



## **FACULTY SENATE MEETING**

Thursday, March 26, 2009 – 5:00 p.m.  
Provost Conference Room, Library – HSC Campus  
Schusterman Center Room 1A15 – Tulsa Campus

### **AGENDA\***

- I. Call to Order:** Dr. Larry Regens, Chair
- II. Approval of February 2009 Minutes**
- III. Parking** (*Doug Myers, Asst. Director of Parking & Transportation*)
- IV. Wellness Initiative on Campuses** (*Breion Rollins, Wellness Coordinator*)
- V. Report of Executive Committee**
- VI. Committee Reports**
  - A. Employee Benefits Committee Minutes – printed
  - B. ITAC notes - printed
- VII. Unfinished Business**
  - A. Response to ORA Concerns - printed
  - B. Green Initiatives Committee Update
- VIII. New Business**
  - A. EBC Member (Tulsa)
  - B. Faculty Governance Award process
  - C. Ice removal on campus
- IX. Announcements**
- X. Adjournment**

*Agenda subject to change\**

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**Volume 36  
Number 5  
February 19, 2009  
Regular Meeting Minutes of the OUHSC Faculty Senate**

**SENATORS, ALTERNATES, AND OFFICERS PRESENT**

Deborah Booton-Hiser	Donald Harrison	Abbey Onan
Kari Boyce	Mary Hudson	Larry Regens
Pramod Chetty	Robert John	Winter Smith
Vicki Coury	Peter Johnson	Douglas Stewart
Elena Cuaderes	Renee Leasure	Steve Walston
Colin Foster	Deborah Lockwood	
Vesper Grantham	Laura McGuinn	

**SENATORS, ALTERNATES, AND OFFICERS ABSENT**

Al Al-Assaf	Jean Goodman	Voncella McCleary-Jones
Stacy Anderson	Kevin Haney	W. Mike McShan
Kim Coon	Karl Hansen	Julie Parke
Sheila Crow	Satish Kumar	Lida Radfar
Carol Dionne	Betty Kupperschmidt	Patsy Smith
Deborah Espen	Frank Lawler	Julie Stoner
Kevin Farmer	David Lewis	

**EX-OFFICIOS AND GUESTS PRESENT**

Dianne Miller Boyle	Francene Weatherby
Kathy Walker	Cheryl Williams

- I. CALL TO ORDER** - The meeting was called to order by Larry Regens, Chair, at 5:02 p.m. A quorum was in attendance.
- II. APPROVAL OF JANUARY 2009 MINUTES** – Addition to the January 2009 minutes to reflect the following action at the January 2009 meeting: *At the February meeting of Faculty Senate, an ad hoc committee will be appointed to begin identifying green initiatives on campus. The committee will develop a mission statement and objectives.* Motion was made Stephen Walston and seconded by Renee Leasure to approve the minutes as corrected. Motion passed.
- III. PARKING REPORT** – no report
- IV. CAMPUS CAMPAIGN 2009** – Sharukh Khajotia, Faculty Chair for the Campus Campaign, and Kathy Walker, Staff Chair for the Campus Campaign, presented information about this annual drive to raise funds from faculty and staff to support the university. This year, they are striving for 25% of the faculty and staff to contribute toward the campaign. The amount of the donation is not as important as the number of employees participating. One example of how these funds have benefited the campus was the replacement of trees after last year’s ice storm. Another example is the Sooner Heritage Scholarships which are available to all dependent children of active and retired faculty and staff. The scholarship is for \$600 per semester for undergraduate students enrolled at the University of Oklahoma

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and are not needs based. All unrestricted funds given to the Campus Campaign this year are used for the Sooner Heritage Scholarship fund. Checks, credit card and payroll deductions are available to donate towards the campaign. There will also be an online auction to be held March 30 through April 3, 2009. Ghost Marathon shirts are also available for purchase.

- V. UPDATE ON RETIREE MEDICAL BENEFITS** – Julius Hilburn, Associate Vice President and Chief Human Resources Officer, reviewed the process that the Employee Benefits Committee has used to look at the medical benefits provided to retirees. The cost of this benefit continues to grow by double digits each year and is projected to quadruple in 10 years if left unchanged. The committee believes it is important for the university to plan for the future while anticipating the needs of the retiree. Long term gradual changes are expected. A preliminary recommendation will be reviewed at the March meeting of the EBC with a final recommendation sent to President Boren. Hilburn provided a presentation to the attendees and reviewed the group eligibility dates being considered. The three criteria for eligibility for retiree medical benefits are: age + university service = 80; 25 years of service; or, 62 years of age with minimum of 10 years of service. In addition to meeting the age and service requirements, an individual must be enrolled in the active employee medical plan for the 5 consecutive years prior to retirement. Questions were raised and answered by several attending. It was suggested that HR might develop a preliminary guidebook where an employee could begin considering their retirement choices and options. Julius stated that HR is very aware of the maze of information which an employee must go through when considering their retirement options.
- VI. REPORT FROM EXECUTIVE COMMITTEE** - Dr. Regens stated that the Executive Committee had met with Dr. Ferretti prior to the Faculty Senate meeting. The following items were discussed:
- A.** The Allied Health Building is behind schedule and moving slowly toward completion.
  - B.** Budget situation is unclear at this time to project the final numbers. Various scenarios are being considered and reviewed so that minimal cuts are made on the least paid staff and faculty. With the proposed federal stimulus package, a possible \$300 million to \$400 million could be available for education (Oklahoma allotment). The Provost is looking for potential research dollars which may be included in the federal stimulus plan that could provide opportunities for research on campus. One type of funding could be the 2-year R-21 with potential funding of about \$150,000 per year. The provost encourages the faculty to pursue their ideas for research, especially watching for opportunities with the NIH and NSF. The anticipated amount of state funding available is down from previous projections. VA will possibly experience reduced funding as well as the Department of Defense may reduce direct dollars.
- VII. COMMITTEE REPORTS**
- A. Academic Program Council** (printed report) – Francene Weatherby stated that all faculty should be aware of the timeline for the APC to review existing courses and/or curricula changes. The Graduate College would like to have time to review proposed changes prior to being presented to the APC.

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**B. Employee Benefits Committee** (printed report)

**C. Information Technology Advisory Committee, ITAC** (printed report) – It was noted that the Provost will be testing the VPN system while on an upcoming international trip.

- i. A concern that the VPN is not accessible through the OUMC hospital computers was discussed. They have installed firewalls which limit access to the internet.

**VIII. UNFINISHED BUSINESS –**

**A. Billing Issues** – Becky Benoit, OU Physicians, is interested in conducting a survey with emphasis to the HSC faculty and staff regarding billing issues. The results could be used to improve their billing and collection process.

**IX. NEW BUSINESS**

**A. Media Release Forms, etc.** – Kari Boyce provided an update on the issue. After preliminary conversations with legal council and academic technology, she has found that a new form had been developed with language designed for one scenario which had been circulated as a new form. This was just an error in distribution of this form.

**B. Concealed Carry on Campus Legislation** – Resolution from 2008 was presented. Changes were suggested and will be incorporated into a new Resolution. Dr. Pramod Chetty made a motion that the Faculty Senate approve the updated Resolution. Dr. Stephen Walston seconded the motion and the motion passed. Resolution will be sent to President Boren and Provost Ferretti to deliver to the Legislature.

**C. Green Initiatives** – Dr. Regens reported that the Provost has indicated his openness to suggestions on how to make our campus more environmentally conscious. Dianne Miller-Boyle, College of Nursing, was introduced. She has been part of an effort in the College of Nursing to look at environmental issues in their building (carpet that is not toxic, types of cleaners used, etc.) and found that environmentally friendly changes must include a HSC effort vs. just a single college effort. She was funded for an environmental mini-grant for 2009 (\$1,500) from Health Care Without Harm. She has contacted the University of Maryland which has implemented green team initiatives, and part of the grant money will be used to bring a speaker in to present ideas regarding how to make our campus more environmentally friendly (Sept or early Oct 2009). The speaker presentation will be provided to several venues of the HSC community through video conferencing so that more could attend and learn of the possibilities. Grant monies will also provide a media site video of the presentation to be placed on the CON web site for anyone to access for one year following the presentation.

- i. **Ad hoc Committee** - The “Green Team”, an ad hoc committee of the Faculty Senate, will consist of members from each college (as determined by the Senators from that college) who will begin working as a group with Administration to define possible green initiatives and potential savings. The Faculty Senate members will be contacted via email to request a representative from their college for this team. This individual should be interested in environmental issues and willing to give the time needed. Committee members will develop clear objectives. Motion was made by Debbie Booton-Hiser and seconded by Renee Leasure to form this

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committee. Motion was approved. Dianne Miller-Boyle was appointed Chair for the “Green Team” ad-hoc committee.

**X. ANNOUNCEMENTS**

**A. Faculty Governance Award** – Information was provided for the Faculty Governance Award. Nominations will be received at the Faculty Senate Office and forwarded to Dr. Al-Assaf, with selection by the Executive Committee. The nominations are due by March 10, 2009. This Award will be presented on Monday, April 27, 2009, at the upcoming Spring Faculty Award Presentations.

**B. Speaker Series** – Provost has not received a response from Sandra Day O’Connor about her availability to speak due to her husband’s health. Dr. Regens recommended that a committee be formed at the March meeting to pursue a speaker for the HSC Speaker Series which will be held in the Fall of 2009 or Spring of 2010. Due to budgetary climate and time constraints, we are probably unable to bring in a significant speaker during the Spring of 2009.

**C. Darwin Celebration** – A reminder was provided about the upcoming events on the Norman campus.

**XI. ADJOURNMENT**

Meeting adjourned at 6:25 p.m. Due to Spring Break, the next Faculty Senate meeting will be held on Thursday, March 26<sup>th</sup>. The meeting will be used for updates by committees and input on current projects.

Respectfully submitted,

Laura McGuinn  
Secretary, 2008-09

Handouts:

February 2009 Agenda  
January 2009 Meeting Minutes (Draft)  
Academic Programs Committee (printed)  
Employee Benefits Committee Minutes (printed)  
ITAC Notes (February 2009 – printed with ITAC handouts)

**MINUTES**  
**EMPLOYEE BENEFITS COMMITTEE**  
**February 19, 2009**

**Members Present**

Darryl McCullough, Chair  
Debbie Copp  
Brenda Freese  
Karan Glickman  
Joann Dean  
Robert Roswell

Will Wayne  
Sue-Anna Miller  
Donald Harrison

**Members Absent**

Dick Bennett  
Simin Pulat  
Debra Bemben

Alisa Dougless  
Steve Livesey  
Frank Lawler

**Ex Officio Members**

Barbara Abercrombie  
Julius Hilburn  
Nick Kelly

The meeting was called to order by the Chair at 1:30 pm.

**I. Approval of Minutes**

Minutes from the January 22<sup>nd</sup> meeting were approved with no corrections.

**II. Retiree Medical Update (Julius Hilburn)**

- Since the EBC last convened there have been additional meetings in which an opportunity for discussion was presented regarding the draft recommendations. Meetings were held with:
  - Norman Staff
  - HSC Staff Senate
  - Norman Retirees
  - HSC Faculty Senate (meeting afternoon of 2/19/09)
- All written comments received to date have been summarized and sent to the Retiree Medical Review Committee for consideration. The feedback received has been consistent; the primary topics have been whether there are enough groups, the right groups, and if length of service is adequately rewarded.
- The Retiree Medical Review Committee is scheduled to meet March 6<sup>th</sup>. At this meeting additional variations will be presented and the Committee will have the

opportunity to decide if the recommendations should be altered. A thoughtful consensus should be reached.

- After the meeting a final report will be issued and formally presented to President Boren. He will then decide how and when we will move forward.

*Question:* Based on discussion from the Staff Senate meeting, Debbie Copp asked if there will be time for comment after the recommendations are given to President Boren.

*Julius:* It is anticipated the final report will be issued to President Boren and the OU community at approximately the same time. Although some have asked if additional comment will be requested after the next phase, it is doubtful as ample time has been provided up to this point for comment and there is a need to move forward.

*Question:* Debbie Copp asked Julius if he had any ideas about when the new plan would be implemented.

*Julius:* Not at this time.

*Comment:* Julius clarified for the group that the Retiree Medical Review Committee is comprised of members from all of the proposed groups. Approximately ½ of the members are from groups 1 and 2 and the other half is from groups 3 and 4, and all three campuses are represented.

*Comment:* As Julius discussed the upcoming Retiree Medical Review Committee meeting, Nick reinforced that recommendations made by the Retiree Medical Review Committee are based only on OU eligibility criteria and noted that it may be necessary for some employees to work longer in order to be eligible for full OTRS retirement.

*Comment:* Darryl McCullough brought forth a query from the Faculty Welfare Committee. It seems as if one employee has reported that retirement changes effective January 1, 2008, indicating there will be no healthcare premium subsidy, may not have been adequately communicated to when she filled out her enrollment forms.

*Response:* Nick indicated that that forms being used as of 1/1/08 had the correct information, and he will look into this issue to find out what happened in this particular situation.

### **III. Defined Contribution Plan Administration Update (Julius Hilburn)**

- There has been no new activity since the last EBC meeting. However, proposals submitted in response to the RFP process continue to be reviewed.
- The Retirement Management Committee is scheduled to meet in March.
- It is anticipated the earliest a recommendation may be announced is in April. Currently there is no timeline for implementation.

### **IV. 125 Plan Amendment (Nick Kelly)**

- An amendment to the plan will be submitted to the Board of Regents in March to address the following:
  - New legislation which allows employers to refund unused flexible spending account dollars to military personnel who have been called to active duty.
  - Language has been added specifically for substantiating expenses paid by PayFlex debit cards.

*Question:* Debbie Copp requested clarification on what counts as a receipt.

*Response:* Nick indicated that in general anything which shows the item(s) purchased and the amount paid should be enough to substantiate purchases.

#### **V. COBRA Provisions in Federal Stimulus Bill (Nick Kelly)**

- Nick explained that COBRA allows individuals to continue on the University's group health plan after termination of employment. As a result of the new federal stimulus legislation, temporary COBRA revisions will be effective March 1, 2009 and will provide for the following:
  - Any employee involuntarily terminated between September 1, 2008 and December 31, 2009 will be allowed to continue on the employer health plan and receive a 65% subsidy from the federal government for up to 9 months. The subsidy will be offset through a reduction in the employer payroll taxes.
  - Former employees electing the coverage will be allowed to elect a plan which is less expensive than the one they were on while employed, if such plans are normally available.
- HR will be notifying former employees of this change and they will have 60 additional days from the notification date in which to elect COBRA coverage.

*Comment:* Julius noted that COBRA participants are currently charged 102% of the premium. This will provide a significant cost savings for those who choose to elect coverage under the rules of the new stimulus package.

*Question:* Karan Glickman requested clarification as to whether or not anything has changed in regard to those who voluntarily terminated employment.

*Response:* Nick explained that the changes are effective only for those involuntarily terminated.

*Question:* Robert Roswell inquired whether a faculty member who fails to make tenure is considered involuntary.

*Response:* Julius indicated Robert's scenario is unique and would have to be researched. He will look into the issue.

*Question:* Sue-Anna Miller asked if the subsidy cost will be charged back to the department and if job abandonment is considered involuntary.

*Response:* Nick explained the department will have no responsibility for the costs associated with the federal subsidy. Julius spoke to the question of job abandonment and verified that from a human resources perspective abandoning one's job is considered voluntary termination.

## **VI. Enrollment Analysis (Nick Kelly)**

- HR has reviewed enrollment numbers for plan years 2008 and 2009. The results show minor differences in those who choose the HMO vs. the PPO.
- The most significant increase in covered dependents is in the lower tiers, which indicates the contribution plan is working as anticipated.
- Although there are not significant overall differences in the tiers, there are notable changes in dependent coverage for those in tier 1 which was the desired outcome.

*Question:* Robert Roswell asked if the 1,600 employees without coverage through OU have other coverage.

*Response:* Nick stated, yes, the majority do have other coverage. However, it is possible that some part-time employees may not have other coverage. According to policy anyone with an appointment of .75 or greater must show proof of other coverage in order to waive.

*Question:* Julius asked if there are any ongoing transition issues.

*Response:* Nick indicated there were a few regarding surgeries which have since been worked out. He said anything approved by Aetna was also approved by BCBS. Overall on the employee side the transition has been smooth. Nick told the group that BCBS is actively trying to add more Norman doctors to the BlueLincs network and that we are working with BCBS and CMS on Medicare Part D issues. The transition to CommunityCare has been very smooth. They are covering 300-400 employees in Tulsa, which is more than initially anticipated.

*Question:* Debbie Copp inquired whether Goddard is taking new HMO patients.

*Response:* Will Wayne stated that Goddard does not wish to take new patients at this time due to the increased level of management required for the HMO.

*Question:* Debbie Copp asked if anyone had gotten an answer to her January question regarding how certain tests are covered, such as a colonoscopy.

*Response:* Nick told the group that according to plan documents there should be no difference between BCBS and Aetna in how those types of procedures are covered. Any discrepancy could be attributable to coding differences among the physician offices.

*Comment:* Brenda Freese told the group she is having more trouble obtaining referrals under the BCBS plan.

*Response:* Julius explained that there is a difference in philosophy between the HMO and PPO, and some HMO's are more active than others in managing the care of their members.

*Comment:* Nick told the group that prescriptions which normally require prior authorization have been grandfathered for 90 days (March 31<sup>st</sup>) under the BCBS plan. He stated Human Resources will be sending a communication out regarding this issue.

*Comment:* Donald Harrison suggested members ask their doctors to evaluate and recommend drug equivalents in lower tiers to aid in combating higher drug costs due to the varied tier structures of the plans.

## **VII. Updates from the Chief Human Resources Officer (Julius Hilburn)**

- As part of the transition to BCBS OU made a commitment to wellness, and as a result has formed a wellness committee. A budget has been approved and plans for a full wellness program are underway. Breion Rollins has been hired to head up the program. He is an OU graduate who recently received his MBA from Texas A&M. Breion's background is in events and fitness.

*Comment:* Barbara Abercrombie informed the group that the Tulsa campus is tobacco free as of January 1, 2009.

*Comment:* Debbie Copp said there was some discussion yesterday after Staff Senate that it may be a good idea for Michelle Boydston, Assistant Director for Payroll and Employee Services, to meet with the Hourly Employee Council (HEC) regarding paperless pay statements as there is some concern about a lack of computer access. Debbie suggested having Michelle visit the group personally may ease stress for those directly affected.

*Comment:* Nick acknowledged Darryl's request that HR look at the EBC website for consistency in page design and adding a way for employees to ask questions and or provide comments.

## **VII. Other Business**

No new business.

The group agreed that due to the timing of spring break, there will be no meeting in March. The next meeting will be held at 1:30 p.m. Thursday, April 16, 2009, unless any issues arise which necessitate rescheduling for an earlier date.

There being no other business, the meeting was adjourned at 2:45 pm.

***OUHSC FACULTY SENATE***  
**IT ADVISORY COMMITTEE**  
**March 5, 2009**

Provost Conference Room  
LIB 223

Meeting Begins at 5 p.m.  
Video Conferencing to Tulsa

**AGENDA**

- A. Call to Order
- B. Unfinished Business
- C. New Business
- D. IT Update
- E. Announcements
- F. Adjournment

## ITAC Meeting Notes

March 5, 2009

Attendees: Asch, Boyce, Ferguson, Khajotia, Laurie, Thompson, Trepagnier.

Meeting called to order at 5:05 PM.

### IT Update – Trepagnier

- Secure Messaging:
  - IT has been piloting a secure messaging product from our spam filter vendor, Proofpoint. The product plugs in to our current Proofpoint infrastructure and provides a method for sending sensitive information such as financial records or personnel information to recipients outside of the OUHSC mail system.
  - The pilot involved about 20 people, from various areas on campus including the College of Medicine, OU Physicians and administrative areas. User feedback has been very positive.
  - Description of the process:
    - Author identifies an e-mail as needing to be sent securely.
    - The receiver receives an e-mail with a link to access the secure message.
    - The link takes them to a web site where they create or sign in to their account and then retrieve the message.
    - The receiver can reply to the message through the web interface and it would send a notification to the original author to follow a link to view the encrypted reply.
  - For patient communications, the secure messaging functionality being implemented in the Centricity EMR system should be used. The EMR secure messaging functionality ensures that all patient communications are kept as part of their medical record.
  - More information will be coming as we prepare to rollout the product for general use.
- Microsoft Office Training Classes (Announcement e-mail is attached.):
  - Today, OUHSC Information Technology and Human Resources' Learning and Development are pleased to announce the availability of Microsoft Office 2007 application training for HSC faculty and staff.
  - Classes are being offered for Word, Excel, PowerPoint and Outlook.
  - We have already received 120 requests for sessions.
  - Specific class dates are formed and scheduled after twelve clients request a particular course.
  - Each client will be contacted regarding the specific training date as soon as it is available.
  - Request training at <http://it.ouhsc.edu.servicecatalog>.
- IT Service Desk
  - Introduced Carolyn Laurie, manager of the IT Service Desk.
  - Carolyn will begin attending the ITAC meetings to address questions concerning specific technical problems.

Meeting adjourned at 5:25 PM.

## Ferguson, Mark E. (HSC)

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**From:** Service Desk (HSC)  
**Sent:** Thursday, March 05, 2009 8:29 AM  
**To:** HSC-FACULTY; HSC-STAFF  
**Subject:** IT Training courses now available [OKC only]

**Importance:** High

Ouhsc Information Technology and Human Resources' Learning and Development are pleased to announce the availability of Microsoft Office 2007 application training for HSC faculty and staff. The following courses are currently available, and will be scheduled based on a minimum-required number of attendees, training resources available and lab space.

- **Microsoft Word 2007** – available on Monday afternoon and Wednesday morning
- **Microsoft Excel 2007** – available on Monday afternoon and Wednesday afternoon
- **Microsoft Powerpoint 2007** – available on Monday afternoon and Wednesday morning
- **Microsoft Outlook 2007** – available on Monday afternoon and Wednesday afternoon

Specific class dates are formed and scheduled after twelve clients request a particular course. Each client will be contacted regarding the specific training date as soon as it is available. These courses are two-hour introductions to Microsoft Office 2007 applications and are not comprehensive, Microsoft-certified classes that may be available from commercial vendors. Additional course offerings may be available in the future.

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### To request an IT training course:

1. Log into <http://it.ouhsc.edu/servicecatalog> using your HSC username and password.
2. Use the navigation links on the left of the screen to select **Service Catalog**.
3. In the *Service Catalog*, select **IT Training Request** and complete the form with your HSC username, first name, last name, phone number and email address.
4. In the bottom section of the form, select the IT Training courses that you would like to attend, and click the yellow "**Order Now**" button in the top right corner of the page to submit your request. [Note: There is no charge for the IT Training courses.]
5. You will receive an automated email indicating that your request has been created.
6. You will receive follow up communication from the IT Service Desk when the course has been scheduled and additional information is available.

*IT Service Desk*  
*University of Oklahoma Health Sciences Center*  
*(405)271-2203 or Toll free: (888) 435-7486*  
[servicedesk@ouhsc.edu](mailto:servicedesk@ouhsc.edu)

## **ORA Response**

### **Document Will Appear On the Faculty Web Site**

3/17/09

Dear Dr. Regens:

I want to reiterate my support of the Faculty Senate's initiative in canvassing the faculty and bringing forth for discussion the concerns of the faculty regarding the performance of the Office of Research Administration in some areas. I also encourage the Faculty Senate to continue this effort by doing similar surveys of faculty concern relative to other areas of the OUHSC administrative structure.

Before I address the specific questions, I would like to make some general comments about the administrative structure involved.

- There is a misconception among many members of the faculty that the IRB is part of the ORA or reports to the Vice President for Research. Neither is true. The IRB is autonomous and reports to the Office of Compliance. The ORA cannot approve an application that has a provision for human subjects research until that study receives IRB approval. In addition, situations arise where the IRB asks for additional or changed language in the contract. The ORA must then negotiate the requested IRB changes.
- Legal Counsel review of contracts is mandated by OU Regents' policy. The policy is not arbitrary or overly cautious but is supported by compelling business justifications. OU Legal at the HSC welcomes any questions about how legal review is conducted.
- The University has a template service agreement approved by Legal Counsel. If faculty submit that to the company and the company accepts it, rather than waiting for the company to provide theirs, no Legal Counsel or ORA review is required and the contract process is shortened.
- The ORA establishes procedures, such as the routing form, but it does not have any institutional policies of its own. Rather, the ORA is a conduit for the adherence to policies that derive from other offices, such as IRB and the interpretation of law by Legal Counsel.

Questions:

1. What can be done to improve the IRB process for clinical trials? The faculty is concerned about the timeliness of IRB approvals for clinical trials and how delays may adversely impact our ability to get extramural funding. For example, would it be helpful to establish a distinct administrative entity for clinical trials and translational research?

**The simple answer is that the IRB is independent and autonomous. There is nothing the ORA or the Vice President for Research can do to change IRB operations.**

**Regarding a distinct administrative entity, the majority of academic health centers have a central office for the management of clinical studies, for example, an Office of Clinical Research. The CTSA submitted by the OUHSC has a proposed infrastructure that could function analogously.**

2. While ensuring safeguards for human subjects, can anything be done to expedite IRB approval when another institution is the lead and OUHSC researchers are receiving a subcontract if the lead institution's IRB already has approved the protocol?

**As discussed above, these issues are beyond the purview of the ORA and can only be addressed by the IRB.**

3. What can be done to expedite legal review and approval of service contracts?

Legal review does not slow down service contracts, per se. The turnaround time with Legal is very good, often 24 hrs. The issue is that ORA must negotiate the changes required and/or requested by Legal. ORA attempts to return contracts to the sponsor within a reasonable time with the requested changes. However, ORA cannot control how timely the sponsor reviews and, in turn, returns the contracts to ORA. Similarly, returned contracts often sit in investigators' offices waiting for their input relative to the sponsor's reviews; ORA has extensive data supporting this, and it is available for each contract it reviews upon request. ORA also experiences busy times in the area of service contracts. These times tax the limits of what can be accomplished with the available staff.

The faculty could help expedite the contract process by providing ORA with complete, accurate and timely routing forms with the contract as soon as they are available. Also, as ORA migrates into the new PeopleSoft system, ORA staff is attempting to look for ways to allow the departments to be updated on the status of their contracts during the negotiation process. It is hoped that a contract log report will be available to the PI's and their departmental business managers so that at any given moment, they can check the status of a particular contract.

Joseph L. Waner, Ph.D.  
Vice President for Research

# University of Oklahoma Health Sciences Center Green Team Initiative 2009

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## **Green Team Steering Committee:**

**Purpose:** To provide an occupational and educational environment that is both safe and healthy for employees, students, patients, and guests of the University of Oklahoma Health Sciences Center (OUHSC).

### **Long Term Objectives:**

The OUHSC Green Team Steering Committee will work with its Green Team Partner Subcommittees and others to:

1. Reduce the OUHSC environmental impact on the campus and surrounding community through the minimization of waste and energy use;
  - Reduce adding to the waste stream through improved conservation, recycling, and Environmentally Preferred Purchasing (EPP) practices;
  - Encourage suppliers to provide environmentally safe and healthy products in a manner that limits packaging and waste;
  - Reduce the use and waste of hazardous materials, and ensure proper/safe disposal of such materials when use is necessary (includes Integrated Pest Management practices);
  - Promote the use of sustainable and recycled products;
  - Promote work practices that achieve environmentally friendly outcomes;
2. Reduce costs to the university through decreased use of energy and resources;
3. Encourage food options that are locally grown, sustainable, and organic;
4. Engage local government, businesses, and environmental groups to assist and advise regarding environmental efforts;
5. Collect data and report on environmental changes and progress; and
6. Educate employees and students regarding environmentally healthy values and practices.

### **Responsibilities:**

1. Identify roles of individual steering committee members
2. Identify Green Team Partner Subcommittees & membership
3. Prioritize activities of the Green Team Initiative
4. Coordinate OUHSC Green Team activities
5. Prepare progress reports and disseminate to OUHSC employees and administration

### **Meeting #1:**

1. Identify Green Team Steering Committee Members (college representatives and others) and responsibilities
2. Discuss recruitment of Green Team Partner Subcommittee volunteers and responsibilities
3. Review and modify objectives and responsibilities
4. Discuss strategies and timelines