

**Minutes of the Formal Meeting
of the
Oakland University Board of Trustees
December 3, 2003**

Present: Chair Henry Baskin; Vice Chair Penny M. Crissman; and Trustees David J. Doyle, Dennis C. Muchmore, and Dennis K. Pawley

Absent: Trustees David T. Fischer, Ann V. Nicholson, and Rex E. Schlaybaugh, Jr.

Also Present: President Gary D. Russi; Vice Presidents Susan 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 Liaisons Lenwood D. Compton and Rhonda R. Hanna

I. Call to Order

Chair Henry Baskin called the meeting to order by teleconference at 2:08 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. Chair Henry Baskin, Vice Chair Penny M. Crissman, and Trustees David J. Doyle, Dennis C. Muchmore, and Dennis K. Pawley were present via teleconference. Trustees David T. Fischer, Ann V. Nicholson, and Rex E. Schlaybaugh, Jr. were absent.

III. Action Items

A. Consent Agenda

Chair Baskin presented the following recommendations for Board approval:

1. Approval of the Minutes of the Formal Meeting of October 1, 2003

2. Approval of the Minutes of the Special Formal Meeting of November 5, 2003

3. Approval of University Personnel Actions

Administrative Appointments

Hightower, Kenneth R., from Interim Associate Dean of the School of Health Sciences and Professor of Health Sciences to Interim Dean of the School of Health Sciences and Professor of Health Sciences, effective October 6, 2003 (\$101,000) pursuant to the Employment Agreement between Dr. Kenneth R. Hightower and Oakland University that was reviewed and approved by the Office of the General Counsel.

Olson, Ronald E., from Dean of the School of Health Sciences and Professor of Health Sciences to Interim Vice Provost for Research and Professor of Health Sciences, effective October 6, 2003 (\$140,781) pursuant to the Employment Agreement between Dr. Ronald E. Olson and Oakland University that was reviewed and approved by the Office of the General Counsel.

Change of Status

Insko, Jeffrey R., from Instructor in English to Assistant Professor of English, effective August 15, 2003.

Norris, Diane M., from Assistant Professor of Nursing to Interim Associate Dean of the School of Nursing and Assistant Professor of Nursing, effective September 22, 2003.

Vincent, Catherine, from Interim Associate Dean of the School of Nursing and Assistant Professor of Nursing to Assistant Professor of Nursing, effective September 22, 2003.

Emeritus Appointments

Brieger, Gottfried, Professor Emeritus of Chemistry, effective August 14, 2003.

4. Approval of Recommendation of Final Undergraduate and Graduate School Reports dated August 16, 2003

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

5. Recommendation to Accept Gifts to Oakland University and the Oakland University Foundation for the Period of September 1 through October 31, 2003, and to Accept Grants and Contracts to Oakland University for the Period September 1 through October 31, 2003

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

6. Approval of Honorary Degree for Senator Carl Levin

RESOLVED, that the Board of Trustees approve the awarding of an honorary degree of Doctor of Laws to Senator Carl Levin.

7. Approval of Golf and Learning Center Operating Budget for Fiscal Years Ending December 31, 2004, 2005 and 2006

WHEREAS, the fiscal year for the Oakland University Golf and Learning Center runs from January 1 through December 31; and

WHEREAS, the University administration believes it is prudent to establish a three-year budget to appropriately and separately monitor the budget of the Oakland University Golf and Learning Center; now, therefore, be it

RESOLVED, that the Board of Trustees approves the Oakland University Golf and Learning Center Budget for the year ending December 31, 2004, with budgeted operating expenditures of \$2,192,815, and tentatively approves the budgets for the years ending December 31, 2005 and 2006, with budgeted operating expenditures of \$2,255,369 and \$2,319,310, respectively; 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.

8. Approval of FY 2004-05 Operating Budget Request for Submission to the Department of Management and Budget of the State of Michigan

RESOLVED, that the Board of Trustees approve the submission of the attached Oakland University FY 2004 - 2005 Operating Budget Request to the Department of Management and Budget, State of

Michigan, as representative of the University's budget needs for the University's 2004 - 2005 fiscal year.

(A copy of the Oakland University FY 2004 – 2005 Operating Budget Request is on file in the Board of Trustees Office.)

9. Approval of Capital Outlay Budget Request Fiscal Year 2005 5-Year Plan

RESOLVED, that the Board of Trustees approve the Capital Outlay Budget Request for Fiscal Year 2005, 5-year plan, as presented with this recommendation, to the State of Michigan, Department of Management and Budget.

(A copy of the Capital Outlay Budget Request for Fiscal Year 2005 is on file in the Board of Trustees Office.)

10. Approval of Amendments to the Personnel Manual to Combine All Administrative Professional and Individual Contract Employees into a Single Employee Group

RESOLVED, that the Board of Trustees approves the implementation of a combined group of AP's and IC's effective January 1, 2004; and, be it further

RESOLVED, that the Board of Trustees approves the Administrative Professional Personnel Policy Manual, which revises the current Personnel Policy Manual for Administrative Professional Employees and Administrative Professional Employees with Individual Contracts that was last modified September 1, 2001.

(A copy of the Administrative Professional Personnel Policy Manual is on file in the Board of Trustees Office.)

Trustee Doyle, seconded by Trustee Muchmore, moved approval of the Consent Agenda. The motion was unanimously approved by those present.

IV. Other Items that May Come Before the Board

Chair Baskin inquired about media coverage regarding recent undercharges and payment requests made to some students for the Fall Term. He noted that he understood the University is willing to work with the students to correct the deficiency. Chair Baskin asked if there has been any further dialog on this

matter. Ms. Schaefer, Vice President for Finance and Administration, replied that a letter was sent to the 100 students who were undercharged advising them that the University would work with those students who could not meet the repayment deadline of December 10, 2003, that transcripts would be released, and that students with a deficit balance may register for Winter semester. Chair Baskin asked if this would impact any students who will be graduating. Ms. Schaefer replied that any graduating students would be required by standard University policy to clear their tuition account before they could get their degree, although they could still participate in Commencement.

There were no other items presented to the Board.

V. Adjournment

Chair Baskin adjourned the meeting at 2:20 p.m.

Submitted,

Approved,

Victor A. Zambardi
Secretary to the Board of Trustees

Henry Baskin
Chair, Board of Trustees