Board of Trustees Meeting Minutes 1961-07-22

Bowling Green State University

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The following motion was introduced by Mr. Donnell:

The Board of Trustees of Bowling Green State University resolves that:

A special advisory committee, consisting of three persons, is hereby created by the Board of Trustees. The committee is directed to make a study in depth of the student, faculty, and administration inter-relationships at Bowling Green State University. The study should include, but not be limited to, a review and recommendation concerning the creation of an appropriate faculty senate.

The committee is delegated full authority from the Board of Trustees to gather all information it deems relevant, with all University records made available and with the complete cooperation of all University personnel.

A final report by the committee is to be made to the Board of Trustees, to which it is solely responsible.

Mr. Donnell's motion was seconded by Mr. Bachman and unanimously carried, the following members voting "aye": Bachman; Donnell; Ernsthausen; Rodgers; Schwyn.

Upon a motion by Mr. Bachman, seconded by Mr. Schwyn, the Board voted unanimously that the meeting be adjourned.

Attest:

President

Secretary

July 22, 1961

The meeting of the Board of Trustees was called to order by President E. Tappan Rodgers after due notice had been given in accordance with the rules and regulations of the Board. Present were E. Tappan Rodgers, Carl H. Schwyn, John F. Ernsthausen, and Alva W. Bachman. J. C. Donnell II was reported by his office as out of the country.

President Rodgers stated that the purpose of the meeting was to consider changes in the University tenure policy and other pressing matters. A discussion followed as to the changes needed, and after full deliberation Mr. Schwyn offered the following Resolution and moved that it be adopted, effective immediately:

WHEREAS, the government of Bowling Green State University is vested by law in the Board of Trustees of the University; and

WHEREAS, it is the legal responsibility of said Board of Trustees to "hire and remove" faculty members "as deemed necessary by said Board," and "do all things necessary for the continuous and successful operation" of the University; and

WHEREAS, the Board of Trustees deems it necessary to employ and retain qualified faculty members who are in full accord with and support fully the policies, rules, and regulations of the University as determined by the Board of Trustees and by authorized officials of the University;

NOW, THEREFORE, BE IT RESOLVED:

1. That the "University Policy on Faculty Appointment and Tenure" as adopted by the Board of Trustees on November 28, 1953, be and the same is hereby rescinded, repealed, and all its provisions declared null and void with the completion of faculty services during the fiscal year 1960-61;

2. That the University Policy on Faculty Appointment and Tenure as stated below be and the same is hereby adopted and established, effective beginning with the employment of all faculty members and other academic employees for the academic year 1961-62, and continuing thereafter until amended or rescinded by the Board of Trustees:

UNIVERSITY POLICY ON FACULTY APPOINTMENT AND TENURE

I. General Policy. Bowling Green State University seeks to maintain high standards in all areas of University activity and service. To this end, its aim is to employ faculty members of superior qualifications whose personal interests, purposes, and actions are in full accord with the distinctive philosophy and policies of the University. Faculty salaries and related benefits are provided at a level commensurate with the University standards of excellence. For faculty members who meet fully the requirements of the University, stable employment is assured.

II. Employees of Faculty Rank. Policies and provisions set forth herein shall apply to employees employed for full-time service in teaching and/or research, in full-time professional service in the University administration, or in full-time professional service in the University Library, to whom faculty rank has been extended by the President of the University and confirmed by the Board of Trustees, and to persons employed for any of such services on a part-time basis.

III. Kinds of Appointment. Appointments to the faculty of the University shall be of three kinds:

1. A term appointment of a faculty member shall be for a specified period of time and shall not lead to permanent tenure;

2. Part-time appointees to the faculty shall be governed by all the provisions set forth herein, except that such employment shall not lead to tenure;
A regular appointment shall be for a full-time faculty member serving during a probationary period or on permanent tenure, as hereinafter provided.

IV. Terms in Writing. Terms and conditions as to kind of appointment, rank, salary, dates of beginning and close of period covered by the appointment, and number of years remaining in probationary period shall be stated in this written contract referred to which shall be signed by and be in possession of both the University and the appointee before an appointment to the University faculty is consummated.

V. Probationary Appointment. The period of probationary service on a regular appointment to the faculty shall be six years for an instructor and five years for an assistant professor or appointee of higher rank. Part-time service may for less than a full academic year, and time spent on leave shall not be counted as part of the probationary period. When a faculty member is promoted from within the University, his total probationary period shall be the number of years indicated herein for the rank to which he is promoted.

VI. Permanent Tenure. A faculty member continuing to serve under regular appointment to the faculty after the expiration of his probationary period shall have permanent tenure of the University shall mean the opportunity to accept full-time employment through successive academic years in duties assigned by the University President. The permanent tenure of a faculty member shall continue for a term not to be terminated by any one of the following: death; resignation; retirement because of age or disability; discontinuance of the position held by the faculty member; failure by the faculty member to fulfill the obligations of his contract with the University; termination of appointment by the President of the University or as hereinafter provided; failure of appointee to sign a written contract of employment for the ensuing academic year on or before the final acceptance date specified in the contract offered. A faculty member may be offered and may accept an appointment to the faculty without interruption in position or status, but tenure shall apply only to such position and duties as may be assigned from time to time by or direction of the President of the University; an administrative assignment is subject to change at any time.

VII. Obligations of a Faculty Member. A faculty member shall have continuing obligations as follows: render effective and confidential duties to the University in his assigned duties; study to keep informed on recent and current extension of knowledge in his particular field; contribute to the advancement of learning and discipline; fulfill the obligations of his written contract of employment; support and sustain the rules, regulations, and policies of the faculty, Trustees; observe and cooperate in the implementation of administrative decisions made by University officials to whom the Board of Trustees or President of the University may delegate the responsibility for making such decisions; promote the orderliness, stability, and good public relations of the University in full cooperation with the Board of Trustees and the University administration.

VIII. Administrative Termination of Appointment for Adequate Cause. An appointment to the faculty may be terminated by the University President at any time for any of the following causes: moral turpitude; inefficiency in the discharge of assigned duties; failure to fulfill any obligation of a faculty member as set forth in paragraph VII above; any other conduct deemed by the President to be detrimental to the best interest of the University. In any case of dismissal for cause by the President, the faculty member shall receive a written statement of the reasons why his dismissal is being proceeded with and shall have at least five days within which to request a hearing before the Board of Trustees, such a hearing shall be conducted by the President or in the absence of the President, in the presence of the Faculty Council or a faculty committee appointed by the Council. The hearing shall be limited to matters specifically set forth by the President in his written statement of reasons why the faculty member's dismissal is being considered. The President or the Board of Trustees a faculty member shall be permitted to have an adviser of his own choosing who may act as counsel, and a full stenographic record of the hearing shall be made available to the parties concerned. If a hearing is not requested within five days, or after such a hearing and within more than fifteen days after the date of the President's written statement to the faculty member, a decision in the case may be made by the President, subject to appeal of the decision within three days to the Board of Trustees. Decision of the Board of Trustees shall be final.

IX. Removal of Faculty Member by Board of Trustees. Notwithstanding the provisions of preceding paragraphs, written contract of employment, and/or other circumstances, a faculty member may be removed from the employ of the University by the Board of Trustees at any time such action is deemed necessary by said Board, written notice of such removal to be signed by the Secretary of Board and transmitted to the faculty member specifying the date of removal. If removed by the Board of Trustees, a faculty member shall receive one month's salary following the date of his removal, and his University compensation shall cease upon such payment. A faculty member may resign his University employment by giving written notice of resignation to the President of the University at least one month in advance.

X. Authorization of Faculty Contracts. Subject only to the limitations imposed upon the Board of Trustees by the Constitution and laws of the State of Ohio and by the practical exigencies of enrollment and financial availability as judged by the Board, the provisions set forth in the paragraphs shall be deemed a contractual commitment by each faculty member. All provisions of the University Policy on Faculty Appointment and Tenure, as set forth in the foregoing paragraphs, shall be conditions of employment of a faculty member or other academic employee of Bowling Green State University and agreement to this policy shall be deemed inherent in acceptance of employment by a faculty member or other person for academic service. Contractual commitments and employment obligations of the University shall be limited to the academic or fiscal year during which the period of employment falls as specified in the employee's written contract, which period shall not exceed one year.

XI. Amendment. The Board of Trustees reserves the right to alter or amend at any time the Policy on Faculty Appointment and Tenure or any of its provisions as set forth above in paragraphs I through X; provided, however, that such change or amendments as may hereafter be adopted by the Board shall not adversely affect the application of the provisions of said Paragraphs I through X to the contractual employment of faculty members for the year.

After thorough discussion, the motion to adopt the Resolution was seconded by John F. Ernsthausen and unanimously carried.

A discussion then followed as to what changes were necessary in the regulations of the Board when the acting president or vice-president took charge of the University when Dr. McDonald left the University. Mr. Ernsthausen moved and Mr. Schweny seconded that the following Resolution establishing revised regulations of the Board of Trustees, with respect to the conduct and management of University affairs, effective midnight August 24, 1961, be adopted,
which Resolution is as follows:

WHEREAS, the Board of Trustees has designated an Acting President to serve during the interim period between September 1, 1961, and the date when a person shall have been selected and shall have assumed the duties of the Office of President; and

WHEREAS, said Board deems it desirable to provide for an orderly transition of the conduct and management of the affairs of the University throughout this period;

NOW, THEREFORE, BE IT RESOLVED:

I. That the Board of Trustees hereby expresses its appreciation to Dr. Ralph W. McDonald for the sound and efficient management and direction of University affairs during his administration from September, 1951 through August 31, 1961, and hereby confirms and approves actions taken by Dr. McDonald on behalf of the Board of Trustees and the University during his tenure of the office of President.

II. The following revised Regulations of the Board of Trustees for the Conduct and Management of the Affairs of Bowling Green State University are hereby established effective beginning September 1, 1961 and continuing until changed or amended by the Board of Trustees:

1. The officers of the Board of Trustees of Bowling Green State University shall be the President, Vice-President, each of whom shall be a member of the Board of Trustees, and Secretary, who may but need not be a member of the Board of Trustees, and such other officers of the Board of Trustees as the Board of Trustees may from time to time determine.

2. The officers of the University shall be the President or the Acting President designated to serve during a vacancy in the office of President, the Vice-President, the Treasurer, and such other officers of the University as the Board of Trustees may from time to time determine.

3. The Board of Trustees shall meet at the call of the President of the Board or of the Vice-President of the Board. When a meeting is called, notice of the meeting shall be communicated by the Secretary of the Board or by the office of the President of the University to other members of the Board. All members of the Board shall be notified in advance of the meeting by actual communication with them or by mailing written notice to or delivering written notice at or by telecommunication to their usual places of residence or business.

4. A majority of the members of the Board shall constitute a quorum for the conduct of any business of the Board, and a majority vote of those present shall be sufficient for any action of the Board except as may otherwise be required by law.

5. The Board of Trustees shall conduct all University affairs in accordance with its responsibilities and powers under the Constitution and laws of the State of Ohio; and in the parliamentary conduct of its meetings the Board shall be guided by Robert's Rules of Order.

6. The President of the University is charged with the full responsibility and authority for conducting, directing, and managing the affairs of the University consistent with broad policies laid down by the Board of Trustees and subject to all applicable laws. The Acting President during his tenure of office shall have the same responsibilities and authority as are vested in the President of the University.

7. The President of the University or, during a vacancy in the Office of President, the Acting President is authorized to delegate such responsibilities and authority as he may deem necessary to officers and employees of the University for acting on any matters not delegated directly to other officers by action of the Board of Trustees.

8. The Vice-President of the University, in addition to the responsibilities and authority granted him by the Board, President of the University, or Acting President, shall be charged with the same responsibilities and authority vested in the President or Acting President of the University in the event either of them is unable to act due to his absence or for any other reason. During such time as there shall be a vacancy in the office of the President and prior to the commencement of the service of an Acting President appointed to such position by the Board of Trustees, the Vice President of the University shall also serve as the Acting President of the University.

9. The Treasurer of the University and/or the Controller, either or both of them, are authorized to sign vouchers and purchase orders against state and local funds of the University, to sign and/or endorse checks, and to sign bills and orders of any kind for deposit. The Treasurer shall also have the responsibility and authority for the investment of University funds, the selection of depositories, the establishment of such accounts and funds as may from time to time be deemed necessary, the transfer of funds from one account of the University to another, and to perform such other functions in connection with the financial affairs of the University as are necessary for its continuous and successful operation. All financial transactions of the University shall be subject to the supervision of the Treasurer. The Treasurer shall also have authority to execute contracts on behalf of the University pertinent to matters in his charge. All actions under the above authorization shall be consistent with the policies established by the Board of Trustees and with the laws of the State of Ohio.

10. The officers of the Board of Trustees and of the University shall perform such other duties and shall have such authority as are common to their offices, as are provided by law, and as may be prescribed by the Board of Trustees.
III. All policies, regulations, or portions of such policies and regulations hereinafter adopted by the Board of Trustees that are inconsistent with the regulations set forth under II above are hereby rescinded and superseded by the revised regulations set forth above.

Resolution unanimously adopted.

A discussion then followed as to the title that should be given to Dr. McDonald after his long and meritorious service as President. Mr. Bachman moved and Mr. Schwyn seconded that Dr. McDonald be given the title of President Emeritus as of September 1, 1961. Motion unanimously carried.

A discussion then followed as to the naming of the new buildings that have been, are being, or are about to be constructed. Whereupon Mr. Schwyn moved and Mr. Ernsthausen seconded the motion (1) that the new residence center for women be named the "McDonald Quadrangle" in honor of Ralph Waldo McDonald and Athleen Taylor McDonald, the East building to be known as McDonald East Hall, the West Building as McDonald West Hall, the North Building as McDonald North Hall, and the dining center for said Quadrangle as McDonald Dining Hall; (2) that the building being constructed for administrative purposes be known as the "Administration Building;" (3) that the portion of the new men's residence center already completed on East Wooster Street be known as the "Conklin Quadrangle" in honor of Arch B. Conklin and the north building of said quadrangle be known as "Conklin Hall;" (4) that the remaining portion of the new men's residence center (units 3 and 4) be a residence quadrangle for men students to be located east of the Conklin Quadrangle and now being designed by the architects be named the "Harshman Quadrangle" in honor of Ralph G. Harshman. Motion unanimously carried.

A discussion then followed as to the salary that should be paid to Ralph G. Harshman as Acting President and after some discussion Mr. Schwyn moved that Ralph G. Harshman be paid as Acting President a salary of $24,000.00 per year beginning September 1, 1961, and that as a perquisite he receive in addition a general expense allowance in the amount of $4,500.00 a year. Motion seconded by Mr. Bachman and unanimously carried.

The Board then took up the matter of faculty and administrative contracts for 1961-62. Letters of intent sent out by President McDonald in March, offering reappointment for 1961-62 and returned with signed acceptance by the employee, constituted legal contracts. It was decided by the Board that President McDonald shall be authorized to send out written information to faculty members and other contract employees who had received and accepted offers of employment for 1961-62, confirming their contracts and setting their salaries and faculty rank.

There being no further business, it was moved by Mr. Ernsthausen and seconded by Mr. Schwyn that the meeting be adjourned. Motion carried.

Attest:

President

Secretary

Bowling Green, Ohio
August 25, 1961

Trustees present were Messrs. Rodgers, Schwyn, Donnell, Ernsthausen, and Bachman. Also present were Dr. Ralph McDonald, Dr. Ralph Harshman, and Business Manager Ervin J. Kreischer.

The meeting was called to order by President Rodgers, and Mr. Bachman then presented the new constitution of the Inter-university Council. After the members had discussed the same, Mr. Bachman moved that the same be approved and ratified by the Board. Mr. Ernsthausen seconded the motion and all trustees voted yes. Motion declared passed.

Dr. McDonald then gave an extensive review of the new operating budget for the 1961-63 biennium. After a thorough exposition of the same, he thanked the members of the Board for their loyal support through the ten years that he had been president and then left the meeting.

Mr. Donnell informed the Board that there would be an informal meeting of its members with the advisory committee at the Toledo Club at 6:00 p.m. on Monday, August 28, 1961.

There being no further business, it was moved by Mr. Schwyn and seconded by Mr. Bachman that the meeting be adjourned. Motion carried.

Attest:

President

Secretary

Bowling Green, Ohio
September 23, 1961

Trustees present were Messrs. Rodgers, Schwyn, Donnell, Ernsthausen, and Bachman after having been called for an informal meeting by President Rodgers. Also present were Dr. Ralph Harshman, Dr. Kenneth McFall, and Business Manager Ervin J. Kreischer.

The president stated that the informal meeting had been called for the purpose of going over the confidential report of the advisory committee previously appointed by the Board. Said report was examined along with the press release prepared by the secretary of the advisory committee. No action was taken on the report due to the fact that the various members wanted more time to study the same. The president was instructed to turn over the copies of the press release to the various newspapers and news agencies.