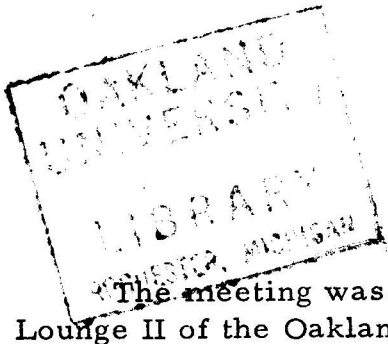


Minutes of the Meeting
of the
Oakland University
Board of Trustees
April 23, 1975

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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, Lewis, Katke, Morris and Schwartz

Approval of Minutes of February 26, 1975

It was moved by Mr. Morris, seconded by Mr. Katke, that the minutes of the meeting of February 26, 1975, be approved as distributed. The motion carried.

Approval of Personnel Actions

Mr. O'Dowd stated that the personnel actions were routine for this time of year, but that there were a significant number of requests for leave of absence.

It was moved by Mr. Katke, seconded by Mrs. Adams, that the following personnel actions be approved. The motion carried.

Appointments

Livermore, Brian Paul, full-time 10-month Assistant Professor of Biological Sciences, effective August 15, 1975

Merz, Mildred Hammill, full-time 12-month Assistant Professor in the Library, effective August 15, 1975

Ring, Daniel Frank, full-time 12-month Instructor in the Library, effective August 15, 1975

Voight, Jesselyn Winston, full-time 10-month Associate Professor of Nursing, effective August 15, 1975

Weiner, Harold E., full-time 10-month Instructor in Education, effective August 15, 1975

Changes of Status

Chapa, Margaret, from Counselor/Special Programs AP-4 to Counselor/Academic Advising and Counseling AP-6, effective February 3, 1975

Glick, David T., Adjunct Assistant Professor of Education, a salary adjustment effective January 2, 1975 - April 22, 1975

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Changes of Status (Continued)

Gregory, Douglas D., from Assistant Professor of Management to Assistant Professor of Economics and Management, effective February 1, 1975

Livermore, Brian Paul, Visiting Assistant Professor of Biological Sciences, a change in appointment period from January 2, 1975-April 22, 1975 to January 2, 1975-August 14, 1975

Vann, Carl R., from Professor of Behavioral Sciences (Allport College), Professor of Political Science, and Chairman, Allport College to Professor of Political Science, Professor of Behavioral Sciences (Allport College), and Chairman, Allport College, effective March 1, 1975

Weinbaum, Robert C., Adjunct Associate Professor of Education, a salary adjustment effective January 2, 1975 - April 22, 1975

Leaves of Absence

Braun, Jean S., Associate Professor of Psychology, sabbatical leave of absence from January 5, 1976 through April 23, 1976, with full pay

Burdick, Harvey, Professor of Psychology, sabbatical leave from August 28, 1975 through April 23, 1976, with half pay

Cameron, John B., Professor of Art History, sabbatical leave from January 5, 1976 through April 23, 1976, with half pay

Cumbee, Jack, Assistant Professor of Philosophy, leave of absence from August 15, 1975 through August 14, 1976, with no pay

DeVore, Ronald A., Professor of Mathematics, sabbatical leave from August 28 1975 through April 23, 1976, with half pay

Donald, Robert L., Assistant Professor of English, sabbatical leave from August 28, 1975 through December 19, 1975, with full pay

Eberwein, Jane D., Assistant Professor of English, sabbatical leave from August 28, 1975 through April 23, 1976, with half pay

Eberwein, Robert T., Assistant Professor of English, sabbatical leave from August 28, 1975 through April 23, 1976, with half pay

Gold, Harry, Associate Professor of Sociology, sabbatical leave from August 28 1975 through December 19, 1975, with full pay

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Leaves of Absence (Continued)

Grabber, Sidney W., Professor of Education, sabbatical leave from January 5, 1976 through April 23, 1976, with full pay

Graham, James D., Assistant Professor of History, sabbatical leave from August 28, 1975 through December 19, 1975, with full pay

Hoffman, William C., Professor of Mathematics, sabbatical leave from August 28, 1975 through April 23, 1976, with half pay

Howes, Robert C., Professor of History, sabbatical leave from August 28, 1975 through December 19, 1975, with full pay

Lostetter, Jr., Alvern A., Assistant Professor of Art, leave of absence from August 15, 1975 through August 14, 1976, with no pay

Malm, Donald G., Associate Professor of Mathematics, sabbatical leave from August 28, 1975 through December 19, 1975, with full pay

Marks, John S., Assistant Professor of Political Science, sabbatical leave from August 28, 1975 through December 19, 1975, with half pay

Marks, John S., Assistant Professor of Political Science, leave of absence from January 5, 1976 through April 23, 1976, with no pay

Michaud, Paul M., Associate Professor of History, sabbatical leave from August 28, 1975 through December 19, 1975, with full pay

Riley, Michael V., Associate Professor of Biological Sciences, sabbatical leave from August 28, 1975 through December 19, 1975, will full pay

Roy, Arun K., Associate Professor of Biological Sciences, sabbatical leave from August 28, 1975 through December 19, 1975, will full pay

Solomon, I. Michael, Assistant Professor of History, sabbatical leave from August 28, 1975 through December 19, 1975, with full pay

Tarakanov, Helen Kovach, Professor of Russian, sabbatical leave from August 28, 1975 through December 19, 1975, with full pay

Weng, Tung H., Associate Professor of Engineering, sabbatical leave from August 28, 1975 through December 19, 1975, with full pay

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Resignations

Blockovich, Robert N., Assistant Professor of Psychology, effective August 14, 1975

Bryant, Jr., N. Z., Instructor in Learning Skills, effective August 14, 1975

Klein, Gary Allan, Assistant Professor of Psychology, effective August 14, 1975

Steers, Richard M., Assistant Professor of Management, effective August 14 1975

Tipler, Suzanne, Assistant Professor in the Library and Chief Cataloger, effective May 21, 1975 (last day on the payroll will be February 28, 1975)

Vinogradov, Amal, Assistant Professor of Anthropology, effective August 14, 1975

Terminations

Broh, Charles M., Assistant Professor of English, effective August 14, 1975

Garfinkel, Gerald, Assistant Professor of Mathematics, effective August 14, 1975

Glenn, Ralph F., Assistant Professor of Art History, effective August 14, 1975

Hurd II, John, Assistant Professor of Economics, effective August 14, 1975

Jammers-Murdoch, Peter, Associate Professor of Psychology, effective August 14, 1975

Note:

Mr. Keeve M. Siegel was an Adjunct Professor of Engineering and we were notified of his death on March 14, 1975.

Reappointments

Black, Cordell, Special Instructor in Learning Skills, who has served his probationary term and acquires job security with this reappointment, effective August 15, 1975

Sacks, Karen, Assistant Professor of Anthropology, for a two-year period beginning August 15, 1975

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Recommendation from Employment Relations Office

Kresge Library

Establish position #23, Manager, Circulation Department, AP-II, to direct the circulation activities and personnel of the Kresge Library.

Acceptance of Gifts and Grants to the University

Mr. O'Dowd stated that there were a variety of contributions made and wished there was time to speak about all of them.

He noted the contribution from the Macomb County Scholarship Committee for \$5,500.00 for the General Scholarship Fund. This committee has raised up to \$10,000.00 in previous years, and their total cumulative gift over the past thirteen or fourteen years has been approximately \$100,000.00.

The Matilda R. Wilson Fund gift of \$4,718.00 was called to the attention of the Board. This represents the final payment in a matching arrangement whereby the student body of Oakland University has contributed \$1.00 per student per registration to be matched by the Matilda R. Wilson Fund. \$100,000.00 has now been raised by the students and \$100,000.00 has been contributed by the Wilson Fund for the Matilda Wilson Library Reference Collection.

Mr. Morris asked if it had been decided how the funds of the Irene C. Wellock Trust would be used, to which Mr. O'Dowd replied that no determination had been made. Mr. Katke inquired if the \$29,000 represented 1/4 of the amount bequested, and Mr. Swanson answered that at the time of death the total was estimated at \$60,000 to \$80,000. A good portion is in stocks and securities which have fluctuated in value since the time of death so it cannot be determined at this point what the final total value will be.

Mr. O'Dowd stated that the grant of \$13,000.00 from the Alumni Association Annual Fund Drive represented a major effort on the part of the alumni. This amount has grown substantially over last year.

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

I. Grant in support of the Alumni Athletic Scholarship Fund:

Schwandt, Ms. Mildred W., Bloomfield Hills	\$ 25.00
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II. Grant in support of the American Association of University Women Scholarship:

American Association of University Women-Oakland Branch, Bloomfield Hills	1,000.00
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III. Grant in support of the General Scholarship Fund:

Oakland University Scholarship Committee, Macomb County	5,500.00
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IV. Grant in support of the Phil Hilaire Fund:

Schubert, Mr. Delwyn G., Los Angeles, California	20.00
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V. Grant in support of the Isaac Jones Scholarship Fund:

Gardiner, Dean George L., Birmingham	50.00
Rochester Cervophile Society, Rochester	383.52

VI. Grant in support of the Friends of Teri Yamasaki Award:

Varani, Mr. Flvaio, Rochester	25.00
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VII. Grants in support of the Matthew Lowry Memorial Fund:

Koulouras, Mr. & Mrs. Perry, Southfield	25.00
Rabbi's Disbursement Fund, Birmingham	10.00

VIII. Grant in support of Allport College:

Rubenfire, Dr. Melvyn, Detroit	100.00
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IX. Grant in support of the Alumni Association:

Ford Fund Educational AID Program, Dearborn (Matching gift for contributions by Jerry Goecke and John Rohrbeck)	40.00
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X. Grants in support of the 1974 Alumni Association Annual Fund Drive:

Miscellaneous Donors	12,993.36
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XI. Grants in support of the Alumni Fund Drive:

Chrysler Corporation Fund, Detroit, (Matching gift of Phyllis A. Fales)	10.00
Ford Fund Educational AID Program, Dearborn, (Matching gift of Carol J. Stadler)	25.00

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XII. Grant in support of the Continuum Center's Programs for Senior Citizens:	
Pitzak, Ms. Mollie, Oak Park	100.00
XIII. Grant in support of the School of Economics and Management:	
Ford Motor Company Fund, Dearborn (Matching gift of Mr. Theodore Yntema) Note: Maximum matching under the provisions of the Ford Program	5,000.00
XIV. Grant in support of the Friends of the Kresge Library:	
Ford Motor Company Fund, Dearborn, (Matching gifts of James Cameron, James Chandler and Kenneth Dowling)	155.00
XV. Grant in support of the History Department - Graduate Library Fund:	
Klopsic, Myrna, Troy	100.00
XVI. Grant in support of the Kresge Library:	
Gardiner, Dean George L., Birmingham	25.00
XVII. Grant in support of the Meadow Brook Art Gallery:	
Becker, Dr. & Mrs. Abraham, Detroit	50.00
Pitcoff, Mr. Joel H., Allen Park	25.00
XVIII. Grant in support of the Meadow Brook Music Festival or the Meadow Brook Theatre:	
Manufacturers Hanover Trust Company, New York, (Matching gift of Mr. & Mrs. Lynn Townsend)	500.00
XIX. Grants in support of Meadow Brook Hall:	
Miscellaneous Donors	352.50
XX. Grant in support of the Oakland University Foundation, President's Club:	
Robert M. Critchfield Estate, Birmingham Note: To be used to provide adequate books and reference material for the College of Engineering	100,000.00

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XXI.	Grant in support of the Oakland University Women's Club:	
	Oakland University Women's Club, Rochester	444.55
XXII.	Grant in support of the William G. Shaw Charitable Trust:	
	The William G. Shaw Charitable Trust, Detroit	140.00
XXIII.	Grant in support of the Irene C. Wellock Trust:	
	Irene C. Wellock Trust, Detroit	29,900.63
XXIV.	Grant in support of the Matilda R. Wilson Memorial Library Fund:	
	The Matilda R. Wilson Fund, Detroit	4,718.00
XXV.	Grants in support of Departments, Staff, Schools, and Colleges:	
	Abilities Unlimited, Southfield, under the direction of Professor Butterworth, Department of Biology, to be used in support of his work in finding the answer to Multiple Sclerosis.	2,000.00
	Michigan Council for the Arts, Detroit, under the direction of Carol Halsted of the Department of Physical Education and Athletics, to be used in support of the "Dance Residency Program."	825.00
	National Institutes of Mental Health, Rockville, Maryland, under the direction of Mrs. Elinor Waters, Director of the Continuum Center, to be used in support of the "Paraprofessional Preventive Mental Health Leadership Program" for 1975-76. Period of Performance: 7/1/75 to 6/30/76.	58,869.00
	Neighborhood Education Authority, Lansing, under the direction of Mrs. Wilma Bledsoe, Director of the Urban Affairs Center, to be used in support of the "Oakland Neighborhood Education Center." Period of Performance: September 1, 1974 to August 31, 1975.	65,855.00

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XXVI.	A gift from Carl F. Barnes, Jr., Oakland University, of 740 color and black-and-white 2X2" transparencies. These slides will be used in the instructional program of the Department of Art and Art History as illustrative material for lectures. Estimated value is	1,449.50
XXVII.	A gift from Mr. & Mrs. Douglas E. Bower, Rochester, of Baldwin Monarch Piano to the Music Department. Estimated value is	300.00
XXVIII.	A gift from General Motors Corporation of miscellaneous equipment to the School of Engineering. Estimated value is	285.00
XXIX.	A gift from Mr. Ralph Goren, Oak Park, of a Normandy Bb Clarinet, to the Music Department. Estimated value is	25.00
XXX.	A gift from Dr. Clifford Pfeil, Clarkston, of a Gerhard Heintzman Upright Piano to the Music Department. Estimated value is	500.00
XXXI.	A gift from Sara Sieland, Troy, of an Antonius Stradivarius Model Violin to the Music Department. Estimated value is	<u>100.00</u>
TOTAL GIFTS		\$291,926.06

Mr. Saltzman moved that the gifts be accepted with thanks. Seconded by Mr. Lewis, the motion carried.

Approval of Resolution Establishing Everyday Interest Savings Account at the National Bank of Detroit

Mr. O'Dowd requested Board approval of the following resolution to enter into an Everyday Interest Savings Account with the National Bank of Detroit:

RESOLVED: As to the Everyday Interest Savings Account only.

1. That NATIONAL BANK OF DETROIT, herein called "Bank", is designated as a depository bank of this University subject to Bank's terms and conditions and Federal and State laws and regulations applicable thereto.

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2. Bank is authorized:

- A. To accept for the credit of this University and/or for collection any cash, checks, drafts, orders, instruments, or other items or credits, when deposited or credited by this University, or transmitted for deposit and/or credit to such account or accounts and/or credit of this University.
- B. To debit or charge the account or accounts of this University, upon presentation of checks, drafts, orders, instruments, or other items or debits or charges drawn upon or against such account or accounts when signed or otherwise authorized or confirmed in writing by the Treasurer, Robert W. Swanson or Assistant Vice President for Business Affairs and Controller, Robert J. McGarry.

The Treasurer shall designate the manner and address for Bank's disposition of statements and cancelled items, and execute such agreements or instructions as Bank may require.

- C. To charge such account or accounts when such items are so signed, without inquiry as to the circumstances of issue or the disposition of the proceeds thereof, whether drawn to the individual order or tendered in payment of individual obligations or for deposit to the account or accounts of the authorized signers, or otherwise.
3. That these resolutions, and the authority hereby conferred, shall remain in full force and effect until notice to the contrary in writing shall be received by Bank, and that the Secretary is directed and authorized to certify these resolutions to Bank under seal of this University, or without such seal, and with like effect in either case.

Mr. Schwartz suggested that the University inquire of the National Bank of Detroit if trust demand notes would be available. Mr. Swanson stated that he would contact the bank. He noted that flexibility in the amount of the University's deposits was an advantage of the account.

Mr. Schwartz moved to accept the resolution. Seconded by Mr. Lewis, the motion carried.

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Adoption of a Policy Recommendation on A-P Appointments

Mr. O'Dowd informed the Board that many faculty and clerical-technical employees of the University transfer into administrative-professional positions. In many instances the job duties are identical and there is merely a change in organizational reporting responsibilities. In other cases, a person holding faculty rank may move into an A-P position. Under current policy, this employee loses the service time accumulated for tenure and would have to begin service on an A-P contract in the same manner as a new University employee.

The Advisory Committee on Administrative-Professional appointments proposed the following recommendations permitting the crediting of prior non A-P service time toward an administrative-professional continuing contract:

Proposed: That the university grant credit for prior non-administrative-professional service toward the award of an administrative-professional continuing contract. This policy will be administered in accordance with the following standards and procedures.

1. Recommendations for the granting of administrative-professional (A-P) credit for prior non-A-P service toward the awarding of an A-P continuing contract will be made by the administrative supervisor of the individual in question. The recommendation will include a request to grant a specific period of non-A-P service toward the A-P continuing contract.
2. The period credited toward the A-P continuing contract for prior non A-P service may not exceed three years, or to a point in time 150 days prior to the expiration of the third two-year or the three-year contract. Thus persons granted such credit and thereby eligible for review for continuing contract would be evaluated for continuing contract through the normal policies and procedures as coordinated by ACAPA.
3. The non-A-P service to be credited must have been full-time in nature, the duties of which, in their entirety, were or are normally performed by an A-P staff member.
4. The Advisory Committee on Administrative-Professional Appointments (ACAPA) shall receive and evaluate all such proposals. In no case will a continuing contract be awarded to an individual as a result of such credit without the required proposal by the supervisor, evaluation and recommendation by ACAPA, and presidential approval.

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5. The policy established herein gives recognition for administrative-professional contract eligibility purposes to certain periods of service in job classifications other than administrative-professional. This policy is not intended to constitute a retroactive reclassification of such jobs or an acknowledgment that such jobs were the equivalent of any administrative-professional for purposes of compensation, fringe benefits, or for any purpose other than contract eligibility.

Mr. O'Dowd endorsed the recommendations and requested their adoption by the Board of Trustees.

Mr. Saltzman moved that the policy be adopted. Seconded by Mr. Morris, the motion carried.

Adoption of Revised Policy Governing Continuing Contracts for Administrative-Professional Employees

Mr. O'Dowd recommended the adoption of the following revised policy covering continuing contracts for Administrative-Professional employees:

UNIVERSITY POLICIES FOR ADMINISTRATIVE-PROFESSIONAL STAFF

CONTINUING CONTRACTS

A. Administrative-Professional Levels I through VI Probationary period

1. In order to provide uniform dates of appointment, review, and awarding of contracts, on a semi-annual basis, the probationary period of new employees shall be variable. The probationary period shall be a minimum of five months long, or a maximum of one day less than 11 months long. The uniform appointment dates are August 15 and February 15.
2. Employees whose first date of hire (that is, the first day on the payroll or first day in AP status) is from March 16 to September 15 will have an appointment date, for the purposes of this continuing contract procedure, of February 15. Employees whose first date of employment is from September 16 to March 15 will have an appointment date, for the purposes of this continuing contract procedure, of August 15. The

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period from the first date of active employment to the appropriate, uniform appointment date will constitute the probationary period.

3. Thirty days prior to the end of the probationary period (that is, on July 15 or on January 15) a probationary employee's performance (work record) shall be evaluated by the university, and the employee will be informed either (a) that his employment will terminate in 30 days, or (b) that he will be offered his first two-year contract, commencing 30 days hence on August 15 or February 15.

First Two-Year Contract

4. An AP staff member on his first two-year contract may be terminated only for just cause (as defined below) within the period of the contract.
5. The evaluation of staff members on their first two-year contracts shall commence March 15 for staff members who were appointed on August 15, and shall commence on September 15 for staff members who were appointed on February 15, in each case the evaluation commencing one year and seven months after the date of appointment to the first two-year contract.
6. The evaluation by the university of the staff member's performance (work record) shall be completed on or before May 15 for staff members who were appointed on August 15, and on or before November 15 for staff members who were appointed on February 15. On May 15 or November 15, the university shall notify the staff member either (a) that his employment will terminate in 90 days, or (b) that he will be offered his second two-year contract, commencing 90 days hence on August 15 or February 15.

Second Two-Year Contract

7. An AP staff member on his second two-year contract may be terminated only for just cause (as defined below) within the period of the contract.
 8. The evaluation of staff members on their second two-year contract shall commence March 15 for staff members who were appointed on August 15, and shall commence on September 15 for staff members who were appointed on February 15, in each case the evaluation commencing one year and seven months after the date of appointment to the second two-year contract.
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9. The evaluation by the university of the staff member's performance (work record) shall be completed on or before May 15 for staff members who were appointed on August 15, and on or before November 15 for staff members who were appointed on February 15. On May 15 or November 15, the university shall notify the staff member either (a) that his employment will terminate in 105 days, or (b) that he will be offered his third two-year contract, commencing 90 days hence on August 15 or February 15.

Third Two-Year Contract

10. An AP staff member on his third two-year contract may be terminated only for just cause (as defined below) within the period of the contract.
11. The evaluation of staff members on their third two-year contract shall commence March 15 for staff members who were appointed on August 15, and shall commence on September 15 for staff members who were appointed on February 15, in each case the evaluation commencing one year and seven months after the date of appointment to the third two-year contract.
12. The evaluation by the university of the staff member's performance (work record) shall be completed on or before May 15 for staff members who were appointed on August 15, and on or before November 15 for staff members who were appointed on February 15. This evaluation shall include as its final step a recommendation to the President of the university by the Advisory Committee on Administrative-Professional Appointments (ACAPA). On May 15 or November 15, the university shall notify the staff member either (a) that his employment will terminate in 120 days, or (b) that he will be offered a continuing contract, commencing 90 days hence on August 15 or February 15.

Continuing Contract

13. A continuing contract shall provide an AP staff member with employment security (without tenure in position), subject to termination only for just cause (as defined below).

B. Administrative-Professional Levels VII through X

Probationary Period

1. In order to provide uniform dates of appointment, review, and awarding of contracts, on a semi-annual basis, the probationary period of new employees shall be variable. The probationary period shall be a minimum of five months long, or a maximum of one day less than 11 months long. The uniform appointment dates are August 15 and February 15.
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2. Employees whose first date of hire (that is, the first day on the pay-roll or first day in AP status) is from March 16 to September 15 will have an appointment date, for the purposes of this continuing contract procedure, of February 15. Employees whose first date of employment is from September 16 to March 15 will have an appointment date, for the purposes of this continuing contract procedure, of August 15. The period from the first date of active employment to the appropriate, uniform appointment date will constitute the probationary period.
3. Thirty days prior to the end of the probationary period (that is, on July 15 or on January 15) a probationary employee's performance (work record) shall be evaluated by the university, and the employee will be informed either (a) that his employment will terminate in 30 days, or (b) that he will be offered a three-year contract, commencing 30 days hence on August 15 or February 15.

Three-Year Contract

4. An AP staff member on a three-year contract may be terminated only for just cause (as defined below) within the period of the contract.
5. The evaluation of staff members on a three-year contract shall commence March 15 for staff members who were appointed on August 15, and shall commence on September 15 for staff members who were appointed on February 15, in each case the evaluation commencing two years and seven months after the date of appointment to the three-year contract.
6. The evaluation by the university of the staff member's performance (work record) shall be completed on or before May 15 for staff members who were appointed on August 15, and on or before November 15 for staff members who were appointed on February 15. This evaluation shall include as its final step a recommendation to the President of the university by the Advisory Committee on Administrative-Professional Appointments (ACAPA). On May 15 or November 15, the university shall notify the staff member either (a) that his employment will terminate in 180 days, or (b) that he will be offered a continuing contract, commencing 90 days hence on August 15 or February 15.

Continuing Contract

7. A Continuing contract shall provide an AP staff member with employment security (without tenure in position), subject to termination only for just cause (as defined below).

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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 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.

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9. Implementation of the uniform appointment date procedure for staff members already employed at the university shall be as follows: Employees whose present anniversary date is August 16 through February 15 will have an appointment date of February 15; employees whose anniversary date is February 16 to August 15 will have an appointment date of August 15. The existing contracts presently being served (or the existing probationary period) will be automatically extended to cover the period up to February 15 or August 15.
10. All termination periods in the above procedures will be inclusive of any paid leave to which the staff member may be entitled.

The Board was informed that the proposed policy establishes uniform contract, probation period evaluation, and notice of termination dates for all administrative-professional employees. Currently, probationary periods begin at the time of employment and run for a period of approximately six months. Mr. O'Dowd explained that each employee's probationary period and review date, therefore, was determined by the date of employment. Extensive follow-up records were required on the date of employment for each new employee. This provision simplifies the administrative procedures for the University by making all contract appointment dates uniform regardless of the date of employment. This system is comparable to that employed with the faculty, resulting in a standard appointment date.

Mr. O'Dowd recommended the adoption of the above policy since in his opinion it was a substantial improvement in procedure.

Mrs. Adams moved that the policy be adopted. Mr. Katke offered the second, and the motion carried.

Approval of Recommendation of New Room and Board Rate for the 1975-76 Academic Year

Mr. O'Dowd recommended that the room and board rates be increased by approximately five percent effective with the summer session which begins June 23, 1975. The increase is required due to higher costs. Mr. O'Dowd reported that in discussions with the students he observed that most were more concerned with maintaining the quality of living conditions in the halls rather than saving \$10 or \$15.

He offered the following resolution for Board approval:

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RESOLVED,

That the following room and board rate be approved for the summer term of 1975 and for the 1975-76 academic year:

	<u>Summer '75</u>	<u>'75-76 Academic Year</u>
Room and Board	\$398	\$1,410
Student Government Fee	<u>1</u>	<u>8</u>
	<u>\$399</u>	<u>\$1,418</u>
Single Room Premium	\$ 65	\$ 250
Anibal House Cooperative	205	712
Room Only Option	249	880

It was moved by Mr. Schwartz and seconded by Mr. Saltzman that the resolution be adopted. The motion carried.

Mr. Katke inquired if students had an option on the number of meals to be served under their contract.

Mr. Coffman responded that the students could obtain a room only contract, but that there was no variable meal service arrangement. He also stated that the University provides 19 meals per week which is 6 more than the University of Michigan contract.

Mr. Morris inquired about the status of the Anibal House Cooperative program.

Mr. Coffman stated that the program was popular and successful.

Project Budget Approvals for Varner Hall (Kyes) Recital Organ, Library Mall (landscape planting and site lighting), OU Golf Course, Public Safety and Service Building, Southeast Loop Road, Lighting-Southeast Loop Road (estimate), and Campus Entrance (estimate)

Mr. O'Dowd stated that the Board had approved the following construction projects during the year and that the total project budgets were currently submitted for formal approval.

VARNER HALL RECITAL ORGAN

Organ	\$ 75,000.00
Basic Steel Supports for Organ	6,743.00
Contingency	<u>3,257.00</u>
	<u>\$ 85,000.00</u>

LIBRARY MALL
LANDSCAPE PLANTING & SITE LIGHTING

A. Professional Services	
1. Fees - Johnson, Johnson & Roy	\$ 5,000.00
B. Construction	34,723.95
1. Schultz Electrical, Inc.	\$34,770.00
2. Change Order #1	- 2,261.05
3. Change Order #2	+ <u>2,215.00</u>
C. Supervision (R. Eberline)	1,500.00
D. Landscaping - J. D. Armstrong	9,746.00
E. Contingency	<u>4,030.05</u>
F. TOTAL	<u>\$ 55,000.00</u>

OAKLAND UNIVERSITY GOLF COURSE

Construction & Fees	422,000.00
Course Accessories	5,000.00
Equipment	30,000.00
Contingency	<u>10,000.00</u>
TOTAL	<u>\$ 467,000.00</u>

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PUBLIC SAFETY AND SERVICE BUILDING

A. Professional Service

1. Architectural Engineering	\$ 63,564.38
2. Surveys and other site investigations	3,264.00

B. Construction 810,490.00

1. F. W. Fordon Company	\$443,500.00
2. Laya Plumbing & Heating	250,990.00
3. Electrical Maint. Service	<u>116,000.00</u>

C. Supervision 8,000.00

D. Furnishings 14,000.00

E. Contingency 20,681.62

F. TOTAL COST OF PROJECT \$ 920,000.00

SOUTHEAST LOOP ROAD

A. Professional Services 24,394.57

1. Engineering	\$ 21,894.57
2. Tests-Site Investigation	<u>2,500.00</u>

B. Construction 171,450.00

C. Supervision 4,500.00

D. Contingency 69,655.03

E. TOTAL 270,000.00

LIGHTING-SOUTHEAST LOOP ROAD (ESTIMATE)

A. Professional Services \$ 1,800.00

B. Construction 11,150.00

C. Supervision 1,000.00

D. TOTAL \$ 23,950.00

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CAMPUS ENTRANCE (ESTIMATE)

A. Professional Services	\$ 4,500.00
B. Construction	25,500.00
C. Supervision	<u>1,000.00</u>
D. TOTAL	<u>\$ 31,000.00</u>

Mr. Lewis moved the project budgets be approved. The motion was seconded by Mr. Katke and carried.

Mr. Schwartz inquired whether the Board would receive a report on the completion of all projects and final costs compared to the approved budget.

Mr. Swanson responded that the Board has not received a statement on projects because the budget has never been exceeded.

Mr. Schwartz stated that the Board would assume that if a report was not received upon completion of a project it would be understood that the project was within the budget.

Awarding of Contracts to the Low Bidders for the Varner Hall (Kyes) Recital Organ and the Southeast Loop Road Lighting Project

Mr. O'Dowd informed the Board that bids had been received for the construction of the organ loft in the Recital Hall for the Roger Kyes organ. The lowest bid for the steel support structure was submitted by Stinson-Peters Construction Company in the amount of \$6,743. He stated that the bids have been reviewed by the University staff which recommends that the contract be awarded to Stinson-Peters Construction Company.

Mr. Lewis moved for the approval of the contract with the low bidder, Stinson-Peters Construction Company. The motion was seconded by Mrs. Adams and carried.

Mr. O'Dowd informed the Board that Cher Electric, Inc. was the low bidder for the roadway lighting installation program for the Southeast Loop Road project. He stated that the staff has recommended acceptance of the low bid, pending receipt and review of the company's financial report. Mr. Brown confirmed that the University was waiting for the financial report and that if it was adequate the award would be made to Cher Electric, Inc. If not, approval was requested to accept the second lowest bid in order to expedite the project.

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It was moved by Mr. Schwartz and seconded by Mr. Saltzman that Cher Electric, Inc. be awarded the contract, provided the final report was satisfactory. If the report should be unacceptable, then authorization was granted to award the contract to the second lowest qualified bidder. The motion was voted upon and carried.

Mr. Saltzman inquired as to why the bids were significantly lower than the estimates. Mr. Brown attributed the lower bids to the current economic climate and a fierce competition for work.

Approval of Design and Construction Contracts with Johnson, Johnson & Roy, Inc. Regarding the University's Main Entrance "Turn-out" Area and Installation of Marshall Fredericks' Sculpture

Mr. O'Dowd recommended approval of two design and construction follow-up contracts with Johnson, Johnson & Roy, Inc. The projects are for the turn-out area on University Drive at the entrance to the campus and for the design of a pool for the installation of the Marshall Fredericks' sculpture.

The turn-out lane will be funded from the Campus Development Contingency Account appropriated by the Legislature.

Mr. Brown informed the Board that Johnson, Johnson & Roy had reduced their original fee of \$4,500 to \$3,000 for the project. He recommended the awarding of the contract in this amount to Johnson, Johnson & Roy.

Mr. O'Dowd stated that the pool and fountain design contract for the sculpture would cost \$5,500. Mr. Katke inquired about the funds for the construction of the fountain and its location. Mr. O'Dowd stated that the pool and fountain would be located in front of Kresge Library with the figures being placed in a random pattern in an oval-shaped pool measuring 50 feet by 100 feet. The funds for the construction of the fountain have not been obtained as of this date.

Mr. Katke inquired about the manner in which the decision was made regarding the fountain and pool. Mr. O'Dowd reported that the decision was made in consultation with Marshall Fredericks and Johnson, Johnson & Roy. He indicated that the pool would cost approximately \$50,000 and that the current contract is only for the design of the structure.

Mr. Morris moved to approve the two contracts recommended by Mr. O'Dowd with Johnson, Johnson & Roy. The motion was seconded by Mrs. Adams and carried.

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Approval of Naming the Newly Combined Child Care and Toddler Facilities
the "Matthew R. Lowry Early Childhood Center"

Mr. O'Dowd presented the following resolution to rename the Child Care Center the "Matthew R. Lowry Early Childhood Center" in honor of Matthew R. Lowry, the former student who was instrumental in the design and development of the Toddler Program. Mr. Lowry was killed in an automobile accident and it was determined to be appropriate to name the center in his honor.

RESOLVED, that the Oakland University Board of Trustees authorizes the consolidation of the Child Care Center and Toddler Program into one administrative operation designated the Early Childhood Center.

IT IS FURTHER RESOLVED, that the Early Childhood Center be designated as the Matthew R. Lowry Early Childhood Center in honor of Mr. Lowry, a former OU student.

BE IT FURTHER RESOLVED, that the action of the Board in designating this new center in honor of Mr. Lowry be transmitted to his family.

It was moved by Mr. Morris to accept the resolution. Seconded by Mr. Lewis, it carried.

Recommendation that the Name of the Department of Mathematics Be
Changed to the Department of Mathematical Sciences

Mr. O'Dowd requested approval to change the name of the Department of Mathematics to "Department of Mathematical Sciences." This change reflects the variety of activities in mathematics, statistics, computer science, operational research, applied mathematics, mathematics education and mathematical sciences which are encompassed in the department's programs.

It was moved by Mr. Katke and seconded by Mr. Morris to approve the name change. The motion carried.

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Delegation of Authority to the President by the Board of Trustees

Mr. O'Dowd requested approval of the Delegation of Authority by the Board of Trustees to the President to carry out various activities which would later be reported to and approved by the Board of Trustees. These areas would include approval of graduation lists and the awarding of degrees, approval of contracts with certain monetary limitations and also the approval of gifts and grants.

Mr. Saltzman suggested that Board delegate authority to the President to approve contracts up to \$50,000 without prior Board approval and over this amount to \$200,000 with the prior concurrence of the Chairman or Vice Chairman of the Board.

The following resolution was then recommended for approval:

WHEREAS, the Board of Trustees of Oakland University wishes and intends to authorize and delegate to the President of Oakland University certain powers and authority as may be necessary and appropriate to carry out the policies of the Board of Trustees and to administer the business of Oakland University in accordance with such policies and directives as may be promulgated from time to time by the Board of Trustees, and

WHEREAS, the Board of Trustees wishes and intends by this resolution to delegate to the President of Oakland University full power and authority to carry out certain administrative functions of the University while retaining unto itself all legislative and discretionary powers which are not subject to delegation under application of law.

IT IS THEREFORE RESOLVED AS FOLLOWS:

1. The President is hereby authorized and directed to take such action as may be necessary and appropriate to identify those candidates for academic degrees who have satisfied the requirements for such degrees as established from time to time by the Board of Trustees and to announce the award of such degrees to such person upon their completion of the necessary requirements. The President shall from time to time submit to the Board of Trustees the names of those students to whom degrees are awarded, so that the Board may ratify the conferring of such degrees in accordance with its statutory duty and authority.

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2. The President, or his designee, is authorized to expend funds for goods or services in amounts not to exceed \$50,000 for any single contract without the prior approval of the Board of Trustees and up to \$200,000 on any single contract with the concurrence of the Chairman or Vice Chairman of the Board of Trustees, provided such expenditures are in accordance with the policies and practices established by the Board of Trustees and the President deems it to be in the best interest of the University to expedite such transaction without presenting it to the Board of Trustees for prior approval. No person other than the President or a designee in writing by the President may contract for such goods and services pursuant to this authority, and copies of such authorization documents shall be filed with the Secretary of the Board of Trustees. Any expenditure or contract entered into pursuant to this authority shall be reported to the Board of Trustees at its next regular meeting for ratification and any necessary amendment of the budget appropriation.

3. The President, or his designee, is authorized and directed to receive and acknowledge gifts and grants to the University. Such gifts and grants shall be reported to the Board of Trustees not less often than quarterly for acceptance on behalf of the University in accordance with its statutory duty and authority.

Mr. Morris moved the resolution be approved. Seconded by Mrs. Adams, it carried.

The business concluded, Mr. Saltzman moved the meeting be adjourned. Seconded by Mrs. Adams, the motion carried. The Board adjourned at 9:05 p.m.

Approved,

John De Carlo, Secretary
Board of Trustees

Arthur W. Saltzman, Chairman
Board of Trustees

Date

JDeC/emd