

# **REGIONAL UNIVERSITY SYSTEM OF OKLAHOMA**



## **AGENDA**

**REGULAR BOARD MEETING**

**November 4, 2011**

**Southwestern Oklahoma State University  
SWOSU Student Center, Upstairs  
Weatherford, Oklahoma**

## **AGENDA**

November 4, 2011, 9:00 a.m.  
Southwestern Oklahoma State University  
SWOSU Student Center, Upstairs  
Weatherford, Oklahoma

**I. ANNOUNCEMENT OF FILING MEETING NOTICE AND POSTING OF THE AGENDA IN ACCORDANCE WITH THE OPEN MEETING ACT**

**II. CALL TO ORDER AND REGENTS' ROLL CALL**

- A. EXCUSE ABSENT REGENTS**
- B. INTRODUCTION OF GUESTS**

**III. CONSENT DOCKET**

**A. MINUTES OF PREVIOUS MEETING**

Approval of Minutes of Regular Meeting, September 16, 2011  
Approval of Minutes of Special Meeting, September 29, 2011  
Approval of Minutes of Special Meeting, October 10, 2011

**B. ACADEMIC AFFAIRS COMMITTEE REPORT –  
Chair Connie Reilly  
(Attachment A, Pages 51-75)**

**1. Southwestern Oklahoma State University  
(Pages 51-65)**

**a. Program Modification Request**

A Program Modification Request for other degree program modifications for the Bachelor of Science in Industrial Technology program

**b. Program Modification Request**

A Program Modification Request for a program requirement change for the Master of Science in School Psychology program

**III. CONSENT DOCKET**

**B. ACADEMIC AFFAIRS COMMITTEE REPORT (continued)**

**2. Southeastern Oklahoma State University (Pages 66-70)**

**a. Program Deletion**

Bachelor of Science in Biotechnology with a “teach out” period of four years (until May 2015) that will allow currently enrolled majors to complete their degrees.

**3. Northwestern Oklahoma State University (Pages 71-73)**

**a. Approval from Higher Learning Commission**

- 1) Expansion of distance education up to 20% or more of total degree programs
- 2) Two additional locations, Oklahoma Panhandle State University and James Crabtree Correctional Center
- 3) Change to Ponca City location

**4. University of Central Oklahoma (Pages 74-75)**

**a. Letters of Intent**

**1) M.A. Human Communication**

The primary need for the proposed Master of Arts in Human Communication is to provide advanced research skills at a higher level that would allow UCO’s graduates to function more effectively in their chosen area.

**2) M.PA. Public Administration**

Public Administration currently exists as an option under the Master of Arts in Political Science within the College of Liberal Arts. UCO is requesting the current Master of Arts be recast as a conventional MPA to be consistent with similar degree programs nationally and internationally. This request is simply to update the status of a longstanding, existing degree, which has already enjoyed considerable success in terms of its growth and impact on Oklahoma communities.

**III. CONSENT DOCKET**

**B. ACADEMIC AFFAIRS COMMITTEE REPORT**

**4. University of Central Oklahoma**

**a. Letters of Intent (continued)**

**3) M.Ed. Bilingual Education/Teaching English as a Second Language (TESL) and**

**4) M.Ed. Secondary Education** (This request is part of a department curriculum realignment.)

Bilingual Education/TESL and Secondary Education currently exist as options under the Master of Education in Education. This request will allow both Secondary Education and Bilingual Education/TESL be established as stand-alone programs to be housed within their respective departments, Professional Teacher Education and Curriculum and Instruction within the College of Education. Both of these majors are solid in terms of number of students and projected growth.

**b. Nomenclature Change**

Request that the College of Business Administration be changed to the College of Business with an effective date of Fall 2012.

Rationale: Consultations with students, faculty, staff, alumni and the Dean's Advisory Board support this proposed name change for three reasons. The proposed name:

- Reflects current national trends in the naming of business schools
- Provides greater clarity to stakeholders regarding the nature of the College's programs
- Enhances the College's branding efforts

Student Impact: Focus group interviews with students and alumni indicate that the inclusion of the term "Administration" produces an incorrect impression regarding the nature of the College's programs and the employment opportunities available to students. Consequently, this proposal would provide students with greater clarity as to the nature of the College's programs.

## **AGENDA FOR NOVEMBER 4, 2011**

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### **III. CONSENT DOCKET**

#### **B. ACADEMIC AFFAIRS COMMITTEE REPORT**

##### **4. University of Central Oklahoma**

###### **b. Nomenclature Change (continued)**

Resources: The only expenses related to this name change would be those associated with the reprinting of materials with the new college name and logo.

### **IV. REPORT OF RUSO COMMITTEE PROCEEDINGS**

#### **A. BUILDING COMMITTEE REPORT – Chair Belva Howard**

**Report of the Building Committee, Thursday, November 3, 2011, 4:00 p.m., Student Center, Upstairs, Southwestern Oklahoma State University, Weatherford, Oklahoma.**

(Attachment B, Pages 76-86)

##### **1. Southwestern Oklahoma State University (Page 76)**

###### **a. Old Science Building, Project #6650060**

Request permission to bid and award exterior restoration for the southwest quarter of this building at a cost not to exceed \$30,000. Funds for this project are budgeted in the Educational and General I Fund repairs and renovation account.

###### **b. Access Improvements, Project #6650041**

Request permission to bid and award contracts for the completion of phase two of the Old Science, Stafford and Administration Buildings access project estimated to cost \$100,000. This would include sidewalks and ramps to improve access in this area as well as to the north entrance of the Memorial Student Center. Funds for this project are budgeted in the Educational and General I Fund Repairs and Renovation account.

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### **IV. REPORT OF RUSO COMMITTEE PROCEEDINGS**

#### **A. BUILDING COMMITTEE REPORT**

##### **1. Southwestern Oklahoma State University (continued)**

##### **c. Chemistry, Pharmacy and Physics Building - Pharmacy Research Laboratory Development, Project #6650021**

- 1) Request permission to bid and award contracts for the development of additional laboratory space for the College of Pharmacy. The budget for this project is approximately \$250,000 and the project will be charged to our 295 Capital Fund.
- 2) Request approval to engage MA+ for the required architectural and engineering services for this project.

##### **d. Naming/Fundraising Project**

We are developing a naming/fundraising project that would honor the services of long-time Athletic Director, Cecil Perkins.

##### **2. East Central University (Page 77)**

##### **a. School of Business and Conference Center (230-0057)**

##### **Easement Change: School of Business and Conference Center**

Request approval to abandon the existing easement described as follows:

The North Property Line Easement for lots 12, 13, 14, 15, and 16 of Block 10, Donaghey Addition to the City of Ada, Pontotoc County, Oklahoma.

Additionally we request to relocate the abandoned easement to the following location:

The South Property Lines for lots 1, 2, 3, 4, 5, and 6 of Block 10, Donaghey Addition to the City of Ada, Pontotoc County, Oklahoma.

## AGENDA FOR NOVEMBER 4, 2011

### IV. REPORT OF RUSO COMMITTEE PROCEEDINGS

#### A. BUILDING COMMITTEE REPORT

##### 2. East Central University

###### a. **School of Business and Conference Center (230-0057)** (continued) Easement Change: School of Business and Conference Center

This action allows for the relocation of the electric service lines to make way for the construction of the School of Business and Conference Center. The lines will basically be moved from the south side of the alley to the north side of the alley. All lots described are owned by ECU.

##### 3. Southeastern Oklahoma State University (Pages 78-80)

###### a. **Property Purchase**

Request approval to purchase property located at 1322 & 1324 N. 5<sup>th</sup>, Durant, Oklahoma for \$130,000. Description: Lots 9 & 10 being 25' X147.9' each, and lots 11 & 12 being 24.3' X 147.9' each, making a total land area of approximately 14,583 sq ft or approximately 1/3 of an acre. Both residences were built in 1938, living area 1,120 sq ft and 1,766 sq ft, and have been rental property for some time. Cost per sq. ft. \$45.05. Location: Adjacent to university parking lot and just south of the Welcome Center. Funding: Auxiliary-Special Agency Fund 700.

##### 4. University of Central Oklahoma (Page 81)

###### a. **Ratification of Emergency Approval**

Ratification of emergency approval for lease of property at 329 East Sheridan, Oklahoma City, for the ACM@UCO Performance Lab in Bricktown. Emergency approval granted by Building Committee Chair Belva Howard and Board Chair Michael Mitchel. This lease replaces the former lease at 323 E. Sheridan. The former landlord requested an immediate 50% increase in rates from \$5.54/sf to \$8.31/sf and a decrease from three years to one on the lease term. The new landlord offered a 5 year lease with rates beginning at \$6/sf in year one and growing to \$11/sf in year five. Current retail rates in Bricktown are \$12/sf. The spaces are each 6,500 square feet.

**IV. REPORT OF RUSO COMMITTEE PROCEEDINGS**

**A. BUILDING COMMITTEE REPORT**

**4. University of Central Oklahoma (continued)**

**b. Howell Hall Science Laboratories project #120-0010**

Fund, Design, Award to KBR, Inc., the Job Order Contractor for the University, for Renovations to the Second floor of HOH for Administrative Offices. The project budget is \$110,000. (Donor Funds, E&G Funds)

**5. Northwestern Oklahoma State University (Pages 82-84)**

**a. Project #505-0005 Herod Hall Roof Replacement & Carter Hall Roof Repair**

Request permission to retain the services of Easley Associates Architects, Enid, Oklahoma, for the purpose of bidding and replacing the roof on Herod Hall and repair work to the roof of Carter Hall.

**b. Project #505-0005 Herod Hall Roof Replacement & Carter Hall Roof Repair**

Request permission to bid and award the project to replace the roof on the Herod Hall Building and to perform repair work on the Carter Hall Building. Total cost for the project will not exceed \$125,000. Funding for the project will come from Section 13/New College/Offset funds.

**c. Project #505-0015 Turf for Baseball Field**

Request permission to design, bid, and award a contract to install artificial turf on the baseball infield at Myers Stadium. Total cost for this project will not exceed \$275,000. Funding for the project is from a private donor.

Informational Item:

**d. Project #505-0028 Renovation to Science Building—Elevator**

Attached is tabulation showing a change for the renovation of adding an elevator to the Science Building. The one change to the project was to increase some mechanical work and additional fire alarm system that was not included in the original bid. The change order increase is \$7,579 which brings the total project cost to \$181,725. Funding for this project is from the United States Department of Agriculture Rural Development and Section 13/New College/Offset funds.

**IV. REPORT OF RUSO COMMITTEE PROCEEDINGS**

**A. BUILDING COMMITTEE REPORT (continued)**

**6. Northeastern State University (Pages 85-86)**

**a. Project #485-0066 – Wellness Center**

Request approval to begin the screening and selection process to hire an Architect for the construction of a Wellness Center. This project is listed on the University's Capital Master Plan and will be funded with Master Lease and Capital Reserves.

**b. Project #485-0072 – Multi-Purpose Event Center**

Request approval to demolish and remove 3 houses located on existing University Property in Tahlequah as follows:

130 North Street  
128 North Street  
209 W Allen Road

These property demolitions are for the purpose of preparing the construction site for the Event Center. The estimated cost of this project is not to exceed \$63,000. This project will be funded through Section 13/New College Funds.

**c. Project #485-0037 – Property Demolition and Removal**

Request approval to demolish and remove three houses located on existing University Property as follows:

1208 North Seminary  
102 Minor Street  
104 Minor Street

These property demolitions are for the purpose of property expansion on the West side of the Campus.

The estimated cost of this project is not to exceed \$37,000. This project will be funded through Section 13/New College Funds.

**IV. REPORT OF RUSO COMMITTEE PROCEEDINGS**

**A. BUILDING COMMITTEE REPORT**

**6. Northeastern State University**

**d. Project #485-0031 – Fine Arts Building Renovation**

Request approval to bid and award a contract to hire a Contractor to provide and install a remote controlled motorized performance light bar system in the Center for Performing Arts located on the Tahlequah Campus. This will prevent our staff and students from the need to climb ladders and into the rafters to adjust lighting locations.

The estimated cost of this project is not to exceed \$100,000. This project will be funded through surplus, unexpended 2005 State Bond issue funds.

An internal university reconciliation of capital fund balances revealed a cash balance of \$99,991.25 remaining in the 2005 State Bond funds. During further research, it was found that two invoices were erroneously paid from 295 Capital Reserve funds that should have been paid from the bond funds. This project was funded from both sources, and these invoices were paid against the wrong source of funds in error during the accounts payable process. This occurred during a period of transition between employees responsible for capital budgeting activities. We have transitioned these duties to a more appropriate department, and are reviewing our internal processes to ensure reconciliations are timely.

In discussions with the OSRHE staff responsible for managing the State Bond issues for higher education, it was recommended that it would be appropriate to go ahead and utilize these funds on additional projects within the scope of the original project. The University had previously identified the lighting project as a priority need within the Fine Arts building, and believe this is the best use of these funds.

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**IV. REPORT OF RUSO COMMITTEE PROCEEDINGS (continued)**

**B. SYSTEM ADVANCEMENT COMMITTEE REPORT**

– Chair Richard C. Ogden

**Report of the System Advancement Committee, Thursday, November 3, 2011, 1:00 p.m., Student Center, Upstairs, Southwestern Oklahoma State University, Weatherford, Oklahoma.**

1. Discussion regarding subcommittee WebEx on October 28, 2011.
2. Report and possible action on legislative interim studies.

**C. AUDIT AND FINANCE COMMITTEE REPORT**

– Chair Jan Gordon (Attachment C, Pages 87-89)

1. **Approval of FY 2012 Internal Audit Plan.** (Pages 87-88)
2. **Approval of FY 2012 E&G Part I Budget Revision** (Page 89)  
Southwestern Oklahoma State University requests permission to amend the FY12 Educational and General I budget to increase both our revenue estimate and expenditure authority. This change would increase our revenue by \$1,025,400 to a total of \$49,820,943 and our expenditures by \$400,297 to a total of \$50,900,297. The changes would increase our estimated reserve balance by \$429,627 to 8.63 percent of the authorized expenditures.

**D. POLICY & PROCEDURE COMMITTEE REPORT**

– Chair Terry Matlock

**Report of the Policy & Procedure Committee, Thursday, November 3, 2011, 3:00 p.m., Student Center, Upstairs, Southwestern Oklahoma State University, Weatherford, Oklahoma.**

1. Discussion and possible action to implement a policy or procedure for limiting the term of interim vice presidents.
2. Discussion and possible action regarding RUSO Policy 1.10.3 Travel Expenses.

## **AGENDA FOR NOVEMBER 4, 2011**

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### **IV. REPORT OF RUSO COMMITTEE PROCEEDINGS (continued)**

#### **E. PERSONNEL COMMITTEE REPORT**

**– Chair Joe Anna Hibler**

**Report of the Personnel Committee, Thursday, November 3, 2011, 2:00 p.m., Student Center, Upstairs, Southwestern Oklahoma State University, Weatherford, Oklahoma.**

Discussion and possible action regarding the conversion of presidential housing allowances to salary.

### **V. PRESIDENTS' RECOMMENDATIONS**

#### **A. NORTHWESTERN OKLAHOMA STATE UNIVERSITY**

##### **1. Purchases**

##### **2. Grants and Contracts**

Total grants and contracts: \$385,220.00

##### **3. Informational Items**

#### **B. NORTHEASTERN STATE UNIVERSITY**

##### **1. Personnel**

##### **2. Purchases**

##### **3. Grants and Contracts**

Total grants and contracts: \$1,898,118.00

#### **C. UNIVERSITY OF CENTRAL OKLAHOMA**

##### **1. Personnel**

##### **2. Executive Summary of New Grants and Contracts**

Total grants and contracts: \$206,722.00

##### **3. Informational Items from Purchasing**

**AGENDA FOR NOVEMBER 4, 2011**

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**V. PRESIDENTS' RECOMMENDATIONS (continued)**

**D. EAST CENTRAL UNIVERSITY**

- 1. Personnel**
- 2. Grants and Contracts**

Total grants and contracts: \$1,966,239.00

- 3. Purchases**
- 4. Informational Item**

**E. SOUTHEASTERN OKLAHOMA STATE UNIVERSITY**

- 1. Personnel**
- 2. Notice of Grant Awards**

Total grants: \$2,377,372.00

**F. SOUTHWESTERN OKLAHOMA STATE UNIVERSITY**

- 1. Personnel**
- 2. Grants and Contracts**

Total grants and contracts: \$949,076.00

- 3. Stipend**

## **AGENDA FOR NOVEMBER 4, 2011**

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**VI. PRESIDENTS' COUNCIL REPORT – President Larry Minks**

**VII. EXECUTIVE DIRECTOR'S REPORT – Sheridan McCaffree**

A. 1<sup>st</sup> Quarter Reports – Fall Preliminary Enrollment, FTE, and Travel

B. Resignation of Executive Assistant

**VIII. REGENTS' COMMENTS AND ANNOUNCEMENTS**

**IX. NEW BUSINESS**

Consideration of any matters not known about or which could not have been reasonably foreseen prior to the posting of the agenda.

**X. EXECUTIVE SESSION**

Action to convene in Executive Session pursuant to 25 O. S. §307 (B) (1) to discuss:

A. the evaluation of the President of Southwestern Oklahoma State University; and

B. the evaluation of the President of Southeastern Oklahoma State University.

**XI. RECONVENE IN PUBLIC SESSION**

Consideration and possible action to implement matters discussed in Executive Session.

**XII. ADJOURNMENT**