- B. Hiring and terminating personnel under his charge, specifically in the clerical, advertising, and production areas.
- C. Maintaining adequate financial records and reporting to the Board non-routine developments and transactions.
- D. The preparation and annual updating of a long-range plan for systematic growth of Student Publications and the preparation of an annual operating budget for the coming fiscal year to be submitted for Board approval either before or at the first meeting after submission to other University authorities.
- E. Being aware of the policies and procedures of the Board, to uphold them, and to recommend ways in which they can be strengthened.

Section XXII - Editorial Advisers

There shall be an editorial adviser for each publication under the control of the Publications Board. When the Editorial Advisers' positions are vacant the Board will:

- A. establish the qualifications needed at the time,
- B. interview qualified applicants, and
- C. select the most qualified person.

A two-thirds vote of the voting membership of the Board shall be necessary for hiring or dismissal. The Editorial Advisers of *The Daily* and *Sooner* shall be delegated these general responsibilities:

- A. Principal adviser of the editorial content of the publications and the professional conduct of their staffs.
- B. Awareness of the sensitive role the publications play in the total University community.
- C. Shall adhere to the principle that editorial freedom of expression is a basic requirement for the college publications.
- D. Understanding and adhering to the policies and procedures of the Board contained in this document and in the documents affecting publications over which they have supervisory responsibilities.
- E. Shall assist the editors of *The Oklahoma Daily* and *Sooner* yearbook to understand the objectives of these publications and to fully comprehend their responsibilities and duties as editors.

Concerning the Editorial Adviser positions:

- A. The Editorial Adviser of *The Oklahoma Daily* and the *Sooner* yearbook can be a member of the faculty of the School of Journalism and Mass Communication with a reduced teaching load. He or she shall be appointed jointly by the Director of the School of Journalism and Mass Communication and the Director of Student Publications with approval of two-thirds of the Publications Board. The salary can be divided between the School of Journalism and Mass Communication and the Publications Board. For academic work including the lab, he/she shall report to the Director of the School of Journalism

and Mass Communication. In publications supervisory matters, he/she shall report to the Publications Board. The Editorial Adviser of the *Sooner* yearbook shall be appointed by the Director of Student Publications with approval of two-thirds of the Publications Board. In publications supervisory matters, he or she shall report to the Publications Board.

- B. The relationship between the Editorial Advisers and the staffs of *The Oklahoma Daily* and the *Sooner* yearbook shall be that of adviser and liaison between the Publications Board and the staffs. The relationships between the Editorial Adviser of *The Oklahoma Daily* and laboratory students shall be teacher-student.

Section XXIII - Other Personnel

The Board Executive Committee shall take an indirect role in the appointment of all other personnel related to the operations of *The Daily* and *Sooner* by:

- A. Requiring the editors of its publications to present their staffs for approval by the Committee.
- B. Requiring that the Director of Student Publications present monthly a complete report of all personnel appointments and terminations.

In the event that the Board Executive Committee is divided on any such appointment, the appointment shall be brought to the full Board for its action.

Section XXIV - Due Process

In all matters relating to the discipline or dismissal of an employee of the Publications Board, care shall be taken to insure due process. Employees other than those directly hired by the Board shall have a hearing upon request under the appropriate University policy. Employees hired directly by the Board shall have an opportunity for a hearing before the Board prior to any University hearing.

Section XXV - Parliamentary Procedure

The Publications Board shall establish its own parliamentary procedures, excepting quorum and proxy rules as follows:

For purposes of Publications Board meeting, a quorum is one more than one-half of the individuals who have been named or elected to the Board, i.e., if there are 11 voting members of the Board, seven voting members present constitute a quorum. In all cases, a majority of the voting members present is required to enact any motion.

Section XXVI - Amendments to this Charter

Provisions of this charter may be amended by a two-thirds vote of the voting membership of the Publications Board. Such amendments will be effective only after approval by the Regents. (RM, 10-18-73, pp. 12552-63; amended 12-9-82, pp. 17337-45; 10-17-90, p. 22023; 6-13-91, pp. 22459-60)