Board of Trustees Meeting Minutes 1995-09-15

Bowling Green State University

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Notice having been given in accordance with the Board of Trustees Bylaws, the following members met in McFall Center Assembly Room, Bowling Green Campus on September 15, 1995: John A. Laskey, Chair; Jason Bristol; David A. Bryan; C. Ellen Connally; Alvin Heard; Delbert L. Latta; John C. Mahaney, Jr.; Valerie L. Newell; Thomas W. Noe; and Kermit F. Stroh. G. Ray Medlin, Jr. was not present.

Also present were President Sidney A. Ribeau; Lester E. Barber, Executive Assistant to the President and Secretary to the Board; Fiona MacKinnon-Slaney, Chair, Faculty Senate, and 1995-96 Faculty Representative to the Board; Jeff Stefancic, 1995-96 Undergraduate Student Representative to the Board; Vilma Matos-Ortiz, 1995-96 Graduate Student Representative to the Board; Judith Alton, 1995-96 Firelands College Representative to the Board; Bryan Benner, 1995-96 Administrative Staff Representative to the Board; Nancy Lee, 1995-96 Classified Staff Representative to the Board; Eloise E. Clark, Vice President for Academic Affairs; J. Christopher Dalton, Vice President for Planning and Budgeting; Robert L. Martin, Vice President for Operations; Philip R. Mason, Vice President for University Relations; Gaylyn J. Finn, Treasurer; media representatives; and a number of observers.

Chair Laskey called the meeting to order at 10:10 a.m.; the Board Secretary called the roll and announced that a quorum was present (eight Trustees).

Motion was made by Mr. Mahaney and seconded by Judge Connally that the minutes of the meeting of June 30, 1995, be approved as written. The motion carried.

Good morning, one and all! It is finally official. I am here and President of Bowling Green State University. I remember distinctly on Good Friday when I was officially appointed by the Board, I was sequestered in a small room adjacent to the large room in Olscamp Hall where the announcement was to be made. Prior to my entering the room, Chair Laskey was introducing the search committee, talking about the search process, and a little about me. I had no idea there were 200+ people in the room and there would be lights, cameras, and a lot of activity. When I came into the room, I was greeted by a standing ovation and since that time the feeling, the fervor, and the support has been equal to that standing ovation. If that is symbolic of the kind of support that I am to receive here as I try to lead Bowling Green State University into the 21st century, we have to be successful.

I want to publicly thank the Board of Trustees for its vote in confidence in me. There were many qualified candidates that applied for the presidency of Bowling Green State University, and I have been in academic administration long enough to know that any of those ten finalists could have done the job. When you have over 100 candidates, you have some eminently qualified people. The choice becomes who will be given the opportunity to demonstrate his or her
capabilities. A great vote of confidence has been invested in me by the Board of Trustees. I would also like to thank the faculty, the staff, the students, and the news media for their support during the search process.

Since I have arrived here about a month and a half ago, I have met with a number of people and have had an opportunity to address the entire academic community at opening day ceremonies. At the classified staff ceremony, we were led in by bagpipes played by Ms. Lee. It was truly a unique experience, and it symbolizes something very important; that is, don't be afraid to try, don't be afraid to be creative, and don't be afraid to allow your imagination to stretch beyond the normal limitations. You never know what you can achieve until you extend yourself and try. It's been a very, very good first month and a half, and I look forward to meeting you in the year 2005 and telling you about the things we have accomplished collectively.

Enrollment

We have received 9,406 applications from freshmen seeking admission to fall semester 1995. This represents an increase of 450. Offers of admission were extended to 7,836 freshmen applicants, which is an increase of 592. We anticipate that the "official" count taken later this month will show a fall 1995 freshmen class of around 3,250, an increase of about 300 from fall 1994. Transfer applications number 1,099, a decrease of 63. Offers of admission were extended to 1,032 transfer applicants, which is a decrease of 17. We anticipate an official count of around 690 fall 1995 transfers, a decrease of about 30.

As of September 11, 1995, enrollment for the 1995 fall semester is up from the fall of 1994 by 95 students. Main campus (including extensions and abroad) has a total of 17,620 students registered which is down by 17 from 1994. Firelands has a total of 2,214 students registered which is up by 112 from 1995.

Office of Student Life

The new Office of Student Life, designed to better serve the needs of students and their parents, is now operational. Some of the highlights include:

• a new student organizations support area currently located in the College Park Office Building, but scheduled to move to the Saddlemire Student Services Building in January.

• educating the campus community about the various services provided by the Office of Student Life. Presentations have been made to the residence hall staffs, Firelands College, graduate students and several other offices on campus.

• implementing the policies and procedures contained in the new Code of Student Conduct. Presentations have been made to members of the Public Safety staff, the SHARP staff, Athletic Department staff, and new graduate students. The new Student Affairs Handbook has been disseminated to all residence hall students, faculty and staff. Off-campus students and commuters pick up their copies at various locations around the campus.
the Orientation and New Student Programs office has just completed a highly successful fall orientation, concluding with a spirit rally. Approximately 1,000 students attended this even featuring fall sports coaches/players, the marching band, and prizes.

initiating the Parents' Help Line, which began operation on August 16. The funding for this service is provided as a result of the Parents' Telefund conducted during the spring of 1995. Callers have responded very favorably to this service.

providing a Parents' Pit Stop for more than 300 tired mothers and fathers during opening weekend by offering them refreshments. University staff and students were on hand to greet the parents and answer questions. Trustee Dave Bryan and his wife Myrna were actually out greeting and helping students and their parents move into the residential halls.

Academic Affairs

The large entering freshman class posed a challenge in providing sufficient seats in general education and other entry level courses for freshmen and transfer students. Thanks to the efforts of the staff of Registration and Records, the Associate Deans in Arts and Sciences and Musical Arts, and the department chairs in the College of Arts and Sciences, openings were provided for all incoming students. By adding new sections and extra spaces in existing sections, summer preregistration went quite smoothly and advisers were able to develop full schedules for students.

Sufficient flexibility also existed for students to adjust their schedules as needed prior to the opening of fall classes. On the first day of fall classes, Registration and Records reported 1,078 openings for freshmen level courses.

The Library has started the process of replacing its text-only terminals with graphical workstations which will give students the ability to view pictures and text of several databases including the Encyclopedia Britannica and the Washington Post. To encourage more faculty, students and staff to use the Internet for communication and information, the Library has been hosting drop-in sessions to provide guidance in using e-mail and conducting searches on the Internet.

The Northwest Regional Cooperative Book Depository continues to move towards completion. Materials may be shipped to the Depository as early as February, 1996. The Library has hired a book depository manager, Michael McHugh, and continues to work with MCOT and the University of Toledo to designate items for storage.

On August 29, Firelands College began its new Tech Prep program with 28 students from ten area schools and in cooperation with the Erie-Huron-Ottawa Vocational Education Career Center. The program is a combined high school and college course of study that builds academic and technical competence leading to employment after associate degree work has been completed.

I am very interested in the research of our faculty, and I would like give you a sense of the kind of research activity that has taken place recently.
With assistance from a $59,000 grant from the Ohio Board of Regents, the College of Education and Allied Professions is establishing a new computer lab/classroom in the Education Building. It will be the college's second computer lab and will include 22 student work stations.

Jack Nachbar, Popular Culture, has received an NEH grant in excess of $65,000 to offer a workshop for high school teachers next summer. Only eight new proposals were funded nationally.

Firelands College received a $220,622 grant for its Humanistic Educational Learning Process Program, which provides assistance for recipients of Aid to Dependent Children so they can attend college.

Daniel Brahier, Educational Curriculum and Instruction, received a grant from the National Science Foundation totaling $200,000 to present summer institutes for high school teachers on Discrete Mathematics.

Professors Pietro Badia and Milton Hakel, Psychology Department, have received a $187,166 grant from the U.S. Army Medical Research Acquisition Activity to study the effects of sleep deprivation on females.

Barry Piersol, College of Technology, has received a $102,049 grant from the U.S. Department of Education for study of the systematic involvement of faculty, administration, and industry in planning and implementing cooperative education work experiences for technology students.

Finally, Professor Veronica Gold has received a $112,709 grant from the U.S. Department of Education for continued funding of a project designed to train teachers to effectively meet the academic, social, vocational, and ancillary services needs of rural special education students.

On Tuesday, September 19, Firelands College will host its 25th Annual College Night. High school students and adults will have the opportunity to obtain literature and speak with admissions representatives from approximately 60 colleges, universities and schools of nursing. This initial contact with an institution of higher learning can help potential students make some early decisions about colleges and college majors.

University Relations

The fall "Breakfast in BG" speaker series began this morning with a panel presentation on "Getting on the Net: A Guided Tour of Cyberspace." Dr. Bruce Klopfenstein, Chair of the Telecommunications Department, moderated the panel. The fall "Breakfast in BG" series continues with presentations by Marcia Adams, host of WBGU-TV's nationally syndicated cooking program on October 27, and I will be on the docket for November 17.

The University Relations area is planning for me to meet with key alumni, community leaders, development prospects, legislators and news media representatives, not only in Ohio, but in key cities throughout the nation. This fall I will be traveling to Cleveland, Toledo, and Columbus to attend alumni chapter events and meet with key donors, prospects, and media representatives in those areas. Moreover, I will be spending time with Governor Voinovich, the leadership of both chambers in the Ohio General Assembly, the northwest Ohio legislative delegation and our
representatives in Congress. After the first of the year, my travel will become more ambitious. Plans are being made now for similar events in Texas, Florida, Georgia, North Carolina, Arizona, Colorado, Illinois, Pennsylvania, New York, New England, and Washington D.C. These visits will help facilitate one of my immediate goals which is to bring additional resources as well as higher visibility to Bowling Green State University. Positive visibility turns into support. I plan to be a visible, articulate spokesperson for the university.

Finally, as I have previously noted, my predominant themes will be "partnerships," working "collaboratively" and "enhancing resources." We will employ that collaboration in handling what I have been referring to as University "hot spots," that is, issues which are still in need of action. As I mentioned in my Opening Day address, there are a number of issues that have been studied, that have been analyzed, and reports have been offered. We need to look at those and make some decisions about them.

Striving for excellence in leadership and setting goals is not limited to the University president or vice presidents or deans or directors. As I said in my Opening Day address, leadership can be and must be exercised by all of us. Each of us has expertise and talents that we bring to the table, and if the University is going to move forward to achieve the excellence that is our destiny we must elicit the support and participation of our entire academic community. It is critically important that we unleash the talent that is on this campus. I am convinced that we have the human resources and the fiscal resources to meet all the challenges that face this university as we move into the 21st century. But we must create an environment where people feel empowered to make a legitimate contribution. That is the greatest challenge that we face among all the issues that we will confront.

People have asked me what I stand for, what is my vision, what does vision mean to me. It is simply that I believe in people, I believe in ideas, I believe in intellectual curiosity, and I believe human beings have the power to solve any kind of issue or problem that confronts us. But we must believe that we have the will and ability.

When I met with the students at Freshman Orientation, the message I wanted to leave with them was that if you get involved, and if you believe that you can, you will. It's my same message to the academic administration, to the Trustees, to the University community. We can, if we believe. We have the resources and I will do everything within my power to see that we do.

Chair Laskey, this concludes my report.

HUMAN RESOURCES/UNIVERSITY PROGRAMMING COMMITTEE

Mr. Bryan reported that the Human Resources/University Programming Committee met on Thursday afternoon and reviewed two action items.

Administrative Staff Personnel Changes Since June 30, 1995, Meeting

No. 1-96 Ms. Newell moved and Mr. Mahaney seconded that the Board of Trustees has reviewed and ratified the Administrative Staff Personnel Changes since the June 30, 1995 meeting. The motion was approved with no negative votes.
**PERSONNEL CHANGES**

**ADMINISTRATIVE STAFF**

**ACADEMIC AFFAIRS**

**New Appointments Full-time**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
<th>End Date</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patti Ankney</td>
<td>Coordinator of Business and Operations Chemistry (formerly in a classified position)</td>
<td>7-1-95/6-30-96</td>
<td></td>
<td>$33,350</td>
</tr>
<tr>
<td>Michael McHugh</td>
<td>Book Depository Manager, University Libraries and Learning Resources</td>
<td>8-15-95/6-30-96</td>
<td></td>
<td>$28,000 fyr</td>
</tr>
<tr>
<td>Suzanne Midden</td>
<td>Manager, French House, Romance Languages (formerly faculty)</td>
<td>8-23-95/5-22-96</td>
<td></td>
<td>$26,194</td>
</tr>
<tr>
<td>Carol Puder</td>
<td>Director of Clinical Education for Respiratory Care Technology, Firelands Applied Sciences</td>
<td>8-23-95/5-22-96</td>
<td></td>
<td>$30,000</td>
</tr>
<tr>
<td>Nan Rothrock</td>
<td>Research Technician, Psychology</td>
<td>7-1-95/6-30-96</td>
<td></td>
<td>$16,000</td>
</tr>
<tr>
<td>E. Darlene Whipple</td>
<td>Interim Director, Options Program, Continuing Education, Summer and International Programs</td>
<td>8-1-95/12-31-95</td>
<td></td>
<td>$25,000 fyr</td>
</tr>
</tbody>
</table>

**New Appointments Part-time**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
<th>End Date</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Bernhard</td>
<td>Coordinator of Gifted Programs, Special Education</td>
<td>7-1-95/6-30-96</td>
<td></td>
<td>$22,210</td>
</tr>
<tr>
<td>Ronald Knopf</td>
<td>Basic Reading Specialist: Student Support Services, Academic Enhancement</td>
<td>8-23-95/12-26-95; 1-5-96/5-30-96</td>
<td></td>
<td>$20,000 fyr</td>
</tr>
</tbody>
</table>

**Reappointments Full-time**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
<th>End Date</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Beth Zerby</td>
<td>Clinical Supervisor/Instructor, Communications Disorders</td>
<td>8-23-95/5-22-96</td>
<td></td>
<td>$23,790</td>
</tr>
</tbody>
</table>

**Reappointments Part-time**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
<th>End Date</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betsy Bunner</td>
<td>Project Director for Aids Education in Ohio Colleges and University Grant, College of Health and Human Services</td>
<td>8-23-95/5-22-96</td>
<td></td>
<td>$20,874</td>
</tr>
<tr>
<td>Cynthia Crow</td>
<td>Project Coordinator, Philosophy</td>
<td>7-1-95/6-30-96</td>
<td></td>
<td>$20,862</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Start Date/End Date</td>
<td>Salary</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------------------------------</td>
<td>---------------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>Sandra McKenzie</td>
<td>Program Counselor, College of Education And Allied Professions, PATCO</td>
<td>7-1-95/6-30-96</td>
<td>$8,723</td>
<td></td>
</tr>
<tr>
<td>Jane Wood</td>
<td>Student Services Special Assistant, College Of Education and Allied Professions</td>
<td>8-16-95/12-15-95</td>
<td>$14,154 (Supplemental Retirement Program)</td>
<td></td>
</tr>
<tr>
<td>Katherine Arrowsmith</td>
<td>Academic Advisor, College of Arts &amp; Sciences</td>
<td>6-30-95</td>
<td>Another position</td>
<td></td>
</tr>
<tr>
<td>Francis Darryl</td>
<td>Coordinator, Career Services Firelands Academic Services</td>
<td>7-31-95</td>
<td>Returning to graduate school</td>
<td></td>
</tr>
<tr>
<td>Charles Johnson</td>
<td>Director, Graduate Studies in Business College of Business Administration</td>
<td>6-30-95</td>
<td>Another position</td>
<td></td>
</tr>
<tr>
<td>Anthony Sutowski</td>
<td>Art Technician, School of Art</td>
<td>6-30-95</td>
<td>Another position</td>
<td></td>
</tr>
<tr>
<td>Shirley Trythall</td>
<td>Director, Options Program, Continuing Education, Summer and International Programs</td>
<td>7-21-95</td>
<td>Personal reasons, Moving</td>
<td></td>
</tr>
</tbody>
</table>

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

Marilyn Braatz, College Development Officer and Public Relations Specialist, College of Education and Allied Professions, $33,445, new title effective 7-1-95/6-30-96.

Joyce Blinn, Reading Specialist, Academic Enhancement, employed three additional days on 7/12, 13, 17/95; $365.16.

Andrew Lopuszynski from Assistant Director, $38,000 fyr to Director, Graduate Studies in Business, $48,000, effective 7-1-95/6-30-96.

Martin Porter, Director, Concert Office, College of Musical Arts, $34,994, new title effective 7-1-95/6-30-96.

**OPERATIONS**

**New Appointments Full-time**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date/End Date</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theresa Kallmeyer</td>
<td>Occupational Safety and Health Technician</td>
<td>7-13-95/6-30-96</td>
<td>$25,500 fyr</td>
</tr>
<tr>
<td></td>
<td>Environmental Health and Safety</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Resignations

Rebecca Heyman  Assistant Director, University Union  8-16-95  Personal Reasons

Changes in Assignment, Title and/or Salary

Rebecca Heyman, Assistant Director, University Union, worked 6/1 and 5/95 (9 hours each day) and June 2, 1995 (5 hours) $36,375 fyr; leave without pay beginning 6-6-95 until further notice.

Edward O’Donnell, Associate Director, Food Operations from $46,725 to $49,725, effective 5-1-95/6-30-95; salary increase to counter offer of employment from another university.

PLANNING AND BUDGETING

New Appointments Part-time

Kay Gudehus  Admissions Officer, Office of Admissions  8-15-95/5-15-96  $15,500
(formerly held a classified position)

PRESIDENT’S AREA

New Appointments Full-time

Kelli Gossens  Assistant Sports Information Director/Technical Writer, Intercollegiate Athletics  8-7-95/6-30-96  $20,500 fyr

Randall Julian  Head Coach, Men’s and Women’s Swimming and Diving, Intercollegiate Athletics  7-10-95/6-30-96  $35,000 fyr

Reappointments Full-time

Brian Hills  Assistant Hockey Coach and Assistant Men’s & Women’s Golf  7-1-95/6-30-96  $21,000

Keith Noftz  Assistant Men’s Basketball Coach, Intercollegiate Athletics  7-1-95/6-30-96  $16,800

Resignations

Lynnda Hahn  Assistant Women’s Gymnastics Coach, Intercollegiate Athletics  6-15-95  Personal reasons

Changes in Assignment, Title and/or Salary

Brian Hills, Restricted Earnings Hockey Coach, Intercollegiate Athletics, $12,000, 9-6-94/5-5-95; $4,000, 5-6-95/8-29-95; summer contract 5-6-95/8-29-95 cancelled effective 6-30-95.
Mark Nell, Assistant Baseball Coach, Intercollegiate Athletics, $25,234, new title, effective 7-1-95/6-30-96.

Keith Noftz, Part-time Restricted Earnings Men’s Basketball Coach, Intercollegiate Athletics, $12,000 effective 8-24-94/5-5-95 and $4,000 5-6-95/7-31-95; summer contract 5-6-95/7-31-95 cancelled effective 6-30-95.

Christine Parris, Assistant Softball Coach, Intercollegiate Athletics, $16,200, new title effective 8-1-95/6-30-96.

**STUDENT AFFAIRS**

**New Appointments Full-time**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start</th>
<th>End</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kimberly Ellis</td>
<td>Coordinator of Judicial Programs, Student Housing and Residence Programs</td>
<td>7-26-95/6-30-96</td>
<td>$27,000 fyr</td>
<td></td>
</tr>
<tr>
<td>Michael Ginsburg</td>
<td>Residence Hall Director, Student Housing and Residence Programs</td>
<td>7-29-95/5-17-96</td>
<td>$18,000</td>
<td></td>
</tr>
<tr>
<td>Julie Liskai</td>
<td>Residence Hall Director, Student Housing and Residence Programs</td>
<td>7-29-95/5-17-96</td>
<td>$18,000</td>
<td></td>
</tr>
<tr>
<td>Dawn Mays</td>
<td>Assistant Director, Student Activities</td>
<td>7-31-95/6-30-96</td>
<td>$25,000 fyr</td>
<td></td>
</tr>
<tr>
<td>Judith Nemitz</td>
<td>Associate Director, Student Housing and Residence Programs</td>
<td>7-10-95/6-30-96</td>
<td>$44,000 fyr</td>
<td></td>
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<tr>
<td>Dennis Rupert</td>
<td>Complex Coordinator, Student Housing and Residence Programs</td>
<td>7-29-95/5-17-96</td>
<td>$22,000</td>
<td></td>
</tr>
<tr>
<td>Carrie Sargent</td>
<td>Complex Coordinator, Student Housing and Residence Programs</td>
<td>7-29-95/5-17-96</td>
<td>$21,400</td>
<td></td>
</tr>
<tr>
<td>David Vaillancourt</td>
<td>Coordinator of Special Projects, Student Housing and Residence Programs</td>
<td>7-29-95/5-17-96</td>
<td>$22,000</td>
<td></td>
</tr>
</tbody>
</table>

**Reappointments Full-time**

<table>
<thead>
<tr>
<th>Name</th>
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<th>Start</th>
<th>End</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheila Davis</td>
<td>Residence Hall Director, Student Housing and Residence Programs</td>
<td>7-29-95/5-17-96</td>
<td>$14,543</td>
<td></td>
</tr>
<tr>
<td>Kelly Greenfield</td>
<td>Residence Hall Director, Student Housing and Residence Programs</td>
<td>7-20-95/5-17-96</td>
<td>$14,543</td>
<td></td>
</tr>
<tr>
<td>Marilyn Mackay</td>
<td>Laboratory Coordinator, Student Health Services</td>
<td>7-1-95/6-30-96</td>
<td>$38,262</td>
<td></td>
</tr>
</tbody>
</table>
Terrence Miller  Coordinator of Information Technology Services, Student Housing and Residence Programs  7-1-95/6-30-96  $30,900

Geraldine Muir  Residence Hall Director, Student Housing And Residence Programs  7-29-95/5-17-96  $14,543

Veronica Rae Ann Smith  Residence Hall Director, Student Housing and Residence Programs  7-29-95/5-17-96  $14,832

Elizabeth M. Soto  Residence Hall Director, Student Housing And Residence Programs  7-29-95/5-17-96  $14,543

Reappointments Part-time

Timothy King  Coordinator, Access Services, Student Housing and Residence Programs  7-1-95/6-30-96  $26,250

Resignations

Jason Buck  Complex Coordinator, Residential Services  7-7-95  Another position

Stephanie Dunn  Residence Hall Director, Residential Services  7-5-95  Another position

Artyce-Joy Priesman  Residence Hall Director, Residential Services  7-14-95  Another position

Lauren Mangili  Assistant Director of Recreational Sports, Program Director, Recreational Sports  7-28-95  Another position

Stephen St. Onge  Residence Hall Manager, Residential Services  7-3-95  Another position

Christopher Taylor  Complex Coordinator, Residential Services  5-12-95  Another position

Ronald Williamson  Residence Hall Manager, Residential Services  7-30-95  Another position

Changes in Assignment, Title and/or Salary

Pamela Allen from Assistant Director, Career Planning & Placement $30,447 to Associate Director, Career Services, $31,969, promotion.

Molly Crowe, Medical Transcriptionist, Student Health Services, employed extra hours beyond 1994-95 contract on 6/6, 8, 13, 15, 20, 22/95 (4 hours each day); 7/5, 11, 13, 18, 27/95 (8 hours each day) and 7-28-95 (3 hours); $794.80.

Kathryn Ellis, Part-time Pharmacist, Student Health Services, employed extra hours beyond 1994-95 contract 6/1, 5, 6, 12, 19, 26/95 (4 hours each day), 6/7, 27/95 (6 hours) and 7/3, 5, 24, 25, 31/95 (4 hours each day); $1,353.55.
Barbara Hoffman, Nurse Clinician, Student Health Services, employed extra hours beyond 1994-95 contract on 6/28, 29/95 (9 hours each day); $468.16.

LuAnn Hogrefe, Part-time Nurse Clinician, Student Health Services, employed extra hours beyond 1994-95 contract on 6/1/95 (9 hours); 6-2-95 (4 hours); 6/5-9/95 (40 hours); 7/10-14/95 (40 hours); 7-20-95 (9 hours) and 7-21-95 (4 hours); $2,070.87.

Elayne Jacoby, Nurse Clinician, Student Health Services employed extra hours beyond 1994-95 contract on 6/12-15/95 (36 hours); 6/19-23/95 (40 hours); 7/19, 31/95 (9 hours each day); $1,961.52.

James Kettinger, Staff Physician, Student Health Services, employed extra hours beyond 1994-95 contract on 6-19-95 (9 hours) and 6-20-95 (2 hours); $471.90.

Marilyn Mackay, Lab Coordinator, Student Health Services, employed additional hours from reduced work schedule on 6/5, 6, 8, 13, 14, 15, 19, 21, 27, 29/95 (8 hours each day) and 6-23-95 (4 hours); $1,692.60.

Susan Perkins, Nurse Clinician, Student Health Services, employed beyond 1994-95 contract on 6/26, 27/95 (9 hours each day); 7-6-95 (9 hours); 7-7-95 (5 hours); $660.22.

Janet Spieker, Part-time Pharmacist, Student Health Services, employed extra hours beyond 1994-95 contract on 6/8, 15, 29/95 (8 hours each day); 7/6, 13, 27/95 (8 hours each day); $1,191.44.

Cathy Swick from Assistant Director (Fitness), $29,700 fyr to Assistant Director for Programming and Promotions, Recreational Sports, $34,500 fyr, effective 8-1-95/6-30-96, permanent replacement for vacancy from Lauren Mangili resignation.

Jeanne Wright, Coordinator of Health Promotions, Wellness and Prevention Center, Student Health Services, employed extra hours beyond 1994-95 contract on 6/5, 6, 9/95 (9 hours each day); $811.35.

Jeanne Wright, Coordinator of Health Promotions, Wellness and Prevention Center, Student Health Services, from $32,816 effective 8-28-95/6-14-96 to $34,542, effective 7-1-95/6-30-96 (half days May, June, July).

**Title changes effective 7-1-95/6-30-96 due to restructuring of the Student Affairs are:**

**Office of Student Life**

Gregory DeCrane, Assistant Vice President for Student Affairs and Dean of Students, $60,623.

Jill Carr, Associate Dean of Students, $52,054.

Barbara Keller, Associate Dean of Students, $53,462.

Dean Purdy, Associate Dean of Students, $42,000.

Amy O’Donnell, Assistant Dean of Students, $35,690.

Sue Witschi, Assistant Dean of Students, $37,913.

Gale Swanka, Director of Student Activities, $35,733.
Recreational Sports

Derek Dickinson, Associate Director (Field House Operations), $52,074.
Gregory Jordan, Associate Director (Recreation Center Operations), $54,678.
Thaddeus Long, Assistant Director (Intramurals), $37,055.

Student Housing and Residence Programs

Michael Vetter, Assistant Vice President for Student Affairs and Director of Student Housing and Residence Programs, $65,701.
Wayne Colvin, Associate Director (Administration and Facilities), $47,104.
Richard Hughes, Associate Director (Education and Judicial Programs), $41,202.
JoAnn Arnholt, Assistant Director (Greek Affairs), $32,707.
Jodi Webb, Assistant Director (Administration and Facilities), $31,500.
Ute Lowery, Area Coordinator, $28,350.
Lisa McHugh, Area Coordinator, $28,350.

Multicultural Affairs

Jack Taylor, Assistant Vice President for Student Affairs and Director Multicultural Affairs and Student Services, $62,455.
Marcos Rivera, Assistant Director, Multicultural Student Services, $30,450.
Manuel Vadillo, Associate Director, Multicultural Student Services, $36,456.

Student Health Services

Jacque Daley-Perrin, Coordinator Health Promotions, Wellness and Prevention Center, $41,344.

UNIVERSITY RELATIONS

Changes in Assignment, Title and/or Salary

Sharon Hanna, Development Associate, WBGU-TV, from $27,136 to $29,636, effective 4-26-95/6-30-95 (pro-rated), promotional increase of $2,500 (secondary anniversary date of employment).

Sabrina White from Assistant Director of Alumni Affairs, $20,386 fyr to Associate Director of Alumni Affairs, $31,906 effective 7-1-95/6-30-96; promotion.

Proposed Conflict of Interest in Sponsored Projects and Research Policy

Mr. Bryan noted that the proposed conflict of interest policy is required by granting agencies so that BGSU can continue to receive funding. Because of time constraints, the Faculty Senate has not been able to consider it, and the committee's recommendation, therefore, is an interim one.

Ms. Newell moved and Mr. Latta seconded that approval be given on an interim basis to the attached Conflict of Interest in Sponsored Projects and Research Policy required by the National Science Foundation and the Public Health Service in order for Bowling Green State University to maintain
Mr. Bryan announced that the committee reviewed the 1997-2002 State-Funded Capital Plan. A great deal of discussion focused on a change in the formula for distributing this biennium's capital budget. The committee also discussed the 1997-98 priorities outlined in the capital plan. The committee would like to see priority item #5 -- Network Infrastructure, Phase I -- implemented and is hopeful that funding will be received to permit the University to do it. A summary of faculty personnel changes was also reviewed.

FINANCIAL AFFAIRS/FACILITIES COMMITTEE

Mr. Latta reported that the Financial Affairs/Facilities Committee met on Thursday afternoon and reviewed two action items.

Fiscal Years 1997-2002 State-Funded Capital Plan

Mr. Latta summarized the 1997-1998 projects being proposed in the 1997-2002 State-Funded Capital Budget request.

No. 3-96  Mr. Latta moved and Mr. Stroh seconded that the Proposed Fiscal Years 1997-2002 State-Funded Capital Plan for Bowling Green State University be endorsed for forwarding to the Chancellor of the Ohio Board of Regents. The motion was approved with no negative votes.

Emergency Auxiliary Improvement Project Change Orders

No. 4-96  Mr. Latta moved and Mr. Bryan seconded that the Board of Trustees has reviewed and ratified emergency Auxiliary Improvement Project change orders in excess of the normally allowed 10% variance, as described below.

<table>
<thead>
<tr>
<th>Residence Halls</th>
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<tbody>
<tr>
<td>RODGERS RESIDENCE HALL</td>
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<tr>
<td>1) Painting (Change Orders)</td>
<td>$57,000</td>
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<tr>
<td>2) Carpeting (Change Orders)</td>
<td>12,000</td>
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<tr>
<td>KOHL RESIDENCE HALL</td>
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<tr>
<td>3) Carpeting (Change Orders)</td>
<td>15,000</td>
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<td>R DORMS</td>
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<td>4) Carpeting (Change Orders)</td>
<td>34,000</td>
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<td>CONKLIN HALL</td>
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<tr>
<td>5) Carpeting (Change Orders)</td>
<td>2,900</td>
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</table>

$120,900

The Board Secretary conducted a roll call vote with the following results: Voting "yes"--Mr. Bryan, Judge Connally, Mr. Laskey, Mr. Latta, Mr. Mahaney, Ms. Newell, Mr. Noe, Mr. Stroh. The motion was approved with eight affirmative votes.
OTHER ITEMS

Sponsored Grants and Contracts Awarded: June and July, 1995

No. 5-96 Judge Connally moved and Mr. Mahaney seconded that grants and/or contracts in the amount of $5,211,895.40, for the months of June and July, 1995, be accepted and expenditures applicable thereto in that amount be authorized. The motion was approved with no negative votes.

<table>
<thead>
<tr>
<th></th>
<th>Total for Period</th>
<th>Fiscal Year to Date</th>
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<tbody>
<tr>
<td>June</td>
<td>$292,998.20</td>
<td>$14,988,630.59</td>
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<tr>
<td>July</td>
<td>4,918,897.20</td>
<td>4,918,897.20</td>
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Proposed Reappointment to Firelands College Advisory Board

No. 6-96 Judge Connally moved and Mr. Bryan seconded that the Board of Trustees confirm the reappointments of Judith Allton, Sharon Barnes, and Daniel Keller for membership on the Firelands College Advisory Board in accordance with action taken at the May 25 meeting of the Firelands Boards. The motion was approved with no negative votes.

Proposed Revision to 1995-96 Board of Trustees Schedule of Meetings

No. 7-96 Judge Connally moved and Mr. Noe seconded that approval be given to the following Revised 1995-96 Board of Trustees Schedule of Meetings. The motion was approved with no negative votes.

<table>
<thead>
<tr>
<th>Board of Trustees</th>
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<tr>
<td>Proposed Schedule of Meetings - Fiscal 1995-96</td>
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</table>

Note: Each meeting will be subject to cancellation if necessary.

1995

| SEPTEMBER 15 | FRIDAY |
| OCTOBER 20   | FRIDAY |
| DECEMBER 1   | FRIDAY |

1996

| JANUARY 26   | FRIDAY |
| FEBRUARY 23  | FRIDAY |
| MARCH 29     | FRIDAY |
| APRIL 26     | FRIDAY |
| MAY 24       | FRIDAY |
| JUNE 28      | FRIDAY | (Firelands) |
Commencements currently are scheduled on the following dates during 1995-96:

- AUGUST 12, 1995      SATURDAY      9:30 A.M.
- DECEMBER 23, 1995     SATURDAY      10:00 A.M.
- MAY 11, 1996         SATURDAY      10:00 A.M.

REPORT - GENERAL

Michael Walsh, Director, Undergraduate Admissions

Mr. Walsh presented a report on enrollment trends. He highlighted key trends which have affected enrollments in the last ten years and may continue to affect enrollment in the future.

From an admissions standpoint, Mr. Walsh explained, the world has become very complex, not only for recruiting students but also for the students themselves. In the early 1980's, a high school student looking at college raised the question of whether to go to a public or private institution, and they received very little unsolicited mail from colleges and universities. It was a very simple decision -- do I go public or private? Today, though, it's a whole different world. Four-year publics, four-year privates, community colleges, technical community colleges, and proprietary schools are considerations. The majority of students are still looking primarily at four-year public and private colleges, but each year an increasing number consider the community college, technical community college or proprietary school. Also a typical high school senior receives unsolicited mailings from over 200 colleges and universities. From their standpoint, it's an extremely confusing process, and a much more stressful one than 10 years ago.

From a university standpoint, life has also changed drastically. The 1980's were good times. A higher percentage of high school graduates were in college, more non-traditional students were returning to or entering college, and near the end of the decade, we enjoyed three years of higher numbers of high school graduates. In Ohio, this was a 5% jump. Universities did not know what to do with students. They had waiting lists and were selective. In the 1990's though, it has not been quite as sunny. Individual students are applying to more colleges. In 1988-89, students applied to two or three schools, but in 1992, it was five or six. There was also a drop in the number of high school graduates. Between 1989 and 1994, in the State of Ohio, there was a 19% drop in high school graduates. The numbers will increase somewhat from now to the year 2010 but never to the level of the 1980's.

To show how these trends have affected Ohio's state universities, Mr. Walsh showed some graphs. The first one reflected freshmen applications from 1985-1994. In 1989-90, there was somewhat of an increase, but after 1991-92, the bottom fell out until 1994-95 when it began to level off.

The second graph showed matriculation rates for 1985-94. Matriculation started to plummet in 1985. In some years, institutions enjoyed a 2% increase in applications but experienced a 10% decrease in matriculation. In fall 1995, for the first time in six years, Bowling Green State University had an increase in matriculation.

The last graph Mr. Walsh showed reflected freshmen enrollment for 1985-1994. For some institutions, enrollment has fluctuated up and down and for others it has been fairly constant.
Another admissions factor is that students are starting to consider community college for a year or two before coming to a four-year institution because of cost considerations. From 1985-1995, the average tuition increase at BGSU was 7.2%, which is below the national average, but the average CPI was 3.7%. People's budgets are being stretched. 

There is also a flow of students coming to the public institution who in the past considered the private institution. They're not coming because they can't afford the private; they're coming because they're not sure that the additional costs of a private institution can be justified when they look at the value they get at a public vs. a private school.

Along with the added costs, another factor is financial aid. In 1989, a high need student could get 75% of the costs covered by non-loan aid, e.g., Pell grants, work study. Today, they can only cover 53%. The rest is covered in loans. The Pell was $2300 in 1989 and is still $2300 today. If it had kept pace with the original guidelines when it was developed, Pell would be over $4000. Basically most tuition increases at universities since 1989 have been covered by loans. Work study is also the same as it was in 1989. Mr. Walsh also expressed concern over the future of financial aid. Several parents and students have told him that they're not sure that financial aid really aids them anymore. Currently under consideration by Congress is elimination of loan subsidies and guaranteed student loans. If those subsidies were eliminated, graduates this year with $6,000 in loans would have graduated with $19,000 in loans.

Mr. Walsh then described the positive aspects about Bowling Green State University:

- It has been the first choice among 80% of our entering freshmen for ten years. There are many state universities who look at 60% or lower.
- BGSU's graduation rate is 65%. Among public institutions this is excellent.
- BGSU has a high retention rate -- 80% in the first to second year. This is about 10% above the average for our type of institution.
- BGSU has a strong co-op program. Each year an increasing number of inquiries about co-ops are received, because this is the way students get experience before they graduate.
- BGSU has a positive reputation among its marketing segments.
- BGSU is a residential university where students feel at home. Currently, residential universities are very popular again, primarily because of the safety factor. Most Ohio residential state universities have larger freshman classes and have had an increase in their matriculation.

Another important admissions factor that Mr. Walsh cited was the competition with publications which do college ratings and rankings. These ratings are based on a variety of factors, e.g., reputation. To compete with these rating publications, Mr. Walsh stated that the University must promote quality. In the March 1995 issue of Postsecondary Education Opportunity, Bowling Green State University was rated fifth among U.S. universities when actual graduation rates were compared to predicted graduation rates based on entering test scores of students. Alexander Astin sums it up as "The talent development view of excellence emphasizes the educational impact of the institution on its students and faculty . . . True excellence lies in the institution's ability to affect its students and faculty favorably, enhance their intellectual and scholarly development, and to make a positive difference in their lives. The most excellent institutions . . . those that have the greatest impact 'add the most value.'"
Mr. Walsh concluded his presentation by stating that the challenge for the future is to strengthen our image and demonstrate our quality. The key to this will be more involvement of students, faculty, staff and alumni in recruitment.

REPORTS - CONSTITUENT REPRESENTATIVES

Faculty Representative - Fiona MacKinnon-Slaney

Dr. MacKinnon-Slaney's report focused on Faculty Senate activities in light of three themes. The first is "partnership and integrity", the second "the complexity of the issues," and the third "the future focus".

Partnership and Integrity. The Senate Executive Committee is working collaboratively with President Ribeau and the administration on the Building Community Project and the Technology Teaching and Learning in the 21st Century Project. Faculty Senate endorses the President's plan to involve faculty in an environmental scan and to explore faculty instructional development. Dr. MacKinnon-Slaney announced that Chair Laskey will be attending the October 3 Faculty Senate meeting at Firelands and that she had lunch recently with Chair Laskey and President Ribeau. This working partnership with the Board of Trustees, President Ribeau, and the Administration is based on trust, integrity, cooperation, and a respect for all viewpoints. Total agreement is not necessary when the integrity of our partners is respected.

Complexity of the Issues. Dr. MacKinnon-Slaney noted the complexity involved in examining the capital budget request and campus priorities at the Trustee committee meetings on Thursday. In an era of scarce resources, tradeoffs are the norm, but those tradeoffs must not come at the expense of tuition to students or commitment to the welfare of faculty and the other employees of the institution. If the University has the flexibility to look at budgets in two-year cycles, it must be done very carefully when the financial health of the institution is certainly a concern. The faculty performance and reward structure continues to be a concern, as the Faculty Welfare Committee has been asked to look at the assumptions underpinning performance and reward. In addition, President Ribeau, Dr. Lunde, and Dr. Bernhard recommend that the Faculty Welfare Committee incorporate benchmarking in its review of the issues.

The Future Focus. Dr. MacKinnon-Slaney said that the University must keep an eye on the future. The old answers may or may not work for BGSU. However, it is the caring people in this environment who will assure the future of The Jewel in the Cornfield.

Dr. MacKinnon-Slaney concluded her remarks by inviting everyone to the pre-meeting reception and Faculty Senate meeting on Tuesday, September 19.

Undergraduate Student Representative - Jeff Stefancic

Mr. Stefancic welcomed Dr. Ribeau on behalf of the student body. Undergraduate Student Government is gearing up for fall elections which will take place next week for on and off-campus representatives. This past week, Undergraduate Student Government took part in a national call-in to legislators offices to voice opinions about possible cuts in financial aid programs. Also, Undergraduate Student Government is preparing for a trip to Washington, D.C. in October for
National Lobby Day. The first full meeting of Undergraduate Student Government will take place on September 25, and WBGU will be taping and broadcasting their meeting over BG-24.

**Graduate Student Representative - Vilma Matos-Ortiz**

Ms. Matos-Ortiz welcomed President Ribeau. She summarized Graduate Student Senate summer activities and its agenda for the first three meetings of the year. A summer bash and welcome bash were held at Easystreet for graduate students, Graduate Student Senate collaborated with the Graduate College Professional Development Program during graduate student orientation week, and it participated in the national financial aid call-in to legislators. Graduate Student Senate will have its first meeting today. On September 29, the Graduate Dean will address Graduate Student Senate, and President Ribeau will address them on October 3.

**Firelands College Board Representative - Judith Allton**

Dr. Allton reported that the Firelands College Advisory Board met recently with President Ribeau and Chair Laskey to discuss future directions of the advisory board. The advisory board would like to become more proactive to better serve the Firelands College campus and will be setting specific goals for this year at its September 28 meeting. This past Wednesday, Firelands had its second annual convocation for new and returning students. Firelands increase in enrollment this year is being attributed to the Post-Secondary Option Program and the new Tech Prep Program which both involve high school students.

**Administrative Staff Council Representative - Bryan Benner**

Mr. Benner reported that Administrative Staff Council is waiting the release of the position analysis of the compensation study conducted by the Mercer Group. The need for equitable position assessment and compensation has been a long-standing objective of Council since early efforts to complete such a study began in the early 1980s. Administrative Staff Council will continue to advocate for an evaluation system which fosters the equitable assessment of employee's performance. It is the combination of equitable compensation with an equitable performance evaluation system that provides the kind of environment in which all staff can excel. Mr. Benner concluded his remarks by introducing Norma Stickler, Director of Academic Services, who was selected as the 1995 Ferrari Award recipient.

**Classified Staff Council Representative - Nancy Lee**

Ms. Lee introduced Pat Kitchen, Chair-elect of CSC. The Classified Staff Council Convocation was well attended and her talk focused on doing something new and exciting in your life this year by taking advantage of what the University offers. She announced that John Booth received the Outstanding Classified Staff Service Award; Pat Kitchen, Tami Thomas and the dependents of Kathi Firsdon and Barbara Matthews received scholarship awards; and Sandy Yandell, Firelands College, received a special award for her role in getting classified staff representation on Firelands College committees. In July, 11 Classified Staff Council members attended the annual meeting of the State Employees Council of Ohio. Minutes of Classified Staff Council meetings are being e-mail to staff with accounts. A future Classified Staff Council meeting will be take place in a computer lab in Hayes Hall so that trades, food service, and custodial employees will be able to
have hands-on experience with computers. Classified Staff Council is working on its 1995-96 goals and hope to have them completed in October.

EXECUTIVE SESSION

Chair Laskey announced that in keeping with the provisions of the state's "sunshine law" and Amended Section 121.22 of the Ohio Revised Code, he is proposing that members meet in an executive session for the purposes of conferring with an attorney concerning disputes and pending court action. He requested that members meet in executive session in the Chart Room with the session expected to last approximately 30 minutes; the regular meeting to be reconvened at that time to take action if necessary and for the purposes of adjournment.

No. 8-96 Judge Connally moved and Ms. Newell seconded that members of the Board of Trustees meet in an executive session to confer with an attorney concerning disputes and pending court action.

The Board Secretary conducted a roll call vote with the following results:
Voting "yes"--Mr. Bryan, Judge Connally, Mr. Laskey, Mr. Latta, Ms. Newell, Mr. Noe, Mr. Stroh. The motion was approved with seven affirmative votes.

The regular meeting was recessed at 11:45 a.m., Mr. Noe departed, and the remaining members moved into executive session in the Chart Room.

Chair Laskey reconvened the regular meeting at 12:25 p.m. with the announcement that members had met in executive session for 40 minutes for the purpose of conferring with an attorney concerning disputes/pending court action, and no formal action was taken during that time.

ADJOURNMENT

The meeting was adjourned at 12:26 p.m.
September 1, 1995

MEMORANDUM

TO: Board of Trustees

FROM: Sidney A. Ribeau, President

RE: Proposed Policy on Conflict of Interest in Sponsored Projects and Research

Attached is a memo from Dr. Louis Katzner, Associate Vice President for Research with a proposed Policy on Conflict of Interest in Sponsored Projects and Research. As Dr. Katzner’s memo indicates, the University is required by the National Science Foundation and Public Health Service to adopt a conflict of interest policy prior to October 1, 1995, to maintain its eligibility for federal grants. Because of time constraints, the Faculty Senate has not been able to review the policy but has agreed to forwarding the proposed policy to you for consideration on an interim basis until such time as it can act on it. I forward it to you for your consideration at your September meeting.

dmm

attachment
August 24, 1995

MEMORANDUM

TO: Sidney A. Ribeau  
President

Eloise E. Clark  
Vice President for Academic Affairs

FROM: Louis I. Katzner  
Associate Vice President for Research  
and Dean of the Graduate College

SUBJECT: Conflict of Interest in Sponsored Projects and Research

In order to be eligible for federal grants, universities must have in place by October 1, 1995, a policy relating to conflicts of interest which satisfy minimum requirements established by the National Science Foundation (NSF) and the Public Health Service (PHS). Originally, the deadline was set for June 30, 1995, but since the PHS standards had not been published by that date, implementation has been delayed until October. As is sometimes the case with government regulations, the time available to comply did not allow for institutional approval in the standard way. In anticipation of this problem, the situation was discussed with the Faculty Senate Chair and the Board of Trustees was alerted in January (see attached) that it would be asked to approve the policy under development on an interim basis. This would enable us to have a policy in place by the deadline while at the same time assuring that the Faculty Senate would have the opportunity for review and approval of the policy prior to final action by the Board.

Attached is the proposed policy on Conflict of Interest in Sponsored Projects and Research for review and interim approval by the Board of Trustees at its September meeting. Because of the delays in the publishing of the PHS guidelines, the University’s general counsel has not been able to complete her review of the document at this time. However, she assures me that any concerns she may have are easily addressed and that it is appropriate to approve the policy on an interim basis. Once she completes her review, any changes that she believes should be made
will be incorporated into the policy prior to its submission to Faculty Senate. The policy approved by Faculty Senate will then be submitted to the Board for final approval.

I am distressed that we must handle the issue in this way. However, the compliance deadline set by the Federal government, the threat of losing Federal funding if we do not comply, and the delays in publishing the PHS guidelines, leave us no choice. I will be pleased to answer any questions you or members of the Board of Trustees may have about the proposed interim policy.

 Attachments

pc  Nancy Footer, General Counsel
    Fiona MacKinnon-Slaney, Chair, Faculty Senate
January 10, 1995

MEMORANDUM

TO: Eloise E. Clark
    Vice President for Academic Affairs

FROM: Louis I. Katzner
    Associate Vice President for Research
    and Dean of the Graduate College

SUBJECT: Conflict of Interest/Conflict of Commitment Policy

In order to remain eligible for Federal Grants, universities must have in place by July 1, 1995, a policy relating to conflicts of interest and commitment which satisfy minimum requirements being established by the National Science Foundation (NSF) and the Public Health Service (PHS). Although the NSF requirements have been available for several months, the PHS requirements, scheduled for release at approximately the same time, have yet to be published. We have been waiting for the PHS requirements so that a policy could be drafted that satisfies the requirements of both agencies. (Given the lack of coordination between Federal agencies, it is highly likely that a policy designed to meet NSF requirements will not fully satisfy those of PHS.) Because of the July 1, 1995, deadline we have no choice but to go ahead and develop a policy which satisfies the NSF requirements. We will incorporate the PHS guidelines as soon as they become available.

A committee is currently being established to develop an institutional policy relating to conflicts of interest and commitment. Two steps are being taken to facilitate the development and approval of this policy in a timely fashion. (1) Policies are being solicited from other institutions for presentation to the committee. It is anticipated that the committee will focus its energies on fine-tuning other institutions' policies to meet the needs of Bowling Green State University. This should significantly shorten the amount of time that will be required to draft the policy. (2) A member of the Faculty Welfare Committee (the Faculty Senate Committee that would review the proposed policy prior to its presentation to the Senate) is being asked to serve on the drafting committee. It is anticipated that this will reduce the time that will be required for committee review at the Faculty Senate level.
Even with these steps, it is very unlikely that a policy can be drafted, approved by the Faculty Senate, and brought to the Board of Trustees for action in time to meet the July 1, 1995, deadline. Thus, we are faced with a situation similar to that posed by the Research Misconduct Policy developed several years ago. The Federal government mandates that we have a policy that meets its requirements in order to remain eligible for grant awards. The government takes longer than planned for the requirements to be developed. However, no relief is provided from what becomes an impossible deadline given the delays on the government’s part.

The way we handled this situation in the case of the Research Misconduct Policy was to seek Board of Trustees approval on an interim basis prior to review by the Faculty Senate with the clear understanding that the policy would subsequently be reviewed by the Senate and then reconsidered by the Board of Trustees in light of any revisions the Faculty Senate may make during its consideration. This is not the preferred way of proceeding. However, given the constraints imposed by the Federal government’s deadline and foot dragging with the conflict of interest/conflict of commitment requirements it is the only way we can proceed.

Dorothy Behling, Chair, Faculty Senate
Draft 4
Conflict of Interest in Sponsored Projects and Research
Bowling Green State University

1. STATEMENT OF GENERAL POLICY

Bowling Green State University actively encourages and participates in interaction with both the public and private sectors as an important component of its research, education, and public service activities. The University encourages the recruitment, retention, and recognition of individuals with creative abilities who can contribute to technology transfer and interactions with external entities (both private and public) consistent with their primary commitment to the University. For the purpose of this policy, external entity means any corporation, partnership, sole proprietorship, firm, franchise, association, organization, holding company, joint stock company, receivership, business or real estate trust, or any other non-governmental legal entity organized for profit, not-for-profit, or charitable purposes.

Employees involved in such interactions may receive personal financial compensation in accordance with the principles and guidelines provided in this policy. Activities supported by grants and contracts from public and private entities provide a valuable source of funds and equipment for the University. Professional interactions, including consulting arrangements, between employees and public entities and private businesses advance the University’s ability to provide a high quality research and educational experience for students and enhance employment opportunities for students. University licensing of technology, employees’ consulting, assisting in new business start-ups, and other forms of technology transfer to both public and private entities are critical to meeting society’s needs. The University is committed to fostering the welfare of the State of Ohio through interaction by the University with other public and private entities.

At the same time, the University and its employees are committed to conducting themselves and University activities in accordance with the highest standards of integrity and ethics. This includes the identification of the potential for conflicts of interest and the assurance that they do not improperly affect University activities. It is the purpose of this policy to set forth the principles for identifying such potential for conflicts and the procedures for reviewing and addressing potential conflicts that occur.

2. CONFLICT OF INTEREST and EXTERNAL RELATIONSHIPS

A conflict of interest occurs when an employee compromises his/her professional judgment in carrying out University teaching, research, outreach, or public service activities because of an external relationship that directly or indirectly affects the significant financial interest (see below) of the employee, an immediate family

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1 Employee means any person possessing a faculty, administrative staff, or classified staff appointment at Bowling Green State University.
member, or any associated entity. University employees are free to have financial interests in private companies and, as set down below, modest holdings do not fall under the purview of this policy. Nevertheless, there is the potential for a conflict of interest when an employee, an immediate member, or an associated entity has a significant financial interest in a business. Thus, it is imperative that such interests be disclosed and, if necessary, appropriate steps taken to insure that the employee's professional judgment is not compromised.

A financial interest is an interest in an external entity consisting of: (1) any stock, stock option, or similar ownership interest in such business, but excluding any interest arising solely by reason of investment in such business by a mutual, pension, or other institutional investment fund over which the employee does not exercise control; or (2) receipt of, or the right or expectation to receive, any income from an external entity whether in the form of a fee (e.g., consulting), salary, allowance, forbearance, forgiveness, interest in real or personal property, dividend, royalty derived from the licensing of technology or other processes or products, rent, capital gain, real or personal property, or any other form of compensation, or any combination thereof. For the purposes of this policy, a financial interest is significant and thus disclosure is required, when the interest in a business by an employee or by an immediate family member exceeds $10,000 in annual income of all types, or when there is equity or ownership interest valued at five (5) percent or more. Disclosure is also required when an extended family member holds a financial interest valued at ten (10) percent or more in an external entity.

There is also the potential for a conflict of interest when an employee or any family member serves on the board of directors or the advisory board of a business, or holds an executive position in a business. This does not mean that direct involvement in a company is necessarily precluded. Indeed, such involvement can be of important benefit to the research/instructional mission of the University by providing students with experience at the academic/industrial interface. But service on boards or in executive positions does create the potential for a conflict of interest. Thus, it is imperative that service in these capacities be disclosed and, if necessary, appropriate steps taken to insure that the employee's professional judgment is not compromised.

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2 Immediate family includes the employee's spouse or domestic partner and children who qualify as dependents for tax purposes.
3 An associated entity of an employee means any trust, organization, or enterprise over which the employee, alone or together with his/her family, exercises a controlling interest.
4 Extended family of an employee includes children who do not qualify as dependents for tax purposes, parents, and siblings.
5 Executive position refers to any position that includes responsibilities for a significant segment of the operation or management of a business.
The potential for conflicts arises because of the nature and scope of employees' activities and responsibilities. The University assumes that potential for conflicts may occur in the normal conduct of activities. However, it is essential that the potential for conflicts be disclosed and reviewed by the University. After disclosure, the University can then make an informed judgment about a particular case and require appropriate oversight, limitations, or prohibitions on the activity in accordance with this policy.

Employees are encouraged to participate in technology transfer activities and other interactions with external entities. Such activities, referred to in this document as external relationships, may have the potential for conflicts of interest. This policy is predicated on the belief that disclosure of potential conflicts of interest itself will effectively address the vast majority of cases. In those few cases in which measures need to be taken to effectively manage potential conflicts of interest, the goal is to insure that the employee's professional judgment is not compromised while maintaining the benefits that result from entrepreneurial activities and external relationships.

Significant Combinations of Activities and External Relationships

The potential for a conflict of interest arises when certain behaviors on the part of the employee occur and are coupled to the existence of certain external relationships. Some combinations (Category I below) are assumed to not have potential for a conflict of interest. Other combinations represent a sufficient potential for conflict of interest (Category II below) that they require review and prior approval by the University before the employee can engage in the activity.

The following is a representative, though not inclusive, list of activities and external relationships covered by this policy. The categories are general guidelines, and application of appropriate review and oversight will always be in accordance with maintaining the full integrity or reputation of the University and its employees within the context of academic freedom.

Any combination of activity and external relationship not specifically represented in categories I and II that an employee reasonably believes constitutes a potential conflict of interest must be discussed with the Associate Vice President for Research in order to determine whether or not it falls under the provisions of this policy.

CATEGORY I - Relationships that do not involve a conflict of interest: The following are not considered conflicts of interest and do not require disclosure. They are appropriate if they are consistent with other policies of the University including the Patent Policy and Copyright Policy.
a) An employee receiving royalties and honoraria for published scholarly works, occasional lectures, and other writings or creative works.

b) An employee receiving honoraria for serving as a special reviewer or serving on review panels for academic, governmental, or not-for-profit entities.

c) An employee receiving royalties under the University's or another academic institution's royalty-sharing policies but the employee does not have any other relationship with the royalty-granting entity as specified in Category II.

CATEGORY II - Combinations of activities and external relationships that have the potential for conflict of interest: The following combinations range from those that are considered to have minimal to moderate potential for conflict of interest (Section A) to those that have a moderate to high potential for conflict of interest (Section B). The activities in Section A are ordinarily appropriate following disclosure and, where necessary, the implementation of oversight or other management procedures. The activities and external relationships listed in Section B require case-by-case review and only some of the specific relationships may be approved. Special oversight or management procedures are likely to be required.

SECTION A - Combinations of activities and external relationships in which there is a minimal to moderate potential for conflict of interest

a) An employee participating in research on a technology, process, or product developed in whole or in part by that employee in which the employee, a member of his/her immediate family, or an associated entity is entitled to receive royalties from an existing agreement with an external entity under the University's or another academic institution's royalty-sharing policies, but has no other financial interests in the project.

b) An employee assigning students, postdoctoral fellows, or other trainees to research projects in which the employee, a member of his/her immediate family, or an associated entity is entitled to receive royalties from an existing agreement with an external entity under the University's or another academic institution's royalty-sharing policies, but has no other financial interests in the project.

c) An employee assigning students or other trainees to instructional projects, for example design projects, for an external entity in which the employee, a member of his/her immediate family, or an associated entity has a significant financial interest.

SECTION B - Combinations of activities and external relationships in which there is a moderate to high potential for conflict of interest
a) An employee participating in clinical trials or evaluation or development of a technology, process, or product owned or controlled by an external entity in which the employee, a member of his/her family, or an associated entity has a significant financial interest.

b) An employee assigning students, postdoctoral fellows, or other trainees to projects supported by an external entity (through a sponsored project) in which the employee, a member of his/her family, or an associated entity has a significant financial interest, other than royalty income or the entitlement to future royalty income under university royalty-sharing policies.

c) An employee receiving University-supervised sponsored project support (whether in dollars or in kind) for research from an external entity in which he/she, a member of his/her family, or an associated entity has a significant financial interest, other than royalty income or the entitlement to future royalty income under university royalty-sharing policies.

d) An employee receiving sponsored project support from an external entity in which the employee or a member of his/her family serves on the board of directors or advisory board.

e) An employee holding an executive position in an external entity engaged in commercial or research activities directly related to his/her University responsibilities.

f) An employee taking administrative action on behalf of the University with respect to the University or any University-affiliated organization that is beneficial in which he/she, a member of his/her family, or an associated entity has a significant financial interest.

g) An employee taking administrative action on behalf of the University with respect to any supported research activity (a sponsored project) for an external entity in which the employee, a member of his/her family, or an associated entity has a significant financial interest in the sponsor or donor.

h) An employee while acting in the context of his/her University duties making professional referrals to an external entity in which he/she, a member of his/her

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6 Sponsored project means research, training, and instructional projects involving funds, materials, or other compensation from outside sources which in accordance with university policy requires the signature of the Associate Vice President for Research.
3. DISCLOSURE REQUIREMENTS

Disclosure of significant financial interests and other external relationships falling under this policy is intended to protect the integrity of the design, conduct, and reporting of project activities by effectively managing, reducing, or eliminating those significant financial interests which cause or appear to cause a conflict of interest on the part of an investigator. Disclosure is accomplished by submitting a Conflict of Interest (COI) Disclosure Form. This form indicates either that the employee is not involved in any activities that have the potential for conflict of interest as defined by Category II of this policy or that such potential does in fact exist. In the latter case, a description of the potential conflict of interest must also be provided. For the purposes of this policy, disclosure is required (1) when the interest in a business by an employee or by an immediate family member exceeds $10,000 in annual income of all types, or when there is equity or ownership interest valued at five (5) percent or more; (2) when an employee or a member of his/her family has an executive position in a business or serves on a board of directors or advisory board; (3) when an extended family member holds an executive position in a business, or holds equity or ownership interest valued at ten (10) percent or more in a business.

Disclosure at the time of submitting a proposal for a sponsored project: All principal investigators (PIs) and co-PIs must disclose significant financial interests and other external relationships falling under this policy at the time of their application for external sponsored project support or technology transfer. It is also the responsibility of all PIs and co-PIs to explain the provisions of this policy to all persons employed on a sponsored project and to report any potential conflicts (relationships falling under Category II of this policy) to the Director of Sponsored Projects and Research. Funding for the project will not be accessible to the employee until the disclosure of financial interests is reviewed and approval is given, and other appropriate measures have been implemented in accord with this policy. In the case of multi-year applications that receive funding, employees must update the disclosure annually.

Disclosure when involved with technology transfer: When employees are involved with transferring technology through patents, copyrights covered by the Copyright Policy, or licensing to a business in which the employee has a significant financial interest or other external relationships covered by this policy, the

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7 Only in special situations should employees be permitted to engage in this type of activity, for example when the function is not generally available from other sources and the employee fully discloses his/her financial interest to prospective clients.
employee must disclose the financial interest to the Associate Vice President for Research.

Disclosure when involved with review or advisory activities: All employees must temporarily excuse themselves from any University committee or review process that is considering an activity in which they have a significant financial interest or other external relationships covered by this policy.

Disclosure to external entities: Employees must disclose relevant significant financial interests or other external relationships covered by this policy to sponsors of projects and in reporting by either written or oral communication project results. Disclosure must also be made by any employee who makes an appearance, either in person or by way of a written communication, before any public body, commission, group, or individual, to present facts or to give an opinion respecting any issue or matter under consideration, discussion, or action.

4. REVIEW OF POTENTIAL CONFLICT OF INTEREST

The general purpose of the review process is to assist employees and the University in avoiding or controlling risks to integrity and reputation engendered by external relationships, while at the same time protecting and furthering the interests of employees, the University, and society in the activities supported by consulting, technology transfer, and sponsored projects.

Technology transfer: All patent disclosures, copyright requests covered by the Copyright Policy, or efforts to license a product owned by the University to an external entity in which the employee has a financial interest, must be accompanied by a completed Conflict of Interest (COI) Disclosure Form when submitted to the Associate Vice President for Research. This form indicates either that the employee is not involved in any activities that have the potential for conflict of interest as defined by Category II of this policy or that such potential exists. In the latter case, a description of the potential conflict of interest must also be provided. If the Associate Vice President for Research determines that a potential for conflict exists, the matter shall be handled in accordance for the provisions for the review of sponsored projects presented below.

Sponsored projects: All proposals for external support must be accompanied by a completed Conflict of Interest (COI) Disclosure Form. The Director of the Office of Sponsored Projects and Research shall review the COI Disclosure Form. If the form does not indicate any potential for conflict of interest as defined by Category II of this

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When submitting a paper for publication, an employee must disclose to the editor any significant financial interest that may be affected by publication. This provision also applies to release of information to news media.
policy, and there is no other evidence of a potential conflict of interest, then the Director shall process the proposal in accordance with University procedures. If the Director determines that a potential for conflict of interest as defined by Category II of this policy exists, the Associate Vice President for Research shall be notified immediately.

Review Process

The Associate Vice President for Research shall consult with the employee’s contracting officer (in most cases this will be the dean of the college). Together they shall review the disclosure, consult with the employee, and seek any additional information needed to determine whether the potential conflict of interest is of such a nature that it warrants institutional restrictions designed to manage, reduce, or eliminate the potential for conflict of interest. Either of their own accord, or upon the request of the employee, the Associate Vice President for Research and the contracting officer may establish an ad hoc committee to review the situation and recommend a course of action.

Examples of the conditions or restrictions that might be imposed include:

- public disclosure of the financial interest;
- monitoring of the project by independent reviewers;
- modification of the project plan;
- disqualification of the investigator from participation in all or a portion of the project;
- withdrawal of the proposal or declination of an award;
- divestiture of the financial interest;
- severance of the relationship(s) that create actual or potential conflicts; or
- notification to the sponsor that the financial interest exists.

If the employee, contracting officer, and Associate Vice President for Research are unable to agree on a mutually acceptable method for managing, reducing, or eliminating the potential conflict of interest, then the Associate Vice President for Research shall refer the case to the Vice President for Academic Affairs for a final determination.

Employees engaged in multi-year sponsored projects shall update the COI Disclosure Form at least annually. If an employee acquires a new potential for conflict of interest as defined by Category II of this policy, the employee shall submit a revised or new COI Disclosure Form to the Director of Sponsored Projects and Research within five (5) working days after acquisition.

Prior to accepting any award on behalf of the University, the Associate Vice President for Research shall ensure that any potential conflicts of interest have been
satisfactorily managed, reduced, or eliminated in accordance with this policy. If it is
determined that a conflict cannot be satisfactorily managed, reduced, or eliminated,
the Associate Vice President for Research shall disclose the existence of the conflict
to the sponsoring agency before accepting the award.

All records pertaining to conflict of interest for sponsored projects shall be retained
for a minimum of three (3) years after the completion of all project activity by the
Office of Sponsored Programs and Research and the Associate Vice President for
Research. Records for proposals which are not funded by sponsoring agencies will
be retained for a period of at least one (1) year after the decision of the sponsoring
agency. All records shall be retained in a manner to protect confidentiality as
allowed by law.

5. COMPLIANCE

The University expects employees to comply fully and promptly with all the
requirements of this policy. Breaches of this policy are considered forms of research
misconduct and will be handled in accordance with the provisions of the Research
Misconduct Policy. Breaches include, but are not limited to, failure to file,
intentionally filing an incomplete, erroneous, or misleading disclosure form, or
failing to provide additional information as required by the approving authority.
The potential sanctions may include, but are not limited to, the following:

- letter of admonition;
- ineligibility of the employee for grant applications, Institutional Review Board
  (IRB) approval, or supervision of graduate students;
- suspension;
- nonrenewal of appointment;
- dismissal.
September 1, 1995

MEMORANDUM

TO:        Board of Trustees
FROM:   Sidney A. Ribeau
RE:       Proposed Fiscal Years 1997-2002 State-Funded Capital Plan

Attached is the proposed six-year state capital plan submission for this biennium. I forward it to you for your endorsement, as required by the Ohio Board of Regents.

dmm
attachments
August 29, 1995

MEMORANDUM

TO: Dr. Sidney A. Ribeau
    President

FROM: Robert L. Martin, CPE
      Vice President for Operations

RE: Board of Trustee’s Consideration of Capital Budget Request

Attached for your consideration is the final draft of our proposed Capital Budget Request for Fiscal Year 1997-1998. You will note that it indicates a total planned budget for “State” fund sources of $19,596,000 for the main campus.

With the changes and uncertainties of the coming Capital Budget process, it is appropriate that I highlight some of the issues relating to this request. First, the process by which each university is allocated funding for capital projects is changing for the coming biennia. We will be allocated debt service funding based on a formula used by the Ohio Board of Regents. Some uncertainty exists about the amount of those funds, but information available today indicates it will not be less than that necessary to cover debt payments for $12,282,000 in projects. That number could rise depending on a number of factors some of which won’t be known until well after our submission. The major factor is the total capital budget request for all the State Universities. As this total increases above $300,000,000 our allocation increases. The risk we take in the extreme is having to identify local funds to cover debt service in excess of that covered by the allocation formula used by the Ohio Board of Regents. At that time if no other relief were available we could commit some of the next biennia’s debt service funding to convert the excess payments. This means that our maximum exposure would be $731,000 per year for two years. The Firelands College has not requested funding for any projects during the fiscal year 1997-1998. They are considering one or more major constructions at some future date and will be finalizing their plans during the coming year in order to submit their needs in the following biennia cycle.

The University’s Vice Presidents and my staff, along with the Capital Planning Advisory Committee, have reviewed these requests. The Vice Presidents are united in our recommendation that the level of funding requested is essential to the university’s remaining on schedule with our master facility plan as well as those commitments made to insure our technological advancements.

Since this request is due to the Ohio Board of Regents by the end of September 1995, I am submitting it to you with our recommendation that it be forwarded to the Board of Trustees for their consideration.

Attachment
<table>
<thead>
<tr>
<th>Fiscal Years 1997-1998</th>
<th>State</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Health Center - 2nd Floor Renovation</td>
<td>$1,676,000</td>
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</tr>
<tr>
<td>2 University Hall Rehabilitation - Phase II - Theaters</td>
<td>230,000</td>
<td></td>
</tr>
<tr>
<td>3 Hanna Hall Rehabilitation - Phase II</td>
<td>4,885,000</td>
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</tr>
<tr>
<td>4 Central Heating Plant Replacement - Phase II</td>
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</tr>
<tr>
<td>5 Network Infrastructure - Phase I</td>
<td>4,500,000</td>
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</tr>
<tr>
<td>6 Moseley Hall Rehabilitation - Phase I</td>
<td>305,000</td>
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<tr>
<td>7 Material Sciences Center for Rapid Prototyping &amp; Desk Top Manufacturing</td>
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<tr>
<td>Auxiliary Improvements</td>
<td></td>
<td>$20,000,000</td>
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<td>Local Capital Improvements</td>
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<tr>
<td>Moseley Hall Rehabilitation - Phase II</td>
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<td>University Hall Rehabilitation - Phase II - Theaters</td>
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<td>Network Infrastructure - Phase II</td>
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<tr>
<td>Fine Arts Building Rehabilitation</td>
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<tr>
<td>Technology Building Addition</td>
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<tr>
<td>Technology Annex Rehabilitation</td>
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<tr>
<td>University Relations Annex</td>
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<tr>
<td>Central Services Warehouse Addition</td>
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<td>$1,200,000</td>
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<tr>
<td>Electrical Sub Station</td>
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<td>Child Care Facility - Phase II</td>
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<td>Johnston Hall Rehabilitation</td>
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<td>Local Capital Improvements</td>
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<th>Fiscal Years 2001-2002</th>
<th>State</th>
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<tbody>
<tr>
<td>Social Philosophy &amp; Policy Center Addition</td>
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<td>Network Infrastructure - Phase III</td>
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<td>Steam Distribution Piping Rehabilitation</td>
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<td>College of Health &amp; Human Services Laboratory &amp; Research</td>
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<td>Utility Service Tunnel Rehabilitation</td>
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<td>Biotechnology Building</td>
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<td>Moore Musical Arts Center Addition</td>
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<td>Central Cooling Plant - Phase I</td>
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<tr>
<td>Photochemical Sciences/Material Sciences Building</td>
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<td>Auxiliary Improvements</td>
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State Capital Rev 3 8/31/95
Fiscal Years 1997-1998

No Projects Requested

Fiscal Years 1999-2000

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<td>2 EPIC Laboratory Renovation</td>
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<tr>
<td><strong>Total</strong></td>
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Fiscal Years 2001-2002

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<tr>
<th>Project Description</th>
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<tbody>
<tr>
<td>1 Laboratory Rehabilitation</td>
<td>$675,000</td>
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