Minutes of the Meeting
of the
Oakland University
Board of Trustees
May 8, 1971

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

Absent: Trustee Kyes

The meeting was called to order at 2:20 p.m. on May 8, 1971 in the Oakland Center by President Donald D. O'Dowd.

Minutes of March 13, 1971

On a motion by Mr. Smith, seconded by Mr. Katke, the minutes of the March 13, 1971 Board meeting were approved as presented.

Personnel Actions

On a motion by Mr. Carr, seconded by Mr. Morris, the following personn actions were approved.

Appointments

Bugg, Louise M., 12-month Assistant Professor of the Library, effective August 15, 1971

Covert, Nancy S., 12-month Assistant Professor of the Library, effective August 15, 1971

Cross, Jennie B., 12-month Assistant Professor of the Library, effective August 15, 1971

Fuller, Elizabeth A., 12-month Instructor in the Library, effective August 15, 1971

Gaylor, Robert G., 12-month Associate Professor of the Library and Associate Dean of the Library, with tenure, effective August 15, 19

Hitchingham, Eileen E., 12-month Assistant Professor of the Library, effective August 15, 1971

Howard, Philip Y., 12-month Associate Professor of the Library and Assistant Dean for Technical Services, effective August 15, 1971

Jackson, Arlene M., 10-month Assistant Professor of English, effective August 15, 1971

Jackson, Paul T., 12-month Assistant Professor of the Library, effective August 15, 1971

Krompart, Janet A., 12-month Assistant Professor of the Library, effecti August 15, 1971

Mark, Jennifer E., 12-month Instructor in the Library, effective August

Pettengill, Richard L., 12-month Assistant Professor of the Library, effective August 15, 1971

Pogany, Ann M., 12-month Instructor in the Library, effective August 15, 1971

Reilly, Lois L., 12-month Associate Professor of the Library, with tenure, effective August 15, 1971

Runchock, Rita M., 12-month Instructor in the Library, effective August 15, 1971

Tipler, Suzanne M., 12-month Assistant Professor of the Library, effective August 15, 1971

Titus, Elizabeth A., 12-month Instructor in the Library, effective August 15, 1971

Weibel, Susan K., 12-month Instructor in the Library, effective August 15, 1971

Leaves - Other

Barnard, V. John, 10-month Associate Professor of History, effective September 7, 1971 through December 22, 1971 with no pay

Black, Cordell W., 10-month Special Instructor in French, effective August 15, 1971 through August 14, 1972 with no pay

DeVore, Ronald A., 10-month Associate Professor of Mathematics, effective August 15, 1971 through August 14, 1972 with no pay

Krompart, Janet, 12-month Cataloger in the Library, effective July 12, 1971 through July 30, 1971 with no pay

Smedley, Audrey, 10-month Associate Professor of Sociology/Anthropology, effective August 15, 1971 through August 14, 1972 with no pay

Tipler, Suzanne M., 12-month Chief Cataloger in the Library, effective July 20, 1971 through September 1, 1971 with no pay

Changes in Status

Johnson, G. Philip, Professor of Mathematics and Dean of Graduate Study, from 10-month basis to 12-month basis, effective July 1, 1971

Light, Richard A., from Chief Internal Auditor and Systems and Procedures Analyst to Assistant Vice President for Business Affairs for Administration, effective May 1, 1971

McGarry, Robert J., from Controller to Assistant Vice President for Business Affairs and Controller, effective May 1, 1971

Osthaus, Carl R., from Instructor in History to Assistant Professor of History, effective June 1, 1971

Rybka, Susan M., from Acting Head, Acquisitions in the Library to Acquisitions Librarian, effective April 1, 1971

Sacks, Karen, from Instructor in Anthropology to Assistant Professor of Anthropology, effective June 1, 1971

Simmons, Robert E., from Professor of German and Chairman, Department of Modern Languages and Literatures to Professor of German and Associate Dean, College of Arts and Sciences, effective July 1, 1971

Terminations

Andreas, Carol, from Assistant Professor of Sociology/Anthropology, effective August 14, 1971

Bushkoff, Leonard, from Instructor in History, effective August 14, 1971

Ennis, Glafyra R., from Instructor in Spanish, effective August 14, 1971

Magney, John, from Instructor in Sociology, effective August 14, 1971

Vargas, Luis, from Assistant Professor of Spanish, effective August 14, 1971

Approval of Faculty Promotions

President O'Dowd recommended the following faculty promotions to be effective July 1, 1971.

To Professor

Arts and Sciences

V. John Barnard	History
Richard J. Burke	Philosophy
Alfred J. DuBruck	Modern Languages and Literatures - French
Joseph W. DeMent	English
Helen Kovach	Modern Languages and Literatures - Russian
John M. McKinley	Physics
S. Bernard Thomas	History

Education

Harold C. Cafone

Engineering

Keith R. Kleckner

Howard R. Witt

To Associate Professor

Arts and Sciences

David Daniels	Music
Jon Froemke	Mathematics
Renate Gerulaitis	Modern Languages and Literatures - Germ.
Gerald C. Heberle	History
Adeline G. Hirschfeld	Speech
Joan G. Rosen	English
Fred W. Smith	Advising and Counseling
Yel-Chiang Wu	Mathematics

Education

Marc Briod
W. Dorsey Hammond
James W. Hughes
Jacqueline I. Lougheed

Engineering

Tung H. Weng

To Assistant Professor

Arts and Sciences

Charles E. Brownell, Jr.	Art
Robert L. Donald	English

Education

William C. Fish

Moved by Mr. Morris, seconded by Mr. Katke, the recommendations of the President regarding faculty promotions were adopted.

Acceptance of Gifts and Grants to the University

Moved by Mr. Smith, seconded by Mr. Lewis, that the following gifts and grants be accepted with appreciation and that there be a correction made regarding notice of the gift of Doehler-Jarvis Div. National Lead Company as referred to in the minutes of November 14, 1970.

I.	Grants for the Faculty Scholarship Fund:	
	Various donors	$ 3,432.00
II.	Grant in support of John Galloway Memorial Fund:	
	Bryant, Mr. Billy S., Washington, D.C.	10.00
III.	Grants in support of Herbert Heidenreich Scholarship Fund:	
	Fisher, Mr. Robert C., Ann Arbor	25.00
	Prata, Mr. and Mrs. Eugene, Louisville, Kentucky	15.00
IV.	Grants in support of Isaac Jones Scholarship Fund:	
	Various donors	2,414.10
V.	Grant in support of Lathrup Village Women's Club Loan Fund:	
	Lathrup Village Women's Club, Lathrup Village	100.00
VI.	Grants in support of Miscellaneous Tribute Fund:	
	Various donors	862.00
VII.	Grant in support of Mark Platt Memorial Loan Fund:	
	Professor Lon Polk, Detroit	200.00
VIII.	Grant to the Tribute Fund as a memorial to Mr. Roger Kyes:	
	Girard, Mr. and Mrs. Alfred C., Bloomfield Hills	100.00
IX.	Grant from William G. Shaw Charitable Trust, (first quarterly dividend on 2,000 shares of Lear Siegler, Inc. common stock) for general purposes under direction of President O'Dowd	250.00
X.	Grants to Departments, Staff, Schools and Colleges:	
	Atomic Energy Commission, Argonne, Illinois, under direction of Dr. V. Everett Kinsey, Institute of Biological Sciences, for research entitled "Biochemical Studies in the Ocular Lens"	20,000.00
	National Eye Institute, Bethesda, Maryland, under direction of Michael V. Riley, Institute of Biological Science, for research entitled "Metabolism of Cornea in Relation to Control of Hydration"	21,141.00

National Science Foundation, Washington, D. C., under direction of Irwin Schochetman, Mathematics, for research entitled "Dual Spaces of Locally Compact Group Extensions"	$ 5,600.00
National Science Foundation, Washington, D. C., under direction of Roger D. Brooks, Engineering student, for student originated studies on the electric car	12,220.00
National Science Foundation, Washington, D. C., under direction of W. F. Phillips, Engineering, for research entitled, "Research Initiation - Thermal Precipitation Force on Aerosol Particles in a Temperature Gradient"	16,000.00
National Institutes of Health, Bethesda, Maryland, under direction of Frederick W. Obear, Provost, for Biomedical Sciences Support	36,048.00
XI. Grant in support of Art Gallery: Barron, Mr. S. Brooks, Detroit	2,500.00
XII. Grant in support of Meadow Brook Theatre Five-Year Fund: Benson & Edith Ford Fund, Grosse Pointe Shores	8,000.00
XIII. Grant in support of the President's Club: Chrysler Corporation Fund, Detroit	500.00
XIV. Gift from Robert Desormier, Walled Lake, to the Music Department, of Wurlitzer Electronic Organ, valued at	850.00
XV. Gift from General Motors Corporation, Milford, to the Department of Engineering of computer equipment consisting of the following: 2 pace, Model 231R Analog Computer Consoles, 2 Electronic Multiplier Racks, 4 Amplifier and Functional Generator Racks, 2 XY Plotters, 12 patch boards in wood box valued at	1,000.00
XVI. Loan from Johnson and Anderson, Inc., Pontiac, to the Department of Engineering of Model 563-30 "Calcomp Plotter" Serial #300 for which a valuation has not been established	

Correction - The action taken at the Board meeting of November 14, 1970 accepting the grant of $1,000 by Doehler-Jarvis Div. National Lead Company, Toledo, Ohio, should be rescinded as it was a duplication of action taken at the Board meeting of October 13 for the same grant.

Authorization for the Sale of Securities

President O'Dowd advised the Board that a gift of 515 shares of Vermilion Bay Land Company stock was received from the estate of Ruth Evangeline Wagner, deceased, on June 30, 1970 and accepted at the November 14, 1970 meeting of the Board of Trustees. The stock was a portion of the estate residue which was given to the University and has been used to establish an endowed scholarship fund.

Ann Arbor Trust Company recommended that the stock be sold (market value of $5,922.50 on April 21). The value established at the time of the gift was $11,330.

President O'Dowd requested that the Board of Trustees authorize the sale of the stock certificates by Robert W. Swanson, Vice President for Business Affairs, and Treasurer of the Board. The proceeds will be immediately reinvested in more desirable securities by the Ann Arbor Trust Company.

Moved by Mr. Schwartz, seconded by Mr. Lewis, that the University be granted the authority to sell the 515 shares of Vermilion Bay Land Company stock as requested by the President. Motion carried.

Authorization for the Sale of 12 White Chapel Memorial Association Cemetery Lots

President O'Dowd advised the Board that a gift of 12 White Chapel Memorial Association cemetery lots, valued at $4,500, from the estate of Ruth Evangeline Wagner, deceased, for the purpose of establishing a scholarship fund was accepted by the Board at the meeting of November 14, 1970. Based upon information received from White Chapel Memorial Association, the value of $375 per lot is only realized when the Association sells lots to purchasers; the Association does not repurchase lots. Other markets include cemetery brokers, who pay from $25 to $60 per lot, and newspaper advertising where the current price for comparable lots is around $200. President O'Dowd recommended that the Board approve the offering of these lots for sale first to members of the University at $200 each and then to the general public so that the proceeds may be used for the purpose intended by the bequest.

Moved by Mr. Carr, seconded by Mr. Smith, that the University be granted the authority requested to dispose of 12 White Chapel Memorial Association cemetery lots with the proceeds to be used for the establishment of the Ruth Evangeline Wagner scholarship fund. Motion carried.

Approval of Change in Application Fee and Charge for Readmission Applications

President O'Dowd requested that the Board increase the non-refundable admission application fee from $10 to $15 beginning July 1, 1971. The same increase will also apply to readmission applications to the University. The estimated cost for processing applications is approximately $23 per application.

Moved by Mr. Saltzman, seconded by Mr. Katke, that the Board approve a $15 charge for all admission and readmission applications to the University beginning July 1, 1971. Motion carried.

Approval of Low Bid from E. E. Powell General Contracting Company for Construction of New Rest Room Facilities on Meadow Brook Festival Grounds

President O'Dowd advised the Board that on April 13, 1971, bid proposals were received and opened at Oakland University for the construction of rest rooms on the Meadow Brook Festival Grounds. This project was bid on two bases:

Proposal No. 1

Complete all work so the Owner can completely utilize the new facilities by June 22, 1971.

Proposal No. 2

If allowed to work after June 22, 1971, 7:30 a.m. to 4 p.m. every weekday except Wednesday and Sunday to complete work.

A tabulation of the bids submitted is as follows:

	Proposal 1	Proposal 2
E. E. Powell General Contracting Company	$81,250	$81,250
J. D. Moden Construction Company	83,213	83,213
Frank Rewold & Son	83,861	84,939
Bundy Construction Company	84,350	84,550
J. L. Sheldon	88,500	87,500
Wake-Pratt Construction Company	89,570	89,570
Newmyer Contracting, Inc.	90,190	90,190
J. A. Fredman	90,283	86,090
Barton & Barton	97,169	94,900
Dale E. Cook Construction Company	97,600	97,600
Niagara Construction	100,190	96,135
Van Kampen Construction Company	102,622	98,922

The bid proposals have been examined by the architect and the University staff, and it is recommended that the low bidder, E. E. Powell General Contracting Company, be accepted.

It is recommended that the following project budget be approved:

Construction	$81,250
Engineering, surveys, tests and supervision	4,250
Professional Services	6,500
Contingency	9,000
TOTAL	$101,000

The source of funds for this project is a Kresge Foundation gift.

Moved by Mr. Katke, seconded by Mr. Lewis, that the low bid of E. E. Powell General Contracting Company be accepted and that the project budget of $101,000, as submitted by the University, be approved. Motion carried.

Approval of Giffels-Webster Engineers, Inc., to Perform Engineering Services for Repairs on North Meadow Brook Drive

President O'Dowd informed the Trustees that the University has just received the support of the State Building Division to repair, drain, and curb 765 feet of North Meadow Brook Drive. The project will be financed by monies appropriated in Act #244, Public Acts of 1968.

In order to incorporate this work with other road work planned for this spring and summer, it was recommended to the Board of Trustees that Giffels-Webster Engineers, Incorporated of Pontiac, Michigan, be appointed to perform the engineering services for the repair, drainage, and curbing of North Meadow Brook Drive 765 feet north and east of the north entrance of Parking Lot K.

Mr. Stoutenburg advised the Board that the entire project should be completed by September 1, 1971.

Moved by Mr. Morris, seconded by Mr. Schwartz, that Giffels-Webster Engineers, Incorporated of Pontiac be appointed to perform engineering services for the repairs on North Meadow Brook Drive. Motion carried.

Repair and Remodeling of President's Office

The Board was asked to approve the following resolution for repair and remodeling of the President's Office area which was damaged as a result of the fire on February 9, 1971.

"RESOLVED,

that the Board of Trustees appoints the firm of Swanson Associates, Inc., Bloomfield Hills, Michigan, as the architects for the repair and remodeling of the presidential suite and adjacent offices. Be it further resolved that the Board of Trustees authorizes the cost of the total project be charged to the Alterations and Improvement Account."

Mr. Stoutenburg informed the Board that the work should be completed by August 15.

Moved by Mr. Morris, seconded by Mr. Carr, the resolution was adopted.

Adoption of Oakland University Board of Trustees By-Laws

On motion by Mr. Smith, seconded by Mr. Katke, the following by-laws of the Board of Trustees were adopted:

BY-LAWS
of the Board of Trustees of Oakland University

ARTICLE I
The Corporation

The board of control of Oakland University created under Act No. 35 of the Public Acts of 1970 of the State of Michigan shall be called the Board of Trustees of Oakland University and shall be a body corporate to be constituted as provided by law and to exercise its constitutional powers and duties. Members of the Board shall serve without compensation but shall receive actual and necessary expenses incurred by them in the performance of the duties of their office.

ARTICLE II
Meetings of the Board

The Board of Trustees shall hold regular public meetings bi-monthly during the months of September, November, January, March, May, and July of each year at a time and place to be designated by the President of Oakland University. The Board of Trustees may hold special public meetings at any time upon the call of the President of the University or the Chairman of the Board of Trustees. Any four members of the Board may call a special public meeting of the Board of Trustees at any time upon ten days written notice. Reasonable notice of the call of all meetings shall be given to the Board of Trustees, provided, however, that such notice may be waived by attendance at the meeting or in writing. A majority of the members shall constitute a quorum to do business. The Board may take any action within its power at any regular or special meeting unless the call of a meeting states a limited purpose. Meetings shall be conducted under parliamentary procedure and the chairman of the meeting shall be the parliamentarian. The Board shall take action by resolution or ordinance adopted at any regular or special meeting by vote of a majority of the members of the Board.

ARTICLE III
Voting Procedures

Votes on all matters coming before the Board shall be taken by voice unless a roll call vote is called for by the chairman of the meeting or by any member of the Board.

ARTICLE IV
Officers and Organization of the Board

A. Chairman and Vice Chairman. At the regular September meeting each year, the Board shall elect one of its own members to be its Chairman and another of its members to be its Vice Chairman for a term of one year and until a successor shall be elected. In the event of vacancy in either office, the Board may make an interim appointment to the office for the unexpired term. The Chairman shall perform such duties as may be prescribed by law or by action of the Board, and the Vice Chairman shall perform such duties in the absence of the Chairman.

B. President. The Board shall appoint a President of the University who shall serve at the pleasure of the Board. He shall be a member of the Board, ex officio, without the right to vote, and shall be the chief executive and administrator of the University. The President shall preside at meetings of the Board and shall serve as the principal liaison officer and official contact between the Board and the faculty, staff and students of the University. The President shall exercise such powers as are appropriate to his position in promoting, supporting, and protecting the interests of the University and in managing and directing its affairs. He may issue directives and executive orders not in contravention of existing Board policies. He shall be responsible for all educational, financial, business, and administrative functions of the University consistent with the policies established by the Board and shall exercise such other powers, duties and responsibilities as are delegated or assigned to him by the Board of Trustees.

C. Secretary. The Board shall appoint, upon the recommendation of the President of the University, a Secretary of the Board and of the University who shall serve at the pleasure of the Board. The Secretary shall keep a public record of all actions of the Board. He shall be the custodian of the corporate seal and shall cause it to be used at the direction of the Board of Trustees. The Secretary shall be the principal liaison officer and official contact between the University and the State Legislature for all presentations made to the Legislature or to any individual legislator on behalf of the University.

D. Vice President for Business Affairs and Treasurer. The Board of Trustees shall appoint a Vice President for Business Affairs and Treasurer to serve at its pleasure upon the recommendation of the President of the University. The Vice President for Business Affairs and Treasurer, subject to the direction of the President, shall be responsible for the collection, custody, and accounting for all moneys of the University, and shall pay all obligations of the University in accordance with budgets, contracts, grants, appropriations and policies established by the Board of Trustees. He shall exercise supervisory control over accounting procedures and over all contracts, agreements, trusts, and other legal undertakings to which the University is a party, and shall perform such other duties as may be delegated to him by the President or the Board of Trustees. He shall give bond satisfactory to the Board of the faithful performance of his duties as required by law and shall provide such periodic financial reports as may be required by law or by the President or the Board of Trustees.

E. Legal Counsel. The Board of Trustees shall retain legal counsel upon the recommendation of the President to provide such services to the Board of Trustees and the University as may be required from time to time. The legal counsel may have authority to execute those legal documents, including those required in court proceedings, as may require the signature of the attorney for the University.

ARTICLE V
Committees

The Board of Trustees may appoint committees of the Board for any purpose and may prescribe their duties and functions. The President of the University, or his designee, shall be a member of all such committees. Committee meetings need not be public, but all reports and recommendations by committees to the Board of Trustees shall be made at public meetings.

ARTICLE VI
University Governance

The Board of Trustees delegates to the President of the University full authority and responsibility for the governance of the University subject to any limitation or policies which may be established from time to time by the Board of Trustees.

ARTICLE VII
University Senate

The Board of Trustees recognizes the University Senate as an organization to advise the President in regard to academic policies and programs. The University Senate shall be organized and shall function in accordance with such Constitution of the University Senate as may be approved or amended by resolution of the Board of Trustees.

ARTICLE VIII
University Congress

The Board of Trustees recognizes the University Congress as an organization to advise the President in regard to policies and programs relating to student life. The University Congress shall be organized and shall function in accordance with such Constitution of the University Congress as may be approved or amended by resolution of the Board of Trustees.

ARTICLE IX
Courses of Instruction and Degrees

The Board delegates to the President of the University the authority to establish and regulate courses of instruction and programs of research and service in higher education in accordance with such policies as may be established from time to time by the Board of Trustees. Students who complete prescribed courses of study may be granted such baccalaureate and graduate and professional degrees and diplomas by the Board of Trustees as may be recommended by the President or his designee. Honorary degrees may be awarded by the Board of Trustees in recognition of distinguished accomplishment and service within the scope of the arts and letters, sciences, profession and public service as recognized and supported by the University. No person shall be eligible for an honorary degree while an officer, faculty member, or employee of the University.

ARTICLE X
Financial Responsibility

It is the policy of the Board of Trustees to maintain at all times the absolute financial integrity of the University and to maintain adequate income and reserves to assure timely payment of all financial obligations and the proper utilization of University funds for their intended purpose. It is the further policy of the Board of Trustees to conserve the financial resources of the University and to expend them in such manner as will assure the realization of maximum value in capital improvements, goods and services.

ARTICLE XI
Execution of Documents

Legal documents may be executed on behalf of the University by the President, Secretary, or the Vice President for Business Affairs and Treasur or by such other parties as may be specifically authorized from time to time by the Board of Trustees to execute documents.

ARTICLE XII
Corporate Seal

The corporate seal shall be adopted in such form as may be approved from time to time by resolution of the Board of Trustees and entrusted to the Secretary for use in accordance with policies of the Board of Trustees.

ARTICLE XIII
Amendments

These By-Laws may be amended or repealed at any meeting of the Board of Trustees by an affirmative vote of a majority of the Board; provided, however that no such amendment shall be proposed for adoption unless the text of the proposed amendment has been distributed to all members of the Board at least thirty days prior to the date of the meeting at which it is proposed for adoption, or unless such advance distribution is expressly waived by six members of the Board of Trustees.

* * *

Approval to Authorize the College of Arts and Sciences to Offer the Bachelor of Science Degree

The senate requested the President to seek approval from the Board of Trustees permitting the College of Arts and Sciences to award the degree of Bachelor of Science. This action has been recommended by the Committee on Instruction and the Assembly of the College of Arts and Sciences and recognizes the increased diversification of the University in response both to overall growth and to changing student interests and goals. Separate professional schools of Engineering and of Economics and Management have already been established offering the B. S. degree. This action would recognize similar professional programs within the confines of the College of Arts and Sciences and permit a more appropriate designation of degrees.

Moved by Mr. Lewis, seconded by Mr. Carr, that the Board of Trustees authorizes the granting of the Bachelor of Science degree by the College of Arts and Sciences. Motion carried.

Approval of Personnel Policies for Administrative-Professional Staff

President O'Dowd recommended the adoption of the following personnel policies for Administrative-Professional staff. The policies were developed jointly by the University's personnel office and the Administrative-Professional Assembly. In addition, the proposals, if adopted, would become University policy expressing administrative intent and are not legal contracts covering every possible contingency. The policies recommended for adoption are as follows:

UNIVERSITY POLICIES FOR ADMINISTRATIVE-PROFESSIONAL STAFF

Continuing Contracts

A. Administrative-Professional Levels - I through VI

1. Staff members hired at AP levels I-VI are considered probationary employees for six months.

2. At the end of five months, a probationary employee's performance (work record) shall be evaluated by his supervisor (as designated by the department head) and the employee will then be notified that he will be:

    a. offered a two-year contract, or
    b. given an additional seven months probation, or
    c. terminated at the end of the sixth month of employment.

3. If an employee has his initial probationary period extended beyond the initial six months, his performance (work record) shall be evaluated at the end of ten months by his supervisor (as designated by the department head) and the employee will then be notified that he will be:

    a. offered a two-year contract, or
    b. terminated at the end of the twelfth month of employment.

4. An AP staff member on a two-year contract shall be:

    a. terminated only for "just cause" (as defined below) within the term of the contract,
    b. notification ninety days in advance of the University's intention not to renew his first two-year contract, and notified one-hundred and five days in advance of the University's intention not to renew his second two-year contract.

5. After an AP staff member has completed two two-year contracts, he is eligible for an additional two-year contract which specifies:

    a. termination only for "just cause" (as defined below) within the term of the contract,
    b. notification one-hundred and twenty days in advance of the University's intention not to renew his contract.

6. After an AP staff member has completed three two-year contracts and has been recommended by the appropriate supervisor and an Advisory Committee on Administrative-Professional Appointments, his employment agreement with the University shall be considered a "continuing contract" which provides the AP staff member employment security (without tenure in position) subject to termination for "just cause" as defined below.

B. Administrative-Professional Levels - VII through X

1. Staff members hired at AP levels VII-X are considered probationary employees for six months.

2. At the end of five months, a probationary employee's performance (work record) shall be evaluated by his supervisor (as designated by the department head) and the employee will then be notified that he will be:

    a. offered a three-year contract, or
    b. given an additional seven months probation, or
    c. terminated at the end of the sixth month of employment.

3. If an employee has his initial probationary period extended beyond the initial six months, his performance (work record) shall be evaluated at the end of ten months by his supervisor (as designated by the department head) and the employee will then be notified that he will be:

    a. offered a three-year contract, or
    b. terminated at the end of the twelfth month of employment.

4. An AP staff member on a three-year contract shall be:

    a. terminated only for "just cause" (as defined below) within the term of the contract,

b. notified one-hundred and eighty days in advance of the University's intention not to renew his contract.

5. After an AP staff member has completed a three-year contract and has been recommended by the appropriate supervisor and the Advisory Committee on Administrative-Professional Appointments, his employment agreement with the University shall be considered a "continuing contract" which provides the AP staff member employment security (without tenure in position) subject to termination for "just cause" (as defined below).

C. Implementation

1. AP job vacancies shall be publicized within the University.

2. Any AP promoted from a position within the AP levels I-VI to a position within the AP levels VII-X shall be appointed to a three-year contract as specified above. Upon the recommendation of his supervisor and the Advisory Committee on Administrative-Professional Appointments the AP staff member may be placed on a "continuing contract" prior to the completion of the three year appointment, provided his total length of service is no less than three years.

3. Each AP staff member shall have his performance (work record) evaluated annually by his supervisor and a signed copy shall be placed in his personnel file.

4. "Just cause" shall be defined as termination for reasons of incompetency, malfeasance, misfeasance, nonfeasance, moral turpitude, a felony conviction which causes imprisonment or a loss of bonding and actions which are inimical to the interests of the University.

5. Program changes or lack of funds may from time to time force the University into staff reductions. If a University-wide reduction of staff is necessary, whenever possible non-continuing contract staff will be released first, with the date of hire used to determine the order of layoff. An AP staff member on a continuing contract whose job is scheduled to be eliminated during a layoff may displace a staff member with less service in another department, provided he is qualified to do the work. The University will make every effort to reassign staff members whose jobs are abolished through program changes or lack of funds.

6. The first Advisory Committee on Administrative-Professional Appointments and its initiating procedures shall be designed by a special committee composed of two members designated by the University, two members appointed by the Executive Committee of the Administrative-Professional Association, and one member jointly selected by the other members of the committee.

7. The President and the Board of Trustees may, as an exception to this policy, grant continuing contract status to any new AP staff member at the time of employment.

8. The Personnel Department shall begin discussions at once to develop job descriptions for AP positions if such descriptions are not now written. It is understood that development of accurate job descriptions may require several months' effort.

A Problem Adjustment Procedure for Administrative-Professional Employees

In working together from day to day, it is normal that people have problems, misunderstandings, and differences of opinion affecting their working relationship. While most differences can be worked out amicably between the AP staff member and his supervisor, it is realized that this is not always accomplished. Therefore, in order that an AP staff member who has a complaint which he feels deserves attention may have a systematic and orderly method of presenting a complaint or difference of opinion relating to wages, hours or conditions of employment, the following Problem Adjustment Procedure is established.

Step I The AP staff member should discuss his complaint with his immediate supervisor. The AP staff member may ask to have a representative of the Administrative-Professional Association present while his complaint is being discussed with the supervisor. The complaint must be discussed with the supervisor within fourteen calendar days of its occurrence.

Step II If the AP staff member's complaint is not resolved by Step I within five working days of its presentation to the supervisor, it should then be stated in writing by the AP staff member and submitted to his immediate supervisor. The AP staff member, and his representative, if any, should then meet with the supervisor to review the complaint again. Subsequently, the supervisor should state his decision in writing on a suitable form not later than five working days after the complaint has been submitted to him, unless the parties agree mutually to extend the time.

Step III If the AP staff member is not satisfied with the decision of his immediate supervisor, a written appeal may then be filed by the AP staff member to the department head or administrative head of the division. This appeal must be submitted by the AP staff member within five working days after the date of the immediate supervisor's answer as provided for in Step II of the Problem Adjustment Procedure. After receiving this appeal, the department head or administrative head shall request the initial report of the complaint from the first line supervisor and subsequently meet with the AP staff member, the AP staff member's representative, if any, and the immediate supervisor in an effort to negotiate a satisfactory settlement. It is the responsibility of the department head or administrative head to see that all concerned parties who should participate in the discussion are present. The department head or administrative head will render a written decision on the prescribed form within five working days of the submission of the appeal unless the parties agree mutually to extend the time.

Step IV If the complaint is not settled at Step III of the procedure, the AP staff member may then file a written appeal with the Director of Personnel. This appeal should be submitted within five working days after the AP staff member receives an answer as provided in Step III. A conference will then be arranged by the Director of Personnel with the complainant and his representative, if any. At the conclusion of the problem adjustment conference, the Director of Personnel shall render a decision in writing on the prescribed form. Step IV of the procedure should take no longer than ten working days unless extended by mutual agreement.

Step V An appeal board shall be constituted to resolve those complaints not settled at Step IV. The appeal board shall consist of two persons designated by the University and two persons designated by the Executive Committee of the Administrative-Professional Association to represent the AP staff member. The fifth member of the appeal board shall be jointly selected by the other members of the board. A majority decision of the appeal board shall be final and binding to the University and to the complainant.

Implementation

Any AP staff member who has completed his probationary period and who has been suspended or discharged for "just cause", may within five working days of its occurrence, file a written complaint with the Director of Personnel as Step IV in the Problem Adjustment Procedure. Complaints of this nature should be settled at the earliest possible time and shall take precedence over complaints of a different nature.

Sick Leave

A. Grant of Sick Leave Days

1. Yearly sick leave allowances are granted to full-time Administrative-Professional staff members based on years of service at the University in the following manner:

Period of Entitlement	Number of Days of Sick Leave Entitlement		
	Gross Days	Credited to Bank	Net Days
Date of hire to 1st anniversary	13	2	11
1st anniversary to 2nd anniversary	26	4	22
2nd anniversary to 3rd anniversary	39	6	33
3rd anniversary to 4th anniversary	52	8	44
4th anniversary to 5th anniversary	65	10	55
5th anniversary to 6th anniversary	130	0	130
Each year thereafter	130	0	130

Sick leave days are granted according to the above schedule at the commencement of an AP staff member's appointment and on his anniversary date thereafter. Sick leave days do not accumulate from year to year but the annual entitlement does increase with years of service according to the above schedule.

2. AP staff members who are part time on a regular and permanent basis will be entitled to sick leave benefits on a pro rata basis.

B. Use of Sick Leave Days

1. All AP staff members may use sick leave days in any month in which they are scheduled on the payroll.

2. Any AP staff member will be considered absent if he fails to appear for his regularly scheduled duties for one-half day or more because of illness or injury.

3. Each AP staff member requesting sick leave benefits may be required to file with the University either a physician's statement or a sworn affidavit that the claim of sick leave absence is bona fide.

4. Whenever an AP staff member has used up all of his sick leave credit, and has exhausted his vacation and personal leave day accrual, he will be removed from the payroll until he reports back to duty, except as provided under the sick leave bank provisions below.

5. All absences from work other than approved sick leave, other approved absences with pay, scheduled vacation days, and compensatory leave time will be without pay.

6. Sick leave may be used in decrements of one hour or more.

C. Records and Reports

1. The Personnel Office shall maintain a sick leave record on all AP staff members. The record shall be credited with the sick leave entitlement annually and charged as sick leave is used.

2. AP staff members must notify their department heads or supervisors at the earliest opportunity when they will be absent because of illness. The department head is charged with the responsibility of reporting to the Personnel Office on Attendance Record Cards all absences in his department which are chargeable against sick leave credit.

D. Sick Leave Bank

1. A sick leave bank is established for use by AP staff members who have been employed less than six years. The sick leave bank is credited annually when deducted from the gross individual sick leave entitlement described in Section A above. If an AP staff member should exhaust his individual sick leave

entitlement, he may draw from the sick leave bank pursuant to rules developed by the sick leave committee, not to exceed one-hundred and thirty days including his annual sick leave entitlement.

2. A sick leave committee shall be established to develop policies and procedures for the use of the sick leave bank. This committee shall be composed of two members appointed by the Executive Committee of the AP Association and two members appointed by the President.

Annual Leave (Vacation) Policy

1. All staff members appointed at Administrative-Professional levels I and II shall accrue twelve days of annual leave each year, to be accrued monthly at the rate of one day each month until completion of three years of service. After the completion of three years of service, staff members at these levels shall begin to earn twenty-two days of annual leave each year to be accrued monthly at the rate of fifteen hours per month, except January shall accrue at the rate of eleven hours.

2. All staff members appointed at Administrative-Professional levels III and IV shall earn twelve days of annual leave each year at the rate of one day each month until completion of two years of service. After the completion of two years of service, staff members at these levels shall begin to earn twenty-two days of annual leave each year to be accrued monthly at the rate of fifteen hours per month except January shall accrue at the rate of eleven hours.

3. All staff members appointed at Administrative-Professional level V or higher shall earn twenty-two days of annual leave each year to be accrued monthly at the rate of fifteen hours per month except January shall accrue at the rate of eleven hours.

4. Vacation shall be earned for all months an AP staff member is scheduled on the payroll of the University.

5. Vacation shall accrue on the last day of each month.

6. Vacation may be used in decrements of four hours or more.

7. AP staff members on a part-time employment shall accrue vacation on a pro rata monthly basis.

Career Development Leaves

Members of the Administrative-Professional staff of Oakland University who have been appointed to a continuing contract and who have a minimum of three years of full-time service to the University, shall be eligible for Career Development Leaves of three months at full pay, or six months at half pay. A Career Development Leave will include the AP staff member's regular vacation time of twenty-two working days. Career Development Leaves shall be approved only for planned programs of study, research or other activity designed to improve the professional competence of the AP staff member. A request for a Career Development Leave, detailing the program proposed, should be submitted to the appropriate department head for his recommendation and transmittal to the President and the Board of Trustees for their consideration and approval. If a request for a Career Development Leave is denied, the AP staff member will be notified of the reasons for the denial in writing. Within thirty days after returning to the campus from a Career Development Leave, the AP staff member will submit a written report through his supervisor to the Office of the President.

Additional Career Development Leaves may not be taken by an AP staff member until he has completed three years of work after returning from a previously compensated leave. The length of leaves shall not be extended on the basis of more than three years of service since the date of appointment or a previous Career Development Leave. A recipient of a Career Development Leave is obligated to return to Oakland University for a year following his leave.

TIAA-CREF Retirement Program

Eligibility

All full-time staff members appointed at Administrative-Professional levels I and II shall be eligible and may elect to participate in the University TIAA-CREF Retirement Program after two years of employment with Oakland University. An AP staff member who has participated in TIAA-CREF at another institution shall be eligible and may elect immediate participation in Oakland's plan at the time of employment.

All full-time AP staff members appointed at Administrative-Professional levels III and above shall be eligible and may elect to participate in the TIAA-CREF Retirement Program at the time of employment.

Participation

AP staff members who have elected the TIAA-CREF Retirement Program may defer participation until age 35 or after two years of continuous full-time employment, whichever is later, at which time participation begins.

AP staff members who do not elect to participate in the TIAA-CREF Retirement Program on an immediate or deferred basis within sixty days after becoming eligible will automatically participate in the University's non-contributory retirement program from that date.

Education and Training Opportunities

Full-time Administrative-Professional staff members may enroll in one career related course at the university or college level in any semester or term during working hours, provided they have the permission of their department or administrative head.

* * *

There was a discussion period regarding the implementation of the policies and the question was raised regarding layoff due to the lack of funds. President O'Dowd stated that this contingency was covered and that terminiations could be implemented due to the lack of funds. A second question was raised regarding the effect of a tenured faculty member becoming an administrator and then being terminated through a lack of funds or for other reasons. The Board was advised that a tenured faculty member retained this status while serving as an administrator.

It was moved by Mr. Katke, seconded by Mr. Morris that the policies be adopted under the conditions set forth by President O'Dowd and shall be effective on July 1, 1971. Motion carried.

Approval of University Tenure and Appointment Policy Committee Recommendations

The University Tenure and Appointment Policy Committee forwarded to President O'Dowd for approval and transmission to the Board of Trustees the following two resolutions:

"1. The Committee endorses the principle that an attempt be made to obtain reliable information on student perception of teaching effectiveness of faculty members and likewise proposes that this information be considered at all levels where action is taken on a faculty member's retention, termination, promotion, and awarding of tenure.

2. The University Tenure and Appointment Policy Committee instructs each department or other academic unit with responsibility for initiating personnel recommendations to establish procedures, to be approved by the appropriate College/School Committee on Appointments and Promotions, by which student perception of teaching effectiveness can be ascertained for its faculty members, and furthermore asks the Teaching and Learning Committee to provide guidance as requested to these units in the process of developing procedures, criteria, instruments, etc. for evaluation."

Mr. Saltzman stated that the resolutions embodies important statements for the University and that he endorsed them with enthusiasm.

Moved by Mr. Schwartz, seconded by Mr. Lewis, the resolutions were adopted.

Establishment of Bank Account for Oakland University Foundation

President O'Dowd stated that the agenda item concerning the establishment of a bank account for the Oakland University Foundation is being referred to the University administration for additional background information and will be reviewed at a later Board meeting.

Mr. Carr asked for recognition of the Chairman in order to state that those individuals involved in the development of the administrative-professiona staff recommendations and the University Tenure and Appointment Policy

Committee action regarding student involvement should be complimented. Th documents submitted to the Board were well-developed.

All agenda items were completed and Mr. Smith moved for adjournment. Seconded by Mr. Morris, the meeting adjourned at 3 p.m.

Respectfully submitted,

John De Carlo, Secretary
Board of Trustees

JDeC/ag