

**REGIONAL UNIVERSITY SYSTEM
OF
OKLAHOMA**



MINUTES

REGULAR BOARD MEETING

November 4, 2011

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

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REGIONAL UNIVERSITY SYSTEM OF OKLAHOMA

AGENDA

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

University
of
Central
Oklahoma

East
Central
University

Northeastern
State
University

Northwestern
Oklahoma
State
University

Southeastern
Oklahoma
State
University

Southwestern
Oklahoma
State
University

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**

1. Southwestern Oklahoma State University

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

3555 NW 58th Street, Suite 320, Oklahoma City, Oklahoma 73112
Phone: (405) 942-8817 Fax: (405) 942-8847

III. CONSENT DOCKET

B. ACADEMIC AFFAIRS COMMITTEE REPORT (continued)

2. Southeastern Oklahoma State University

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

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

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.

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.

1. Southwestern Oklahoma State University

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.

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

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.

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

AGENDA FOR NOVEMBER 4, 2011

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.

IV. REPORT OF RUSO COMMITTEE PROCEEDINGS

A. BUILDING COMMITTEE REPORT (continued)

3. Southeastern Oklahoma State University

a. Property Purchase

Request approval to purchase property located at 1322 & 1324 N. 5th, 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

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.

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)

IV. REPORT OF RUSO COMMITTEE PROCEEDINGS

A. BUILDING COMMITTEE REPORT (continued)

5. Northwestern Oklahoma State University

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.

6. Northeastern State University

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

AGENDA FOR NOVEMBER 4, 2011

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 (continued)

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.

AGENDA FOR NOVEMBER 4, 2011

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.

IV. REPORT OF RUSO COMMITTEE PROCEEDINGS

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

1. Approval of FY 2012 Internal Audit Plan.
2. Approval of FY 2012 E&G Part I Budget Revision

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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.

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**

V. PRESIDENTS' RECOMMENDATIONS (continued)

B. NORTHEASTERN STATE UNIVERSITY

1. Personnel
2. Purchases
3. Grants and Contracts

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

V. PRESIDENTS' RECOMMENDATIONS

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

V. PRESIDENTS' RECOMMENDATIONS

D. EAST CENTRAL UNIVERSITY

1. Personnel
2. Grants and Contracts

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

3. Purchases
4. Informational Item

V. PRESIDENTS' RECOMMENDATIONS

E. SOUTHEASTERN OKLAHOMA STATE UNIVERSITY

1. Personnel
2. Notice of Grant Awards

Total grants: \$2,377,372.00

V. PRESIDENTS' RECOMMENDATIONS (continued)

F. SOUTHWESTERN OKLAHOMA STATE UNIVERSITY

1. Personnel

2. Grants and Contracts

Total grants and contracts: \$949,076.00

3. Stipend

VI. PRESIDENTS' COUNCIL REPORT – President Larry Minks

VII. EXECUTIVE DIRECTOR'S REPORT – Sheridan McCaffree

A. 1st 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



REGIONAL UNIVERSITY SYSTEM OF OKLAHOMA

MINUTES

University
of
Central
Oklahoma

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

East
Central
University

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

The Board of Regents of the Regional University System of Oklahoma met in regular session at 9:00 a.m., November 4, 2011, Southwestern Oklahoma State University, Student Center, Upstairs, Weatherford, Oklahoma. Notice of the meeting had been properly filed with the Secretary of State by August 18, 2010, and a copy of the Agenda posted by 9:00 a.m., November 3, 2011 in compliance with the Open Meeting Act.

Northeastern
State
University

II. CALL TO ORDER AND REGENTS' ROLL CALL

Chairman Mitchel called the meeting to order. Roll call established the presence of a quorum with 7 Regents present.

Northwestern
Oklahoma
State
University

Michael W. Mitchel, Chair, Position 6
Terry Matlock, Vice Chair, Position 7
Richard C. Ogden, Secretary, Position 8
Belva Howard, Regent, Position 2
Joe Anna Hibler, Regent, Position 3
Jan Gordon, Regent, Position 4
Connie Reilly, Regent, Position 5

Southeastern
Oklahoma
State
University

A. R. #49 EXCUSE ABSENT REGENTS

Regent Ogden made the motion, seconded by Regent Howard, to excuse Regent Janet Barresi from the meeting.

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

Southwestern
Oklahoma
State
University

3555 NW 58th Street, Suite 320, Oklahoma City, Oklahoma 73112
Phone: (405) 942-8817 Fax: (405) 942-8847

II. CALL TO ORDER AND REGENTS' ROLL CALL

B. INTRODUCTION OF GUESTS

University Presidents

John Hargrave, President, East Central University, Ada, Oklahoma
Martin Tadlock, Interim President, Northeastern State University,
Tahlequah, Oklahoma
Janet Cunningham, President, Northwestern Oklahoma State
University, Alva, Oklahoma
Larry Minks, President, Southeastern Oklahoma State University,
Durant, Oklahoma
Randy Beutler, President, Southwestern Oklahoma State University,
Weatherford, Oklahoma
Don Betz, President, University of Central Oklahoma, Edmond,
Oklahoma

Regional University System of Oklahoma Administrative Staff

Sheridan McCaffree, Executive Director
Charlie Babb, General Counsel
Lynn Griswold, Finance Officer

Others in Attendance

Brian Adler, Associate Vice President, Public Relations & Marketing,
Southwestern Oklahoma State University, Weatherford, Oklahoma
Duane Anderson, Provost and Vice President for Academic Affairs,
East Central University, Ada, Oklahoma
Michele Campbell, Executive Assistant to the President,
Southeastern Oklahoma State University, Durant, Oklahoma
Kevin Collins, Southwestern Oklahoma State University Faculty
Senate, Weatherford, Oklahoma
Tom Fagan, Vice President for Administration and Finance,
Southwestern Oklahoma State University, Weatherford, Oklahoma
Cindy Foust, Vice President for Student Affairs & Associate Provost,
Southwestern Oklahoma State University, Weatherford, Oklahoma
Mark Kinders, Vice President of University Relations, Northeastern
State University, Tahlequah, Oklahoma
Doug McMillan, Interim Vice President for Academic Affairs,
Southeastern Oklahoma State University, Durant, Oklahoma
Sharon Robinson, Vice President for Student Affairs, Southeastern
Oklahoma State University, Durant, Oklahoma

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Mike Smith, Wright Broadcasting
Blake Sonobe, Senior Vice President & Provost, Southwestern
Oklahoma State University, Weatherford, Oklahoma
Steve Turner, Vice President for Administration and Finance, East
Central University, Ada, Oklahoma
Ross Walkup, Vice President for Business Affairs, Southeastern
Oklahoma State University, Durant, Oklahoma

III. CONSENT DOCKET

Regent Reilly made the motion, seconded by Regent Hibler, to approve the following items on the consent docket:

B. ACADEMIC AFFAIRS COMMITTEE REPORT – Chair Connie Reilly (Attachment A, Pages 33-57)

1. Southwestern Oklahoma State University (Pages 33-47)

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.

2. Southeastern Oklahoma State University (Pages 48-52)

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 53-55)

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 56-57)

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.

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:

MINUTES FOR NOVEMBER 4, 2011

- 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.

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.

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

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 58-68)

Regent Howard made the motion, seconded by Regent Hibler, to approve the following items submitted by Southwestern Oklahoma State University:

1. **Southwestern Oklahoma State University** (Page 58)
 - 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.

MINUTES FOR NOVEMBER 4, 2011

- 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.
- 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.

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

2. East Central University (Page 59)

Regent Howard made the motion, seconded by Regent Ogden, to approve the following item submitted by East Central University:

- 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:

MINUTES FOR NOVEMBER 4, 2011

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.

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.

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

3. Southeastern Oklahoma State University (Pages 60-62)

Regent Howard made the motion, seconded by Regent Matlock, to approve the following item submitted by Southeastern Oklahoma State University:

a. Property Purchase

Request approval to purchase property located at 1322 & 1324 N. 5th, 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: Auxilliary-Special Agency Fund 700.

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

MINUTES FOR NOVEMBER 4, 2011

Voting against the motion: None

4. University of Central Oklahoma (Page 63)

Regent Howard made the motion, seconded by Regent Ogden, to approve the following items submitted by The University of Central Oklahoma:

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 \$11.08/sf in year five. Current retail rates in Bricktown are \$12/sf. The spaces are each 6,500 square feet.

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)

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

5. Northwestern Oklahoma State University (Pages 64-66)

Regent Howard made the motion, seconded by Regent Ogden, to approve the following items submitted by Northwestern Oklahoma State University:

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

MINUTES FOR NOVEMBER 4, 2011

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.

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

6. Northeastern State University (Pages 67-68)

Regent Howard made the motion, seconded by Regent Hibler, to approve the following items submitted by Northeastern State University:

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

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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.

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

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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.

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

IV. REPORT OF RUSO COMMITTEE PROCEEDINGS

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.

Regent Ogden reported that the Committee met and discussed possible advocacy efforts which are intended to promote the Regional University System of Oklahoma and not to detract from any other institutions in the State System. The group will work on tailoring the written message pieces to the intended audience. The Committee has also identified actions to promote advocacy, which include media interviews, redesigning the Regional University System of Oklahoma website and logo, and focusing on Higher Education Day and a legislative reception. The Committee will plan to have message pieces ready to present at the January meeting.

C. AUDIT AND FINANCE COMMITTEE REPORT

– Chair Jan Gordon (Attachment C, Pages 69-71)

1. Regent Gordon made the motion, seconded by Regent Howard, to approve the FY 2012 Internal Audit Plan.

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

2. Regent Gordon made the motion, seconded by Regent Howard, to approve the FY 2012 E&G Part I Budget Revision submitted by Southwestern Oklahoma State:

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.

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

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. Regent Matlock reported that the Committee does not recommend implementing a policy for limiting the term of interim vice presidents.

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2. **Regent Matlock made the motion, seconded by Regent Reilly to revise RUSO policy 1.10.3 as follows:**

1.10.3 Travel Expenses. Each University and the Administrative Office shall quarterly submit to the Board a report of all E&G I and Auxiliary employee travel expenditures of ~~\$1,000.00~~ \$1,500.00 and over for the previous quarter year. (Compare: 74 O.S. § 500.17)

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

IV. REPORT OF RUSO COMMITTEE PROCEEDINGS

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.

Regent Hibler reported that the Committee did not have a recommendation regarding the conversion of presidential housing allowances to salary and would reconsider the issue at a later time.

V. PRESIDENTS' RECOMMENDATIONS

A. NORTHWESTERN OKLAHOMA STATE UNIVERSITY (Attachment D, Pages 72-74)

Regent Hibler made the motion, seconded by Regent Reilly, to approve the following items submitted by Northwestern Oklahoma State University:

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

Total grants and contracts: \$385,220.00

- 3. Informational Items**

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Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

President Cunningham announced that the U.S. Department of Education has awarded Northwestern a Title III \$1.53 million grant. The University will use the funds to improve advising, redesign gateway courses with high enrollment and low success rates, and increase opportunities for faculty development.

V. PRESIDENTS' RECOMMENDATIONS

B. NORTHEASTERN STATE UNIVERSITY
(Attachment E, Pages 75-79)

Regent Gordon made the motion, seconded by Regent Matlock, to approve the following items submitted by Northeastern State University:

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

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

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

Interim President Tadlock announced that Northeastern has received a Title III grant for \$3.4 million, which will be used to establish two centers focused on removing barriers to student performance and persistence to graduation. These centers will have a tremendous impact on student success and on Northeastern as a whole.

V. PRESIDENTS' RECOMMENDATIONS

C. UNIVERSITY OF CENTRAL OKLAHOMA
(Attachment F, Pages 80-89)

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Regent Howard made the motion, seconded by Regent Ogden, to approve the following items submitted by the 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**

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

President Betz announced that the Oklahoma Campus Compact has given Central the first-ever Outstanding Community and Campus Collaboration Award. He also noted that UCO is a top producer of Fulbright award recipients this year. UCO Women's Soccer team will find out on November 7, 2011 if they have a spot with the NCAA Division II national championship tournament.

V. PRESIDENTS' RECOMMENDATIONS

4. EAST CENTRAL UNIVERSITY (Attachment G, Pages 90-95)

Regent Matlock made the motion, seconded by Regent Reilly, to approve the following items submitted by East Central University:

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

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

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

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

President Hargrave reported that the Higher Learning Commission conducted a site visit on October 31 – November 2. The site team was amazed by the Regents' involvement and stated the Regents should be commended for their work. He also stated that ECU broke ground on the Harland C. Stonecipher School of Business and ECU Conference Center on October 18, 2011.

V. PRESIDENTS' RECOMMENDATIONS

1. SOUTHEASTERN OKLAHOMA STATE UNIVERSITY

(Attachment H, Pages 96-99)

Regent Matlock made the motion, seconded by Regent Reilly, to approve the following items submitted by Southeastern Oklahoma State University:

1. Personnel

2. Notice of Grant Awards

Total grants: \$2,377,372.00

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

President Minks announced that the U.S. Department of Education awarded Southeastern a Title III \$2 million grant. The Connect2Complete (C2C) Project will strive to bolster the retention rates and graduation rates of Native American students at Southeastern.

Regent Hibler commended Southeastern's grant awards.

V. PRESIDENTS' RECOMMENDATIONS

2. SOUTHWESTERN OKLAHOMA STATE UNIVERSITY

(Attachment I, Pages 100-104)

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Regent Ogden made the motion, seconded by Regent Howard, to approve the following items submitted by Southwestern Oklahoma State University:

1. Personnel
2. Grants and Contracts

Total grants and contracts: \$949,076.00

3. Stipend

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

President Beutler announced that SWOSU is in the process of searching for a new dean for the Sayre Campus after the retirements of Dean Jim James (effective December 2011).

SWOSU has expanded their oil and gas continuing education program. Chesapeake Energy Manager James Roller and Field Engineer Steve Schmidt and Oklahoma Corporation Commissioner Dana Murphy have done successful presentations on oil and gas. David Duncan and Mart Tisdal, two local attorneys, will be discussing oil and gas legal rights next week.

Courtney Garcia, an SWOSU student was selected to receive a scholar award at the Women of Color (Science, Technology, Engineering, & Mathematics) Conference on November 4, 2011.

VI. PRESIDENTS' COUNCIL REPORT – President Larry Minks

President Minks reported that the Presidents' Council met briefly during lunch on November 3, 2011 and discussed:

- The status of legislative open records requests.
- RUSO Retreats key insights, learning, and take aways.
- NCAA Division II update will be on the next agenda.

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VII. EXECUTIVE DIRECTOR'S REPORT – Sheridan McCaffree

A. 1st Quarter Reports – Fall Preliminary Enrollment, FTE, and Travel

- Regents prefer to receive reports via e-mail.
- Executive Director Sheridan McCaffree would further like to discuss ways to reduce the use of paper in the future.

B. Resignation of Executive Assistant

- The Executive Assistant position has been posted and we are accepting applications. We will begin the interviewing process next week.

VIII. REGENTS' COMMENTS AND ANNOUNCEMENTS

Regent Mitchel commended the Board of Regents for their hard, valuable work and effort. He thanked President Beutler for Southwestern's hospitality and for facilitating the retreat.

IX. NEW BUSINESS

No new business.

X. EXECUTIVE SESSION

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

Regent Ogden made the motion, seconded by Regent Hibler, 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.

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

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XI. RECONVENE IN PUBLIC SESSION

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

Regent Ogden made the motion, seconded by Regent Hibler, to proceed as discussed in the Executive Session:

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None

XII. ADJOURNMENT

Regent Reilly made the motion, seconded by Regent Ogden, to adjourn the meeting.

Voting for the motion: Regents Howard, Hibler, Gordon, Reilly, Mitchel, Matlock, and Ogden

Voting against the motion: None