

**UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA
BOARD OF REGENTS
MINUTES
June 14, 2016**

The Board of Regents for the University of Science and Arts of Oklahoma met Tuesday, June 14, 2016, 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 Mosley 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, GT Bynum (by skype), Dave McLaughlin, Chris Mosley, and Diane Ming. Absent was Hilary Kitz and Bill Lance. Also present were: President John Feaver, Vice President Krista Maxson, Vice President Mike Coponiti, Vice President Sid Hudson, Vice President Monica Trevino, Director of Communications and Marketing Amy Goddard, Faculty Vice President JC Casey, Alumni Association President Ron Carr, Staff Association President Leah Feild, and Diane Carroll, Executive Assistant to the President and Secretary to the USAO Board of Regents.

Introductions: President Feaver introduced USAO's new Board of Regent David Ferrell.

Presentations: President Feaver presented an engraved gavel to outgoing Chair of the USAO Board of Regents, Chris Mosley.

Approval of the Minutes of the April 12, 2016, meeting: On a motion by Regent Kitz, seconded by Regent Mosley, the minutes were approved unanimously.

Communications: None.

Unfinished Business: None.

New Business:

1. Personnel –

Appointments:

Benjamin Wetherbee, Instructor Interdisciplinary Studies, full-time effective August 18, 2016, salary \$40,000.

Change in Status:

Bobbie Shores, Admissions Counselor (.25 FTE), Sparks Housing Director (.75FTE), effective May 1, 2016, salary \$37,200.

Resignations:

Codi Martinez, effective March 31, 2016

Jeff Taylor, effective April 22, 2016

Ken Bohannon, effective April 30, 2016

Kimberly Leveridge, effective May 25, 2016

Recommendation for Fall 2016 Adjunct

James Adams	Mathematics
Ron Blankinship	Music
Patricia Carr	Mathematics
Jamie Caves	Management
Matthew Caves	Business Administration
Scott Charlson	Education
Amber Diaz	Speech Language Pathology
David Duncan	Communication
Judy Duprez	Education
Rhenada Finch	Music
Pamela Foster	Psychology
Emily Godwin	Theatre Arts
Jerry Hargis	Communication
Julie Harris	Education
Kory Kirkland	Sociology
Carmen Lamar	Education
Edward Long	Political Science
Kelli Monroe	IDS
Bonnie Pendleton	Speech Language Pathology
Bill Robinson	Psychology
Cheryl Sehon	Education
Dwight Sehon	Accounting
Elizabeth Sidler	Sociology
David Sikes	Management
Mamie Sprinkle	Music
Misty Steele	IDS
Kenny Tolman	Art
Francisco Venegas	Music

On a motion by Regent Anderson, seconded by Regent Ming, the Board voted unanimously to approve the request.

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

No action was necessary.

3. Request to Increase Tuition & Mandatory Fees FY2016-2017

Chair Mosley called on Regent McLaughlin who reported that the Finance and Audit Committee met on Tuesday, June 14, 2016, at 10:15 a.m. in the President's Conference Room to consider the recommendation.

In 2002 the Oklahoma Legislature granted authority to the State Regents to determine tuition and mandatory fee increases not to exceed the prior year average of the State Regents established national peer groups for institutional tiers (70 O. S. 2004 Supp., Section 3218.14). Following last year's increase in tuition and mandatory fees, Oklahoma resident student cost at USAO is 71.0% of our national peer group (the regional university tier average is 80.6%). The increase proposed below will result in an Oklahoma resident USAO student cost equal to 77.8% of the national peer group average.

The State Legislature reduced funding to higher education by 15.95% compared to the prior year. This did not address mandatory cost increases, thus creating an additional deficit of approximately \$119,000. In order to continue to protect the quality of academic programs and operations, I see no option to offset this reduction in state funding.

To serve those same priorities, presidents of all state colleges and universities this year will recommend some measure of student tuition and mandatory fee increase to their respective boards. I expect all institutions to have increases ranging between a low of 7 percent to a few in excess of 10 percent. There is general agreement on the importance of an increase to minimize damage to institutional quality and academic integrity. We calculate that 9.6 percent will increase in student tuition and mandatory fees will raise an estimated \$310,000 in additional revenue. A full-time Oklahoma resident student enrolled in 15 credit hours will pay \$315.00 additional tuition per trimester. We have talked to student groups about the proposed tuition increase. They are supportive of the effort to protect the quality of academic instruction and student support services.

The President recommends a combined 9.6 percent increase in tuition and mandatory fees.

Regent McLaughlin recommends the approval of the Tuition and Mandatory Fees, and the Board voted unanimously to approve.

4. Request to Consider Guaranteed Student Tuition Rate for FY2016-2017

Chair Mosley called on Regent McLaughlin who reported that the Finance and Audit Committee met on Tuesday, June 14, 2016, at 10:15 a.m. in the President's Conference Room to consider the recommendation.

Institutions within the Oklahoma State System of Higher Education are required by law to offer first time full-time Oklahoma resident students a tuition rate that will be guaranteed for a period not less than four consecutive academic years. (70 O. S. 2007 Supp., Section 3218.8) They will remain eligible to receive this fixed rate so long as they sustain full-time, uninterrupted enrollment for consecutive year fall and spring trimesters throughout the four-year period.

Students shall have the option to participate or not participate in the guaranteed tuition program and shall indicate their election at the time of enrollment or following the approval of the tuition rates by the USAO Board of Regents.

By law, the guaranteed rate cannot exceed 115 percent of the non-guaranteed undergraduate tuition rate charged to resident students enrolling for the first time for the same academic year. Beginning in the fall 2016 trimester, the proposed resident tuition rate for FY2016-2017 will be \$201.00 per credit hour. A guaranteed rate at 115 percent would translate into a guaranteed Oklahoma resident tuition rate of \$231.00 per credit hour through the 2019-2020 academic year.

The President recommends that the guaranteed USAO rate for Oklahoma resident tuition be set at \$231.00 per credit hour for the fall 2016.

Regent McLaughlin recommends the approval of the Guaranteed Tuition Rate, and the Board voted unanimously to approve.

5. Consideration of Proposed FY2016-2017 Budget

Chair Mosley called on Regent McLaughlin who reported that the Finance and Audit Committee met on Tuesday, June 14, 2016, at 10:15 a.m. in the President's Conference Room to consider the recommendation. Regent McLaughlin called on Vice President Coponiti to cover the essentials of the proposed budget.

The Education and General Budget consists of state appropriations and locally generated revolving funds. Appropriations from the Oklahoma Legislature to the higher education system are allocated to individual institutions by the Oklahoma State Regents for Higher Education.

The State Legislature reduced appropriations to higher education by 15.95% compared to the prior year. It will result in a \$1,149,064 cut to USAO's allocation. The University will also have appropriations reduced by a portion of OCIA Debt Service not funded by the legislature. On top of this, it will also involve our absorbing \$119,000 in mandatory cost increases and a \$150,000 reduction in our special annual MEP allocation.

Thus, I am recommending a 9.6 percent increase in student tuition and mandatory fees. If approved, it will raise an estimated \$310,000 in new revenue. It would provide sufficient funds to cover mandatory cost increases but will not off-set the reduction in State appropriations and MEP allocations.

The attached pages contain information concerning legislative appropriations to higher education and State Regents' allocations to USAO. These materials are drawn from packets that were distributed to state institutions following the State Regents' May 29th meeting in which they authorized the FY16-17 budget for the state system and allocations to specific institutions.

Also enclosed are schedules A, B, and C of USAO's E&G FY16-17 Budget. These schedules show a total proposed expenditure of \$12,259,235. The total amount is inflated by reporting \$832,342 for authorized fee waivers. That amount is included as income and expenditures, but it represents only a waiver of tuition and not funds available for expenditure. Also included is an allocation of \$19,450 to Jane Brooks

School for the Deaf for which USAO acts as the pass through agency for the State of Oklahoma.

The President recommends acceptance of the proposed FY2016-2017 budget.

EDUCATIONAL AND GENERAL BUDGET - FY2016-2017			
PART I - PRIMARY BUDGET			
Schedule A			
Summary of Educational and General Expenditures by Function			
Agency #	150	Date Submitted:	June 10, 2016
Institution Name:	University of Science and Arts of Oklahoma	President:	Dr. John Feaver
EXPENDITURES BY ACTIVITY/FUNCTION			
Activity Number	Activity/Function	FY2016-2017 Amount	Percent of Total
	Educational & General Budget - Part I:		
11	Instruction	5,210,039	42.5%
12	Research	91,665	0.7%
13	Public Service	5,000	0.0%
14	Academic Support	1,056,287	8.6%
15	Student Services	1,368,865	11.2%
16	Institutional Support	1,883,567	15.4%
17	Operation and Maintenance of Plant	1,811,470	14.8%
18	Scholarships and Fellowships	832,342	6.8%
	Total Expenditures by Activity/Function:	12,259,235	100.0%
FUNDING			
Fund Number	Fund Name	FY2016-2017 Amount	Percent of Total
	E&G Operating Revolving Fund:		
290	Revolving Funds	6,214,574	50.7%
290	State Appropriated Funds - Operations Budget	6,019,987	49.1%
290	State Appropriated Funds - Grants, Contracts and Reimbursements	24,674	0.2%
		-	0.0%
	Total Expenditures by Fund:	12,259,235	100.0%
EDUCATIONAL AND GENERAL BUDGET - FY2016-2017			
PART I - PRIMARY BUDGET			
Schedule B			
Summary of Educational and General Expenditures by Object			
Institution:	University of Science and Arts of Oklahoma		
EXPENDITURES BY OBJECT			
Object Number	Object of Expenditure	FY2016-2017 Amount	Percent of Total
1	Personnel Services:		
1a	Teaching Salaries	3,230,415	26.4%
1b	Professional Salaries	1,951,345	15.9%
1c	Other Salaries and Wages	1,323,250	10.8%
1d	Fringe Benefits	2,871,735	23.4%
1e	Professional Services	-	0.0%
	Total Personnel Service	9,376,745	76.5%
2	Travel	89,571	0.7%
3	Utilities	350,000	2.9%
4	Supplies and Other Operating Expenses *	1,210,707	9.9%
5	Property, Furniture and Equipment	196,848	1.6%
6	Library Books and Periodicals	73,432	0.6%
7	Scholarships and Other Assistance	832,342	6.8%
8	Transfer and Other Disbursements **	129,590	1.1%
	Total Expenditures by Object	12,259,235	100.0%

EDUCATIONAL AND GENERAL BUDGET - FY2016-2017			
PART I - PRIMARY BUDGET			
Schedule C			
REPORT OF EDUCATIONAL AND GENERAL REVENUE, EXPENDITURES, AND UNOBLIGATED RESERVE			
Institution Name:		University of Science and Arts of Oklahoma	
Revenue Description		FY2016-2017 Amount	Percent of Total
1. Beginning Fund Balance July 1, 2016 (Cash Basis)		2,216,052	
2. Expenditures for Prior Year Obligations		1,465,122	
3. Unobligated Reserve Balance July 1, 2016 (line 1 - line 2)		750,930	←Formula
4. Projected FY2017 Receipts:			
State Appropriated Funds - For Operations		6,019,987	50.5%
State Appropriated Funds - For Grants, Contracts and Reimbursements		24,674	0.2%
Federal Appropriations		-	0.0%
Local Appropriations		-	0.0%
Resident Tuition (includes tuition waivers)		4,473,698	37.5%
Nonresident Tuition (includes tuition waivers)		422,228	3.5%
Student Fees - Mandatory and Academic Service Fees		717,000	6.0%
Gifts, Endowments and Bequests		240,000	2.0%
Other Grants, Contracts and Reimbursements		-	0.0%
Sales and Services of Educational Departments		2,000	0.0%
Organized Activities Related to Educational Departments		15,000	0.1%
Technical Education Funds		-	0.0%
Other Sources		11,000	0.1%
5. Total Projected FY2017 Receipts		11,925,587	100.0%
6. Total Available (line 3 + line 5)		12,676,517	←Formula
7. Less Budgeted Expenditures for FY2017 Operations		12,259,235	←Link to Sch A
8. Projected Unobligated Reserve Balance June 30, 2017 (line 6 - line 7)		417,282	←Formula

Regent McLaughlin recommends the approval of the Proposed FY16-17 Budget, and the Board voted unanimously to approve.

6. Authorization to Select External Auditor for FY2015-2016

Chair Mosley called on Regent McLaughlin who reported that the Finance and Audit Committee met on Tuesday, June 14, 2016, at 10:15 a.m. in the President's Conference Room to consider the recommendation.

A Request for Proposal notice was published and sent to ten accounting firms in Oklahoma. On the basis of competitive bid, the Board selected on June 12, 2012 the firm of Becky Fleming, CPA, Inc. to audit the financial statements for fiscal years ending June 30, 2011-12. State law allows retention of an auditing firm for up to five consecutive fiscal years, based on an annual review of service.

The audits were performed in a professional, thorough, and timely manner. The Regents expressed satisfaction with the results when presented with the latest Audit Report in the November 10, 2015 meeting of the board.

Becky Fleming, CPA, Inc. has agreed to perform the audit for the fiscal year ending June 30, 2016, for a fee of \$15,000.00, an annual assessment consistent with the agreement approved by the Regents in the initial 5-year proposal.

The President recommends Board authorization.

Regent McLaughlin recommends the approval of the Selection of External Auditor for FY2015-2016, and the Board voted unanimously to approve.

7. Request for Authorization to Purchase Computer Equipment

Chair Mosley called on Regent McLaughlin who reported that the Finance and Audit Committee met on Tuesday, June 14, 2016, at 10:15 a.m. in the President's Conference Room to consider the recommendation.

In the meeting of March 26, 1990, the Regents approved a Computer Plan to be implemented in phases. The purchase of new equipment is needed periodically, both with the addition of new faculty and staff as well as the need to maintain the five-year replacement cycle of outdated computers.

This request for computer equipment will replace 22 computers. Seventeen of the computers purchased will be either desktops or laptops, and 5 are Apple iMac computers which must be purchased directly from Apple. At this time, we are still working to get the prices down as much as possible. As we anticipate purchasing these over a three-month time span, the estimated cost will be approximately \$26,000.

Funding for this purchase will be half from Technology Fee Revenue and half from Section 13/New College Fund.

The President recommends approval of purchasing computer equipment.

Regent McLaughlin recommends the approval of the proposed Purchase of Computer Equipment, and the Board voted unanimously to approve.

8. Request for Approval to Change Student Constitution

Chair Mosley reported that the Policies and Procedures Committee met on Tuesday, June 14, 2016, at 11:00 a.m. in the President's Conference Room to consider the recommendation.

The Student Government Association, in the 2015/2016 academic year, passed a new Constitution with various edits and is seeking Regent's approval. Please see below for a summary of revisions made to the new proposed Constitution.

1. Updated position descriptions to better match current responsibilities of SGA Executive Officers
2. Assigned SGA Parliamentarian to hold duties as Supreme Court Chief Justice. This was done to provide a better checks and balances system by having someone with the authority to oversee issues with the Executive Branch, similar to the Federal Government makeup.
3. Added additional responsibilities to the SGA Judicial Branch, such as the option to hear and mediate student organization disputes and rule on Constitutional inquiries.

4. Reduced Senator seats from 30 to 15 due to the difficulty of filling the seats. Research into other universities showed that we had too many Senator representatives for our size institution.
5. Updated Advisor responsibilities to reflect duties already performed.
6. Moved specific procedures from Constitution to Bylaws, such as in-house procedures like meeting procedures, appeal procedures, election process, etc.
7. Various grammatical updates.

Chair Mosley recommends the approval to change student constitution, and the Board voted unanimously to approve.

9. Request for Approval of Curriculum Changes

Chair Mosley reported that the Academic and Administrative Affairs Committee met on Tuesday, June 14, 2016, at 11:15 a.m. in the President's Conference Room to consider the recommendation.

The following requests for additions, deletions, and modifications in programs and courses have originated with the respective departments, and have won approval from the appropriate faculty committees and officers, including the President.

All courses are identified by a four-digit number. The first digit (1, 2, 3, or 4) represents respective levels of freshman, sophomore, junior, and senior. The last digit represents the number of credit hours awarded for completion of the course. The middle two digits are unique to identify the specific course and will be determined by the registrar in consultation with the proposing faculty.

1. Deletion of Courses:

- a. **SOCI 2423 Collective Behavior:** This course is being replaced by a new proposed course called "Social Networks" which is a more appropriate title for a class on how behavior is shaped by aggregations of individuals. The content would be similar but the Social networks course would draw on recent network research that is more directly relevant to students.
- b. **SOCI 3633 Introduction to Law Enforcement Systems:** This course has not been offered for several years and is hard to staff given the specific, applied nature of the course. This course will be replaced with by the proposed course "Deviant behavior" that would count as a criminal justice elective and would be more consistent with liberal arts curriculum.
- c. **SOCI 3773 Introduction to Social Gerontology:** This course has not been offered in several years. Similar content can be found in human development courses in Psychology.
- d. **SOCI 3863 Population:** This course has not been offered in several years. Similar and more relevant content are covered in studies in demography which are covered by a variety of more mainstream sociology electives. This elective could be replaced by a proposed elective "Sociology of Religion."

- e. **SOCI 4313 Urban Sociology:** This course has not been offered in several years. The department proposes using another elective with broader discipline appeal such as “Sociology of Education” to replace this course.
 - f. **SOCI 4623 Corrections System:** This course has not been offered in several years. This course is potentially replaced with new proposed courses “Drugs and Society” that would count as a criminal justice elective.
2. **New Courses:**
- a. **SOCI 2**3: Social Networks** – Has been taught as a special topic course and offers updated and relevant perspectives on changes in the way individuals are networked in our society.
 - b. **SOCI 3**3: Deviant Behavior** – Has been taught as a special topic course and offers an elective for the criminal justice minor.
 - c. **SOCI 4**3: Sociology of Religion** – Has been taught as a special topic course and provides for a growing subfield of sociology.
 - d. **SOCI 3**3: Drugs and Society** – Has been taught as a special topic course and offers an elective for the criminal justice minor.
3. **Curriculum changes:**
- a. **Change to music minor –**
 - i. Increases number of hours from 19 to 21.
 - ii. Creates categories for main areas of musical study allowing students to choose from each category based on their previous knowledge and coursework.
 - iii. Decreases studio instruction from 5 to 4 hours with 3 hours taken on a primary instrument and one on a secondary instrument.
 - b. **Change to Professional Writing minor –**
 - i. To make clear how an English or Business major can achieve the minor in Professional Writing, ENGL 2143 Technical Writing would become a required course in place of ENGL 3503 for English majors and in place of BADM 3223 for Business majors. This is to account for the non-duplication policy.
 - ii. Change wording in catalog from “A course in technical communication” to “A course in professional communication”.

Chair Mosley recommends the approval of the Curriculum Changes, and the Board voted unanimously to approve.

10. Appointment of Regents Committees for FY2016-2017

President Feaver indicated this was a routine action by the Board in their June meeting.

BOARD OF REGENTS COMMITTEES* UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA 2016-2017

Academic and Administrative Affairs	Bill Lance, Chair Chris Mosley Vice President, Academic Affairs Vice President, Enrollment Management
Finance and Audit	Diane Ming, Chair David Ferrell Vice President, Business and Finance Vice President, Enrollment Management
Housing and Physical Plant	David McLaughlin, Chair Bill Lance Vice President, Enrollment Management Vice President, Business and Finance Secretary, Faculty Association
Policies and Procedures	Chris Mosley, Chair GT Bynum Vice President, Academic Affairs Vice President, Enrollment Management President, Faculty Association
University Advancement	GT Bynum, Chair David McLaughlin Vice President, University Advancement President, Alumni Association
Student Life	David Ferrell, Chair Diane Ming Dean of Students President, Student Association Vice President & Treasurer, Faculty Association

***The Chair of the Board of Regents and the President of the University are ex-officio members of all committees**

On a motion by Regent McLaughlin, seconded by Regent Ming, the Board voted unanimously to accept the Regents' Committees.

11. Election of Officers for FY2016-2017

In accordance with the Regents Monthly Agenda Guide, Board of Regents officers for the next fiscal year are to be elected in the June meeting. Officers ending their service for FY2015 – 2016 are:

Regent Mosley	Chair
Regent Anderson	Vice Chair
Regent Lance	Secretary

In accordance with past policy, proposed officers for FY2016 – 2017 would be:

Regent Anderson	Chair
Regent Lance	Vice Chair
Regent Ming	Secretary

On a motion by Regent Ming, seconded by Regent McLaughlin, the Board voted unanimously to approve the positions of Chair, Vice Chair and Secretary.

12. Authorization for Regents Committees to Act on Behalf of Board

The USAO Board of Regents normally does not meet in July or August. If that practice is followed this year, the Board would not meet during the three month period from June 14 to September 13. If a matter of extreme importance should arise, the Chairman could authorize a special meeting of the Board. For usual items that require Regents' action, it is recommended that the Regents' committees be authorized to act on behalf of the Board as needed with their action ratified in the September meeting.

On a motion by Regent Ming, seconded by Regent McLaughlin, the Board voted unanimously to approve the authorization for Regents committees to act on behalf of the Board.

13. President's Report

The President addressed the Board on the following items:

- a. Vice President for Advancement Sid Hudson reported on Athletics and Scholarships.
- b. Vice President for Enrollment Management Monica Trevino reported on the recruiting and admission process.
- c. Four camps on campus this week.
- d. President reported that Coming Together Park should be done by fall trimester.

14. Remarks from Representatives to the Board:

- i. Faculty Association – JC Casey, Vice President for Faculty Association said there was nothing to report at this time.
- ii. Student Association – No report.
- iii. Alumni Association – Ron Carr, President of the Alumni Association reported on the activities of the Alumni Association.

- iv. Staff Association – Robyn Rogers, President of the Staff Association reported on the activities of staff.

16. Time and Place of Next Meeting – The next meeting will be held Wednesday, September 14, 2016, at 1:30 p.m. on the USAO Campus.

17. Consideration of “any matter not known about which could not have been reasonably foreseen prior to the time of posting of the agenda” – None.

18. Executive Session – Chair Mosley asked for a motion to move the meeting into executive session. On a motion by Regent Anderson, seconded by Regent McLaughlin, the Board voted unanimously to move into Executive Session. Chair Mosley declared the Board in Executive Session at 2:42 p.m. in order to address the remaining agenda item.

- a. Recommendation on Faculty and Staff Salaries for FY2016-2017.

19. Return to Open Session – Chair Mosley asked for a motion to move the meeting into open session. On a motion by Regent Anderson, seconded by Regent McLaughlin, the Board voted unanimously to return to Open Session at 2:55 p.m.

- a. Action on Faculty and Staff Salaries for FY2016-2017.

On a motion by Regent Anderson, seconded by Regent Ming, the Board voted unanimously to approve Faculty and Staff Salaries for FY 2016-2017.

20. Adjournment – On a motion by Regent McLaughlin, seconded by Regent Ming, the Board voted unanimously to adjourn. Chair McLaughlin declared the Board meeting adjourned at 2:58 p.m.

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