

UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA
1727 W. Alabama Avenue, Chickasha, OK 73018
Student Center, Ballroom
MINUTES FOR BOARD OF REGENTS REGULAR MEETING
November 14, 2024
1:00 p.m.

The Board of Regents for the University of Science and Arts of Oklahoma met Thursday, November 14, 2024 in the Student Center's Regents Room of the USAO Campus.

1. **Call to Order:** The meeting was called to order by Chair Kelly Wilkerson at 1:00 PM.
2. **Open Meeting Law:** President Hale announced Announcement of Filing of Meeting Notice and Posting of Agenda in Accordance with the Open Meeting Act
3. **Roll Call** was taken with all seven regents in attendance: Kelly Wilkerson, Diane Ming, Suzanne Reynolds, JJ Francais, Amanda Conley, Cale Walker and Chris Mosley.

Staff and faculty members in attendance included: VP Sheppard McConnell, VP JP Audas, VP Nick Hathaway, Athletic Director Mike Ross, Dr. Karen Karner, VP David Evans, Tony Hutchison, Amy Goddard, Robyn Rogers, David Smith, Dr. Misty Steele, Nicole McMonagle, & Autumn Dahlman.

4. **The pledge of allegiance was recited by those in attendance.**
5. **Introductions:** Chair Wilkerson introduced Sohail Punjwani as the Assistant Attorney General from the Oklahoma Office of the Attorney General and counsel for the Board of Regents for USAO.
6. **Presentations:**
 - a. President Hale recognized student Montana Lovell. Montana received the Brad Henry International Scholarship for 2025, and will study abroad next semester at Swansea University in Wales.
 - b. Dr. Dany Doughan, Professor of Chemistry, gave a presentation on his sponsored visits to Brookhaven National Laboratory in March and June of this year. Dr. Doughan learned valuable research information as well as sharing with students and faculty the opportunities to study at BNL in Upton, NY.
7. **Minutes Approval:** The minutes of the September 12, 2024 meeting were presented. Having no corrections, Regent Walker made a motion to accept the minutes, and Regent Mosely seconded the motion. The motion carried with a unanimous vote.
8. **Communications to the Board:** President Hale shared several upcoming dates:

11/18/24 Business Roundtable. School of Social Sciences and Business

Upcoming Events:

11/15/24 Senior Day on campus

11/21/24 Davis-Waldorf Performing Arts Series, **Kuniko Yamamoto**, Te Ata Auditorium. 7:30 pm

11/22/24 Concert Choir at the Festival of Lights. 7:30 pm to 8:30 pm
11/26-27/29 Thanksgiving Break

9. Personnel Report & Sabbatical Requests: The following report was presented from Human Resources along with three sabbatical requests.

Appointments:

Sarah Lane, Effective November 4, 2024; TANF Program Navigator
Delton Gordon, Effective October 28, 2024; Housing Operations Director
Wendy Mitchell, Effective October 14, 2024; Director of Institutional Assessment
Joe Ellison, Effective October 1, 2024; Assistant Baseball Coach
Angelica Bishop, Effective September 25, 2024; Theatre Costumer
Darla Harris, Effective September 16, 2024; Cashier
Tyler Brown, Effective September 12, 2024; Assistant Men's Basketball Coach
Emily Maddox, Effective September 3, 2024; Digital Marketing Manager
Chryssa Sharp, Effective September 1, 2024; Director of the Online Business Program and Associate Professor of Business (Contracted Employee)

Change in Status:

Conner Darnell, Effective October 1, 2024; Promoted to Creative Services & Athletic Marketing Coordinator
Jana Ware, Effective October 1, 2024; transferred to Testing & Assessment Coordinator

Resignations:

Coltyn Harrill, Effective September 12, 2024; Creative Services Coordinator/Graphic Designer

Retirees:

None

Sabbatical Requests:

1. Kevin Crow
2. Blake Morgan
3. Zachary Simpson

Regent Ming, chair of the the Academic & Administrative Affairs committee, made a recommendation to approve the HR report and the Sabbatical Requests as presented. Regent Mosley made the motion to accept the recommendation, Regent Francais seconded the motion, and the vote was 7-0 for unanimous approval.

10. Presentation of Monthly Financial Statements: David Smith, Controller, presented financial statements to the Board of Regents. No action was necessary. Appendix A pp. 8-10

11. Presentation of Academic Calendars for Fall 2025, Spring 2026 and Summer 2026: The calendars were presented by Regent Ming, Chair of the Academic and Administrative Affairs Committee. Upon the committee's recommendation, Regent Francais made a motion to approve the calendars as presented. Regent Reynolds seconded the motion and the motion passed by unanimous vote. Appendix B, pp. 11-13

12. Presentation of the Name Change Policy: The Name Change Policy was presented by Regent Mosely, Chair of the Policies & Procedures Committee. Upon recommendation by the committee, Regent Ming made a motion to accept the policy as presented, with Regent Conley seconding the motion. The vote was unanimously approved by the Regents.

Name Change Policy at the University of Science & Arts of Oklahoma

The University of Science & Arts of Oklahoma (USAO) allows faculty, staff, and students to use their preferred names and to update their legal names, as necessary.

Preferred Name

Preferred names will be reflected in the USAO self-service portal and Canvas. Preferred names do not affect payroll records, tax documents, billing statements, official transcripts, or USAO email addresses.

Legal Name

A legal name change will be updated in all university systems, including payroll records, billing statements, official transcripts, tax records, USAO email addresses, the USAO self-service portal, and Canvas.

Notification and Documentation

Faculty, staff, and students are responsible for notifying USAO of any name changes and providing required documentation. This will ensure names are accurately reflected in university records.

How to Change your Name

Students who wish to use a preferred name or update their legal name may do so through the USAO self-service portal. Faculty and staff who wish to update a preferred or legal name will need to contact the Human Resources office. Additional documentation is not required to change a preferred name.

Official documentation (such as a court order or marriage certificate) must be provided for a legal name change. Students can upload this documentation as part of their name change request in the self-service portal. Faculty and staff will need to provide official documentation to the Human Resources office.

Additional information may be requested by payroll for all legal name changes.

Additional Information

Instructions for Students to request a name change in the USAO self-service portal will be available.

- 13. Presentation of Regents Bylaws Changes:** The Regents' revised bylaws were presented at the September 12, 2024 meeting. No changes were made to the bylaws for review at the Policies and Procedures Committee meeting. Upon recommendation from Regent Conley to approve the changes, Regent Ming made a motion to accept the bylaws. Regent Conley seconded the motion, and the motion passed by unanimous vote. See appendix C, pp. 14-19.
- 14. Presentation of meeting dates for 2025 Board of Regents:** Proposed meeting dates for the 2025 Regents were presented for the second Thursday of meeting months, which are February, April, June, September, November and December. Regent Francais made a motion to accept the proposed dates as presented, with Regent Mosley seconding the motion. The motion carried by unanimous vote.

Thursday, February 13, 2025
Thursday, April 10, 2025
Thursday, June 12, 2025

Thursday, September 11, 2025
Thursday, November 13, 2025
Thursday, December 11, 2025

The meeting time will remain at 1:00 PM.

15. President's Report

President Hale and the leadership team reported on the following topics:

President Hale:

- Former Oklahoma Senate Minority Leader Sean Burrage announced as new Oklahoma State Chancellor for Higher Education
- State Regents' proposed budget request finalized:
 - \$1.12 billion
 - 9.3% increase from FY25 state appropriation
- Legislative Agenda
 - Advancing education and workforce training for adult learners
 - Oklahoma Opportunity Education Scholarship tax credit
 - Oklahoma's Promise
 - Stabilize property insurance rates
 - Enhance campus safety and security
 - Concurrent enrollment
- Ellucian data conversion continues
 - Notable success in data transfer in preparation for Spring enrollment
 - Significant data challenges remain
- Network and data security resources conversations with OSRHE/legislators
- Free speech training now embedded in HR onboarding
- USAO ranked in Top 20 of US News Top Public Schools – National Liberal Arts Colleges for third consecutive year
- Establishment of Retention and AI Task Force committees
- Re-establishment of Emergency Management Team
- Licensed Professional Counselor to onboard soon

VP Nick Hathaway:

- FY26 budget building process underway
 - Three scenarios guide our projections
 - Additional revenue streams focus, including raising retention rates
 - Increased our FY26 budget request to OSRHE
- Business Office actively engaged in Retention Committee
 - Education on federal student loan availability
 - Goal to establish structured payment plans for all students

VP David Evans:

- New Director of Assessment and HLC Criterion 4.b
- New faculty hire in the School of Social Science and Business
- Business curriculum revision listening sessions
- Outreach to USAO from the Clinton School of Public Service at the University of Arkansas
- Update on collaboration with OCCC:
 - Alternative Teacher Certification courses in Spring 2025
 - Targeted launch of Bachelor of Professional Studies program in Fall 2025
 - Discussions about additional collaborations on Elementary Education and 3+1 nursing programs are ongoing
- USAO hosted the 15th Annual Women in Technology and Science Workshop on Oct. 31

VP Sheppard McConnell:

- Recruitment
 - Preliminary Fall 2025 projections show class size for freshmen and transfer students to be comparable to Fall 2024
 - State demographics are creating a challenging landscape
 - 40 more HS visits this fall than last year; five more college fairs
 - Common Application has been officially launched
 - More investment in marketing planned
- Persistence and Retention
 - USAO ranks 3/11 in the regional system for persistence
 - USAO ranks 6/11 in the regional system for retention
 - Top five reasons for leaving USAO from 2023 cohort
 - *Transfer/ Do not have program wanted*
 - *Health*
 - *Family reasons*
 - *Cost*
 - *Housing/ Campus dissatisfaction*
- Housing
 - Delton Gordon hired as Housing Operations Director
 - On campus living experience a notable factor in retention
- Student Life
 - Homecoming was a phenomenal event that exceeded all expectations.
 - The student body has been attending athletic events in greater numbers, and their energetic support has created a home-field advantage.

Cathy Perri:

- NASNTI Office awarded \$152,260 supplemental grant to support Office of Student Services
- TRIO grant application disposition
- Developing \$6M congressional grant application for campus infrastructure
- Meeting with Chancellor-Elect Burrage to discuss OSRHE policy direction next Tuesday
- Senator Pro Tempore-Elect Paxton invitation to campus for media event announcing TANF and South Central Oklahoma Workforce partnership
- Legislative designation for Neill-Wint Center

Tony Hutchison:

- South Central Oklahoma Workforce Board and TANF Navigator are actively collaborating with our workforce development efforts
- Upskilling outreach to businesses, nonprofits and governmental agencies-e.g.
 - First State Bank of Anadarko
 - Grady County Health Department
 - Chickasha Police Department
 - Chicken Express
 - City of Elgin
- Harding Fine Arts Academy partnership update
 - Refresher on USAO's role with HFAA
 - President Hale to address HFAA Board of Trustees
 - Superintendent Jason Brown planned presentation to USAO Regents

VP JP Audas:

- \$50k Wier Estate Gift / Willard Hall
 - \$100k Scholarship Endowment In Honor of Dr. Irene Park
 - Richard and Teresa Massa Estate Gift
- Establishment of 1908 Society
- Sweets for Success
- Senior Gift & Student Outreach

Fundraising: Fiscal Year to Date

July to October:	Total Year End:		
• FY 23 \$79,928	FY 23	\$1,477,842	
• FY 24 \$102,816	FY 24	\$2,262.169	
• FY 25 \$311,190	FY 25	Goal: \$4M	

Marketing & Communications News:

- Bryce McKinnis has been hired as the new Director of Marketing and Communications.
- Conner Darnell has been promoted to Creative Services & Athletics Marketing Coordinator
- Emily Maddox has been hired as the Digital Marketing Manager

16. Remarks from Representatives to the Board: Reports were submitted in advance from Faculty Association, Student Association, Alumni Association and Staff Association representatives.

17. Executive Session

- Discussion and possible action to convene in executive session pursuant to 25 O.S. § 307(B)(1) discussing the employment and annual review of Kayla Hale, President of USAO.
- Vote to enter into executive session: Regent Mosley made a motion to move into executive session. Regent Francais seconded the motion and the motion carried by unanimous vote at 2:33 PM.
- End executive session and vote to return to open session. Regent Walker made a motion to exit executive session and return to open session at 3:27 PM. Regent Mosley seconded the motion and the motion carried. Chair Wilkerson stated that no votes were taken in executive session, and no items not listed on the agenda for discussion in executive session were discussed
- Possible discussion and vote to approve/disapprove the items discussed in the executive session: Regent Mosley made a motion to adopt and approve President Hale’s performance review; the motion was seconded by Regent Reynolds, and by unanimous vote, the motion was passed.

Chair Wilkerson recognized Assistant Attorney General Sohail Punjwani, counsel of the Board of Regents for USAO, for remarks before the next item of business. AAG Punjwani directed the question of any possible conflict of interest to the Regents regarding RCE General Contractors, LLC. Roll call was taken of the Board citing any conflict of interest.

Results of the voting were:

Regent Conley – No; Regent Francais – No; Regent Ming – No; Regent Mosley –No; Regent Reynolds – No; Regent Walker – Yes; Regent Wilkerson – No.

Regent Walker recused himself for the following Executive Session; a quorum was still in place.

18. Executive Session

- a. Discussion and possible action to convene in executive session pursuant to 25 O.S. § 307(B)(4) to discuss the pending demand, and litigation threat regarding the potential Willard Hall Renovation Construction Manager Bid Award from RCE General Contractors, LLC. On the advice of counsel, disclosure of communications related to the above-referenced pending demand, and litigation threat will seriously impair the ability of USAO Board of Regents to process such demand, and litigation threat in the public interest.
- b. Vote to enter into executive session. Regent Francais made the motion to enter into executive session for item 18; Regent Reynolds seconded the motion and the motion carried with yes votes from Regents Francais, Reynolds, Ming, Mosley, Conley and Wilkerson. Executive session was entered at 3:34 PM.
- c. End executive session and vote to return to open session. At 4:05 PM, Regent Ming made a motion to exit executive session and reenter open session. Regent Francais seconded the motion with Regents Conley, Francais, Ming, Mosley, Reynolds & Wilkerson voting yes. (Regent Walker had recused himself from this discussion.)

Regent Wilkerson stated that no votes were taken in executive session and no items not listed on the agenda for discussion in executive session were discussed.

- d. Possible discussion and vote to approve/disapprove the items discussed in the executive session: No motion was brought forth from the executive session.

Regent Wilkerson stated the Regents discussed with counsel the pending demand and litigation threat regarding the potential Willard Hall Renovation Construction Manager Bid Award from RCE General Contractors, LLC during the executive session. No items to approve or disapprove that require the board's vote were discussed in executive discussion.

19. **The Next Meeting for the USAO Board of Regents** will be Thursday, December 12, 2024, 1:00 p.m., USAO, Student Center, Regents Room, 1727 W. Alabama Ave., Chickasha, Oklahoma 73018.
20. **Consideration and possible action on new items of business not known about or which could not have been reasonably foreseen prior to the time of the posting of the agenda.**
21. **Adjournment:** Having no other business, Regent Mosley made a motion to adjourn. Regent Ming made the second and the motion carried to adjourn at 4:07 PM.

APPENDIX A

UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA
 STATEMENT OF CURRENT FUND EXPENDITURES AND BALANCES
 EDUCATION AND GENERAL BUDGET, 2024-25
 FOR PERIOD ENDING OCTOBER 31, 2024

FUNCTION	E&G BUDGET 2024-25	FISCAL YEAR TO-DATE EXPENDITURES	FREE BALANCE	% OF BUDGET EXPENSED 2024-25
Instruction	5,481,095.00	1,989,403.51	3,491,691.49	36%
Research	77,268.00	17,745.15	59,522.85	23%
Public Service	-	-	-	0%
Academic Support	1,358,248.00	223,337.55	1,134,910.45	16%
Student Services	1,495,656.00	709,563.95	786,092.05	47%
Institutional Support	2,367,122.00	1,109,233.44	1,257,888.56	47%
Physical Plant	1,251,329.00	596,594.46	654,734.54	48%
Scholarships	679,793.00	1,627,368.00	(947,575.00)	239%
TOTAL EDUCATION AND GENERAL	12,710,511.00	6,273,246.06	6,437,264.94	57%

UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA
EDUCATION AND GENERAL INCOME STATEMENT
FOR PERIOD ENDING OCTOBER 31, 2024

INCOME CATEGORY	ESTIMATED INCOME FOR 2024-25	YTD INCOME	INCOME AS A % OF 2024-25
STATE APPROPRIATIONS	5,996,004.00	1,499,001.00	25%
STUDENT FEES			
Resident Tuition	4,473,603.00	3,297,914.03	74%
Non-Resident Tuition	106,173.00	728,096.00	686%
Student Fees	743,128.00	1,162,905.72	156%
TOTAL STUDENT FEES	11,318,908.00	6,687,916.75	59%
ORGANIZED ACTIVITIES RELATED TO EDUCATIONAL DEPARTMENTS	15,000.00	6,660.00	44%
OTHER INCOME	791,000.00	243,615.72	31%
REIMBURSEMENTS AND CONTRACTS	160,000.00	257,509.00	161%
TOTAL INCOME	12,284,908.00	7,195,701.47	59%

UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA
INCOME STATEMENT
FOR PERIOD ENDING OCTOBER 31, 2024

	BEG BALANCE	REVENUES	EXPENSES	ENDING BALANCE
AUXILIARY SYSTEMS OPERATIONS				
RESIDENCE HALLS	168,329.87	1,507,467.63	794,954.01	880,843.49
FOOD SERVICE	-	1,168,498.10	895,165.44	273,332.66
STUDENT CENTER	14,148.70	21,292.71	-	35,441.41
BOOKSTORE	-	24,591.24	-	24,591.24
PRINTING SERVICE	-	7,303.55	3,887.56	3,415.99
TOTAL	182,478.57	2,729,153.23	1,694,007.01	1,217,624.79
AUXILIARY ENTERPRISES OTHER				
ATHLETICS	7,282.68	-	430,578.81	(423,296.13)
TREND	-	-	3,533.29	(3,533.29)
CULTURE AND REC FEE	-	14,078.86	-	14,078.86
STUDENT ACTIVITY FEE	-	179,491.14	38,471.87	141,019.27
FACILITY FEE	19,129.23	98,189.00	9,294.17	108,024.06
STUDENT HEALTH	47,192.62	27,637.71	49,007.07	25,823.26
AUXILIARY OPERATIONS	119,912.10	22,741.20	7,302.68	135,350.62
TOTAL	193,516.63	342,137.91	538,187.89	(2,533.35)
RESTRICTED FUNDS				
STUDENT AID	267,750.57	1,435,227.50	3,196,263.55	(1,493,285.48)
RESTRICTED OTHER	212,502.98	59,054.25	167,969.65	103,587.58
TOTAL	480,253.55	1,494,281.75	3,364,233.20	(1,389,697.90)
AGENCY ACCOUNTS				
Student Assoc Fee	-	1,590.00	2,880.23	(1,290.23)
Club Accounts	3,554.44	1,116.00	4,463.40	207.04
TOTAL	3,554.44	2,706.00	7,343.63	(1,083.19)

**USAO Academic Calendar
Fall 2025**

Holidays, Breaks, and Special Events
Matriculation – August 21
Faculty Continuous Improvement Day – August 21
Convocation – August 22
New Student Orientation – August 22-24
Labor Day Holiday, No Classes, Offices Closed – September 1
Fall Break, No Classes, Offices Closed – October 16-17
Thanksgiving Break, No Classes, Offices Closed – November 26-28
Winter Break, No Classes, Offices Closed – December 22-January 2
Enrollment Dates
Spring Enrollment Opens for Seniors and Juniors – October 27
Spring Enrollment Opens for Sophomores and Freshmen – October 29

Important Dates	Main Campus 15-Week Term	Online Fall A 7-Week Term	Online Fall B 7-Week Term
First Day of Classes	August 25	August 25	October 13
Fees for Late Registration Begin	August 26		
Last Day to Add a Course	September 2	August 29	October 17
Last Day to Drop a Course	September 5	August 29	October 17
Midterm Grade Reports Due	October 14, 8:00 am		
Last Day to Apply for Graduation	October 24		
Last Day to Withdraw with an Automatic 'W'	October 31	October 3	November 21
Last Day of Classes	November 25	October 12	November 30
Study Day – No Classes or Exams	December 1		
Final Exams	December 2-5		
Grades Due	December 9, 8:00 am	October 15, 8:00 am	December 9, 8:00 am

**USAO Academic Calendar
Spring 2026**

Holidays, Breaks, and Special Events
New Year's Day Holiday – January 1-2
Faculty Continuous Improvement Day – January 14
Martin Luther King Jr. Day – January 19
Spring Break – March 16-20
Spring Triad – April 2
Enrollment Dates
Summer and Fall Enrollment Opens for Seniors and Juniors – March 23
Summer and Fall Enrollment Opens for Sophomores and Freshmen – March 25

Important Dates	Main Campus 15-Week Term	Online Spring A 7-Week Term	Online Spring B 7-Week Term
First Day of Classes	January 15	January 19	March 9
Fees for Late Registration Begin	January 16		
Last Day to Add a Course	January 23	January 23	March 13
Last Day to Drop a Course	January 28	January 23	March 13
Midterm Grade Reports Due	March 10, 8:00 am		
Last Day to Apply for Graduation	March 13		
Last Day to Withdraw with an Automatic 'W'	March 27	February 27	April 17
Last Day of Classes	April 24	March 8	April 26
Study Day – No Classes or Exams	April 27		
Final Exams	April 28-May 1		
Commencement	May 2		
Grades Due	May 5, 8:00 am	March 11, 8:00 am	May 5, 8:00 am

**USAO Academic Calendar
Summer 2026**

Holidays, Breaks, and Special Events
Memorial Day Holiday, No Classes, Offices Closed – May 25
No Classes, Offices Closed – June 12
Juneteenth, No Classes, Offices Closed – June 19
No Classes, Offices Closed – June 26
Independence Holiday, No Classes – July 1-3, Offices Closed – July 2-3
No Classes, Offices Closed – July 10, 17, 24, 31
No Classes, Offices Closed – August 7

Important Dates	Main Campus 5-Week Independent Study Term	Main Campus 10-Week Term	Online Summer A 7-Week Term	Online Summer B 7-Week Term
First Day of Classes	May 4	June 8	May 4	June 22
Fees for Late Registration Begin	May 5	June 9		
Last Day to Add a Course	May 6	June 15	May 8	June 26
Last Day to Drop a Course	May 6	June 15	May 8	June 26
Last Day to Apply for Graduation		July 6		
Midterm Grade Reports Due		July 14, 8:00 am		
Last Day to Withdraw with an Automatic 'W'		July 23	June 12	July 31
Last Day of Classes	June 5	August 6	June 21	August 9
Final Exams		August 10-12		
Grades Due	June 9, 8:00 am	August 17, 8:00 am	June 24, 8:00 am	August 17, 8:00 am

UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA
BOARD OF REGENTS BYLAWS

Foreword

The contents of these suggestions shall in no way be taken as the basis of, or as instituting any contractual rights between the Board of Regents of the University of Science and Arts of Oklahoma and any person or employee. It is intended as a summary of the present practices compiled for general convenience of employees and said Board. Of necessity, it cannot be complete in all detail and cannot through error or omission restrict the lawful powers of the Board of Regents of the University of Science and Arts of Oklahoma.

ARTICLE I

Educational Philosophy

- Section 1. Higher education is a function of the State of Oklahoma and serving as the agent for the state in governing the University of Science and Arts of Oklahoma is the Board of Regents of the University of Science and Arts of Oklahoma.
- Section 2. The powers and duties of the Board of Regents of the University of Science and Arts of Oklahoma is limited by and subject to authority expressly delegated by law under the Oklahoma Higher Education Code.
- Section 3. The functions of the Board are executive, legislative and judicial.
- a. The executive functions of the Board on professional matters should always be delegated to the President of the University and through the President to the faculty and staff.
 - b. The legislative functions of the Board are retained by the Board and serve to establish all general policies affecting the University, and to establish such rules and regulations as are required to bring these policies into effect.
 - c. The judicial functions of the Board are retained by the Board and serve to provide a court of final settlement for all matters in dispute which have an effect upon the operation of the University and are properly within the authority of the Board as provided by law.
- Section 4. The authority of the Board of Regents resides only in the Board as a whole and not in its individual members.

ARTICLE II
Organization of the Board

- Section 1. The Board of Regents of the University of Science and Arts of Oklahoma is composed of seven members, appointed by the Governor, by and with the consent of the Senate, for seven-year staggered terms which expire on the 30th day of June.
- Section 2. The officers of the Board shall consist of a Chair, Vice Chair and Secretary.
- Section 3. The Chair, Vice Chair and Secretary shall be elected at the meeting in June each year and shall serve following their elections for the fiscal year and until their successors are elected and qualified. In order to qualify for an officer position for the following year, Regents must have attended four of the six regular meetings within the current year.
- Section 4. All vacancies in the offices of the Board shall be filled by election at the next succeeding meeting of the Board and shall be for the unexpired term.

ARTICLE III
Duties of Officers

- Section 1. The Chair of the Board shall preside at all meetings but shall have a full right of discussion and voting.
- a. The Chair shall appoint all committees.
 - b. The Chair shall sign all contracts, bonds and legal papers approved by the Board.
- Section 2. The Vice Chair shall perform the duties of the Chair in their absence or temporary disability.
- Section 3. The Secretary shall keep accurate records of the proceedings of the Board. The Secretary to the President of the University shall aid the Board Secretary by keeping minutes of the board action and seeing that they are properly recorded for future reference.

ARTICLE IV
Meetings

- Section 1. The Board shall hold six regular meetings throughout the year (in February, April, June, September, November and December) on the

second Thursday of each month. The meeting date may be changed by majority vote of the Board.

- Section 2. Special meetings may be called by the Chair when necessary, or by any four members of the Board by giving five days notice.
- Section 3. Executive sessions of the Board will be conducted in accordance with Oklahoma Open Meetings Act, as amended.
- Section 4. Four members shall constitute a quorum to transact business.
- Section 5. All Board meetings shall be held in accordance with the Oklahoma Open Meetings Act, as amended.

ARTICLE V

Voting

- Section 1. The vote of each member of the Board shall be publicly cast and recorded on all motions.
- Section 2. No informal gatherings or any electronic or telephonic communications among a majority of the members of the Board shall be used to decide any action or to take any vote on any matter.

ARTICLE VI

Powers and Duties of the Board

- Section 1. The Board of Regents of the University of Science and Arts of Oklahoma shall have the supervision, management and control of the University of Science and Arts of Oklahoma; and it shall have the following additional powers and duties:
 - a. Adopt rules and regulations it considers necessary to govern the University.
 - b. Employ and fix the compensation and duties of all personnel as it deems necessary for its operation and for the operation of the University of Science and Arts of Oklahoma. Any of such personnel having custody of public funds or other public property may be required to furnish corporate surety bonds in such amounts as may be deemed necessary by the Board, payable to the State of Oklahoma and conditioned upon a faithful accounting of all such funds and property.
 - c. Enter into contracts, purchase supplies, materials and equipment, and incur such other expenses as may be necessary

to make any of its powers effective.

- d. Authorize university officials to act in its behalf in making of contracts, or in carrying out the powers conferred upon it.
- e. Receive and make disposition of monies, grants and property from federal agencies.
- f. Accept gifts of real and personal property, money and other things, and use or dispose of the same in accordance with directions of donors or grantors thereof.
- g. Direct the disposition of all monies appropriated by the Legislature or the Congress or derived from the sale of bonds or received from any other source by the University.
- h. Acquire and take title to real and personal property in its name on behalf of the University.
- i. Have supervision and charge of the construction of all buildings.
- j. Determine the need for and cause to be constructed dormitories and other buildings, on a self-liquidating basis.
- k. Maintain an inventory of all property belonging to the University.
- l. Audit all accounts against the funds allocated to the University.
- m. Establish and maintain plans for tenure and retirement of employees of the University, and for payment of deferred compensation of each employee; and provide hospital and medical benefits, accident, health and life insurance, and for all or a part of the cost thereof for employees, with funds available for the operation of the institution. Amounts payable for the employee for such insurance or annuity contracts may, with the consent of the employee, be deducted from their salary.
- n. Do all things necessary or convenient to carry out the powers expressly granted to it, or to make the University of Science and Arts of Oklahoma effective for the purposes for which it is maintained or operated.

ARTICLE VII

Actions of the Board

Section 1. Actions of the Board will be taken at regular meetings in one or more of the following ways:

- a. By resolution in all matters of long-range planning.
- b. By policy statement issued to guide the Board, the administration, the faculty, the staff and the student body.
- c. By directive to the administration which will confer specific powers of the Board upon the Administration but which will in no way absolve the Board of its responsibilities.
- d. By rules which will govern the conduct of the Board, the administration, the faculty, the staff and the student body.
- d. By approval of suggestions, recommendations, or requests properly brought before the Board by the administration, the faculty, the student body, by committees or other interested parties.
- f. By regulation which shall define the administrative procedures of the University.
- g. By authorization whereby certain persons shall be empowered to conduct the day-to-day business of the University in the name of the Board.
- h. By appointments whereby positions may be filled.
- i. By decisions whereby the Board shall settle disputes.
- j. By negotiations terminating in contracts whereby the interests of the University can be served.
- k. By amendments whereby any and all actions taken by the Board may be reconsidered.
- l. By such other means as the Board shall from time to time devise.

ARTICLE VIII

Committees

Section 1. Standing committees of the Board shall be:

- a. Policies and Procedures
- b. Finance and Audit
- c. Academic and Administrative Affairs

- d. Housing and Physical Plant
- e. University Advancement
- f. Student Life

Section 2. Chairs of various committees shall be members of the Board and shall be appointed by the Chair of the Board at the regular meeting in June to serve for a period of one year.

Section 3. Special committees shall be appointed as the Board may, from time to time, direct. Such committees shall cease to exist when discharged from further consideration of the subject assigned.

ARTICLE IX

Amendments

Any provision of these Bylaws except Article VI and Section 1 of Article II, may be amended at any regular meeting of the Board by a majority vote on record of all members of the Board. The proposed amendment(s) shall be submitted in writing and recorded in the official minutes of this Board at least one month before the final vote is taken.