

**UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA
BOARD OF REGENTS
MINUTES
September 9, 2014**

The Board of Regents for the University of Science and Arts of Oklahoma met Tuesday, September 9, 2014, in the President's Conference Room on the USAO campus. Before the meeting was called to order, President John Feaver stated that advance public notice of this meeting was properly filed and displayed in compliance with the Open Meeting Law. Chair McLaughlin led the group in the Pledge of Allegiance and then called the meeting to order at 1:30 and asked for roll call. Members present were: Mo Anderson, Hilary Kitz (by skype), Dave McLaughlin, Diane Ming, and John Nelson. Absent were Bill Lance and Chris Mosley. Also present were: President John Feaver, Vice President Dex Marble, Vice President Monica Trevino, Vice President Mike Coponiti, Vice President Lynn Boyce, Vice President Michael Nealeigh, Director of Communications and Marketing Kelly Arnold, President of the Faculty Association Shelley Rees, Student Government President Debra Park, Chair of the Staff Association Roland Nunez, and Diane Carroll, Executive Assistant to the President and Secretary to the USAO Board of Regents.

Introductions: None.

Presentations: Ms. Diane Ming was sworn in as the newest USAO Regent.

Approval of the Minutes of the June 10, 2014 meeting: On a motion by Regent Anderson, seconded by Regent Nelson, the minutes were approved (5-0).

Communications: None.

Unfinished Business: None.

New Business:

1. Personnel –

Appointments:

Tricia Keester, Custodial, full time effective June 9, 2014, salary \$18,400. Mrs. Keester comes to us from Chickasha Public Schools where she was a paraprofessional.

PonyBoy Kawaykla, Grounds, full time effective July 1, 2014, salary \$20,800. Mr. Kawaykla has been working on Grounds part-time.

Elizabeth York, Electronic Resource Librarian, full time effective July 24, 2014, salary \$40,000. Ms. York graduated from University of Illinois, Urbana-Champaign, IL with a Master of Science.

Rachel Sharpe, Interim Residence Life and Hall Director Sparks Hall, full time effective August 11, 2014, salary \$21,000. Ms. Sharpe graduated from USAO Fall of 2013, with a Major in Elementary Education and a Liberal Arts minor.

Douglas Hall, Men's Head Basketball Coach, full time effective August 25, 2014, salary \$57,000. Mr. Hall received his Master of Science from West Virginia University with a major in Physical Education and an emphasis in Sports Management.

Kelli Monroe, Admissions Counselor, full time effective August 26, 2014, salary \$28,000. Ms. Monroe graduated from SWOSU with a Bachelors in Entrepreneurship and Masters in Business Administration.

Robert Sikes, Carpenter, full time effective, September 2, 2014, salary \$21,500. Mr. Sikes has owned his own construction business for over 13 years.

Whitney Clarkson, Admissions Counselor/Advancement Services Clerk, full time effective September 15, 2014, salary \$20,800. Ms. Clarkson graduated from USAO in the Spring of 2013, with Bachelor of Arts in Communication.

Resignations:

Molly Tracy, effective July 31, 2014

Christina Thomas, effective August 6, 2014

Jacob Pike, effective August 15, 2014

Kellee Johnson, effective September 12, 2014

Vinson Metcalf, effective September 30, 2014

George Galer, effective September 30, 2014

RETIREMENTS:

None

On a motion by Regent Ming, seconded by Regent Anderson, the Board voted unanimously to approve the personnel actions. (5-0)

2. Financial Statements – Vice President for Business and Finance Mike Coponiti covered the monthly financials with the group.

No action was necessary.

3. Report Financial Aid for FY13-14- Chair McLaughlin called on Ms. Nancy Moats, Director of Financial Aid, to report on the status of financial aid for FY13-14. Ms. Moats said at this time of the year the Financial Aid Office is working on three academic years; closing and reporting for 2013-14, actively administering aid for 2014-15, and planning

ahead for 2015-16 for recruiting and retention purposes. She explained the various uses of student aid funds that include federal, state and USAO foundation resources.

No action was necessary.

4. Request Ratification to Purchase Real Property at 1718 W. Alabama Ave – Chair McLaughlin called on Regent Nelson who reported that the Finance and Audit Committee met on Thursday, August 28, 2014, at 3:30 p.m. in the President’s Conference Room to consider the request. Regent Nelson called on Vice President Coponiti to report on the following.

As property contiguous to the University comes on the market it is our practice to attempt to acquire it for future growth. A home at 1718 W. Alabama Avenue has been on the market for several months and was recently listed at \$69,000 (\$43.73 per sq. ft.).

The property consists of 1,578 sq. ft. 1-story residence with 2 bedrooms, two bathrooms on a 75’ x 150’ residential lot. The property will require minimal investment to make available for rent and will be utilized as such until needed for university expansion.

We have negotiated a contract on the property for \$58,000 (\$36.76 per sq. ft.).

As we negotiated, per state law, our offer was contingent upon an appraised value that exceeds final purchase price and approval by the USAO Board of Regents. The appraisal (\$65,000) was conducted and exceeds the contract price. Funds are available from Section13/New College funds.

We request approval to proceed with this acquisition.

With a recommendation from Regent Nelson to accept the proposal, and a motion by Regent Anderson and seconded by Regent Ming the Board voted to approve the ratification to the Purchase of Real Property. (5-0)

5. Request Approval of Changes to the Faculty Handbook-Chair McLaughlin called on Regent Nelson who reported that the Policies and Procedures Committee met on Tuesday, September 9, 2014 at 11:00 a.m. in the President’s Conference Room to consider the request. Regent Nelson called on Vice President Marble to report on the following.

In June, 2012, the USAO Board of Regents approved a number of substantive changes to the USAO Faculty Handbook. Two years of experience have shown that a few minor clarifications are desirable. The Faculty Association unanimously approved the following changes. The Vice President for Academic Affairs supports these changes. The full text of the incorporated proposed language is attached.

Explanation of the Changes:

Procedures for Promotion, Tenure, and Post-Tenure Review

First, because the specified process for annual reviews and individual conferences with Division Chairs has become more thorough both in policy and in practice, the specifications for assembling dossiers to support applications for tenure, for promotion, and post-tenure review of faculty can be less cumbersome. Accordingly, we recommend that Appendix G of the Faculty Handbook, Guidelines for Development of Tenure, Post-Tenure Review, and Promotion Dossiers, be restricted to a compilation of Annual Reports and dating back to the last tenure, promotion, or post-tenure review of the individual faculty member. The Division Chair will also forward his or her separate letter regarding the desirability of tenure or promotion.

For tenure and promotion, three letters of recommendation from peers is also still required, but no peer letter is required in the post-tenure review process.

There remains an opportunity for the individual faculty member to include any material he or she deems necessary to support the application.

Second, sections in the Faculty Handbook explaining Procedures for Promotion, Procedures for Tenure, and Review of Tenured Faculty Members will refer to Appendix G, and will include language consistent with the changes to Appendix G.

Third, materials provided to Division Members for their consideration of promotion, tenure, and post-tenure review will not include annual Administrative Reviews prepared by the Division Chair. Those annual Administrative Reviews are already forwarded to the Vice President for Academic Affairs as a matter of course. The primary purpose of the annual Administrative Reviews is to encourage successful practices and to suggest possible improvements. They are confidential in nature and should not influence the deliberations of the Division Members. The Division Chair will still submit a separate letter of recommendation to the VPAA that will address any continuing successful practices and whether improvements have occurred.

Fourth, under present policy, only tenured members of a Division review dossiers of applicants for tenure. It is recommended that all full-time members of a Division (except the applicant) review and discuss the application for tenure. Still, however, only tenured faculty members of the Division will vote on the question of tenure.

Fifth, language has been added to clarify the time of service required before a faculty member may apply for tenure and/or promotion. The actual schedule remains unchanged.

Sabbatical Leave Policy

After six years of service to USAO, full-time faculty members are eligible to apply for sabbatical leave to pursue research and professional development. Compensation during the sabbatical period is 50% of the contract salary for fall and spring trimesters. A faculty member may apply for a sabbatical for both trimesters. In addition, a faculty member may apply for a sabbatical for only either the fall or the spring trimester. In

such case, compensation will amount to full salary for the trimester that the faculty member is teaching at USAO, and for the sabbatical trimester, 50% of the compensation the faculty member would have received had the faculty member taught during that trimester. The Faculty Association requests that the actual payment of compensation be paid at the rate 75% of the contract salary for both the fall and spring trimesters. This results in the same total amount of compensation, but allows for a constant level of income for the contract year.

With a recommendation from Regent Nelson to accept the proposal, and a motion by Regent Anderson and seconded by Regent Kitz the Board voted to approve the Faculty Handbook changes. (5-0)

6. Request Ratification of the USAO Sexual Misconduct Policy- Chair McLaughlin called on Regent Nelson who reported that the Policies and Procedures Committee met on Tuesday, September 9, 2014 at 11:00 a.m. in the President's Conference Room to consider the request. Regent Nelson called on Vice President Trevino to report on the following.

The Violence Against Women Reauthorization Act (VAWA), requires colleges and universities to delineate and explain institutional policies and practices that relate to reporting and resolving incidences of sexual misconduct as well as providing support for victims. This policy was adopted by the USAO Executive Council on May 19, 2014. Per federal requirement, it went into effect immediately.

The President recommends Board approval.

With a recommendation from Regent Nelson to accept the proposal, and seconded by Regent Kitz the Board voted to approve the ratification of the USAO Sexual Misconduct Policy. (5-0)

7. President's Report

The President addressed the Board on the following items:

- a. Introduced Tresa Foster from The Trend and indicated she will be with us through this trimester.
- b. Vice President Nealeigh reported on the Capital Campaign and reminded the Regents of the Donor's Banquet to be held on November 18th at 6:00 p.m. in the Ballroom.
- c. President reported on what PSO is doing for the Habitat area.
- d. President reported that PSO is talking with USAO about helping to install lights on the athletic fields, which is a very high priority.
- e. Robertson's Hall exterior is finished we are now talking with other outside investors to complete the project.

8. Remarks from Representatives to the Board:

- i. Faculty Association – Dr. Shelley Rees, President of the Faculty Association had no report at this time due to school just beginning.

- ii. Student Association – Debra Park, President of Student Government reported on student projects they are working on at this time.
- iii. Alumni Association – Vice President Nealeigh handed out a report from Nancy Powell, President of the Alumni Association.
- iv. Staff Association – Roland Nunez, Chair of the Staff Association reported several staff projects underway.

9. Time and Place of Next Meeting – the next meeting will be held Tuesday, November 11, 2014 at 1:30 p.m. on the USAO campus.

10. Consideration of “any matter not known about which could not have been reasonably foreseen prior to the time of posting of the agenda” –

11. Adjournment – On a motion by Regent Nelson, seconded by Regent Kitz, the Board voted unanimously to adjourn. Chair McLaughlin declared the Board meeting adjourned at 3:01 p.m.

Advance public notice of this meeting was properly filed and displayed in compliance with Title 25, O.S. 1981, Section 311.