

**Minutes of the Formal Meeting  
of the  
Oakland University Board of Trustees  
August 6, 2003**

- Present:** Chair Henry Baskin; Vice Chair Penny M. Crissman; and Trustees David J. Doyle, Dennis C. Muchmore, Ann V. Nicholson, and David T. Fischer
- Absent:** Trustees Dennis K. Pawley and Rex E. Schlaybaugh, Jr.
- Also Present:** President Gary D. Russi; Vice Presidents Susan Goepf, Virinder K. Moudgil, Lynne C. Schaefer and Mary Beth Snyder; General Counsel and Secretary to the Board of Trustees Victor A. Zambardi and Assistant Rhonda G. Saunders; and Student Liaisons Lenwood D. Compton and Rhonda R. Hanna

**I. Call to Order**

Chair Baskin called the meeting to order at 2:11 p.m. in the Auditorium of Elliott Hall of Business and Information Technology.

**II. Roll Call**

Mr. Victor A. Zambardi, General Counsel and Secretary to the Board of Trustees, conducted a roll call. All of the Board members were present except Trustees Dennis K. Pawley and Rex E. Schlaybaugh, Jr. Trustee David J. Doyle joined the meeting after the roll call, but prior to the action items.

**III. President's Report**

President Gary D. Russi reported the following information:

- Mr. Steven M. Sapilewski, Ms. Marvel Lee Vaughn, and Mr. Robert L. Vaughn were recognized as the June, July, and August Employees of the Month respectively. Supervisory comments on each recipient were provided in video presentations.
- Dr. Virinder K. Moudgil, Vice President for Academic Affairs and Provost, recognized the accomplishments of Dr. Naim A. Kheir, former Professor of

Engineering and Chair of Electrical and Systems Engineering, who joined Oakland University in 1987. Dr. Kheir helped create the consolidated space for department labs and faculty; establish a monthly speaking series for faculty and graduate students; and developed a systems engineering fundamentals course taught to hundreds of engineers since its inception. One of his greatest accomplishments was his role in establishing Oakland's master's degree program in Engineering Management, which began in 1993 and went international in 1995 when Oakland faculty taught an accelerated program at the Vienna University of Technology. That program produced 100 Vienna graduates as part of the European branch of the Oakland University Alumni Association. Dr. Kheir is recognized by colleagues around the world for his research, numerous publications, and extensive professional activities. From 1998 through 2002, he served as Vice President and President of the American Automatic Control Council, which is a very prestigious organization for control systems engineers and academicians. Dr. Kheir has also organized and chaired major conferences in the fields of modeling, simulation and control engineering, and he is the editor of a book entitled Modeling and Simulation. In 1999, Dr. and Mrs. Kheir established the "Naim and Ferial Kheir Teaching Excellence Award" within the School of Engineering. Although he retired in January 2003, his support of education continues to be one of his many goals. Comments were provided on Dr. Kheir in a video presentation by Dr. Pieter Frick, Dean of the School of Engineering and Computer Science.

- Dr. Moudgil also recognized the contributions of Dr. Cynthia M. Sifonis, Assistant Professor of Psychology, who joined Oakland University in 1999. Dr. Sifonis is a cognitive psychologist with a research focus in creativity and how people use knowledge of the world to generate new ideas and products. She received her graduate training at Texas A&M University under the supportive guidance of Drs. Tom Ward and Steve Smith, who had just begun a research program examining "Creative Cognition". Their approach attempts to demystify creativity and examine the cognitive processes underlying creative thought. One of the main assumptions of their approach is that all humans have the capacity to be creative and that capacity is necessary in order to function effectively in an ever-changing, uncertain environment. Consequently, normal cognitive processes, such as memory, concept formation, and analogy, must underlie creative thought just as they do normal thought. Dr. Sifonis' research focuses on the manner in which concepts and categories influence the novel products people generate. She has published five manuscripts and made seven professional presentations on this topic. More than 20 undergraduate students have assisted in these research projects, and four of them have used this experience to launch their own careers with presentations at the "Meeting of the Minds" conference. Comments were provided in a video presentation on Dr. Sifonis by Dr. Robert B. Stewart, Chair of the Department of Psychology.

#### **IV. Action Items**

##### **A. Consent Agenda**

Chair Baskin presented the following recommendations:

**1. Approval of the Minutes of the Formal Meeting of June 4, 2003**

**2. Approval of the Minutes of the Special Formal Meeting of July 9, 2003**

**3. Approval of University Personnel Actions**

**New Appointments, effective August 15, 2003**

Dadashzadeh, Mohammad, Professor of Management Information Systems (\$115,000.00) (New appointment filling a vacant authorized position)

Hastings, Derek K., Assistant Professor of History (\$43,000.00) (New appointment filling a vacant authorized position)

Insko, Jeffrey R., Assistant Professor of English (\$44,000.00) (New appointment filling a vacant authorized position)

Letsholo, Rose M., Assistant Professor of Linguistics (\$43,000.00) (Former visitor filling a vacant authorized position)

Nassar, Sayed A., Associate Professor of Mechanical Engineering (\$86,000.00) (New appointment filling a vacant authorized position)

Pobutsky, Aldona B., Assistant Professor of Spanish (\$43,000.00) (New appointment filling a vacant authorized position)

Riley-Doucet, Cheryl, Assistant Professor of Nursing (\$50,500.00) (Former visitor filling a vacant authorized position)

Singhal, Rajeev, Assistant Professor of Finance (\$92,000.00) (New appointment filling a vacant authorized position)

Tomlin, Kasaundra M., Assistant Professor of Economics (\$64,000.00) (New appointment filling a vacant authorized position)

Change of Status

Melamed-Brown, Nancy, from Visiting Instructor in Education to Assistant Professor of Education, effective August 1, 2003.

Petrella, Diane H., from Instructor in Music to Assistant Professor of Music, effective October 1, 2002.

Emeritus Appointments

Stransky, Alfred W., Professor Emeritus of Exercise Science, effective August 6, 2003.

Faculty Reappointments

The faculty agreement requires that certain reviews for possible reemployment and promotion be completed by August 15. The following recommendations are made by the President. Standard review processes were followed.

Reappointments (with Tenure)

Assistant Professors eligible for promotion to the rank of associate professor, effective August 15, 2003:

Anderson, Robert F.	English	Reemploy & Promote
Chapman, Sara E.	History	Reemploy & Promote
Clark, Daniel J.	History	Reemploy & Promote
Dvir, Arik	Biological Sciences	Reemploy & Promote
Hitt, Anne L.	Biological Sciences	Reemploy & Promote
Kissock, Madelyn J.	Linguistics	Reemploy & Promote
Machmut-Jhashi, Tamara	Art & Art History	Reemploy & Promote
Moore, Duane H.	Educational Leadership	Reemploy & Promote
Mosby, Lynetta	Sociology & Anthropology	Reemploy & Promote
Newton, Sarah E.	Nursing	Reemploy & Promote
Pavonetti, Linda M.	Reading & Language Arts	Reemploy & Promote
Seeley, John	Chemistry	Reemploy & Promote
Sharma, Srinarayan	Decision & Information Sciences	Reemploy & Promote
Weller, Mary A.	Health Sciences	Do Not Reemploy
Zeilstra-Ryalls, Jill	Biological Sciences	Reemploy & Promote

Assistant Professors considered for optional granting of tenure with promotion, effective August 15, 2003:

Rajagopalan, Balaji	Decision & Information Sciences	Reemploy & Promote
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Associate Professors considered for optional granting of tenure, effective August 15, 2003

Rorke, Stafford C.	Health Sciences	Reemploy & Promote
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Reappointments (Probationary) – Effective August 15, 2004, through August 14, 2006

Assistant Professors eligible for reemployment to second, two-year probationary terms as assistant professor:

Blasko, Matej	Accounting & Finance	Reemploy
Bolak, Karen	Teacher Development & Educational Studies	Reemploy
Clark, Kathleen F.	Reading & Language Arts	Reemploy
Dunn, Karen	Nursing	Reemploy
Heisler, Jennifer M.	Rhetoric, Communication & Literature	Reemploy
Keyse, Dana J.	Library	Reemploy
Koppelman, Elysa R.	Philosophy	Reemploy
Kraemer, Elizabeth W.	Library	Reemploy
Lal, Shailesh K.	Biological Sciences	Reemploy
McMillion, Gwendolyn	Reading & Language Arts	Reemploy
Mitton, Kenneth P.	Eye Research Institute	Reemploy
O'Mahony, Carolyn J.	Teacher Development & Educational Studies	Reemploy
Reger, Joanne E.	Sociology & Anthropology	Reemploy
Tracey, Monica W.	Human Resource Development	Reemploy
Williams, Olivia A.	Human Development & Child Study	Do Not Reemploy
Yao, Donggang	Mechanical Engineering	Reemploy

Assistant Professors eligible for reemployment to final, two-year probationary terms as assistant professor:

Bangs, Joann M.	Economics	Do Not Reemploy
Bohte, John	Political Science	Reemploy
Butzlaff, Ronald L.	Psychology	Reemploy
Byers, Celina	Human Resource Development	Reemploy
Cataldo II, Anthony J.	Accounting & Finance	Reemploy
Dembinski, Roman	Chemistry	Reemploy
Gilson, Annette M.	English	Reemploy
Goldberg, Andrew F.X.	Eye Research Institute	Reemploy

Hawley, Lisa D.	Counseling	Reemploy
Hovey, Judith K.	Nursing	Reemploy
Isken, Mark W.	Decision & Information Sciences	Reemploy
Kridli, Suha	Nursing	Reemploy
Liu, Qingchong	Electrical Engineering	Reemploy
Miree, Cynthia E.	Management & Marketing	Reemploy
Sandor, Viviana	Computer Science & Engineering	Do Not Reemploy
Setzekorn, Kristina S.	Decision & Information Sciences	Do Not Reemploy
Stryker, Gabrielle A.	Biological Sciences	Reemploy
Willard-Traub, Margaret K.	Rhetoric, Communication & Journalism	Reemploy
Zeng, Xiangqun	Chemistry	Reemploy

Special Instructors eligible for reemployment to second two-year probationary terms as special instructor:

Crabill, Scott L.	Rhetoric, Communication & Journalism	Reemploy
Robertson, Jeanie F.	Rhetoric, Communication & Journalism	Reemploy
Smydra, Rachel V.	English	Reemploy
Urla, Julia A.	Modern Languages & Literatures	Reemploy

Instructors eligible for reemployment to second two-year probationary terms as assistant professor:

Krauss, John R.	Health Sciences	Reemploy & Promote
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**4. Approval of Recommendation of Final Undergraduate and Graduate School Reports dated April 26, 2003**

(A copy of the Final Undergraduate and Graduate School Reports dated April 26, 2003 is on file in the Board of Trustees Office.)

**5. Recommendation to Accept Gifts to Oakland University and the Oakland University Foundation for the Period of May 1 through June 30, 2003, and to Accept Grants and Contracts to Oakland University for the Period May 1 through June 30, 2003**

(A copy of the gifts, grants and contracts is on file in the Board of Trustees Office.)

Trustee Penny M. Crissman requested that Item 5, Recommendation to Accept Gifts to Oakland University and the Oakland University Foundation for the Period of May 1 through June 30, 2003, and to Accept Grants and Contracts to Oakland University for

the Period May 1 through June 30, 2003, be removed from the Consent Agenda vote at this time.

Trustee David J. Doyle, seconded by Trustee Ann V. Nicholson, moved approval of Items 1, 2, 3, and 4 of the Consent Agenda. The motion was unanimously approved by those present.

Trustee Crissman asked if donations designated for Meadow Brook Theatre will actually go to the Theatre Ensemble. Ms. Susan Goepf, Vice President for University Relations, replied that those commitments actually go to Meadow Brook Theatre for the 2002-03 fiscal year, and that gifts received after June 30, 2003 should be made to the Theatre Ensemble.

Trustee Crissman, seconded by Trustee David T. Fischer, moved approval of Item 5 of the Consent Agenda. The motion was unanimously approved by those present.

**B. Approval of Amendment to Oakland University FY 2004 General Fund Budget and Tuition and Fee Rate Schedule**

President Russi stated that legislative leaders reached a compromise with Governor Granholm and approved a fiscal year 2004 higher education budget that provides Michigan's 15 public universities with a total of \$16.5 million more, with the majority of that funding supporting the four universities with the lowest per full-time equivalent student funding, which includes Oakland University. Governor Granholm was expected to sign that agreement on August 13, 2003. The agreement would reduce the University's appropriation 2.9% from last year's funding level, rather than the 6.7% originally proposed, and would reduce the University's share of the State appropriation cuts for fiscal year 2004 from more than \$3.4 million to just under \$1.5 million. Looked at another way, the University would have \$1.9 million more than the budget approved by the Board in June. The administration recommended that a portion of the additional funds be allocated to minimize tuition and fees increases and to allocate the balance to restore instruction and support services funding to maintain and enhance the quality of academic programs. The recommendation included a proposal to reduce the University's fiscal year tuition and fee increase 1%, from 9.9% to 8.9%, beginning with the Winter semester, or, \$675,000 in aggregate annualized savings to students. Making the tuition and fees reduction effective for the Winter semester would provide \$291,000 in additional savings for badly needed facilities maintenance and repair. Dr. Russi then summarized the reductions in State appropriations to date and the resulting University budget reductions approved by the Board in June, and cautioned the Board that future reductions in State appropriations were likely.

Ms. Lynne C. Schaefer, Vice President for Finance and Administration, referred the Board to the written agenda item and exhibits and further explained the recommendation. She reiterated that the recommendation included, first, a 1%

reduction in the average full-time undergraduate tuition and fee rates to be put into effect in Winter semester. Tuition and fee bills for the fall semester had been processed, much of the revenue had been received, and financial aid had been packaged, so it would be very difficult to implement a reduction in Fall semester. Second was a proposal to restore \$852,000 to critical faculty lines directly related to enrollment growth and to make more class sections available. Third, was a proposal to fund \$50,000 of selected initiatives to enhance the distinctive undergraduate experience central to the University's 2010 Vision. Fourth, was a proposal to fund \$100,000 to graduate student support for external research. Fifth, was a proposal to restore \$154,000, or one half of the reductions, for increases in workers compensation and unemployment compensation. The University expected to fund the remaining one half of those cost increases with one-time funds to be identified throughout the year. Sixth was a proposal to eliminate \$143,000 in additional reductions in non-academic areas. The final proposal was to use \$291,000 in one-time funds generated in the Fall semester, as a result of implementing the 1% tuition reduction in Winter semester, to fund critical facilities maintenance and repair needs. Ms. Schaefer presented the following resolution for Board approval:

RESOLVED, that the Board of Trustees approves the Revised FY 2004 General Fund budget at an expenditure level of \$123,806,355 and approved encumbrances and carryforwards from the June 30, 2003 fund balances, an increase of \$1,490,305 from the original \$122,316,050 approved amount; and, be it further

RESOLVED, that the Board of Trustees approves the revised Schedule of Tuition and Fee Rates, as shown in Exhibit III, effective Winter semester 2004.

(A copy of the Schedule of Tuition and Fee Rates, Exhibit III, is on file in the Board of Trustees office.)

Trustee Crissman stated her concern for the students and her interest in giving back as much of the increase as possible to the students, and she would like to see tuition reduced further. Trustee Fischer cautioned that the Governor had yet to sign the proposed bill. Trustee Muchmore stated his concern regarding the State's budget, and the real possibility of another reduction later in the year because of a lack of sustained State revenues, which would require the administration to reduce the University's budget again at that time. Ms. Schaefer emphasized that the positions to be reinstated would be part-time and adjunct faculty positions and not full-time positions.

Trustee Muchmore questioned whether tuition could be reduced and the balance held as a contingency, and Ms. Schaefer stated the plan would be to cover further State appropriation reductions with one-time funds as was done in fiscal year 2003. Dr. Moudgil responded to Trustee Muchmore's concerns and stated that he believed the

proposal really was in the best interest of students who would be able to graduate on time by having access to additional professors and classes. The issue to Dr. Moudgil was the quality of education provided under the circumstances rather than managing the budget, and that both could be accomplished.

Trustee Fischer congratulated the administration for its work with the Governor and the Legislature, but stated that he could not, at that time, support an immediate tuition reduction because the bill had not yet been signed. He would, however, support the educational endeavors proposed. Trustee Doyle stated that he would love to see the tuition reduced an even greater amount, but that the administration's proposal was very prudent because of the concerns that Trustee Muchmore and Trustee Fischer expressed about the State budget.

Chair Baskin questioned whether more could be allocated to the students and the quality of education initiatives that directly impact students, which he believed was the sole purpose behind the bill.

Ms. Schaefer reminded the Board that one reason for the State appropriation was to recognize that the University's per student State funding is significantly below that of other institutions. Other institutions are getting more money per student to pay for facilities and employee costs.

Chair Baskin asked Rochelle Black, Governmental Relations Director, and Frank Cusmano from the University's multi-client lobbying firm, Cusmano, Cameron and Reed, for their perspective. Ms. Black stated she believed the Legislature felt there was a need to address the floor-funding issue, but the expectation was the University would provide some tuition relief to students. Mr. Cusmano agreed with Ms. Black and stated there must be a tuition reduction. There was a very clear understanding on the part of the legislators that students were to benefit. Mr. Cusmano also echoed Trustee Muchmore's concern and said the State budget is predicated on a series of wage concessions being made by State employees and since that money is not available yet, consideration of some type of budget stabilization fund might be appropriate. Ms. Schaefer reminded the Board that the University has a stabilization fund called the Rainy Day Fund. Mr. Cusmano continued by saying that Oakland University is perceived by legislators to be doing a very good job, thanks in part to Dr. Russi's involvement in Lansing, and also in part because local legislators from the Oakland County area perceive the University is doing a good job.

Trustee Nicholson agreed with Trustee Doyle's previous comments, and thought it was very important to offer the sections that are needed for students to graduate. She also agreed it would be prudent to see what the State budget is going to be before committing all the money.

Ms. Rhonda Hanna, Student Liaison, stated her belief that the most important issues to students are tuition and availability of professors to teach sections. Every student is affected by the tuition reduction and every student is affected by class offerings, so Ms. Hanna suggested giving the \$291,000 back to the students. Mr. Lenwood Compton, Student Liaison, agreed with Ms. Hanna but understood facilities maintenance to be a secondary issue.

Trustee Nicholson then moved, and Trustee Fischer seconded, the motion. The motion did not pass, receiving 3 negative and 3 affirmative votes. Chair Baskin asked if the possibility for an amendment existed. After discussion of several possible amendments,

Trustee Fischer moved to table the resolution until a bill was actually signed, and Trustee Nicholson seconded the motion. All those present unanimously voted to table the motion.

**C. Approval of Ancillary Activities Operating Budget for the Fiscal Years Ending June 30, 2004, 2005, and 2006**

Trustee Fischer noted that the ancillary activities operating budgets are now presented in an "All Funds" format, in response to recommendations made by Plante and Moran. The model was developed to improve the scope and accuracy of financial reporting within the University using common terminology. Trustee Fischer reported that budgeted expenditures and transfers for these ancillary activities total \$17,426,636 for fiscal year 2004, which represents a 13.5% decrease under actual expenditures and transfers of \$20,088,456 for fiscal year 2003. This decrease is due primarily to changes in the Meadow Brook Theatre operation, and all other units show an aggregate increase in budgeted expenditures and transfers of 1.11%.

Chair Baskin stepped out of the meeting at this time, and Vice Chair Crissman chaired the meeting during the discussion and vote on this item.

Trustee Fischer moved approval of the following recommendation:

RESOLVED, that the Board of Trustees approves the budgets for University Housing, Lowry Early Childhood Center, Oakland Center, Meadow Brook Music Festival, Graham Health Center, Campus Recreation, Meadow Brook Theatre and Intercollegiate Athletics for the year ending June 30, 2004, and conditionally approves the budgets for fiscal years ending June 30, 2005, and June 30, 2006, with expenditures and transfers not to exceed the amounts on Appendix I respectively, for each year except as next set forth; and, be it further

RESOLVED, that all expenditures and transfers beyond the approved budgets and expenditures and transfers levels in excess of the approved

amounts that are not funded by a direct revenue increase must have the prior approval of the President or his designee and these amounts shall be reported on a periodic basis to the Board of Trustees.

(A copy of Appendix I, Oakland University Ancillary Operations Proposed Budgets Fiscal Year 2004 to Fiscal Year 2006, is on file in the Board of Trustees Office.)

Trustee Nicholson seconded the motion.

Trustee Nicholson inquired about the justification for the decline in the Oakland Center maintenance and repairs budget from \$606,000 to \$257,000. Mr. Richard D. Fekel, Director of Oakland Center, replied that some of the dollars have been reallocated to cover needed expenditures in other areas, such as for utilities to maintain the Oakland Center expansion.

Trustee Nicholson also asked for information on the decline in Meadow Brook Music Festival attendance. Ms. Peggy S. Cooke, Director of Cultural and Outreach Services, responded that the item actually reflects Detroit Symphony Orchestra and non-Detroit Symphony Orchestra comparison figures for the 2001 and 2002 seasons. She noted that the non-Detroit Symphony Orchestra performances increased in attendance, while the Detroit Symphony Orchestra performances decreased due to cultural and economic issues that arose during that period in the performing arts. During the current 2003 season, the Detroit Symphony Orchestra has more aggressively advertised their performances at Meadow Brook Music Festival, including special family packages.

The motion was unanimously approved by those present.

Chair Baskin rejoined the meeting at this time.

#### **D. Approval of Recreation Center Snack Bar Contract**

Trustee Crissman stated that for the past three years Dill, Inc., doing business as Pic-A-Deli, has provided snack bar services at the Recreation Center with gross sales increasing each year of operations. The current contract with Dill, Inc. expires August 31, 2003, and a Request for Proposal was issued to nine vendors in May 2003. Of the four vendors who attended a mandatory bidders meeting, Dill, Inc. was the only vendor to submit a bid by the June 3, 2003 deadline. The proposal meets or exceeds expectations in the areas of proposed commissions or payment to Oakland University; economical and effective deli/snack bar operation; hours of service, quality and variety of menus, portion size and cost; and new and innovative ideas for sales and promotion of a wellness-oriented menu. The financial terms include commission payments on gross sales of 8% in 2003-04; 9% in 2004-05; 10% in 2005-06 and 2006-07; 11% in 2007-08; and 11% in 2008-09.

Trustee Crissman moved approval of the following recommendation:

RESOLVED, that the Vice President for Student Affairs be authorized to execute the contract for the Recreation Center Snack Bar with Dill, Inc. attached to this resolution.

(A copy of the contract for the Recreation Center Snack Bar with Dill, Inc. is on file in the Board of Trustees Office.

Trustee Doyle seconded the motion.

Ms. Hanna commented that the students are very pleased with the food service from Pic-A-Deli and the proposed extended hours of operation.

The motion was unanimously approved by those present.

**E. Approval of Siemens Rolm/Hicom Telecom Switch Migration**

Trustee Muchmore stated that in 1994, the University purchased a Rolm 9751 telephone switch to support the University's telecommunication needs. However, by December 2000, that switch was at full capacity and unable to serve the future needs of the University. As a result, the University examined the costs to completely overhaul the switch and received estimates of approximately \$5.5 million. Consequently, the University purchased a new Siemens Hicom telecom switch for \$170,252 to support the new School of Education and Human Services building and Student Apartments. The purchase price for the proposed Siemens products and service is \$378,109, and the maintenance contract cost for both switches is \$259,753 per year, based on a migration of all telecom services to the Siemens Hicom and assuming a five-year commitment.

Trustee Muchmore moved approval of the following recommendation:

RESOLVED, that the Vice President for Finance and Administration is authorized to execute a Siemens Information and Communication Networks, Inc. MAC Products Order in the amount of \$378,109.95 on behalf of the University; and, be it further

RESOLVED, that the Vice President for Finance and Administration is authorized to execute a five-year SmartServe Support Services Plan Agreement in the amount of \$165,524.00 per year on behalf of the University; and, be it further

RESOLVED, that the Siemens Information and Communication Networks, Inc. MAC Products Order and the SmartServe Support Services Plan Agreement, shall be reviewed and approved by the Office of the General Counsel prior to

execution and shall be in compliance with the law and university policies and regulations and conform to the legal standards and policies of the Board of Trustees.

Trustee Crissman seconded the motion.

Trustee Muchmore added that, as a result of Chair Baskin's request for a price break in the switch, the new proposal contains a \$10,000 differential.

The motion was unanimously approved by those present.

**F. Report of the Nominating Committee and Selection of the Chair and Vice Chair of the Board of Trustees**

Chair Baskin stated that, in accordance with Board Policy, he appointed a Nominating Committee, consisting of Trustees Doyle, Fischer, Nicholson, and Schlaybaugh, for recommendation on the Chair and Vice Chair of the Board of Trustees for the 2003-2004 fiscal year. Trustee Fischer reported that the committee recommended, and he moved for approval, the nomination to renew the appointment of Trustee Baskin as Chair and Trustee Crissman as Vice Chair for another one-year term. Trustee Nicholson seconded the motion. The motion was unanimously approved by those present.

**V. Discussion of October 1, 2003 Board of Trustees Formal Meeting Agenda**

Chair Baskin advised the Board members to contact the Secretary to the Board of Trustees with additions, deletions, or questions.

**VI. Other Items that May Come Before the Board**

There were no other items presented to the Board.

**VII. Adjournment**

Chair Baskin adjourned the meeting at 4:11 p.m.

Submitted,

Approved,

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Victor A. Zambardi  
Secretary to the Board of Trustees

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Henry Baskin  
Chair, Board of Trustees