

**UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA  
BOARD OF REGENTS  
MINUTES  
February 8, 2017**

The Board of Regents for the University of Science and Arts of Oklahoma met Wednesday, February 8, 2017, 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. Regent Anderson led the group in the Pledge of Allegiance and then called the meeting to order at 1:30 p.m. and asked for roll call. Members present were: Mo Anderson, David Ferrell, Bill Lance, David McLaughlin, Diane Ming, and Chris Mosley. Also present were: President John Feaver, Vice President Krista Maxson, Vice President Mike Coponiti, Vice President Sid Hudson, Vice President Lynn Boyce, Vice President Monica Trevino, Assistant to the President Cathy Perri, Director of Communications and Marketing Amy Goddard, President of Faculty Association J.C. Casey, President of the Alumni Association Ron Carr, Member of the Staff Association Robin Rogers, and Diane Carroll, Executive Assistant to the President and Secretary to the USAO Board of Regents.

**Introductions:** None

**Presentations:** None.

**Approval of the Minutes of the December 14, 2016 meeting:** On a motion by Regent Ferrell, seconded by Regent Lance, the minutes were approved (6-0).

**Communications:** None.

**Unfinished Business:** None.

**New Business:**

**1. Personnel –**

**Appointments:**

Jill Burgess, NASNTI Grant Program Director, full-time effective January 3, 2017, salary \$40,000

Katelin Pool, Enrollment & Records Specialist, full-time effective January 16, 2017, salary \$24,750

Mandy Gray, NASNTI-Administrative Assistant, part-time effective January 17, 2017, salary \$12,500

**Change in Status:**

Misty Steele, .50 FTE, Assistant Professor Psychology, effective January 1, 2017

Misty Steele, .50 FTE, Title III Director, effective January 1, 2017

**Resignations:**

Sarah Crevar, effective February 28, 2017

Ashley Donald, effective December 31, 2016

**Retirements:**

Linda Williams, effective June 30, 2017

Eileen Thomas, effective June 30, 2017

On a motion by Regent Ming second by Regent Mosley, the Board voted unanimously to approve the personnel actions.

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

No action was necessary.

**3. Listing of Faculty Eligible for Tenure and/or Promotion Consideration** – No action necessary.

**4. Request for Approval of Changes to the Faculty Handbook–**

Chair Anderson called on Regent Lance to report on the following request. Regent Lance asked Vice President Maxson for a few follow-up comments.

The following requests for additions, deletions, and modifications in the faculty handbook have originated with the handbook committee of the faculty association, and have won approval from the appropriate faculty committees and officers, including the President. The proposed changes to the Faculty Handbook regard the requirements and criteria for academic rank and promotion section of faculty handbook, pages 17-18. Changes are highlighted and in bold-face below.

**Academic Rank and Promotion**

The following criteria apply for rank.

**A. Professor**

1. Should have the earned doctorate or a recognized terminal degree in the appropriate academic discipline; a minimum of ten years successful teaching experience, including a minimum of three years at USAO; a minimum of **seven six** full years in rank of Associate Professor (application to full Professor, at the earliest, can be submitted in the fall of the **seventh sixth** year of associate professorship).

2. Should have demonstrated excellent achievement in the three major performance areas of teaching and student advising, research or scholarly development (including creative artistic productions), and service.
3. Should have an exemplary record regarding Faculty Responsibilities and Ethics.

### **Review of Tenured Faculty Members (revised September 9, 2014)**

The University of Science and Arts of Oklahoma recognizes the need for a review of tenured faculty members to ensure continued professional development and accountability. Tenured faculty members must comply with all procedures associated with evaluation (*supra.*, pp. 16-17). Additionally, in the fall of every ~~third~~ **fifth** academic year of tenure following the original granting of tenure by the Board of Regents, tenured faculty members will be formally reviewed for performance.

### **Procedure for Post-Tenure Review (revised June 9, 2015; September 9, 2014)**

- A. By April 1 of the academic year preceding the year of the tenure review, the Vice President for Academic Affairs will notify the faculty member in writing of the upcoming tenure review.
- B. The faculty member will prepare a brief Post-Tenure Review (**PTR**) Summary. This Tenure Review Summary is to be supported by ~~three~~ **five** Annual Reports over the previous ~~three~~ **five (5)** years. The Tenure Review Summary will be presented to the Division Chair for Division consideration by October 1. In a secret written ballot, tenured Division members will vote either "yes" or "no" and give written reasons supporting that vote. A Divisional faculty member who is currently serving on the Promotion and Tenure Committee will vote on the application in both the Division and the Promotion and Tenure Committee. The ballots will be submitted to the Division Chair no later than October 15. A vote given without reasons will not be counted.

The faculty member whose post-tenure review is being considered will not be present during a division discussion and vote.

The Division Chair will insure and maintain the confidentiality of every ballot and keep the original ballots in a secure place.

- C. The Division Chair will prepare a written report of the Division faculty's vote and reasons given by Division Faculty. The Division Chair will also prepare her or his separate written recommendation supported by reasons. The Division Chair will forward the dossier, together with ~~their~~ **the** written report of the Divisional faculty's recommendation and the Division Chair's separate written recommendation, with reasons, to the Vice President for Academic Affairs by November 1.
- D. The Tenure Review Summary, the Division recommendation, and the Division Chair's recommendation will be considered by the Vice President for Academic Affairs. The Vice President for Academic Affairs will prepare a separate written

recommendation. If all recommendations are favorable, the Vice President will forward the Tenure Review Summary, the Division recommendation, the Division Chair's recommendation and the Vice President's recommendation to the President of the University by December 1.

- E. If a negative recommendation occurs at any point during the procedure, such a recommendation will be referred to the Faculty Promotion and Tenure Committee for review and consideration. The Faculty Promotion and Tenure Committee will meet and review the recommendations then report its findings and conclusions to the Vice President for Academic Affairs by January 15.
- F. The President of the University will forward the Tenure Review Summary, the President's recommendation, and all other recommendations to the Board of Regents.
- G. The Board of Regents will act upon the tenure review recommendation at the February meeting.
- H. If action by the Board of Regents is positive, the faculty member will be notified in writing of a satisfactory review.
- I. If action by the Board of Regents is negative, the faculty member will be informed in writing of the reasons and support for the action. This notice serves to initiate a second tenure review the following academic year that will follow the same procedures for the initial tenure review with a Tenure Review Summary presented to the Division Chair by October 1.
- J. If the second tenure review results in a negative action by the Board of Regents, the faculty member will be notified of the University's intention to terminate employment at the end of the Spring trimester in effect at the time of the February review by the Board of Regents.

**Add the following:**

- K. If a faculty member is promoted prior to the post-tenure review, the PTR schedule will re-set to the time of the promotion (e.g., the next PTR will be five (5) years after promotion)**
- L. Under extenuating circumstances, the Vice President for Academic Affairs may require a Post-tenure review of a faculty member, even if that review is outside the normally scheduled review.**

Regent Lance recommended the Board approve the Faculty Handbook changes. Chair Anderson moved to accept Regent Lance's recommendation to approve the Faculty Handbook changes. The Board voted unanimously (6-0) to approve.

## **5. President's Report**

The President addressed the Board on the following items:

- a. The President reported that Robertson Hall will be ready for occupancy in October, 2017.

- b. The President reported that Ms. Cathy Perri, Assistant to the President and Director of the Autism Spectrum Program has received a major commitment from a donor to fund the program in its entirety.
- c. Ms. Perri also reported on her co-chairing (with Ms. Kelly Brown, Director of the Nash Library) a just formed “This College Takes Care of Me Task Force” which is designed to operate as a real time “suggestion box” to help facilitate improvements in university options.

**6. Remarks from Representatives to the Board:**

- i. Faculty Association –Dr. J.C. Casey, President of the Faculty Association – Provided a handout detailing faculty activities since the last Board meeting.
- ii. Student Association – No report
- iii. Alumni Association – Ron Carr, President of the Alumni Association reported that the Board is looking to a strategic reorganization of the Alumni Association.
- iv. Staff Association – Robyn Rogers, Member of the Staff Association reported on the paper drive.

**7. Time and Place of Next Meeting – the next meeting will be held Wednesday, April 12, 2017, at 1:30 p.m. on the USAO campus.**

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

**9. Executive Session –** Regent Anderson asked for a motion to move the meeting into executive session. On a motion by Regent Lance seconded by Regent Mosley, the Board voted unanimously to move into Executive Session. Regent Anderson declared the Board in Executive Session at 2:27 p.m. in order to address the remaining agenda items.

- a. Reemployment of President for Next Fiscal Year
- b. Reemployment of Administrators for Next Fiscal Year

**10. Return to Open Session –** Regent Anderson asked for a motion to move the meeting into open session. On a motion by Regent Mosley, seconded by Regent Ming, the Board voted unanimously to return to Open Session at 2:40 p.m.

- a. Action on reemployment of President for next fiscal year
- b. Action on reemployment of administrators for next fiscal year

On a motion by Regents Mosley, seconded by Regent Lance, the Board voted unanimously to approve items a and b (6-0).

**11. Adjournment** – On a motion by Regent Mosley, seconded by Regent Lance, the Board voted unanimously to adjourn. Chair Anderson declared the Board meeting adjourned at 2:49 p.m.