Minutes of the Meeting
of the
Oakland University
Board of Trustees
January 22, 1975

The meeting was called to order by President O'Dowd at 8:15 p.m. in Lounge II of the Oakland Center.

Present: Chairman Saltzman and Trustees Carr, Katke, Lewis, and Morris

Approval of Minutes of November 26, 1974

It was moved by Mr. Carr, seconded by Mr. Katke, that the minutes of the meeting of November 26, 1974, be approved as distributed. The motion was carried.

Approval of Personnel Actions

President O'Dowd recommended approval of the following personnel actions:

Appointments

Gould, Stanley F., part-time Visiting Assistant Professor of Biological Sciences, effective January 2, 1975 through April 22, 1975

Kurtz, Eleanor R., full-time 12-month Visiting Instructor in the Library, effective December 4, 1974 through June 30, 1975

Livermore, Brian P., full-time 10-month Visiting Assistant Professor of Biological Sciences, effective January 2, 1975 through April 22, 1975

Changes of Status

Bieryla, Doreen M., from Coordinator of Freshman Residence Halls AP-4 to Acting Assistant Director of Residence Halls AP-6, effective November 11, 1974 through May 31, 1975

Chapa, Margaret, from Counselor AP-1 to Counselor AP-4, effective January 1, 1975

Connellan, William W., from Assistant to the President AP-6 to Assistant to the President and Director of University Relations AP-8 effective December 1, 1974

Epperly, Carolyn, from Instructor in Education to Assistant Professor of Education effective December 31, 1974

Hamlin, William D., from Instructor in Education to Assistant Professor of Education, effective December 1, 1974

Minor, Billy Jo, from Instructor in Education to Assistant Professor of Education, effective December 31, 1974

Minor, JoAnne H., from Instructor in Education to Assistant Professor of Education, effective December 31, 1974

Moore, Benjamin F., from Vehicle Maintenance Supervisor AP-3 to Manager AP-3, effective January 1, 1975

Ruscio, Alfred, Associate Professor of Theatre Arts, from a 12-month basis to a 10-month basis, effective August 15, 1974

Sponseller, Doris M., from Instructor in Education to Assistant Professor of Education, effective December 31, 1975

Van Fleet, Corey, Associate Professor of Education, Director of Physical Education and Athletics, and Swimming Coach, from a 10-month basis to a 12-month basis, effective July 1, 1975

Wargo, Robert J. J., Assistant Professor of Philosophy, salary adjustment, effective August 15, 1974

Leaves of Absence

DeMont, Billie, Assistant Provost, professional development leave with no pay from January 1, 1975 through January 31, 1975

Slawski, Jr., Edward J., research leave with no pay from January 2, 1975 through April 22, 1975

Resignations

Atkins, Donna Apt, Instructor in the Library (Reference Librarian), effective January 24, 1975

Lawrence, Harold G., Associate Professor of History, effective December 31, 1975

One-Year Probationary Reappointments for Faculty Members

Mr. O'Dowd requested approval to grant reappointments as instructors for one-year probationary terms for the following faculty members:

Education

Carol E. Halsted
William G. Pfaff
Doris M. Sponseller
Kathleen M. Williams

Learning Skills

Rose M. Cooper

Mr. O'Dowd explained that these recommendations were the result of the new tenure review procedure which is now a part of the faculty agreement.

Reclassification and Establishment of Positions

Campus Development

Establish position #2, Assistant Director, Building Maintenance, AP-III. This position will assume responsibility for the daily organization of the operations of the Building and Maintenance Department and assist the Director in overall administration and planning and act for the Director in his absence.

Establish position #2, Assistant Director, Grounds and Landscaping East Campus, AP-III. This position is responsible for development of the East Campus for special activities and will assist the Director in various problems of agronomy for the entire campus.

News Service and Publications (formerly University Relations)
Establish position #2, Publications Editor, AP-V. The incumbent will serve as editor of the undergraduate catalog and staff bulletins, and develop publications for various university programs.

Oakland Prep School
Establish position of Field Services Coordinator - Oakland Prep School, AP-V to take the place of position #2, Curriculum Coordinator, AP-V. The incumbent will coordinate and supervise non-teaching activities of the school.

School of Nursing
Establish position #301, Academic Secretary, C-8 to provide high level secretarial and quasi-administrative services for the Dean of the School of Nursing.

President O'Dowd requested approval for three additional positions to be funded by the Federal Comprehensive Employment and Training Act (CETA). The planning and outlining of responsibilities for these positions had been completed previously but funding was not available.

Business Affairs

Business Office Administration
Establish position #18, Manager of Business Operations, AP-VI. This position will supervise all accounting that exists campus-wide which is presently not handled by Business Affairs. Business managers in other areas will report to this new position (while retaining program and operational reporting as at present) for business operations. Areas for such identified reporting are: Meadow Brook Hall, Meadow Brook Theatre, Meadow Brook Festival, Residence Halls, Oakland Center, Sports & Recreation, Student Enterprise Theatre, Student Enterprise Film Series, Concert-Lecture Series, Music Department, Academy of Dramatic Art, and Health Service. Reporting, accounting, cash handling, systems and procedures, internal control, records maintenance, and other business operationa concerns would be reviewed and supervised.

Establish position #323, Senior Departmental Secretary, C-6. This position will provide clerical support for the above new position of Manager of Business Operations. The clerical support will include preparation of standard monthly reports received from the above-mentioned reporting areas, checking of submitted data, and other technical and accounting-oriented tasks. This position will also function as a test case for a word processing system in Business Affairs. The position will report to the Manager of Business Operations and to the Administrative Assistant to the Vice President for Business Affairs.

Office of the President

Meadow Brook Theatre/Festival Business Office
Establish position #305, Departmental Secretary, C-5. This position will augment clerical, box office and financial reporting activities in Meadow Brook Performing Arts. Additional financial control procedures will be covered by this position to safeguard assets, provide timely reporting, and to respond to several problen areas noted by Internal Audit reviews and reviews by the Auditor General's staff.

It was moved by Mr. Saltzman, seconded by Mr. Morris, that all of the personnel actions be approved. The motion was carried.

Acceptance of Gifts and Grants to the University

President O'Dowd requested acceptance of the following gifts and grants to the University:

I. Grant in support of the John F. Engerson Memorial Award in Vocal Music:

Engram, Alice, Birmingham	310.00

II. Grant in support of the Edith Harris Memorial Scholarship Fund

Rapoport, Dr. & Mrs. Bernard, Southfield	300.00

III. Grant in support of the Emily Moses Memorial Loan Fund:

Clatworthy, Mr. F. James, Rochester	100.00

IV. Grant in support of the Oakland County Engineering Society Student Loan Fund:

Oakland County Engineering Society, Pontiac	1,320.00

V. Grants in support of the Friends of Teruko Yamasaki Award:

Borus, Mrs. Sally, Mt. Clemens	25.00
DiChiera, Mrs. Karen, Bloomfield Hills	50.00

VI. Grant in support of Departments, Staff, Schools, and Colleges:

Research Corporation, New York, New York, under the direction of Dr. Donald C. Young of the Department of Chemistry, to be used in support of the program, "Ternary Complexes of Nickel IT." Period of Performance: November 1, 1974 to October 31, 1976.	10,410.00

VII. Grants in support of the Alumni Fund:

The Firestone Tire & Rubber Company, Akron, Ohio (Matching gift for contributions by Mary Schultz)	150.00
Ford Motor Company of Canada, Ltd., Ontario, Canada	10.00

VIII. Grant in support of Meadow Brook Art Gallery:

Golanty, Mr. & Mrs. George C., Southfield	100.00

IX. Grants in support of the Discretionary Gift Fund:

Beardslee, Mr. & Mrs. David C., Rochester	100.00
Braun, Ms. Jean S., Detroit	100.00
Brown, Mr. & Mrs. Glen, Rochester	200.00
Brown, Mr. & Mrs. Maurice F., Rochester	100.00
Dearth, Mr. Robert A., Bloomfield Hills	100.00
De Carlo, Mr. & Mrs. John, Bloomfield Hills	200.00
Forbes, Mr. William C., Pontiac	100.00
Hasegawa, Dr. & Mrs. Carl M., Troy	100.00
Obear, Mr. & Mrs. Frederick W., Rochester	200.00
O'Dowd, Mr. & Mrs. Donald D., Rochester	200.00
Pino, Mr. & Mrs. Lewis N., Rochester	75.00

Swanson, Mr. & Mrs. Robert W., Rochester	200.00
Thomas, Mr. & Mrs. S. Bernard, Troy	50.00
Wigent, Dr. Ralph D., Rochester	100.00
Wilson, Mr. & Mrs. Arthur B. D., Northville	100.00

X. Grant in support of the School of Economics and Management:

Yntema, Mr. & Mrs. Theodore O., Bloomfield Hills	8,375.00

A gift of 250 shares of Ford Motor Company common stock to the School of Economics and Management. The sale of the stock is left to the discretion of the Dean of the School of Economics and Management.

XI. Grants in support of the Phil Hilaire Memorial Fund:

Miscellaneous Donors	390.00

XII. Grants in support of the Isaac Jones Scholarship Fund:

Miscellaneous Donors	1,611.50

XIII. Grants in support of the Kresge Library:

Borg-Warner Foundation, Inc., Chicago, Illinois	80.00
Bunger, Mr. Robert H., Royal Oak	100.00
Torch, Mr. & Mrs. Reuben, Rochester	150.00

XIV. Grants in support of Meadow Brook Hall:

Blanch, Mr. & Mrs. Edward J., Dearborn	25.00
Borgensen, Mr. & Mrs. M. E., Southfield	100.00
Campbell, Ms. Virginia F., Bloomfield Hills	50.00
Connolly, Mr. & Mrs. Walter B., Grosse Pointe	25.00
Decker, Mr. Robert W., Bloomfield Hills	50.00
Eklund, Mr. & Mrs. Lowell, Bloomfield Hills	250.00
Hartman, Mr. William E., Flat Rock, N. Carolina	25.00
Kammer, Jr., Mr. & Mrs. A. F. Grosse Pointe	50.00
Kline, Mrs. Amelia, Birmingham	10.00
Lane, Ms. Ann R., Pontiac	100.00
Linington, Mr. & Mrs. Richard S., Rochester	100.00
McClure, Mr. Douglas T., Grosse Pointe	25.00

Miller, Mrs. Annetta C., Franklin	15.00
Naughton, Mr. & Mrs. John B., Bloomfield Hills	30.00
Redline, Mr. & Mrs. J. G., Bloomfield Hills	25.00
Rosebrock, Mr. Douglas, Rochester	10.00
Scott, Ms. Mary B., Grosse Pointe	25.00
Townsend, Mr. & Mrs. Lynn A., Bloomfield Hills	25.00
Wilson, Mr. & Mrs. J. H., Detroit	50.00

XV. Grants in support of Meadow Brook Music Festival:

Anonymous Donor	1,000.00
Frost, Ms. Grace B., Birmingham	500.00
Gamble, Mr. David L, Harper Woods	982.44
Hyman, Dr. & Mrs. Marvin, West Bloomfield	25.00
Johnson, Mr. & Mrs. Henry C., Bloomfield Hills	389.00
The Lyon Foundation, Bloomfield Hills	1,000.00

XVI. Grant in support of the Meadow Brook Theatre:

Roeder, Mr. & Mrs. Richard G., Bloomfield Hills	100.00

XVII. Grants in support of the Meadow Brook Music Festival or the Meadow Brook Theatre:

Riccardo, Mr. & Mrs. John J., Birmingham	500.00
Townsend, Mr. & Mrs. Lynn A., Bloomfield Hills	500.00
Weston, Mr. & Mrs. Norman B., Birmingham	1,000.00

XVIII. Grants in support of the Oakland University Foundation, President's Club:

The Bixby Foundation, Detroit	1,000.00
Borus, Mr. & Mrs. Edward, Mt. Clemens	1,000.00
Bright, Mr. Rinehart S., Bloomfield Hills	500.00
Cole, Mr. Louis H., Pontiac	1,000.00
Colombo, Mr. & Mrs. Frederick, Bloomfield Hills	1,000.00
Ford Motor Company Fund, Dearborn (Matching gift of The John R. & Ruth R. Davis Foundation)	5,000.00
George, Mr. & Mrs. Edwin O., Birmingham	1,000.00
Gossett, Mrs. Elizabeth H., Bloomfield Hills	1,500.00
Hawkins, Mr. & Mrs. Ben R., Pontiac	1,000.00
Jenkins, Mr. James R., Bloomfield Hills	1,000.00
Larson, Dr. & Mrs. Alvin R., Bloomfield Hills	1,000.00
The Lyon Foundation, Bloomfield Hills	1,000.00
Mealey, Mr. Norman F., Detroit	1,000.00

Schwartz, Mr. Alan E., Detroit	1,000.00
Tennyson Car & Truck Rental Co., Livonia	1,000.00
Warner, Mr. & Mrs. Harold G., Bloomfield Hills	1,250.00
Henry E. and Consuelo S. Wenger Foundation, Inc., Birmingham	3,000.00

XIX. Grant in support of the Department of Psychology:

Zepelin, Mr. Harold, Rochester	100.00

XX. Grant in support of the William G. Shaw Charitable Trust:

The William G. Shaw Charitable Trust, Southfield	90.00

XXI. Grants in support of the Tribute Fund during the calendar year of 1974:

Miscellaneous Donors	210.00

XXII. Grant in support of the Women Center:

Houtz, Ms. Patricia, Rochester	100.00

XXIII. Grant from Mrs. Roger M. Kyes for the purchase and installation of a pipe organ to be installed in the Recital Hall in Varner Hall. 50,000.00

XXIV. A gift from H. J. Dworkin, Department of Nuclear Medicine, William Beaumont Hospital, Royal Oak, of a three-inch Picker Scanner to be used by the Department of Physics in their medical physics training laboratory. No value has been determined.

XXV. A gift from Jerry Martin, WNIC, Dearborn, of miscellaneous electronic equipment in support of the Oakland University radio station, WOU. Estimated value is 725.00

XXVI. A gift from James Paffenbarger, Chief Engineer, WABX, Detroit, of miscellaneous electronic equipment in support of the Oakland University radio station, WOU. Estimated value is 1,850.00

XXVII. A gift of $250,000 in the form of a pledge agreement, from Mr. and Mrs. Harold A. Cousins, 1411 Kirkway Drive, Bloomfield Hills, Michigan for the construction of a nine hole addition to the golf course presently under construction. $250,00

President O'Dowd informed the Board that as partial payment on the pledge Mr. and Mrs. Cousins have donated to the University 100 shares of Harold Cousins,Inc., all of the outstanding stock of a Michigan corporation. In order to determine the value of this asset and to obtain the funds for use on the construction of the golf course, President O'Dowd offered the following resolution for adoption:

Whereas, the Board of Trustees of Oakland University has been offered as a charitable gift one hundred shares of stock representing all of the issued and outstanding stock of Harold Cousins, Inc., a Michigan Corporation, and

Whereas, it is the wish and intention of the Board of Trustees to accept that gift and to arrange for the liquidation and dissolution of Harold Cousins, Inc., so that the cash proceeds of such liquidation can be utilized for the intended purpose of such gift, namely for the payment of expenses of construction of a nine hole addition to the golf course being constructed on the Oakland University campus.

IT IS THEREFORE RESOLVED AS FOLLOWS:

1. The gift of one hundred shares of stock in Harold Cousins, Inc. is hereby accepted.

2. The President of Oakland University is authorized and directed to take such action as may be necessary to preserve the assets of Harold Cousins, Inc., to pay or provide for the payment of its liabilities, and to liquidate and dissolve the corporation. The President is authorized to execute on behalf of Oakland University any action by written consent of the sole stockholder of Harold Cousins, Inc., as may be necessary and appropriate to carry out this directive, including but not limited to the election of interim officers and directors of the corporation, the assignment of corporate assets, and the dissolution of the corporation.

Mr. Katke moved to accept the gifts and grants and for the approval of the resolution. Seconded by Mr. Morris, the motion was carried.

Approval of 1975-76 Budget Request

President O'Dowd requested Board approval of the 1975-76 Budget Request for the official record. He noted that the data may be historical material since there is little likelihood that many of the needs can be funded due to the economic climate. He added that the formalized budget request process will be bypassed by the State this year because of the economy.

Mr. Carr moved to approve the Request document. The motion was seconded by Mr. Saltzman.

Mr. Katke asked when the University would be notified of the Governor's budget recommendations.

Mr. De Carlo responded that the Governor's budget announcement to the Legislature is tentatively scheduled for sometime during the last week in January.

Mr. Morris asked if University growth would result from the larger number of enrollments of individuals unable to find employment.

President O'Dowd answered that in his discussions with students he understands that the economic situation has deteriorated beyond the point of "going to school instead of working" and that many students cannot afford to pay the tuition and refuse to borrow the money. He added that the community colleges have been experiencing an increase in enrollment which may be attributed to tuition costs, which are about 50% lower than for the four-year institutions.

Mr. Katke asked if the approved budget request, which assumes business as usual, reflects on the Board's judgment because the current conditions of the economy are not taken into account.

President O'Dowd explained that this budget request was prepared last July, before the real economic downturn. Also, all of the institutions were required to submit their requests at the same time.

Mr. Katke called for a vote. The motion was carried.

Approval of Affiliation with the Michigan Association of State College and University Governing Boards

Mr. Saltzman reported that about a year ago trustees from the thirteen state college and university boards met informally in order to consider a uniform approach to the report of the Governor's Commission on Higher Education. The Governor's Commission had under consideration recommendations on the organizational structure of higher education for the State of Michigan.

The trustees of the university boards felt that it was important for them to have direct access to the Commission and the Governor. As a result of their meetings a joint statement was delivered to the Governor's Commission on Higher Education. Mr. Saltzman stated he felt privileged to attend several of the meetings, and personally found them significant and very fruitful. He also thought they had an impact on the form of the Commission's ultimate report.

A number of representatives who attended the earlier meetings felt that it would be advantageous to have a continuing formal relationship in order to exchange information among the trustees. Accordingly, a resolution was passed by this group and bylaws were drafted for consideration by each institution. Mr. Saltzman proposed that subject to a review of the bylaws the Oakland University Board of Trustees join with the members of the other boards to form the Michigan Association of State Colleges and Universities. Mr. Carr seconded the motion, which carried.

Report of the Audit Committee on the 1974 Audit and Recommendation for the 1975 Audit

President O'Dowd called upon Mr. Katke as a member of the Board Audit Committee. Mr. Katke introduced Mr. Stan Gilbertson, Mr. Robert Wilson, and Mr. Terry Murphy, representatives from Authur Andersen & Company, who performed the University audit. Mr. Katke stated there were two phases of the audit: the first was a data processing review, and the second covered accounting procedures and internal controls.

Mr. Katke called upon Mr. Gilbertson for his comments on the audit. Mr. Gilbertson stated that his staff had completed the audit report, which has been submitted to the University and Audit Committee.

(The audit reports are on file in the office of the Secretary to the Board of Trustees.) Examination of the financial reports showed that statements accurately presented the financial position of the University and the results of its activities during the year. As part of the financial audit and examination Arthur Andersen & Company submitted a report of suggestions, recommendations, and comments with "respect to accounting," which has been reviewed with the Audit Committee and with University officials. Mr. Gilbertson felt appropriate consideration had been given to the suggestions.

In addition, this year the firm expanded the scope of their audit and made a special review of the computer area, which was under the direction of Mr. Robert Wilson. A comprehensive report on this area has been submitted for consideration and discussion to the appropriate staff. Mr. Gilbertson expressed appreciation for the cooperation received from the officials of the University in the conduct of the audit.

Mr. Katke stated that the Audit Committee, which is comprised of Mr. Alan Schwartz and himself, met with the Arthur Andersen representatives and University officials separately and then collectively. The Board Audit Committee is satisfied that all matters are in good order. Mr. Katke moved to accept the audit. The motion was seconded by Mr. Morris, voted upon, and carried.

Mr. Katke made an additional motion that the Arthur Andersen Company be appointed auditors for the 1975 fiscal year. The motion was supported by Mr. Morris.

Mr. Lewis questioned whether this action was consistent with the rotation policy of the Board. Mr. Swanson stated that the initial policy established by the Board was to adopt a rotation procedure with the intent that the period of rotation would not be specified or fixed. Mr. Swanson felt the period of retention of a firm would be six to seven years. The Board, however, reserves unto itself the option to renew the appointments annually in order to insure control and implement a policy of rotation. Mr. Swanson expressed the opinion that the recommendation of the Audit Committee was consistent with Board policy. The question was called, and the motion was carried.

Budget Reductions for Fiscal Year 1974-75

President O'Dowd stated that as a result of a request from the Governor and the Legislature, the University 1974-75 budget has been reduced by 1.5% or $190,597. He stated that the reductions have been presented to the Board in writing and are on file in the office of the Secretary to the Board. He thought that it would be appropriate to have a motion acknowledging the reductions and the new operating budget level.

Mr. Katke made a motion acknowledging the budget adjustments. The motion was seconded by Mr. Morris.

President O'Dowd informed the Board that the primary source of the reductions resulted from unfilled positions or recently vacated positions.

The motion was voted upon and carried.

Establishment of Procedure for Board of Trustees Meetings in Absence of a Quorum

President O'Dowd announced that Mr. James Howlett had prepared a resolution which would establish a procedure whereby the Board of Trustees could hold formal meetings even though a quorum is not present. The Board's actions taken at such meetings are instructive to the administrative officers and will assist them in carrying out University functions. Actions approved in the absence of a quorum would be ratified at a subsequent meeting when a quorum is present before they would become legally binding actions of the Board.

Mr. Carr waived the reading of the following resolution and moved its approval on the grounds that this procedure is a necessary means of giving instructions to the administration permitting the day-to-day operation of the University:

> Whereas, the Board of Trustees of Oakland University wishes and intends to establish a procedure under which matters included on the published agendas of its regular meetings may receive consideration on the scheduled dates of such regular meetings even if a formal meeting cannot be held because of the absence of a quorum, and

Whereas, the Board of Trustees wishes to record in this resolution the mutual understanding and expectation of its several members regarding the disposition of matters so considered,

IT IS THEREFORE RESOLVED AS FOLLOWS:

1. In the event of the failure of the quorum to assemble at any regularly scheduled meeting of the Board of Trustees, those members who are present are authorized and directed to conduct a meeting to be called an Informal Meeting of the Board of Trustees in the Absence of a Quorum, and to consider at such meeting only those items which appear on the published agenda for the scheduled meeting.

2. Minutes shall be kept of each such Informal Meeting, and shall reflect as an Informal Action any action receiving a majority vote or consensus approval of those present at such Informal Meeting. It is the understanding and expectation of the Board of Trustees that any Informal Action which is adopted at any such Informal Meeting will be ratified and approved at the next succeeding meeting of the Board of Trustees; provided, however, that this understanding and expectation shall not be considered to be binding upon any member of the Board of Trustees and shall not be considered to be a delegation of legislative authority to those present at any such Informal Meeting.

3. The Administrative Officers of the University are authorized to take such administrative action as may be necessary and appropriate to implement and carry out the Informal Action taken at any such Informal Meeting, with the expectation that such Informal Action will be ratified by the Board of Trustees. If the Board of Trustees should fail for any reason to ratify any Informal Action, it shall direct such modification or rescission of any administrative action taken pursuant to this directive as may be necessary.

4. The Board of Trustees urges any member of the Board who will not be able to attend any regularly scheduled meeting to communicate either directly to other members of the Board or through the Secretary of the Board any comments relating to any agenda item which may be helpful to those members in attendance at any regular or informal meeting of the Board of Trustees. Any

comments which are communicated in this way will be disclosed at the meeting as a communication to the Board and will be considered by the Board in undertaking any action or informal action.

Mr. Morris seconded the motion, and it was carried.

Chairman Saltzman announced that this was the last meeting Arlene Gray would attend because of her move to Arizona. As a member of the Board he spoke for all the Trustees expressing gratitude for the assistance and many courtesies given during the years she served as Secretary to Mr. De Carlo. On behalf of the Board of Trustees he wished her good-luck.

The Formal Agenda was concluded at 8:50 p.m. and Mr. Morris moved for adjournment. The motion was seconded by Mr. Katke and carried.

John De Carlo, Secretary
Board of Trustees

JDeC/emd

Approved,

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Arthur W. Saltzman, Chairman
Board of Trustees

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Date