

**Minutes of the Formal Meeting
of the
Oakland University Board of Trustees
October 3, 2001**

Present: Chair Ann V. Nicholson; Trustees Henry Baskin, Penny M. Crissman, David J. Doyle, Louis Grech-Cumbo and Rex E. Schlaybaugh, Jr.

Absent: Trustees Robert N. Cooper and David T. Fischer

Also Present: President Gary D. Russi; Vice Presidents Susan Goepf, Lynne C. Schaefer and Mary Beth Snyder; Interim Vice President Virinder K. Moudgil; General Counsel and Secretary to the Board of Trustees Victor A. Zambardi and Assistant Rhonda G. Saunders; and Student Liaisons Adam L. Kochenderfer and Kimberly A. Langley

I. Call to Order

Chair Ann V. Nicholson called the meeting to order at 2:04 p.m. in the Auditorium of the Elliott Hall of Business and Information Technology.

II. President's Report

President Gary D. Russi reported the following information:

- Ms. Xinging Rong and Ms. Carolyn Johnson were recognized as the August and September Employees of the Month, respectively.
- Dr. David P. Doane, Professor of Quantitative Methods, Department of Decision and Information Sciences (DIS), was recognized as the co-recipient of three National Science Foundation educational grants to develop software for teaching and statistics and creating an experimental computer classroom. He served five years as Area Head and six years as the first Chair of the Department of DIS, helping to build a new department's faculty and its academic programs. Dr. Doane was one of the framers of the School of Business Administration's (SBA) constitution and its processes for tenure, promotion, and teaching evaluation. He was part of the SBA's successful initial AACSB accreditation team. Dr. Doane's current research interests include applied statistics, forecasting, and statistical education. He has consulted with government, health care organizations, and local firms. Dr. Doane is the 2001 President-Elect of the

Detroit Chapter of the American Statistical Association and an active reviewer for professional journals and conferences. He authored a pioneering book *Exploring Statistics with the IBM P.C.*, co-authored *Visual Statistics*, and wrote diverse articles in publications such as *The College Mathematics Journal* and the *Michigan Law Review*.

- Dr. Michael D. Sevilla, Professor of Chemistry, was recognized for receiving the Oakland University Research Excellence Award and the Michigan Association of Governing Boards Distinguished Faculty Award. He served as a permanent member of the National Institutes of Health Radiation Study Section from 1995-98, meeting three times a year to review applications for funding, and awarding about \$30 million annually in research projects. In 1998, Dr. Sevilla served as Chair of the Radiation Chemistry Gordon Conference, which brings together about 120 scientists at the forefront of radiation science research. He is considered one of the world's leading researchers in the area of radiation damage to DNA and biomolecules with over 130 publications in the literature and over 120 presentations at meetings of national and international societies. Dr. Sevilla's research has been continuously funded since 1972, with research grants totaling over \$2.5 million. This support has come from various government and private agencies including the National Cancer Institute of the National Institutes of Health, the Department of Energy and the National Science Foundation. Dr. Sevilla's current funding for over \$700,000 is from the NIH to investigate mechanisms of DNA radiation damage and protection. The U.S. Army and the Department of Agriculture recently requested that Dr. Sevilla apply his research techniques to the important problem of food irradiation. This applied research was cited by the FDA as a critical step leading to the approval of irradiation as a technique for food preservation. Dr. Sevilla is a dedicated teacher, having taught courses at all levels of chemistry as well as in the Honors College. He has also been a long-term contributor to the intellectual life of Oakland University through the successful Science and Religion Seminar Series, which he helped establish in 1995.

Chair Nicholson thanked President Russi for his report and congratulated the honorees for their accomplishments and commendable service to the university.

III. 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 Robert N. Cooper and David T. Fischer.

IV. Action Items

A. Consent Agenda

Chair Nicholson moved the following recommendations:

1. Approval of the Minutes of the Special Formal Meeting of August 1, 2001

2. Approval of the Minutes of the Special Formal Meeting of August 3, 2001

3. Approval of University Personnel Actions

New Appointments

McMillon, Gwendolyn, Assistant Professor of Education, effective August 15, 2001 (\$50,000) (New appointment filling a vacant authorized position).

O'Mahony, Carolyn J., Assistant Professor of Education, effective August 15, 2001 (\$48,500) (New appointment filling a vacant authorized position).

Rorke, Stafford, Associate Professor of Health Sciences without tenure and Program Director of Wellness, Health Promotion and Injury Prevention (three-year term), effective August 15, 2001 (\$72,000) (New appointment filling a vacant authorized position).

Tracey, Monica W., Assistant Professor of Education, effective August 15, 2001 (\$44,000) (New appointment filling a vacant authorized position).

Administrative Appointments

Sudol, Ronald A., from Professor of Rhetoric to Associate Provost and Professor of Rhetoric, effective September 10, 2001 (\$82,000).

Department Chairs

Effective August 15, 2001, through August 14, 2004, except where noted:

<u>Department</u>	<u>Chair</u>	<u>Term</u>
Accounting and Finance	Gadis J. Dillon	1 st
Human Resource Development	Billy Minor	3 rd
	(effective September 1, 2001)	
Linguistics	Peter Binkert	5 th
Music, Theatre & Dance	Michael Gillespie	1 st

Political Science	Cheryl Piskulich	1 st
Psychology	Robert Stewart	2 nd
Rhetoric, Communication & Journalism	Sharon Howell	Acting (one year)

Emeritus Appointments

Kleckner, Keith, Professor Emeritus of Engineering, effective August 15, 2001.

Change of Status

Andersen, Wallis, from Associate Provost and Associate Professor of Rhetoric, Communications and Journalism to Associate Professor of Rhetoric, Communications and Journalism, effective August 1, 2001.

Farragher, Edward, from Professor of Finance and Chairperson, Department of Accounting and Finance to Professor of Finance, effective August 15, 2001.

Gibson-Scipio, Wanda, from Visiting Instructor in Nursing to full-time Adjunct Instructor in Nursing, effective August 15, 2001.

Grudzien, Thaddeus, from Associate Professor of Biological Sciences to Associate Professor and Acting Chairperson, Department of Biological Sciences, effective August 1, 2001.

Halstead, Carol, from Professor of Dance and Chairperson, Department of Music, Theatre and Dance to Professor of Dance, effective August 15, 2001.

Khapoya, Vincent, from Professor of Political Science and Chairperson, Department of Political Science to Professor of Political Science, effective August 15, 2001.

Lepkowski, Frank, from Associate Professor and Interim Associate Dean, University Library to Associate Professor, University Library, effective August 15, 2001.

Minor, Billy, Associate Professor of Education and Chairperson, Department of Human Resource Development to Associate Professor of Education, effective August 1, 2001.

Motyka, Carrie, from Visiting Instructor in Nursing to Full-Time Adjunct Instructor in Nursing, effective August 15, 2001.

Quinn, James, from Associate Professor of Education and Chairperson, Department of Human Resource Development to Associate Professor of Education, effective September 1, 2001.

Sahu, Anandi, from Professor of Economics and Chairperson, Department of Economics to Professor of Economics, effective July 1, 2001.

Schellenbach, Cynthia, from Associate Professor of Psychology to Associate Professor of Sociology, effective August 15, 2001.

Schwartz, Howard, from Professor of Management to Professor of Management and Acting Chairperson, Department of Management and Marketing, effective August 15, 2001 through December 31, 2001.

Stano, Miron, from Professor of Economics and Management to Professor of Economics and Management and Acting Chairperson, Department of Economics, effective July 1, 2001.

Corrections

Faculty Reappointments

Reappointment (Probationary) – Effective August 15, 2002, through August 14, 2004 (erroneously stated effective August 15, 2001 through August 14, 2003, and Balaji Rajagopalan mistakenly omitted, in the June 6, 2001, University Personnel Actions)

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

Bangs, Joann M.	Economics	Reemploy
Bohte, John	Political Science	Reemploy
Brooks, Geneal A.	Nursing	Do Not Reemploy
Butzlaff, Ronald	Psychology	Reemploy
Carter, E. Vincent	Management & Marketing	Reemploy
Dembinski, Roman	Chemistry	Reemploy
Gilson, Annette M.	English	Reemploy
Goldberg, Andrew	Eye Research Institute	Reemploy

Hawley, Lisa D.	Counseling	Reemploy
Hovey, Judith K.	Nursing	Reemploy
Isken, Mark W.	Decision & Information Sciences	Reemploy
Kontoghiorghes, Constantine I.	Human Resource Department	Reemploy
Kridli, Suha	Nursing	Reemploy
Mills, Helene A.	Curriculum, Instruction & Leadership	Reemploy
Miree, Cynthia E.	Management & Marketing	Reemploy
Pritamani, Mahesh D.	Accounting & Finance	Reemploy
Rajagopalan, Balaji	Decision & Information Sciences	Reemploy
Setzekorn, Kristina	Decision & Information Sciences	Reemploy
Strother-Jordan, Karen E.	Rhetoric, Communications & Journalism	Reemploy
Stryker, Gabrielle A.	Biological Sciences	Reemploy
Wagner, Kathryn	Music, Theatre & Dance	Reemploy
Willard-Traub, Margaret Katharine	Rhetoric, Communications & Journalism	Reemploy

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

Anderson, Robert F.	English	Reemploy
Chapman, Sara E.	History	Reemploy
Clark, Daniel J.	History	Reemploy
Dvir, Arik	Biological Sciences	Reemploy

Hitt, Anne L.	Biological Sciences	Reemploy
Kissock, Madelyn J.	Linguistics	Reemploy
Machmut-Jhashi, Tamara	Art & Art History	Reemploy
Moore, Duane H.	Curriculum, Instruction & Leadership	Reemploy
Mosby, Lynetta M.	Sociology & Anthropology	Reemploy
Newton, Sarah E.	Nursing	Reemploy
Pavonetti, Linda M.	Reading & Language Arts	Reemploy
Pfeiffer, Kathleen A.	English	Reemploy
Seeley, John V.	Chemistry	Reemploy
Sharma, Srinarayan	Decision & Information Sciences	Reemploy
Zeilstra-Ryalls, Jill	Biological Sciences	Reemploy

4. Approval of Honorary Degree for Thomas Lynch

RESOLVED, that the Board of Trustees authorizes the awarding of the honorary degree of Doctor of Humanities to Mr. Thomas Lynch.

5. Approval of Public School Academy Board Members for Star International Academy, Academy of Michigan, Nsoroma Institute and Dove Academy

WHEREAS, the Board of Directors of Star International Academy has nominated Eide A. Alawan and Mohammed Nabil Char to fill vacancies on the board created by term expiration; and

WHEREAS, the Board of Directors of Academy of Michigan has nominated Miriam Louise Dixon and Melba Joyce Hawk to fill vacancies on the board created by term expiration; and

WHEREAS, the Board of Directors of Nsoroma Institute has nominated Deolis Allen and Whitney Laurence Woods to fill vacancies on the board created by term expiration, and Becki Berry Wells for renewal on the board; and

WHEREAS, the Board of Directors of Dove Academy has nominated Richetta Olivia Woods to fill a vacancy on the board created by term expiration;

NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:

1. Eide A. Alawan, Mohammed Nabil Chaar, Miriam Louise Dixon, Melba Joyce Hawk, Deolis Allen, Whitney Laurence Woods, Becki Berry Wells and Richetta Olivia Woods meet the requirements of the Oakland University Board of Trustees and applicable law.
2. The Board hereby approves Eide A. Alawan and Mohammed Nabil Chaar as members of the Board of Directors for Star International Academy for a three-year term to expire in 2004.
3. The Board hereby approves Miriam Louise Dixon and Melba Joyce Hawk as members of the Board of Directors for Academy of Michigan for a three-year term to expire in 2004.
4. The Board hereby approves Deolis Allen and Whitney Laurence Woods as members of the Board of Directors for Nsoroma Institute for a three-year term to expire in 2004, and the renewal of Becki Berry Wells as a member of the Board of Directors for Nsoroma Institute for a two-year term to expire in 2003.
5. The Board hereby approves Richetta Olivia Woods as a member of the Board of Directors for Dove Academy for a three-year term to expire in 2004.
6. All resolutions and parts of resolutions in conflict with this resolution shall be and hereby are rescinded to the extent of such conflict.

6. Approval of Recommendation of Final Undergraduate and Graduate School Reports dated June 23, 2001

(The Final Undergraduate and Graduate School Reports dated June 23, 2001 are on file in the Board of Trustees Office.)

7. Recommendation to Accept Gifts to Oakland University and the Oakland University Foundation for the Periods of July 1 through July 31, 2001 and August 1 through August 31, 2001, and to Accept Additional Grants and Contracts to Oakland University for the Period May 15, 2001 through June 30, 2001 and Grants and Contracts to Oakland University for the Period July 1, 2001 through September 15, 2001

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

Trustee David J. Doyle seconded the motion. The motion was unanimously approved by those present.

B. Approval of Revisions to Oakland University Policy for Recognition of Donors and Gift Policy: Donor Recognition

Trustee Penny M. Crissman stated that this item was tabled at the August 1, 2001 Board of Trustees Formal Meeting pending inclusion of language to allow prior Board review and approval of large gifts, and she moved to take the item from the table. She noted that the proposal requests Board approval of the revised policy for the naming of buildings, professorships, schools, departments, deanships, institutes and center, and endowments, and the minimum gift levels that would be required for such gifts. Trustee Crissman stated that the revised policy also provides that, upon completion of all due diligence by the Vice President for University Relations, the Vice President will make a recommendation to the President to accept or decline a gift. If approved by the President, the President will present a recommendation to the Board of Trustees that includes a representation that all due diligence has been completed and that the gift is appropriate for acceptance by the university. Trustee Crissman noted that all agreements will be in a form approved by the General Counsel and will provide that the agreement is contingent upon the approval of the Board of Trustees. She stated that a standard endowment agreement has been prepared by the General Counsel in consultation with counsel for the Oakland University Foundation. The availability of all naming gift opportunities and the acceptance of all naming gifts for buildings; professorships; the college, schools, departments and deanships; institutes and centers; and endowments are subject to the final approval of the Board of Trustees. Trustee Crissman added that the proposal also requests Board revision of the policy for recognition of all documented planned gifts, adds two new donor recognition societies for gifts of \$5 million and \$10 million, eliminates a gift club at the \$15,000 level and named annual giving clubs, and renames the gift clubs in keeping with Oakland University's history.

Trustee Crissman moved approval of the following resolution:

RESOLVED, that the Board of Trustees approves and adopts the revised Policy for Recognition of Donors, dated October 3, 2001 attached hereto as Exhibit A, to take effect immediately; and, be it further

RESOLVED, that the Board of Trustees approves and adopts the revised Gift Policy: Donor Recognition, dated October 3, 2001 attached hereto as Exhibit B, to take effect immediately.

(Exhibits A and B are on file in the Board of Trustees Office.)

Trustee Doyle seconded the motion to remove the item from the table and the motion to approve the resolution. The motions were then unanimously approved by those present.

C. Approval of Appointment of Dean of the School of Engineering and Computer Science

Trustee Doyle stated that a national search was conducted to fill the position of Dean of the School of Engineering and Computer Science, with the assistance of a search firm. He reported that the screening committee recommends the appointment of Dr. Peter A. Frick to fill that position. Trustee Doyle stated that Dr. Frick has served as Dean of the College of Engineering at San Diego State University for the past five years and Dean of the College of Engineering and Applied Science at the University of Colorado at Colorado Springs for the previous seven years. His fields of specialty include real time computer systems, optimization and optimal control, and parallel computing in systems and control, and his research is widely published in numerous professional journals.

Trustee Doyle moved approval of the following resolution:

RESOLVED, that the Board of Trustees appoint Dr. Pieter A. Frick to the position of Dean of the School of Engineering and Computer Science and Professor of Engineering with tenure effective October 15, 2001, at an initial salary of \$162,000 (One Hundred Sixty-Two Thousand Dollars), in accordance with the terms and conditions of the Agreement between Dr. Pieter A. Frick and Oakland University.

Trustee Henry Baskin seconded the motion.

Trustee Rex E. Schlaybaugh, Jr. stated that procedurally the Board is being asked to approve a resolution endorsing an agreement that the Board has not reviewed. Chair Nicholson asked Dr. Virinder K. Moudgil, Interim Vice President for Academic Affairs and Provost, to summarize the details of the agreement. Dr. Moudgil responded that the agreement is a standard contract, with no amendments, as presented to the previous Dean of the School of Engineering and the Deans of the other schools and college. Trustee Schlaybaugh requested that future agenda items of this nature include copies of any agreements or contracts that seek Board approval.

The motion was unanimously approved by those present.

D. Approval of Change in Competitive Bidding Purchasing Policy to Increase Bid Limit from \$2,500 to \$10,000

Trustee Louis Grech-Cumbo stated that at the July 11, 2001 Working Session, the Board discussed the university's recommendation to raise the purchasing bid limit from \$2,500 to \$10,000. He noted that an analysis by the Purchasing Methods Task Force indicates that purchase orders less than \$10,000 account for 90% of the number of university purchases, but only 8% of total expenditures. Trustee Grech-Cumbo stated that the Board requested that the administration develop a purchasing policy to guide departments in procuring goods and services at \$10,000 and below. The Board also requested that the policy include safeguards to ensure that pricing is competitive and that minority and women-owned businesses are given adequate consideration. Trustee Grech-Cumbo added that the item includes a Proposed Competitive Bidding Purchasing Policy and a Memorandum from Catherine Lark to Lynne Schaefer outlining safeguards to be implemented to ensure competitive pricing when the bid limit is raised from \$2,500 to \$10,000.

Trustee Grech-Cumbo moved approval of the following resolution:

RESOLVED, that the Board of Trustees change its purchasing policy effective September 1, 2001 from a requirement of at least three competitive quotations for all orders which exceed \$2,500 to a requirement of at least three competitive quotations for all orders which exceed \$10,000.

Trustee Baskin seconded the motion.

Trustee Crissman questioned whether the September 1, 2001 date in the resolution was accurate and if it covered some retroactive purchases. Ms. Schaefer replied that October 1, 2001 is the appropriate date, and that no retroactive purchases were being considered prior to that date. Trustee Crissman moved to amend the resolution by substituting the date of October 1, 2001 for the September 1, 2001 date referenced in the resolution as stated.

The motion to amend the resolution was seconded by Trustee Baskin. The motions were then unanimously approved by those present.

E. Approval of Amendment to Negotiated Agreement between Oakland University and Police Officers Labor Council – July 1, 1999 - June 30, 2002

Trustee Grech-Cumbo stated that on June 8, 2000, the Board approved a three-year negotiated Agreement between Oakland University and the Police Officers Labor Council (POLC), which applies to four Police Sergeants. Trustee Grech-Cumbo noted that, subsequent to that settlement and Board approval, the university negotiated contracts with other labor unions on campus with more

favorable economic terms. As a consequence, the POLC Union received smaller compensation increases in the second and third year of their Agreement than the other unions. Trustee Grech-Cumbo stated that in order not to penalize this group of employees for settling early, the Board is being asked to approve a retroactive adjustment increasing their compensation at the same level as other represented employees. He added that the total budgetary impact is less than \$10,000.

Trustee Grech-Cumbo moved approval of the following resolution:

RESOLVED, that the Board of Trustees hereby approves a retroactive wage increase for the four Police Sergeants represented by the Police Officers Labor Council as follows:

1. Effective July 1, 2000, an additional 1.25% increase in the rates in effect on July 1, 1999, and
2. Effective July 1, 2001, an additional 1.0% increase in the rates in effect on July 1, 2000, as revised.

Trustee Crissman seconded the motion. The motion was unanimously approved by those present.

F. Approval of Appointment of Architect/Engineer – Parking Structure

Trustee Baskin stated that this item was presented at the September Working Session for Board discussion. He clarified with Ms. Schaefer that Attachment 1 is part of the recommendation. Trustee Baskin noted that the Board had discussed the fact that the parking structure would, in effect, pay for itself over time with the proposed \$15 increase in student fees for parking, and that the university would be able to amortize the cost of the debt. Trustee Baskin stated that the recommendation indicates that the parking structure construction will be funded by the 2001 Series bond fund, and he asked whether the university will repay that fund with the increased student fees. Ms. Schaefer replied that the bond proceeds would be used to fund the construction, but then the fee revenue over time will pay the debt service on those bonds.

Trustee Baskin reported that Walker Parking Consultants was engaged in 2000 to perform a comprehensive campus parking study that included a supply and demand analysis and an evaluation of the current parking policies with recommendations for improvement over the next 20 years. He noted that Attachment 1 identifies shortfalls for years 2005, 2010, 2015, and 2020, and that today those shortfall amounts would probably exceed the amounts listed in the attachment. Trustee Baskin also explained that Attachment 2 indicates potential sites for three proposed parking structures, with the initial site located in the

lower playing fields area. He reported that the selection committee received 18 responses to the Request for Statements of Interest (RFI) for a parking structure architect/engineer. Nine firms with experience designing and engineering parking structures in a university setting were selected to receive a more detailed Request for Proposal (RFP). The selection committee recommended BEI Associates because of their experience in the design of university parking structures and previous clients' recommendations.

Trustee Baskin moved approval of the following resolution:

RESOLVED, that the Vice President for Finance and Administration be authorized to negotiate and execute a contract with BEI Associates for design of the Parking Structure; and, be it further

RESOLVED, that the contract 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 shall conform to the legal standards and policies of the Board of Trustees; and, be it further

RESOLVED, that the project design cost shall not exceed \$350,000.

At Trustee Baskin's request, Ms. Schaefer clarified that the \$350,000 funding from the 2001 Series bond fund only covers the project design cost. She added that the estimated cost of the parking structure construction is \$6.8 million, and that the source of the construction funding has not yet been determined.

Trustee Schlaybaugh seconded the motion.

Trustee Schlaybaugh inquired if the \$350,000 will be funded out of the unallocated portion of the bond funds, and Ms. Schaefer replied that Trustee Schlaybaugh was correct. Trustee Schlaybaugh asked about the consequences if the Board decides not to fund the parking structure construction out of the bond proceeds, and Ms. Schaefer responded that the funds would have already been spent for the design. Trustee Schlaybaugh questioned whether the design and construction costs of the parking structure are eligible expenditures from the 2001 Series bond fund. Ms. Schaefer stated that they are eligible bond fund expenditures and, depending on the timing of everything, the expenditures could be charged to another source at a future date, which would reimburse the bond construction fund.

Trustee Grech-Cumbo commented that he believed the university is obligated to reimburse the bond fund, based on the bond fund criteria.

Trustee Schlaybaugh stated that, based on this proposal, Ms. Schaefer is anticipating the next step that the Board is going to approve the parking structure construction out of

the unallocated bond proceeds, or she probably would not be asking that the design work be paid out of the bond proceeds. Ms. Schaefer responded that she does anticipate returning to the Board with a parking structure construction proposal, recognizing that the Board will have to make a decision on this project when it considers all of the projects before it.

Trustee Schlaybaugh asked if Ms. Schaefer will return to the Board with a new proposal if the parking structure site changes as a result of the design phase. Ms. Schaefer replied that a change in the proposed site will definitely come back to the Board for approval.

In response to questions posed by Trustee Grech-Cumbo, Ms. Schaefer stated that the parking structure will consist of 550 parking spaces on three levels.

Student Liaison Adam L. Kochenderfer asked about the proposed completion goal for the project, and Ms. Schaefer replied that, given the current parking situation on campus, she hopes the project will be completed as soon as possible.

Trustee Baskin asked Mr. Zambardi if there is a "tie" between funding of the design and the construction phases, and Mr. Zambardi replied that there is not. Trustee Baskin asked if the university can use proceeds of the bond funds to fund pre-construction costs of construction projects if the construction project itself is not ultimately funded using bond proceeds? Ms. Schaefer replied that, even if the building is not built, this would be a legitimate expenditure within the bond funds, but it could be reimbursed. Trustee Baskin asked Mr. Zambardi if that was correct, and Mr. Zambardi replied that he would have to review the bond documents to be able to give a definitive answer.

Trustee Baskin submitted the resolution, noting that timing is of the essence with respect to parking and acknowledging that there may be an allocation problem. Trustee Grech-Cumbo asked where the expense would be funded if it did not come out of the bond fund. Ms. Schaefer responded that it would certainly be within the realm of possibility to pay for it out of the proposed increase in student fees for parking or from other savings that the university identifies.

The motion was unanimously approved by those present.

V. Discussion of December 5, 2001 Board of Trustees Meeting Agenda

Chair Nicholson stated that if any Board member has changes or questions regarding the December 5, 2001 Board agenda, please contact the Secretary to the Board of Trustees.

VI. Other Items that May Come Before the Board

There were no other items to bring before the Board.

VII. Adjournment

Chair Nicholson adjourned the meeting at 2:38 p.m.

Submitted,

Approved,

Victor A. Zambardi
Secretary to the Board of Trustees

Ann V. Nicholson
Chair, Board of Trustees