

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES
May 25, 1962

On May 21 the following bids were received for the construction of four tennis courts for the intramural facilities at Michigan State University-Oakland:

Awarding of
contracts for
tennis courts

Item I - Tennis Courts Aggregate Base Course and Paving

Bids - A & A Asphalt Paving	\$7,870.00
Ann Arbor Construction Co.	9,385.00

Item II - Tennis Court Fencing and Nets

Bids - American Steel & Wire Division	3,361.00
Anchor Fence Division	3,611.36

It is recommended that the Board award contracts to the low bidders as follows:

A & A Asphalt Paving	\$7,870
American Steel & Wire Division	3,361

The budget for this job is as follows:

Base Course and Paving	\$7,870
Fences and Nets	3,361
Engineering Fees	200
Site Development	900
Contingency Fund	169
	<u>\$12,500</u>

Source of Funds:

Louise Tuller Miller Trust Fund	\$10,000
Anibal Gift Fund	2,500
	<u>\$12,500</u>

On motion by Mr. Stevens, seconded by Mr. Vanderploeg, it was voted to approve the above recommendation.

Vice President Sabine submitted a report of problems that had arisen in connection with the handling of admission applications and deposits for the fall of 1962. He made three recommendations as follows:

Approval of
\$10 application
fee

1. Institute a \$10 application fee (a service charge, not a deposit, not applicable to any other charge, not refundable for any reason) for all undergraduate applications, beginning immediately, applicable to applications for winter quarter 1963 and subsequent terms.
2. Change our method of refunding the Advance Enrollment Deposit so that of the \$50 deposit the Michigan resident pays, only \$25 will be refunded if the student cancels the admission prior to the National Acceptance Date (which was May 1 this year). The unrefunded \$25 should go into our general fund. The notice of this method of handling should be made clear every time we bill a student for the initial payment of the deposit.
3. Change both the amount and the method of refunding the Advance Enrollment Deposit for non-residents, so that the non-resident is charged \$75, not \$50, and so that only \$25 of this is refunded in case of a pre-May 1 cancellation.

After considerable discussion, it was decided to defer action on items 2 and 3 until such time as the Board acts on the fee structure for the next academic year.

On motion by Mr. Vanderploeg, seconded by Dr. Smith, it was voted to approve recommendation number 1.

Termination of Harold Fromm as Instructor of English effective August 31, 1962.

Termination of
Fromm

Termination of Justus R. Pearson, Jr. as Assistant Professor of English effective August 31, 1962.

Termination of
Pearson

Termination of James H. Stoddard as Assistant Professor of Mathematics effective August 15, 1962.

Termination of
Stoddard

Termination of J. Collins	Termination of June G. Collins as Assistant Professor of Sociology and Anthropology effective August 31, 1962.																		
Termination of L. Martin	Termination of Louis E. Martin as Assistant Librarian effective May 31, 1962.																		
Leave for H. Lewis	Leave of absence for Herman W. Lewis as Associate Professor of Biology from September 1, 1962 to August 31, 1963.																		
Leave for Fitzsimmons	Leave of absence for Thomas Fitzsimmons as Associate Professor of English from September 1, 1962 to August 31, 1963.																		
Appointment of H. Neumann	Appointment of Harry Morris Neumann as Instructor in Classics at \$6300 effective August 15, 1962.																		
Appointment of Lessing	Appointment of Alfred Lessing as Instructor of Philosophy at \$6000 effective August 15, 1962.																		
Appointment of S. Miller	Appointment of Steven R. Miller as Assistant Professor of Chemistry at \$7200 effective August 15, 1962.																		
Appointment of R. Hough	Appointment of Robbin R. Hough as Assistant Professor of Economics at \$7600 effective August 15, 1962.																		
Appointment of D. Lowy	Appointment of David G. Lowy as Director of Counseling and Assistant Professor of Psychology at \$10,000 effective July 1, 1962.																		
Appointment of M. Irwin	Appointment of Margaret S. Irwin as Assistant Librarian at \$7000 effective April 23, 1962.																		
Promotions	Recommendation for the promotion of the following faculty members, effective July 1, 1962: <u>To Professor</u> <table border="0"> <tr> <td>Division of Humanities</td> <td></td> </tr> <tr> <td>Foreign Languages</td> <td>-Francis P. Tafoya</td> </tr> </table> <u>To Associate Professor</u> <table border="0"> <tr> <td>Division of Humanities</td> <td></td> </tr> <tr> <td>English</td> <td>-Gertrude White</td> </tr> <tr> <td>History</td> <td>-Peter Amann</td> </tr> <tr> <td>Division of Science and Engineering</td> <td></td> </tr> <tr> <td>Chemistry</td> <td>-Paul Tombouliau</td> </tr> </table> <u>To Assistant Professor</u> <table border="0"> <tr> <td>Division of Humanities</td> <td></td> </tr> <tr> <td>English</td> <td>-Gloria Shapiro</td> </tr> </table>	Division of Humanities		Foreign Languages	-Francis P. Tafoya	Division of Humanities		English	-Gertrude White	History	-Peter Amann	Division of Science and Engineering		Chemistry	-Paul Tombouliau	Division of Humanities		English	-Gloria Shapiro
Division of Humanities																			
Foreign Languages	-Francis P. Tafoya																		
Division of Humanities																			
English	-Gertrude White																		
History	-Peter Amann																		
Division of Science and Engineering																			
Chemistry	-Paul Tombouliau																		
Division of Humanities																			
English	-Gloria Shapiro																		
Approval of trimester compensation	Mr. Varner recommends that members of the faculty of Michigan State University-Oakland teaching in the trimester April 26 to August 10 be compensated at the rate of 3% of the annual 10-month salary for each week of full-time service during the trimester. Some employees will be working half time or other fractions, and their compensation will be based on that formula. Communication from Mr. May as follows: On May 2, I received the loan agreement from the Housing and Home Finance Agency for the \$1,200,000 MSU-O loan. We will now need authority from the Board for me to execute this agreement. There are several form resolutions covering the fact that a quorum was present and voted to approve the loan agreement and authorize its signing, which will need to be inserted in the permanent minutes.																		
Authorization to execute loan agreement																			

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES
May 25, 1962 (cont.)

- 1) Bonds will be dated July 1, 1962.
- 2) Principal amount: \$1,200,000
- 3) Interest rate: 3½% payable semi-annually on January 1 and July 1 in each year.
- 4) Maturities: July 1 in years and amounts as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
1965-1968	\$15,000	1991-1993	\$40,000
1969-1975	20,000	1994-1997	45,000
1976-1981	25,000	1998-2000	50,000
1982-1986	30,000	2001-2002	55,000
1987-1990	35,000		

- 5) Security: Pledge of the income from the two dormitories and the Student Center.
- 6) Redemption provisions:

Bonds numbered 1 through 140 inclusive, maturing July 1, 1965, through July 1, 1972, inclusive, to be uncallable.

Bonds numbered 141 through 940 inclusive, maturing July 1, 1973, through July 1, 1997, inclusive, to be callable at the option of the Borrower prior to the stated maturities thereof, in whole or in part and in inverse numerical order on any interest payment date after July 1, 1972, upon at least thirty days' prior notice, at the principal amount thereof, plus accrued interest to the date of redemption and a premium for each bond as follows:

3% if redeemed January 1, 1973, through July 1, 1977, inclusive
 2½% if redeemed January 1, 1978, through July 1, 1982, inclusive
 2% if redeemed January 1, 1983, through July 1, 1987, inclusive
 1½% if redeemed January 1, 1988, through July 1, 1992, inclusive
 1% if redeemed after July 1, 1962.

Bonds numbered 941 through 1200 inclusive, maturing July 1, 1998, through July 1, 2002, inclusive, to be callable at the option of the Borrower in whole or in part and in inverse numerical order on any interest payment date during the entire life of the loan, upon at least thirty days' prior notice, at par plus accrued interest to the date of redemption.

Priority as to call shall extend to bonds numbered 941 through 1200 inclusive over bonds numbered 141 through 940 inclusive.

It has taken a long time to get this loan agreement, and there is still additional paper work to be completed, but I hope it will be possible to close the loan sometime in early July.

On motion by Mr. Stevens, seconded by Mr. Huff, it was voted to approve Item 3.

\$500 from Mr. and Mrs. Alfred C. Girard of Bloomfield Hills
 \$20 from an anonymous donor
 \$45 from the Rochester Area Ministerial Association
 \$1,000 from the Reuther Labor Foundation of Detroit
 \$280 from Mrs. D. H. Curry of Royal Oak
 \$510 from the Pontiac State Bank
 \$25 from Nat Simons, Jr., of MSU-O
 \$500 from Eurpac Service, Inc., of Greenwich, Connecticut

\$25 from Mr. Stanley S. Kresge of Detroit, given in memory of Alfred G. Wilson, for deposit in the Discretionary Gift Fund.

On motion by Mr. Vanderploeg, seconded by Dr. Smith, it was voted to approve all Michigan State University-Oakland Items.

The sabbatical leave policy has been under consideration for a long period. It is recommended that the following statement supplant the former policy:

Gifts and
Grants

Sabbatical
leave
policy

Section I
GENERAL POLICY

- A. A sabbatical leave is intended for the mutual benefit of the University and the person granted a leave. It should assist members of the faculty to improve their competence as scholars by providing a period for concentrated scholarly work.
- B. A leave is not granted automatically. Each request should present in considerable detail the activity proposed. All leaves must have the approval of the appropriate officers and of the Board of Trustees.
- C. Within 30 days after returning from sabbatical leave written reports are to be submitted through the appropriate offices to the President.

Section II
ELIGIBILITY

- A. Only faculty members with tenure shall be eligible for sabbatical leaves. Any exceptions to this will require approval by the Provost and the President and will be made only when it is in the best interests of the University to do so.
- B. A sabbatical leave shall not be granted to faculty members until they have completed 6 years of service to the University. Service shall be interpreted to include those activities of interest to and supported by the University, regardless of the source of financial support.
- C. Years of service shall count from the date of full-time appointment, or from the ending date of the previous sabbatical leave.
- D. All leaves of absence shall be excluded in determining years of service.
- E. The length of leaves shall not be extended on the basis of more than 6 years of service since the last previously compensated leave.
- F. Appropriate applications for a full year of leave (with reduced pay) shall have precedence over shorter term leaves (with full pay).

Section III
TYPES OF SABBATICAL LEAVES

- A. For faculty on 10-month appointments:
 - 1. One term with no reduction in pay.
 - 2. Two terms with a 50% reduction in pay for 6 months.
 - 3. Three terms with a 50% reduction in pay for 12 months.

Note: These three types of leave do not include the fourth (summer) term of a year, for it is assumed that faculty members who have had a sabbatical leave will use the fourth term as an additional period for concentrated scholarly work.

- B. For faculty on 12-month appointments:
 - 1. Up to 6 months with no reduction in pay.
 - 2. Twelve months with a 50% reduction in pay.

Note: The annual vacation of 21 working days is to be included in these two types of leave.

- C. For deans, directors, departmental chairmen, and other administrative officers:
 - 1. Three months once in every 3 years with full pay, but only after 3 years of administrative service. The annual vacation of 21 working days is to be included in the period of leave.
 - 2. In exceptional cases, Section III, B, may also be applied to administrative officers provided the individual has rendered at least 6 years of service to the University since the previous sabbatical, including at least 3 years in administrative positions.

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES
May 25, 1962 (cont.)

Section IV
CONDITIONS

- A. Recipients of sabbatical leaves are permitted to receive money for approved study or research without prejudice to their receipt of income from this institution, provided that the total remuneration from all sources does not exceed that received from this University. The sabbatical leave may not be used to accept paid employment during the period of the leave.
- B. In addition to salary, special arrangements may be made for grants to defray travel and similar coincidental expenses. These arrangements must, however, be approved in advance as part of the leave application. Funds administered by the University may not be used for the travel similar expenses of any person other than the recipient of the grant unless the assignment abroad is at least equal to the duration of an academic year.
- C. A recipient of a sabbatical leave of absence is obligated to return to Michigan State University for the following year.

Section V
DEPARTMENTAL ADJUSTMENTS

- A. If a sabbatical leave is granted for one year, academic or fiscal, the department involved will be entitled to use the released funds for a replacement provided approval is given by the dean of the college.
- B. If leave is granted for less than a year, the department will be expected to make adjustments either by suspending courses or by reassigning other personnel.
- C. Sabbatical leaves shall not be granted to several members of a department concurrently in such a manner as to impair the efficiency of its programs of instruction and research.