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Jan 1974

Minutes of the Meeting
of the
Oakland University
Board of Trustees
January 19, 1974

The meeting was called to order by President O'Dowd at 4:15 p.m. in the Gold Room of the Oakland Center.

Present: Chairman Smith and Trustees - Adams, Carr, Katke, Lewis, and Saltzman.

Approval of Minutes of December 1, 1973

On a motion by Mr. Carr, seconded by Mrs. Adams, the minutes of the meeting of December 1, 1973, were approved as distributed.

Approval of Personnel Actions

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

Appointment

Aston, Thomas A., Part-time 10-month Adjunct Assistant Professor of Speech Communication, effective August 15, 1973, through August 14, 1975

Changes of Status

Bozardt, Delphine Anita, Assistant Professor of Education, change in salary, effective December 1, 1973

Chandler, Frederick D., Assistant Professor of Education, change in leave dates from January 1, 1974, through December 31, 1974, to August 15, 1974, through August 14, 1975

Marks, John S., from Instructor in Political Science to Assistant Professor of Political Science, effective January 1, 1974

Leaves of Absence - Other

Engram, Alice, Special Instructor in Music, effective November 19, 1973, through December 19, 1973, with full pay

Hitchingham, Eileen, Assistant Professor of the Library, effective April 26, 1974, through August 16, 1974, with one-semester full pay

Krompart, Janet A., Assistant Professor of the Library, effective January 7, 1974, through April 23, 1974, with one-semester full pay

Rue, John E., Associate Professor of Political Science, effective November 1, 1973, through December 31, 1973, with full pay

Sparks, S. Rita, Instructor in the Library, effective January 3, 1974, through March 26, 1974, with one-semester full pay

Tipler, Suzanne M., Assistant Professor of the Library, effective June 10, 1974, through August 3, 1974, with eight-weeks' full pay

Employment Relations Recommendations

Business Office

Reclassify position #314, Account Clerk S11, to Clerical Accounting Assistant, S15.

Establish position #17, Internal Auditor and Systems Analyst, APIII, that will be identical to the current Internal Auditor and Systems Analyst. This position is required to provide needed additional staff to conduct procedural and financial audits of University departments and activities.

Linguistics & Classics

Reclassify position #301, Department Secretary, S13 to S15, Senior Department Secretary. This adjustment brings the position into the pattern existing for other Senior Department Secretaries in the Provost's area.

Public Safety

Establish position #2, Chief Investigator, APV. This position is being established to provide an investigation unit for the Department of Public Safety.

University Services

Reclassify position #306, Senior Clerk, S12, to Principle Clerk, S14.

Mr. Smith inquired as to the salary range for the position of Chief Investigator. Mr. Coffman responded that the APV position has a salary range of \$12,000 - \$15,000.

Mr. Lewis inquired about the work to be performed by the investigator. Mr. Coffman replied that the employee would be responsible for the investigation of criminal offenses, assembling information, obtaining testimony from witnesses, and preparing for cases. The work is not new, but is being performed by the present staff.

Mr. Katke questioned the change of status for Frederick Chandler. Mr. Obear replied that it was merely a change in leave dates and that the leave would be taken without pay.

Mr. Smith moved for adoption of the personnel actions. Mr. Katke seconded and the motion carried.

Approval of Employment Relations Committee Policies and Procedures

President O'Dowd recommended approval of the following Employment Relations Committee Policies and Procedures:

Employment Relations Committee
Policies and Procedures

I. Basic Policy

- A. Oakland University shall provide its employees with rates of compensation and with working conditions that are similar to and compatible with equivalent Michigan institutions of higher education.
- B. All Oakland University employees will be treated equally in terms of their job responsibilities.
- C. All employment relations policies shall be implemented without regard to race, creed, sex, age, religion, color, or national origin; and further, all decisions with regard to hiring, discharging, pro-

moting, or otherwise affecting the employment status of employees at Oakland University will be taken without regard to such factors.

II. Employment Relations Planning Report

- A. An annual Employment Relations Planning Report shall be submitted to the Board of Trustees. The report should anticipate the impact of foreseeable changes on University employment relations requirements. Such changes could include new, enlarged, or reduced programs, reorganizations, and retirements, as well as an assessment of the number and type of University employees who have successfully sought jobs elsewhere.
- B. The plans formulated for the new academic year should be based upon the above anticipated changes. Cost impacts should be estimated for both the changes anticipated and the plans desired.
- C. The previous years' planning experiences should be reviewed when each new plan is submitted.

III. Personnel Actions

- A. Key Positions: This would include all current and proposed positions reporting directly to the President, plus all deans, and would encompass any realignment of duties of any of the above positions.
 - 1. The Employment Relations Committee will recommend appropriate action to the full Board of Trustees on candidates for key positions. Such proposed actions should be considered separately for each position.
 - 2. As a basis for such recommendations, the Committee shall be:
 - a. Notified of all openings when the replacement begins.
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- b. Provided with the list of candidates selected for final screening (just before selection decision).
- c. Advised of the search-and-selection process followed in each case.
- d. Given the opportunity, if so desired, to interview the candidates prior to the submittal of the final recommendation to the full Board of Trustees.

B. Other Personnel Appointments

- 1. The Committee will recommend appropriate action to the full Board, but not necessarily on an individual case basis.
- 2. As a basis for Committee recommendations, a list of proposed actions should be submitted to the Committee by the administration at least three weeks before a meeting of the Board of Trustees.
- 3. The Committee should be advised in cases where given appointments may have extraordinary ramifications.

C. Presidential Review and Search

- 1. The President's accomplishments should be reviewed once every five years by the full Board of Trustees.
 - 2. Search: In the event of the need to search for and select a new President, the following procedure should be followed:
 - a. The Chairman of the Board of Trustees shall appoint, with the advice and consent of the Board, a special Search Committee consisting of two trustees (one of whom should be a member of the Employment Relations Committee), one administrative-professional employee, two faculty members, one student, one alumnus, and one nonacademic-nonadministrative employee.
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- b. The Chairman of the Board of Trustees shall appoint one of the trustees as Chairman of the Search Committee.
- c. The Search Committee will draw up a list of candidates based on suggestions from all groups affiliated with the University.
- d. The Search Committee will conduct a preliminary screening and finalize a list of acceptable candidates.
- e. Recommendations of the Search Committee shall take into account the opinions and recommendations of all interested campus groups.
- f. The recommendations of the Search Committee will be forwarded to the Board of Trustees for its consideration.
- g. The Board of Trustees has the sole responsibility to select the President. The Board's selection authority shall not be limited to the recommendations of any group or committee.

IV. Employment Relations Review

A report on employment practices and conditions shall be submitted twice a year. This report should include a review of union-management relations; union-to-union relations; and nonunion employee relations. These reports should be accompanied, when necessary, by quantitative data on such subjects as market conditions, the type and number of grievances, compensation scales, attrition rates, and personnel procedures and policies.

V. Collective Bargaining Negotiations

- A. Reports on collective bargaining negotiations should be prepared for the Employment Relations Committee as far in advance of actual negotiations as possible, and as appropriate, at crucial points in the negotiations.
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- B. It is advisable to outline the total financial constraints of the University by April 1, or as soon thereafter as possible.
- C. All Key changes in existing contracts, as desired by administrators and trustees, should be compiled by April 1.

VI. . Wage, Salary and Compensation Policies

- A. All employee positions of the University should be defined and evaluated. Wage, salary and compensation rates should be commensurate with those job responsibilities. These rates, when applied to employees covered by collective bargaining contracts, shall change only when such changes are allowed by a defined schedule of changes as set forth in a given collective bargaining contract.
- B. Total payroll costs should be monitored and evaluated, and thereafter, reported to the Committee and to the Board. The costs will include wages, salaries, and fringe benefits, as well as those costs associated with all the Employment Relations services made available to University employees.

Mr. Carr moved for approval noting that these policies have been honored since the inception of the Board. Mr. Lewis offered the second to the motion.

Mr. Smith requested that the minutes record that originally this committee was designated as the Personnel Committee and is now renamed the Employment Relations Committee.

Mr. Saltzman informed the Board that the Personnel Committee consisted of two members of the Board, with the Chairman serving as an ex officio member.

Motion carried.

Acceptance of Gifts and Grants

President O'Dowd recommended acceptance of the following gifts and grants:

I.	Grant in support of the Herbert Heidenreich Scholarship Fund:	
	Poulos, Mr. Steven M., Royal Oak	\$ 30.00
II.	Grants in support of the Emily Moses Memorial Scholarship Fund:	
	DeRousie, Ms. Patricia, Washington, D.C.	20.00
	New-Charter College, Rochester	117.00
III.	Grant in support of the Mark Platt Memorial Loan Fund:	
	Doane, Mr. David P., Rochester	100.00
IV.	Grant in support of the Memorial Scholarship Fund in Memory of Mary Fogarty Anibal and Eleanor Anibal Burgum:	
	Anonymous Donor	86,625.00
V.	Grant in support of Allport College - Travel Fund:	
	Singer, Mr. Philip, Rochester	100.00
VI.	Grants in support of the Alumni Fund:	
	Chrysler Corporation Fund, Detroit (Matching gift of Mr. John P. McMullin)	100.00
	The Firestone Tire & Rubber Company, Akron, Ohio (Matching gift of Mrs. Wilfred R. Schultz)	50.00
	Gates Foundation, Denver, Colorado (Matching gift of Mr. Harrell P. Sundberg)	15.00
	Raytheon Company, Lexington, Massachusetts (Matching gift of Mr. Joel N. Bachelder)	50.00
VII.	Grant in support of the Continuing Education Program:	
	Linington, Mr. & Mrs. Richard S., Rochester	100.00
VIII.	Grants in support of the Discretionary Gift Fund:	
	De Carlo, Mr. & Mrs. John, Bloomfield Hills	200.00
	Kyes, Mrs. Roger M., Bloomfield Hills	1,000.00

VIII. Grants in support of the Discretionary Gift Fund (continued):

Obear, Mr. & Mrs. Frederick W., Rochester	\$ 200.00
O'Dowd, Mr. & Mrs. Donald D., Rochester	200.00
Swanson, Mr. & Mrs. Robert W., Rochester	200.00
Weston, Mr. & Mrs. Norman B., Birmingham	250.00
Wilson, Mr. & Mrs. Arthur B.D., Northville	100.00

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

Yntema, Mr. & Mrs. Theodore O., Bloomfield Hills	10,345.00
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X. Grant in support of the Marvin L. Katke Gift Fund:

Katke, Mr. & Mrs. Marvin L., Bloomfield Hills	26,000.00
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XI. Grants in support of the Library Gift Fund:

Akers, Mr. Charles W., Rochester	100.00
Barnard, Mr. John, Birmingham	50.00
Dearth, Mr. Robert A., Bloomfield Hills	100.00
Forbes, Mr. William C., Pontiac	100.00
Gardiner, Mr. & Mrs. George L., Birmingham	100.00
Goudsmit, Ms. Esther M., Rochester	30.00
Houtz, Ms. Patricia, Rochester	25.00
Johnson, Mr. & Mrs. G. Phillip, Rochester	100.00
Jones, Ms. Beverley F., Livonia	50.00
Knapp, Mr. Joseph L., Detroit	25.00
Medalia, Mr. Nahum Z., Rochester	25.00
Schuldenberg, Ms. Virginia M., Pontiac	50.00
Stern, Mr. & Mrs. Robert L., Rochester	50.00
Torch, Mr. & Mrs. Reuben, Rochester	100.00

XII. Grants in support of Meadow Brook Hall's maintenance and operation:

Borgeson, Mr. & Mrs. M. E., Southfield	100.00
Eklund, Mr. & Mrs. Lowell, Bloomfield Hills	250.00
Eklund, Ms. Vicki L., Washington, D.C.	15.00
Handley, Mr. James C. B., Detroit	250.00

XIII. Grants in support of Meadow Brook Hall Patrons' Night:

Batey, Mr. David M., Birmingham	\$ 25.00
Blanch, Mr. Edward J., Dearborn	35.00
Cotton, Mr. & Mrs. W. C., Bloomfield Hills	25.00
Decker, Ms. Elizabeth L., Bloomfield Hills	25.00
Etkin, Mr. Alex J. and Toby, Huntington Woods	300.00
Fuller, Mr. Stephen H., Detroit	25.00
Gornick, Mr. Alan L., Bloomfield Hills	35.00
Griffith, Mr. & Mrs. G. W., Ann Arbor	35.00
Howe, Mr. & Mrs. Lawrence C., Bloomfield Hills	35.00
Kelly, Mr. Sidney, Bloomfield Hills	15.00
Matthias, Mr. & Mrs. H. A., West Bloomfield	25.00
Murphy, Mr. & Mrs. Thomas A., Bloomfield Hills	50.00
Petersen, Mr. Donald E., Bloomfield Hills	35.00
Secrest, Mr. & Mrs. John, Birmingham	10.00
Tisdale, Ms. Marian B., Bloomfield Hills	25.00
Townsend, Mr. & Mrs. Lynn A., Bloomfield Hills	25.00
Trumbull, Mr. & Mrs. George T., Bloomfield Hills	35.00
Whirl, Ms. Lucille E., Birmingham	10.00
Worden, Mr. & Mrs. Mack, Birmingham	25.00

XIV. Grants in support of the Meadow Brook Music Festival:

American Motors Corporation, Detroit	1,500.00
Frost, Mrs. Grace B., Birmingham	1,000.00
Gamble, Mr. David L., Harper Woods	1,003.75
Johnson, Mr. & Mrs. Henry C., Bloomfield Hills	1,611.00
Secrest, Mr. & Mrs. John C., Birmingham	300.00

XV. Grant in support of the Meadow Brook Music Festival
Miscellaneous Gift Account:

Anonymous Donor	1,000.00
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XVI. Grant in support of the Meadow Brook Theatre:

Roeder, Mr. & Mrs. Richard G., Bloomfield Hills	100.00
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XVII. Grant in support of the Meadow Brook Theatre Five-Year
Fund:

The Dr. Leon Fill Foundation, Detroit	2,000.00
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XVIII.	Grants in support of the Meadow Brook Music Festival or the Meadow Brook Theatre:	
	Graham, Mr. & Mrs. Graham J. Graham, Bloomfield Hills	\$ 1,000.00
	Townsend, Mr. & Mrs. Lynn A., Bloomfield Hills	500.00
XIX.	Grants in support of the Tribute Fund:	
	Miscellaneous Donors	355.00
XX.	Grants in support of the President's Club, Oakland University Foundation:	
	The Bixby Foundation, Detroit	1,000.00
	Caserio, Mr. Martin J., Bloomfield Hills	1,000.00
	Cole, Mr. Louis H., Pontiac	1,000.00
	Colombo, Mr. & Mrs. Frederick, Bloomfield Hills	997.40
	Gossett, Mrs. Elizabeth H., Bloomfield Hills	2,500.00
	Larson, Dr. & Mrs. Alvin R., Bloomfield Hills	1,000.00
	Mealey, Mr. Norman F., Detroit	1,000.00
	Rose, Mr. Irving, Detroit	1,000.00
	Tennyson, Mr. & Mrs. Harry, Grosse Pointe Farms	1,000.00
	Warner, Mr. & Mrs. Harold G., Bloomfield Hills	1,000.00
	Williams, Mr. & Mrs. R. Jamison, Birmingham	927.65
XXI.	Grants in support of Departments, Staff, Schools, and Colleges:	
	The General Electric Foundation, Bridgeport, Connecticut, under the direction of Mr. Paul R. Paslay, Dean of the School of Engineering, to be used in support of the "Engi- neering Mechanics of Structures Vibration and Stress Analysis." Period of Performance: November 1, 1973, to October 31, 1974	1,891.86
	General Motors Corporation, under the direction of Professor G. L. Wedekind of the School of Engineering, to be used in support of the "Laser Power Absorption Study." Period of Performance: September 1, 1973, to August 31, 1974	11,500.00
	General Motors Corporation, Detroit, under the direction of Dean Norton Seeber of the School of Economics and	

Management, to be used in support of the "Pilot Study of University Sponsored Executive Development Programs." Period of Performance: November 1, 1973, to August 14, 1974	\$ 5,000.00
National Endowment for the Arts, Washington, D.C., under the direction of Mr. David R. Kanter of the Meadow Brook Theatre, to be used for "Production Support" for the Meadow Brook Theatre. Period of Performance: July 1, 1973, to June 30, 1974	11,250.00
Oakland County Library Board, Pontiac, Michigan, under the direction of Mr. Robert Gaylor of the Kresge Library, to be used in support of the Reference Hot Line. Period of Performance: January 2, 1974, to December 31, 1974	23,400.00
XXII. Grant in support of the William G. Shaw Charitable Trust:	
The William G. Shaw Charitable Trust, Southfield	90.00
XXIII. A gift from Mr. George Brand, Drayton Plains, of an SCM 7816 Computer to be used in the Engineering, Computer and Information Science Programs, no value has been determined.	
XXIV. A gift from Mr. Charles E. Brownell, Rochester, of W. Hawkins Ferry's <u>The Buildings of Detroit</u> , Wayne State University Press, 1968, to the Archives of Michigan Architecture, total value of gift	15.00
XXV. A gift from Mr. & Mrs. Floyd Bunt, Orchard Lake, to the Art & Art History Department of 119 original slides from their European collection, total value of gift	238.00
XXVI. A gift from Mr. Evan W. David, Rochester, to the Department of Art & Art History, to become a part of the permanent collection of the Archives of Michigan Architecture, 358 original transparencies, value of gift	716.00

XXVII. Report on Stock Transactions - See Items IV, IX, XIV, XV, and XX above.	Date <u>Received</u>	Date of <u>Sale</u>	<u>Proceeds</u>	Net <u>Proceeds</u>	Comm. & <u>Taxes</u>
Anonymous Donor*	12-18-73				
1,800 shares of General Motors to the support of the Memorial Scholar- ship Fund in Memory of Mary Fogarty Anibal and Eleanor Anibal Burgum. Date of gift was December 18, 1973, on which date the mean value of gift amounted to \$86,625.00.					
Mr. and Mrs. Frederick Colombo	12-11-73	12-17-73	\$ 997.40	\$ 939.77	\$ 25.23
20 shares of General Motors stock to the President's Club, OU Foundation on December 11, 1973; value of stock at date of gift was \$49.88 per share (\$997.40). Net proceeds at date of sale on December 17, 1973, was \$939.77.					
Mr. David L. Gamble	12-15-73	1-04-74	1,003.75	989.72	26.41
11 shares of Procter and Gamble to the Meadow Brook Music Festival on December 15, 1973; value of stock at date of gift was \$91.25 per share (\$1,003.75). Net proceeds at date of sale, January 4, 1974, was \$989.72.					

* The 1,800 shares of General Motors Corporation common stock have been sent to the Ann Arbor Trust Company and made part of our Consolidated Investment Fund portfolio. The securities have a recorded value of \$86,625.00 which is the value at date of gift, December 18, 1973.

XXVII. Report on Stock Transactions - See Items IV, IX, XIV, XV, and XX above.	<u>Date Received</u>	<u>Date of Sale</u>	<u>Proceeds</u>	<u>Net Proceeds</u>	<u>Comm. & Taxes</u>
Mr. and Mrs. Henry C. Johnson ** 100 shares of The One William Street Fund, Inc., to the Meadow Brook Music Festival on Decem- ber 28, 1973; value of stock at date of gift was \$16.11 per share (\$1,611.00).	12-28-73				
Mr. and Mrs. Theodore O. Yntema 250 shares of Ford Motor Company stock to the School of Economics & Management on December 20, 1973; value of stock at date of gift was \$41.38 per share (\$10,345.00). Net proceeds on date of sale on December 26, 1973, was \$10,066.53.	12-20-73	12-26-73	\$10,345.00	\$10,066.53	\$177.22

** The 100 shares of The One William Street Fund common stock have been mailed to State Street Bank & Trust Company to be sold. As of this date, we have not received a confirmation of the sale.

Mr. Lewis moved to accept with gratitude the gifts and grants. Mr. Smith seconded and the motion carried.

Approval to Amend Alumni Association Bylaws

President O'Dowd recommended approval of the following amendment to the Alumni Association Bylaws:

ARTICLE XI Affiliated Organizations

Affiliated alumni organizations may be established through the Alumni Association and the Office of Alumni Relations. These organizations shall be composed of subsets of the Oakland alumni population who are members in good standing of the Alumni Association and who have a common interest in support of the University, either through curriculum, past campus activity, geography, or such other common interests as may develop. Such organizations must have their own bylaws, to be approved by the Alumni Association Board of Directors and ratified by the President of the University. Administrative responsibility shall be lodged with the Director of Alumni Relations.

Mr. Smith moved to approve the amendment and Mr. Lewis seconded. Motion carried.

Mr. Carr expressed pleasure in noting that the University now has enough alumni to require a document of this nature.

Approval to Establish a Variable Rate Surcharge for Summer Master Classes and Institute Programs

President O'Dowd recommended Board authorization to establish a variable rate surcharge for summer master classes and institute programs.

Mr. Saltzman inquired as to the basis for the charges. Mr. Obear responded that actual instructional costs for these programs reflected the need for charging a variable rate.

Mr. Saltzman moved to approve the variable rate surcharge for summer master classes and institute programs based on cost. Mr. Lewis offered the second and the motion carried.

Approval of Contract to Complete Plans and Specifications for Construction of a South Penetrator Road and Drain Project

President O'Dowd recommended approval of a contract with Hubbell, Roth & Clark, Inc., in the amount of \$18,500 to complete the plans and specifications for construction of a south penetrator road and drain project.

Mr. Carr moved to approve the contract, noting that Mr. Brown should report from time to time to the Board on the progress of this project. Mr. Lewis seconded and the motion carried.

Approval of Policy Statement on Nondiscrimination

President O'Dowd requested that a policy statement on nondiscrimination be adopted by the Board of Trustees. Whenever a question is raised regarding a policy statement, the University must refer to the fact that Oakland adopted all existing policies of Michigan State University as of the time of the creation of Oakland. It appears appropriate that Oakland University should have its own policy statement on nondiscrimination.

The following statement was submitted for adoption by the Board:

It shall be the policy of the Board of Trustees to provide equal opportunity to all students and employees and all other members of the Oakland University Community, regardless of race, color, religion, sex, age, national origin or ancestry. No discrimination shall be allowed in housing, employment, the academic program or any other activity supported or subject to approval by the University. No organization may exist on the Oakland University campus if it operates to discriminate against potential members on the basis of race, color, religion, sex, age, national origin or ancestry.

Mr. Lewis moved to approve the policy statement and Mrs. Adams seconded. Motion carried.

Approval of Resolution to Establish All Authority to Construct a Golf Course

In view of the generosity of a private donor, President O'Dowd recommended approval of the following resolution authorizing the construction of a golf course:

"RESOLVED,

That the proposal of the President to construct an 18-hole golf course and related facilities, the construction of which is to be financed entirely by private contributions, is hereby approved, and the President is authorized to contract for a 9-hole golf course and teaching complex immediately since funds are available and to contract for the second 9-hole course as private funds for this purpose become available."

Mr. Lewis moved to approve the resolution "with great pleasure." Mr. seconded the motion with appreciation to the donor. Motion carried.

Approval of Resolution for a Tribute for Mr. Robert M. Critchfield

President O'Dowd recommended approval of the following resolution as a tribute to the late Robert M. Critchfield:

Tribute Honoring Robert M. Critchfield

"The Board of Trustees of Oakland University expresses deep sorrow on the death of Robert M. Critchfield and extends its sympathy to his wife and children.

"The University is deeply grateful for the outstanding support and generous contributions of Mr. Critchfield over many years."

"Mr. Critchfield provided counsel and leadership as Chairman of the Steering Committee of the President's Club of the Oakland University Foundation. He was vitally concerned with many cultural programs at Oakland University and with the development of the School of Engineering.

"His enthusiasm and devotion will be missed by all members of the Oakland University community and the memory of his contributions to Oakland University will be cherished by all of us."

Mr. Smith moved to adopt the resolution and Mr. Saltzman seconded. Motion carried.

Mr. Saltzman moved to adjourn at 4:45 p.m. Mrs. Adams seconded.

John De Carlo, Secretary
Board of Trustees

Approved,

Otis M. Smith, Chairman
Board of Trustees

Date _____