

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES
June 20, 1963

There has been a continuing discussion for several months looking forward to permitting Oakland University to handle its financial affairs there rather than through the Michigan State University Business Office. For the purposes of discussion, it is proposed that the Board give consideration to giving Oakland University authority to manage its fiscal affairs under policies established by the Board of Trustees.

Authorization
to handle the
fiscal affairs
of Oakland on
that campus

On the assumption that Oakland will have separate bank accounts, collect its own funds, and pay its own bills, it is proposed that the Board of Trustees approve separate written policies covering such items as travel requests, tenure regulations, salary schedules for classified employees, employee benefits, et cetera, with the understanding that in general these policy statements will be the same or comparable to those at Michigan State University.

- a. The Treasurer shall make such financial reports to the Trustees as are desired by the Trustees and shall report regularly, giving the Board adequate information on the financial condition of Oakland University.
- b. All financial matters requiring Trustees' approval will be submitted by the Chancellor through the Treasurer and the President.
- c. The Treasurer will at least twice each year assign members of the Michigan State University Internal Audit staff to examine the records of Oakland University and will report any matters to the Board that he feels should be called to their attention.
- d. The Assistant Treasurer shall be adequately bonded and shall perform the activities of his office under the direction and responsibility of the Treasurer of the Board of Trustees.
- e. Funds shall be deposited in banks designated by the Board of Trustees and withdrawals shall be made over the signature of the Treasurer and/or Assistant Treasurer.
- f. The Assistant Treasurer shall be responsible for the maintenance of all accounting records necessary for the appropriate handling of the total finances of Oakland University.
- g. The Assistant Treasurer shall be responsible for the preparation of all required reports including federal reports, state reports, reports to the designated trustee on bond issues and reports requested by the Treasurer of the Board.
- h. The Assistant Treasurer shall be responsible through the Chancellor for Administration of budgets and financial policies established by the Board of Trustees and shall take such actions as are necessary to avoid the creation of overdrafts in the separate funds.
- i. The Chancellor and Assistant Treasurer shall have responsibility for the preparation of budgets and allocation of funds subject to the approval of the Board of Trustees.

On motion by Mr. Huff, seconded by Mr. Harlan, it was voted to approve in principle the intention of this series of recommendations to become tentatively effective July 1, 1963. It is understood that this series of recommendations will be redrafted in line with the expressed views of the Trustees to be resubmitted to the Board of Trustees at its July meeting.

It is also recommended that the Board approve the following:

- a. Oakland University is to assume responsibility for any existing overdrafts in its accounts.
- b. Michigan State University will continue to pay the balance owed on an existing land contract. This involves four payments of \$9,000 each.
- c. Michigan State University will cancel a \$70,000 loan made from our dormitory reserve to Oakland University.
- d. Oakland University will assume the cost of Mr. Varner's retirement program.

Authorization to handle the fiscal affairs of Oakland on that campus (cont.)

Resignation of Neumann, G. Shapiro, S. Shapiro, Straka, Odwarka, Popluiko, Urtiaga

Leaves of absence for Lewis, White, Fitzsimmons, Schwab, Amann

Appointment of Burner, Gerulaitis, Wolfe, Urla, Facko, Lee, Gabler

Transfer of Howes

It is recommended that the Board approve an appropriately worded resolution approving the use of the following banks as depositories for Oakland University funds with authorization for Mr. May, Treasurer of the Board of Trustees, and Mr. Swanson as Assistant Treasurer of Oakland University, to withdraw funds:

- a. Birmingham-Bloomfield Bank
- b. Community National Bank of Pontiac
- c. Rochester Branch of the National Bank of Detroit

On motion by Mr. Merriman, seconded by Dr. Smith, it was voted to approve the last two items.

Resignation of Harry M. Neumann as Instructor in Classics effective August 14, 1963.

Resignation of Gloria K. Shapiro as Assistant Professor of English effective August 31, 1963.

Resignation of Samuel Shapiro as Assistant Professor of History effective August 31, 1963.

Resignation of Gerald M. Straka as Assistant Professor of History effective August 31, 1963.

Resignation of Karl E. Odwarka as Instructor of Modern Foreign Languages effective August 14, 1963.

Resignation of Nadine Popluiko as Assistant Professor of Modern Foreign Languages effective August 31, 1963.

Resignation of Alfonso Urtiaga as Instructor of Modern Foreign Languages effective August 14, 1963.

Leave of absence for Herman Lewis as Associate Professor of Biology from September 1, 1963 to August 31, 1964 to work with National Science Foundation.

Leave of absence for Thomas Fitzsimmons as Associate Professor of English from September 1, 1963 to August 31, 1964 for Fulbright teaching in Japan.

Leave of absence for William Schwab as Associate Professor of English from September 1, 1963 to August 31, 1964 for Fulbright teaching in Philippines.

Leave of absence for Gertrude M. White as Associate Professor of English from September 1, 1963 to August 31, 1964 for travel in Far East.

Leave of absence for Peter Henry Amann as Associate Professor of History from September 1, 1963 to August 31, 1964 for Fulbright research in France.

Appointment of David B. Burner as Instructor of History at \$6,700 effective August 15, 1963.

Appointment of Leonardas V. Gerulaitis as Assistant Professor of History at \$7,300 from September 1, 1963 to August 31, 1964.

Appointment of William Willard Wolfe as Instructor of History at \$6500 effective August 15, 1963.

Appointment of Carmen M. Urla as Instructor of Modern Foreign Languages at \$5,500 from September 1, 1963 to August 31, 1964.

Appointment of Robert Irving Facko as Instructor of Music at \$6,200 effective September 1, 1963.

Appointment of Frank F. Lee as Associate Professor of Sociology and Anthropology and Acting Chairman of the Department of Sociology and Anthropology at \$10,000 effective August 15, 1963.

Appointment of June E. Gabler as Assistant Professor of Teacher Education at \$8,800 effective August 15, 1963.

Transfer of Robert C. Howes as Assistant Professor of Modern Foreign Languages at \$8,700 to Assistant Professor of History at \$9,000 effective July 1, 1963.

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES
June 20, 1963 (cont.)

Promotion recommendations to be effective July 1, 1963, as follows:

Promotions

To Professor:

James C. Haden, Philosophy
William G. Hammerle, Engineering Science
James H. McKay, Mathematics

To Associate Professor:

Melvin Chernow, History
Robert E. Simmons, Modern Foreign Languages

To Assistant Professor:

John G. Blair, English
Alfred Lessing, Philosophy
David C. Potter, Political Science

Approval of awarding Bachelors degrees to those students who according to the records of the Registrar completed the requirements for graduation on April 20, 1963.

Approval for
awarding
degrees

For Admissions and Registrar:

- a. Reclassify a Departmental Secretary V to a Senior Departmental Secretary VII
- b. Reclassify a Senior Clerk IV to a Departmental Secretary V position

Personnel
action

For the Library:

- a. Reclassify a Library Clerk I to a Senior Library Clerk IV position
- b. Reclassify a Library Clerk I to a Senior Library Clerk IV position
- c. Reclassify a Clerk-Typist II to a Senior Library Clerk IV position

For University Services:

- a. Establish an Officer Supervisor VI position

For the Business Office:

- a. Establish a Clerk Stenographer III position

For the Data Processing Center:

- a. Establish a Data Processing Supervisor X position
- b. Establish a Data Processing Operator V position

Establish a Student Affairs Assistant AP-I position in the Student Center Operation

The proposed budget for Oakland University for 1963-64 is as follows:

Proposed
budget for
1963-64

Estimated Income

| | |
|--------------------------------|--------------------|
| State Appropriation | \$1,562,515 |
| Student Fees | 426,700 |
| Carry-over of year-end balance | 45,000 |
| Miscellaneous Income | 12,500 |
| | <u>\$2,046,715</u> |

Estimated Expenditures

| | | |
|------------------------------|-------------|--------------------|
| Salaries | \$1,283,424 | |
| Retirement & Social Security | 84,000 | \$1,367,424 |
| Labor | | 200,700 |
| Supplies & Services | | 359,691 |
| Equipment | | <u>118,900</u> |
| | | <u>\$2,046,715</u> |

Contracts
awarded for
Primary Radial
Feeder

Bids were received on June 11 for the Primary Radial Feeder No. 2, as follows:

| | |
|---------------------------------|-----------|
| Schultz Electrical Service | \$ 93,950 |
| Cates Electric Company | 102,956 |
| Southeastern Electric Co., Inc. | 104,600 |

It is recommended that a contract be awarded to the low bidder, the Schultz Electrical Service, in the amount of \$93,950.

The following budget is recommended:

| | |
|------------------|-----------|
| Construction | \$ 93,950 |
| Engineering Fees | 5,500 |
| Contingency | 5,550 |
| | <hr/> |
| | \$105,000 |

Approval to
proceed with
plans for
dormitory

Chancellor Varner requests that the Trustees authorize him to move forward in the planning of a new dormitory, hopefully to be available in the fall of 1964. He requests:

- a. Authorization from the Trustees to authorize Mr. May to initiate steps for a reservation for \$600,000 from the Federal Housing and Home Finance Agency.
- b. Authorization from the Trustees to request from the legislature at its special session in September the resolution authorizing its construction.
- c. Authorization from the Trustees to designate an architectural firm for this project.
- d. Recommendation that Meath and Kessler of Grosse Pointe be appointed architects for this project.

On motion by Mr. Stevens, seconded by Mr. Harlan, it was voted to approve these items.

Gifts and
grants

Grant of \$2,593.48 from Mr. and Mrs. E. Curtis Matthews of Bloomfield Hills for the Hunt Fair account 92-3908.

Grant of \$2,034 from Elizabeth H. Gossett of Bloomfield Hills for Meadow Brook Ball account 92-3910, to cover the dinner expenses on May 11.

Grant of \$20,000 from the National Science Foundation of Washington to be used under the direction of David Beardslee and Beauregard Stubblefield in Mathematics for the establishment of a small computing center.

Grant of 24 shares of General Motors Corporation common stock valued at \$1,293 to be used under the direction of Chancellor Varner as a contribution to the MSU Oakland Scholarship funds.

Grant of \$30,000 from the Oakland County Board of Supervisors of Pontiac to be used under the direction of Chancellor Varner for the development of the physical plant.

Gifts for the
scholarship
fund

\$375 from Mr. and Mrs. William T. Gossett
\$200 from the American Association of University Women of Grove City, Pennsylvania
\$324 from the Pontiac-Oakland Town Hall, Inc., of Pontiac
\$100 from Mr. and Mrs. I. A. Oksenberg of Lausanne, Switzerland

Additional
payments to
employees

Payments as follows to salaried employees since the last Board meeting:

| | |
|-----------------------------|----------|
| <u>Continuing Education</u> | |
| Leonard Chisholm | \$300.00 |
| Walter Collins | 15.00 |
| David DiChiera | 192.00 |
| Priscilla Jackson | 200.00 |
| Donald O'Dowd | 25.00 |
| Carmen Urla | 200.00 |

On motion by Mr. Stevens, seconded by Mr. Vanderploeg, it was voted to approve all Oakland University items on which action does not already appear.