

MINUTES OF THE MEETING
of the
FINANCE COMMITTEE
November 21, 1968

The Finance Committee convened at Kellogg Center at 8:00 a.m.

The following members were present: Messrs. Harlan, Hartman, Merriman, Nisbet, Smith, Stevens, Thompson, and White; President Hannah, Vice President May, Secretary Breslin.

Absent: No one.

Investment Items

Investment
recommendations

1. The following investment items were recommended by Scudder, Stevens & Clark and Mr. Earl Cress:

Consolidated Investment Fund

Amount	Security	Approx. Price	Principal	Income	Yield
Recommend selling:					
\$30,000	First National City Bank 4% Cv. Notes 7/1/90	\$124	\$37,200	\$1,200	3.2%

Recommend purchasing:					
up to 350 shs.	Sherwin Williams Cv. "B: Pfd.	107	37,450	1,540	4.1%

John A. Hannah Professorships Fund

Recommend selling:					
\$30,000	First National City Bank 4% Cv. Notes 7/1/90	124	37,200	1,200	3.2%

Recommend purchasing:					
up to 350 shs.	Sherwin-Williams "B" Cv. Pfd.	107	37,450	1,540	4.1%

Jenison Fund

Called for redemption:					
\$5,000	MSC Apt. Bldg. Rev. 11/1/68 (out of \$37,000)	100	5,000	170	3.4%

Recommend selling:					
\$26,000	First National City Cv. 4% Notes 7/1/90	124	32,240	1,040	3.2%

Recommend purchasing:					
up to 350 shs.	Sherwin-Williams Cv. "B" Pfd.	107	37,450	1,540	4.1%

H. W. & E. A. Klare Fund

Recommend selling:					
\$30,000	First National City Bank Cv. 4% Notes 7/1/90	124	37,200	1,200	3.2%

Recommend purchasing:					
up to 350 shs.	Sherwin-Williams Cv. "B" Pfd.	107	37,450	1,540	4.1%

Rackham Fund

Called for redemption:					
\$4,000	MSC Apt. Bldg. Rev. 11/1/68 (out of \$37,000)	100	4,000	136	3.4%

Recommend purchasing:					
up to \$5,000	Federal Land Bank 5% 1/22/79 (making \$75,000)	93	4,650	250	5.4%

Retirement Fund

Recommend selling:					
\$175,000	First National City Bank 4% Cv. Notes 7/1/90 November Contribution	124	217,000 100,000	7,000	3.2%

Recommend purchasing:					
2,200 shs.	Houghton-Mifflin (making 12,500)	27	59,400	880	1.5%
up to 7,000 shs.	Montana Power (making 8,500)	36	252,000	10,920	4.3%

Investment
Recommendations

Investment Items, continued

1. Recommendations from Scudder, Stevens & Clark, continued:

Fred T. Russ Fund

<u>Amount</u>	<u>Security</u>	<u>Approx. Price</u>	<u>Principal</u>	<u>Income</u>	<u>Yield</u>
Recommend selling:					
\$5,000	First National City Bank 4% Cv. Notes 7/1/90	\$124	\$6,200	\$ 200	3.2%

Recommend purchasing:
up to
55 shs. Sherwin-Williams Dv. "B" Pfd. 107 5,885 242 4.1%

White Motor Co. Fund

Maturing:
\$10,000 U.S. Treasury Bills 11/30/68

Recommend:
Roll-over into 91 day maturity

Ivan Wright Fund

Maturing:
\$3,000 U.S. Treasury Bills 11/30/68

Recommend:
Roll-over into 91 day maturity

On motion by Mr. Nisbet, seconded by Mr. Thompson, it was voted to approve the Investment Items.

Miscellaneous

1. In June 1967 the Trustees approved the award of contracts for the Music Practice Building and established a budget of \$1,425,000 for the project.

Subsequent to the award of contracts, the Trustees authorized an allocation of \$600,000 from indirect expense and approved a recommendation that the balance of the cost of this project would be financed with an internal loan.

In order to formalize the loan, I am recommending that the Trustees approve a term loan agreement in the amount of \$825,000 without interest. As security for the loan, the Board will pledge music practice fees and any other funds available to it to provide a minimum annual payment of \$60,000.

The following resolution is required:

RESOLUTION OF THE BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY TO BORROW FUNDS TO COVER COST OF MUSIC PRACTICE BUILDING

- 1) The Board of Trustees of Michigan State University has determined that it is necessary and expedient to construct the Music Practice Building at a cost of \$1,425,000.
- 2) To provide the funds necessary to construct the Music Practice Building, the Board deems it necessary and expedient to borrow the sum of \$825,000, and that these funds be borrowed from the Revolving Funds of the University.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Michigan State University that a term loan agreement substantially in the form presented to the Board be entered into pursuant to the terms of which \$825,000 may be borrowed to provide the required funds.

(A copy of the term loan agreement is filed with the material pertinent to this Board meeting.)

On motion by Mr. Stevens, seconded by Mr. Merriman, it was voted to approve the above resolution.

2. There are two projects nearing completion which will require some additional financing:

- a. Administration Building. This project has an authorized budget of \$5,900,000, which was to be financed with a state appropriation of \$5,600,000 and a \$300,000 allocation of out-of-state fees in the 1969-70 fiscal year. It was recognized when the budget was established that the allocation for equipment of \$125,000 would not be sufficient. I would now like to recommend that the Trustees appropriate \$130,000 from the General Fund for furnishings and authorize the use of approximately \$70,000 in an unallocated equipment account, which was established a number of years ago when it was expected that the old Administration Building would be remodeled.

Approval Term
Loan Agreement
for Music
Practice
Building

Approval appro-
priations for
New Administra-
tion Building
and Library
Addition

November 21, 1968

Miscellaneous, continued

2. Financing of two projects, continued:

- b. Library Addition. The final cost of this project has now been established at \$4,231,815. It was financed by a state appropriation of \$3,213,565 and a federal grant of \$1,000,000. A General Fund appropriation of \$18,250 is recommended to cover the final cost of the project.

Approval appropriations for New Administration Building and Library Addition

On motion by Mr. Thompson, seconded by Mr. Stevens, it was voted to approve the appropriations as recommended for the Administration Building and Library Addition.

3. The following communication from Chancellor Varner is self-explanatory:

As I indicated to you in a personal visit a few weeks ago, the officers and directors of First Federal Savings and Loan Association of Detroit have invited me to join their Board of Directors. They have traditionally had on their Board one person from the field of higher education, and this particular position was formerly held by Dr. Clarence Hilberry. Since Dr. Hilberry's death the position has been vacant, and they have now asked me to fill this post. You indicated that you thought it would be a good thing to do but that I should touch base with Don Stevens. Don suggested that we hold up for a while on this, although he did not personally have any objection.

Action deferred on invitation to Chancellor Varner to join Bd of Dir of First Fed Sav & Loan

Late last week, Mr. Hans Gehrke, President of First Federal Savings and Loan, called to inquire about the status of the invitation, and I told him I would let him know within ten days or so. I then checked again with Don Stevens over the weekend, and he suggested that I raise the question with Mr. Huff since he would likely be familiar with the Detroit area operations. Mr. Huff in turn recommended that this matter be brought to the attention of the Board of Trustees so that they would be informed. I am under the impression that Mr. Huff personally has no objection to this but that he feels that the Board should be informed when any officer of the University accepts such a position.

In view of this, I wonder if you could bring this to the attention of the Board at its next meeting. As I indicated to you earlier, this is no emotional matter with me, but I suspect it will be to the advantage of the University in the long run to have this range of acquaintances, who in turn can be helpful in a great many ways in developing Oakland University in the community. Mr. Gehrke tells me that their Board meets one day each month for a two-hour period. I believe the regular meeting time is from 12 noon to 2 p.m. on the third Wednesday of each month.

I await your advice and that of the Board.

After discussion, it was decided to defer action on this item until the Trustees have an opportunity to discuss and develop a policy statement with reference to service by officers and other employees of the University on corporate boards, etc. It was suggested that Mr. Varner request the First Federal Savings and Loan to keep this matter open until January or February.

4. The Trustees discussed the dates of future meetings and agreed that the December meeting should be held on December 11 and 12 as originally scheduled and that the meetings after the first of January should be held on the third Thursday evening and Friday-morning of each month unless otherwise changed.

Board meetings to be 3rd Thurs and Fri of each month

Adjourned.

MINUTES OF THE MEETING
of the
BOARD OF TRUSTEES
November 21, 1968

Present: Chairman Stevens, Messrs. Harlan, Hartman, Merriman, Nisbet, Smith, Thompson, and White; President Hannah, Vice President May, and Secretary Breslin. Guests: Trustees-elect Warren M. Huff and Dr. Blanche Martin.

Absent: No one.

The meeting was called to order at 9:40 a.m. - President Hannah presiding.

The minutes of the October 17 meeting were approved.

SPECIAL MISCELLANEOUS

1. A question was raised with reference to the use of electronic recording devices by the representatives of the communications media and others.

Use of recording devices at Board meetings prohibited

After discussion, it was moved by Mr. Stevens, seconded by Mr. Merriman, to exclude the use of such devices at Trustees' meetings, with the understanding that this is not to impede representatives of the press and communications media from taking their own written notes as in the past. Carried. Mr. Harlan and Mr. White voted "No."

November 21, 1968

2. Approval of the Finance Committee items on preceding pages.

On motion by Mr. Thompson, seconded by Mr. Merriman, it was voted to approve the Finance items.

Report on
Madison College

3. Herbert Garfinkel, Dean of James Madison College, appeared before the Board to describe the objectives and hopes of his college.

A. PERSONNEL CHANGES

The following personnel items were recommended:

Resignations

Resignations and Terminations

1. John C. Post, County Extension Agricultural Agent, Arenac County, December 31, 1968, to accept other employment.
2. James B. Harrington, Associate Professor of Agricultural Engineering, August 31, 1969, to join the staff of the University of Missouri.
3. Joanne M. Landis, Specialist in Dairy, November 20, 1968, to accompany her husband who has completed his Ph.D. requirements and has accepted a position elsewhere.
4. Henry O. Barbour, Professor and Director of the School of Hotel, Restaurant, and Institutional Management, January 5, 1969, to accept a position as Vice President of Manpower Development and Director of Research of the Inter-Continental Hotel Corp.
5. Walter M. Burnett, Associate Professor of Hotel, Restaurant and Institutional Management, and Med., January 8, 1969, to accept an appointment as Director of Health Administration Program, Tulane University.
6. Thomas A. Staudt, Professor and Chairman of Marketing and Transportation Administration, December 31, 1968, to accept a position as Director of Marketing for the Chevrolet Division of General Motors Corporation.
7. Glenda Lappan, Assistant Professor of Mathematics, December 31, 1968, to discontinue teaching.
8. Clark A. Akatiff, Assistant Professor of Geography, August 31, 1969, to return to California to teach.
9. Lucy Landon, Associate Professor of Social Work, December 31, 1968.
10. Brian Sanders, Bibliographer in the Library, December 20, 1968, to accept a position in the Lehigh University Library.

Leaves

Leaves -- Sabbatical

1. Norman R. Thompson, Professor of Crop Science, with full pay, from December 15, 1968 through June 15, 1969, to study in western United States, Hawaii, Philippines, and Australia.
2. Jonathan W. Wright, Professor of Forestry, with full pay, from April 1, 1969 through April 30, 1969, to travel in the Far East.
3. C. David Mead, Professor of English and International Programs, with full pay, from April 1, 1969 through June 30, 1969, to study at home.
4. William Whallon, Associate Professor of English, with half pay, from September 1, 1969 through August 31, 1970, to study in Greece.
5. James R. Hooker, Associate Professor of History and African Studies Center, with full pay, from January 1, 1969 through March 31, 1969, to study in Trinidad and Tobago.
6. R. Keith Stein, Professor of Music, with half pay, from September 1, 1969 through August 31, 1970, to write in Mexico, Spain, England, and Ireland.
7. Craig A. Staudenbaur, Associate Professor of Philosophy, with full pay, from April 1, 1969 through June 30, 1969, to study at home.
8. Darab B. Unwalla, Associate Professor of Management, with full pay, from April 1, 1969 through June 30, 1969, to study in the United States and India.
9. Jack M. Bain, Dean of the College of Communication Arts, with full pay, from June 16, 1969 through September 15, 1969, to study in Michigan and travel in the United States.
10. John M. Parsey, Associate Professor of Advanced Studies in Education and Administration and Higher Education, with full pay, from January 1, 1969 through June 30, 1969, to do research and writing at home.
11. Buford L. Stefflre, Professor of Counseling, Personnel Services and Educational Psychology, with full pay, from January 1, 1970 through March 31, 1970 to study at home and outside the United States.

A. PERSONNEL CHANGES, continued

November 31, 1968

Leaves--Sabbatical, continued

Leaves

12. Cole S. Brembeck, Associate Dean of Education and Director of the Institute for International Studies in Education, with full pay, from April 1, 1969 through June 30, 1969, to study and write at MSU.
13. Z. George Barnett, Professor of Secondary Education and Curriculum, with half pay, from September 1, 1969 through August 31, 1970, to study at the University of California at Santa Barbara.
14. Charles W. Barr, Professor of Urban Planning and Landscape Architecture, with full pay, from October 1, 1969 through December 31, 1969 to study in Australia, Southeast Asia, and Europe.
15. D. Newton Glick, Professor of Urban Planning and Landscape Architecture, with full pay, from April 1, 1969 through September 30, 1969, to study in Africa and Europe.
16. Philipp Gerhardt, Professor and Chairman of Microbiology and Public Health, with full pay, from January 20, 1969 through April 19, 1969, to study at Stanford University.

Leaves--Health

1. Jacob M. Plotkin, Assistant Professor of Mathematics, with full pay, from October 1, 1968 through December 31, 1968.

Leaves--Military

1. Alex C. Bacapoulos, Assistant Professor of Mathematics, without pay, from January 1, 1969 through August 31, 1969.
2. John W. Pape, Dispatcher in the Instructional Media Center, without pay, from October 10, 1968 through June 30, 1969.

Leaves--Other

1. Lowell F. Rothert, Program Assistant, 4-H Youth Programs, without pay, from November 1, 1968 through June 15, 1969, to study at MSU.
2. Harold G. Marcus, Associate Professor of History and the African Studies Center, without pay, from March 21, 1969 through August 31, 1969, to study in Ethiopia.
3. Harm J. de Blij, Professor of Geography and the African Studies Center, without pay, from January 1, 1969 through December 31, 1969, to take a position at Miami University, Florida.
4. Norman N. Miller, Assistant Professor of Political Science and the African Studies Center, without pay, from January 1, 1969 through December 31, 1970, to take a position with the American University Field Staff.

Transfers and Changes in AssignmentTransfers and
Changes in
Assignment for:
Stephen Harsh

1. Change of date of appointment of Stephen B. Harsh as Assistant Professor (Research, Extension), Agricultural Economics, from November 1, 1968 to November 18, 1968.
2. Dual assignment of Dale E. Hathaway, Professor, to Agricultural Economics and James Madison College, effective from January 1, 1969 through March 31, 1969, and paid 50% from 11-2821, 50% from 11-3081. Dale Hathaway
3. Transfer for Eldon A. Behr, Professor, from Forest Products to Forestry, at the same salary of \$17,500 per year on a 12-month basis, effective October 1, 1968, and paid 80% from 11-3101, 20% from 71-6700. Eldon A. Behr
4. Transfer for Monte R. Harold, Instructor, from Forest Products to Forestry, at the same salary of \$10,950 per year on a 12-month basis, effective October 1, 1968 through December 31, 1969. Monte R. Harold
5. Transfer for Henry A. Huber, Associate Professor (Extension) from Forest Products to Forestry, at the same salary of \$15,700 per year on a 12-month basis, effective October 1, 1968. Henry A. Huber
6. Transfer for William B. Lloyd, Professor, from Forest Products to Packaging, at the same salary of \$18,100 per year on a 12-month basis, effective October 1, 1968. William Lloyd
7. Transfer for Alan Sliker, Associate Professor, from Forest Products to Forestry, at the same salary of \$14,850 per year on a 12-month basis, effective October 1, 1968, and paid 70% from 11-3101, 30% from 71-6700. Alan Sliker
8. Transfer for Otto Suchsland, Associate Professor, from Forest Products to Forestry, at the same salary of \$16,100 per year on a 12-month basis, effective October 1, 1968, and paid 50% from 11-3101 and 50% from 71-6700. Otto Suchsland
9. Designation of Professor Laurence G. Harmon as Acting Chairman of Food Science, effective from January 1, 1969 through March 31, 1969. Laurence Harmon

A. PERSONNEL CHANGES, continued

November 21, 1968

Transfers and Changes in Assignment for:Transfers and Changes in Assignment, continued

- Webster Smith 10. Dual assignment of Webster Smith, Associate Professor, to Art and Justin Morrill College, effective January 1, 1969 through April 30, 1969, and paid 50% from 11-2801, 50% from 11-3591.
- E. Fred Carlisle 11. Change E. Fred Carlisle, Associate Professor of English, from a 10-month basis at a salary of \$12,500 per year, to a 12-month basis at a salary of \$15,625 per year, effective September 1, 1968.
- Leonard Valcone 12. Payment of \$3,500 in addition to retirement pay for Leonard V. Falcone, Professor Emeritus of Music, effective October 1, 1968 through December 31, 1968.
- Donald Taylor 13. Assignment of Donald A. Taylor, Professor of Marketing and Transportation Administration, as Co-Director of the Latin American Marketing Project and Director of the Latin American Studies Center, effective from September 1, 1968 through December 31, 1968, and paid 50% from 11-4671, 50% from 71-2035.
- Donald Taylor 14. Designation of Donald A. Taylor as Professor and Chairman of Marketing and Transportation Administration with an increase in salary to \$25,000 per year on a 12-month basis, effective January 1, 1969.
- Floyd W. Reeves 15. Payment of \$6,000 in addition to retirement pay for Floyd W. Reeves, Distinguished Professor Emeritus of Administration and Higher Education, for the period September 1, 1968 through June 30, 1969.
- Robert Green 16. Dual assignment of Robert L. Green, Associate Professor, to Counseling, Personnel Services and Educational Psychology, James Madison College, and Equal Opportunity Programs, with an increase in salary to \$20,000 per year on a 12-month basis, effective November 1, 1968, and paid 25% from 11-4361, 25% from 11-2821, 50% from 11-3441.
- William Mehrens 17. Change William A. Mehrens, Associate Professor of Counseling, Personnel Services, and Educational Psychology, from full time at a salary of \$15,300 per year on a 12-month basis, to one-half time at \$7,650 per year on a 12-month basis, effective January 1, 1969 through June 30, 1969.
- Harry Hedges 18. Change Harry G. Hedges from Associate Professor of Electrical Engineering to Associate Professor of Electrical Engineering and Assistant Dean of Engineering, with an increase in salary to \$21,250 per year on a 12-month basis, effective January 1, 1969.
- James Higgins 19. Dual assignment of James V. Higgins, Associate Professor, to Human Development and Zoology, effective November 1, 1968.
- Rae Mericle 20. Dual assignment of Rae Phelps Mericle, Assistant Professor, to Zoology and the Biology Research Center on a full-time basis at a salary of \$3,732 for the period from September 1, 1968 through December 31, 1968, paid 53.6% from 11-3551 and 46.4% from 71-2451.
- Mary Leichty 21. Assignment of Mary M. Leichty, Associate Professor, to Psychology only, effective September 1, 1968, paid from 71-0657.
- Wm. Stellwagen 22. Dual assignment of William T. Stellwagen, Associate Professor, to Psychology and Lyman Briggs College, effective from September 1, 1968 through August 31, 1969, paid 90% from 11-3761, 10% from 11-2811.
- Bo Anderson 23. Change Bo Anderson, Professor of Sociology, from a temporary to a regular appointment subject to tenure rules, effective September 1, 1968.
- Cyrus Stewart 24. Change in title from Instructor to Assistant Professor for Cyrus S. Stewart and transfer from Sociology to Social Science at a salary of \$11,000 per year on a 10-month basis, effective January 1, 1969. This is a regular appointment subject to tenure rules.
- Charkes House 25. Change Charles B. House, Lecturer in Humanities, from full time at a salary of \$10,500 per year to half time at a salary of \$5,250 per year, effective January 1, 1969 through August 31, 1969.
- Marjorie Malvern 26. Change Marjorie M. Malvern, Instructor in Humanities from 66% time at a salary of \$4,666 per year to full time at a salary of \$1,555 for the period from September 1, 1968 through December 31, 1968, and \$4,666 for the period from January 1, 1969 through August 31, 1969.
- Frances Vletcher 27. Dual assignment of N. Frances Fletcher, Assistant Professor, to Natural Science and Justin Morrill College, effective from September 1, 1968 through August 31, 1969.
- James Goatley 28. Dual assignment of James L. Goatley, Associate Professor, to Natural Science and Justin Morrill College, effective September 1, 1968.
- Marvin Solomon 29. Dual assignment of Marvin D. Solomon, Professor, to Natural Science and Justin Morrill College, effective September 1, 1968 through August 31, 1969.
- Dale Clayton 30. Change in title to Assistant Professor of Physiology and Acting Director of the Human Biology Laboratories, with an increase in salary to \$12,000 per year on a 12-month basis, effective October 1, 1968, paid 90% from 11-3301, 10% from 11-3985, for Dale L. Clayton.
- Horace Brock 31. Change termination date for Horace R. Brock, Professor and Adviser of the Turkey Project, from January 31, 1969 to July 31, 1969.

A. PERSONNEL CHANGES, continued

November 21, 1968

Transfers and Changes in Assignment, continuedTransfers and
Changes in
Assignment for:

32. Assignment of Leyton V. Nelson, Professor of Crop Science, to the Pakistan Project at a salary of \$20,680 per year on a 12-month basis, effective from December 1, 1968 through March 15, 1969, paid from 71-2034.
33. Increase in salary for Bill A. Stout, Associate Professor of Agricultural Engineering assigned to the African Mechanization Project, to \$21,120 per year on a 12-month basis, effective February 1, 1969 through March 8, 1969, paid from 71-2008.
34. Assignment of Garland P. Wood as Professor and Chief of Party, Argentine Project, at a salary of \$16,500 per year on a 12-month basis, effective December 1, 1968 through November 30, 1970, paid from 71-2002.
35. Assignment of James D. Shaffer, Professor of Agricultural Economics, to the Latin American Market Planning Center at a salary of \$17,800 per year on a 12-month basis, effective September 1, 1968 through September 30, 1968, paid from 71-2035.
36. Transfer for Betty L. Schoepke from Senior Chemist IX to Chief Chemist AP-II, Department of Animal Husbandry, with an increase in salary to \$8,300 per year on a 12-month basis, effective November 1, 1968, paid from 71-6200.
37. Transfer for Richard E. Miller from Assistant Professor to Laboratory Manager AP-VIII, Department of Chemistry, with an increase in salary to \$14,500 per year on a 12-month basis, effective November 1, 1968, paid from 11-3651.
38. Transfer for Keki Mistry from Senior Glassblower, Labor Payroll, to Glassblowing Shop Supervisor AP-V, Department of Chemistry, at a salary of \$12,060 per year on a 12-month basis, effective October 1, 1968.
39. Assignment of Henry E. Larzelere, Professor of Agricultural Economics, to the Tanzania Project at a salary of \$16,500 per year on a 12-month basis, effective November 16, 1968 through December 31, 1968, paid from 71-1985.

Leyton Nelson

Bill A. Stout

Garland P. Wood

James Shaffer

Betty Schoepke

Richard E Miller

Keki Mistry

Henry Larzelere

Salary Changes

Salary Changes

1. Increase in salary for John W. Simmons, Specialist in the Learning Systems Institute and Elementary and Special Education, to \$9,000 per year on a 12-month basis, effective September 1, 1968 through August 31, 1969.
2. Temporary increase in salary for Oscar Taboada, Assistant Professor assigned to the Argentine Project, to \$15,500 per year on a 12-month basis, effective October 1, 1968 through January 31, 1969.
3. Temporary increase in salary for George H. Axinn, Professor and Assistant Dean of International Programs, to \$31,008 per year on a 12-month basis, effective October 1, 1968 through January 20, 1968, paid from 11-4081 and 71-3175.
4. Increase in salary for Kenneth L. Neff, Associate Professor assigned to the Turkey Project, to \$19,800 per year on a 12-month basis, effective August 17, 1968 through June 30, 1969.
5. Increase in salary for Terry W. Braverman, Associate Sports Editor AP-III, TV Broadcasting, to \$9,400 per year on a 12-month basis, effective December 1, 1968.

Appointments

Appointments

1. Robert C. Miley, Specialist in Agricultural Economics, at a salary of \$9,500 per year on a 12-month basis, effective December 1, 1968.
2. Michael E. Hurst, Lecturer in Hotel, Restaurant and Institutional Management, at a salary of \$1,850 for the period from January 1, 1969 through March 31, 1969.
3. Lalit Sen, Associate Professor of Communication, at a salary of \$16,000 per year on a 12-month basis, effective December 16, 1968 through December 31, 1968.
4. Helen Esther Griffiths, Instructor in Family and Child Sciences, at a salary of \$3,300 for the period October 15, 1968 through June 15, 1969.
5. Lorna Paine Qazi, Instructor in Family and Child Sciences, at a salary of \$2,400 for the period October 15, 1968 through June 15, 1969.
6. Selma D. J. Hollander, Instructor in Textiles, Clothing, and Related Arts, at a salary of \$800 for the period January 1, 1969 through March 15, 1969.
7. Thomas R. A. Kuester, Instructor in Textiles, Clothing, and Related Arts, at a salary of \$2,400 for the period January 1, 1969 through March 15, 1969.
8. Robert B. Spangenberg, Instructor in Medicine, without pay, effective November 1, 1968 through June 30, 1969.
9. Wen-hsiung Ko, Research Associate in Botany and Plant Pathology, at a salary of \$8,000 per year on a 12-month basis, effective October 1, 1968 through June 30, 1969.

A. PERSONNEL CHANGES, continued

November 21, 1968

Appointments

Appointments, continued

10. Joseph M. Vargas, Jr., Assistant Professor of Botany and Plant Pathology, at a salary of \$11,000 per year on a 12-month basis, effective November 1, 1968.
11. Harriet Joyce Conley, Instructor in Nursing, at a salary of \$6,800 for the period from November 15, 1968 through June 30, 1969.
12. Richard N. St. Onge, Research Associate in Physics, at a salary of \$9,600 per year on a 12-month basis, effective November 15, 1968 through November 14, 1970.
13. Helen L. Engelbrecht, Instructor in Microbiology and Public Health, at a salary of \$8,000 per year on a 12-month basis, effective December 1, 1968 through June 30, 1969.
14. H. Stuart Pankratz, Specialist in Microbiology and Public Health, at a salary of \$12,000 per year, effective December 1, 1968 through February 28, 1969.
15. H. Stuart Pankratz, Specialist in Microbiology and Public Health, at a salary of \$12,000 per year, effective March 1, 1969 through June 30, 1969.
16. Rene Max Scherrer, Assistant Professor of Microbiology and Public Health, at a salary of \$10,500 per year on a 12-month basis, effective December 1, 1968 through June 30, 1969.
17. Leland F. Velicer, Assistant Professor of Microbiology and Public Health, at a salary of \$15,000 per year on a 12-month basis, effective July 1, 1969.
18. George Carl Jersey, Instructor (Research) in Pathology, at a salary of \$1,000 per month, effective December 1, 1968 through May 31, 1969.
19. Jenny A. Lind, Librarian in the Library, at a salary of \$8,500 per year on a 12-month basis, effective January 2, 1969.
20. Gary D. MacMillan, Librarian in the Library, at a salary of \$12,000 per year on a 12-month basis, effective November 15, 1968.
21. Bernice Z. Wallace, Librarian in the Library, at a salary of \$4,500 per year on a 12-month basis, effective November 18, 1968.
22. LaVonne E. Kriesel, Secretary-Accountant, in the Tanzania Project, at a salary of \$6,000 per year on a 12-month basis, effective November 1, 1968.
23. Robert H. Wilkinson, Assistant Professor of Agricultural Engineering assigned to the Argentine Project, at an overseas salary of \$15,500 per year on a 12-month basis, effective December 1, 1968 through November 30, 1970. Campus salary \$15,000 per year.

On motion by Mr. Stevens, seconded by Dr. Smith, it was voted to approve the Resignations and Terminations, Leaves, Transfer and Changes in Assignment, Salary Changes, and Appointments.

Tenure
recommendationsTenure Recommendations

1. The following actions were recommended by the departmental chairmen and the deans in accordance with the tenure rules:
 - a. Associate Professors who have served their probationary terms and acquire tenure with this reappointment, effective September 1, 1969:

Terrence R. Greathouse
 *Douglas B. Purser
 John T. Huber
 Robert J. Marty
 Joan V. Smith
 *Raimund Belgardt
 Donald N. Lammers
 Donald J. Bowersox
 John D. Lewis
 Donald R. Treat
 Vandel C. Johnson
 Bob B. Winborn

Harold R. Wallace
 Robert P. Boger
 *Anthony J. Bowdler
 S. Richard Heisey
 H. Ti Tien
 George E. Leroi
 Robert S. Spira
 *Alfred Haug
 Leonard Kasdan
 *John M. Hunter
 W. A. Goldberg
 Rufus P. Browning
 Cecil L. Williams
 J. Alan Holman
 Marvin E. Stephenson

Animal Husbandry
 Animal Husbandry
 Dairy
 Forestry
 Art
 German and Russian
 History
 Marketing and Transportation Administration
 Television and Radio
 Theatre
 Administration and Higher Education
 Counseling, Personnel Services, and
 Educational Psychology
 Secondary Education and Curriculum
 Family and Child Sciences
 Medicine
 Physiology
 Biophysics
 Chemistry
 Mathematics
 MSU/AEC Plant Research Laboratory
 Anthropology
 Geography
 Police Administration and Public Safety
 Political Science
 Counseling Center
 Museum
 Institute of Water Research

*non-citizen

A. PERSONNEL CHANGES, continued

November 21, 1968.

Tenure Recommendations, continuedTenure
recommendations

1. Recommendations in accordance with tenure rules, continued

- b. Assistant Professors who have served their probationary terms and acquire tenure with this reappointment, effective September 1, 1969:

Richard G. Heifner	Agricultural Economics
Alvin House	Agricultural Economics
Richard H. Bittner	Agricultural Engineering
Roy A. Mecklenburg	Horticulture
John H. Wolford	Poultry Science
Jens J. Plum	Art
Robert Weil	Art
James L. Hill	English
Corliss Arnold	Music
Herbert E. Hendry	Philosophy
Laurence M. Porter	Romance Languages
John E. Kraeer	Business Law and Office Administration
James Bristol	Health, Physical Education, and Recreation
Rexford E. Carrow	Anatomy
John H. Hart	Botany and Plant Pathology
Ruth L. Johnston	Nursing
James L. LeGrande	Police Administration and Public Safety
Henry C. Bullough	Intercollegiate Athletics
Vincent J. Carillot	Intercollegiate Athletics
Gordon H. Serr	Intercollegiate Athletics
Calvin Stoll	Intercollegiate Athletics

- c. Second probationary appointment as Assistant Professor for three years from September 1, 1969:

David L. Cole	Agricultural Economics
Larry J. Connor	Agricultural Economics
Charles E. Cress	Crop Science
Donald J. Reid	Crop Science
Niles R. Kevern	Fisheries and Wildlife
Robert S. Manthy	Forestry
William H. Carlson	Horticulture
Alan R. Putnam	Horticulture
H. Paul Rasmussen	Horticulture
Michael Chubb	Resource Development
Bernard D. Knezek	Soil Science
Anthony A. DeBlasi	Art
Nancy S. Stackhouse	Art
Albert D. Drake	English
Barry E. Gross	English
Philip C. McGuire	English
Alexander G. Dynnik	German and Russian
David G. Lockwood	German and Russian
Donald N. Baker	History
Seok Choong Song	Linguistics and Oriental and African Languages
Dennis Burk	Music
A. David Renner	Music
Donald F. Koch	Philosophy
R. Hayden Howard	Accounting and Financial Administration
John W. Bonge	Management
Robert B. Penfield	Management
Donald S. Henley	Marketing and Transportation Administration
R. Vincent Farace	Communication
James McCroskey	Communication
Mary A. Gardner	Journalism
Carl L. Midjaas	Administration and Higher Education
Harvey F. Clarizio	Counseling, Personnel Services and Educational Psychology
Lulu Alonzo	Elementary and Special Education
Bruce D. Cheney	Elementary and Special Education
Donald H. Nickerson	Elementary and Special Education
Vernal D. Seefeldt	Health, Physical Education, and Recreation
Dale V. Alam	Secondary Education and Curriculum
Marvin E. Grandstaff	Secondary Education and Curriculum
Elaine F. Uthe	Secondary Education and Curriculum
Donald J. Freeman	Teacher Education
Roy C. Hanes	Teacher Education
Kenneth L. Harding	Teacher Education
Robert O. Barr, Jr.	Engineering
Bernhard Weinberg	Engineering
Rita Zemach	Engineering Science
Gary Lee Cloud	Metallurgy, Mechanics, and Materials Science

Tenure
recommendations

Tenure Recommendations, continued

1. Recommendations in accordance with tenure rules, continued:

c. Second probationary appointment as Assistant Professor, continued:

William N. Sharpe	Metallurgy, Mechanics, and Materials Science
Kay Funk	Institution Administration
Neil Bracht	Human Medicine
Fritz M. Rottman	Biochemistry
Robert R. Brubaker	Microbiology and Public Health
Charles H. Sander	Pathology
Gerard L. Gebber	Pharmacology
Peter K. Manning	Sociology
W. Fred Graham	Justin Morrill
M. Lee Upcraft	Justin Morrill
Sandra Warden	Justin Morrill
David K. Winter	Justin Morrill
Howard H. Hagerman	Lyman Briggs
Kim Cohn	Chemistry
George V. Nazaroff	Chemistry
Thomas J. Pinnavaia	Chemistry
Matthew J. Zabik	Entomology
Hugh F. Bennett	Geology
Samuel B. Romberger	Geology
Martin Fuchs	Mathematics
Wei-eihn Kuan	Mathematics
J. Cleo Kurtz	Mathematics
Chi Yeung Lo	Mathematics
Gerald D. Ludden	Mathematics
Clifford E. Weil	Mathematics
Barbara Given	Nursing
Marilyn J. Lee	Nursing
Phyllis M. Loucks	Nursing
Glenn D. Berkheimer	Science and Mathematics Teaching Center
James A. Brown	Anthropology
Roger T. Trindell	Geography
Cleo Cherryholmes	Political Science
John N. Collins	Political Science
Thomas H. Greene	Political Science
Robert Melson	Political Science
Norman N. Miller	Political Science
Frances E. Donelson	Psychology
Ralph L. Levine	Psychology
Lawrence A. Messe	Psychology
Mark E. Rilling	Psychology
Garry E. Stollak	Psychology
Ellen A. Strommen	Psychology
Gordon Wood	Psychology
Anthony S. Bandyk	Social Work
Thomas G. Ruhala	Social Work
Thomas L. Conner	Sociology
Herbert H. Karp	Sociology
Hans Erling Lee	Sociology
Mildred Erickson	University College
Reed M. Baird	American Thought and Language
Eugene L. Huddleston	American Thought and Language
Alfred Kolb	American Thought and Language
James McClintock	American Thought and Language
Floyd D. Barrows	Humanities
Surjit Singh Dulai	Humanities
Richard R. Laurence	Humanities
Walter R. Martin	Humanities
Wesley Krawiec	Natural Science
Robert A. McDaniel	Natural Science
Dorothy McMeekin	Natural Science
Dorothy H. Niimoto	Natural Science
James Edward Trosko	Natural Science
John D. Molloy	Social Science
Ronald E. Puhek	Social Science
James Wagman	Social Science
Virginia Mallmann	Microbiology and Public Health
Jerry B. Hook	Pharmacology
Terence D. Buck	Counseling Center
Gordon F. Hall	Counseling Center
Gerhard D. Linz	Counseling Center
James E. Green	Continuing Education

A. PERSONNEL CHANGES, continued

November 21, 1968

Tenure Recommendations, continuedTenure
Recommendations

1. Recommendations in accordance with tenure rules, continued

- d. Third probationary appointment as Instructor for a period of three years from September 1, 1969:

Irving Z. Taran	Art
Wallace Sue	German and Russian
Jean G. Nicholas	Romance Languages
Boyd L. Miller	Journalism
Ernestine R. Carter	Health, Physical Education, and Recreation
James Anderson	Teacher Education
John M. Phillips	Teacher Education
Anne E. Field	Family and Child Sciences
Robert L. Lance	Family and Child Sciences
Jess E. Pinch	Family and Child Sciences
William Chamberlain	American Thought and Language
Patricia Ann D'Itri	American Thought and Language
DeWitt Dykes	American Thought and Language
Janet Irene Gassman	American Thought and Language
Claude Hubbard	American Thought and Language
Theodore W. Johnson	American Thought and Language
William A. Vincent	Humanities
Nell E. Brittain	Natural Science
Karl C. Carter	Natural Science
Clifford L. Cypert	Social Science
George E. Eyster	Veterinary Surgery and Medicine
Douglas Blubaugh	Intercollegiate Athletics
Albert R. Dorow	Intercollegiate Athletics
John Narcy	Intercollegiate Athletics
Robert W. Nordmann	Intercollegiate Athletics
Edwin Rutherford	Intercollegiate Athletics

- e. Second probationary appointment as Instructor for a period of two years from September 1, 1969:

Paul W. Deussen	Art
Stanley J. Chojnacki	History
Tsung-yao Tien	Linguistics and Oriental and African Languages
Roland DeMars	Romance Languages
Charles L. Jackson	Teacher Education
R. Arden Moon	Teacher Education
Floyd E. LeCureux	Engineering Instructional Services
Phyllis E. Lueck	Family and Child Sciences
Charlotte J. McCarty	Family and Child Sciences
Nancy G. Harries	Textiles, Clothing and Related Arts
Gary J. Frost	James Madison
Donald F. Harden	Lyman Briggs
Patricia Whiteside	Nursing
Edward J. VanderVelde	Geography
Lawrence R. Phillips	Labor and Industrial Relations
John E. Angell	Police Administration and Public Safety
Benjamin S. Brashears	Police Administration and Public Safety
Frances A. Cohen	American Thought and Language
George A. Colburn	American Thought and Language
Kathleen J. Kinsella	American Thought and Language
Paul P. Somers	American Thought and Language
David M. Wiener	American Thought and Language
Richard B. Dinsmore	Humanities
Gerhard F. Kramer	Humanities
Donald J. Weinshank	Natural Science
Lawrence A. Julius	Center for Laboratory Animal Resources
James T. Staley	Microbiology and Public Health
Gretchen L. Flo	Veterinary Surgery and Medicine
Janver D. Krehbiel	Veterinary Surgery and Medicine
Paul Jay Tillotson	Veterinary Surgery and Medicine
William H. Covert	Highway Traffic Safety Center
Floyd D. Smith	Highway Traffic Safety Center
James R. Anderson	Honors College
George J. Perles	Intercollegiate Athletics
David G. Smith	Intercollegiate Athletics
Thomas W. Smith	Intercollegiate Athletics

2. Promote to Assistant Professor effective September 1, 1969:

Miriam Duckwall	Theatre
Carol Harding	Intramural Athletics

3. Second probationary appointment as Assistant Professor for two years from September 1, 1969 (to return to phase):

Grafton D. Trout, Jr.	Sociology
-----------------------	-----------

A. PERSONNEL CHANGES, continued

November 21, 1968

Tenure
RecommendationsTenure Recommendations, continued:

4. The following deviations from the tenure rules are recommended:

a. One year extension from September 1, 1969 to August 31, 1970:

Roderick Rightmire	Television and Radio
Edward D. Graham, Jr.	Humanities

b. One year delay in tenure action:

Gordon Spink	Entomology
--------------	------------

Recommendations
from Director
of PersonnelRecommendations from the Director of Personnel

1. For Agricultural Economics:
 - a. Reclassify 2 Junior Programmer VIII to Computer Programmer-X positions, paid from 21-2509.
 - b. Reclassify a Clerk-Typist II to a Senior Clerk Stenographer V position, paid from 21-2509.
2. Establish a Senior Departmental Secretary VII position in Resource Development.
3. Reclassify a Senior Departmental Secretary VII to an Executive Secretary VIII position in Packaging.
4. Reclassify a Clerk-Typist to a Senior Clerk IV position in the Computer Laboratory.
5. Establish a Senior Departmental Secretary VII position in the office of the Dean of Engineering.
6. Establish a Clerk-Typist II position in Medicine, paid from 31-1173.
7. For the W. K. Kellogg Biological Station, paid from 71-2459:
 - a. Establish a Natural Science Technician X position.
 - b. Establish a Research Assistant VII position.
8. Establish an Administrative Assistant AP-IV position in the Center for Laboratory Animal Resources, paid from 71-0612.
9. For Microbiology and Public Health:
 - a. Establish a Head Bacteriologist X position, paid from 71-2298.
 - b. Establish a Senior Bacteriologist VIII position, paid from 71-0638.
 - c. Establish a Medical Technician VIII position, paid from 71-0566.
 - d. Establish a Senior Bacteriologist VIII position, paid from 71-2221.
 - e. Establish a Senior Bacteriologist VIII position, paid from 71-2188.
10. Reclassify an Extension Television Editor AP-III to a Television-Radio Editor AP-V position in Information Services, paid 50% from 71-7500 and 50% from 71-6700.
11. Establish a Departmental Secretary V position in International Programs.
12. Establish a Senior Clerk-Typist V position in the Provost's Office.
13. Reclassify a Clerk-Stenographer III to a Senior Clerk-Stenographer V position in Continuing Education, paid from 11-5611.
14. Reclassify an Executive Secretary VIII to an Administrative Secretary AP-I position in the Library.
15. Reclassify a Senior Accounting Clerk V to an Office Assistant VII position in the Business Office.
16. Reclassify a Clerk-Typist to an Office Assistant VII position in the Alumni Association office.
17. Establish 2 Senior Clerk-Typist V positions in the Personnel Office.
18. For the Division of Financial Aids in Student Affairs:
 - a. Establish 2 Assistant Director AP-IV positions.
 - b. Establish a Principal Clerk VI position.
 - c. Establish 2 Senior Clerk IV positions.

On motion by Mr. Merriman, seconded by Mr. Stevens, it was voted to approve the recommendations from the Director of Personnel.

Retirements:

Retirement Recommendations

- Leonard Blakeslee 1. One-year consultantship with agreed-upon duties and responsibilities for Leonard H. Blakeslee, Associate Professor of Animal Husbandry, from January 1, 1969 to December 31, 1969, and retirement effective January 1, 1970, at a retirement salary of \$3,000 per year. Dr. Blakeslee was born on December 9, 1903, and has been employed by the University since September 1, 1929.
- Robert Herbst 2. One-year consultantship with agreed-upon duties and responsibilities for Robert M. Herbst, Professor of Chemistry, from July 1, 1969 to June 30, 1970, and retirement effective July 1, 1970, at a retirement salary of \$1,994 per year. Dr. Herbst was born on September 29, 1904, and has been employed by the University since September 1, 1947.
- Robert Kruger 3. Retirement of Robert P. Kruger, Assistant Building Maintenance Supervisor in Shaw Hall, at a retirement salary of \$1,295 per year, effective July 1, 1969. Mr. Kruger was born on April 10, 1904, and has been employed by the University since April 12, 1954.
- John Jordan 4. Retirement of John H. Jordan, Custodian III in Dormitories and Food Services, at a retirement salary of \$1,553 per year, effective July 1, 1969. Mr. Jordan was born on January 21, 1902, and has been employed by the University since March 20, 1950.

On motion by Mr. Nisbet, seconded by Mr. Thompson, it was voted to approve the Retirement Recommendations.

A. PERSONNEL CHANGES, continued

November 21, 1968

Reports of Deaths of Employees

1. Report of the death of Thelma Elizabeth Porter on November 6, 1968. Dr. Porter was born on August 8, 1899, was a member of the staff of Home Economics from September 1, 1938 to August 31, 1944, and was Dean of Home Economics from September 1, 1956 until her retirement on July 1, 1965.

Report of death
of Thelma
Porter

A motion was made by Mr. Stevens, seconded by Mr. Nisbet, authorizing preparation of a suitably worded resolution to be spread on the permanent minutes and copies to be furnished to the surviving family commending the outstanding service rendered to Michigan State University by Dr. Thelma Porter as student, alumna, teacher, student counselor, research professor, department chairman, and Dean of Home Economics. Unanimously voted. Resolution appears in Resolution Book.

2. Report of the death of William Aultin Kelly on November 8, 1968. Dr. Kelly was born on February 19, 1896, was employed by the University on January 1, 1926, and was Professor of Geology at the time of his retirement on July 1, 1961.

Report of death
of Wm. A. Kelly

3. Report of the death of Paul H. Wooley, Professor (Extension) of Entomology, on October 31, 1968. Dr. Wooley was born on December 4, 1924, and had been a member of the staff since July 1, 1963.

Report of death
of Paul Wooley

It was recommended that his wife continue to receive his salary for a period of seven months from the date of death, or until May 31, 1969.

4. Report of the death of Loren Leonard, Desk Clerk in Public Safety, on November 7, 1968. Mr. Leonard was born on January 24, 1912, and had been employed by the University since December 2, 1965.

Report of death
of Loren Leonard

On motion by Mr. Nisbet, seconded by Mr. Thompson, it was voted to approve the recommendation in Item 3 above.

B. GIFTS AND GRANTSGifts and
Grants

1. Gift of 3M color-key material, scotchprint printing material, printing plates, and developers valued at \$3,800 from the 3M Company of St. Paul, Minnesota, to be used by graphic design students in Art.
2. Gift of a doll house valued at \$75 from Delta Zeta Sorority of East Lansing for the Department of Audiology and Speech Science.
3. Gift of aerial photographs, 2 metal storage cabinets, and 1 wooden storage cabinet valued at \$1,200 from General Telephone Company of Michigan of Muskegon for student use in the College of Engineering.
4. \$2,144.83 as the beneficiary of Raymond W. Rudolph's Veterans's Government Life Insurance. Mr. Rudolph lived in Toledo, Ohio, and was a great fan of Michigan State football and followed the teams with great enthusiasm. The money is to be credited to the MSU Loan Fund, account 31-2040.
5. Grants as follows to be used for scholarship purposes:
 - a. \$15,600 from the Department of Health, Education, and Welfare for health profession scholarships for 1968-69.
 - b. \$215 from various donors for the Charles S. Force Memorial Agricultural Scholarship Fund.
 - c. \$100 from Chesaning State Bank for the Michigan Bankers Scholarship Fund.
 - d. \$1,080 from the Detroit Edison Company for their scholarship fund.
 - e. \$25 from the Ford Motor Company of Birmingham for the Arthur W. Farrall Agricultural Engineering Scholarship.
 - f. \$100 from Mr. and Mrs. L. J. Gardner of Traverse City for a needy student in Horticulture
 - g. \$50 from Hagen Tractor Sales of Paw Paw for the Farm Equipment Scholarship Fund.
 - h. \$1,200 from the Michigan Farm Bureau of Lansing for the Farm Bureau Scholarship Fund.
 - i. \$500 from Marathon Oil Foundation, Inc., of Findley, Ohio, for a junior or senior majoring in computer science.
 - j. \$360 from Michigan Frozen Food Packers Association of Benton Harbor for the Food Processing Scholarship Fund.
 - k. \$10,520 from the Michigan Higher Education Assistance Authority for scholarships for fall term 1968.
 - l. \$37,050 from Pennsylvania Higher Education Assistance Agency of Harrisburg for scholarships for the first half of 1968-69.
 - m. \$2,124 from the Production Credit Association of St. Paul, Minnesota, for scholarships for students in the College of Agriculture and Natural Resources.
 - n. \$1,000 from Saga Food Service of Menlo Park, California, for students in Hotel, Restaurant, and Institutional Management.
 - o. \$590 from various donors to be credited to the Michigan Dairy Memorial Scholarship Fund.
 - p. For the Elevator and Farm Supply Cooperative:
 - \$150 from Blissfield Cooperative Company of Blissfield
 - \$90 from Farm Bureau Services of Lansing.

Gifts and

Tr. Grants

r,

B. GIFTS AND GRANTS, continued

November 21, 1968

5. Scholarship grants, continued

- q. For the MSU Faculty Award:
 - \$65 from Terrence J. Carey
 - \$70 from Gwen Norrell
 - \$33.33 from The Maytag Company Foundation, Inc., of Newton, Iowa
 - \$500 from Grumman Aircraft Engineering Corporation of Bethpage, Long Island, New York
- r. \$5,000 from the National Merit Scholarship Corporation of Evanston, Illinois for the National Merit Scholarship Fund.
- s. To aid specified students:
 - \$200 from Edward Adaskin Educational Foundation, Inc., of Fall River, Massachusetts
 - \$666.66 from the Office of the Baseball Commissioner of New York City
 - \$552 from Blum-Kovler Foundation of Chicago
 - \$1,000 from Calouste Gulbenkian Foundation of Lisbon, Portugal
 - \$250 from Central High School of Detroit
 - \$363.25 from Cleveland Scholarship Programs, Inc., of Cleveland, Ohio
 - \$700 from Commercial Credit Company of Baltimore, Maryland
 - \$60 from Consolidated Union Local #951 of Grand Rapids
 - \$700 from William J. Cook Scholarship Fund of Chicago
 - \$666.66 from Cornell University of Ithaca, New York
 - \$75 from Alpha Phi Alpha Fraternity of Tuscaloosa, Alabama
 - \$195 from Detroit Edison Company of Detroit
 - \$233 from Dresser Harbison Foundation, Inc., of Pittsburgh
 - \$900 from Edwards Scholarship Fund of Boston, Massachusetts
 - \$83.34 from Elks Department of Education of Memphis, Tennessee
 - \$600 from Elks National Foundation of Chicago
 - \$500 from Emerson High School of Union City, New Jersey
 - \$900 from the Eyer Educational Corporation of Rochester, New York
 - \$600 from the First Marine Division Association, Inc., of Alexandria, Virginia
 - \$100 from the Flint Club of the National Association of Negro Business and Professional Women's Clubs, Inc.
 - \$150 from Henry Ford High School of Detroit
 - \$100 from Garden City Business and Professional Women's Club
 - \$125 from Garden City School District
 - \$500 from the Greater Jackson Chamber of Commerce
 - \$1,000 from the William Randolph Hearst Foundation of New York City
 - \$400 from the Hotel, Motel, Restaurant & Food Service Scholarship Fund, Inc., of Buffalo, New York
 - \$300 from George V. Hutchinson Foundation, Inc., of Liberty, New York
 - \$250 from Immaculate Conception Council, Knights of Columbus, of Garden City
 - \$400 from Junior Achievement of Muskegon, Inc.
 - \$500 from Kentucky-Tennessee District Key Club International of Frankfort, Kentucky
 - \$100 from Robert E. Lee High School of Springfield, Virginia
 - \$500 from The Lowe Foundation, Inc., of Cassopolis
 - \$500 from Mai Equipment Corporation of New York City
 - \$225 from the Mathematical Association of America of Detroit
 - \$300 from Merck & Co., Inc., of Rahway, New Jersey, plus \$500 unrestricted to MSU
 - \$800 from the Monmouth County Medical Society of Avon-By-The Sea, New Jersey
 - \$1,248 from the Mott Adult Education Program of the Flint Board of Education
 - \$100 from the Mumford Parents Club of Detroit
 - \$7,250 from the National Association of Secondary School Principals of Washington, D.C.
 - \$200 from the National Honor Society
 - \$500 from the National Restaurant Foundation of Chicago
 - \$620 from the National Scholarship Service & Fund for Negro Students of New York City
 - \$1,076.80 from North American Rockwell Corporation of El Segundo, California
 - \$166.67 from the University of Notre Dame Faculty Children's Tuition Scholarship Plan of Notre Dame, Indiana
 - \$184 from Oberlin College of Oberlin, Ohio
 - \$800 from the Pennsylvania Higher Education Assistance Authority of Harrisburg
 - \$300 from the Rama Watumull Fund of Honolulu, Hawaii
 - \$125 from Redford High School of Detroit
 - \$100 from the Roseville Public Schools
 - \$300 from the Silverton Woman's Club of Cincinnati, Ohio
 - \$250 from the Trustee of Frank F. Skillman Scholarship of Cincinnati, Ohio
 - \$100 from Southfield Public Schools
 - \$200 from Union Bank & Trust Company of Grand Rapids
 - \$600 from Westbrook High School of Westbrook, Maine
 - \$420 from the College of Wooster, Ohio
 - \$500 from the Ypsilanti Rotary Club
- 6. Grant of \$3,750 from the Kent County Board of Supervisors to be used under the direction of G. S. McIntyre in the Cooperative Extension Service to cover part of the salary of an additional extension agent.
- 7. Grant of \$5,000 from the Agricultural Research Service, Plant Pest Control Division of Minneapolis to be used under the direction of G. S. McIntyre in the Cooperative Extension Service for insect survey control.
- 8. Grant of \$13,500 from the Economic Research Service of the United States Department of Agriculture to be used under the direction of D. E. Hathaway in Agricultural Economics for the support of research activities.

B. GIFTS AND GRANTS, continued

November 21, 1968

Gifts and
Grants

9. Grants as follows from the National Institutes of Health of Bethesda, Maryland, to be used in Biochemistry:
 - a. \$6,300 for a predoctoral fellowship
 - b. \$12,000 under the direction of R. U. Byerrum for research entitled "Biosynthesis of Heterocyclic Rings in Plants."
 - c. \$450 under the direction of C. H. Suelter for research entitled "Aspects of Enzyme Catalysts"
 - d. \$32,909 under the direction of W. W. Wells for research entitled "Galactitol Formation and Abnormal Tissue Function"
10. Grant of \$8,280 from the Michigan State Highway Commission of Lansing to be used under the direction of J. B. Beard in Crop Science to study and evaluate improved seeding techniques and seed mixtures for rapid vegetative establishment and roadside stabilization.
11. Grant of \$2,500 from the Michigan Brewer's Association of Detroit to be used under the direction of J. E. Grafius in Crop Science to provide technical assistance for the barley genetic and plant breeding projects.
12. Grant of \$5,761.15 from the Michigan Foundation Seed Association of East Lansing to be used under the direction of E. C. Rossman in Crop Science to develop improved corn hybrids for Michigan and to continue fundamental studies of corn breeding methods and corn genetics.
13. Grant of \$5,000 from Shell Chemical Company of New York City to be used under the direction of R. M. Cook in Dairy to study the metabolism of pesticides in ruminants.
14. Grant of \$26,005 from the National Institutes of Health to be used under the direction of H. D. Hafs in Dairy to study the capacitation of spermatozoa in the uterine fluid.
15. Grant of \$8,500 from the Michigan Dairy Herd Improvement Association of East Lansing to be used under the direction of C. A. Lassiter in Dairy to support the dairy fieldman position.
16. Grant of \$47,814 from the Federal Water Pollution Control Administration of Washington to be used under the direction of E. W. Roelofs in Fisheries and Wildlife to expand the program of training and research in aquatic biology with special emphasis on water pollution.
17. Grant of \$6,200 from the American Meat Institute Foundation of Chicago to be used under the direction of A. M. Pearson in Food Science for exploratory studies to characterize boar odor constituents in pork.
18. Grant of \$25 from the Robert Loree Memorial Fund of East Lansing to be used under the direction of R. F. Carlson in Horticulture to purchase books for the Horticulture Reference Room in memory of Robert Loree.
19. Grant of \$230.65 from the XVIIth International Horticultural Congress to be used under the direction of John Carew in Horticulture in support of Dr. Tukey's work on the Proceedings of the Congress.
20. Grant of \$2,250 from the Organic Standards Division of the National Bureau of Standards of Washington to be used under the direction of A. L. Kenworthy in Horticulture to prepare standard reference samples of plant materials.
21. Grant of \$7,590 from the Office of Economic Expansion of the Michigan Department of Commerce to be used under the direction of J. P. Johnson in State Technical Services for demonstration of the latest technology of testing shock resistance in packages and containers and to encourage the use of those techniques in the design of packages and containers by private industry.
22. Grant of \$7,000 from the Agricultural Research Service of Washington to be used under the direction of A. M. Lucas in Poultry Science for avian anatomy project personnel for supplies and services.
23. Grant of \$500 from The Huron Clinton Metropolitan Authority of Detroit to be used under the direction of Michael Chubb in Resource Development for the investigation of day-use inventory techniques in state parks.
24. Grant of \$1,000 from the Michigan Department of Conservation to be used under the direction of L. F. Twardzik in Resource Development for research on the attitudes of deer hunters toward deer management programs and policies of the State of Michigan.
25. Grant of \$66,980 from the Department of Health, Education, and Welfare to be used under the direction of W. N. Hughes in German and Russian to provide foreign language fellowships to graduate students under NDEA Title VI.
26. Grants as follows to be used at the discretion of Dean Seelye in the College of Business:
 - a. \$5 from William H. Hallier of Kansas City, Missouri
 - b. \$10 from Robert C. Grosvenor of Lansing.

Gifts and
GrantsB. GIFTS AND GRANTS, continued

November 21, 1969

27. Grant of \$1,000 from Marathon Oil Foundation, Inc., of Findlay, Ohio, to be used under the direction of J. D. Edwards in Accounting and Financial Administration to assist doctoral students in their research in the completion of their doctoral degrees.
28. Grants as follows to be used under the direction of Walter Adams in Economics to support research under the Program on Industrial Structures in the Atlantic Community:
 - a. \$50 from the World Trade Club of Detroit
 - b. \$1,000 from Cecilia C. and David V. Picker Foundation of New York City.
29. Grant of \$235 from Brunswick Foundation of Chicago to be used under the direction of H. O. Barbour in Hotel, Restaurant, and Institutional Management for an achievement award for an outstanding junior.
30. Grant of \$300 from Trippensee Planetarium Company of Saginaw to be used under the direction of T. A. Staudt in Marketing and Transportation Administration to support the development of the marketing program and faculty.
31. Grants as follows from the Office of Economic Opportunity in Washington to be used in the Department of Family and Child Sciences:
 - a. \$266,163 under the direction of R. P. Boger for continuation of the Head Start Evaluation and Research Center
 - b. \$233,259 under the direction of Beatrice Paolucci to train personnel to become Head Start teachers.
32. Grant of \$5,000 from The Gerber Products Company of Fremont to be used under the direction of W. B. Weil in Human Development as a Nutrition Research Medical Grant in Aid.
33. Grant of \$11,960 from the Michigan Cancer Foundation to be used under the direction of C. W. Welsch in Anatomy for research entitled "The Role of the Neuroendocrine System in the Etiology of Mammary Cancer in Rats."
34. Grant of \$7,018 from the Michigan Tuberculosis and Respiratory Disease Center of Lansing to be used under the direction of Robert Echt in Anatomy for correlation of pulmonary surfactant and pathologic anatomy.
35. Grant of \$63,044 from the National Fund for Medical Education of New York City to be used under the direction of Dean Hunt in Human Medicine for "Focal Problems Exercises: A New Approach to Learning Problem Solving Skills."
36. Grant of \$42,223 from the National Institutes of Health to be used under the direction of W. B. Weil in Human Development to determine the role of early nutritional experience on aging processes.
37. Grant of \$17,679 from the National Institutes of Health to be used under the direction of Jerry B. Hook in Pharmacology for studies on factors affecting renal physiology in the newborn.
38. Grant of \$1,000 from the National Institutes of Health to be used for a postdoctoral research fellowship award in Physiology.
39. Grant of \$1,200 from Ross Laboratories of Columbus, Ohio, to be used under the direction of W. B. Weil in Human Development to assist in the development of the Department.
40. Grants as follows to be used under the direction of Alex J. Cade in Justin Morrill College to help the Upward Bound students to finish high school and enroll in college:
 - a. \$150 from The First Presbyterian Church of Mason
 - b. \$150 from The Kiwanis Club of East Lansing.
41. Grants as follows to be used under the direction of Leroy Augenstein in Biophysics:
 - a. \$64,610 from the Department of the Interior for research entitled "Water Permeation Across Ultrathin (Black) Lipid Membranes."
 - b. \$10,541 from the National Institutes of Health for research entitled "Molecular Organization and Mental Function."
42. Grant of \$750 from The Upjohn Company of Kalamazoo to be used under the direction of Axel L. Andersen in Botany and Plant Pathology to test the hypothesis that a wide spectrum fungicide can be developed for controlling disease of turf by using presently available fungicides.
43. Grant of \$22,195 from the National Institutes of Health to be used under the direction of A. H. Ellingboe in Botany and Plant Pathology to study the genetics and physiology of plant parasitism.
44. Grant of \$25,000 from the Department of the Navy to be used under the direction of G. E. Leroi in Chemistry for spectroscopic studies in the far infrared.
45. Grant of \$13,883 from the National Institutes of Medical Sciences to be used in Chemistry for 3 research fellowships.

GIFTS AND GRANTS, continued

November 21, 1968

Gifts and
Grants

46. Grant of \$3,000 from the Elm Research Institute of Waldwick, New Jersey, to be used under the direction of James Butcher in Entomology for procurement and propagation of insect parasites on the Dutch Elm Disease Vector.
47. Grants as follows from the National Institutes of Health to be used in Entomology:
 - a. \$5,100 under the direction of James Bath to determine the nature of insect vector inefficiency and efficiency in the transmission of plant viruses and to train recipient in electron microscopy.
 - b. \$138,096 under the direction of Gordon Guyer for an evaluation of the effects of pesticides in our environment.
48. Grant of \$3,500 from Humble Oil Education Foundation of Houston, Texas, to be allocated \$2,500 to Geology and \$1,000 to Engineering for their unrestricted use.
49. Grant of \$2,399.94 from McClure Oil Company of Alma for the McClure Oil Company graduate fellowship for the 1965-66 academic year.
50. Grant of \$2,125 from the American Society of Limnology and Oceanography of Milwaukee, Wisconsin, to be used under the direction of G. H. Lauff at the Kellogg Biological Station for stenographic services.
51. Grant of \$24,126 from the National Aeronautics and Space Administration of Washington to be used under the direction of C. R. Gruhn in Physics for research and development of Lithium-Drifted Germanium for the detection of intermediate energy protons.
52. Grant of \$1,285,000 from the Atomic Energy Commission of Argonne, Illinois, to be used under the direction of Anton Lang in the MSU/AEC Plant Research Laboratory for research and training at the graduate and postdoctoral level in experimental plant biology with emphasis on developmental biology.
53. Grant of \$17,192 from the National Institutes of Health to be used under the direction of Evelyn M. Rivera in Zoology for research on the development of the mammary gland in vivo and in vitro.
54. Grant of \$5,600 from the National Institute of Mental Health to be used under the direction of C. C. Hughes in Anthropology to support a graduate student.
55. Grant of \$118,195 from the Michigan Department of Labor to be used under the direction of D. H. Kruger in Labor and Industrial Relations to continue an experimental training center for the development and execution of educational programs for personnel in the Employment Security System in the United States.
56. Grant of \$900 from the National Science Foundation to be used under the direction of J. L. Phillips in Psychology for doctoral dissertation research in Psychology.
57. Grant of \$648 from the National Institutes of Health to be used under the direction of Neil F. Bracht in Social Work for trainee stipends.
58. Grant of \$25,960 from the Department of Health, Education, and Welfare to be used under the direction of Theodore Brooks in Social Work for teaching and traineeships in social work.
59. Grants as follows from the National Institute of Mental Health to be used in Sociology:
 - a. \$33,444 under the direction of S. F. Camilleri for research training in experimental social psychology.
 - b. \$5,100 under the direction of W. A. Faunce for a predoctoral research fellowship.
60. Grant of \$11,300 from the United States Department of Labor to be used under the direction of T. L. Conner in Sociology for research on probability modeling of change of employment of Mexican Americans.
61. Grant of \$3,750 from the American Metal Climax Foundation of New York City to be used under the direction of W. A. Faunce in Sociology for a Masters degree candidate.
62. Grant of \$3,500 from the National Science Foundation to be used under the direction of John Useem in Sociology for doctoral dissertation research in Sociology.
63. Grant of \$13,424 from the National Institutes of Health to be used under the direction of R. N. Costilow in Microbiology and Public Health for research on the mechanism of ornithine fermentation.
64. Grant of \$36,498 from the Department of Health, Education, and Welfare to be used under the direction of W. N. Mack in Microbiology and Public Health for research on the isolation of viruses from sewage and drinking water.
65. Grant of \$17,500 from the National Science Foundation to be used under the direction of W. L. Frantz in Physiology for research entitled "Cellular Role of Prolactin Stimulation of Pigeon Crop Mucosa in Vitro."
66. Grants as follows to be used under the direction of A. L. Hunter in Continuing Education for the Adventure in World Understanding program:
 - a. \$100 from the Women's National Farm and Garden Association of Dearborn
 - b. \$500 from the Matilda R. Wilson Fund of Detroit.

Gifts and
Grants

B. GIFTS AND GRANTS, continued

November 21, 1968

67. Grant of 100 shares of Gulf Western Industries stock valued at \$4,925 from Dr. John F. and Mrs. May L. Dunkel of Okemos for the Nancy Kay Dunkel Medical Memorial Fund. The donors have suggested that proceeds from the sale of the stock might be used for an annual lectureship in Pathology or for the development program in the College of Human Medicine, but the grant is not restricted in any way.
68. Grant of \$500 from The Upjohn Company of Kalamazoo to be used under the direction of W. H. Knisely in the Institute of Biology and Medicine for support of the Sexuality Colloquy.
69. Grant of \$500 from the A. C. Nielson Company of Chicago to be used under the direction of John D. Shingleton in Placement to further the objectives of the Placement Bureau.
70. Grant of \$10,000 from The Ford Foundation of New York City to be used under the direction of Vice President Sabine to identify post-high school interests of students.
71. Grant of \$200,097 from the Agency for International Development of Washington to be used under the direction of Dean Seelye in Business and Vice President Muelder in International Programs to support the Turkey Project.
72. Grant of \$8,000 from the National Association of State Universities and Land-Grant Colleges of Washington to be used under the direction of George Axinn in International Programs to direct a study of International Education and Developmental Assistance.
73. Grants as follows from the Midwest Universities Consortium for International Activities, Inc., of Champaign, Illinois:
 - a. \$24,000 to finance the cost of maintaining one staff instructor in the field of Agricultural Communications for one year at the National Agrarian University at La Molina, Peru. (This is a duplication of the grant recorded in item 117-a, page 6250)
 - b. \$21,243 to cover the salary and fringe benefits for Warren H. Vincent, Professor of Agricultural Economics, from July 1, 1968 to June 30, 1969.
 - c. \$17,393 to cover the salary and fringe benefits for Nicolaas G. M. Luykx, Associate Professor of Agricultural Economics, from July 1, 1968 to June 30, 1969.
 - d. \$15,963 to cover the salary and fringe benefits for Ray Grant Harper, Associate Professor of Elementary and Special Education, from September 1, 1968 to August 31, 1969.
 - e. \$7,448 to finance released time for Dole A. Anderson, Professor in the College of Business, to complete a study of "Marketing Development in Thailand" from September 1 to November 20, 1968, and in updating material on "Air Transportation in Brazilian Economic Development" from November 21 to December 20, 1968.
74. Grants as follows to the MSU Development Fund:
 - a. 29 shares of Dow Chemical Company common stock valued at \$2,360 from William J. and Hannah Baker of Midland, the proceeds of the sale of the stock to be deposited in the MSU Development Fund Unrestricted Account.
 - b. For the Terrill D. Stevens Memorial Fund:
 - 1) \$20 from Evergreen Wives of Lansing
 - 2) \$5 from Roger M. and Constance A. Hoffer of West Lafayette, Indiana
 - 3) \$100 from Frederick G. Wilson of Green Valley, Arizona
 - c. \$5 from Roger M. and Constance A. Hoffer for the Karl Dressel Award Fund.
75. Grant of \$5,000 from Standard Oil (Indiana) Foundation, Inc., of Chicago to be used \$3,000 for teaching awards and \$2,000 for the President's Contingency Fund.
76. Income of \$30,233.12 from the Trustees of Forest H. Akers to be applied toward the cost of the nine-hole golf course. This is income for the period from July 1, 1967 to June 30, 1968.
77. From the estate of Effie Jane Wright of Fowlerville to establish a scholarship fund for the use and benefit of students attending Michigan State University:
 - a. \$2,979.52 in cash
 - b. Four \$1,000 Michigan Consolidated Company bearer bonds.
78. Grant of \$750 from the Alcoa Foundation of Pittsburgh to be credited to the President's Discretionary Gift Fund. This is in support of their scholarship.

On motion by Mr. Thompson, seconded by Mr. Merriman, it was voted to accept the Gifts and Grants.

C. BIDS AND CONTRACT AWARDS

Contract app
for alterations
to Rooms 14, 15
24 Anthony Hall

1. On October 31 the following bids were received for alterations to Rooms 14, 15, and 24 in Anthony Hall:

General Contractors

Featherly Construction	\$7,890
Reniger Construction	10,495
Hanel-Vance Construction	10,740
Charles Featherly Construction	10,800

continued - - -

C. BIDS AND CONTRACT AWARDS, continued

November 21, 1968

1. Alterations in Anthony Hall, continued

Mechanical Contractors

Shaw-Winkler, Inc.	\$25,900
Bosch Plumbing & Heating Co.	26,039
W. A. Brown Corporation	26,216
Robert Carter Corporation	27,900
United Piping & Erecting	28,500
Spitzley Corporation	28,606

Electrical Contractors

Quality Electric	3,387
Superior Electric	4,149
Engineered Electric Heating & Insulation, Inc.	4,211
Barker-Fowler	4,425
Root Electric	4,675
F. D. Hayes Electric Company	4,740
Lansing Electric Motors	5,175

It was recommended that a single contract be awarded to the Featherly Construction Company in the amount of \$37,177 which includes assignment of the Shaw-Winkler bid in the amount of \$25,900 and the Quality Electric bid of \$3,387. It is estimated that engineering and supervision will require approximately \$3,000, making a total cost of the work \$40,177 which will be charged to Account 71-2141.

2. On November 7 the following bids were received for construction of a new well house, drilling of Well No. 26, and a 16-inch transmission main for the new well:

Construction

Charles Featherly Construction	\$ 9,750
Ackerman Construction	9,982
Nielsen Construction	10,000
Featherly Construction	10,780
Reniger Construction	13,792

Drilling

Layne-Northern	20,543
Brown Drilling	23,191.25

Construction of 16-inch Transmission Main

Tom McNamara & Sons	19,825
Shaw-Winkler, Inc.	22,222
Walt McNamara	22,400
Parsons Construction	23,183
Sherwood Construction	23,761.50

It was recommended the award of contract to the Charles Featherly Construction Company in the amount of \$29,793 covering its bid of \$9,750 for the well house and the bid of Layne-Northern in the amount of \$20,543 (less Alternate No. 1 in the amount of \$500) for drilling the well.

It was recommended the award of contract to Tom McNamara & Sons in the amount of \$19,825 for construction of a new 16-inch transmission main for the new well.

All of this work will be charged to the special account for new wells, Account 11-8785.

On motion by Mr. Nisbet, seconded by Mr. Thompson, it was voted to award the contracts to the low bidders and to approve the appropriations as recommended in Items C-1 and C-2.

D. APPROPRIATIONS AND BUDGET CHANGES

1. Request from Vice President Sabine, recommended by Provost Neville, that the Board make a supplementary appropriation of \$54,000 to cover the projected deficit that will have accumulated by June 30, 1969. This is in large part due to the increase in costs of printing and the increased number of copies that are required of all printed items -- catalogs, class schedules, etc.

App supplemental
approp for VP
for Spec Proj

2. Mr. May recommended a supplemental appropriation of \$17,000 to fund new positions that are required for the balance of the current year in the Division of Financial Aids in the Office of the Vice President for Student Affairs.

App supplemental
approp for Div
of Finan Aids

On motion by Mr. Stevens, seconded by Mr. Thompson, it was voted to approve the supplemental appropriations requested in Items 1 and 2.

3. The members of the Board of Governors of the Horace H. and Mary A. Rackham Fund at their meeting on June 14, 1968, unanimously approved the following resolution:

App resolution
re investment
policy Rackham
Fund

RESOLUTION FOR CHANGE IN INVESTMENT POLICY OF THE RACKHAM FUND

WHEREAS, on 1 December 1937 the Horace H. Rackham and Mary A. Rackham Fund entered into an agreement with the State Board of Agriculture, now the Board of Trustees of Michigan State University;

continued - - -

D. APPROPRIATIONS AND BUDGET CHANGES, continued

November 21, 1968

App resolution
re investment
policy Rackham
Fund3. Rackham Fund Resolution, continued

WHEREAS, said agreement provided for an endowment of \$500,000 which was to be maintained in perpetuity with the income used for scientific research;

WHEREAS, over the years requirements for investment of the endowment in fixed income securities has precluded growth in the value of the corpus of the endowment;

WHEREAS, it is believed that future income could be substantially increased if a more liberal investment policy were possible; and,

WHEREAS, Article XI of the original agreement provides for obtaining a declaratory judgment from the Ingham County Circuit Court or any other court of competent jurisdiction to obtain changes in the original agreement;

NOW, THEREFORE, BE IT RESOLVED by the Board of Governors of the Rackham Research Endowment of Michigan State University that it requests the Trustees of Michigan State University to join with it in petitioning the Ingham County Circuit Court for a change in the investment policy of the endowment to provide that funds may be invested in a balanced portfolio of stocks, bonds, notes, securities, etc., subject to the legal limitations imposed upon banking trust departments of the State of Michigan.

On motion by Mr. Stevens, seconded by Mr. Nisbet, it was voted to join the Board of Governors of the Rackham Research Endowment of Michigan State University in petitioning the Ingham County Circuit Court for a change in the investment policy of the Rackham Fund.

E. MISCELLANEOUSApp several
Alt & Improve
items

1. The following recommendations from Secretary Breslin for alterations and improvements to be charged to Alterations and Improvements, 11-5173:

- | | |
|--|---------|
| a. Partitions, painting, and electric work in Room 26, Student Services, to provide space for Volunteer Programs | \$3,000 |
| b. Removal of present equipment and installation of seats, lights, and a chalkboard in Room 225 of Jenison Fieldhouse and improve lighting and ceiling in Room 209 for classroom space | 9,560 |
| c. Structural, mechanical, and electrical work in the squad room to make 4 offices for Public Safety | 3,130 |

On motion by Dr. Smith, seconded by Mr. Merriman, it was voted to approve the above alterations and improvements.

App sale of
Gulf Western
stock

2. Authorization for the sale of 100 shares of Gulf Western Industries stock received from Dr. John F. and Mrs. May L. Dunkel of Okemos (item 67 in Gifts and Grants).

On motion by Dr. Smith, seconded by Mr. Merriman, it was voted to approve the sale of the 100 shares of Gulf Western Industries stock.

App new patent
agreement with
U.S. Dept. of
Health,
Education and
Welfare

3. Communication from Vice President Muelder:

We have been informed by the Department of Health, Education, and Welfare that effective November 30, 1968, the existing patent agreement between the United States Public Health Service and Michigan State University dated October 27, 1954, will be terminated.

A substitute agreement is being offered to MSU and other major universities of the United States. It has gone through several drafts and been reviewed particularly by the Committee on Governmental Relations of the National Association of College and University Business Officers, which asked for university reactions. As many suggestions from the universities as could be successfully incorporated have been included. The new agreement will honor the patent administration practices which are being followed by this university. A statement of the MSU patent policy practices was transmitted July 31, 1968, to the Department of Health, Education, and Welfare at their request. It will be formally approved and thus made an integral part of our total patent agreement with the Department of Health, Education, and Welfare if we enter into the proposed agreement.

It is recommended that MSU now formally approve the proposed patent agreement and formally endorse the statement of the patent administration practices as representing official patent policy of this institution. This recommendation enjoys the endorsement of the following committee which reviewed the foregoing in our office November 1, 1968:

John Hoffman
Sylvan Wittwer

David T. Clark
Herman King

Armon Yanders
Milton E. Muelder

On motion by Mr. Stevens, seconded by Mr. Nisbet, it was voted to approve the recommendation forwarded by Vice President Muelder concerning the new Institutional Patent Agreement governing grants and awards from the Department of Health, Education, and Welfare, and the Statement of Patent Practices transmitted to HEW July 31, 1968 as representing the official patent policy of Michigan State University. The Patent Agreement and Patent Policy Statement follow.

continued - - -

E. MISCELLANEOUS, continued

November 21, 1968

3. Communication from Vice President Muelder, continued

App new patent
agreement with
U.S. Dept. of
Health,
Education and
Welfare

INSTITUTIONAL PATENT AGREEMENT
GOVERNING GRANTS AND AWARDS FROM THE
DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

This Agreement made and entered into this _____ day of _____, 19____, by and between the United States of America as represented by the Assistant Secretary (Health and Scientific Affairs) of the Department of Health, Education, and Welfare, hereinafter sometimes referred to as the Grantor, and _____ hereinafter referred to as the Grantee.

WITNESSETH:

WHEREAS, the Regulations of the Department of Health, Education, and Welfare, covering inventions resulting from research grants, fellowship awards, and contracts for research (45 CFR Parts 6 and 8), provide in Secs. 8.1 through 8.5 that upon approval by the Assistant Secretary (Health and Scientific Affairs), the ownership and disposition of domestic and foreign rights to inventions arising out of activities assisted by grants and awards may be left to the Grantee pursuant to its approved established patent policy, with such modifications as may be agreed upon; and

WHEREAS, the Grantee is desirous of entering into an agreement whereby it has a first option to retain principal rights in and to administer inventions made in the course of or under research supported by grants and awards from the Department of Health, Education, and Welfare, pursuant to the aforesaid Regulations; and

WHEREAS, the Assistant Secretary (Health and Scientific Affairs) has reviewed the patent policy of the Grantee as set forth in _____, dated _____, and its practices thereunder and has found them to be acceptable, subject to the provisions of this Agreement, and that said policy provides for administration by the Grantee of patents in the public interest and is consistent with the stated objectives of the President's Statement and Memorandum of Government Patent Policy, issued October 10, 1963;

NOW, THEREFORE, in consideration of the foregoing, the parties hereto agree as follows:

I. Scope of Agreement

This Agreement shall define the rights of the parties hereto regarding disposition of title to inventions made in the course of or under research supported by grants and awards from the Department of Health, Education, and Welfare, which are subject to the Department Patent Regulations and are issued after the date hereof.

II. Definitions

(a) The term "subject invention" as used in this Agreement means any process, machine, manufacture, composition of matter or design, or any new or useful improvement thereof, and any variety of plant which is or may be patentable under the Patent Laws of the United States made in the course of or under research supported by grants and awards from the Department of Health, Education, and Welfare.

(b) The term "made" when used in relation to any invention or discovery means its conception or first actual reduction to practice.

III. Disposition of Principal Rights to Subject Inventions

The Grantee shall have the right to elect to file patent application in the United States and in foreign countries on any subject invention and to administer such invention pursuant to the provisions of this Agreement. Grantee shall notify Grantor at the time each subject invention is reported to Grantor as required by paragraph V hereof, if it intends to file patent application(s) on and to administer the invention. If Grantee does not elect to file a U.S. patent application on and to administer a subject invention, it shall notify Grantor in sufficient time to permit Grantor to file a U.S. patent application thereon. In such event, all rights in and to such invention, except rights in any foreign patent application filed by Grantee, shall be subject to disposition by the Grantor in accordance with its Regulations then in effect.

IV. Supplementary Patent Agreements

(a) The Grantee shall obtain patent agreements from all persons who perform any part of the work under a grant or award from the Department of Health, Education, and Welfare, exclusive of clerical and manual labor personnel, requiring that such persons promptly report and assign all subject inventions to Grantee or its approved patent management organization.

(b) The Grantee shall include the following provision in any contract it enters into involving research and/or development for which DHEW research grant or award funds are utilized.

continued - - -

November 21, 1968

App new patent
agreement with
U.S. Dept. of
Health,
Education and
Welfare

3. Communication from Vice President Muelder, continued

Patent Agreement, continued

"The Contractor hereby agrees to report fully and promptly to _____
(Grantee)

any invention conceived or first actually reduced to practice in performance of
this contract (hereinafter referred to as "such invention(s)", and to assign all
right, title and interest in and to such invention to _____
(Grantee)

or its designee.

"In addition, the Contractor agrees to furnish the following materials, disclosures
and reports:

"(i) Upon request, such duly executed instruments (Prepared by the
_____ or its designee) and such other papers as
(Grantee)

are deemed necessary to vest in the _____ or its
(Grantee)

designee the rights granted under this clause and to enable the _____
_____ or its designee to apply for and prosecute any patent
(Grantee)

application, in any country, covering such invention.

"(ii) Interim reports on the first anniversary of this contract where
extended or renewed and every year thereafter listing all such inventions
made during the period whether or not previously reported or certifying that
no inventions were conceived or first actually reduced to practice during the
applicable period.

"(iii) Prior to final settlement of this contract, a final report listing all
such inventions including all those previously listed in interim reports, or
certifying that no inventions were conceived or first actually reduced to
practice under the contract."

V. Report of Invention

(a) The Grantee shall submit a written invention report to the Grantor of each subject
invention promptly after conception or first actual reduction to practice.

(b) Such invention report shall be furnished directly to the Grantor in addition to
any other requirement under any grant or award for the submission of progress or financial
reports, and whether or not reference to subject invention has been made in any progress
or other report furnished to the Grantor; such report shall include description of such
invention, appropriately illustrated by a simple sketch or diagram, to permit the invention
to be understood and evaluated, and such other information as Grantor may require.

(c) The report shall specify whether or not Grantee intends to file a U.S. patent
application or any foreign patent application on the invention. Notice of an election
not to file a U.S. patent application shall be given Grantor not less than ninety (90)
days prior to the date a statutory bar becomes effective.

(d) If the Grantee specifies that no U.S. patent application will be filed (or
having specified that it intends to file, thereafter notifies the Grantor to the contrary),
the Grantee shall promptly inform the Grantor of the date and identification of any known
publication of subject invention made by or known to the Grantee or, where applicable, of
any contemplated publication to be made by or known to the Grantee, and also the date
subject invention or any embodiment thereof was first in public use or on sale in the
United States and shall furnish such other information (and have executed such documents
as provided in VIII(f) as may be required to enable the Grantor to make disposition of
subject invention rights).

VI. Administration of Inventions on Which the Grantee Elects to File Patent Applications

(a) The Grantee shall require assignment to it of all right, title and interest in
and to each subject invention on which it elects to file any patent application for
administration by it in accordance with and subject to the terms and conditions herein
set forth. Assignments from the inventor to the Grantee under U.S. patent applications
shall be promptly obtained and recorded by the Grantee in the United States Patent Office
and copies of the recorded assignment shall be furnished to the Grantor.

(b) The Grantee shall grant to the Government of the United States a nonexclusive,
irrevocable, royalty-free license for governmental purposes and on behalf of any foreign
government, pursuant to any existing or future treaty or agreement with the United States
under each U.S. or foreign patent application it elects to file on a subject invention.
The form of the license to be granted shall be as set forth in Exhibit "A", attached
hereto, and by this reference made a part hereof. Any license issued by Grantee shall be
made expressly subject to the license to the Government of the United States.

continued - - -

E. MISCELLANEOUS, continued

November 21, 1968

3. Communication from Vice President Muelder, continued

Patent Agreement, continued

New patent
agreement with
U.S. Dept. of
Health,
Education and
Welfare

(c) The Grantee shall administer those subject inventions to which it elects to retain title in the public interest and shall, except as provided in paragraph (d) below, make them available through licensing on a nonexclusive, royalty-free or reasonable royalty basis to qualified applicants.

(d) The Grantee may license a subject invention on an exclusive basis if it determines that nonexclusive licensing will not be effective in bringing such inventions to the commercial market in a satisfactory manner. Exclusive licenses should be issued only after reasonable efforts have been made to license on a nonexclusive basis, or where the grantee has determined that an exclusive license is necessary as an incentive for development of the invention or where market conditions are such as to require licensing on an exclusive basis. Any exclusive license issued by Grantee under a U.S. patent or patent application shall be for a limited period of time and such period shall not, unless otherwise approved by the Assistant Secretary (Health and Scientific Affairs), exceed three years from the date of the first commercial sale in the United States of America of a product or process embodying the invention, or eight years from the date of the exclusive license, whichever occurs first, provided that the licensee shall use all reasonable effort to effect introduction into the commercial market as soon as practicable, consistent with sound and reasonable business practices and judgment. Any extension of the maximum period of exclusivity shall be subject to approval of the Grantor. Upon expiration of the period of exclusivity or any extension thereof, licenses shall be offered to all qualified applicants at a reasonable royalty rate not in excess of the exclusive license royalty rate.

(e) Any license granted by the Grantee to other than the Government of the United States under any patent application or patent on a subject invention shall include adequate safeguards against unreasonable royalty and repressive practices. Royalties shall not, in any event, be in excess of normal trade practice. Such license shall also provide that all sales to the U.S. Government shall be royalty free.

(f) If permitted by its patent policies and the terms of the grant or award under which an invention is made, the Grantee may share royalties received with the inventor(s), provided that the Grantee shall not pay the inventor(s) more than (1) fifty percent (50%) of the first \$3,000 gross royalty paid under the patent, (2) twenty-five percent (25%) of the gross royalty income between \$3,000 and \$13,000, and (3) fifteen percent (15%) of the gross royalty in excess of \$13,000. The balance of the royalty income after payment of expenses incident to the administration of all inventions assigned to it pursuant to the provisions of this Agreement shall be utilized for the support of educational and research pursuits.

(g) All licenses issued by the Grantee to other than the Government of the United States under any patent application or patent on a subject invention shall be subject to the conditions of this Agreement and shall specifically reserve to Grantor those rights specified in paragraph XII hereof. The Grantee shall, upon request, promptly furnish copies of any license agreements entered into by it to the Department.

VII. Patent Management Organizations

The Grantee shall not assign any subject invention to parties other than the Grantor in circumstances as set forth in this agreement except it may assign rights in the invention to a nonprofit-patent management organization, provided that the patent administration agreement between such organization and Grantee is approved by the Grantor. Any reference to a Grantee in this Agreement shall also include a patent management organization when applicable and an assignment to such an organization shall be subject to all the terms and conditions of this Agreement.

VIII. Patent Applications

(a) Grantee shall promptly furnish Grantor with a copy of each U.S. patent application filed in accordance with this Agreement specifying the filing date and the serial number. Grantee shall promptly notify Grantor of each foreign patent application filed, including filing date and serial number, and shall furnish a copy of each application upon request.

(b) Upon request, Grantee shall fully advise the Grantor concerning all steps and actions taken during the prosecution of any patent application covering a subject invention and shall, upon request, furnish copies of any final actions, amendments, petitions, motions, appeals, or other papers relating to the prosecution of said application.

(c) Upon request, the Grantee shall promptly furnish to the Grantor an irrevocable power of attorney granting the right to inspect and make copies of any patent application covering a subject invention or any of the final actions, amendments, petitions, motions, appeals or other papers relating to the prosecution of said application.

continued - - -

E. MISCELLANEOUS, continued

November 21, 1969

New patent
agreement with
U.S. Dept. of
Health,
Education and
Welfare

3. Communication from Vice President Muelder, continued

Patent Agreement, continued

(d) The Grantee shall include the following statement in the first paragraph of the specification following the abstract of any patent application filed on a subject invention:

"The invention described herein was made in the course of work under a grant or award from the Department of Health, Education, and Welfare."

(e) The Grantee shall not abandon any U.S. patent application filed on a subject invention without first offering to transfer all rights in and to such application to the Grantor not less than forty-five (45) days prior to the date a reply to the Patent Office action is due. If the Grantor does not request assignment within thirty (30) days of receipt of this offer, the Grantee may permit the application to go abandoned.

(f) If the Grantee elects to file no patent application or to abandon prosecution of a U.S. patent application on a subject invention, he shall, upon request, execute instruments or require the execution of instruments (prepared by the Grantor) and such other papers as are deemed necessary to vest in the Grantor all right, title and interest in the subject invention to enable the Grantor to apply for and prosecute patent applications in any country.

IX. Invention Reports and Certifications

Notwithstanding the provisions of this Agreement, the Grantee shall provide invention reports and certifications as may be required by the terms of any grant or award.

X. Disclosure and Publication

The Grantee shall not bar or prohibit publication of disclosures of inventions on which patent applications have been filed.

The Grantor shall have the right to publish and make disclosure of any information relating to any subject invention whenever deemed to be in the public interest, provided that upon request reasonable opportunity shall be afforded the Grantee to file U.S. and foreign patent applications.

XI. Reports on Development and Commercial Use

The Grantee shall provide a written annual report to the Department on or before September 30 of each year covering the preceding year, ending June 30, regarding the development and commercial use that is being made or intended to be made of all subject inventions left for administration by the Grantee. Such reports shall include information regarding development, the date of first commercial sale, gross sales by licensees, gross royalties received by the Grantee, and such other data and information as the Department may specify.

XII. Additional Licenses

(a) The Grantee agrees that if it, or its licensee, has not taken effective steps within three years after a United States patent issues on a subject invention left for administration to the Grantee to bring that invention to the point of practical application, and has not made such invention available for licensing royalty-free or on terms that are reasonable in the circumstances, and cannot show cause why he should retain all right, title and interest for a further period of time, the Grantor shall have the right to require (1) assignment of said patent to the United States, as represented by the Grantor; (2) cancellation of any outstanding exclusive licenses under said patent; or (3) the granting of licenses under said patent to an applicant on a nonexclusive, royalty-free basis or on terms that are reasonable in the circumstances.

(b) The Grantor reserves the right to license or to require the licensing of other persons under any U.S. patent or U.S. patent application filed by the Grantee on a subject invention on a royalty-free basis or on terms that are reasonable in the circumstances, upon a determination by the Assistant Secretary (Health and Scientific Affairs) that the invention is required for public use by governmental regulations, that the public health, safety, or welfare requires the issuance of such license(s), or that the public interest would otherwise suffer unless such license(s) were granted. The Grantee and its licensees shall be given written notice of any proposed determination pursuant to this subparagraph not less than thirty (30) days prior to the effective date of such determination, and that if requested, shall be granted a hearing before the determination is issued and otherwise made effective.

XIII. Inventions by Federal Employees

Notwithstanding any provision contained in this Agreement, inventions made by Federal employees, or by Federal employees jointly with others, shall be subject to disposition under provisions of Executive Orders, Governmental and Department Regulations applicable to Federal employees.

continued - - -

E. MISCELLANEOUS, continued

November 21, 1969

3. Communication from Vice President Muelder, continued

Patent Agreement, continued

New Patent
Agreement with
U.S. Dept. of
Health,
Education, and
WelfareXIV. Termination

This Agreement may be terminated by either party for convenience upon thirty (30) days written notice. Disposition of rights in, and administration of inventions made under grants or awards entered into during and subject to this Agreement will not be affected by such a termination except that in the event the Department terminates this Agreement because of a failure or refusal by Grantee to comply with its obligations under Articles V or VI of this Agreement, the Department shall have the right to require that the Grantee's entire right, title and interest in and to the particular invention with respect to which the breach occurred be assigned to the United States of America, as represented by the Secretary of the Department of Health, Education, and Welfare.

XV. Limitation

It is agreed and understood that this Agreement shall not apply to any grants or awards issued under statutes containing requirements for disposition of invention rights with which the provisions of this Agreement are inconsistent. It is further agreed that any constituent agency of the Department of Health, Education, and Welfare may, with the approval of the Assistant Secretary (Health and Scientific Affairs), provide as a condition of any grant or award that this Agreement shall not apply thereto. It is also agreed that any constituent agency of the Department of Health, Education, and Welfare may provide, subject to approval by the Assistant Secretary (Health and Scientific Affairs), that this Agreement shall apply to specific research contracts.

IN WITNESS WHEREOF, each of the parties hereto has executed this Agreement as of the day and year first above written.

UNITED STATES OF AMERICA

By _____

Title _____

(Corporate Seal)

By _____

Title _____

CERTIFICATE

I, _____, certify that I am the Secretary of _____, named above; that _____, who signed this Agreement on behalf of said corporation, was then _____ of said corporation; and that this Agreement was duly signed for and in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

Witness my hand and the seal of said corporation this _____ day of _____, 19__.

By _____

(Corporate Seal)

EXHIBIT "A"

LICENSE TO THE UNITED STATES GOVERNMENT

WHEREAS, _____, of _____
(Inventor)
has invented _____ and filed a patent application
(Invention)
thereon in _____, bearing Serial No. _____, filing
(Country)
date _____, and

WHEREAS, the invention was made in the course of research supported by grant(s) from the Department of Health, Education, and Welfare; and

WHEREAS, the United States Government is entitled to certain rights in and to said invention and application by reason of the terms of said grant(s); and

WHEREAS, the _____, hereinafter called the
(Institution)

"Licensor" has acquired by assignment from the inventor the entire right, title, and interest of the inventor to such invention;

continued - - -

E. MISCELLANEOUS, continued

November 21, 1968

New patent
agreement with
U.S. Dept. of
Health,
Education,
and Welfare

3. Communication from Vice President Muelder, continued

Patent Agreement, continued

EXHIBIT "A", continued

NOW, THEREFORE:

1. The Licensor, in consideration of the premises and other good and valuable consideration, hereby grants and conveys to the United States Government a royalty-free, non-exclusive and irrevocable license for governmental purposes and on behalf of any foreign government pursuant to any existing or future treaty or agreement with the United States under the aforesaid patent application and any and all divisions or continuations, and in any and all patents or reissues which may be granted thereon during the full term or terms thereof. As used herein, "governmental purpose" means the right of the Government of the United States (including any agency thereof, state or domestic municipal government) to practice and have practiced (made or have made, used or have used, sold or have sold) throughout the world by or on behalf of the United States.

2. The Licensor covenants and warrants that he has the right to grant the foregoing license, and that any assignment which he may make of the invention or the said patent applications or patents thereon, shall expressly be made subject to this license.

3. The Licensor agrees that the Government shall not be estopped at any time to contest the enforceability, validity, scope of, or title to, any patent or patent application herein licensed.

(Institution)_____
(Signature)_____
(Print or type name)

Date _____

(Official Title)

CERTIFICATE

I, _____, certify that I am the _____ of the Institution named as Licensor herein; that _____, who signed this License on behalf of the Institution is _____ of said Institution; and that said License was duly signed for and in behalf of said Institution by authority of its governing body, and is within the scope of its corporate powers.

REQUESTS FOR DHEW INSTITUTIONAL PATENT AGREEMENTS

Requests for DHEW Institutional Patent Agreements should be addressed to the Assistant Secretary (Health and Scientific Affairs) and should provide sufficient information to enable a shotough evaluation of the grantee's established policies and procedures for the administration of inventions arising out of research conducted at the institution. Such requests should generally include the following information:

1. A copy of the institution's formal patent policy.
2. Name and title of institutional official responsible for administration of patent and invention matters.
3. A description of the institution's procedures for identifying and reporting inventions.
4. A copy of the form of agreement required to be signed by faculty and other employees of the institution engaged in research.
5. A copy of the invention report form or outline utilized for preparation of invention reports at the institution.
6. Advice as to whether the institution has formal agreement with any nonprofit patent management organizations, such as Research Corporation, Battelle Development Corporation, and other similar organizations. Copies of any agreements in effect should be enclosed.
7. A general description of the institution's past patent licensing activities, including the following:
 - a) Number of patents obtained during the past ten years;
 - b) Number of exclusive licenses issued;
 - c) Number of nonexclusive licenses issued;
 - d) Estimated gross royalty income over past ten years;
 - e) A general description of royalties charged including minimum and maximum royalty rates.

continued - - -

November 21, 1968

3. Communication from Vice President Muelder, continued

Patent Policy Statement

Michigan State University honors the terms of patent agreements inherent in research grants accepted by the University.

Michigan State University has entered into an agreement with the Research Corporation of New York and with the Battelle Development Corporation for the evaluation of faculty inventions for patentability and for commercial and scientific utility. The public and the institution's interest require that patent applications be filed and administered in an effective manner. It is recommended to faculty that inventions deemed patentable by them be assigned to the Research Corporation or the Battelle Development Corporation for review and processing. The Vice President for Research Development has been designated as the officer in charge of patent affairs at Michigan State University. This office is the University's point of contact with the Research Corporation and the Battelle Development Corporation.

Except as otherwise provided any discovery or invention which results from research carried on by or under the direction of any employee of the University and having the costs thereof paid from University funds or from funds under the control of, or administered by the University, or which comes as a direct result of the employee's duties with the University, or which has been developed in whole or in part by the utilization of University resources or facilities shall belong to the University and shall be used and controlled in such a manner as to produce the greatest benefit to the University and the public.

If patents are obtained at no expense to the University, utilizing services other than the Research Corporation of New York or the Battelle Development Corporation, the return to the inventor from royalties will be the same as if reviewed and processed by these respective corporations. This situation may arise in the contingency that Research Corporation of New York or the Battelle Development Corporation may advise against the processing of patent applications and the inventor remains of the opinion that his invention is worthy of patentability.

4. Recommendation from the Faculty Committee on Honorary Degrees that an honorary degree of Doctor of Laws be awarded to Theodore M. Hesburgh, C.S.C., President of the University of Notre Dame, the commencement speaker, to be awarded at the fall term commencement on December 7, 1968.

New Patent Agreement with U.S. Dept. of Health, Education, and Welfare, and MSU Patent Policy Statement

Hon Dr. of Laws degree awarded to Theodore M. Hesburgh

On motion by Mr. Merriman, seconded by Mr. Stevens, it was voted to award an honorary Doctor of Laws degree to Father Hesburgh.

5. The President reported a request from Vice President Philip J. May that he be granted retirement effective November 30, 1968. It was recommended that the Trustees grant this request with all benefits heretofore authorized.

App Philip May's retirement eff Nov. 30, 1968 and statement by Pres. Hannah re retirement benefits due Mr. May

Comment by President Hannah

These benefits include \$3,000 per year effective on retirement under the old University retirement program, the retirement policies purchased from the Lincoln Life Insurance Co. by the Board in 1955 and which vested in him at the age of 55, and which will begin to pay him a pension of about \$7,000 per year at the age of 62, and whatever he has accumulated in the TIAA program. He is entitled to one year's retirement furlough pay; but since he had six-months sabbatical leave with pay in this calendar year, his furlough pay period is reduced to six months after his last day of service.

6. The President recommended the employment of Ernst & Ernst to study the organization of the business and finance functions of the University. After conferences with representatives of Ernst & Ernst, their understanding of the assignment has been submitted and was recommended as follows:

Ernst & Ernst to study business and finance functions of the University

The objectives of the study are to:

1. Recommend an alignment of organizational units reporting to the President which will provide effective administration of the business and finance functions without undue load on the President.
2. Recommend alignment of subunits and their responsibilities which will provide:
 - a. Minimum duplication
 - b. Maximum communication between and coordination of major functions
 - c. Maximum opportunity for delegation of authority
 - d. Clear delineation of responsibilities and authorities
 - e. Clear reporting relationships
3. Make these recommendations in light of the capabilities and capacities of the key persons in your organization.

An incidental objective will be to identify areas, other than organization, where we feel improvements should be made. Such areas might include systems, policies, equipment, office layout, etc., which we will observe as we make our survey.

continued - - -

E. MISCELLANEOUS, continued

November 21, 1968

Ernst & Ernst
study of
business and
finance
functions

6. Employment of Ernst & Ernst, continued

The scope of the study will include only the business and finance functions, and specifically will not involve the academic organization. Most of the functions will be those currently under the direction of the Vice President-Business and Finance. However, because of the interrelationships with business functions we plan, unless otherwise directed, to include a review of the functions of (a) Campus Park and Planning, (b) Personnel, (c) Space Utilization, and (d) Budgeting, which are not under this organization.

Our approach to the study will be as follows:

1. Determine the objectives and goals of the University with regard to business and finance matters.
2. Interview key personnel to delineate the functions and responsibilities of each organizational unit.
3. Evaluate the organization from the standpoint of good organizational principals.
4. Analyze the major systems, policies and practices, primarily from the standpoint of departmental interrelationships and authorize levels.
5. Develop recommended long-term organizational alignment based on long-term objectives and goals.
6. Evaluate key personnel to obtain an independent judgment of their strong and weak points regarding business functions and administrative skills.
7. Recommend short-term organizational alignment most practical in relation to personnel capabilities.
8. Prepare Statements of Responsibility for each key position.

We will give you an interim report prior to the December Board of Trustees meeting and work closely with you in determining immediate moves necessary to make a smooth transition upon retirement of Mr. Philip J. May.

We plan to start interviews on November 25. The complete study is expected to take about three or four months.

Mr. May to be
employed as
part-time
consultant
during Dec 1968

7. The President recommended that he be authorized to employ Mr. May as a part-time consultant for whatever number of days are required during the month of December 1968 to work with the representatives of Ernst & Ernst in providing them with such background information and other assistance as they require and desire in launching this study.

Roger Wilkinson
des. Acting
VP for Bus &
Finance

8. The President recommended that Roger Wilkinson be designated as Acting Vice President for Business and Finance, effective December 1, 1968, to serve in this capacity for an indefinite period at a salary of \$21,000 per year.

The University Attorney was instructed to process such changes as are required to permit Mr. Wilkinson to sign vouchers, execute documents, etc., on behalf of the University.

On motion by Dr. Smith, seconded by Mr. Nisbet, it was voted to approve the recommendations in Miscellaneous Items 5, 6, 7, and 8. Messrs. Harlan, Hartman, and White voted "No."

Oakland Univ.

OAKLAND UNIVERSITY

Personnel
Changes

A. PERSONNEL CHANGES

1. George F. Feeman, Professor of Mathematics, at a salary of \$16,000 per year on a 10-month basis, effective January 1, 1969.

Tenure
recommendations

Tenure Recommendations

1. Associate Professors who have served their probationary terms and acquire tenure with this reappointment, effective August 15, 1969:

Joseph W. DeMent
Keith R. Kleckner
John M. McKinley
Siddheshwar Mittra
Norton C. Seeber
Harvey A. Smith
W. Patrick Strauss
Irving Torgoff

English
Engineering
Physics
Business Administration and Economics
Business Administration and Economics
Mathematics
History
Psychology

2. Assistant Professors who have served their probationary terms and acquire tenure with this reappointment, effective August 15, 1969:

John W. Barthel

Modern Languages and Literatures

Tenure Recommendations, continuedTenure
recommendations

3. Third probationary appointment as Assistant Professor for two years, effective August 15, 1969:

David E. Boddy	Engineering
Leonardas V. Gerulaitis	History
Anne H. Tripp	History

4. Second probationary appointment as Assistant Professor for two years, effective August 15, 1969:

Arturo Biblarz	Sociology and Anthropology
Marc E. Briod	Education
Richard W. Brooks	Philosophy
Edward L. Buote	Modern Languages and Literatures
Robert C. Busby	Mathematics
Kenneth R. Conklin	Education
H. Meredith Ellis	Music
Robert I. Facko	Music
Jon Froemke	Mathematics
Gerald C. Heberle	History
Glenn A. Jackson	Engineering
Patrick J. Johnson	Education
Henry J. Kennedy	Political Science
David W. Mascitelli	English
Helen Mitterkalkgruber	Modern Languages and Literatures
Donald E. Morse	English
John R. Reddan	Biology
Henry W. Rosemont, Jr.	Philosophy
David W. Shantz	Psychology
Marshall J. Sheinblatt	Physics
Richard L. Sprott	Psychology
Luis Alberto Vargas	Modern Languages and Literatures

5. Second probationary appointment as Instructor for two years, effective August 15, 1969:

Maurice J. Beznos	Modern Languages and Literatures
Louis M. Buchanan	English
Leonard Bushkoff	History
William C. Fish	Education
Daniel H. Fullmer	English and Linguistics
Roy A. Kotynek	History
James R. Ozinga	Political Science
Clifford I. Pfeil	Music

6. Second probationary appointment as Special Instructor for two years, effective August 15, 1969:

E. Harold Bennett	Education
Alice Engram	Music
Norbert W. Noeldechen	Modern Languages and Literatures

7. A second extension of one year was recommended for Edward Starr, Instructor in Business Administration and Economics, effective from August 15, 1969 to August 14, 1970.

On motion by Mr. Thompson, seconded by Mr. Nisbet, it was voted to approve the Appointments and Tenure Recommendations for Oakland University.

Recommendations from the Director of PersonnelRecommendations
from Director
of Personnel

1. For the Computing and Data Processing Center:

- Reclassify a Programmer VIII to a Systems Analyst AP-II position
- Reclassify a Programmer VIII to a Programmer AP-I position.

2. Reclassify a Clerk-Stenographer III to a Secretary V position in Continuing Education.

3. Reclassify a Department Secretary V to a Senior Department Secretary VII position in Education.

4. Reclassify a Senior Department Secretary VII to an Executive Secretary VIII position in Urban Affairs.

On motion by Mr. Thompson, seconded by Mr. Nisbet, it was voted to approve the above Personnel Recommendations.

Deaths

1. Report of the death of Libor J. Velinsky, Assistant Professor of Physics, on October 21, 1968. Dr. Velinsky was born on December 31, 1931. He was a member of the staff of Michigan State University from October 1, 1959 to August 21, 1963, and on the staff of Oakland University since August 15, 1965. Report of death of Libor J. Velinsky

It was recommended that his widow continue to receive his salary for a period of 9 months beyond the date of his death, or until July 21, 1969.

On motion by Mr. Thompson, seconded by Mr. Nisbet, it was voted to approve the above recommendation.

Oakland Univ.

OAKLAND UNIVERSITY, continued

November 21, 1968

Gifts and
GrantsB. GIFTS AND GRANTS

1. Grant of \$225,244 from the Department of Health, Education, and Welfare for federal student loans under terms of the National Defense Student Loan Program.
2. Grant of \$81,700 from the Department of Health, Education, and Welfare for education opportunity grants for needy students.
3. Grants as follows to be credited to the scholarship fund, 26762:
 - \$100 from Bor-O-Tools, Inc., of Troy
 - \$40 from Alice Engram of Birmingham
 - \$5 from Katherine E. Wasserfallen of Detroit
4. Grant of \$1,358.57 from Research to Prevent Blindness of New York City to be used under the direction of Everett Kinsey in the Institution of Biological Sciences for research entitled "Ophthalmic Chemical Research."
5. Grant of \$22,091 from the Royal Oak City Schools to be used under the direction of Harry Hahn in Education for the reading and study improvement program.
6. Grant of \$151 from various donors to be used under the direction of Philip Johnson in Mathematics to acquire mathematics books. The contributions were made in memory of Theodore Joseph Philip Linstruth, Class of 1966.
7. Grant of \$265 from various Upward Bound students to be used under the direction of Manuel Pierson and credited to the Upward Bound Discretionary Gift Fund.
8. Grant of \$1,000 from George N. Higgins Charitable Foundation and Trust of Ferndale to be used under the direction of Dean Thomas Dutton in support of Project 20.
9. Grant of \$13,000 from The Lula C. Wilson Trust of Detroit to be used under the direction of John Fernald to support the Meadow Brook Theatre.
10. Grants as follows to be used under the direction of Chancellor Varner:
 - a. \$500 from Russell Gibb for the Discretionary Gift Fund
 - b. For the Chancellor's Club:
 - \$500 from Ben D. Mills of Bloomfield Hills
 - \$2,000 from Hiram Walker & Sons, Inc., of Detroit

On motion by Mr. Thompson, seconded by Mr. Nisbet, it was voted to accept the Oakland University Gifts and Grants.

C. POLICY ITEMSApp division of
summer session
into two 8-week
units

1. Mr. Varner reported that the Oakland faculty have voted unanimously to divide the summer trimester into two 8-week units so that two sessions taken together would represent a full semester's work. Unless there is serious objection by the Trustees, he would like authorization to proceed with this change effective for the 1969 summer term.

On motion by Mr. Thompson, seconded by Mr. Nisbet, it was voted to approve the change to two 8-week units for the Oakland University summer term.

D. MISCELLANEOUSApp procedure
continuation
of plans for
Oakland Univ.
Campus Improve-
ment Program

1. Communication from Chancellor Varner:

With the approval of another \$250,000 for the continuation of Oakland University Campus Improvement Program (Phase I--Roads, lighting, landscaping--complete plans and construction), a review of our approach to this and other improvement construction was made.

You will recall that Act 252, Public Acts of 1967 provided an original \$50,000 for campus improvement and in June we asked the Board of Trustees to appoint Johnson, Johnson and Roy, Inc. of Ann Arbor to handle this project. Since then and with the addition of the \$250,000 (Act 244, Public Acts of 1968) it is our opinion that the University would be advantaged if the two sums of money could be put together and the total project assigned to an engineering firm whose primary purpose and work is road construction. Johnson, Johnson and Roy have planned the original \$50,000 of work through preliminary drawings on an hourly basis paid from our campus planning retainer agreement with them.

We would like to have one of the engineering firms listed below to pick up the work from Johnson, Johnson and Roy and incorporate the balance of the work with the new \$250,000. We would ask the new firm to do the contract drawings, specifications, and supervision for construction of the total \$300,000 package.

continued - - -

OAKLAND UNIVERSITY, continued

November 21, 1968

Oakland Univ.

D. MISCELLANEOUS, continued

App plans for
continuation of
Campus Improve-
ment Program

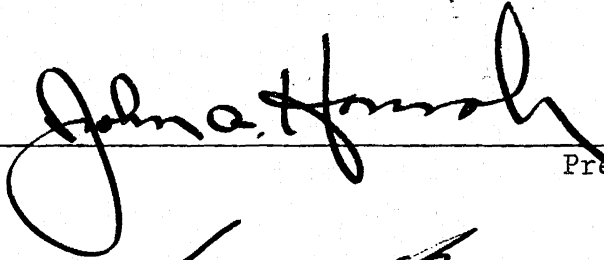
1. Communication from Chancellor Varner, continued:

We now ask the Board of Trustees to give us approval for the above described change of procedure and we recommend for the Board's approval the following firms in order of preference: .

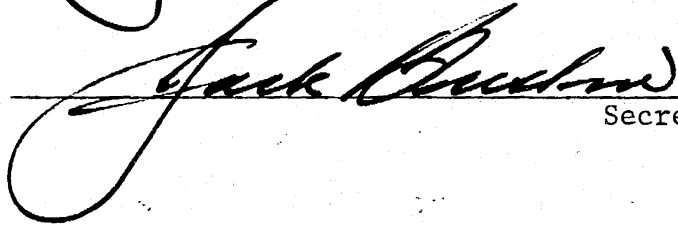
Johnson & Anderson, Inc., Pontiac
Giffels-Webster, Inc., Birmingham
Hubbell, Roth and Clark, Inc., Bloomfield Hills

On motion by Mr. Thompson, seconded by Mr. Nisbet, it was voted to approve the recommended change of procedure, and appointment of Johnson & Anderson, Inc., to continue the plans for the Oakland University Campus Improvement Program.

Adjourned at 11:30 a.m.



President



Secretary