

**Meeting Minutes**  
**Oklahoma State University Veterinary Medicine Authority**

The OSU Veterinary Medicine Authority convened a special meeting at 10:00am on Wednesday, November 15, 2023 in 115 McElroy Hall on the OSU Stillwater campus.

Notice of the meeting was provided in writing to the Oklahoma Secretary of State consistent with the open meetings guidelines and the agenda was posted at McElroy Hall prior to the meeting in compliance with the Oklahoma Open Meeting Act.

Dr. Jim Hess, CEO of the Authority, called the meeting to order at 10:00am. Roll was called and a quorum was established.

PRESENT: Blayne Arthur, Jarold Callahan, Carlos Risco, Richard Prather, Philip Wood, L.D. Barker, Troy Shelby, Jim Hess

ABSENT: None

Dr. Hess introduced President Johnny Stephens. President Stephens welcomed the Authority members and expressed appreciation for their service.

**I. Dr. Hess welcomed and introduced the Authority members.**

- a. Blayne Arthur – Board of Regents for the Oklahoma Agricultural Mechanical Colleges
- b. Jarold Callahan - Board of Regents for the Oklahoma Agricultural Mechanical Colleges
- c. Dr. Carlos Risco – Dean of the OSU College of Veterinary Medicine – statutory appointment
- d. Dr. Richard Prather – appointed by President Kayse Shrum
- e. Mr. Philip Wood – appointed by Governor Kevin Stitt
- f. Dr. L. D. Barker – appointed by Senate Pro Tempore Greg Treat
- g. Dr. Troy Shelby – appointed by Speaker of the House Charles McCall
- h. Dr. Jim Hess – ex-officio nonvoting member

**II. Execution of Oath of Office**

Dr. Hess asked the Authority members to sign the oath of office which fulfills the statutory requirements and affirms they will faithfully discharge their duties as a member.

**III. Election of Officers – Possible Vote for Approval of Officers for the OSU Veterinary Medicine Authority.**

CEO Dr. Hess proposed the following initial slate of officers for the Authority:

- a. Chair – Blayne Arthur
- b. Vice Chair – Jarold Callahan
- c. Secretary – Dr. Richard Prather

Motion to approve slate of officers made by Troy Shelby, seconded by Philip Wood.

Roll Call Vote –

Blayne Arthur - Yes  
Jarold Callahan - Yes  
Dr. Carlos Risco - Yes  
Dr. Richard Prather – Yes

Philip Wood - Yes  
Dr. L.D. Barker - Yes  
Dr. Troy Shelby - Yes

Dr. Hess congratulated the new officers and turned the meeting over to Chairman Arthur. Chairman Arthur asked the Authority members to introduce themselves and provide some additional background.

#### **IV. Discussion and Possible Vote for Approval of By-Laws for the OSU Veterinary Medicine Authority**

Dr. Hess introduced Amy Newton, assistant general counsel for the OSU A&M Board of Regents. Dr. Hess acknowledged Ms. Newton for her assistance in reviewing and editing the by-laws.

Motion to approve by-laws made by Jarold Callahan, seconded by Philip Wood.

AYES: Arthur, Callahan, Risco, Prather, Wood, Barker, and Shelby

NAYS: None

Philip Wood asked what the process is after the Authority gives approval to transfer funds and purchase equipment. Dr. Hess said there is regulatory oversight from OSU for all spending of Authority transfers.

#### **V. Discussion and Possible Vote for Approval of General Policies, Procedures and Standards for the OSU Veterinary Medicine Authority**

Dr. Hess presented the policies and procedures for Authority approval. The document is in compliance with the Open Records Act.

Motion to approve General Policies, Procedures and Standards for OSUVMA made by Philip Wood, seconded by Richard Prather.

AYES: Arthur, Callahan, Risco, Prather, Wood, Barker, and Shelby

NAYS: None

#### **VI. Report and Overview of College of Veterinary Medicine Status – Dean Carlos Risco**

Dean Risco introduced Kristy Howey, Director of Business Operations, Dr. Kelly Black, Director of Veterinary Medical Teaching Hospital, and Jeremy Douthit, Manager of Facility Services.

Dean Risco presented a power point and an overview of the College. He noted that they are currently working to update facilities and fill open faculty positions before the accreditation review in April, 2024.

#### **VII. Chief Executive Officer's Report and Possible Action Items**

##### **a. Discussion and possible vote for the approval of Administrative Services and Fiscal Agreement with Oklahoma State University**

Dr. Hess explained that OSU will provide support to the Authority from staff, Purchasing, IT, Marketing, etc. OSU will benefit from the support so there will be no charge to the Authority for these services. This agreement will automatically renew each year unless terminated by either party with 90 days notice.

Motion to approve the Administrative Services Agreement made by Jarold Callahan, seconded by Troy Shelby

AYES: Arthur, Callahan, Risco, Prather, Wood, Barker, and Shelby

NAYS: None

- b. Discussion and possible vote for the approval of the Accounting and Payment/Reporting Agreement with the Office of Management and Enterprise Services – State of Oklahoma and subsequent payment in the amount of \$1,000 per month.

Dr. Hess explained the Office of Management and Enterprise Services will be providing limited fiscal services for the Authority. The fee of \$1,000 per month is the requested amount for the services.

Motion to approve agreement made by Philip Wood, seconded by Lloyd Barker

AYES: Arthur, Callahan, Risco, Prather, Wood, Barker, and Shelby

NAYS: None

- c. Discussion and possible vote for approval of the transfer of state appropriated funds to the OSU College of Veterinary Medicine for the support of costs related to the employment of existing and new faculty and staff and operational costs. Approval is requested for the transfer of \$10,327,000 in 1/12<sup>th</sup> increments as it is received by the Authority. The transfer requested for the first six months of the 2023-2024 fiscal year shall be \$5,163,500.

Dr. Hess explained the amount of \$5,163,500 is to cover the expenses for the first half of the fiscal year. Moving forward, transfers of 1/12<sup>th</sup> of \$10,327,000 will be made each month.

Motion to approve the transfer of funds made by Richard Prather, seconded by Jarold Callahan

AYES: Arthur, Callahan, Risco, Prather, Wood, Barker, and Shelby

NAYS: None

- d. Discussion and possible vote for the approval of transfer of funds to the OSU College of Veterinary Medicine for payment to OSU Long Range Facilities Planning in the amount of \$300,000 for the design and management of renovations of clinical and academic facilities at the College of Veterinary Medicine.

Dr. Hess explained approval is needed to provide funds to OSU Long Range Facilities Planning so they can begin the process for design and production improvements.

Motion to approve transfer of funds in the amount of \$300,000 made by Troy Shelby, seconded by Philip Wood.

AYES: Arthur, Callahan, Risco, Prather, Wood, Barker, and Shelby

NAYS: None

- e. Discussion and possible vote for the approval of transfer of appropriated capital funds to the OSU College of Veterinary Medicine for the purchase and/or expenditures for improvement to veterinary clinical and academic facilities as follows:

Description	Cost
LA Barn Stall Repairs	\$ 40,000
LA Tilt Chute Replacement	\$175,000
Facilities/Maintenance Misc. Upgrades and Repairs	\$100,000
Dog warmers	\$ 6,137
ICU Crash Cart	\$ 3,132
Large Animal Ultrasounds for FA, EQ, ISO	\$200,000
Endoscope tower & scopes	\$ 70,000
Ophthalmology In vivo confocal microscope	\$ 71,000
Ophthalmology Phacoemulsification Unit	\$ 50,000
Equine Sling	\$ 9,000
Therio Mini tube TCI Flex lock	\$ 5,872
Anesthesia Crash Cart	\$ 25,000
Surgical Cameras/Surgical Light	\$ 75,000
ICU Dragon Dictation Software	\$ 25,000
Upgrade O2 Cages	\$ 75,000
Ophthalmology operating scope	\$ 35,000
<b>Total Transfer Request</b>	<b>\$1,350,141</b>

Dr. Hess asked Dr. Kelly Black, Jeremy Douthit, and Kristi Howey to help answer any questions the Authority might have about the requests. These amounts are estimates and not the actual cost. Existing equipment will be traded or surplus to help offset the cost. The equipment will help attract new faculty and students and better serve current staff. As the projects are completed and equipment purchased, the chart will be updated with actual amounts and made available to the members of the Authority.

Motion to approve transfer of capital funds in compliance with the purchasing policies of OSU was made by Jarold Callahan, seconded by Lloyd Barker.

AYES: Arthur, Callahan, Risco, Prather, Wood, Barker, and Shelby

NAYS: None

**f. Review of administrative/operational structure – Discussion and Report Only**

Dr. Hess indicated that the Authority members will receive the agenda and action items from him before each meeting. The members are welcome to meet with him at any time if they have any questions or want to discuss. He thanked Jessica Russell for her help and leadership throughout the legislative session during discussions about the formation of the Authority.

**g. Discussion and possible vote for the designation of subsequent meeting dates in calendar year 2024 as regular meetings as prescribed in the Open Meeting Act.**

Motion to approve meeting dates of January 16, April 16, July 16, and October 15 made by Lloyd Prather, seconded by Troy Shelby

AYES: Arthur, Callahan, Risco, Prather, Wood, Barker, and Shelby

NAYS: None

h. Review of Ethics Commission rules and filing requirements – Discussion and Report Only

Dr. Hess and Jessica Russell will monitor current and future Ethics Commission rules and communicate any filing or reporting requirements to the members of the Authority.

Adjournment

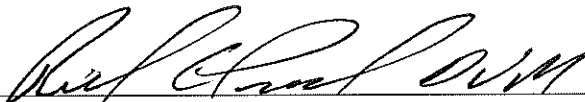
Motion to adjourn made by Troy Shelby, seconded by Lloyd Prather. Meeting adjourned at 11:45am.

AYES: Arthur, Callahan, Risco, Prather, Wood, Barker, and Shelby

NAYS: None



OKLAHOMA STATE UNIVERSITY VETERINARY  
MEDICINE AUTHORITY

  
Richard Prather, Secretary