

**Minutes of the Formal Meeting
of the
Oakland University Board of Trustees
June 2, 2004**

Present: Chair Henry Baskin; Trustees Penny M. Crissman, David J. Doyle, David T. Fischer, Dennis C. Muchmore, and Ann V. Nicholson

Absent: Trustees Dennis K. Pawley and Rex E. Schlaybaugh, Jr.

Also Present: President Gary D. Russi; Vice Presidents Susan Davies Goepf, Virinder K. Moudgil, Lynne C. Schaefer, and Mary Beth Snyder; General Counsel and Secretary to the Board of Trustees Victor A. Zambardi and Assistant Rhonda G. Saunders; and Student Liaison Lenwood D. Compton

I. Call to Order

Chair Henry Baskin called the meeting to order at 2:10 p.m. in the Auditorium of Elliott Hall of Business and Information Technology.

II. Roll Call

Mr. Victor A. Zambardi, General Counsel and Secretary to the Board of Trustees, conducted a roll call. All of the Board members were present except Trustees Dennis K. Pawley and Rex E. Schlaybaugh, Jr.

III. Action Items

A. Consent Agenda

Chair Baskin presented the following recommendations:

1. Approval of the Minutes of the Formal Meeting of April 7, 2004

2. Approval of University Personnel Actions

Emeritus Appointments

Bezdek, William E., Professor Emeritus of Sociology, effective June 2, 2004.

Change of Status

Creighton, Douglas S., from Adjunct Instructor in Physical Therapy to Assistant Professor of Physical Therapy, effective September 1, 2003.

Graves, Paul R., from Associate Professor of Philosophy to Associate Professor of Philosophy and Chairperson, Department of Philosophy, effective May 1, 2004.

Halpin, John F., from Associate Professor of Philosophy and Acting Chairperson, Department of Philosophy to Associate Professor of Philosophy, effective May 1, 2004.

Hansen, Ranald D., from Special Assistant to the President for SmartZone Development and Professor of Psychology to Professor of Psychology, effective July 1, 2004.

Hastings, Derek K., from Instructor in History to Assistant Professor of History, effective April 1, 2004.

Macauley, William A., from Associate Dean, College of Arts and Sciences and Associate Professor of Political Science to Associate Professor of Political Science, effective August 15, 2004.

Parfitt, Diane L., from Visiting Assistant Professor of Education to Assistant Professor of Education, effective August 15, 2004.

Roth, Bradley J., from Associate Professor of Physics to Associate Professor of Physics and Acting Chairperson, Department of Physics, effective May 1, 2004.

Slavin, Andrei N., from Professor of Physics and Interim Chairperson, Department of Physics to Professor of Physics, effective May 1, 2004.

Voelck, Julie H., from Associate Dean, University Library and Associate Professor, University Library to Interim Dean, University Library and Associate Professor, University Library, effective April 10, 2004.

3. Approval of Recommendation of Final Undergraduate and Graduate School Reports dated December 16, 2003

(A copy of the Final Undergraduate and Graduate School Reports dated December 16, 2003 is on file in the Board of Trustees Office.)

4. Recommendation to Accept Gifts to Oakland University and the Oakland University Foundation for the Period of March 1 through April 30, 2004 and to Accept Grants and Contracts to Oakland University for the Period of March 1 through April 30, 2004

(A copy of the gifts, grants and contracts is on file in the Board of Trustees Office.)

5. Approval of Meadow Brook Subdivision Financing Guarantee

(A copy of the Meadow Brook Subdivision Financing Guarantee is on file in the Board of Trustees Office.)

6. Approval of Proposed Revisions to the Constitution of the Library

WHEREAS, the Constitution of the University Senate, as authorized by the Board of Trustees, provides for certain functions to be assigned to the organized faculties of Kresge Library, the Schools and the College of Arts and Sciences; and

WHEREAS, the Board of Trustees has acted to approve internal constitutions in order to obtain the input and recommendations of faculty, staff and students on matters relating to the programs of the University, but has retained unto itself the full authority granted to it by law; now, therefore, be it

RESOLVED, that notwithstanding any provision of the proposed Constitution of the Library, the Board of Trustees reconfirms its legal authority to grant, modify and rescind internal constitutions when the Board determines such action to be in the interest of the University or required to comply with its legal obligations; and, be it further

RESOLVED, that the Board of Trustees, under the conditions set forth above, approves the Constitution of the Library, bearing a date of June 2, 2004, a copy of which is attached.

(A copy of the Constitution of the Library is on file in the Board of Trustees Office.)

7. Approval of Oakland University Trustee Academic Success Fund Proposal for 2004-05

WHEREAS, the Oakland University Trustee Academic Success Fund (OUTAS Fund) supports the University goal to recruit and retain a diverse student body; and

WHEREAS, the OUTAS Fund also expands the cultural horizons of all students to prepare them for employment in an increasingly multicultural world upon graduation; and

WHEREAS, the OUTAS Fund enhances students' skills, understanding and ability to effectively function across gender, racial, national, ethnic, and cultural lines; and

WHEREAS, the OUTAS Fund instills respect for diversity throughout the University; and

WHEREAS, the OUTAS Fund directly responds to the Oakland University 2010 goal of a scholarly community strengthened by its diversity; now, therefore, be it

RESOLVED, that the Board authorizes the President to direct the Center for Multicultural Initiatives to expend up to \$241,200 for the Oakland University Trustee Academic Success scholarship program and other new and ongoing initiatives as described in Attachment 1 for the 2004-05 academic year.

(A copy of Attachment 1, Summary of Oakland University Trustee Academic Success Fund, is on file in the Board of Trustees Office.)

8. Approval of 2004-2005 Oakland University Board of Trustees Meeting Dates

RESOLVED, that the Board of Trustees approves the following dates for the Board's formal meetings and informal working sessions for the University fiscal year 2004-2005. The meetings will be held at Oakland University, Rochester, Michigan, in the Auditorium of the Elliott Hall of Business and Information Technology on Wednesdays at 2:00 p.m.:

July 7, 2004	Working Session
August 4, 2004	Formal Board Meeting
September 15, 2004	Working Session
October 6, 2004	Formal Board Meeting
November 3, 2004	Working Session
December 1, 2004	Formal Board Meeting
January 12, 2005	Working Session
February 2, 2005	Formal Board Meeting
March 2, 2005	Working Session
April 6, 2005	Formal Board Meeting
May 4, 2005	Working Session
June 1, 2005	Formal Board Meeting

Trustee Ann V. Nicholson, seconded by Trustee David J. Doyle, moved approval of the Consent Agenda. The motion was unanimously approved by those present.

B. Approval of Resolutions Honoring Rhonda R. Hanna and Lenwood D. Compton, Student Liaisons to the Oakland University Board of Trustees

Trustee Penny M. Crissman stated that on December 1, 1994, the Oakland University Board of Trustees approved the positions of Student Liaisons to the Board for a one or two-year term beginning in June each year. The role of the Student Liaison is to serve as a resource on student issues to the Board; provide a cross-section of student views and opinions; make periodic reports regarding Board activities to student groups; and participate in an orientation program.

Trustee Crissman moved approval of the following recommendations:

Resolution Honoring Rhonda R. Hanna, Student Liaison to the Oakland University Board of Trustees

WHEREAS, Ms. Rhonda R. Hanna, an undergraduate student majoring in English and philosophy, was appointed by the President as Student Liaison to the Oakland University Board of Trustees in June 2002, upon the recommendation of a screening committee, with her term of office to end June 30, 2004; and

WHEREAS, Ms. Hanna attended Board meetings and provided a cross-section of student views and opinions; and

WHEREAS, Ms. Hanna demonstrated a concern for facilitating communication between the Board and the student body; and

WHEREAS, Ms. Hanna informed student groups of her Student Liaison responsibilities and made periodic Board activity reports to those student groups; and

WHEREAS, Ms. Hanna at all times demonstrated leadership skills at the Board meetings in her role as Student Liaison; now, therefore, be it

RESOLVED, that the Oakland University Board of Trustees recognizes the fact that Ms. Rhonda R. Hanna has served as a Student Liaison with dedication and distinction; and, be it further

RESOLVED, that the Oakland University Board of Trustees commends Ms. Hanna for her outstanding academic achievements, diverse involvement in extracurricular activities at Oakland University, and service as a Student Liaison to the Oakland University Board of Trustees; and, be it further

RESOLVED, that a copy of this resolution be forwarded to Ms. Hanna to convey the esteem in which she is held by the Oakland University Board of Trustees; and, be it further

RESOLVED, that the Oakland University Board of Trustees publicly expresses its deep appreciation to Ms. Hanna and extends to her its best wishes for continued success in all of her future endeavors.

Resolution Honoring Lenwood D. Compton, Student Liaison to the Oakland University Board of Trustees

WHEREAS, Mr. Lenwood D. Compton, an undergraduate student majoring in elementary education, was appointed by the President as Student Liaison to the Oakland University Board of Trustees in June 2003, upon the recommendation of a screening committee, with his term of office to end June 30, 2004; and

WHEREAS, Mr. Compton attended Board meetings and provided a cross-section of student views and opinions; and

WHEREAS, Mr. Compton demonstrated a concern for facilitating communication between the Board and the student body; and

WHEREAS, Mr. Compton informed student groups of his Student Liaison responsibilities and made periodic Board activity reports to those student groups; and

WHEREAS, Mr. Compton at all times demonstrated leadership skills at the Board meetings in his role as Student Liaison; now, therefore, be it

RESOLVED, that the Oakland University Board of Trustees recognizes the fact that Mr. Lenwood D. Compton has served as a Student Liaison with dedication and distinction; and, be it further

RESOLVED, that the Oakland University Board of Trustees commends Mr. Compton for his outstanding academic achievements, diverse involvement in extracurricular activities at Oakland University, and service as a Student Liaison to the Oakland University Board of Trustees; and, be it further

RESOLVED, that a copy of this resolution be forwarded to Mr. Compton to convey the esteem in which he is held by the Oakland University Board of Trustees; and, be it further

RESOLVED, that the Oakland University Board of Trustees publicly expresses its deep appreciation to Mr. Compton and extends to him its best wishes for continued success in all of his future endeavors.

Trustee Doyle seconded the motion. The motion was unanimously approved by those present.

C. Approval of Authorization to Execute Agreement for Solid Waste Disposal Services

Trustee Dennis C. Muchmore stated that Oakland University has traditionally entered into two-year contracts for solid waste disposal, and the current contract expires June 30, 2004. The service was advertised to obtain competitive pricing, bids were received from six firms, and the current vendor, Great Lakes Waste Services, was the most competitive. The agreement has been reviewed and approved by the Office of the General Counsel and is in compliance with the law and University policies and regulations and conforms to the legal standards and policies of the Board of Trustees. Trustee Muchmore noted that the average cost for the past two years was \$93,500 per year, and Great Lakes Waste Services' bid is \$80,000 per year over the five-year contract, plus \$50,000 for historic call-outs, for a total not to exceed \$450,000.

Trustee Muchmore moved approval of the following recommendation:

RESOLVED, that the Vice President for Finance and Administration be authorized to execute an agreement for solid waste disposal services; and, be it further

RESOLVED, that the agreement shall be the same in all material respects to the attached Agreement for Solid Waste Disposal Services.

Trustee Crissman seconded the motion. The motion was approved with five affirmative votes and one abstention by Chair Baskin.

D. Approval of Oakland University Proposed General Fund Budget and Tuition and Fee Rate Increase for Fiscal Year 2005

Trustee Doyle stated that the General Fund Budget proposal calls for a 2.4% increase in tuition for next year subject to the Governor restoring 3% of the 5% cut from the current fiscal year State appropriations and no further cuts in the next fiscal year over and above the 2% reduction in State appropriations. Trustee Doyle stated that the Legislature may not address these issues for several months, and the Board may have to return to approve a further tuition increase if the Governor and the Legislature are unable to meet their commitments. He noted that, even if they do meet their commitments to universities, there are still significant cuts to the University while the University strives to keep a quality education.

Trustee Doyle moved approval of the following recommendation:

WHEREAS, with the close of the FY 2004, the new General Fund Budget and Tuition and Fee Rates for FY 2005 require Board of Trustees approval; now, therefore, be it

RESOLVED, that the Board of Trustees approve the FY 2005 General Fund Budget at an expenditure level of \$127,630,766 and approved encumbrances and carry forwards from the June 30, 2004 fund balance. See Attachment A for detail; and, be it further

RESOLVED, that the Board of Trustees approve the attached schedule, Attachment B, of Recommended Tuition and Fee Rates for FY 2005; and, be it further

RESOLVED, that the Board of Trustees approve spending 50% of the general fund tuition and fee revenue that is generated in excess of the associated approved general fund budget. This practice is necessary to cover the instructional and program expenditures necessary to support higher enrollment levels. If it is necessary to spend more than 50% of the additional revenue, the administration will seek separate Board approval for that authority beforehand; and, be it further

RESOLVED, that the Board of Trustees approve a FY 2005 adjustment for nonrepresented employees effective July 1, 2004, of a 2.6% average pool for each employee subgroup, as follows: Group I, Executives and Deans; Group II, Academic Administrators, Administrative-Professionals, and Individual Contract Employees; Group III, Non-Represented Clerical-Technical and Miscellaneous Employees. The distribution for individual employees within each group will be based on an assessment of performance or merit, with the exception that the distribution for Administrative-Professional and Individual Contract employees will be based on a combination of compensation structure range movement and meritorious performance; and, be it further

RESOLVED, that the tuition and fee rate increases approved in this agenda item are contingent upon the State of Michigan restoring 3% of Oakland University's appropriation in FY 2004, and imposing no further cuts in Oakland University's state appropriation for FY 2005. The Board will reconsider the FY 2005 tuition and fee rates if these contingencies do not occur.

Trustee Ann V. Nicholson seconded the motion.

Trustee Nicholson asked if there is an alternate plan in case the State is unable to meet their commitments. Ms. Lynne C. Schaefer, Vice President for Finance and Administration, replied that a financial analysis was done on the impact different levels

of State reductions would have on tuition. She noted that in the past, the latest universities have waited on the State's decision was the first week of August, so it may be possible to include an adjustment in the first Fall term billing. President Gary D. Russi and Ms. Schaefer informed the Board that if the State appropriations reduction is 5% instead of 2%, tuition would have to be increased 4.8%, or approximately \$500,000 per percentage point for a total of \$1 million. Trustee Fischer asked if it would be possible to issue a billing based on the current budget with a proviso that it could be increased. Ms. Schaefer replied that there is precedent for that by other institutions, and that a message can be included in the tuition bill stating the tuition rates are subject to increases based on State appropriations.

Trustee Muchmore explained that if the cigarette tax increase, alcohol tax increase, and revenue sharing proposals do not pass, the State budget will be \$600 million in deficit. If the proposals pass, the budget will still be \$100 million to \$200 million in deficit and the 2005 budget is already \$140 million in deficit. He noted that even if the Governor's commitment holds, it would require a major cut in K-12 education.

Trustee Fischer expressed concern about further erosion of the budget in addition to the \$12 million that has already been cut from the budget. Both Chair Baskin and Trustee Fischer commented that as soon as the Governor acts on this issue, the Board must reconvene to thoroughly discuss the matter prior to acting on further tuition increases.

Ms. Schaefer reiterated that, if there is no information from the Legislature at the time of the August billing, a message will be included in the tuition bills indicating that the tuition rates are subject to increases based on State appropriations. She added that the administration will plan to come back to the Board if tuition needs to be increased further.

The motion was unanimously approved by those present.

E. Acceptance of Matilda R. Wilson Fund Gift

Trustee Nicholson stated that she is honored to make this recommendation to accept the Matilda R. Wilson Fund (Fund) designated gift to be used for Meadowbrook Hall (Hall) restoration. She noted that the Fund dates back to 1944, and in 1957 the Wilsons donated \$2 million and their estate to Michigan State University. The Hall was built between 1926 and 1929, and many of its systems are now failing, creating an emergency situation. Trustee Nicholson commented that the University is very fortunate for the Fund's \$7 million designated gift for short-term infrastructure improvements to the Hall. She noted that President Russi has executed the agreement and the University has committed to build a 500 person tent, make satisfactory progress on the repairs, and allocate one or more full-time professional fundraisers to the Hall. Trustee Nicholson added that the agreement has been reviewed and approved by the Office of the General Counsel and is in compliance with the law and University policies

and regulations and conforms to the legal standards and policies of the Board of Trustees.

Trustee Nicholson moved approval of the following recommendation:

RESOLVED, that the Board of Trustees accepts the \$7,000,000 designated gift from the Matilda R. Wilson Fund pursuant to the terms and conditions of the attached Matilda R. Wilson Fund Designated Gift Agreement to Renovate Meadowbrook Hall; and, be it further

RESOLVED, that in recognition of this generous gift, the Matilda R. Wilson Fund will be recognized in the Matilda Wilson Founders Society, Oakland University's highest donor recognition category.

(A copy of the Matilda R. Wilson Fund Designated Gift Agreement to Renovate Meadowbrook Hall is on file in the Board of Trustees Office.)

Trustee Doyle seconded the motion.

Trustee Fischer commented that he is impressed with the scope, the dedication, and generosity of the Fund, and he is proud to be able to vote to accept the gift. Trustee Crissman shared Trustee Fischer's sentiments, and inquired if the Hall is on the National Registry of Historical Sites. Ms. Schaefer responded that the Hall is on the National Register, and the University is currently in a three-year process to have the Hall named a historic landmark, which will create opportunities for historic preservation grants and special programs.

The motion was unanimously approved by those present.

Chair Baskin commended the Fund for its undying support to the Hall.

F. Approval of Authorization to Execute Contracts for Design and Repairs at Meadowbrook Hall

Ms. Schaefer stated that now that the gift from the Matilda R. Wilson Fund has been accepted by the Board, the University can proceed with the repairs and restoration outlined in the Smith Group report. She noted that the Hall's repair and renovation needs have been discussed and refined in Finance Audit and Investment Committee meetings. The gift will cover the total cost for the project, including design and engineering, as well as a number of cosmetic repairs restoring the Hall to its original grandeur. Ms. Schaefer stated that the proposal recommends the selection of The Smith Group as the project design firm, which was the original architect for the Hall 75 years ago and has a historic preservation team. The Fund has agreed to work with the University to develop a project cash flow payment schedule. Ms. Schaefer added that the University is recommending periodic progress reports to the Board during the

course of the project over the next two to three years. She also recommended the selection of Frank Rewold and Sons as the project Construction Manager based on their historic preservation expertise, familiarity with the facility, and pricing.

Ms. Schaefer presented the following recommendation for Board approval:

RESOLVED, that the total cost for the project including design and construction shall not exceed \$7,000,000; and, be it further

RESOLVED, that the sole and exclusive source of funds for the project will be the \$7,000,000 designated gift from The Matilda R. Wilson Fund evidenced by The Matilda R. Wilson Fund Designated Gift Agreement to Renovate Meadowbrook Hall that has been approved by the Board of Trustees; and, be it further

RESOLVED, that the Vice President for Finance and Administration is authorized to execute a contract with The Smith Group for design of the short-term repair needs at Meadowbrook Hall as generally described in Attachment A; and, be it further

RESOLVED, that the Vice President for Finance and Administration is authorized to execute a contract with Frank Rewold and Sons as the Construction Manager to perform the short-term repairs at Meadowbrook Hall as generally described in Attachment A; and, be it further

RESOLVED, that The Smith Group design contract and the Frank Rewold and Sons Construction Manager contract shall be reviewed and approved by the Office of the General Counsel prior to execution and shall be in compliance with the law and University policies and regulations and shall conform to the legal standards and policies of the Board of Trustees; and, be it further

RESOLVED, that any excess proceeds of The Matilda R. Wilson Fund gift not needed to fund the design and short-term repairs at Meadowbrook Hall shall be used in connection with Meadowbrook Hall; and, be it further

RESOLVED, that the Vice President for Finance and Administration shall report to the Board of Trustees periodically on the progress of the project.

(A copy of Attachment A, The Matilda R. Wilson Fund Designated Gift Agreement to Renovate Meadow Brook Hall, is on file in the Board of Trustees Office.)

In response to a question posed by Chair Baskin, Ms. Schaefer stated that, although the cost of the tent will not be covered by the \$7 million, the University is recommending that the tent be managed and constructed by Frank Rewold and Sons. She added that

the entire \$7 million gift will be utilized to upgrade and maintain the integrity of the Hall. Chair Baskin asked The Smith Group architect, Ms. Tamara Burns, if she foresees any problems completing the project within the allocated budget. Ms. Burns replied that The Smith Group has thoroughly reviewed the project scope and financials and they believe the budget, with its contingencies, will be sufficient to cover project costs. Mr. Rusty Postlewait, Associate Vice President for Facilities Management, added that the design and construction contingencies will cover unexpected items that may be discovered as the project proceeds. Chair Baskin commented that he wants to be assured that the administration will not have to return to the Board for additional renovation funding for the Hall.

Trustee Muchmore asked if any value was included for conservation or storage of interior materials during Hall renovation for paintings, furnishings, rugs, and other valuables. Mr. Postlewait responded that those items will be moved from room to room and will never have to leave the Hall during this process. Ms. Schaefer added that, if there are any storage costs during the project, they will be covered within the \$7 million.

Trustee Doyle, seconded by Trustee Fischer, moved approval of the recommendation. The motion was unanimously approved by those present.

G. Approval to Implement Business Plan Improvements for Meadowbrook Hall

Ms. Schaefer stated that the University has been working for a year with the Finance, Audit and Investment Committee to refine the business model for the Hall in order to restore its ability to be self-supporting. The process started last summer with a market survey, focus groups, and in-depth census data analysis. Two important findings were the lack of capacity for profitable large events and customer service improvement. The proposed business model incorporates market research, historical perspective, business consultant expertise, and input and advice from the Committee. Ms. Schaefer discussed the following key elements of the business plan:

- Purchase and installation of a new 500 person year-round tent to replace the current four-month tent.
- Construction of an adjacent service building to house a prep kitchen and restrooms for the tent.
- Purchase of all necessary furnishings, equipment, and supplies for a top-quality venue in the tent.
- Agreement with Unique Restaurants Incorporated to provide catering, event sales, and banquet management services.

Ms. Schaefer stated that the tent and service building will cost approximately \$1.4 million to be financed through a University loan and repaid over a six-year period beginning in fiscal year 2006. In addition, the accumulated deficit through 2006 would be repaid through Hall revenues earned over a six-year period beginning in 2006.

Mr. Gary McCausland, Plante & Moran consultant, commented that the new business plan is aggressive but achievable. He explained the following highlights of the revised business plan:

- At the Board's request, the proposed facility revenue for the five-year business plan, beginning with fiscal year 2006, was reduced by 12% or \$3 million.
- The operating expense line was decreased by \$135,000 based on future sales management efforts by Unique Restaurants Incorporated and higher margins created by the new tent.
- The loan will be amortized over six years beginning in fiscal year 2006.
- The building maintenance fund will commence in fiscal year 2008.
- The new sales and catering will be upgraded through the new arrangement with Unique Restaurants Incorporated.
- A sensitivity analysis based on the lowest-end revenue to continue operations determined that the Hall could absorb a 13% reduction in revenue over a 10 year period.

Chair Baskin and Trustee Crissman requested a copy of the breakout of expenses for the new tent showing the out-building, tables and chairs, linens, dishes, silverware, etc.

Mr. McCausland clarified for Chair Baskin that, although the projections are zero-based budgeted, they are based on the difference between historical data on the 300 person tent and projected revenue on the 500 person tent.

Chair Baskin asked if the forecast includes bringing in new business, and Mr. McCausland replied that people considering a wedding venue are seeking a facility that is either air-conditioned or heated and can accommodate up to 500 people. Mr. Matthew Prentice of Unique Restaurants Incorporated stated that the only significant competition to the Hall is the Townsend Hotel, where the current minimum of \$30,000 is charged on a Saturday night event for food and beverage. He projected that, once the tent is operational, the Hall should potentially be booked 50 Saturday nights a year, plus Saturday and Sunday afternoons in the summer months. He noted that the Hall is a storybook place for a wedding, and the best form of advertising is word of mouth. Mr. Prentice added that the problem with the site currently is that the tent is not air conditioned or heated, nor does it have a desirous look for the \$6,000 to \$13,000 facility rental fee currently charged.

Chair Baskin asked about whether there would be competition with the new Rochester Hotel, and Mr. Prentice replied that the hotel does not have the mystique that the Hall has and there is more demand than supply for this type of venue. He stated that if the Hall is properly marketed and sold, it will do well, but the Hall cannot be properly sold until the new tent is installed. Mr. Prentice added that the new kitchen that goes with the tent is a necessity, since the main kitchen was not meant to facilitate parties of 500 people.

In response to questions posed by Chair Baskin and Trustee Crissman, Mr. Prentice stated that he and the Executive Director of the Hall developed guidelines on weekend event rentals for a year in advance. During the installation of the tent, though Saturday nights will be priority, the plan includes being less aggressive on food and beverage charges for Saturday afternoon events to entice people to rent the facility. People will still be offered the opportunity to get married in the Pegasus Garden or Rock Garden, and then have the use of the Hall. Mr. Prentice added that he hopes to promote business to the Hall from some of his corporate contacts. Upon Board approval of the business plan, he can begin to secure large corporate events for holiday parties in December, but he anticipated that the first year will be concentrated on marketing the facility and training staff.

Ms. Schaefer presented the following recommendation for Board approval:

RESOLVED, that the Board of Trustees authorizes facility improvements at Meadowbrook Hall that include a permanent tent, restrooms, preparatory kitchen, supplies and equipment as presented to the Board; and, be it further

RESOLVED, that the total project including design, construction, project management, equipment and furnishings shall not exceed \$1,400,000; and, be it further

RESOLVED, that the project will be financed through a loan from University funds to be repaid in annual installments over a period of six years beginning June 30, 2006 with interest at the rate of 5%, or the actual pooled cash investment rate of return for that year, whichever is less; and, be it further

RESOLVED, that the contracts to be executed by the Vice President for Finance and Administration with The Smith Group and Frank Rewold and Sons Construction in connection with the design and performance of the short-term repairs at Meadowbrook Hall shall include in the scope of services the construction of an adjacent out-building to house a preparatory service kitchen and restrooms, and installation of the tent; and, be it further

RESOLVED, that the President is authorized to execute a contract with Unique Restaurants Incorporated that shall be the same in all material respects to the attached Marketing, Event Sales, Catering and Banquet Agreement.

(The Marketing, Event Sales, Catering and Banquet Agreement is on file in the Board of Trustees Office.)

Trustee Doyle, seconded by Trustee Crissman, moved approval of the recommendation. The motion was unanimously approved by those present.

IV. Discussion of August 2004 Board of Trustees Formal Meeting Agenda

Chair Baskin advised the Board members to contact the Secretary to the Board of Trustees with any additions, deletions, or questions regarding the August 2004 Board agenda.

V. Other Items that May Come Before the Board

There were no other items presented to the Board.

VI. Adjournment

Chair Baskin adjourned the meeting at 3:38 p.m.

Submitted,

Approved,

Victor A. Zambardi
Secretary to the Board of Trustees

Henry Baskin
Chair, Board of Trustees