

**TITLE 610 – STATE REGENTS FOR HIGHER EDUCATION
CHAPTER 15 – EDUCATIONAL OUTREACH
SUBCHAPTER 3. ROBERT S. KERR CONFERENCE CENTER [REVOKED]**

610:15-3-1. Purpose [REVOKED]

(a) ~~On February 27, 1978, the Kerr Foundation, Inc. presented a deed conveying the title to the Robert S. Kerr home and approximately 40 acres of real estate situated in Poteau, LeFlore County, Oklahoma, to the state. The Declaration of Gift stated the intent of the Foundation as being that said property would be used by the Oklahoma State Regents for Higher Education for education purposes conferences, symposiums, retreats, seminars, meetings, museums, and other educational and cultural activities.~~

(b) ~~The Robert S. Kerr home has been completely renovated with the specific purpose of adapting it for use as a conference center and museum. A secondary purpose of the renovation was to make the facility more energy efficient.~~

(c) ~~The facility and property is to be designated as the Kerr Conference Center.~~

610:15-3-2. Utilization policy [REVOKED]

~~The following policy is provided for the efficient operation of the Kerr Conference Center:~~

~~—(1) The staff of the Oklahoma State Regents for Higher Education in conjunction with Carl Albert State College will provide leadership for the planning of programs and services that are conducted at the Kerr Conference Center.~~

~~—(2) Although the primary purpose is to use the Kerr Conference Center for educational purposes, such as conferences, symposiums, retreats, seminars and meetings, another important usage will be for cultural activities and special events which promote and call attention to the history of the Kerr Conference Center. For these purposes, the Kerr Conference Center may be used by local and state government, civic groups, church organizations, business organizations and individuals.~~

~~—(3) Carl Albert State College will be permitted to utilize the Kerr Conference Center in conjunction with operation of their academic program dealing with hotel, tourism and restaurant management.~~

~~—(4) It is the express intent of the Oklahoma State Regents for Higher Education that all policies and procedures for administration of the Kerr Conference Center be stated in a manner to encourage cooperation with all lodging and restaurant services in the area surrounding Poteau, Oklahoma.~~

610:15-3-3. Administration and management of Center [REVOKED]

~~The State Regents for Higher Education and Carl Albert State College will enter into an agreement, renewed annually, whereby Carl Albert State College will be responsible for the day-to-day operations of the Kerr Conference Center. Responsibilities for administration and management of the Center are as follows:~~

~~—(1) **Management.** A full-time manager will continuously be employed to manage and oversee all aspects of the Kerr Conference Center and to assure that the Kerr Conference Center is appropriately marketed. Unless specifically approved by the State Regents, the manager will not have responsibility for Carl Albert State College's academic program dealing with hotel and restaurant management nor shall the director of the academic program have any responsibility for management of the Kerr Conference Center.~~

~~—(2) **Security.** The safety and well-being of the participants utilizing the Kerr Conference Center and the property belonging to the State of Oklahoma will be the responsibility of Carl Albert State College, Poteau, Oklahoma, by assignment from the Oklahoma State Regents for Higher Education. It is the intent of the State Regents that Carl Albert State College provide an individual on site, either security guard or management personnel, 24 hours a day, 7 days a week.~~

~~—(3) **Janitorial service, maintenance, and grounds keeping.** The responsibilities for maintaining the Center grounds are as follows:~~

~~(A) The cleanliness and upkeep of the buildings, including the museum space and grounds, will be the responsibility of Carl Albert State College, Poteau, Oklahoma. All janitorial services, including the necessary materials, supplies, and equipment will be provided by Carl Albert State College. This service will include cleaning and providing clean linens for all bedrooms, cleaning conference rooms, hallways, entry vestibules, and all other space by the terms of the annual agreement.~~

~~(B) The parking lots and all of the land area surrounding the Robert S. Kerr Conference Center will be kept clean and clear of trash and debris by the terms of the annual agreement. All grass will be kept mowed, and shrubs and trees will receive proper care.~~

~~(C) In addition, the swimming pool and the area surrounding the swimming pool will be the responsibility of Carl Albert State College and will be maintained and inspected according to standards required by the Oklahoma State Department of Health.~~

~~—(4) **Utilities.** All utilities, including gas, electricity, water, and garbage, will be the financial responsibility of Carl Albert State College.~~

~~—(5) **Food services/dining area.** It will be the responsibility of Carl Albert State College to manage and provide food services at the Kerr Conference Center and to obtain the necessary permits and Oklahoma State Health Department licensure to operate a restaurant~~

~~—(6) **Hotel services.** Sleeping accommodations are available at the Kerr Conference Center for approximately 20 individuals in 10 large bedrooms and 4 rooms in the guest house. The administration and use of these hotel accommodations will be the responsibility of Carl Albert State College. Reservations and the renting of these rooms, as well as maid service, will be provided by personnel employed by Carl Albert State College. Any permits or licensure requirements for the operations of a hotel will be the responsibility of Carl Albert State College.~~

~~—(7) **Conference scheduling and coordination of services.** Administration and use of the Kerr Conference Center will be the responsibility of Carl Albert State College. Scheduling and coordination of center facilities will be provided by personnel of Carl Albert State College.~~

~~—(8) **Museum space.** Approximately 2,500 square feet have been specifically designed for use as a museum. This space will be leased to the Eastern Oklahoma Historical Society on an annual basis with the total cost to be negotiated effective July 1 of each fiscal year. The negotiated price will include the use of the approximately 2,500 square feet, all utilities, janitorial services, maintenance, and security. The occupants of the museum space will be provided privacy for this space and will be responsible for housing furniture and equipment in the space within the museum that is known as the Robert S. Kerr Senatorial Office.~~

610:15-3-4. Operating budget [REVOKED]

~~A detailed annual operating budget will be developed for the Kerr Conference Center and will be utilized for management purposes in addition to providing the basis for contracting with Carl Albert State College for services. The annual operating budget will be developed by Carl Albert State College officials in conjunction with the Executive Vice Chancellor. The annual operating budget will be approved by the State Regents for Higher Education.~~

610:15-3-5. Financial and program reports [REVOKED]

~~The Executive Vice Chancellor will work with officials at Carl Albert State College to develop a financial reporting format for the Kerr Conference Center which will include a monthly statement of income and expense, reflecting cost of sales. Other reports will be developed as deemed necessary. The external audit firm engaged by the State Regents will on an annual basis perform audit tests and procedures as defined in the scope of the audit.~~

610:15-3-6. Internal control and accounting procedures [REVOKED]

~~An effective system of internal accounting controls for the Kerr Conference Center must be maintained to guard against irregularities. The following policies must be periodically reviewed with center personnel to assure the efficiency and effectiveness of center operations:~~

~~—(1) **Cash receipts.** Cash receipts recorded by the Kerr Conference Center, Carl Albert State College, and the Oklahoma State Regents for Higher Education should be reconciled periodically to enable errors to be detected and corrected and to improve the accuracy of financial information. When the State Regents deposit money to the center's account, a copy of the deposit slip will be promptly mailed to the center to facilitate cash reconciliation between the center and the State Regents' staff.~~

~~—(2) **Meal tickets/guest account sheets.** Source documents, specifically guest account sheets and meal tickets, must be controlled by numerical sequence throughout the year. Kerr Conference Center personnel must review all account sheets and meal tickets to ensure all necessary information is included for billing purposes. All services provided at the Kerr Conference Center must be accounted for by the Kerr Conference Center manager.~~

~~—(3) **Cash disbursements.** Reconciliation of cash disbursements reflected in the records of Carl Albert State College and the State Regents must be prepared monthly for the purpose of accuracy.~~

~~—(4) **Inventories.** The Kerr Conference Center must maintain an inventory system which includes all furniture, equipment, and supplies. Inventory records must be updated monthly for purchases, changes, and disposals. An actual physical inventory must be conducted at the end of the fiscal year.~~

~~— (5) **Accounts receivable aging schedule.** The accounts receivable aging schedule must include not only the guest name and total amount of charges, aged according to number of days past due, but also include the source of guest charges, the date charges were incurred, and progress made in collection procedures. Kerr Conference Center personnel will monitor the accounts receivable and be responsible for collections and any required follow up.~~

~~— (6) **Food inventory and cost control.** In order to prevent the unauthorized use and waste of food products, a regular inventory procedure will be established and maintained to track both purchases and use of food products.~~

~~— (7) **Payroll records.** Payroll records for Carl Albert State College personnel that are assigned to the Kerr Conference Center will be maintained in accordance with State Regents' policies and procedures. This includes approval of employee's time sheets by a supervisor before including in a payroll.~~

610:15-3-7. Changes in policy and procedures [REVOKED]

No changes in the Policy and Procedures for Administration of the Kerr Conference Center will be made without express written consent of the Oklahoma State Regents for Higher Education. All requests for such changes should be presented to the Chancellor, 500 Education Building, State Capitol Complex, Oklahoma City, Oklahoma 73105-4503.