Board of Trustees Meeting Minutes 1981-06-26

Bowling Green State University

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ANNOUNCEMENTS

The Chairman announced that a date would be selected for a meeting of the Finance Committee as well as a meeting time for the Ad Hoc Committee. He said the Spring Quarter Commencement is scheduled at 10:00 a.m., Saturday, June 13.

Chairman Reams asked that Judge Spiegel convey to Mrs. Hollis Moore the actions of the Board during this meeting.

ADJOURNMENT

Chairman Reams declared the meeting adjourned at 11:28 a.m.

INFORMATIONAL MATERIAL

The following material was forwarded to each member of the Board on the date indicated:

- MONITOR - Vol. 4, No. 10 (May 12, 1981) - mailed 5/12/81
- MONITOR - Vol. 4, No. 11 (June 1, 1981) - handout 5/29/81 and by mail (Ludwig) 6/1/81

Athletic brochures:
- 1981 Lacrosse
- Falcon Softball
- 1981 Tennis
- 1981 Women's Tennis

President

Secretary

Bowling Green, Ohio
June 26, 1981

In keeping with the official meeting notice, the Board of Trustees met in the McFall Center Assembly Room, with the following members present: Frazier Reams, Jr., Chairman; Robert Ludwig, Vice Chairman; Albert Dyckes; J. Warren Hall; Melvin Murray; Ann Russell; Charles Shanklin; William F. Spengler, Jr. M. Shad Hanna was not in attendance due to schedule conflicts.

Also attending were Michael Ferrari, Interim President; Richard Edwads, Executive Vice President and Secretary to the Board; Richard Ward, Faculty Representative to the Board; Randal Reardon, Undergraduate Student Representative to the Board; Jonathan Rice, Graduate Student Representative to the Board; Myron Chenault, Associate Vice President for Legal, Staff and Contract Relations; Richard Eakin, Executive Vice Provost for Planning and Budgeting; Roland Engler, Director of Technical Support Services and University Architect; John Erikson, Acting Provost; Paul Russer, Treasurer; George Postich, Vice President for Operations; Donald Saguia, Dean of Students; Linda Joseph, State Examiner, representing the Auditor, State of Ohio; media representatives; and a number of observers.

Chairman Reams called the meeting to order at 10:05 a.m.; the Secretary called the roll and announced a quorum present. Prior to consideration of the agenda, Chairman Reams welcomed the new Board member, J. Warren Hall of Westlake, recently appointed for a term beginning May 16, 1981, and ending at the close of business May 16, 1990.

MINUTES

No. 56-81

Mrs. Russell moved and Mr. Ludwig seconded that the minutes of May 8, 1981, be approved as written. The motion was approved.

REMARKS - INTERIM PRESIDENT FERRARI

Dr. Ferrari reported as follows:

June Commencement

As those of you who were present know, the weather on June 13 tested severely our ability to make rapid changes in plans. This is the first year in over a decade that commencement had to be moved indoors. When the decision was made at 8:10 a.m. to go inside, we were faced with moving 2,000 chairs from the Stadium field to Memorial Hall within an hour—a monumental task that was achieved by members of our maintenance staff, to whom I want to express appreciation publicly. Under the circumstances, it was almost a miracle that everything went as well as it did, and I believe that most of the persons present knew that we were all doing everything possible to stage a successful commencement. The unusually fine cooperation and understanding we received from families of the graduates should be acknowledged.

Nevertheless, the behavior of some members of the graduating class was of concern to me and to many others also. Although Anderson Arena was hot and humid, the customary enthusiasm on the part of June graduates was excessive to the point that the impressiveness and dignity of the ceremony was lessened considerably. I have received letters from a number of parents expressing their disappointment in the behavior of the graduates.

I regret the inconveniences and the lack of decorum, and I wish to assure everyone that inappropriate behavior will not be tolerated at commencements in the future. Graduates will be given advance notice of our expectations, and I hope we can restore the joyous but restrained atmosphere to these important ceremonies.
Grants and Contracts Awarded

A report of the sponsored grants and contracts received during May is in your book. You will note that most of these are renewals of previous grants, but I would like to call your attention especially to the following new grants:

1. A grant of $39,381 from the National Endowment for the Humanities to Ann Bowers, University Archivist, to develop an acquisition program of women's manuscript collections in a nineteen-county area in Northwest Ohio, including the survey of records held by women's organizations, businesses, agencies, and individuals.

2. A grant of $22,610 from the United States Department of Transportation to Dr. Lloyd Buckwell, Jr., Professor of Accounting and Management Information Systems, to study a new rail costing methodology which was developed for and with the assistance of the Interstate Commerce Commission. The study will provide an in-depth understanding of this new computational method.

3. A grant of $57,613 from the United States Air Force/Aeronautical Systems Division to Dr. Lowell Schipper and Dr. Michael Doherty, Professors of Psychology, to investigate the impact of the reliability of information sources, time stress, and data presentation formats on decision making. The study is aimed at improving information processing by decision makers in complex work environments.

New Degree Programs

At its meeting on May 15, the Ohio Board of Regents approved two new degree programs for the Firelands Campus. One is an Associate of Science degree program, and the other is an Associate of Applied Science in Manufacturing/Industrial Technology degree program.

Summer Transition Quarter

We are pleased with the interest shown again this year in our Summer Transition Quarter, which began June 22 and ends August 28. More than 500 Bowling Green freshmen have enrolled in this special program designed to help new students bridge the span between high school and college.

Seventy high school teachers serve as teacher-interns, tutors, and counselors to the freshmen and work with University instructors in conducting classes. In return for their services, the teachers are able to enroll for a full load of courses. The University will pay their instructional fees and room-and-board charges.

Enrollment in the Summer Transition Quarter is voluntary and includes students who have excellent academic skills as well as those who have academic deficiencies and need special help. We believe that the individualized attention we are able to give these students during the summer greatly improves their chances of having a successful university experience.

Freshman Pre-registration, 1981

Over 2,800 incoming freshmen have signed up to participate in the 1981 Pre-registration Program which begins on July 6 and ends on August 7. We anticipate that several hundred more freshmen will take part in these sessions, which are conducted under the able direction of Mr. Greg DeCrane.

Boys State

For the fourth successive year, Bowling Green State University is proud to be serving as host to the largest Boys State program in the nation, with more than 1,400 high school boys enrolled for the nine-day event which began last Saturday.

In addition to "hands-on" experience in every aspect of state and local government, the participants have had an opportunity to take a course which carries one hour of academic credit. Speakers with practical experience in state government, as well as University faculty members, serve as guest lecturers.

The University, city officials, local Legionnaires, and community businesses play an active role in supporting this outstanding program.

FACILITIES COMMITTEE

Committee Chairman Dyckes reported that the members met on Thursday evening and reviewed a number of agenda items, as follows:

1) The Class of 1978 is proposing to erect a 55-foot steel tower to house carillon chimes in the area immediately south of the open space between Memorial Hall and the Business Administration Building. The Class of 1978 has already received funds to improve a small park on the campus and has agreed to participate with the Class of 1978 and arrange for the installation of the tower in a small park area. Completion of this gift to the University is anticipated by the opening of the Fall Quarter, 1981.

2) Proposed Improvement Projects to be Funded as well as those Improvement Projects completed since the May 8 meeting received the approval of the Facilities Committee and members voted to recommend to the Finance Committee funding of the projects totaling $66,841.

3) The members agreed to propose action by the Finance Committee and the full Board on the sale of two residential lots located on Crestview Drive, Bowling Green, in view of the University's not having further need for this land. (The Finance Committee later voted to recommend sale action in accordance with the proposed resolution.)

No. 57-81 Mr. Dyckes moved and Mr. Ludwig seconded that approval be given to the following Resolution:

WHEREAS, the University now owns two residential lots, each having eighty-five-foot frontage, on Crestview Drive, which were transferred from the Bowling Green University Housing Commission; and

WHEREAS, the Facilities and the Finance Committee of this Board of Trustees, after having reviewed the long-range needs of the University, have determined that these properties are not required to fulfill the mission or goal of the University;
NOW, THEREFORE, BE IT RESOLVED, That this Board authorizes the Interim President or his designee to proceed with the seeking of legislative approval and the taking of whatever other actions may be required to effect a sale by competitive bid at the earliest practical date.

The motion was approved with no negative vote.

In response to a question concerning the need to incorporate a selling price in the Resolution, Interim President Ferrari indicated that a minimum price would be a part of the competitive specifications in the bid as well as the right to refuse any and all bids.

FINANCE COMMITTEE
Chairman Shanklin reported that members met on Thursday evening and considered proposed budget structures for 1981-82 as well as the improvement projects recommended by the Facilities Committee.

Proposed Improvement Projects to be Funded and the Report of Auxiliary Improvement Projects Funded since the May 8 Meeting

Chairman Shanklin reported that members voted to approve the proposed improvement projects for submission to the full Board.

No. 58-81
Mr. Shanklin moved and Mr. Dyckes seconded that approval be given to the allocation of funds for Improvement Projects totaling $66,841, as listed.

The motion was approved with no negative vote.

In response to a question concerning the need to incorporate a selling price in the Resolution, Interim President Ferrari indicated that a minimum price would be a part of the competitive specifications in the bid as well as the right to refuse any and all bids.

FINANCE COMMITTEE
Chairman Shanklin reported that members met on Thursday evening and considered proposed budget structures for 1981-82 as well as the improvement projects recommended by the Facilities Committee.

Proposed Improvement Projects to be Funded and the Report of Auxiliary Improvement Projects Funded since the May 8 Meeting

Chairman Shanklin reported that members voted to approve the proposed improvement projects for submission to the full Board.

No. 58-81
Mr. Shanklin moved and Mr. Dyckes seconded that approval be given to the allocation of funds for Improvement Projects totaling $66,841, as listed.

The motion was approved with no negative vote.

IMPROVEMENT PROJECTS

<table>
<thead>
<tr>
<th>Accounting Unit/Project Description</th>
<th>Type of Project</th>
<th>Replacement</th>
<th>Improvements</th>
<th>Maintenance</th>
<th>Source of Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNION</td>
<td></td>
<td>-</td>
<td>$340 (C)</td>
<td></td>
<td>Reserve for Depreciation</td>
</tr>
<tr>
<td>1) Replace UAO Office Equipment-</td>
<td></td>
<td>$4,940</td>
<td></td>
<td></td>
<td>Reserve for Depreciation</td>
</tr>
<tr>
<td>(A) Total Project Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reserve for Depreciation</td>
</tr>
<tr>
<td>2) Replace Entrance Doors</td>
<td></td>
<td>45,000</td>
<td></td>
<td></td>
<td>Reserve for Depreciation</td>
</tr>
<tr>
<td>TRANSPORTATION SERVICES</td>
<td></td>
<td>-</td>
<td>$66,841</td>
<td>$-0-</td>
<td>Reserve for Depreciation</td>
</tr>
<tr>
<td>3) Purchase of two vans</td>
<td></td>
<td>21,501 (C)</td>
<td></td>
<td></td>
<td>Reserve for Depreciation</td>
</tr>
</tbody>
</table>

(A) = Additional Amount Needed
(C) = Outside Contract

AUXILIARY IMPROVEMENT PROJECTS FUNDED

Resolution No. 38-77, approved February 10, 1977, gave authorization to the President or his designee to proceed with various auxiliary projects without prior approval of the Board as long as the stated guidelines in the Resolution were followed. The attached list shows the auxiliary projects funded in accordance with this Resolution during the period May 9, 1981, to June 26, 1981.

IMPROVEMENT PROJECTS

<table>
<thead>
<tr>
<th>Accounting Unit/Project Description</th>
<th>Type of Project</th>
<th>Replacement</th>
<th>Improvements</th>
<th>Maintenance</th>
<th>Source of Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-DORMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Unpledged Dorm Surplus</td>
</tr>
<tr>
<td>1) New Wallpaper - R-3 (A)</td>
<td></td>
<td>$40</td>
<td></td>
<td></td>
<td>Reserve for Depreciation</td>
</tr>
<tr>
<td>Total Project Cost $1,240</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reserve for Depreciation</td>
</tr>
<tr>
<td>RODGERS</td>
<td></td>
<td>$77</td>
<td></td>
<td></td>
<td>Reserve for Depreciation</td>
</tr>
<tr>
<td>2) Refurnish Hall Director's Apt.</td>
<td></td>
<td>$6,513</td>
<td></td>
<td></td>
<td>Reserve for Depreciation</td>
</tr>
<tr>
<td>(A) Total Project Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reserve for Depreciation</td>
</tr>
<tr>
<td>ICE ARENA</td>
<td></td>
<td>337 (C)</td>
<td></td>
<td></td>
<td>Reserve for Depreciation</td>
</tr>
<tr>
<td>3) Install Fiberglass Covering on</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reserve for Depreciation</td>
</tr>
<tr>
<td>Bench Seats -- (A) Total Project Cost $22,776</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GOLF COURSE</td>
<td></td>
<td>109 (C)</td>
<td></td>
<td></td>
<td>Reserve for Depreciation</td>
</tr>
<tr>
<td>4) Replace Mowing Equipment--(A)</td>
<td></td>
<td>$13,209</td>
<td></td>
<td></td>
<td>Reserve for Depreciation</td>
</tr>
<tr>
<td>Total Project Cost</td>
<td></td>
<td>$523</td>
<td></td>
<td>$-0-</td>
<td>Reserve for Depreciation</td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td>$523</td>
<td>$40</td>
<td>$-0-</td>
<td>Reserve for Depreciation</td>
</tr>
</tbody>
</table>

Proposed Educational Budget - 1981-82 - Main Campus

Chairman Shanklin stated that the Legislature has yet to adopt its budget which will detail the appropriation to the University for the coming year. In view of the uncertainty of the outcome of the budget considerations by the Legislative Conference Committee, the Finance Committee believes it wise to adopt a continuing budget at this time and recommends that a special meeting of the Board be called as soon as the Legislature acts.

---continued
Mr. Shanklin moved and Mr. Spengler seconded that approval be given to the Revised 1980-81 Educational Budget (Main Campus) in the amount of $58,131,400; and that approval be given to a continuation budget for 1981-82 in the amount of $58,131,400 until such time as the appropriations are determined by the State Legislature and a revised budget is approved.

The Secretary called the roll with the following results: Voting "yes"—Mr. Dyckes, Mr. Hall, Mr. Ludwig, Mr. Murray, Mr. Reams, Mrs. Russell, Mr. Shanklin, Mr. Spengler. The motion was approved.

Proposed Educational Budget - 1981-82 - Firelands Campus

Mr. Shanklin moved and Mr. Spengler seconded that approval be given to a continuation budget for the Firelands Campus for 1981-82 in the amount of $1,742,205 until such time as appropriations are determined by the State Legislature and a revised budget is approved.

The Secretary called the roll with the following results: Voting "yes"—Mr. Dyckes, Mr. Hall, Mr. Ludwig, Mr. Murray, Mr. Reams, Mrs. Russell, Mr. Shanklin, Mr. Spengler. The motion was approved.

Proposed Instructional Fees, Nonresident Surcharge, Fall Quarter, 1981

Mr. Shanklin reported that the fees for the fall quarter have been reviewed at some length by the Finance Committee and that in view of the situation not only at this university but also across the state it is apparent that a rather substantial increase in the fee structure will be necessary for the fall quarter. He noted the increase for the summer quarter which was approved at the May 8 meeting and added that even though the Board is unable to adopt a budget in its final form an increase in the instructional fee is recommended by the Committee. He emphasized the attempt to keep the bottom line cost to the parents and students as low as possible.

Chairman Reams commended the administration for efforts not only during the past six months but for the past six years in holding down the costs to students and parents.

Mr. Shanklin noted that consideration should be given to the possibility of a change from the quarter system to the semester system and that a recommendation should be one of the items for consideration of the Board when the budget for next year is adopted.

Proposed General Fee - effective Fall Quarter, 1981

Mr. Shanklin moved and Mr. Ludwig seconded that the General Fee for the Main Campus and Off-Campus Centers be amended as listed, effective beginning with the Fall Quarter, 1981.

**SUMMARY OF GENERAL FEE AND RELATED AUXILIARY BUDGETS**

<table>
<thead>
<tr>
<th>July 1, 1980 - June 30, 1981</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approved Budget</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Debt Service/</td>
</tr>
</tbody>
</table>
| Facility Charges            | $1,624,617
|                            |
| Student Services/           |
| Auxiliary Programs          | 2,709,000
|                            |
| **Revised Budget**          |
|                            |
| Debt Service/               |
| Facility Charges            | $1,624,617
|                            |
| Student Services/           |
| Auxiliary Programs          | 3,109,000

* Hourly rates not to exceed full-time rates
** Excludes academic programs or assignments based beyond a 50-mile commuting distance. These programs will have a general fee of $40 per quarter or $4.00 per hourly rate. In addition, extension programs will have modified fees for those students who do not choose access to the Student Recreation Center.

The Secretary called the roll with the following results: Voting "yes"—Mr. Dyckes, Mr. Hall, Mr. Ludwig, Mr. Murray, Mr. Reams, Mrs. Russell, Mr. Shanklin, Mr. Spengler. The motion was approved.

Proposed General Fee and Related Auxiliary Budgets - 1981-82

Mr. Shanklin moved and Mr. Spengler seconded that approval be given to the Revised 1980-81 General Fee and Related Auxiliary Budgets and to the Proposed 1981-82 General Fee and Related Auxiliary Budgets, as listed.

The Secretary called the roll with the following results: Voting "yes"—Mr. Dyckes, Mr. Hall, Mr. Ludwig, Mr. Murray, Mr. Reams, Mrs. Russell, Mr. Shanklin, Mr. Spengler. The motion was approved.

* Hourly rates not to exceed full-time rates
** Excludes academic programs or assignments based beyond a 50-mile commuting distance. These programs will have a general fee of $40 per quarter or $4.00 per hourly rate. In addition, extension programs will have modified fees for those students who do not choose access to the Student Recreation Center.
SUMMARY OF GENERAL FEE AND RELATED AUXILIARY BUDGETS
(CONTINUED)

III. Student Organizations/Activities $ 220,520
IV. Contingency Reserve 38,845
Total $ 4,592,982

SUMMARY OF PROPOSED GENERAL FEE AND RELATED AUXILIARY BUDGETS
July 1, 1981 - June 30, 1982

INCOME PROJECTIONS

I. Debt Service/Facility Charges:
   University Health Center $  76,034
   Ice Arena 118,117
   University Union 141,249
   Stadium 191,313
   Student Services Building 114,478
   Student Recreation Center 944,227
   Golf Course 6,940
   Deferred Maintenance Reserve 264,000
   Subtotal $ 4,367,500

II. Student Services/Auxiliary Programs:
   Intercollegiate Athletics $1,700,000
   University Union:
      Student Programs/Services/Facilities 550,000
      Student Health Services 457,500
      Ice Arena Programs 90,000
   Student Recreation Center Programs 470,000
   Subtotal $3,267,500

III. Student Organizations and Activities*

IV. Contingency Reserve $  8,642

GRAND TOTAL $5,376,500

* Any other income that might be generated by Student Organizations and Activities will be added to their respective expense authorizations during the year (amounts unknown at this time)

Proposed Miscellaneous Auxiliary Budgets - 1981-82

No. 64-81

Mr. Shanklin moved and Mr. Spengler seconded that approval be given to the Revised 1980-81 Miscellaneous Auxiliary Budgets and to the Proposed 1981-82 Miscellaneous Auxiliary Budgets, as listed.

SUMMARY OF 1980-81 REVISED MISCELLANEOUS AUXILIARY BUDGETS

<table>
<thead>
<tr>
<th>Department</th>
<th>Income</th>
<th>Expense</th>
<th>Excess Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amani Room</td>
<td>$96,696</td>
<td>$95,466</td>
<td>$1,250</td>
</tr>
<tr>
<td>Bake Shop</td>
<td>181,620</td>
<td>188,920</td>
<td>7,300</td>
</tr>
<tr>
<td>Central Stores</td>
<td>1,827,726</td>
<td>1,827,726</td>
<td>0</td>
</tr>
<tr>
<td>Farm Leases</td>
<td>36,000</td>
<td>29,200</td>
<td>6,800</td>
</tr>
<tr>
<td>Laundry</td>
<td>150,000</td>
<td>136,531</td>
<td>13,469</td>
</tr>
<tr>
<td>Little Shop</td>
<td>70,054</td>
<td>62,189</td>
<td>7,865</td>
</tr>
<tr>
<td>Mid-American Room</td>
<td>141,099</td>
<td>141,099</td>
<td>0</td>
</tr>
<tr>
<td>Office Services</td>
<td>569,000</td>
<td>563,050</td>
<td>5,950</td>
</tr>
<tr>
<td>Parking Services</td>
<td>368,000</td>
<td>367,936</td>
<td>64</td>
</tr>
<tr>
<td>Snack Bar</td>
<td>3,940</td>
<td>3,940</td>
<td>0</td>
</tr>
<tr>
<td>Telecommunications Services</td>
<td>1,090,000</td>
<td>1,073,240</td>
<td>16,760</td>
</tr>
<tr>
<td>Transportation</td>
<td>255,000</td>
<td>252,460</td>
<td>2,540</td>
</tr>
<tr>
<td>University Bookstore</td>
<td>1,394,891</td>
<td>1,328,014</td>
<td>66,877</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$7,374,026</td>
<td>$7,276,451</td>
<td>$57,575</td>
</tr>
</tbody>
</table>

SUMMARY OF 1981-82 RECOMMENDATIONS FOR THE MISCELLANEOUS AUXILIARY BUDGETS

<table>
<thead>
<tr>
<th>Department</th>
<th>Income</th>
<th>Expense</th>
<th>Excess Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amani Room</td>
<td>$100,303</td>
<td>$100,303</td>
<td>0</td>
</tr>
<tr>
<td>Bake Shop</td>
<td>209,273</td>
<td>200,322</td>
<td>8,953</td>
</tr>
<tr>
<td>Central Stores</td>
<td>1,851,000</td>
<td>1,851,000</td>
<td>0</td>
</tr>
<tr>
<td>Farm Leases</td>
<td>33,000</td>
<td>26,400</td>
<td>6,600</td>
</tr>
<tr>
<td>Golf Course</td>
<td>180,000</td>
<td>180,000</td>
<td>0</td>
</tr>
<tr>
<td>Laundry</td>
<td>130,448</td>
<td>130,448</td>
<td>0</td>
</tr>
<tr>
<td>Little Shop</td>
<td>67,500</td>
<td>67,500</td>
<td>0</td>
</tr>
<tr>
<td>Mid-American Room</td>
<td>133,000</td>
<td>133,000</td>
<td>0</td>
</tr>
</tbody>
</table>
Office Services
Packing Services—Firelands Campus
Packing Services—Main Campus
Snack Bar
Stadium Operations
Student Services Bldg. Operations
Summer Sports School
Telecommunications Services
Transportation Services
University Bookstore
University Health Center Bldg. Operations
University Union Enterprise Operations

Income
$584,155
7,000
368,800
4,334
65,281
75,522
130,000
1,055,346
2,609,671
39,074
1,149,995

Expense
584,155
7,000
373,049
4,334
65,281
75,522
113,697
1,055,346
2,609,671
39,074
1,149,995

Excess Income
7,000
4,249
0
0
0
0
16,303
0
4,304
4,334
0
$31,911

NEW ITEMS

Proposed Amendment to the Board of Trustees Bylaws

Mr. Dyckes moved and Mr. Hall seconded that approval be given to the proposed amendment to the Board of Trustees Bylaws (Article I, Section 1: Meetings of the Board of Trustees) as follows:

Regular Meetings. There shall be nine regular meetings, held monthly on the second Thursday Friday, with the exception of June, September and December.

By a majority vote, the Board members may change the date of or eliminate meetings.

The motion was approved.

Proposed Schedule of Meetings for 1981-82 - Board of Trustees

Mr. Ludwig moved and Mr. Dyckes seconded that approval be given to the Proposed Schedule of Meetings for 1981-82, as listed. The motion was approved.

BOARD OF TRUSTEES - SCHEDULE OF MEETINGS - 1981-82

(*) 1. JUNE 26, 1981 (FRIDAY) 10:00 A.M.
(*) 2. OCTOBER 9 (FRIDAY) 10:00 A.M.
(*) 3. NOVEMBER 13 (FRIDAY) 10:00 A.M.
(*) 4. JANUARY 8, 1982 (FRIDAY) 10:00 A.M.
(*) 5. FEBRUARY 12 (FRIDAY) 10:00 A.M.
(*) 6. MARCH 12 (FRIDAY) 10:00 A.M.
(*) 7. APRIL 9 (FRIDAY) 10:00 A.M.
(*) 8. MAY 14 (FRIDAY) 10:00 A.M.

Possible alternate dates (following Commencement) should the need arise:

DECEMBER 12, 1981 (SATURDAY) 2:00 P.M.
MARCH 20, 1982 (SATURDAY) 2:00 P.M.
JUNE 12, 1982 (SATURDAY) 2:00 P.M. OR 4:00 P.M.

All meetings are planned to be held in the McFall Center Assembly Room unless otherwise noted.

(*) Indicates that committee meetings and/or information sessions will probably be held on the afternoon and evening preceding the regularly scheduled Board meeting.

Proposed Amendment to the Academic Charter

Mr. Hall moved and Mr. Shanklin seconded that approval be given to the proposed amendment to the Academic Charter (Article X, Section 3: Graduate Council - Membership). The motion was approved.

ARTICLE X: THE GRADUATE COLLEGE

Section 3: The Graduate Council

Proposed change indicated in CAPS and underscored.

A. Membership

The only faculty members eligible for membership on the Graduate Council are those who are regular members of the Graduate Faculty. Regular and Provisional Graduate Faculty Members are eligible for membership on the Graduate Council. Such members shall be chosen for three-year terms with approximately one-third being elected annually by vote of the Graduate Faculty within the electing department or areas, colleges. Procedures for elections, including the date of elections, and the effective date of membership, and annual reapportionment review, shall be determined by the Graduate Council. Members shall be chosen as
THE GRADUATE COUNCIL SHALL BE COMPOSED OF THIRTY-TWO MEMBERS AS FOLLOWS:

1. the Dean of the Graduate College, who shall serve as Chair;
2. one faculty member chosen from each doctoral-level department;
3. twenty-three faculty representatives appointed among the undergraduate colleges having at least one program unit as follows:
   a. for each such undergraduate college, its percent of these faculty representatives shall be the average/mean of
      (1) its percent of graduate program units relative to the total graduate program units in the university, and
      (2) its percent of graduate faculty relative to the total number of graduate faculty in the university
   b. each doctoral department shall have at least one faculty representative
4. two faculty members from the master's-level departments in sciences and social sciences within the College of Arts and Sciences;
   one representative chosen by the University Department Chairs;
5. two faculty members from master's-level departments in languages, arts, and humanities within the College of Arts and Sciences;
   two graduate student representatives to be chosen by the Graduate Student Senate.
6. one representative chosen by the University Department Chairs;
7. two graduate student representatives; to be chosen by the Graduate Student Senate; and
8. the Deans of each of the undergraduate colleges, or their representatives shall serve as ex-officio members.

The Graduate Dean may invite other individuals to attend meetings as deemed appropriate. Changes in the above membership structure may be initiated by the Graduate Council, subject to the normal procedures for Charter amendment.

FOOTNOTES TO ARTICLE X: THE GRADUATE COLLEGE

1. Whenever reapportionment is necessary all currently elected members of the Council shall complete their terms of office, even if that means a temporary increase in the size of the body.
2. No college shall have less than one faculty representative even if that means an increase in the number of faculty representatives on Graduate Council.
3. See Footnote #1, Article V, for a list of such colleges and a statement of representation from new colleges.

Resolutions concerning S. Arthur Spiegel; Bill Reynolds; Roy Finkenbine; Averill J. Hammer, Professor Emeritus of Chemistry

No. 68-81

Mr. Shanklin moved and Mr. Dyckes seconded that approval be given to each of the following Resolutions (read by the Board Secretary). The motion was approved unanimously.

RESOLUTION

WHEREAS, S. Arthur Spiegel, United States District Judge and distinguished civic leader in his community, served Bowling Green State University as a member of the Board of Trustees from 1973 to 1981; and
WHEREAS, he supported the University's goals and the attainment of excellence in its academic programs and provided valuable assistance to the Board in its consideration of issues relating to civil rights and the process of collective bargaining; and
WHEREAS, his regular attendance at meetings and campus events throughout his term earned the respect and praise of his colleagues on the Board as well as that of University students and staff; and
WHEREAS, his generous contribution of time and energy to University affairs reflected his dedication to fulfilling the duties of the position and warrants special recognition by this Board;
NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees expresses appreciation for the outstanding service of Arthur Spiegel and extends sincere best wishes for happiness and success in the future with the hope that his close association with the University will continue; and
BE IT FURTHER RESOLVED, That this Resolution be spread upon the official minutes and that a copy be sent to Judge Spiegel and his family.

RESOLUTION

WHEREAS, Roy Finkenbine, as the elected Student Representative to the Board of Trustees, served effectively during 1980-81 and communicated the graduate student body interests before the Board; and
WHEREAS, as liaison representative he contributed to the smooth functioning of the Board and the Graduate Student Senate in the consideration of issues and concerns proposed, and participated frequently in the regular meetings as well as the briefing and information sessions scheduled during the year;
NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees expresses appreciation for the service
of Mr. Finkenbine during 1980-81 and extends best wishes for his future happiness and success; and

BE IT FURTHER RESOLVED, That this Resolution be spread upon the official minutes of the Board of Trustees and that a copy be forwarded to Mr. Finkenbine.

RESOLUTION

WHEREAS, Bill Reynolds, Professor of Educational Administration and Supervision and Chair of the University Faculty Senate, served as Faculty Representative to the Board of Trustees during 1980-81; and

WHEREAS, Dr. Reynolds gave generously of his time and skill in the effective communication of topics and concerns of the faculty and assisted the Board in the consideration of proposed programs and policy statements related to the academic offerings as well as those concerned with the administrative and operational functions of the University;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees expresses sincere appreciation for the service of Dr. Reynolds and extends best wishes for the future; and

BE IT FURTHER RESOLVED, That this Resolution be spread upon the official minutes of the Board of Trustees and that a copy be forwarded to Dr. Reynolds.

RESOLUTION

WHEREAS, the Board of Trustees has received word of the death of Averill J. Hammer, Professor Emeritus of Chemistry, on June 13, 1981; and

WHEREAS, Dr. Hammer joined the University staff in 1946 and served continuously until his retirement in 1971; and

WHEREAS, his background of training at Parsons College and at Iowa State University was evidenced by his dedication to his teaching career and the increased volume of knowledge available in his specialized field of inorganic analytical chemistry and served to enhance the quality of University chemistry programs; and

WHEREAS, his participation in a number of professional organizations, including the American Chemical Society, contributed to the quality of instruction provided for young men and women in the area and in the state and earned for him the praise of colleagues and scholars alike;

NOW, THEREFORE, BE IT RESOLVED, That the Board members join in expressing appreciation for his loyal service to the University and extend sincere sympathy to the Hammer family; and

BE IT FURTHER RESOLVED, That this Resolution be spread upon the official minutes of the Board of Trustees and that a copy be sent to his wife, Marjorie, and his daughter, Elizabeth, who survive him.

REGULAR ITEMS

Sponsored Grants and Contracts Awarded

No. 69-81

Mr. Murray moved and Mr. Ludwig seconded that grants and/or contracts in the amount of $740,312.35, as listed for the following period, be accepted and expenditures applicable thereto in that amount be authorized.

Total for Period

<table>
<thead>
<tr>
<th>May, 1981</th>
<th>$ 740,312.35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year to Date</td>
<td>$ 9,408,838.61</td>
</tr>
</tbody>
</table>

The motion was approved.

COMPARATIVE SUMMARY OF GRANTS AND CONTRACTS AWARDED

<table>
<thead>
<tr>
<th>July 1 through May 31</th>
<th>Fiscal Years to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Research Grants</td>
<td>1979-80 1980-81</td>
</tr>
<tr>
<td>A. Federally Sponsored</td>
<td>$ 751,534.00 $1,331,002.21</td>
</tr>
<tr>
<td>B. Privately and State Sponsoring</td>
<td>$266,000.88 $190,814.83</td>
</tr>
<tr>
<td>Total Research Grants</td>
<td>$1,017,534.88 $1,411,817.04</td>
</tr>
<tr>
<td>II. Institutes and Workshops</td>
<td>187,007.00 $110,769.00</td>
</tr>
<tr>
<td>III. Public Service Grants and Contracts</td>
<td>2,338,016.56 $1,717,441.83</td>
</tr>
<tr>
<td>IV. Program Development and Innovation Grants</td>
<td>1,212,315.50 $1,203,537.74</td>
</tr>
<tr>
<td>V. Equipment Grants</td>
<td>$172,533.00 $27,480.00</td>
</tr>
<tr>
<td>TOTAL RESEARCH AND DEVELOPMENT GRANTS</td>
<td>$4,927,406.94 $4,471,045.61</td>
</tr>
<tr>
<td>VI. Student Aid Grants</td>
<td>4,862,252.44 $4,937,793.00</td>
</tr>
<tr>
<td>TOTAL ALL GRANTS AND CONTRACTS</td>
<td>$9,789,659.38 $9,408,838.61</td>
</tr>
</tbody>
</table>

Personnel Changes since May 8, 1981, Meeting

No. 70-81

Mr. Dykes moved and Mr. Spengler seconded that approval be given to the personnel changes as listed in the agenda book. The motion was approved.
### PERSONNEL CHANGES

**Administration**

#### Resignations

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Area</th>
<th>Effective Date</th>
<th>Fiscal Year Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alan K. Kent</td>
<td>Technical Services &amp; Operations Coordinator, NW Ohio Educational Television Foundation</td>
<td>6-30-81</td>
<td></td>
</tr>
<tr>
<td>R. Scott Logan</td>
<td>Staff Accountant, Business Office</td>
<td>6-23-81</td>
<td></td>
</tr>
<tr>
<td>Thomas Porter</td>
<td>Assistant University Architect</td>
<td>5-1-81</td>
<td></td>
</tr>
</tbody>
</table>

**New Appointments**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Area</th>
<th>Effective Date</th>
<th>Fiscal Year Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denise Marland</td>
<td>Producer/Director, WBGU-TV</td>
<td>5-15-81 - 6-30-82</td>
<td>$17,000</td>
</tr>
</tbody>
</table>

**Changes in Assignment, Title and/or Salary**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Area</th>
<th>Effective Date</th>
<th>Fiscal Year Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Women's Golf Coach and Golf Course Supervisor (formerly Golf Course Supervisor, classified status)</td>
<td>7-1-81 - 6-30-82</td>
<td>14,500</td>
<td></td>
</tr>
<tr>
<td>Executive Vice President and Secretary to the Board of Trustees (formerly Vice President and Secretary to the Board of Trustees); 1980-81 salary base increased by $3,000</td>
<td>5-8-81 through 1981-82 academic year</td>
<td>51,840</td>
<td></td>
</tr>
<tr>
<td>Interim President; Professor of Management and Sociology (formerly Provost and Executive Vice President; Professor of Management and Sociology)</td>
<td>5-8-81 through 1981-82 academic year</td>
<td>56,260</td>
<td></td>
</tr>
</tbody>
</table>

**ACADEMIC AREA**

#### Leaves of Absence

- Edmund Pawlowicz, Associate Professor, Geology; effective 1981-1982 Academic Year

**Retirements**

- Edwin Bomeli, Director of Graduate Studies in Business/Professor of Accounting and Management Information Systems; effective December 31, 1981
- Dorothy McKorkle, Assistant Professor in Social Work; effective June 15, 1981 (previously reported as a resignation)

**Resignations**

- Robert N. Freeman, Assistant Professor in Special Education; effective June 15, 1981
- Melanie Grace, Reference Archivist, Center for Archival Collections; effective June 30, 1981
- DuWayne Hansen, Associate Professor in Music Education; effective June 15, 1981
- Carlos Johnson, Associate Professor in Mathematics and Statistics; effective June 15, 1981
- Sandra Kammer, Intern Instructor of English; effective June 15, 1981
- Sharon M. Malia, Media Specialist of Instructional Media Services; effective June 30, 1981
- Matthew McGoogan, Instructor in Computer Science; effective June 15, 1981
- Gary Rosser, Director of the Management Center; effective June 30, 1981
- Charles Spontelli, Assistant Professor in the School of Technology; effective June 15, 1981

**Changes in Assignment, Rank and Salary**

- Myron Chenault, Associate Vice President for Legal, Staff and Contract Relations/Assistant Professor in the College of Health and Community Services, $1,750 increase in base salary to compensate for supplemental teaching assignments in the College of Health and Community Services; effective June 1, 1981. To receive $250 per month during the period that Dr. Ferrari serves as Interim President.
- Gary Hess, from Professor/Chair of History to Acting Dean, College of Arts and Sciences; effective June 15, 1981. To receive $300 per month until such time as a Dean is appointed.
- Marie Hodge, Acting Dean of the College of Business Administration, will retire from this position to assume full-time teaching responsibilities for the 1981-1982 academic year; effective June 30, 1981
- Robert Rubach, from Associate Professor Emeritus to Professor Emeritus of English; effective May 29, 1981
- Debra Kellerman, Assistant Professor of Business Education, from $17,500 to $18,000 salary base increase due to receipt of her Ph.D.; effective May 30, 1981
- Joseph O'Loughlin, Firelands, increase in salary base from $18,000 to $20,000 for inequity adjustment; effective April 15, 1981
- Ronald Willard, Firelands, increase in salary base from $18,000 to $20,500 for inequity adjustment; effective April 15, 1981
- Nancy Wygant, Counseling Psychologist/Associate Professor in the Counseling and Career Development Center, additional stipend of $300 per month from May 18 to September 18, 1981, for Acting Director of the University Placement Services

### FULL-TIME FACULTY APPOINTMENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Area</th>
<th>Salary</th>
<th>Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandra Packard</td>
<td>Dean, College of Education</td>
<td>$ 45,000</td>
<td>Tenure 1980-81 Fiscal Year</td>
</tr>
</tbody>
</table>

* Changes and appointments effective since the Board of Trustees meeting of May 8, 1981
PERSONNEL CHANGES (CONTINUED)

PART-TIME FACULTY APPOINTMENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Area</th>
<th>Salary</th>
<th>Contract</th>
<th>1980-81 Year; Special Notes and Period of Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Hayes</td>
<td>Instructor, Educational Curriculum and Instruction</td>
<td>$ 550.00</td>
<td>Temp</td>
<td>Winter &amp; Spring Quarters, 1981</td>
</tr>
</tbody>
</table>

CONTRACT STAFF APPOINTMENTS - TERM APPOINTMENTS

<table>
<thead>
<tr>
<th>Externally-Funded Programs</th>
<th>Intern Counselor, Title I, Continuing Education</th>
<th>$ 930.80</th>
<th>Term</th>
<th>5/1/81 - 6/15/81</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gwen Hardie</td>
<td>Community Site Coordinator, Continuing Education</td>
<td>275.00</td>
<td>Term</td>
<td>4/15/81 - 6/12/81</td>
</tr>
<tr>
<td>Sally Harlan</td>
<td>Community Site Coordinator, Continuing Education</td>
<td>275.00</td>
<td>Term</td>
<td>4/15/81 - 6/12/81</td>
</tr>
<tr>
<td>Marcia Harrington</td>
<td>Community Site Coordinator, Continuing Education</td>
<td>275.00</td>
<td>Term</td>
<td>4/15/81 - 6/12/81</td>
</tr>
<tr>
<td>Marija Sinder</td>
<td>Post-Doctoral Fellow, Chemistry</td>
<td>12,375.00</td>
<td>Term</td>
<td>5/1/81 - 4/31/82</td>
</tr>
<tr>
<td>Vicki L. Congrove</td>
<td>Microfilm Technician, Library</td>
<td>13,091.00</td>
<td>Term</td>
<td>6/15/81 - 5/15/82</td>
</tr>
</tbody>
</table>

Emeritus Appointments

No. 71-81

Mr. Ludwig moved and Mr. Dyckes seconded that approval be given to the appointment of each of the candidates to emeritus status upon retirement from the University, in accordance with recommendations received from the Department Faculty and Chair, the Dean of the College, and that Honorary Degrees Committee, with the concurrence of Interim President Ferrari. The motion was approved with no negative votes.

<table>
<thead>
<tr>
<th>Name</th>
<th>Emeritus Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. George Herman</td>
<td>Professor Emeritus of Speech Communication</td>
</tr>
<tr>
<td>Dr. Joseph Kivlin</td>
<td>Professor Emeritus of Sociology</td>
</tr>
<tr>
<td>Dr. Maurice I. Mandell</td>
<td>Professor Emeritus of Marketing</td>
</tr>
<tr>
<td>Dr. Karl G. Rabbert</td>
<td>Professor Emeritus of Management</td>
</tr>
<tr>
<td>Dr. Bruce Bellard</td>
<td>Professor Emeritus of Health, Physical Education and Recreation</td>
</tr>
<tr>
<td>Dr. William Fox</td>
<td>Professor Emeritus of Educational Administration and Supervision</td>
</tr>
<tr>
<td>Dr. William N. Harris</td>
<td>Professor Emeritus of Educational Administration and Supervision</td>
</tr>
<tr>
<td>Dr. Ronald D. Jones</td>
<td>Professor Emeritus of Educational Administration and Supervision</td>
</tr>
<tr>
<td>Dr. Joseph K. Balogh</td>
<td>Dean Emeritus of Health and Community Services and Professor Emeritus of Sociology</td>
</tr>
</tbody>
</table>

REPORTS

In response to the call of Chairman Reams for the report of the Ad Hoc Committee for Presidential Search Procedures (Trustees Dyckes, Reams, Russell, Shanklin), Committee Chairman Shanklin recommended that the Board meet in executive session at the conclusion of consideration of formal agenda items.

Report of Examination of Bowling Green State University by the Auditor - State of Ohio

Treasurer Nusser reported that the University staff has worked closely with the State Auditor's Office in the completion of the final reports for the Fiscal Years Ending June 30, 1978, and June 30, 1979, and that copies of the complete report, including financial data, are available in the Office of the Treasurer as well as in the Office of the Secretary to the Board of Trustees. He called attention to the following information which was extracted from each report and included in the agenda book for each Board member:

Report for Fiscal Year Ending June 30, 1978 - Pages 3, 4, and 5
Report for Fiscal Year Ending June 30, 1979 - Pages 2 and 3.

REPORTS - CONSTITUENT REPRESENTATIVES

Faculty Representative - Richard Ward

Dr. Ward summarized his perception of the "mood of the faculty" as

1) appreciative of the willingness of Dr. Ferrari to share budgetary concerns and data;
2) pleased that the budget adjustments to date are minimizing the negative impact on the mission of the University: teaching - research - service;
3) concerned that the process of change created by the budget yet to be approved would be a planned one rather than last minute actions such as "across-the-board" cuts; and
4) confident that Dr. Ferrari can guide the University in the appropriate change process this year.

Undergraduate Student Representative - Randal Reardon

Mr. Reardon welcomed Mr. Hall on behalf of the undergraduate student body; announced the recipients of the Hollis A. Moore Service Awards on June 3: Dr. Stuart Givens, faculty; Glenn Sharp, staff; David Weinandy, student. He complimented the Board on the action taken on student fees.

Graduate Student Representative - Jonathan Rice

Mr. Rice welcomed Mr. Hall on behalf of the Graduate Student Senate and the graduate student body.

The written report concerning the Professional Development Fund was referred to by Mr. Rice and he noted that a cut in the funding this next year would undermine the activity of the graduate students.
EXECUTIVE SESSION

Chairman Reams announced the Board would adjourn and move to an executive session for the purpose of discussing personnel matters and that the regular session would be reconvened in approximately 30 minutes for final adjournment.

The members adjourned at 11:18 a.m. and convened in executive session in the McFall Center Chart Room. The regular session was reconvened at 12:12 p.m. and Chairman Reams announced that members had met in an executive session to consider personnel matters and that no formal action was taken during this time.

Report of Ad Hoc Committee for Presidential Search Procedures

Chairman Shanklin recommended that the 1981 Presidential Search and Screening Committee be established and that the following members be notified of this action by the Board of Trustees:

Chairman - Frazier Reams, Jr.
Trustees - Albert E. Dyckes
Robert G. Ludwig
Charles E. Shanklin
Alumni - Jan Dickson Heppe, President, BGSU Alumni Association
C. Richard Marsh, Attorney
Faculty - Dr. Richard Ward, Chair, Faculty Senate
Dr. Jeannette Danielsen, Firelands College faculty
Dr. Robert Guion, Psychology
Dr. Paul F. Hans, Economics
Dr. Trevor J. Phillips, Educational Foundations and Inquiry
Administration - George Postich, Vice President for Operations
Contract Staff - Mrs. Beverly Mullins, Director, Office of Equal Opportunity Compliance
Classified Staff - Mrs. Kay Williamson, Clerk, Office of the Bursar
Graduate Students - Jonathan Rice, President, Graduate Student Senate
Undergraduate Students - Donna Kortokrax, President, Student Government Association
Mandal Reardon, Undergraduate Student Representative to the Board of Trustees
Beth Ellenberger, Student Government Association
Secretary to the Committee - Patricia Gangwer, Administrative Assistant, Office of the President

Mr. Shanklin said that the work of the Ad Hoc Committee is now completed and that the Committee is now dissolved.

No. 72-81

Mr. Ludwig moved and Mr. Spengler seconded that approval be given to the appointment of the eighteen (18) persons listed as the 1981 Presidential Search and Screening Committee. The motion was approved.

Chairman Reams complimented the members of the Ad Hoc Committee for their report. Mr. Shanklin, Committee Chair, noted that a special effort was made to make the Presidential Search Committee broadly representative of the campus.

ADJOURNMENT

Mr. Shanklin moved for adjournment and all members present concurred. The meeting was declared adjourned at 12:15 p.m.

INFORMATIONAL MATERIAL

The following material was available for handout to Board members and forwarded by mail to Mr. Hanna, who could not attend the meeting:

Resource Planning Handbook - Update #2 - 1980-81
University Professor Lecture Series: "Of Men and Rats" - William B. Jackson
BGSU - 1981-83 Undergraduate Catalog
BGSU - 1981-82 Guide for Prospective Freshmen

In keeping with the official notice, a special meeting of the Board of Trustees was held in the McFall Center Assembly Room with the following members present: Frazier Reams, Jr., Chairman; Robert Ludwig, Vice Chairman; J. Warren Hall; M. Shad Hanna; Melvin Murray; Ann Russell; Charles Shanklin; William F. Spengler, Jr. Albert Dyckes was not present due to schedule conflicts.

Also in attendance were Michael Ferrari, Interim President; Richard Edwards, Executive Vice President and Secretary to the Board; Richard Ward, Faculty Representative to the Board; Randal Reardon, Undergraduate Student Representative to the Board; Myron Chenault, Associate Vice President for Legal, Staff and Contract Relations; Richard Eakin, Executive Vice Provost for Planning and Budgeting; John Eriksen, Acting Provost; George Postich, Vice President for Operations; Donald Baggs, Dean of Students; Algalee Adams, Dean, Firelands College; media representatives; and a number of observers.

Chairman Reams called the meeting to order at 4:02 p.m.; the Secretary called the roll and announced a quorum present.