

**Minutes of the Meeting
of the
Oakland University Board of Trustees
October 5, 1995**

Present: Chairman David T. Fischer; Trustees David J. Doyle, David Handleman, Ann V. Nicholson, Louis R. Ross, and James A. Sharp, Jr.

Absent: Trustees Rex E. Schlaybaugh, Jr. and Howard F. Sims

Chairman David T. Fischer called the meeting to order at 3:09 p.m. in the Gold Rooms of the Oakland Center. Due to time constraints of the trustees, Chairman Fischer revised the order in which the agendum items were presented.

Revision of Contracting and Employment Appointment Authority Policy (For Capital Improvement Projects)

Mr. Paul E. Bissonnette, Vice President for Finance and Administration, stated that this recommendation provides specificity relative to capital improvement projects. He noted that the current policy states that "all" expenditures more than \$200,000 must be approved by the Board after review by legal counsel. Capital improvement projects typically require the commitment of funds at two steps in the process: for design and for construction. Mr. Bissonnette stated that under existing policy, the President is authorized to hire a designer at a fee under \$200,000, complete project design, bid the project, and then obtain Board approval for award of the construction contract. He explained that a refinement of the existing policy as proposed would allow the Board's involvement at earlier stages for significant capital projects. Specifically, the administration is recommending a process that would give the President authority to initiate contracts up to \$200,000, after conceptual and budgetary approval by the Board. If the Board approves the project, the President would then have authority to carry the project through to completion, for projects up to \$2 million, within the approved scope and budget. In addition, the policy states that the President would seek Board approval for the schematic design of projects with major aesthetic considerations, regardless of the amount of the contract.

Mr. Bissonnette noted that a survey was conducted on the delegation of authority at other universities, and that information was enclosed with the Board agendum item.

Mr. Bissonnette submitted the following resolution for Board approval:

RESOLVED, that the Contracting and Employment Appointment Authority Policy be amended to specifically address approval of Capital Improvement projects by adding a new Section (II.E.) reading as follows:

For Capital Improvement projects up to \$200,000, the President has the authority to execute all contracts.

For projects of \$200,000 or more, Board authorization shall be obtained at the conceptual stage of the project. At that time, the administration shall present a clear description of the scope of the project, the objectives, the process to be followed for selection of a design, the project schedule, and budget. If the Board approves the project, the President then shall have authority to carry it through to completion within the approved scope and budget, except that in the case of projects of \$2,000,000 or more, specific Board authorization is required to execute a design contract.

In addition, for any project that has major aesthetic considerations, the administration shall obtain Board approval of the schematic design.

Trustee Louis R. Ross, seconded by Trustee Ann V. Nicholson, moved approval of the recommendation.

Trustee Ross stated that this item was thoroughly discussed at the last University Affairs Advisory Committee meeting and recommended for Board approval.

Trustee James A. Sharp, Jr. stated that Trustee Howard F. Sims, who was absent, previously expressed concern with this issue and asked what his views were at the committee meeting. Trustee Ross responded that Trustees Sims did not concur with the recommendation, but that he did not object to presenting it to the full Board.

The motion was unanimously approved by those present.

Approval of Policy on Public School Academies

Interim President Gary D. Russi stated that on August 3, 1995, the Board approved a Statement of Intent to Approve Charter Schools. Thereafter, an Oakland University Charter School Council was formed to develop and propose a policy on charter schools setting forth the criteria under which Oakland will charter public school academies (charter schools).

Interim President Russi submitted the following resolution for Board approval:

WHEREAS, the Interim President has presented a proposed policy on public school academies and criteria for the evaluation of applications for approval; and

WHEREAS, the policy and criteria are in compliance with the Strategic Plan of the university and with the overall objectives and goals of the University; now, therefore, be it

RESOLVED, that the Board of Trustees approves the Oakland University Policy on Public School Academies and the Criteria for the Evaluation of Applications on file with the Secretary of the Board; and, be it further

RESOLVED, that the Interim President appoint a Public School Academy Application Review Committee to establish the procedure for accepting, processing and recommending applications for approval or rejection by the Board, and to establish the fees for receiving and processing applications.

Trustee Nicholson, seconded by Trustee David J. Doyle, moved approval of the recommendation.

Trustee Sharp inquired if this issue was reviewed by the University Senate or any other concerned university unit. Interim President Russi responded that it went before the Senate Steering Committee, which oversees the operation and function of the Senate, but that it did not specifically go before the Senate. Trustee Sharp stated that the Senate opinion on charter schools ought to have been on record prior to instituting the policy. Interim President Russi responded that the proposal does not commit the university to charter schools, but merely offers an opportunity to explore the possibility, and that any decision would be subject to approval by the full governance system including the Senate.

Chairman Fischer stated that the administration received extensive university input on public school academies prior to recommending the policy to the Board.

Interim President Russi called on Dr. David J. Downing, the Dean of the College of Arts and Sciences, to respond further to Trustee Sharp's question. Dean Downing stated that the proposal has been under review for one and a half years by faculty representatives from the College of Arts and Sciences and the School of Education and Human Services. The Senate Steering Committee, Senate Budget Review Committee, and Senate Planning Review Committee supported the basic formulation of the guidelines and the overall concept of entertaining proposals to establish charter schools, consistent with the role and mission of Oakland University. Interim President Russi stated that he has a supporting statement from the chair of the Senate Planning Review Committee, who chaired a joint committee meeting of the Senate Budget Review Committee and the Senate Planning Review Committee.

Trustee David Handleman inquired whether it was Oakland's decision to charter schools or the result of pressure from the state. Chairman Fischer and Trustees Doyle and Ross replied that they have not received pressure from the state to move forward with this issue.

Upon a vote, four trustees voted affirmatively and Trustees Sharp and Handleman abstained. Trustee Handleman reconsidered his vote, and the motion was carried with five affirmative votes and one abstention by Trustee Sharp. Trustee Sharp stated that he abstained because the Board needs a formal report on the positions of the internal institutional governance bodies. Chairman Fischer stated that the administration will provide that information to the Board for clarity purposes.

Approval to Award Contract -- Campus Perimeter and Exterior Signage

Mr. Bissonnette stated that the administration is requesting Board approval to award a contract for campus signage to ANDCO Industries Corporation. He noted that ANDCO was the lowest bidder, with a bid of \$15,900 below the next lowest bidder. Samples of the two sign types were received from each bidder for analysis of materials and fabrication methods, and ANDCO proved to be superior to the others. Mr. Bissonnette added that ANDCO quoted a completion period of 13 to 17 weeks upon award of the contract.

Mr. Bissonnette submitted the following resolution for Board approval:

RESOLVED, that the Vice President for Finance and Administration be authorized to execute a contract with ANDCO Industries Corporation to manufacture and install exterior signs as designed by Corbin Design; and, be it further

RESOLVED, that the contract shall be reviewed by the Office of General Counsel prior to execution and shall conform to all university policies; and, be it further

RESOLVED, that the total project cost shall not exceed \$380,000.

Trustee Ross inquired if the warranty terms were consistent among the bidders, and Mr. Bissonnette responded that the same five-year warranty terms were met by all of the viable low bidders.

Trustee Doyle, seconded by Trustee Ross, moved approval of the recommendation. The motion was unanimously approved by those present.

Approval of 1996-97 and 1997-98 Operating Budget Request for Submission to the Executive Office of the State of Michigan

Mr. Bissonnette stated that annually the university is required to submit a budget request for operating funds to the State of Michigan. The current request is essentially the same as in past years except that it is a two-year request for the periods of 1996-97 and 1997-98. He noted that the economic factors of the Program Revision Requests (PRRs) include a 3 percent salary and wage adjustment and a 3 percent general inflation adjustment totaling approximately \$1.1 million. The balance of the request contains eight priorities beginning with the repositioning and funding of Oakland as a Doctoral II institution. The requests represent \$9.1 million for a total budget request of \$10.3 million in 1996-97. Mr. Bissonnette stated that the university is asking for a continuation of the PRRs with the same economic factors in 1997-98 at a total request of \$5.3 million. He noted that while the PRR process is not normally used as the funding mechanism for the state, institutions are still required to participate.

Mr. Bissonnette submitted the following resolution for Board approval:

RESOLVED, that the Board of Trustees approve the 1996-97 Operating Budget Request to the State of Michigan in the amount of \$90,038,459 and the 1997-98 Operating Budget Request to the State of Michigan in the amount of \$95,328,624, as described in the detailed material accompanying the action.

Trustee Nicholson, seconded by Trustee Sharp, moved approval of the recommendation. The motion was unanimously approved by those present.

Capital Outlay Budget Requests 1997 and 1998

Mr. Bissonnette stated that annually the State of Michigan Department of Management and Budget (DMB) asks for Capital Outlay Budget Requests from each university. This year the DMB has requested that only three projects be submitted in a two-year budget cycle for 1997 and 1998. Oakland is asking for support to perform the following:

1. Convert Vandenberg Hall to general classrooms with the move of Health Sciences to Hannah Hall as part of the Science and Engineering project.
2. Upgrade the campus-wide fire alarm reporting system, which is a mandated program.
3. Construct a classroom/business school office building to increase the available classroom space due to enrollment growth.

Mr. Bissonnette submitted the following resolution for Board approval:

RESOLVED, that the Board of Trustees approve the Capital Outlay Request for fiscal years 1997 and 1998, as presented with this recommendation, to the State of Michigan, Department of Management and Budget.

Trustee Handleman, seconded by Trustee Doyle, moved approval of the recommendation.

The motion was unanimously approved by those present.

Consent Agenda

Interim President Gary D. Russi presented the following recommendations:

a. Approval of the Minutes of the Meeting of August 3, 1995

b. University Personnel Actions

Appointment to a Non-Academic Position at Salary Equivalent to Administrative-Professional Level 18 or Above

Johnson, Robert E., Associate Vice President for Enrollment Management and Director of Admissions, effective October 5, 1995

New Appointments

Blume, Thomas W., Assistant Professor of Education, effective August 15, 1995

Cron, Elizabeth A., Assistant Professor of Education, effective August 15, 1995

Elder, Ken, Assistant Professor of Physics, effective August 15, 1995

Park, Hyungju, Assistant Professor of Mathematical Sciences, effective August 15, 1995

Emeritus Appointment

Butterworth, Francis M., Professor Emeritus of Biological Sciences, effective August 15, 1995

Leaves with No Pay

Wang, Stuart S., Professor of Mathematical Sciences, effective September 2, 1995 (with no pay)

Wyatt, Osa Jackson, Associate Professor of Physical Therapy, leave from August 31, 1995, through December 20, 1995 (with no pay)

Sick Leave

Brown, Robert W., Associate Professor of Education and Chairperson, Department of Counseling, sick leave from September 1, 1995, through March 1, 1996 (with full pay)

Goldstein, Robert J., Professor of Political Science, sick leave from August 31, 1995, through December 20, 1995 (with full pay)

Addendum to University Personnel Actions Dated October 5, 1995

Brown, Robert W., Associate Professor of Education and Chairperson, Department of Counseling, sick leave from September 1, 1995, through September 7, 1995 (with full pay)

c. Recommendation for Approval of Degree Candidates List dated August 17, 1995

d. Recommendation to Accept Gifts and Grants to Oakland University and the Oakland University Foundation for the Periods of May 1 through May 31, 1995, June 1 through June 30, 1995, and July 1 through July 31, 1995

e. Approval of Negotiated Settlement for Final Year of Agreement between Oakland University and Police Officers Association of Michigan, October 1, 1993 - October 1, 1996

Mr. Bissonnette submitted the following resolution for Board approval:

RESOLVED, that the Board of Trustees approves the economic settlement for the third year of the Agreement between Oakland University and Police Officers Association of Michigan, October 1, 1993 - October 1, 1996, whose terms are set forth in Appendix A, "Summary of Contract Changes," dated October 5, 1995, and Appendix B, "Contract Language Revisions."

(Copies of Appendices A and B are attached to the file copy of these minutes in the Board of Trustees office.)

f. Workers' Compensation Redemption

Ms. Susan Gerrits, General Counsel and Secretary to the Board of Trustees, submitted the following resolution for Board approval:

RESOLVED, that the university's General Counsel is authorized to settle the workers' compensation claim filed by Ms. Virginia Streetman in accordance with the terms proposed in the confidential memorandum from the General Counsel dated September 20, 1995, and distributed to the Board.

g. Authority to Contract with Long Term Disability Carrier

Mr. Bissonnette submitted the following resolution for Board approval:

RESOLVED, that the Interim President or the Vice President for Finance and Administration be authorized to execute a contract, not to exceed three years, with UNUM Life Insurance Company of America for the provision of long term disability coverage for university employees, with a first year total premium not to exceed \$320,000.

h. Meadow Brook Subdivision Financing Guarantee

Trustee Sharp, seconded by Trustee Nicholson, moved approval of the consent agenda. The motion was unanimously approved by those present.

Lease for Off-Campus Storage Facilities for Meadow Brook Theatre

Mr. Bissonnette stated that Board policy requires the administration to request Board approval to lease space in excess of one year or when the annual rental exceeds \$12,000. The administration is asking to renew the lease for storage of Meadow Brook Theatre property and sets with Manabal Squirrel Road at the Auburn Hills Commerce Center.

Mr. Bissonnette submitted the following resolution for Board approval:

RESOLVED, that the Board of Trustees authorize the Vice President for Finance and Administration to enter into a lease for storage facilities with Manabal Squirrel Road, for one year beginning November 1, 1995, at a cost not to exceed \$15,000.

Trustee Sharp, seconded by Trustee Ross, moved approval of the recommendation. The motion was unanimously approved by those present.

Approval of Changes to AP (Administrative-Professional) Contract System

Mr. Bissonnette stated that the current system for providing contracts to Administrative-Professional (AP) employees is confusing and burdensome with overlapping merit and continuing contract review periods. The administration is requesting authority to streamline and simplify the contract system by eliminating redundant annual performance appraisals and evaluations for granting contracts or terminating employment and by providing a uniform method of recognizing prior university service for employees who become APs from another eligible employee group.

Mr. Bissonnette submitted the following resolution for Board approval:

WHEREAS, the Administrative-Professional Employment Contract Policy ("Policy") was approved by the Board of Trustees on May 8, 1971, and was modified on three occasions since its inception; and,

WHEREAS, a policy on prior service credit related to the Policy was approved by the Board on April 23, 1975; and

WHEREAS, changes in circumstances have made changes in these policies advisable; now, therefore be it,

RESOLVED, that the Board of Trustees authorizes the university administration to make the following changes in the Policy:

1. Substitute a once-a-year review schedule consistent with the merit pay review schedule for the current twice annual review cycle;
2. Change the currently variable length probationary period to a fixed period of six months;
3. Provide a variable length first regular contract period, but of at least two years, to position the employee on the annual review schedule for subsequent reviews;
4. Change the termination notice period for term contracts other than the probationary contract to a uniform ninety days;
5. Implement reasonable transitional rules to effect the new schedule;
6. Replace the current prior service policy with the following concept: upon satisfactory completion of the six-month administrative-professional probationary period, a person who was in continuous university employment in a

non-administrative professional capacity for four or more years (or in part-time employment equivalent in time to four or more years of continuous full-time service) immediately preceding employment as an administrative-professional employee shall be recognized as having satisfactorily completed the first regular term contract period; and

7. Implement the new prior service credit policy for any eligible administrative professional employee who is now on a regular term contract as follows:

- a. a person in a first regular term contract will be presumed to be in a second regular term contract; and
- b. a person in a second regular term contract will be deemed to be in a third regular term contract; and
- c. a person in a third regular contract shall have no change made in his or her contract status; and, be it further,

RESOLVED, that the above changes shall be effective no later than November 1, 1995.

Trustee Sharp, seconded by Trustee Doyle, moved approval of the recommendation. The motion was unanimously approved by those present.

Amendment to the Conflict of Interest Policy

Dr. William W. Connellan, Acting Vice President for Academic Administration, stated that the current Conflict of Interest Policy was approved by the Board in 1981, at a time when no federal regulations were in place governing such policies. Recently, both the Public Health Service and the National Science Foundation have issued new reporting requirements for research grant and contract activities. Dr. Connellan stated that the current policy was being reviewed by a group of faculty and staff members to broaden the scope of the entire policy, including compliance with the federal regulations. The wholesale revision of the policy is not yet complete, however. As a result, the administration decided to amend the Conflict of Interest Policy with a statement that the university will establish and maintain regulations necessary to meet federal requirements and return later to the Board with a more comprehensive and revised policy. Dr. Connellan noted that at the last University Affairs Advisory Committee meeting Trustee Ross requested that the administration submit the fully revised policy to the committee by November 1, 1995, and the Board in December.

Dr. Connellan submitted the following resolution for Board approval:

RESOLVED, that the Oakland University Conflict of Interest Policy be amended as follows:

1. Add the following section:
 - IV. Federal Grants and Contracts
The university administration is authorized and directed to create, implement, and maintain current those regulations and procedures necessary to meet federal agency conflict of interest requirements related to grants and contracts.
2. Renumber existing sections.

Trustee Handleman, seconded by Trustee Nicholson, moved approval of the recommendation. The motion was unanimously approved by those present.

Interim President's Report

Interim President Russi introduced the following new employees: Mr. Jack Mehl, Director of Athletics; Mr. Robert Johnson, Associate Vice President for Enrollment Management and Director of Admissions; Mr. Ted Coutilish, Publications Director; Ms. Sharon Campbell, Media Relations Director; Mr. Dino Hernandez, Assistant Director of Annual Giving; Ms. Marcy Potter, Development Officer; Ms. Gwen Forrest, Development Officer; Ms. Lisa Ashby, Executive Director of Meadow Brook Hall; and Mr. Richard Fekel, Director of the Oakland Center.

Interim President Russi then reported the following information:

- Ms. Joan M. Pistonetti was recognized as Employee of the Month for August.
- Mr. Henry Price, one of the university's oldest and foremost friends and a director of the Oakland University Foundation, has made a second gift to the Enduring Legacy Campaign for the Kresge Library, changing his gift total to \$200,000. Mr. Price is also working on the establishment of an annual scholarship for deserving students.
- The recipients of the 1995 Alumni Awards are:

Distinguished Service Award: Ms. Barbara Williams, a Lake Orion Public Schools Special Education Teacher and Vice President for the Oakland University Alumni Association Board of Directors.

Distinguished Achievement Award: Mr. Dennis Pawley, Executive Vice President for Manufacturing at Chrysler Corporation and a member of the Oakland University Foundation Board of Directors.

Odyssey Award: Ms. Shelah O'Rourke, a private contractor for the United States Agency for International Development in the Health, Population and Nutrition Division in Haiti.

Spirit Award: Ms. Jean Ann Miller, Assistant Director for Student Development -- Residence Halls and a member of the Oakland University Alumni Association Board of Directors.

- Oakland currently has 65 articulation agreements with the following schools: C.S. Mott Community College, Delta College, JuSeong Junior College (Republic of Korea), Macomb County Community College, Oakland Community College, and St. Clair County Community College.

- Outreach efforts include:

The opening of the Oakland University Center for Family Business by the School of Business Administration to develop partnerships with surrounding communities devoted to the needs of Michigan family businesses. The Center, directed by Professor Robert Kleiman, will provide a forum for the development and dissemination of information relevant to the advancement and vitality of Metropolitan Detroit-based family businesses.

The opening of the Oakland University Center-Birmingham extension site at Groves High School in Beverly Hills. Oakland's Master of Business Administration program, the only MBA program available in Oakland County fully accredited by the American Assembly of Collegiate Schools of Business, will be the Center's first offering.

The offering of the following programs at the Macomb Center: Master of Counseling, Master of Early Childhood, Bachelor of Human Resources Development, Master of Education in Curriculum and Instruction, and Master of Arts and Teaching in Reading and Language Arts.

- The current official enrollment count is 13,600, which is 3.3 percent higher than last year. The number of students enrolled directly from high school is up 9.7 percent compared to last spring's market shift of only 2 percent.

Chairman Fischer announced that the next regularly scheduled Board of Trustees meeting will be held on December 7, 1995, at the Meadow Brook Health Enhancement Institute.

Other Items that May Come Before the Board

Student Liaison, Garrick B. Landsberg, commented on the importance of moving forward to obtain funding for the construction of a new classroom building on campus.

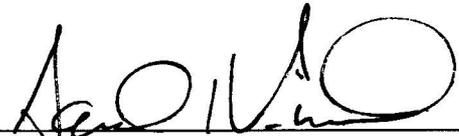
Trustee Handleman, seconded by Trustee Sharp, moved adjournment of the meeting. The motion was unanimously carried. The meeting adjourned at 3:47 p.m.

Submitted,

Approved,



Rhonda G. Saunders
Administrative Assistant
Board of Trustees



David T. Fischer
Chairman
Board of Trustees