

Minutes of the Meeting  
of the  
Oakland University  
Board of Trustees  
October 24, 1973

The meeting was called to order by President O'Dowd at 8:10 p. m. in the Gold Room of the Oakland Center.

Present: Trustees - Adams, Carr, Katke, Lewis, Saltzman, and Schwart

Approval of Minutes of September 24, 1973

On a motion by Mr. Carr, seconded by Mr. Katke, the minutes of the meeting of September 24, 1973, were approved.

Approval of Personnel Actions

President O'Dowd recommended approval of the following personnel action

Changes of Status

Bass, Martha, from Coordinator of Career Opportunities Program to Associate Director of Career Opportunities Program, effective July 1, 1973, through August 31, 1974

Farley, Lawrence Thomas, from Instructor in Political Science to Assistant Professor of Political Science, effective November 1, 1973

Hess, Allen K., from Instructor in Psychology to Assistant Professor of Psychology, effective November 1, 1973

Hildum, Donald, from Professor of Speech Communication to Professor and Acting Chairman, Department of Speech Communication, effective January 3, 1974, through April 23, 1974

Kennedy, Linda L., correction in salary; when employee changed from part-time to full-time position, annual increase was not included.

Pak, Moon Jae, from Associate Professor of Biological Sciences to Associate Professor of Biological Sciences and Chairman, Interdepartmental Committee on Health Sciences, effective August 15, 1973

Sirna, Michael L., from Programmer Analyst (AP-1), Office of Computer Services, to Programmer Analyst (AP-4), Office of Computer Services, effective November 1, 1973

#### Leave of Absence - Sabbatical

Fish, William, Assistant Professor of Education, effective August 29, 1974, through December 18, 1974, with full pay

#### Leaves of Absence - Other

Chandler, Frederick D., Assistant Professor of Education, employment at Battle Creek Sanitarium to enhance capability for Human Resources Development Program and M.A. T. in Guidance & Counseling, effective January 1, 1974, through December 31, 1974, with no pay

Fitzsimmons, Thomas, Professor of English, guest professor at Tokyo University, effective January 1, 1974, through December 31, 1974, with no pay

Khapoya, Vincent B., Instructor in Political Science, visa problems, effective August 29, 1973, through December 19, 1973, with no pay

Krompart, Janet A., Assistant Professor of the Library, developmental leave from August 29, 1973, through December 19, 1973, with one semester full pay

#### Employment Relations Recommendations

##### Academic Affairs

Establish position #11, Statistical Analyst, API.

##### College of Arts and Sciences

Reclassify position #303, Principal Clerk, S-14, to Office Assistant, S-15. Additional responsibilities for accounting records in the Biology, Chemistry and Physics Departments warrant this change. These are areas of relatively high expenditure and require substantial accounting for grant funds.

Computer Services

Reclassify position #14, Programmer Analyst, API to Programmer Analyst, APIV. Qualifications, experience and the performance of the incumbent, support this change in classification bringing it in line with others doing similar work in the department, and with competitive compensation levels.

Continuum Center

Establish position #7, Research Associate, APIII. This new position will evaluate the impact of the Center programs through research.

Establish position #8, Community Liaison Consultant, APIII. This new position will identify community elements amenable to Continuum Center programs and propose site locations and volunteer centers.

Reclassify position #301, Senior Department Secretary, S-15, to Administrative Assistant, S-16. The growth of the department and added responsibilities of the incumbent warrant this reclassification.

Establish position #302, Office Assistant S-16. The added clerical positions in the department and the added responsibility of supervision warrant this level.

Establish position #303, Principal Clerk, S-14. This new position will provide clerical assistance to department programs by maintaining records, filing systems, and similar clerical assistance.

Evening Program

Establish position #2, Administrative Assistant, API. This position is to assist in administrative and counseling matters for the enlarged evening program.

Physical Plant

Establish position #304, Coordinator of Campus Cleaning, S-21. This new position results from the general reorganization in the Campus Development Division.

Purchasing

Reclassify position #301, Office Assistant, S-18, to Office Assistant Purchasing Agent, S-19. The incumbent has acquired the knowledge necessary for committing the University's funds, and the S-19 evaluation is warranted for the employee currently in this position.

Student Affairs

Reclassify position #302, Senior Department Secretary, S-15, to

Executive Secretary, S-16. The incumbent of this position provides secretarial services for the Assistant Vice President for Student Affairs.

It was moved by Mr. Saltzman, seconded by Mrs. Adams, that the personnel actions be approved. Motion carried.

### Acceptance of Gifts and Grants to the University

President O'Dowd recommended acceptance of the following gifts and grants:

I.	Grant in support of the General Scholarship Fund:		
	Fitzgerald, Mr. Harold A., Pontiac	\$	50.00
II.	Grants in support of Emily Moses Scholarship Fund:		
	Baum, Mr. Marvin, Worcester, Massachusetts		25.00
	Rapoport, Gladys B., Birmingham		10.00
	Strotz, Mr. Robert H., Evanston, Illinois		25.00
III.	Grants in support of the Meadow Brook Art Gallery:		
	Pitcoff, Mr. & Mrs. Joel H., Allen Park		25.00
	Tompkins, Mr. Stephen J., Troy		100.00
IV.	Grant in support of the Library Gift Fund:		
	The Lyon Foundation, Inc., Bloomfield Hills		30.00
V.	Grant in support of the Matilda R. Wilson Memorial Library Fund:		
	The Matilda R. Wilson Fund, Detroit		15,770.00
VI.	Grant in support of the Meadow Brook Music Festival:		
	Ford Motor Company Fund, Dearborn (Matching gift of Mr. Arthur Saltzman)		150.00
VII.	Grants in support of the Meadow Brook Music Festival or the Meadow Brook Theatre:		
	Diners/Fugazy Travel and Incentive Company, Detroit		250.00
	Eaton Corporation, Southfield		500.00

VIII.	Grant in support of the Meadow Brook Music Festival Miscellaneous Income Account:	
	The Matilda R. Wilson Fund, Detroit	\$ 50,000.00
IX.	Grant in support of the President's Club:	
	Barker, Dr. Howard B., Bloomfield Hills	2,400.00
X.	Grant in support of the Information Services Account:	
	Meredith, Mr. N. L., Detroit	100.00
XI.	Grants in support of Departments, Staff, Schools, and Colleges:	
	Michigan Council for the Arts, Detroit, under the direction of Mr. W. W. Kent, Meadow Brook Music Festival, to be used in support of the National Ballet of Washington, Period of Performance: July 1, 1973, to December 31, 1973	8,100.00
	Oakland County, Pontiac, under the direction of Mr. William Epling of the Drug Abuse Program, to be used in support of the "Oakland University Community House," Period of Performance: April 1, 1973, to December 31, 1973	11,925.00
	Oakland County Library Board, Pontiac, under the direction of Mr. Robert Gaylor, Kresge Library, to be used in support of the Reference Hot Line, Period of Performance: September 1, 1973, to December 31, 1973	11,777.00
	Office of Education, Washington, D.C., under the direction of Dr. Jacqueline Loughheed, School of Education, to be used in support of the second year of the Teacher Corps In-Service Seventh Cycle Training Program, Period of Performance: August 29, 1973, to June 30, 1974	95,572.00
	United States Office of Education, Washington, D.C., under the direction of Dean Manuel Pierson, Dean for Student Services, to be used for additional support for "Special Services for Disadvantaged Students 73/74," Period of Performance: July 1, 1973, to June 30, 1974	7,000.00
	United States Office of Education, Washington, D.C., under the direction of Manuel Pierson, Dean for Student Services, an additional award to be used in support of the project Upward Bound 73/74, Period of Performance: May 21, 1973, to June 30, 1974	14,000.00

Wayne State University, Detroit, under the direction of Dr. Boaz Kahana, Psychology Department, to be used in support of the "Strategies of Coping in Institutional Environments," Period of Performance: September 1, 1973, to August 31, 1974 \$ 9,199.00

XII. A gift from Professor Carl F. Barnes, Jr., of three books to Oakland University, Archives Michigan Architecture in the Department of Art and Art History: "The American Heritage Dictionary of the English Language," "American Building the Historical Forces That Shaped It," and "American Building The Environmental Forces That Shaped It," value of gift 39.95

A gift of a Sears' Electronic Calculator to the School of Engineering by Dr. Kenneth A. Meade, value of gift 83.17

XIII. Report on Stock Transaction - See item IX above

Dr. Howard B. Barker	Date	Date of	Net	Comm.
30 shares of Pontiac State Bank stock to the President's Club on August 24, 1973. Value of stock at date of gift was \$80 (\$2,400.00). Net proceeds at date of sale, September 14, 1973, was \$79.50(\$2,385.00)	<u>Received</u>	<u>Sale</u>	<u>Proceeds</u>	<u>Taxes</u>
	8-24-73	9-14-73	\$2,385.00	-0-

#### Correction - Gifts and Grants

For the September 24 meeting of the Board of Trustees, the Secretary's Office was advised that the value of the contribution to the School of Engineering of a 4-axis point-to-point machine controller with tape reader from ExCello Parker Company was \$40. The information provided was in error and the value is \$40,000.

President O'Dowd inquired if Mr. Obear wished to comment on any of the grants. Mr. Obear stated that the Teacher Corp In-Service Training program, under the direction of Dr. Jacqueline Lougheed, was one of the few in the country to be federally funded for the second year.

President O'Dowd called upon Mr. De Carlo regarding the gift from the Matilda R. Wilson Fund. Mr. De Carlo stated that the University received an extremely generous gift from the Fund in the amount of \$50,000 for the operation

expenses of the 1973 Festival. The gift was made possible through the generosity of Dr. Nelson Meredith and the trustees of the Fund and recognizes Mrs. Wilson's interest in the Festival.

Mr. Carr moved that we accept, with gratitude, the gifts and grants. Seconded by Mr. Katke, the motion carried.

Approval of B.A., B.S., M.A., M.A.T., and M.S. Degrees as of August 17, 1973

President O'Dowd requested Board approval of the candidates for the degrees of B.A., B.S., M.A., M.A.T., and M.S. degrees as of August 17, 1973. The list of candidates is on file in the Office of the Secretary.

It was moved by Mr. Schwartz, seconded by Mr. Lewis, that the degrees be awarded. Motion carried.

Approval of Long-Range Capital Outlay Request for 1974-75

President O'Dowd recommended approval of the long-range capital outlay request for 1974-75 which is to be submitted to the Bureau of the Budget for evaluation. The capital outlay request is on file in the Office of the Secretary.

Mr. Carr stated that the Board understood the priorities set forth in the request and moved for approval. Mr. Schwartz and Mrs. Adams seconded the motion which was carried.

Approval of 1974-75 Budget Request

President O'Dowd recommended approval of the 1974-75 budget request set forth below:

Oakland University 1974-75 Budget Request

<u>Revenue</u>	<u>1974-75</u>
State Appropriation	\$ 14,584,900
Tuition and Fees	5,106,000
Indirect Cost Recovery	215,000
Miscellaneous	305,000
Fund Balance	<u>50,000</u>
 Total Revenue	 <u>\$ 20,260,900</u>

<u>Expenditures</u>	
Salaries and Wages:	
Faculty	\$ 6,939,500
Admin.-Professional	4,130,300
Service	<u>3,835,900</u>
 Total	 \$ 14,905,700
 Equipment	 776,000
Supplies & Expenses	<u>4,529,200</u>
 Total Expenses	 <u>\$ 20,210,900</u>

Enrollment	8,185
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Per FYES:	
Appropriation	\$ 1,782
Gross Budget	\$ 2,469

President O'Dowd stated that the 1974-75 budget request was an increase of \$2,894,400 over the previous year, which amounts to 16.7%. The projected enrollment of 8185 FYES students may be conservative and there is a possibility of an upward revision at a later date.

Mr. Katke moved for approval of the 1974-75 budget request and Mr. Carr seconded. Motion carried.



Approval of Additional Appropriation for Remodeling of Student Enterprise Theatre

President O'Dowd recommended approval of an additional appropriation for the remodeling of the Student Enterprise Theatre. Originally, \$15,000 was authorized by the Board. However, structural problems in the facility resulted in a total project cost of \$24,746.

Mr. Katke questioned the specific use of the funds requested.

Mr. Brown responded that construction costs amounted to \$18,276; seating costs, \$2,970; contingency, \$2,000; and professional fee, \$1,500. The low bidder was Wake-Pratt Construction Company for \$20,276 (construction-\$18,276; contingency-\$2,000).

Mrs. Adams moved to approve the recommended appropriation, as well as the contract to the low bidder, Wake-Pratt Construction Company. Mr. Lewis offered the second and the motion carried.

Approval of Procedure for Transferring University Fund Accounts

Mr. Saltzman moved that the Board refer the matter of Board approval of a procedure for transferring funds to the Board Audit Committee for review, with a recommendation to be presented at the next Board meeting. Mr. Carr seconded and the motion carried.

Mr. Carr moved to adjourn the meeting and Mr. Saltzman seconded. The meeting was adjourned at 8:31 p.m.

John De Carlo, Secretary  
Board of Trustees

Approved,

Arthur W. Saltzman, Vice Chairman  
Board of Trustees

Date \_\_\_\_\_