

**Minutes of the Meeting
of the
Oakland University Board of Trustees
July 29, 1999**

Present: Chairperson David J. Doyle; Vice Chairperson Ann V. Nicholson; Trustees Henry Baskin, Robert N. Cooper, David T. Fischer, and Rex E. Schlaybaugh, Jr.

Absent: Trustee Louis Grech-Curnbo

Also Present: President Gary D. Russi; Vice Presidents David S. Disend, Louis Esposito, and Lynne C. Schaefer; General Counsel & Secretary to the Board of Trustees Susan Gerrits; Student Liaisons Amy N. Block and Bonefacio F. Delarosa; and Administrative Assistant Rhonda G. Saunders

I. Call to Order

Chairperson David J. Doyle called the meeting to order at 2:15 p.m. in the Oakland Room of the Oakland Center.

II. President's Report

President Gary D. Russi reported the following information:

- Ms. Karen Lloyd and Mr. Glen Wasik were recognized as the June and July Employees of the Month respectively.
- Ms. Maggie Allesee was recognized for her \$1 million donation to the School of Nursing to establish an endowed faculty chair in geriatric and rehabilitation nursing.

Chairperson Doyle thanked President Russi for his report. On behalf of the Board of Trustees, he thanked Ms. Allesee for her long-standing generosity and support to Oakland University.

III. Reports

A. Report on Administrative Computing Implementation and Technology Performance

Dr. Louis Esposito, Vice President for Academic Affairs, called on Mr. Ronald Cigna, Vice Provost for Information Technology, to present a report on the administrative computing implementation and technology performance. (A copy of the power point presentation is on file in the Board of Trustees Office.)

Mr. Cigna reported on the progress of the Oakland University technology initiatives to upgrade the campus network (OUNet), implement SCT Banner 2000, and improve student services. He noted that the OUNet goals were to provide ultra high speed network backbone, universal access to high speed network, data voice and video capability, and to fortify the network security. The need for a high speed backbone increases expectations for instantaneous responses and changes the nature of the traffic that passes through the network. Mr. Cigna stated that the university met these goals by completing the high speed network design, developing hardware specifications, and designing the network with combined data, voice and video capacity.

Mr. Cigna stated that out of the \$4.5 million Banner budget for 1996-2001, the projected spending through June 30, 2000, is approximately \$4.3 million, leaving a balance of \$200,000 for FY 2000-2001. In summary, Mr. Cigna stated that the project is progressing well. Although the learning curve continues to be high, campus personnel are meeting the challenges of the new Banner system. He added that this is one of the most ambitious schedules and successful implementations that he has ever experienced.

Trustee Henry Baskin asked if the \$198,524 budget-for 2000-2001 is on target and whether it will be sufficient to cover expenses for that year. Mr. Cigna replied that so far the budget is sufficient for what the university plans to accomplish with the project.

Trustee David T. Fischer congratulated Mr. Cigna and all other university personnel involved in the development and implementation of this project.

Chairperson Doyle thanked Mr. Cigna for his report.

B. Report on Implementation of Revised Hiring Process Resulting from Human Resources Process Redesign Project

Ms. Lynne C. Schaefer, Vice President for Finance and Administration, stated that the Board binders include a report on the implementation of the Hiring Process Redesign Project that was conducted in 1996 through 1997. Ms. Schaefer noted that Ms. Gail A. Ryckman, Manager of Employment, was part of the driving force behind the initial effort and that she is responsible for implementing the project. Ms. Schaefer called on Ms. Ryckman to present a report on the actions and results of the project. (A copy of the power point presentation is on file in the Board of Trustees Office.)

Ms. Ryckman stated that approximately 2 ½ years ago, 13 employees from various departments were asked to serve on a team to review and redesign the non-faculty hiring process. She highlighted hiring process issues, related actions, results, and budgetary implications. Among the hiring process issues addressed are the following:

- **Elimination of Approvals on Personnel Action Forms**

Ms. Ryckman stated that one of the issues identified was the length of time involved in obtaining approvals on routine personnel transactions. Securing all of the signatures often caused delays and backtracking to determine the whereabouts of the personnel action form. As a result, the number of approvals were reduced to two – the immediate supervisor and the next level supervisor. This empowered and made supervisors responsible for personnel transactions such as temporary hiring, terminations, changes of status which do not involve reclassifications, and hiring for existing budgeted positions. Ms. Ryckman noted that with this action, the routing time is reduced from 1 ½ weeks to less than 1 week. There were approximately 1,800 personnel transactions last year. The reduction in the number of approvals has resulted in an estimated savings of \$7,000 per year.

- **Keeping Applicants Informed**

Ms. Ryckman reported that it was not uncommon to hear an applicant comment that they applied for a job at Oakland University and never heard a word about their application, which caused a serious communication breakdown. Also, all applicants who were deemed qualified from their resumes were sent an application form. This process was very costly and the return rate was very low. In September 1997, the "Job Hotline" was reconfigured to include the position status. In April 1998, applicants began receiving acknowledgment letters on each and every resume received. Included with

this letter was a list of facts about the hiring process and an Affirmative Action data collection sheet. Ms. Ryckman noted that the process of mailing applications to everyone was discontinued, and they are now only mailed to candidates that are interviewed. In July of last year the FAQ or Frequently Asked Questions brochure was completed, and it is mailed along with the acknowledgment letters. The Employee Relations Department web page was also developed in March. It offers recruitment potential beyond normal advertising by reaching out-of-state applicants. The results of these efforts are that applicants are better informed about the hiring process and they are able to reach the Employment Office quickly via fax, web, and e-mail. Recruitment sources have increased, responses are quicker, and feedback is very positive. There has been a net increase of \$4,500 per year as a result of these improvements to communication.

- **Applicant Data Information**

Ms. Ryckman stated that before redesigning the hiring process, Affirmative Action data was not available until three to four weeks into the recruitment process. The supervisors were often ready to interview and no EEO data was available to support the applicants' files. The Applicant Data Form is now sent with the acknowledgment letter, increasing the response rate. The cost of these implications are included in the previous total.

- **Hiring Supervisor Orientation**

Ms. Ryckman reported that the hiring orientations with the Employment Office and the Office of University Diversity and Compliance have been enhanced to include "front-end" loading. Supervisors are encouraged to place ads and do their networking right away. The two offices meet on a weekly basis to review the status of positions and to move supervisors along in the process. There are no costs associated with these efforts.

- **Selection Committees**

Ms. Ryckman stated that another step taken to educate staff on the hiring process is to encourage supervisors to include their selection committee members in the informational orientation meetings with the Employment Office and the Office of University Diversity and Compliance. There are no costs associated with this improvement.

- **Applicant Tracking System**

Ms. Ryckman commented that the Applicant Tracking system (ATS) has been the greatest implementation challenge for the Employment Office. Due to difficulties experienced with the Banner applicant tracking module, an ATS Access database was developed from scratch to handle data collection, generate letters, and track recruitment. The ATS also assists in providing Affirmative Action data for EEO reporting and compliance. This system was implemented with no additional costs beyond staff time.

- **Temporary Employment**

Ms. Ryckman stated that improvements to the temporary hiring process are still a work in progress. With the unemployment rate so low, there are less people interested in filling in for jobs. Using a staffing agency helps, but tracking the assignments is much more difficult. If an applicant is interested in working in a temporary assignment, it is recorded in the ATS database. Ms. Ryckman noted that this is helpful, but it is not the only solution as the number of applicants interested is very low. Departments are now required to place their own orders with the agencies, and the data transactions are tracked and monitored. The results are marginally successful and modifications are still necessary as the university continues to develop this initiative. The overall cost is pending future developments.

- **Oath Cards**

Ms. Ryckman stated that the oath cards were derived from a 1950's law stating that employees of the State of Michigan must sign an allegiance agreeing to uphold the Constitution. A survey of other Michigan institutions shows that 77% of those who responded are still collecting and retaining the employee oath cards. Oakland University will continue to collect and retain them to remain "legal," since the process is not that time consuming. The overall costs have remained unchanged.

- **Future Goals**

Ms. Ryckman noted that the future goals for the coming year include a reiteration of the authorization changes on the personnel action forms; the creation of a hiring guide for supervisors; the enhancement of the temporary staffing process; and the implementation of Phase II of the ATS.

In summary, Ms. Ryckman commented that as a result of these initiatives, the Employment Office staff is working smarter and more efficiently, and customer service is improved. She thanked and recognized the Hiring Process Redesign team members for their efforts in developing this project.

Chairperson Doyle thanked Ms. Ryckman for her report.

IV. Roll Call

Ms. Susan Gerrits, General Counsel & Secretary to the Board of Trustees, conducted a roll call vote. All of the seven Board members were present except Trustee Louis Grech-Cumbo.

V. Action Items

A. Consent Agenda

Chairperson Doyle presented the following recommendations:

1. Approval of the Minutes of the Meeting of June 8, 1999

2. Ratification of Telephone Vote to Approve Consulting Services for Multi-Purpose Complex Project Phase 2

On July 15, 1999, Trustees Doyle, Cooper, Fischer, Grech-Cumbo, and Schlaybaugh met by telephone to discuss a proposal to authorize the Vice President for Finance and Administration to enter into a contract with SG/EYKL to complete Phase 2 of the Multi-Purpose Complex Project. Phase 2 consists of the following proposed components:

1. Finalize Land and Building Program
2. Complete preliminary master plan for project
3. Estimate total development budget and schedule
4. Complete a finance model and sensitivity analysis
5. Analyze tax implications
6. Evaluate alternative ownership, investment, public/private finance, development and operation scenarios for OU
7. Prepare developer Request for Proposal (RFP)

The following modifications were included in the Phase 2 components:

1. Tie Phase 2 work into ongoing masterplan development
2. Proceed with items 1-6
3. Hold on item 7
4. Split the budget into two projects, one for items 1-6 and one for item 7
5. Fully detail the benefit to OU in item 6

The Board approved the following recommendation by telephone vote:

RESOLVED, that the Vice President for Finance and Administration be authorized to enter into a contract with SG/EYKL to complete Phase 2 consulting services with relation to the conference center and hotel component of the Multi-Purpose Complex project at a cost not to exceed \$115,000; and, be it further

RESOLVED, that the Board agree with the project development team to not continue to pursue an agreement with the Palace Entertainment Group to construct a Performing Arts Center on campus; and, be it further

RESOLVED, that the Board agree to continue to explore the possibility of constructing an ice arena on campus.

3. Approval of University Personnel Actions

Reappointments (with Tenure)

Assistant Professors eligible for early promotion to the rank of associate professor, effective August 15, 1999:

James F. Cipielewski	Reading and Language Arts	Reemploy and Promote
Yang Xia	Physics	Reemploy and Promote

Assistant Professors eligible for promotion to the rank of associate professor, effective August 15, 1999:

Kay Keyu Li	Mechanical Engineering	Reemploy and Promote
Emmett N. Lombard	Political Science	Do not Reemploy*

Karen A.J. Miller History Reemploy and Promote

Ananda Sen Mathematical Sciences Reemploy and Promote

*Termination effective August 14, 2000

Associate Professor eligible for reemployment with tenure, effective August 15, 1999:

Robert S. Fink Counseling Reemploy and Promote

James Quinn Human Resource Development Reemploy and Promote

Reappointments (Probationary) - Effective August 15, 2000, through August 14, 2002:

Assistant Professors eligible for reemployment to second, two-year probationary terms as assistant professor:

Robert F. Anderson English Reemploy

Sara E. Chapman History Reemploy

Arik Dvir Biological Sciences Reemploy

Ken Elder Physics Reemploy

Anne L. Hitt Biological Sciences Reemploy

Victoria Y. Junior Counseling Reemploy

John F. Kelly Political Science Reemploy

Madelyn J. Kissock Linguistics Reemploy

Tamara Machmut-Jhashi Art History Reemploy

Duane H. Moore Curriculum, Instruction
and Leadership Reemploy

Lynetta M. Mosby Sociology Reemploy

Sarah E. Newton Nursing Reemploy

Linda M. Pavonetti	Reading and Language Arts	Reemploy
Raquel Lucia Perez-Schreier	Counseling	Reemploy
Kathleen A. Pfeiffer	English	Reemploy
Sarah C. Ramalingham	Mechanical Engineering	Reemploy
John V. Seeley	Chemistry	Reemploy
Srinarayan Sharma	Management Information	Reemploy
Jill Helen Zeilstra-Ryalls	Biological Sciences	Reemploy

Assistant Professors eligible for reemployment to a final, two-year probationary term as assistant professor:

Eddie Cheng	Mathematical Sciences	Reemploy
Elizabeth A. Cron	Counseling	Reemploy
Todd A. Estes	History	Reemploy
Hyung-Ju A. Park	Mathematical Sciences	Reemploy
Gautam B. Singh	Computer Science and Engineering	Reemploy

Instructor eligible for reemployment to a second, two-year probationary term as assistant professor:

Greg M. Cunningham	Music	Reemploy and Promote
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New Appointments

Pritamani, Mahesh, Assistant Professor in Business Administration, effective August 15, 1999 (\$82,500) (New appointment filling a vacant authorized position)

Administrative Appointments

Department Chairs - Effective August 15, 1999, through August 14, 2002:

<u>Department</u>	<u>Chair</u>	<u>Term</u>
Beverly K. Berger	Physics	2nd
Barbara U. Mabee	Modern Languages and Literatures	1st
Anandi P. Sahu	Economics	1st
Janice G. Schimmelman	Art and Art History	3rd
Robert M. Schwartz	Reading and Language Arts	2nd
Gary Shepherd	Sociology and Anthropology	2nd

Emeriti Appointments

David, Indra, Professor Emerita, University Library, effective August 3, 1999.

Change of Status

Speer, Justine J., from Dean of the School of Nursing and Professor of Nursing, to Professor of Nursing (\$94,760), in accordance with the Agreement between Dr. Justine J. Speer and Oakland University, effective January 1, 2000.

Tracy, Ronald, Acting Chairperson, Department of Economics, effective August 15, 1999, through December 31, 1999.

4. Approval of Degree Candidates List Dated April 28, 1999

5. Recommendation to Accept Gifts to Oakland University and the Oakland University Foundation for the Periods of May 1 through May 31, 1999, and June 1 through June 30, 1999, and to Accept Grants and Contracts to Oakland University for the Period June 1999

6. Approval of Meadow Brook Subdivision Financing Guarantee

Trustee David T. Fischer, seconded by Trustee Ann V. Nicholson, moved approval of the consent agenda.

Trustee Fischer acknowledged Ms. Allesee's additional donations to the Women's Golf, Meadow Brook Theatre, and Department of Music, Theatre, and Dance as listed under the May 1999 Gifts Report.

The motion was unanimously approved by those present.

B. Approval of Honorary Degree to Mrs. Rosa Parks

On behalf of the Investment and Finance Advisory Committee (IFAC), Trustee Schlaybaugh stated that pursuant to the Board of Trustees Bylaws, the trustees may bestow honorary degrees in recognition of distinguished accomplishment and service within the scope of the arts, sciences, professions, and public service. The awarding of the degree reaffirms Oakland University's scholarly, creative, and humanitarian values and ties the institution to the community at large. Trustee Schlaybaugh stated that during her lifetime Mrs. Rosa Parks has been honored as the "First Lady of Civil Rights" and the "Mother of the Freedom Movement." With her arrest in December 1955 for refusing to give up her seat on a bus to a white man, Mrs. Parks ignited one of the most significant social movements in the history of the United States. By this action she set in motion the civil rights movement, which ultimately led to the Civil Rights Act of 1964. Her lifetime efforts on behalf of racial harmony and her stand for civil rights are exemplary. This year Mrs. Parks was honored with the Congressional Gold Medal of Honor, the highest honor that the United States Government can bestow on an individual. She has also received the Presidential Medal of Freedom, the Nation's highest civilian honor; the Springarm Award, the NAACP's highest honor for civil rights contributions; and the first International Freedom Conductor Award from the National Underground Railroad Freedom Center. Trustee Schlaybaugh stated that he is pleased to recommend that Mrs. Rosa Parks be granted an Oakland University honorary degree of Doctor of Letters based on her national distinction and her outstanding contribution to the advancement of civil rights.

Trustee Schlaybaugh submitted the following resolution to the Board for approval:

RESOLVED, that the Board of Trustees authorizes the awarding of the honorary degree of Doctor of Letters to Mrs. Rosa Parks at the May 6, 2000, Commencement ceremony.

Trustee Robert N. Cooper seconded the motion for approval of the recommendation. The motion was unanimously approved by those present.

Proposed Revisions

Trustee Schlaybaugh stated that the Board approved the FY 1999-2000 General Fund Budget at the June 8, 1999, meeting based on a budget assumption of an 8.1% increase, recognizing that the legislature had not yet finalized the higher education appropriations bill. The base state appropriations has been finalized and signed by the Governor for an additional .5% or \$234,237. The budget revision requests that the Board allocate the additional base funding to increase the base budget expenditure for Oakland University-sponsored student financial aid. Trustee Schlaybaugh noted that the IFAC concurred with the recommendation, which is consistent with the spirit of the Board's directives to allocate excess revenues back to benefit the students.

Trustee Schlaybaugh submitted the following resolution to the Board for approval:

WHEREAS, the state appropriation has been approved for an amount greater than originally estimated in the 1999 - 2000 General Fund Budget; and

WHEREAS, the administration proposes to allocate these additional funds to Oakland University-sponsored student financial aid; now, therefore, be it

RESOLVED, that the Board of Trustees approve the Revised FY 1999 - 2000 General Fund Budget at an expenditure level of \$101,345,459 and approved encumbrances and carry forwards from the June 30, 1999, fund balances, an increase of \$234,237 from the original \$101,111,222 approved amount.

Trustee Cooper seconded the motion to approve the recommendation.

Chairperson Doyle called on Mr. Robert Filer, Student Congress Vice President, who had requested to address the Board on this issue. During his comments, Mr. Filer encouraged the Board to allocate the additional base state appropriations to reduce tuition.

Chairperson Doyle thanked Mr. Filer for his comments.

Trustee Baskin stated that although Mr. Filer's remarks are well-taken, it is his belief that assisting students who are unable to complete their education without financial aid is seemingly more important than the de minimus amount that the students would receive from the additional .5% state allocation through tuition reduction. He considered this action as a contribution on the students' part to help those who cannot afford to continue

their education.

The motion was unanimously approved by those present.

D. Approval of Ancillary Activities Operating Budgets for Fiscal Years Ending June 30, 2000, 2001 and 2002

Trustee Schlaybaugh stated that each of the 11 ancillary activities budgets were presented at the July 12, 1999, IFAC meeting. As a result of that discussion, Ms. Schaefer outlined various improvements in the budget process that will be incorporated in next year's presentation. In summary, Trustee Schlaybaugh noted that the activities are either partially or completely self-supporting. He stressed that the long-term goal is that they will all be completely self-supporting. Trustee Schlaybaugh stated that for FY 1999-2000, the ancillary activities budgets include total expenditures of \$22.7 million, an increase of 7.4% over the projected actual expenditures in 1998-99, and total revenue of \$23 million. In addition, fee or rate increases are proposed for University Housing, Meadow Brook Health Enhancement Institute, and Lowry Early Childhood Center. The general fund support for Meadow Brook Theatre is included in the budget for fiscal year 2000, the third year of the Board approved three-year plan of declining support. Subsequent theatre budgets do not include any further direct support from the general fund. Trustee Schlaybaugh added that the university general fund support for the Meadow Brook Art Gallery is also reduced from its current level in each of the next three years.

Trustee Schlaybaugh submitted the following resolution to the Board for approval:

RESOLVED, that the Board of Trustees approves the Budgets for University Housing, Meadow Brook Art Gallery, Meadow Brook Hall, Meadow Brook Health Enhancement Institute, Meadow Brook Music Festival, Meadow Brook Theatre, Graham Health Center, Lowry Early Childhood Center, Oakland Center, Campus Recreation, and Intercollegiate Athletics for the years ending June 30, 2000, June 30, 2001 and June 30, 2002, with expenditures not to exceed the amounts on Appendix 1 respectively, for each year except as next set forth; and, be it further

RESOLVED, that any expenditure level in excess of the approved amount that is not funded by a direct revenue increase must have the prior approval of the President or his designee and these amounts shall be reported on a periodic

basis to the Board of Trustees.

(A copy of Appendix 1 is on file in the Board of Trustees Office.)

Trustee Fischer seconded the motion to approve the recommendation. The motion was unanimously approved by those present.

Trustee Schlaybaugh asked Ms. Schaefer to discuss the enhanced reporting system and commonality of budgeting that was discussed at the IFAC meeting. Ms. Schaefer stated that, since each of the 11 budgets were submitted in slightly different format and terminology, a common format will be established for them commencing next year. Some additional performance information will be included in the reports to assist the Board in assessing how well these organizations are functioning financially and administratively. Ms. Schaefer added that specific improvements for depreciation expense or recognition of facility replacement, repair and maintenance costs were also discussed, along with specific issues related to the Meadow Brook Health Enhancement Institute, the Meadow Brook Theatre, the Meadow Brook Music Festival, and the Lowry Early Childhood Center. She added that an in-depth study is to be conducted to determine the appropriate management charges or fees for each of the ancillary activities.

E. Request to Authorize a Contract with Brainpower S.A.L. - Executive MBA in Beirut, Lebanon

Dr. Esposito stated that on May 6, 1999, Oakland University's Board of Trustees approved the establishment of an Executive MBA in Beirut, Lebanon. The university now wishes to contract with brainpower S.A.L. of Beirut, Lebanon to provide marketing and logistical support for the program. Under the proposed agreement brainpower would advertise the program, provide teaching space, furniture, audio-visual equipment, and computers with licensed software; and provide a variety of liaison services. The agreement would cover services to be provided for the first Executive MBA class for the period January 2000 though August 2001. Since the contract amount exceeds the Board's blanket delegation of contracting authority, the administration requests authority to enter into an agreement with brainpower.

Dr. Esposito submitted the following resolution to the Board for approval:

RESOLVED, that the Board authorize the President or the Vice President

of Academic Affairs to enter into an agreement with brainpower S.A.L. to provide marketing and logistical support for the initial Executive MBA Class, not to exceed \$400,000.

Trustee Fischer, seconded by Trustee Schlaybaugh, moved approval of the recommendation.

Trustee Schlaybaugh asked if the university is obligated to brainpower for the \$400,000. Dr. Esposito responded that the university is not obligated to pay brainpower the \$400,000, but that the program is set up to pay the contractor \$2,000 a month for the length of the program or 18 months at \$36,000. In addition, for every student brainpower brings into the program, they will receive \$5,000 of the \$35,000 total student charge. Therefore, if the goal of 30 students is reached, brainpower would receive \$150,000. Trustee Cooper asked if there is a minimum number of students that the university will accept for the program to proceed. Dr. Esposito replied that at least 15 students would be needed to start the program and break even. Trustee Cooper requested that a recruitment status report be presented to the Board as the program commences.

The motion was unanimously approved by those present.

F. Approval of Revisions to Personnel Policy Manual for Administrative-Professional Employees and Administrative-Professional Employees with Individual Contracts

Ms. Schaefer stated that a copy of the new *Personnel Policy Manual for Administrative-Professional Employees and Administrative-Professional Employees with Individual Contracts* was distributed to the trustees at their tables. She recognized the dedicated efforts of Mr. Willard C. Kendall, Assistant Vice President for Employee Relations, and Mr. Victor A. Zambardi, Assistant General Counsel, in developing the manual and conducting discussions on its provisions with the AP Association. Ms. Schaefer also thanked the AP Association President, Mr. Dan Niezurawski, and past presidents, Ms. Jean Ann Miller, and Ms. Sheryl Klemanski, for their cooperation and teamwork during the discussions.

Ms. Schaefer reported that the proposed new manual includes the following major changes:

- Incorporation of individual contract administrative-professionals in the manual.
- Elimination of bumping rights for new hires and restricting/clarifying bumping rights for current AP's.
- Extension of educational benefits to individual contract employees and increasing the annual amount available for this tuition payment program from \$40,000 to \$60,000.
- Broader and more comprehensive definition of Just Cause, for discipline or discharge.
- A new grievance procedure, culminating with arbitration with a neutral arbitrator, replacing a "problem adjustment procedure" with a five-person panel.

Ms. Schaefer submitted the following resolution to the Board for approval:

RESOLVED, that the Board of Trustees approves the *Personnel Policy Manual for Administrative-Professional Employees and Administrative-Professional Employees with Individual Contracts*, effective August 1, 1999.

Trustee Nicholson, seconded by Trustee Schlaybaugh, moved approval of the recommendation.

Chairperson Doyle called on Mr. Dan Niezurawski, AP Association President, who had requested to address the Board on this item.

Mr. Niezurawski presented the following position statement:

As current President of the AP Association, I would like to take this opportunity to briefly summarize the Association's opinion concerning the new AP Personnel Policy Manual. As you already know, the final draft before you represents several years in the development, and since the arrival of the new Vice President for Finance & Administration, renewed interest to complete a document for Board approval has been a focal point of both the administration and the AP Association. For the past several months, representatives from the AP Association, including Sheryl L. Klemanski, Jean Ann Miller and myself, have been working closely with Bill Kendall and Vic Zambardi. The discussions have been both constructive and congenial, and no major obstacles between the

administration and the AP Association had surfaced during this process. The collaborative effort has been greatly appreciated. Positive changes contained within the manual include the increase in funding for the Professional Development Fund, the option of current APs to have access to severance in lieu of 'bumping rights' or 'reassignment rights,' the continuance of 'longevity pay' for current APs and the carry forward of funding for 'early retirees.' In addition, the inclusion of all Administrative-Professional employees into one comprehensive document has been a primary goal of the administration and is duly recognized and acknowledged. The AP Association supports your approval of the AP Personnel Policy Manual.

Chairperson Doyle thanked Mr. Niezurawski for his comments.

The motion was unanimously approved by those present.

G. Report of the Ad Hoc Nominating Committee and Selection of the Chairperson and Vice Chairperson of the Board of Trustees

In accordance with Board policy, Chairperson Doyle appointed an Ad Hoc Nominating Committee for recommendation on the Chairperson and Vice Chairperson of the Board of Trustees for the 1999-2000 fiscal year. The committee was composed of Trustees Fischer and Schlaybaugh. Trustee Fischer reported that the Ad Hoc Nominating Committee placed into nomination the names of David J. Doyle to continue an additional year as Chairperson and Ann V. Nicholson to continue an additional year as Vice Chairperson. Trustee Baskin seconded the motion for approval of the recommendation. The motion was unanimously approved by those present.

VI. Discussion of September 9, 1999, Board of Trustees Meeting Agenda

The Board reviewed the September 9, 1999, proposed agenda and made no changes.

VII. Other Items that May Come Before the Board

Chairperson Doyle called on Dr. Phillip Singer, Professor of Health Behavioral Science, who requested to address the Board. During his comments, Dr. Singer reiterated his previous requests to receive the minimum distribution from his TIAA pension. Once again, he asked the trustees to respond individually to his request.

Chairperson Doyle thanked Dr. Singer for his comments.

Trustee Fischer, seconded by Trustee Baskin, moved to go into closed session. The

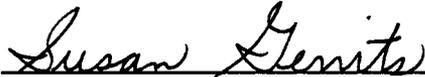
motion was unanimously approved by those present.

VIII. Adjournment

Trustee Baskin, seconded by Trustee Cooper, moved adjournment of the meeting. The motion was unanimously approved by those present. The meeting adjourned at 3:49 p.m.

Submitted,

Approved,



Susan Gerrits
Secretary to the Board of Trustees



David J. Doyle
Chairperson