

Minutes of the Meeting
of the
Oakland University
Board of Trustees
February 26, 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 Adams, Carr, Morris, and Schwartz

Approval of Minutes of January 22, 1975

It was moved by Mr. Carr, seconded by Mrs. Adams, that the minutes of the meeting of January 22, 1975, be approved as distributed. The motion was carried.

Approval of Personnel Actions

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

Appointments.

Ring, Daniel Frank, full-time 12-month Visiting Instructor in the Library, effective February 17, 1975 through August 14, 1975

Changes of Status

Beardman, John L., from Associate Professor of Studio Art to Associate Professor of Studio Art and Acting Chairman, Department of Art and Art History, effective April 24, 1975 to June 21, 1975

Epperly, Carolyn, Assistant Professor of Education, a salary adjustment effective December 31, 1974

Kenney, Michael J., from Assistant Professor of Education and Assistant Director of Teacher Education to Assistant Professor of Education and Director of Field Services, effective August 15, 1973

Singer, Philip, from Professor of Behavioral Sciences and Anthropology to Professor of Anthropology and Behavioral Sciences, effective March 1, 1975

Stern, Robert, from Associate Professor of Chemistry to Associate Professor of Chemistry and Chairman, New Charter College, effective January 1, 1975 to April 22, 1975

Leaves of Absence

Bingham, Jane M., Assistant Professor of Education, sabbatical leave of absence from August 28, 1975 through December 19, 1975, with full pay

Fitzsimmons, Thomas, Professor of English, leave of absence from August 15, 1975 through August 14, 1976, with no pay

Matthews, George T., Professor of History and Vice Provost, sabbatical leave of absence from May 26, 1975 through August 25, 1975, with full pay

Nordstrom, Lyle, Associate Professor of Music, sabbatical leave of absence from January 5, 1976 through April 23, 1976, with full pay

Faculty Reappointments

1. Assistant Professor eligible for reappointment to a final two-year probationary term as Assistant Professor, effective August 15, 1975:

Arts and Sciences

Lawrence G. Lilliston - Psychology

2. Instructors eligible for reappointment to one-year probationary terms as Instructors, effective August 15, 1975:

Arts and Sciences

Daniel P. Armstrong - English

James F. Hart - English

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Recommendations from Employment Relations Office

Business Affairs

Student Accounts

Establish position No. 324, Accounting Clerk Leader, salary grade C-7, to organize and perform clerical accounting activities relating to the collection of the university's delinquent student accounts.

Establish position No. 325, Senior Accounting Clerk, salary grade C-6, to perform various clerical accounting functions relating to student records.

Office of the President

Meadow Brook Theatre Office

Establish position No. 305, Clerk-Typist, salary grade C-2, to provide clerical and typing support to the Meadow Brook Festival and Theatre programs.

Provost

College of Arts and Sciences

Establish position No. 303, Department Secretary, salary grade C-3, to provide secretarial and clerical services in the office of the Dean of the College of Arts and Sciences, and to various committees of the College.

Mr. Obear noted that the leave of Thomas Fitzsimmons, Professor of English, was an unusual request since this would be Professor Fitzsimmons' third year of absence from the campus. Professor Fitzsimmons is in Japan. It has been general procedure to limit the leaves of absence to a maximum of two years. However, because of budgetary reductions and the fact that the English Department does not need another faculty member at this time, Mr. Obear felt it would be advantageous to extend the leave.

President O'Dowd observed that Michael J. Kenney's change of status was effective as of August 15, 1973. Mr. Obear explained that the change in title was inadvertently omitted from the recommendations forwarded to the Board in 1973.

It was moved by Mr. Carr, seconded by Mr. Saltzman, that the personnel actions be approved as submitted. The motion was carried.

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Acceptance of Gifts and Grants to the University

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

- I. Grants in support of the General Scholarship Fund:

Bastian, Mr. & Mrs. Douglas, Lake Orion	200.00
CT Staff - Financial Aid Office, Oakland University	30.00
Iodice, Mr. Don R., Rochester	50.00

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

Harris, Mr. Morton, Birmingham	1,000.00
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- III. Grants in support of the Phil Hilaire Fund:

Hilaire, Andre G., N. Haledon, New Jersey	5.00
Mahoney, Ms. Mary G., Bethlehem, Pennsylvania	10.00

- IV. Grants in support of the Matthew Lowry Memorial Fund:

Guernsey, Ms. Helen H., Sarasota, Florida	5.00
Reid, Ms. Rebecca, Davis, California	4,000.00
Scott, Ms. Doris G., Ferndale	20.00
Tenny, Ms. Mary Jane, Royal Oak	25.00
Wartick, Ms. Karen J., Wheeling, Illinois	25.00

- V. Grants in support of Departments, Staff, Schools, and Colleges:

American Broadcasting Companies Inc., New York, New York, under the direction of Mrs. Adeline Hirschfeld-Medalia, Department of Speech Communication, to be used in support of the Education and Training of Communication Professionals. Period of Performance: January 6, 1975 to December 31, 1976	2,500.00
National Endowment for the Arts, Washington, D.C., under the direction of Mr. David R. Kanter, Meadow Brook Theatre, to be used for "Production Support" for the Meadow Brook Theatre 1974-75 year. Period of Performance: July 1, 1974 to June 30, 1975	15,000.00

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Oakland County, Pontiac, under the direction of Mr. John Coyle of the Employment Relations Department, to be used in support of the "Comprehensive Employment and Training Act" Title VI Program for 1975. Period of Performance: February 1, 1975 to June 30, 1975 30,000.00

Oakland County Library Board, Pontiac, under the direction of Robert Gaylor, Kresge Library, to be used in support of the Reference Hot Line 1975. Period of Performance: January 1, 1975 to December 31, 1975 25,000.00

Oakland County Library Board, Pontiac, under the direction of Mr. Robert Gaylor of the Kresge Library to be used in support of the Oakland County Union List of Serials. Period of Performance: November 15, 1974 to November 30, 1975 7,700.00

UAW Retired Workers Centers of Detroit, Inc., Detroit, under the direction of Mrs. Betty White of the Continuum Center, to be used in support of the Project to Provide Group Counseling and Leadership Training for Senior Citizens. Period of Performance: February 1, 1975 to September 30, 1975 29,892.00

VI. Grants in support of the Alumni Fund:

Honeywell Fund, Minneapolis, Minnesota (Matching gift for contribution of Ronald A. Toles) 15.00

Chrysler Corporation Fund (Matching gifts for contributions of D. Clarke, R. Gergle, J. Sobota) 175.00

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

Gregory, Professor Karl D., Detroit 352.00

VIII. Grants in support of Kresge Library:

Miscellaneous Donors 90.00

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IX.	Grants in support of the Friends of the Library - Glyndebourne Picnic, 1974:	
	Miscellaneous Donors	13,043.50
X.	Grants in support of the Kresge Library - Memorials and Tributes:	
	Miscellaneous Donors	48.00
XI.	Grants in support of Meadow Brook Hall:	
	Breakie, Ms. Pamela E., Davisburg	559.03
	Hartman, Mr. William E., Troy	897.03
XII.	Grant in support of Meadow Brook Music Festival or the Meadow Brook Theatre:	
	Chrysler Corporation Fund (Matching Gift of Mr. John J. Riccardo)	500.00
XIII.	Grants in support of the President's Club, Oakland University Foundation:	
	Carney, Mr. & Mrs. Dale, Pontiac	1,000.00
	Chrysler Corporation Fund (Matching gift of Mr. Rinehart S. Bright)	500.00
	Foster, Mr. & Mrs. Jack, Pontiac	1,000.00
	Rose, Mr. Irving, Detroit	1,000.00
XIV.	Grant in support of the Irene C. Wellock Trust:	
	Irene C. Wellock Trust	20,126.42
XV.	A gift from the Morris Agency of a panasonic lamp, marnay B3060 sales desk Bam, and Design 720 swivel F-180 green chair to the Women's Center. Estimated value is	260.95
XVI.	A gift from Mr. Hans Weiss, Chicago, Illinois, of a digital programmable pace clock. Estimated value is	375.00
XVII.	A gift from Marian P. Wilson, Pontiac, of a used violin to the Music Department. Estimated value is	100.00
		Total Gifts \$155,503.93

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Mr. Obear commented on the gift of Rebecca Reid, who is a graduate of Oakland University, and who worked in the Early Childhood Education Center. She and her recently deceased fiancée, Matthew Lowry, were instrumental in developing the Toddler Center. Mr. Obear is in the process of preparing for Board consideration a resolution to name the combined Toddler Center and Early Childhood Education Center after Matthew Lowry who was killed in an automobile accident.

President O'Dowd called attention to the grant from the UAW Retired Workers Center of Detroit, Inc. to the Continuum Center to provide group counseling and leadership training for senior citizens. He noted the interesting collaborative relationship that exists between the UAW and the University.

Mrs. Adams inquired about Reference Hot Line 1975.

Mr. Obear explained it was an Oakland County grant to the Library to underwrite a program combining resources and reference lists so that any library may call for reference material and find out where it is located.

Mr. Schwartz moved to accept the gifts and grants. Seconded by Mr. Saltzman, the motion carried.

Approval of Candidates for Bachelor's and Master's Degrees as of
December 18, 1975

President O'Dowd recommended approval of the candidates for degrees of B.A., B.S., M.A., and M.A.T. as of December 18, 1975. (The complete list of candidates is on file in the Office of the Secretary.)

An addendum was added to include Ms. M. Barbara Sefcovic, a graduate of August 15, 1974, whose name was not previously submitted to the Board. Ms. Sefcovic was a candidate for an M.A.T. degree in Elementary Education.

It was moved by Mr. Morris and seconded by Mr. Saltzman that the list of candidates as amended be approved. The motion was carried.

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Recommendation for Approval of Transportation Facilities Fee

President O'Dowd recommended that a Transportation Facilities Fee be approved in lieu of the current parking charge. He stated the proposal represented an effort of several years by a University Task Force to develop an equitable distribution of the cost of parking and transportation for the student body and staff. Parking lots may not be built or operated with general fund monies. They must be self-liquidating operations utilizing funds raised from the users of the facilities.

The proposal had been presented to the students and the various bargaining units and very little objection was voiced. For most users the Transportation Facilities Fee would represent a reduction in cost. The only group who have little use of the parking facilities are the dormitory students without cars. They, however, need better transportation facilities, and the intention is to utilize some of the proceeds for improved bus transportation.

President O'Dowd summarized that while the fee was not perfect, it would provide for a reduction in administrative overhead and for improved service and facilities.

Mrs. Adams inquired about the application of the fee to Meadow Brook patrons.

President O'Dowd answered that an estimate of the annual car count would be determined based on approximately two and a half persons attending the Theatre per car. A fee would be developed such as approximately ten cents per car. (\$4,000 to \$6,000 per year) The Theatre would then be billed for this amount by the University. The Festival would not be involved since it is a self-contained parking area separate from the main campus.

Mr. Saltzman asked if any group strongly opposed the fee.

Mr. Connellan replied that the Task Force could not find any identifiable group who opposed the program.

Mr. Saltzman moved to approve the following resolution adopting the Transportation Facilities Fee, commencing with the fall semester, 1975, in lieu of the current parking fee. Seconded by Mr. Schwartz, the motion carried.

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RESOLVED, That the Board of Trustees in order to provide a more comprehensive use of its facilities, including its parking program, rescinds the current parking fee charges and adopts the following transportation fee schedule:

Student

Fall and Winter Semesters

1 - 9 credit hours	\$4 per semester
10 or more credit hours	\$8 per semester

Spring and Summer Sessions

1 - 4 credit hours	\$2 per session
5 or more credit hours	\$4 per session

Faculty and Staff

Full-time	\$24 per year
Part-time	\$12 per year

The Board further resolves that the transportation fee should be assessed to all members of the University community utilizing the institution's facilities including all incidental users such as Continuing Education students, spectators for athletic events, and patrons to programs including the Meadow Brook Theatre. The Board authorizes the President of the University to determine a fair pro rata fee for such incidental users.

Be it further resolved, that the transportation fee program will be effective commencing with the fall semester, 1975.

Presentation and Approval of New Travel Policy

President O'Dowd stated that a new travel policy has been developed over the past several months by a committee chaired by Mr. Richard Light of the Business Office with representatives from the administrative-professional staff. The present policy is derived from the Michigan State University policy, and was designed to have some consistency between faculty and administrative staff. In the last several years, faculty travel has become a part of the faculty contract.

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The committee was asked to study the present policy and develop a new proposal designed primarily for the activities of the administrative-professional staff. In addition, the committee was to consider current economic realities. The reimbursement rates have been increased and are comparable to those of other State institutions. The mileage reimbursement rate will be 14¢ per mile. The Motor Pool charge rate will be 14¢ per mile in order to maintain the solvency of this operation.

Mrs. Adams moved the following travel policy be accepted:

Oakland University Travel Policy

I. DEFINITION AND TYPES OF UNIVERSITY TRAVEL

Travel by University employees is appropriate for the purpose of carrying out the stated goals of the University. Travel may be in support of a specific program of instruction, research or public service, or it may be in support of the more general programs of professional improvement or sound University operation. Justification for travel must take into account the goals and objectives of the particular department, the funds available to the department, and the University benefits to be derived from the travel. In general, University travel is defined to include travel by academic administrators, administrative-professional personnel, and other designated employees of the University, in the performance of such necessary and required services as are in the interests of the University. Travel by students, either as a part of their learning experience at the University, or in the furtherance of University interests, is not covered by these policies and regulations.

II. AUTHORIZATION FOR TRAVEL

All travel for which reimbursement is expected to exceed \$100 must be authorized in advance by a presidential officer or his designee. All travel for which an advance payment is desired by the employee must be authorized in advance by a presidential officer or his designee. Travel for which reimbursement is not expected to exceed \$100 may be approved according to intra-departmental procedures established by each department head.

III. FOREIGN TRAVEL

All travel outside the United States (the United States is defined to include all fifty states, but none of the territories, commonwealths, or other possessions) and outside Canada, is considered foreign travel. Such travel must be authorized in advance by the Office of the President or by the President's designee.

IV. REIMBURSEMENT FOR TRAVEL

All reimbursement will be only for reasonable expenses actually incurred, up to certain maximums, and with certain proof-of-expenditure required, as enumerated below. Amounts of reimbursement are shown on the reimbursement schedule. (Sec. VII)

A. Travel by Common Carrier

The actual cost of round-trip, coach, air fare will be reimbursed upon presentation of receipts for ticket purchases. Payment for first-class air travel will be made only if coach transportation is not available. Rail fare reimbursement will be made for first-class accommodations; sleeping car accommodations are normally limited to a roomette.

B. Travel by Non-Common Carrier, or by Private or Charter Carrier

Travel by common carrier, whether air, rail, water, bus, etc., is covered by insurance policies and national and international law. Travel by charter or by privately-owned craft must be investigated in each individual case; such travel is permitted only with the special authorization of the Vice President for Business Affairs, or his designee.

C. Travel by Private Automobile

Travel up to 500 miles, round-trip, is considered local travel, and will be reimbursed at the rate in the reimbursement schedule (Sec. VII). Travel which exceeds 500 miles round-trip should normally be accomplished by common carrier, and reimbursement for such travel will be at the published mileage rate but limited by the alternative cost of travel by common carrier. Tolls will be reimbursed at actual cost. Parking will be reimbursed at actual cost, but costs in excess of \$1.50 for each time the car is parked must be supported by a receipt. The use of extra cars for the convenience of the travelers, when one car would have sufficed, will result in the mileage allowance being divided among the travelers; tolls and parking charges for extra cars are not reimbursable.

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D. Ground Transportation and Rental Vehicles

Transportation between the traveler's home and the Detroit air or rail terminal shall be reimbursed at actual cost, but not exceeding the cost of commercial limousine service from Oakland University to the air terminal. Transportation between the air or rail terminal at the destination shall be reimbursed at actual cost, but not exceeding the cost of local limousine service when available. Rental vehicles may be appropriate in some circumstances; their use shall be noted on the travel authorization request. Rental vehicle reimbursement must be supported by receipts.

E. Conference Program Expenses

Registration and other conference expenses will be reimbursed at actual cost, upon presentation of a copy of the conference brochure or program, or an appropriate receipt.

F. Telephone and Telegraph

The cost of telephone calls and of telegrams will be reimbursed at actual cost, when they are related to the business of the University. The name, position or job title, and location of the person called must be listed, along with the date of the call or telegram.

G. Meals (Including Tips)

Breakfast and lunch are considered casual meals when they are not immediately preceded by or followed by overnight travel. Breakfast and lunch will not be reimbursed as a casual meal unless specially approved by a presidential officer or his designee. In approved cases, reimbursement will be at actual cost up to the maximum listed in the attached reimbursement schedule. Dinner as a casual meal will be reimbursed at actual cost up to the maximum listed in the reimbursement schedule (Sec. VII).

The actual cost of meals in connection with overnight travel will be reimbursed up to the maximum daily allowance listed in the reimbursement schedule, or at the per-meal rate for days not fully spent in travel.

Entertainment of guests will be reimbursed at actual cost, upon

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presentation of receipts, and a listing of the name of the guest, his position, the date, and the business purpose of the meeting at mealtime.

H. Lodging

Expenses incurred for lodging will be reimbursed at actual reasonable cost, upon presentation of receipts from the hotel or motel. Tips in connection with lodging are limited to \$1, only once each occupancy.

I. Extrordinary Expenses

Highly unusual circumstances may require the traveler to deviate from published rates of reimbursement and from types of expenditure commonly considered reimbursable. In such cases, whenever possible, advance approval for unusual reimbursements should be secured from a presidential officer. In all cases, full receipts for such expenditure and an adequate explanation of the nature and circumstances of the expenditure are required. Approval of the reimbursement by a presidential officer is required.

V. RULES FOR IMPLEMENTATION

The general rules for implementation of these University Travel Policies and Regulations will be established by the Vice President for Business Affairs. Individual departments may further establish rules for their employees in order to record and control departmental expenses and budgets.

VI. CHANGES IN REIMBURSEMENT RATES

Changing economic conditions and the changing nature of the goals and objectives of the University will require adjustment of the reimbursement rates listed in the attached schedule from time to time. The President of the University is authorized to publish amended reimbursement rates when, in his judgment, such amendments are required to reimburse employees fairly for expenses incurred.

VII. SCHEDULE OF REIMBURSEMENT RATES

The traveler should refer to the appropriate section of the University Travel Policies and Regulations for specific comments regarding limitations on reimbursement, circumstances in which reimbursement

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is appropriate, necessary supporting documents and required approvals.

Travel by Common Carrier (Section IV-A). Actual cost of
coach travel

Travel by Private Carrier (Section IV-B) Permitted only with
special approval

Travel by Private Automobile (Section IV-C)

Mileage. 14¢ per mile
Tolls Actual cost
Parking. Actual cost

Ground Transportation and Rental Vehicles See Section IV-D

Conference Program Expenses (Section IV-E). Actual cost

Telephone and Telegraph (Section IV-F). Actual cost

Meals (Section IV-G)

Breakfast. \$ 2.50
Lunch 3.50
Dinner 8.00
Total per day. \$14.00

Supported by Mr. Carr, the motion was carried.

Consumers Power Inspection Contract

President O'Dowd requested approval of a contract with Consumers Power Company for the inspection and maintenance of the University's underground gas facilities. (A copy of the contract is on file in the Office of the Secretary to the Board of Trustees.) President O'Dowd stated that the contract has been reviewed by the University Attorney and has his approval.

Chairman Saltzman moved approval of the contract and the following resolution:

RESOLVED, That it is hereby deemed advisable to enter into a contract with Consumers Power Company of Jackson, Michigan, for inspections and maintenance of certain University- owned gas facilities located on the campus of Oakland University in Rochester, Michigan, in accordance with the terms of the contract heretofore submitted to and considered by the Board of Trustees; and

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RESOLVED, Further, that the President and Vice President for Business Affairs of Oakland University be and are authorized and directed to execute such contract on behalf of the Board of Trustees.

Mrs. Adams offered the second and the motion carried.

Appointment of Engineering Firm for New Parking Lot

President O'Dowd stated that in September 1974, the Legislature authorized the University to proceed with the construction of a 300-car parking lot which would be located at the south end of the campus and would be funded from parking revenues. The additional parking area is required due to the increase in enrollment and because of the loss of some existing parking areas as a result of the construction of the Public Safety and Services Building.

Mr. Brown has recommended that Hoyem Associates Incorporated be engaged for the design of this project since they have submitted the lowest bid.

President O'Dowd offered the following resolution for Board consideration:

RESOLVED, That Hoyem Associates Incorporated as low bidder at seven percent of construction costs be appointed for construction design and services for 300-parking spaces at the south end of the campus.

It is further resolved, that this project be completed in accordance with Legislative approval and at an estimated construction cost of \$100,000.

President O'Dowd stated a review of the parking needs indicates that it may be more desirable to have two or three lots totaling 300 spaces rather than a single 300-car lot.

Mr. Brown stated that the location and size of the lots is an engineering decision.

Mr. Carr questioned whether \$100,000 was a realistic cost.

Mr. Brown replied that lighted and drained parking spaces were presently costing about \$300 to \$330 per car space.

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President O'Dowd added that the University was in a good financial position on this project, particularly with the adoption of the new facilities fee.

There being no further discussion, Mr. Carr moved for the adoption of the resolution. Seconded by Mr. Morris, the motion carried.

The Formal Agenda was concluded at 8:45 p.m.

Mr. Saltzman moved for adjournment. The motion was seconded by Mrs. Adams and carried.

John De Carlo, Secretary
Board of Trustees

JDeC/emd

Approved,

Arthur W. Saltzman, Chairman
Board of Trustees

Date