Minutes of the Meeting
of the
Oakland University
Board of Trustees
January 28, 1976

The meeting was called to order by Mr. O'Dowd at 8:30 p.m. in Lounge II of the Oakland Center.

Present: Chairman Saltzman and Trustees Adams, Katke, Lewis and Schwartz

Announcement of Appointment of Mr. Richard Headlee to Board of Trustees

Mr. O'Dowd announced the appointment by Governor Milliken of Mr. Richard Headlee to the Oakland University Board of Trustees to complete the vacant term resulting from the resignation of Mr. Otis M. Smith. Mr. O'Dowd informed the Board that Mr. Headlee had attended a recent briefing meeting with members of the administrative staff. Mr. O'Dowd expressed pleasure at having Mr. Headlee on the Board and stated that he was looking forward to working with him in the months ahead.

Approval of Minutes of December 8, 1975

Mr. O'Dowd requested approval of the minutes for the meeting of December 8, 1975. Mrs. Adams offered a motion for approval of the minutes. Mr. Katke seconded the motion, and the minutes were approved as distributed.

Resignation of Mr. Leland W. Carr, Jr.

Mr. O'Dowd announced with regret the resignation from the Board of Trustees of Mr. Leland W. Carr, Jr. He read the following resolution honoring Mr. Carr:

> WHEREAS, the Board of Trustees accepts with deep regret the resignation of Trustee Leland W. Carr, Jr. who has served Oakland University with great distinction as a Trustee since August 11, 1970; and

WHEREAS, the Trustees and the entire University community are grateful to Trustee Carr for his devoted service and counsel which was instrumental in the creation of Michigan State University Oakland under the aegis of Michigan State University; and

WHEREAS, Trustee Carr has given personally of himself to enhance the development of the institution since 1956 never refusing to provide assistance when needed; and

WHEREAS, the Board recognizes that the great pressures of his professional responsibilities have forced him to resign; and

WHEREAS, the Board of Trustees expresses its hope that Trustee Carr will continue his personal association with Oakland University as far as he is able; now therefore be it

RESOLVED BY THE BOARD OF TRUSTEES OF OAKLAND UNIVERSITY, that Leland W. Carr, Jr. be designated as Trustee Emeritus with all the attendant rights and privileges of this position; and be it further

RESOLVED, that a copy of this resolution be forwarded to Mr. Carr to convey the esteem in which he is held by the University.

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

Approval of Personnel Actions

Mr. O'Dowd recommended approval of the following personnel actions:

Appointments

Farnham, Shera Moore, full-time Visiting Instructor in the Library, effective January 1, 1976 through December 31, 1976

Mortimer, David Albert, full-time 10-month Visiting Assistant Professor of Education, effective January 5, 1976 through April 23, 1976

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Changes of status

DeMont, Billie, from Associate Provost to Associate Provost and Director, Center for General and Career Studies, effective January 1, 1976

DuBruck, Alfred, Professor of French, extension of sick leave from October 15, 1975 through December 19, 1975 to October 15, 1975 through January 31, 1976

Ring, Daniel Frank, from Instructor in the Library to Assistant Professor of the Library, effective August 15, 1975

Leaves of absence

Christina, Robert, Assistant Professor of Education, sabbatical leave from January 3, 1977 through April 22, 1977

Doane, David P., Associate Professor of Economics and Management, sabbatical leave from January 5, 1976 through April 23, 1976

Feeman, George F., Mathematical Sciences Professor, leave of absence from August 15, 1976 through August 14, 1977

Genyea, Julien, Associate Professor of Chemistry, sabbatical leave from August 30, 1976 through December 17, 1976

Hammond, W. Dorsey, Associate Professor of Education, sabbatical leave from August 30, 1976 through December 17, 1976

Jordan, Melbourne, Assistant Professor of the Library and Acquisitio Librarian, Librarians' Professional Development Leave, from January 12, 1976 through March 26, 1976

Resignation

Brunk, Conrad G., Assistant Professor of Philosophy, effective August 14, 1976

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Recommendations from Employment Office

Campus and Student Affairs

Oakland Center/Book Center

Establish budget position #306, Trade Book Assistant, salary grade C-5, in lieu of position #306, Principal Clerk.

Student Services

Reclassify budget position #302, from Senior Department Secretary, salary grade C-5, to Administrative and Advising Assistant, salary grade C-7.

Reclassify budget position #304 from Department Secretary, salary grade C-3, to Advising Assistant, salary grade C-6.

Reclassify budget position #306 from Department Secretary, salary grade C-3, to Secretary and Records Coordinator, salary grade C-5.

Continuing Education

Reclassify budget position #6, Director, Public Relations and Marketing, AP-V, to Director, Specialized Programs, and Marketing and Public Relations, AP-VI.

Establish budget position #13, Promotion Assistant, AP-II.

Provost

Audio-Visual Center

Establish budget position #301, Audio-Visual Services Clerk, salary grade C-5, in lieu of budget position #301, Audio-Visual Technician.

Library

Establish budget position #24, Executive Director, Friends of Kresge Library, AP-III.

Reclassify budget position #309, from Division Secretary, Technical Services, salary grade C-4, to Secretary-Technical Services Division, salary grade C-5.

Teacher Education

Reclassify budget positions #303, 305, 306, 307 and 308, from Departmental Secretary, salary grade C-3, to Area Secretary-Teacher Training, salary grade C-5.

Mr. O'Dowd stated that he was aware that the Board was conscious of the budget implications of these actions and he assured them that the positions have been adequately covered by budgeted funds or funds which have become available by changes in assignment or resignation.

Mr. Saltzman moved to approve the personnel actions. Seconded by Mrs. Adams, the motion carried.

Acceptance of Gifts and Grants

Mr. O'Dowd recommended acceptance of the following gifts and grants and the Report on Stock Transactions:

I.	Grants in support of the Kenneth B. Covert, Jr. Memorial Student Loan Fund:	
	Miscellaneous Donors	$ 1,177.00
II.	Grant in support of Engineering Scholarship to be chosen by the Engineering Department:	
	The Bendix Corporation, Southfield	1,000.00
III.	Grant in support of the Matthew Lowry Memorial Fund:	
	Episcopal Churchwomen, Bloomfield Hills	1,000.00
IV.	Grant in support of the Short Term Loan Fund:	
	Oakland County Engineering Society, Pontiac	420.00
V.	Grant in support of the Warren Tope Memorial Fund:	
	Bertrand, Mr. & Mrs. Deane L,, Burgettstown, Pennsylvania	20.00

VI.	Grant in support of the Upperclass Alumni Scholarship Fund:	
	Rapoport, Mr. & Mrs. Bernard, Southfield	200.00
VII.	Grant in support of the William Stuart Watt Memorial Fund:	
	Watt, Patricia K., Birmingham	15.00
VIII.	Grants in support of the Annual Alumni Fund:	
	Chrysler Corporation Fund, Detroit, (Matching gifts from Miscellaneous Donors)	120.00
	Eaton Corporation World Headquarters, Cleveland, Ohio, (Matching gift of J. A. Royer)	25.00
	Honeywell Fund, Minneapolis, Minnesota, (Matching gift of Ronald Toles)	30.00
	Occidental Petroleum Corporation, Los Angeles, California, (Matching gift of Karl Arrington)	40.00
IX.	Grants in support of the 1975 Oakland University Annual Fund Drive:	
	Miscellaneous Donors	6,603.16
X.	Grants in support of the Meadow Brook Art Gallery:	
	Miscellaneous Donors	2,225.00
XI.	Grants in support of the Athletic Endowment Fund:	
	Athletic Club, Rochester	171.66
	Linington, Mr. & Mrs. Richard S., Rochester	100.00
XII.	Grants in support of the Oakland Collegium Musicum Benefit Concert:	
	Miscellaneous Donors	1,255.00

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XIII.	Grants in support of the School of Economics and Management:	
	First and Second Year Economics and Management Students, Grosse Pointe Farms	152.00
	Stedry, Professor Andrew, Rochester	500.00
	Yntema, Mr. & Mrs. Theodore O., Bloomfield Hills	8,762.50*
	Zolad, Mr. & Mrs. R. J., West Bloomfield	100.00
XIV.	Grants in support of the Golf Course and Teaching Complex:	
	Katke, Mr. & Mrs. Marvin L., Bloomfield Hills	8,600.00*
	Sowerwine, Mr. Stanley L., Waterford	100.00
XV.	Grants in support of the Isaac Jones Scholarship Fund - Payroll Deduction:	
	Miscellaneous Donors	546.00
XVI.	Grants in support of the Friends of Kresge Library:	
	Miscellaneous Donors	585.00
XVII.	Grants in support of the Friends of Kresge Library - Memorial Tributes:	
	Miscellaneous Donors	533.00
XVIII.	Grants in support of Meadow Brook Hall:	
	American Motors Coporation, Detroit (Matching gifts of Mr. Frank G. Armstrong and Mr. Lawrence H. Hyde)	60.00
	Armstrong, Mr. Frank G., West Bloomfield	30.00
	Borgesen, Mr. & Mrs. M. E., Southfield	100.00
	Bowers, Mr. & Mrs. John R., Grosse Pointe Farms	30.00
	Elges, Mr. George R., Detroit	25.00
	Fox, Mr. & Mrs. Joseph H., Rochester	25.00
	Graham, Mr. & Mrs. Graham J., Bloomfield Hills	50.00

*Stock Contribution

Handley, Mr. James C. B., Detroit	267.50
Havens, Mr. Dwight, Grosse Pointe Woods	25.00
Hyde, Mr. & Mrs. Lawrence, Jr., Bloomfield Hills	30.00
Iacocca, Mr. & Mrs. Lee, Bloomfield Hills	80.00
Jensen, Mr. & Mrs. Reuben R., Northville	50.00
McClure, Mr. & Mrs. Douglas T., Grosse Pointe Farms	25.00
Mott, Mrs. Ruth, Flint	25.00
Redline, Mr. John G., Ecorse	60.00
Rowan Foundation, Robert D., Birmingham	25.00
Small, Mr. Wesley R., Bloomfield Hills	30.00
Underwood, Mr. Arthur F., Rochester	100.00
Vining, Mr. & Mrs. Richard A., Birmingham	30.00
Worden, Mr. & Mrs. Mack W., Birmingham	25.00
Zaffern, Mr. & Mrs. Bernard, Oak Park	35.00

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

Bright, Mr. Rinehart S., Bloomfield Hills	500.00
Ford Motor Company Fund, Dearborn, (Matching gifts of Miscellaneous Donors)	250.00
Gamble, Mr. David L., Harper Woods	901.30*
Lyon Foundation, Inc., The, Attention: Mr. & Mrs. John S. Judd, Bloomfield Hills	1,000.00
Riccardo, Mr. & Mrs. John J., Birmingham	500.00

XX. Grants in support of the Meadow Brook Music Festival/ Meadow Brook Theatre:

Ford Motor Company Fund, Dearborn, (Matching gift of Miscellaneous Donors)	1,010.00
George, Mr. & Mrs. Edwin O., Birmingham	1,000.00
Townsend, Mr. & Mrs. Lynn A., Bloomfield Hills	250.00

XXI. Grants in support of the Oakland University Foundation:

Bachman, Mr. William B., Bloomfield Hills	1,084.50*
Bixby Foundation, The, Mr. & Mrs. H.G. Bixby, Detroit	1,000.00
Borus, Mr. & Mrs. Edward T., Mt. Clemens	1,000.00
Cole, Mr. Louis H., Pontiac	1,000.00
Colombo, Mr. Frederick, Birmingham	1,000.00
Doig, Mr. & Mrs. George, Bloomfield Hills	1,000.00
Fill Foundation, The Dr. Leon, Detroit	1,000.00

*Stock Contribution

Gornick, Mr. Alan L., Bloomfield Hills	1,000.00
Gossett, Ms. Elizabeth H., Bloomfield Hills	1,000.00
Hawkins, Mr. & Mrs. Ben R., Pontiac	1,000.00
Johnson, Mr. & Mrs. Henry C., Bloomfield Hills	1,000.00*
Larson, Dr. & Mrs. A. R., Bloomfield Hills	1,000.00
Lewis, Mr. & Mrs. Leonard T., Bloomfield Hills	952.38*
Mealey, Mr. Norman F., Detroit	1,000.00
Meek, Mr. & Mrs. Phillip J., Orchard Lake	250.00
Powers, Mr. Howard O., Pontiac	8,000.00
Price, Mr. Henry D., West Bloomfield	100.00
Rose, Mr. Irving, Southfield	2,000.00
Schwartz Foundation, The Alan E. and Marianne S., Detroit	1,000.00
Tennyson Chevrolet, Inc., Attention Mr. Harry Tennyson, Livonia	1,000.00
Van Lennep, Mr. John F., Detroit	10,000.00
Warner, Mr. & Mrs. Harold G., Bloomfield Hills	1,000.00
Wenger Foundation, Inc., Henry E. and Consuelo S., Ft. Lauderdale, Florida	2,000.00

XXII. Grant in support of the Political Science Department:

Bastian, Mr. & Mrs. Douglas R., Lake Orion	10.00

XXIII. Grants in support of the President's Discretionary Gift Fund:

Brown, Mr. Maurice F., Rochester	100.00
Cooper, Mr. & Mrs. Morris R., Rochester	50.00
Cousins, Mrs. Howard, Bloomfield Hills	500.00*
De Carlo, Mr. & Mrs. John, Bloomfield Hills	200.00
Hasegawa, Mr. & Mrs. Carl M., Troy	100.00
Lyon Foundation, Inc., The, Attention: Mr. & Mrs. John S. Judd, Bloomfield Hills	1,000.00
Weston, Mr. & Mrs. Norman B., Birmingham	750.00
Wilson, Mr. & Mrs. Arthur B.D., Northville	100.00

XXIV. Grant in support of the Department of Psychology:

Zepelin, Mr. Harold, Rochester	100.00

*Stock Contribution

**Transfer of a gift of 20 shares of McLouth Steel stock from its original designation for a chapel fund. The donor approved the transfer to the Discretionary Gift Fund.

XXV.	Grant in support of the William G. Shaw Charitable Trust:	
	Shaw Charitable Trust, The William G., Detroit	110.00
XXVI.	Grants in support of the Student Life Discretionary Gift Fund:	
	Andreas, Ms. Rosalind, Rochester	32.00
	Marshall, Mr. & Mrs. William K., Rochester	250.00
	Nicosia, Mr. Patrick, Rochester	75.00
XXVII.	Grant in support of the Students for the Village:	
	Nicosia, Mr. Patrick, Rochester	100.00
XXVIII.	Grants in support of the Tribute Fund during 1975:	
	Miscellaneous Donors	130.00
XXIX.	Grant in support of Varner Recital Hall:	
	Bunger, Mr. Robert H., Royal Oak	100.00
XXX.	Grants in support of Departments, Staff, Schools, and Colleges:	
	Oakland County Library Board, Pontiac, under the direction of Dean Robert Gaylor of the Kresge Library, to be used in support of the Oakland County Reference Hot Line Program for 1976. Period of Performance: January 1, 1976 to December 31, 1976.	28,600.00
	Michigan Council for the Arts, Detroit, under the direction of Dr. Kiichi Usui of the Meadow Brook Art Gallery, to be used in support of the program entitled "Pre-Columbian Americans." Period of Performance: January 1, 1976 to May 31, 1976.	1,000.00

Michigan Council for the Arts, Detroit, under the direction of Mr. Robert Dearth of the Meadow Brook Festival, to be used in support of the "Theatre Touring Project for 1976." Period of Performance: July 1, 1975 to June 30, 1976. 80,000.00

Michigan Council for the Arts, Detroit, under the direction of Mr. Robert Dearth of the Meadow Brook Festival, to be used in support of the Dance Touring Residency Program of the Pennsylvania Ballet. Period of Performance: July 1, 1975 to June 30, 1976. 6,028.00

Michigan Council for the Arts, Detroit, under the direction of Mr. David Robert Kanter of the Meadow Brook Theatre, to be used in support of the "Bicentennial Production." Period of Performance: September 1, 1975 to August 31, 1976. 8,300.00

Michigan Council for the Arts, Detroit, under the direction of Mr. Harold McKinney of the Music Department, to be used in support of the premiere performance of a new sonata entitled "Creative Profile Productions." Period of Performance: November 1, 1975 to October 31, 1976. 870.00

Michigan Council for the Arts, Detroit, under the direction of Carol Halsted of the Physical Education Department, to be used in support of the program entitled the Nonce Dance Ensemble. Period of Performance: September 1, 1975 to December 31, 1975. 1,000.00

XXXI. A gift of a Bell & Howell 16 mm Sound Projector, Model #1552B, Serial #4339123 to the English Department to be used in departmental classes from Mr. Joseph DeMent, Rochester. Estimated value 650.00

Total Gifts $210,361.00

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REPORT ON STOCK TRANSACTIONS

	Date Received	Date of Sale	Proceeds	Net Proceeds	Comm. & Taxes
Mr. William B. Bachman	11/24/75	12/11/75	1,046.25	1,014.19	32.06
18 shares of Minnesota Mining and Mfg. Co. to the OU Foundation on November 24, 1975; value of stock at date of gift was 60 1/4 ($1,084.50). Net proceeds at date of sale on December 11, 1975 were $1,014.19.					
Mr. David L. Gamble	12/15/75	12/16/75	906.25	876.90	29.35
10 shares of Procter & Gamble to the Meadow Brook Music Festival on December 15, 1975; value of stock at date of gift was 90 1/8 ($901.30). Net proceeds at date of sale December 16, 1975 were $876.90.					
Mr. & Mrs. Henry C. Johnson	12/17/75				
50 shares of The One William Street Fund Inc. in support of the OU Foundation on December 17, 1975; value of stock at date of gift was $13.21 ($660.50).					

Note: To date, we have not received confirmation of the sale.

Check in the amount of of $339.50 was also received from Mr. & Mrs. Henry C. Johnson.

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	Date Received	Date of Sale	Proceeds	Net Proceeds	Comm. & Taxes
Mr. & Mrs. Marvin L. Katke	12/12/75	12/12/75	8,600.00	8,449.32	150.68
200 shares of Ford Motor in support of the golf course and teaching complex development; value of stock at date of gift December 12, 1975 was $43 ($8,600). Net proceeds at date of sale December 12, 1975 were $8,449.32.					
Mr. & Mrs. Leonard T. Lewis	12/31/75	12/31/75	952.38	923.15	29.23
19 shares of J. C. Penny Stock to the OU Foundation on December 31, 1975; value of stock at date of gift was 50 1/8 ($952.38). Net proceeds at date of sale December 31, 1975					
Mr. & Mrs. Theodore O. Yntema	12/22/75				
200 shares of Ford Motor Company to the School of Economics and Management on December 22, 1975; value of stock at date of gift was $43.81 ($8,762.50).					

Note: The stock certificate is now in the Oakland University safe. The sale of the stock is left to the discretion of the Dean of the School of Economics and Management.

Mr. O'Dowd noted item IX covering the grants in support of the 1975 Oakland University Annual Fund Drive conducted for the first time this year among faculty and staff members. The total amount collected was in excess of $8,000 and part of that amount is reflected in the list presented at this meeting. Additional funds had been reported earlier. Mr. O'Dowd expressed the opinion that the drive was very successful. The second drive will be conducted in April.

Mr. O'Dowd recognized with gratitude a number of individual donations among which were the gifts of Professor Theodore Yntema, Trustee and Mrs. Marvin Katke, and Trustee and Mrs. Alan Schwartz.

It was moved by Mr. Lewis that the gifts and grants be accepted with gratitude. Mrs. Adams seconded the motion.

Mrs. Adams inquired about the "Theatre Touring Project for 1976."

Mr. O'Dowd explained that it was a grant from the Legislature to the Michigan Council for the Arts for a state-wide touring program of one Theatre production. "Born Yesterday," the March production, will be on tour at the completion of its run at the Meadow Brook Theatre. This is the second year of this touring program funded by the State.

Mrs. Adams inquired about the grant to be used in support of the Dance Touring Program.

Mr. O'Dowd stated that it was partial funding for the Pennsylvania Ballet which will appear at the Meadow Brook Music Festival.

Mr. O'Dowd added that included in the gifts is a Michigan Council for the Arts grant to be used in support of a "Bicentennial Production" in the Meadow Brook Theatre which will be an original musical play.

Mr. Katke inquired about the administrative processing of small donations to memorial funds such as the gifts to the Tope Fund. He also asked if there were restrictions placed on these accounts.

Mr. O'Dowd responded that restrictions are generally placed on such funds by the family when the memorial fund is established. The Financial Aid Office is responsible for administering these funds and guidelines have been established to avoid the creation of inadequately financed memorials. He added that the Tope Memorial Fund has in excess of $3,000 and the present gift will be added to this account.

The motion to accept the gifts and grants with gratitude was voted upon and carried.

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Approval of Recommendation that Visiting Professorial Titles No Longer Require Board Approval

Mr. O'Dowd requested that "visiting" professorial titles no longer require Board approval in view of changes in appointment procedures enacted in the 1975-76 faculty agreement. He asked Mr. Obear to comment on this recommendation.

Mr. Obear reported that the University was now required to use the "visiting" designation for all nontenure-track, temporary, and part-time appointees. Such appointees are outside the bargaining unit and are not covered by the faculty contract. Because a large number of individuals, frequently with short-term commitments to the University, are included in the "visiting" category, he said it seemed appropriate to eliminate their appointments from the Board agenda. He added that all recommendations concerning full-time, tenure-track faculty appointments would continue to be presented to the Board.

Mr. Katke inquired whether or not omitting the "visiting" appointees from the agenda was advantageous.

Mr. Obear replied that there were several advantages. The recommende procedure would avoid "cluttering up" the Board agenda with a great number of temporary appointments and enable his department to make an appointment and place faculty on the payroll quickly. It would also avoid the situation of the Board having to act retroactively on emergency appointments made prior to a Board meeting to meet enrollment demands.

Mr. Katke expressed concern that these appointments would be within the budget.

Mr. Obear and Mr. Swanson assured him that the appointments would be within the approved budget.

Mr. Katke moved for approval of the recommendation on the condition of strict budget control. Mrs. Adams seconded the motion and it carried.

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Reports from Board of Trustees Audit Committee

Mr. O'Dowd asked Mr. Schwartz to present the report of the Audit Committee.

Mr. Schwartz reported that Mr. Katke and he comprised the Audit Committee and that Arthur Andersen & Company were the independent public accountants auditing the affairs of the University. He introduced the two representatives from Arthur Andersen & Company present at the meeting, Mr. Stanley Gilbertson and Mr. Michael O'Donnell.

Mr. Schwartz reported that the Audit Committee had met both together with management and the accountants and also separately with each.

He stated that he was happy to advise the Board that the auditors had given the University a clean certificate. Arthur Andersen & Company also reported to the Audit Committee that the recommendations made last year were responded to in a cooperative and agreeable fashion. The internal controls had been reviewed and were deemed to be adequate for the purpose designed.

Mr. Schwartz reported that a vacancy had occurred on the Controller's staff and would be filled on a more senior level to strengthen the internal audit function. A method of reporting by the internal auditor to the President and the Board of Trustees will also be established as a result of the report from Arthur Andersen & Company.

Mr. Schwartz indicated that the Audit Committee had been assured by Arthur Andersen & Company that management has been cooperative in working with them. They have not resisted change or other suggestions. Therefore, he stated that it is the Board Audit Committee's conviction that the affairs of the University have been handled well internally as evidenced by the auditing organization.

The second report given by Mr. Schwartz indicated that the Audit Committee had also reviewed the competency and adequacy of the Arthur Anderson & Company auditing firm and found them to perform professionally with enthusiasm and interest. He stated that they had made fine contributions and worked well with the University. Based upon these observations, the Audit Committee recommended that Arthur Andersen & Company be retained for anoth year under the same financial arrangement.

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Mr. Katke seconded the motion to engage Arthur Andersen & Company for next year and called upon the auditors to make any comments they wished before a vote was taken.

Mr. Gilbertson addressed the Board and stated that they appreciated the comments made by Mr. Schwartz and that they value Oakland University as a client.

The motion to reappoint Arthur Andersen & Company as the University auditors for the 75-76 year was voted upon and carried.

Mr. Katke moved to accept the report of the auditing firm and the Board Audit Committee. The motion was seconded by Mrs. Adams and carried.

Mr. O'Dowd thanked the Audit Committee for their exhaustive examination of the audit and stated that he was pleased with the good report.

University Senate Constitution

Mr. O'Dowd stated that the report on the Oakland University Senate Constitution has been under examination by the Board. He then called upon Mr. Saltzman.

Mr. Saltzman reported that he planned to appoint a special committee of the Board to meet with the Steering Committee of the Senate to communicate the Board's interests and concerns regarding the proposed Senate Constitution. He hoped to have this accomplished before the next Board meeting.

It was moved by Mr. Saltzman and seconded by Mr. Katke that the meeting be adjourned. The motion carried and the meeting adjourned at 9:05 p.m.

Approved,

_____
John De Carlo, Secretary
Board of Trustees

_____
Arthur W. Saltzman, Chairman
Board of Trustees

_____
Date