

MINUTES OF THE MEETING
of the
MICHIGAN STATE UNIVERSITY
FINANCE COMMITTEE
February 15, 1974

President Wharton called the Finance Committee meeting to order at 7:37 a.m.

The following members were present: Trustees Carrigan, Huff, Martin, Merriman, Radcliffe, Stack, Stevens, and Thompson; President Wharton, Executive Vice President and Secretary Breslin, Vice President Wilkinson, Provost Cantlon, Vice Presidents Nonnamaker and Scott, Assistant to the President Ballard, Attorney Carr, and as an observer, Assistant Professor Holly Schrank who is the first person chosen to serve in a women's internship program developed by Assistant Provost Dorothy Arata and Provost Cantlon.

Absent: No one.

Investment
Recommendations

1. A. The following investment recommendations were made by Scudder, Stevens & Clark:

F. Akers Fund

<u>Amount</u>	<u>Security</u>	<u>Rate</u>	<u>Approx. Price</u>	<u>Principal</u>	<u>Income</u>
Recommend selling:					
591 shs.	Detroit Bank	2.52	42	\$ 24,822	\$1,489
538.500 shs.	Manufacturer's National Corp.	1.80	28	15,078	969
				\$ 39,900	\$2,458
Recommend purchasing:					
100 shs.	Exxon Corporation (making 255 held)	4.40	99	\$ 9,900	\$ 440
150 shs.	Procter & Gamble	1.80	92	13,800	270
200 shs.	Eli Lilly	.83	72	14,400	166
				\$ 38,100	\$ 876

Jenison Fund

Recommend selling:					
874.500 shs.	Manufacturer's National Corp.	1.80	28	\$ 24,486	\$1,574
836 shs.	National Cash Register	.40	31	25,916	334
				\$ 50,402	\$1,908
Recommend purchasing:					
500 shs.	Procter & Gamble	1.80	92	\$ 46,000	\$ 900
\$4,000	Commercial Paper (making \$118,000) (due 2-5-74)	9.00	100	4,000	360
				\$ 50,000	\$1,260

Retirement Fund

Recommend selling:					
1,446 shs.	Detroit Bank	2.52	42	\$ 60,732	\$ 3,644
3,276 shs.	Manufacturers National Corp.	1.80	28	91,728	5,897
12,000 shs.	National Cash Register	.40	31	372,000	4,800
12,725 shs.	Safeway Stores	1.60	38	483,550	20,360
				\$1,008,010	\$34,701
Recommend purchasing:					
1,000 shs.	Exxon Corp. (making 6,985)	4.40	99	\$ 99,000	\$ 4,400
4,500 shs.	Procter & Gamble	1.80	92	414,000	8,100
5,000 shs.	Eli Lilly	.83	72	360,000	4,150
\$135,000	Commercial Paper (making \$1,193,000)	9.00	100	135,000	12,150
				\$1,008,000	\$28,800

F. A. & E. G. Simonsen Scholarship Fund

Recommend selling:					
126 shs.	National Cash Register	.40	31	\$ 3,906	\$ 50
	Available Cash			400	
				\$ 4,306	\$ 50
Recommend purchasing:					
40 shs.	Exxon Corporation	4.40	99	\$ 3,960	\$ 176

Harry L. Conrad Fund

Recommend selling:					
110 shs.	National Cash Register	.40	31	\$ 3,410	\$ 44
Recommend purchasing:					
\$3,000	Commercial Paper (making \$8,000) (due 2-5-74)	9.00	100	\$ 3,000	\$ 270

1. Investment Recommendations, continued

A. Scudder, Stevens & Clark recommendations, continued

Fred T. Russ

<u>Amount</u>	<u>Security</u>	<u>Rate</u>	<u>Approx. Price</u>	<u>Principal</u>	<u>Income</u>
Recommend selling:					
200 shs.	National Cash Register	.40	31	\$ 6,200	\$ 80
Recommend purchasing:					
\$6,000	Commercial Paper (making \$22,000) (due 2-5-74)	9.00	100	\$ 6,000	\$ 540

Ivan Wright Fund

Recommend selling:					
50 shs.	Mosman Industries	8.50			\$ 425
276 shs.	Tranter Manufacturing		8.00	\$ 2,208	
	Available Cash			826	
				\$ 3,034	\$ 425
Recommend purchasing:					
30 shs.	Procter & Gamble	1.80	92.00	\$ 2,760	\$ 54

Albert Case Fund

Recommend selling:					
800 shs.	General Foods	1.40	25	\$ 20,000	\$1,120
800 shs.	Continental Oil	1.50	55	44,000	1,200
200 shs.	General American Transport	1.80	64	12,800	360
824 shs.	Deere	1.56	53	43,672	1,285
657 shs.	Manufacturers National Corp.	1.80	28	18,396	1,183
	Cash Added			233,000	
				\$ 371,868	\$5,148
Recommend purchasing:					
500 shs.	Exxon Corporation	4.40	99	\$ 49,500	\$2,200
500 shs.	Procter & Gamble	1.80	92	46,000	900
700 shs.	Eli Lilly	.83	72	50,400	581
200 shs.	Pepsico (making 500)	1.20	72	14,400	240
300 shs.	Federated Department Stores (making 1,050)	1.08	31	9,300	324
\$202,000	Commercial Paper (making \$374,000) (due 2-5-74)	9.00	100	202,000	18,180
				\$ 371,600	\$22,425

John A. Hannah Professorship

Recommend selling:					
1,128 shs.	Safeway Stores	1.60	38	\$ 42,864	\$1,805
Recommend purchasing:					
450 shs.	Procter & Gamble	1.80	92	\$ 41,400	\$ 810

Estate Leone E. Wheaton Tudor

Recommend selling:					
300 shs.	Commonwealth Edison	2.30	29	\$ 8,700	\$ 690
Recommend purchasing:					
50 shs.	Procter & Gamble	1.80	92	\$ 4,600	\$ 90
\$4,000	Commercial Paper (due 2-5-74)	9.00	100	4,000	360
				\$ 8,600	\$ 450

The above recommendations were approved by the Investment Committee and concurred in by Trustees Thompson, Martin and Stevens.

RESOLVED that the above investment report be approved by the Board of Trustees.

Motion was made by Trustee Carrigan, seconded by Trustee Radcliffe, and carried by a vote of 5 to 2 to approve this resolution. Trustees Carrigan and Huff voted "No."* (Trustee Stack was not in the room at the time the vote was taken.)

*At the March 15, 1974 Board Meeting, Trustee Huff asked that it be noted that his "No" vote represented only his objection to the investment in Exxon Corporation.

Investment
Recommendations1. Investment Recommendations, continued

B. Scudder, Stevens & Clark has completed the following changes in the University's investment portfolio.

Albert H. Case Fund

<u>Amount</u>	<u>Security</u>	<u>Rate</u>	<u>Approx. Price</u>	<u>Principal</u>	<u>Income</u>
Recommend selling:					
\$60,000	GMAC due 11-1-85	4.500	74.909	\$ 44,945	\$2,700
Recommend purchasing:					
\$40,000	Oklahoma Gas & Electric due 1-1-04	8.375	101.38	\$ 40,552	\$3,350
\$4,000	Commercial Paper due 1-29-74	9.00	100	4,000	360
				\$ 44,552	\$3,710

Consolidated Investment Fund

Recommend selling:					
\$24,000	GMAC due 11-1-85	4.500	74.909	\$ 17,978	\$1,080
Recommend purchasing:					
\$15,000	Oklahoma Gas & Electric due 1-1-04	8.375	101.38	\$ 15,101	\$1,255
\$2,000	Commercial Paper due 1-29-74	9.00	100	2,000	180
				\$ 17,101	\$1,435

Albert H. Case & S. A. Case

Recommend selling:					
\$50,000	GMAC due 11-1-85	4.500	74.909	\$ 37,454	\$2,250
Recommend purchasing:					
\$30,000	Oklahoma Gas & Electric due 1-1-04	8.375	101.38	\$ 30,414	\$2,512
\$7,000	Commercial Paper due 1-29-74	9.00	100	7,000	630
				\$ 37,414	\$3,142

Insurance Fund

Recommend selling:					
\$34,000	GMAC due 11-1-85	4.500	74.909	\$ 25,469	\$1,530
Recommend purchasing:					
\$25,000	Oklahoma Gas & Electric due 1-1-04	8.375	101.38	\$ 25,345	\$1,675

Retirement Fund

Recommend selling:					
\$585,000	GMAC due 11-1-85	4.500	74.909	\$438,218	\$26,325
Recommend purchasing:					
\$400,000	Oklahoma Gas & Electric due 1-1-04	8.375	101.38	\$405,520	\$33,500
\$32,000	Commercial Paper due 1-29-74	9.00	100	32,000	2,880
				\$437,520	\$36,380

Skinner Fund

Recommend selling:					
\$10,000	GMAC due 11-1-85	4.500	74.909	\$ 7,491	\$ 450
Recommend purchasing:					
\$7,000	Oklahoma Gas & Electric due 1-1-04	8.375	101.38	\$ 7,097	\$ 586

John A. Hannah Professorship

Recommend selling:					
\$208,000	GMAC due 11-1-85	4.500	74.909	\$155,811	\$ 9,360
Recommend purchasing:					
\$150,000	Oklahoma Gas & Electric due 1-1-04	8.375	101.38	\$152,070	\$ 1,256
\$3,000	Commercial Paper due 1-29-74	9.00	100	3,000	270
				\$155,070	\$ 1,526

Fred T. Russ

Recommend selling:					
\$5,000	GMAC due 11-1-85	4.500	74.909	\$ 3,745	\$ 225
Recommend purchasing:					
\$3,000	Oklahoma Gas & Electric due 1-1-04	8.375	101.38	\$ 3,041	\$ 251

1. Investment Recommendations, continued

B. Changes in investment portfolio, continued

Forest Akers Golf Course Fund

<u>Amount</u>	<u>Security</u>	<u>Rate</u>	<u>Approx. Price</u>	<u>Principal</u>	<u>Income</u>
Recommend selling:					
\$12,000	GMAC due 11-1-85	4.500	74.909	\$ 8,989	\$ 540
Recommend purchasing:					
\$5,000	Oklahoma Gas & Electric due 1-1-04	8.375	101.38	\$ 5,050	\$ 419
\$3,000	Commercial Paper due 1-29-74	9.00	100	3,000	270
				\$ 8,050	\$ 689

H. W. Klare & E. A. Klare

Recommend selling:					
\$36,000	GMAC due 11-1-85	4.500	74.909	\$ 26,967	\$1,620
Recommend purchasing:					
\$25,000	Oklahoma Gas & Electric due 1-1-04	8.375	101.38	\$ 25,345	\$2,094
\$1,000	Commercial Paper due 1-29-74	9.000	100	1,000	90
				\$ 26,345	\$2,184

Jenison Fund

Recommend selling:					
\$71,000	GMAC due 11-1-85	4.500	74.909	\$ 53,185	\$3,195
Recommend purchasing:					
\$50,000	Oklahoma Gas & Electric due 1-1-04	8.375	101.38	\$ 50,690	\$4,188
\$2,000	Commercial Paper due 1-29-74	9.000	100	2,000	180
				\$52,690	\$4,368

RESOLVED that the above investment report be approved as submitted.

On motion by Trustee Radcliffe, seconded by Trustee Huff, it was unanimously voted to approve the above resolution.

C. Scudder, Stevens & Clark recommends that the following four firms be placed on the investment buy list for the University's portfolio:

Hanna Mining Co.
Genuine Parts Co.
Government Employees Insurance Co.
Weyerhaeuser Co.

It is the recommendation of the Investment Committee that these four companies be placed on the University's investment buy list.

RESOLVED that the above recommendation be approved.

Unanimously approved upon motion by Trustee Huff, seconded by Trustee Thompson. It was requested that additional information be obtained regarding the possible effects of no-fault insurance on the Government Employees Insurance Co. In the meantime, no investments will be made in this stock.

2. At its January 18, 1974 meeting, the Board of Trustees established a fund functioning as an endowment for the School of Hotel, Restaurant, and Institutional Management. It is now requested that \$6,270 available in the Gertrude Davis Memorial Student Loan Fund be transferred to this newly established account. This loan fund was established by Frish's Restaurants, Inc., and the donors concur in this transfer of funds.

Gertrude Davis
Memorial Stu-
dent Loan Fund
added to HRI
fund function-
ing as endowment

RESOLVED that the above transfer of funds be approved.

Unanimously approved. Motion by Trustee Merriman, seconded by Trustee Thompson.

3. Vice President Wilkinson and Mr. William Broucek of the Ann Arbor Trust Co. recommend the adoption of a resolution for the guaranteed student loan program which approves the term loan agreement and authorizes its execution.

Resolution for
Guaranteed Stu-
dent Loan
Program approved

RESOLVED that the resolution for the guaranteed student loan fund program be adopted.

Unanimously approved. Motion by Trustee Huff, seconded by Trustee Carrigan. The Resolution follows and the Official Statement and term loan agreement are filed with the materials pertinent to this meeting.

Guaranteed
Student Loan
Program
Resolution,
cont.

3. Guaranteed Student Loan Program, continued

RESOLUTION OF THE BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY APPROVING TERM LOAN AGREEMENTS AND OFFICIAL STATEMENT RELATING TO GUARANTEED STUDENT LOAN FINANCING AND COMMITMENTS FOR THE PURCHASE THEREOF.

WHEREAS, the Board of Trustees (the "Board") of the Michigan State University (the "University"), a body corporate, created by and existing under the Constitution of the State of Michigan and having full constitutional authority over and general supervision of the University and the control and direction of all expenditures of University funds in the exercise of its constitutional duties has determined that it is necessary and for the best interest of the University and its students that it make loans to students attending the University under the United States of America, Department of Health, Education and Welfare (the "HEW"), Guaranteed Student Loan Program; and

WHEREAS, the Board previously has determined that to provide the funds necessary to make said loans and to pay costs and expenses in connection therewith it is necessary that the Board at this time borrow the sum of not to exceed Two Million (\$2,000,000.00) Dollars and in evidence thereof issue its notes or other obligations secured by and payable as to principal and interest out of the repayments of said student loans, including as a part thereof interest subsidies with respect thereto to be received from HEW, with the principal of said student loans guaranteed by the Michigan Higher Education Assistance Authority; and

WHEREAS, there has been prepared and submitted to this Board a proposed Term Loan Agreement between the University, Ann Arbor Trust Company, National Bank of Detroit and the Detroit Bank and Trust Company pursuant to which the University may borrow the funds with which it may make student loans, as aforesaid; and

WHEREAS, there has also been prepared and submitted to this Board a final official statement relating to said Guaranteed Student Loan financing;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY THAT:

1. The Term Loan Agreement between the University and Ann Arbor Trust Company, National Bank of Detroit and The Detroit Bank and Trust Company in the form submitted to this meeting and attached hereto as Exhibit A be and it hereby is approved. Said Term Loan Agreement shall be executed for and on behalf of the Board by the Vice President for Business and Finance of the University, attested by its Secretary and shall have the Corporate Seal of the University impressed thereon.

2. The Vice President for Business and Finance be and he hereby is further authorized and directed to execute and deliver the promissory note or notes of the University contemplated by said Term Loan Agreement, as well as all other documents and instruments which in his opinion are necessary to effectuate the transactions contemplated by the Term Loan Agreement, and said promissory note or notes shall be attested by the Secretary of the Board and shall have the Corporate Seal of the University impressed thereon.

3. The official statement substantially in the form presented to this meeting and attached hereto as Exhibit B be and it hereby is approved.

4. The Vice President for Business and Finance is further authorized, empowered and directed, for and in the name of the University and as its corporate act and deed, to make, consent to and agree to any changes in the terms and conditions of said Term Loan Agreement which he deems necessary, expedient and proper, prior to or at the time of execution of said Term Loan Agreement, but no such amendments or changes shall change the provisions therein for the amount to be borrowed, the maximum rate of interest to be paid thereon, or the security pledged.

The Trustees were informed of the serious illness of Mr. Earl Cress of the Ann Arbor Trust Company and they expressed their appreciation for his services to the University which have extended over many years and a wish for complete recovery.

4. At the April 20, 1973 meeting, the Trustees authorized the administration to plan the construction of a new facility for the Department of Public Safety and to recommend the employment of an architect for this project. At that meeting it was indicated that the facility might be combined with a new parking facility for the South Campus area. Because of current concerns relating to the energy crisis and the unpredictability of future parking ramp needs, it is recommended that a separate facility be constructed at this time for the Department of Public Safety.

It is estimated that this project can be completed for approximately \$1,200,000 and that an internal loan can be executed, using the current parking revenue as a source of payment at a 6% interest rate.

Authorization
to proceed with
new Public
Safety facility
and employment
of architect
approved

4. Public Safety Facility, continued

Public Safety Facility, cont.

It is the recommendation of the administration that Manson-Jackson & Kane, Inc. of Lansing be employed as the architect for this project.

RESOLVED that the administration be authorized to proceed with this project and engage the architect as recommended, with bids and financing details to be submitted to the Board of Trustees for final approval.

Unanimously approved. Motion by Trustee Huff, seconded by Trustee Stevens. On the question of location raised by the Trustees, Executive Vice President Breslin stated that the building is to be located between Red Cedar and Stadium Roads and immediately south of the Audiology and Speech Sciences Building.

5. Executive Vice President Breslin recommends the employment of KMB Health Systems to assist in writing the program statement and grant application for the University teaching hospital. KMB Health Systems have been employed previously by the Board of Trustees for assistance in preparing the grant application for the Clinical Sciences Building. The time for filing the grant application on the teaching hospital is April 1. It is recommended that the Board approve an appropriation of approximately \$48,500 plus expenses not to exceed \$5,000 for this project.

KMB Health Systems to be employed to write program statement and grant application for Teaching Hospital

RESOLVED that an appropriation of \$53,500 (\$48,500 estimated professional services, \$5,000 travel, telephone, copying and report preparation) be approved for the preparation of the teaching hospital grant application.

Unanimously approved. Motion by Trustee Huff, seconded by Trustee Stevens.

6. Progress Reports and Discussion Items

At

- A. President Wharton's direction, the Office of Research Development is conducting a University-wide survey of the capabilities and interests of the University related to the energy crisis. A preliminary report on this project was distributed to the Trustees.
- B. President Wharton reported that the administration would like to offer office space and secretarial assistance to former president of the University, John A. Hannah.

Preliminary Report on survey re energy crisis distributed to Trustees

Office space and secretarial assistance to be provided to President Emer. John Hannah

Motion was made by Trustee Huff, seconded by Trustee Thompson, to provide President Emeritus Hannah with secretarial assistance and office space in the new office building. Unanimously carried.

- C. Trustee Merriman raised the question of whether the University should honor Vice President Gerald R. Ford in some special way. Among the suggestions offered was one by Trustees Martin and Thompson, who comprise the committee for selecting nominees for the Trustees' Distinguished Citizen Awards, that Vice President Ford be one of the recipients of this award during 1974 Michigan Week.

Vice Pres. Gerald R. Ford to receive Dist. Citizen Award

Motion was made by Trustee Stevens, seconded by Trustee Merriman, to approve this suggestion. Unanimously carried.

- D. Executive Vice President Breslin reported that the University has for some time been interested in acquiring the Bergner Farm adjacent to the Kellogg Biological Station. This 78 acres recently became available and Dr. Russell Mawby, President of the Kellogg Foundation, arranged for a gift of \$82,000 for the purchase of the farm by the University. Responding to a request by Dr. Mawby, representatives of the University have met with representatives of the Gull Lake Schools to discuss the possibility of a future transfer of an undertermined portion of the Bergner Farm to the Gull Lake Schools for expansion.
- E. Trustee Merriman commented on presentations which were made on behalf of several groups at a meeting of the Governor's Commission on Higher Education on January 23. The Commission will try to arrive at a final position at their meeting February 21 and 22, and a meeting of representatives of the Michigan Association of Governing Boards has been scheduled for February 28 to discuss the Commission actions.

Report on gift of \$82,000 from Kellogg Found. for purchase of Bergner Farm

Report by Trustee Merriman on Jan. 23, 1974 meeting of Governor's Comm. on Higher Education

Adjourned

MINUTES OF THE MEETING
of the
MICHIGAN STATE UNIVERSITY
BOARD OF TRUSTEES
February 15, 1974

Present: Trustees Carrigan, Huff, Martin, Merriman, Radcliffe, Stack, Stevens, and Thompson; President Wharton, Executive Vice President and Secretary Breslin, Vice President Wilkinson, Provost Cantlon, Vice Presidents Muelder, Nonnamaker, Perrin, and Scott, Assistant to the President Ballard, Attorney Carr.

Absent: No one.

The Board convened in the Board Room at 10:21 a.m.

SPECIAL MISCELLANEOUS

Dept. of
Political Sci-
ence commended
in House Con-
Current Resolu-
tion 275

1. President Wharton called attention to House Concurrent Resolution No. 275, copies of which had been placed at the Trustees seats. This resolution, which had been adopted by the State Legislature, is a tribute to MSU and its Department of Political Science for the reinstitution of the Masters of Public Administration degree program. The program was reinstituted in the fall of 1973 to help meet the growing state and national need for individuals trained in administration. The President expressed appreciation to the Legislature for the resolution and to Clarence L. Winder, Dean of the College of Social Science, Charles F. Cnudde, Chairman of the Department of Political Science, and Dr. Kent J. Chabotar, Coordinator of the Public Administration Program.

Resolution
commending
Music Dept.
to be drafted

2. Trustee Carrigan recommended that an appropriate resolution be drafted commending the Music Department for the excellent music furnished at the Faculty Awards Convocation, State of the University Address, and Commencement ceremonies. All of the Trustees concurred in this recommendation and an appropriate resolution will be brought to the Board.

3. Motion was made by Trustee Thompson, seconded by Trustee Merriman, to adopt the agenda. Unanimously carried.

4. On motion by Trustee Huff, seconded by Trustee Thompson, the minutes of the January 18 meeting were unanimously approved.

5. On motion by Trustee Thompson, seconded by Trustee Martin, it was unanimously voted to approve the actions taken in the February 15 Finance Committee meeting.

A. PERSONNEL CHANGES

Resignations

Resignations

1. Marion J. Caldwell, Extension Home Economist, Berrien, Cass and Van Buren Counties, effective November 12, 1973 to accept another position in Berrien County.
2. Dixie F. Hesler, Program Leader, 4-H Youth Programs, effective January 31, 1974 to take a position with Cooperative Extension Programs at University of Wisconsin.
3. William C. Zschoche, Research Associate, Biochemistry, effective January 31, 1974 to accept a position elsewhere.
4. James H. Nyenhuis, Director, MSU/AID Workshops, Communication, effective December 31, 1973 to leave the country.
5. Bernard D. Wilder, Assistant Professor, Institute for International Studies and International Studies and Programs effective December 31, 1973 to accept a position with the Agency for International Development, Washington, D.C.
6. James B. Thomas, Associate Professor, Human Development, and Staff Physician, Health Center, effective January 16, 1974 to take his residency in Psychiatry.
7. Jon E. Desguin, Instructor, Medicine, effective December 31, 1973 to act as a consultant for the Hypertension Detection and Follow-Up Program.
8. John N. Tinker, Assistant Professor, James Madison College, effective August 31, 1974 to accept a position as Associate Professor at California State University at Fresno.
9. Paul F. Kunz, Assistant Professor, Physics, effective January 31, 1974 to take a position with the Stanford Linear Accelerator Center.
10. Marjorie V. Cantrell, Assistant Professor, Nursing, effective December 31, 1973 to accept employment elsewhere.
11. Keith Chapman, Research Associate, MSU/AEC Plant Research Laboratory, effective January 15, 1974 to accept employment with University of Edinburgh, Scotland.
12. Cancellation of the appointment of Grace Hill, Instructor, Community Medicine, effective January 1, 1974 through June 30, 1974.

A. PERSONNEL CHANGES, continued

February 15, 1974

Resignations, continued

Resignations

13. Kenneth Miller, Instructor, Racial and Ethnic Studies, effective December 31, 1973 to return to full-time student status.
14. John Dale Porter, Instructor, Racial and Ethnic Studies, effective January 31, 1974 to return to full-time student status.
15. Annette Kearney, Assistant Professor, Counseling Center, effective January 31, 1974 to accept position as Coordinator of Psychological Services, State Department of Education, New Jersey.

Leaves--SabbaticalSabbatical
Leaves

1. Harold A. Henneman, Professor, Animal Husbandry, with full pay, effective July 1, 1974 through December 31, 1974 to observe modern livestock operations and meat processing plants in the United States.
2. James E. Fagan, Associate Professor, Department of Art, with full pay, effective April 1, 1974 through June 30, 1974 to study in East Lansing.
3. Douglas G. Campbell, Professor, Music, with full pay, effective April 1, 1974 through June 30, 1974 to study in London, England.
4. Margaret J. Bubolz, Professor and Chairman, Family and Child Sciences, with full pay, effective July 1, 1974 through December 31, 1974 to study in North Carolina, Washington, D.C., Alabama, and Michigan.
5. Arthur F. Kohrman, Associate Professor and Associate Chairman, Human Development, and Associate Professor, Medical Education Research and Development, with half pay, effective September 1, 1974 through August 31, 1975 to study at University of California, Berkeley.
6. Steven T. Spees, Associate Professor, Lyman Briggs College, with full pay, effective April 1, 1974 through June 30, 1974 to study in MSU Chemistry Department.
7. Edward M. Eisenstein, Professor, Biophysics, with half pay, effective April 1, 1974 through June 30, 1974 to study at MSU.
8. Edward M. Eisenstein, Professor, Biophysics, with one-fourth pay, effective July 1, 1974 through September 30, 1974 to study at MSU.
9. George E. Leroi, Professor, Chemistry, with half pay, effective September 1, 1974 through August 31, 1975 to study in Zurich, Switzerland.
10. Alexander Tulinsky, Professor, Chemistry, with full pay, effective October 1, 1974 through December 31, 1974 to study at University of Minnesota.
11. Warren G. Hoag, Professor and Director, Center for Laboratory Animal Resources, with full pay, effective June 15, 1974 through September 14, 1974 to study in Lansing.
12. Hugo E. Siehr, Associate Professor and Regional Director, Off Campus Credit Courses, Continuing Education, with full pay, effective March 15, 1974 through June 15, 1974 to study at University of Tennessee.

Leaves--Health

Health Leaves

1. John L. Marra, Extension 4-H Youth Agent, Kent, Allegan, and Ottawa Counties, with full pay, effective February 4, 1974 through March 15, 1974.
2. Irving R. Wyeth, Associate Professor and Director, Institute of International Agriculture, with full pay, effective January 14, 1974 through February 10, 1974.
3. Jane E. Rider, Assistant Professor, Health, Physical Education and Recreation, with full pay, effective January 4, 1974 through March 15, 1974.
4. Diana Ida Martinez, Assistant Professor, Natural Science, with full pay, effective January 8, 1974 through February 20, 1974.

Leaves--Other

Other Leaves

1. R. Winston Oberg, Professor, Management, without pay, effective September 1, 1974 through August 31, 1975 to lecture in Oslo, Norway.
2. Judith A. Turk, Assistant to the President, President's Office, without pay, effective February 15, 1974 through March 14, 1974 to care for child.

A. PERSONNEL CHANGES, continued

February 15, 1974

Transfers and
Changes in
Assignment
Julia S. Beard

Transfers and Changes in Assignment

1. Transfer Julia S. Beard, Extension Home Economist, from Otsego and Montmorency Counties to Emmet, Charlevoix and Cheboygan Counties, with an increase in salary to \$12,100 per year on a 12-month basis, effective March 1, 1974.

Thomas L.
Thorburn

2. Change Thomas L. Thorburn from Extension Agricultural Agent, Lapeer County, to County Extension Director, Lapeer County, with an increase in salary to \$15,300 per year on a 12-month basis, effective March 1, 1974.

Darrell F.
Fienup

3. Approved the following for Darrell F. Fienup, Professor, Agricultural Economics:
a. Change from no pay to a salary of \$31,000 per year on a 12-month basis, effective January 1, 1974 through June 30, 1974;
b. Change to no pay for the period February 5, 1974 through February 28, 1974.

Gerald D.
Schwab

4. Change in the beginning date of appointment of Gerald D. Schwab as Assistant Professor, Agricultural Economics, from January 1, 1974 to March 15, 1974.

Russel B. Nye

5. Change in dates of sabbatical leave for Russel B. Nye, Distinguished Professor, English, from April 1, 1974 to June 30, 1974 to October 1, 1974 through December 31, 1974.

Robert F.
Unkefer

6. Additional assignment as Associate Chairman, Music, for Robert F. Unkefer, Professor, effective January 1, 1974.

Richard E.
Gardner

7. Change Richard E. Gardner, Associate Professor, Secondary Education and Curriculum, from a temporary to a regular appointment subject to tenure rules, effective July 1, 1974.

Carl I.
Mensendick

8. Change Carl I. Mensendick from Assistant to Dean, AP-16, to Specialist and Assistant Dean, College of Engineering (Board appointment) effective January 1, 1974.

Thomas C.
Edens

9. Change Thomas C. Edens from Research Associate to Assistant Professor, Engineering Research, with an increase in salary to \$15,400 per year on a 12-month basis, effective February 1, 1974 through June 30, 1974.

Conrad J.
Reinhard

10. Change Conrad J. Reinhard from Assistant Clinical Professor to Assistant Professor, Obstetrics, Gynecology, and Reproductive Biology, effective January 1, 1974 through June 30, 1974.

Robert D.
Stevens

11. Additional assignment for Robert D. Stevens, Associate Professor, Agricultural Economics, to Health Services Education and Research, effective January 1, 1974 through June 30, 1974.

F
Fritz Herzog

12. Payment of \$4,870 plus retirement pay for the period March 1, 1974 through June 30, 1974 for Fritz Herzog, Professor Emeritus, Mathematics.

Jacqueline
Wright

13. Change in terms of leave from no pay to half pay, effective March 1, 1974 through June 30, 1974 for Jacqueline Wright, Assistant Professor, Nursing.

William L.
Johnston

14. Additional assignment for William L. Johnston, Professor, Biomechanics, to Medical Education Research and Development, effective January 1, 1974 through June 30, 1974.

William A.
Faunce

15. Change William A. Faunce, Professor, Sociology, from leave, half pay, to leave, full pay, effective January 1, 1974 through August 31, 1974.

Robert M.
Lumianski

16. Payment of \$2,700 plus retirement pay for the period January 1, 1974 through March 31, 1974 for Robert M. Lumianski, Professor Emeritus, American Thought and Language.

Walter L.
Mallman

17. Payment of \$12,000 per year plus retirement pay effective January 1, 1974 through June 30, 1974, 50% time, for Walter L. Mallmann, Professor Emeritus, Microbiology and Public Health.

William A.
Herzog

18. Approved the following for William A. Herzog, Assistant Professor, Communication and Dean of Communication Arts:
a. Additional assignment as Assistant Executive Director-Program, MUCIA, effective January 1, 1974 through March 31, 1974;
b. Assignment to Communication and MUCIA effective April 1, 1974 through June 30, 1974.

George E.
Rossmiller

19. Assignment of George E. Rossmiller, Associate Professor, Agricultural Economics, to Overseas-Korea at an overseas salary of \$22,110 per year on a 12-month basis, effective January 21, 1974 through February 1, 1974.

Michael T.
Weber

20. Assignment of Michael T. Weber, Specialist, Agricultural Economics, to Overseas-Costa Rica, at an overseas salary of \$14,850 per year on a 12-month basis, effective January 27, 1974 through February 10, 1974.

A. PERSONNEL CHANGES, continued

February 15, 1974

Transfers and Changes in Assignment, continuedTransfers and
Changes in
Assignment,
cont.

- | | |
|--|---------------------|
| 21. Assignment of Louis Stamatakos, Professor, Administration and Higher Education, to Overseas, England, effective March 25, 1974 through May 31, 1974. | Louis Stamatakos |
| 22. Assignment of Janet E. Alleman, Associate Professor, Elementary and Special Education, to Overseas-Okinawa, Japan, effective March 1, 1974 through May 31, 1974. | Janet E. Alleman |
| 23. Assignment of Glen O. Cooper, Professor, Elementary and Special Education, to Overseas-Okinawa, Japan, effective March 1, 1974 through May 31, 1974. | Glen O. Cooper |
| 24. Assignment of John M. Mason, Professor, Elementary and Special Education, to Overseas-England, effective March 11, 1974 through May 31, 1974. | John M. Mason |
| 25. Assignment of Edward W. Natharius, Professor, Humanities, to Overseas-England, effective May 1, 1974 through August 31, 1974. | Edward W. Natharius |
| 26. Assignment of Einer S. Nisula, Associate Professor, Humanities, to Overseas-England, effective May 1, 1974 through August 31, 1974. | Einer S. Nisula |
| 27. Assignment of Barry N. Stein, Associate Professor, Social Science, to Overseas-England, effective May 1, 1974 through August 31, 1974. | Barry N. Stein |
| 28. Assignment of John C. Thrush, Instructor and Assistant Chairman, Social Science, to Overseas-England effective May 1, 1974 through August 31, 1974. | John C. Thrush |
| 29. Change Katherine Ely from Programmer AP-8 to Senior Programmer AP-9, Agricultural Economics, with an increase in salary to \$9,500 per year on a 12-month basis, effective February 1, 1974. | Katherine Ely |
| 30. Change Bruce Johnston from Programmer AP-8 to Senior Programmer AP-9, Agricultural Economics, with an increase in salary to \$9,500 per year on a 12-month basis, effective February 1, 1974. | Bruce Johnston |
| 31. Change Judith Stephenson from Supervisor Dept. Prog. AP-11 to Manager Applications Programming AP-13, Agricultural Economics, with an increase in salary to \$13,300 per year on a 12-month basis, effective July 1, 1973. | Judith Stephenson |
| 32. Additional assignment for George Ayers, Supervisor Research AP-10, Horticulture, as Adjunct Instructor, Entomology, effective January 1, 1974 through March 31, 1974. | George Ayers |
| 33. Change Elaine M. Dunlap from Medical Technologist AP-7 to Senior Medical Technologist AP-9, Pathology, with an increase in salary to \$9,500 per year on a 12-month basis, effective February 1, 1974. | Elaine M. Dunlap |
| 34. Change Ernest S. Jensen from Producer Radio II, AP-10, to Senior Producer Radio, AP-11, Radio Broadcasting, with an increase in salary to \$12,000 per year on a 12-month basis, effective February 1, 1974. | Ernest S. Jensen |
| 35. Change Susan Bachman from Financial Aids Advisor AP-9 to Financial Aids Advisor/Admissions AP-10, Admissions and Scholarships, with an increase in salary to \$10,300 per year on a 12-month basis, effective January 1, 1974. | Susan Bachman |
| 36. Change Richard Hensen, Assistant Director Transfer Admissions, Admissions and Scholarships, from AP-12 to AP-13 with an increase in salary to \$17,425 per year on a 12-month basis, effective July 1, 1973. | Richard Hensen |
| 37. Change Jack Seibold, Senior Admissions Officer, Admissions and Scholarships, from AP-11 to AP-12, with an increase in salary to \$17,100 per year on a 12-month basis, effective July 1, 1973. | Jack Seibold |
| 38. Change Bert Shaber, Senior Admissions Officer, Admissions and Scholarships, from AP-11 to AP-12 with an increase in salary to \$16,515 per year on a 12-month basis, effective July 1, 1973. | Bert Shaber |
| 39. Change John Braman from Programmer AP-8 to Programmer Analyst AP-10, Data Processing, with an increase in salary to \$11,800 per year on a 12-month basis, effective December 1, 1973. | John Braman |
| 40. Change Phillip L. Burnett from Programmer Analyst AP-10 to Systems Analyst AP-11, Data Processing, with an increase in salary to \$14,200 per year on a 12-month basis, effective December 1, 1973. | Phillip L. Burnett |
| 41. Change William J. Coohon from Systems Analyst AP-11 to Lead Systems Analyst AP-13, Data Processing, with an increase in salary to \$16,800 per year on a 12-month basis, effective December 1, 1973. | William J. Coohon |
| 42. Change Valerie J. David, Data Base and Education Coordinator, Data Processing, from CT-VIII to AP-8, with an increase in salary to \$9,500 per year on a 12-month basis, effective February 1, 1974. | Valerie J. David |
| 43. Change Dwight E. Erbe from Programmer AP-8 to Programmer Analyst AP-10, Data Processing, with an increase in salary to \$11,800 per year on a 12-month basis, effective December 1, 1973. | Dwight E. Erbe |

A. PERSONNEL CHANGES, continued

February 15, 1974

Transfers and
Changes in
AssignmentTransfers and Changes in Assignment, continued

Janet Hughson

44. Change Janet Hughson from Tabulating Machine Operator CT-VIII to Programmer AP-8, Data Processing, with an increase in salary to \$9,200 per year on a 12-month basis, effective February 1, 1974.

Raymond
Imhoff

45. Change Raymond Imhoff from Programmer Analyst AP-10 to Systems Analyst AP-11, Data Processing, with an increase in salary to \$14,500 per year on a 12-month basis, effective December 1, 1973.

Paul L. Klaver

46. Change Paul L. Klaver from Lead Systems Analyst AP-13 to Assistant Director Systems and Programming AP-16, Data Processing, with an increase in salary to \$19,700 per year on a 12-month basis, effective December 1, 1973.

Charles W.
Miller

47. Change Charles W. Miller from Systems Programmer AP-11 to Lead Systems Programmer AP-13, Data Processing, with an increase in salary to \$17,200 per year on a 12-month basis, effective September 1, 1973.

Barbara J.
Morse

48. Change Barbara J. Morse, Scheduling and Data Control Coordinator, Data Processing, from CT-VIII to AP-8 with an increase in salary to \$10,500 per year on a 12-month basis, effective February 1, 1974.

Eric L.
Nutter

49. Change Eric L. Nutter from Tabulating Machine Operator CT-VIII to Programmer AP-8, Data Processing, with an increase in salary to \$9,200 per year on a 12-month basis, effective February 1, 1974.

Harold
Richardson

50. Change Harold Richardson from Pr. Tab. Machine Operator CT-VIII to Programmer AP-8, Data Processing, with an increase in salary to \$9,200 per year on a 12-month basis, effective February 1, 1974.

Jan L.
Schoneman

51. Change Jan L. Schoneman from Programmer AP-8 to Programmer Analyst AP-10, Data Processing, with an increase in salary to \$12,500 per year on a 12-month basis, effective December 1, 1973.

William R.
Wiseman

52. Change William R. Wiseman from Expediter AP-11 to Associate Purchasing Agent AP-13, Purchasing, with an increase in salary to \$13,300 per year on a 12-month basis, effective January 1, 1974.

Everett
Renaud

53. Transfer Everett Renaud from Sr. Food Supervisor CT-IX, Hubbard Cafeteria, to Food Service Manager AP-10, Mason-Abbot Cafeteria, with an increase in salary to \$10,300 per year on a 12-month basis, effective January 15, 1974.

Louise
Mueller

54. Change Louise Mueller from Medical Technologist AP-7 to Senior Medical Technologist AP-9, Health Center, with an increase in salary to \$12,972 per year on a 12-month basis, effective January 1, 1974.

Patricia
Timmer

55. Change Patricia Timmer from Medical Technologist AP-7 to Senior Medical Technologist AP-9, Health Center, with an increase in salary to \$11,816 per year on a 12-month basis, effective January 1, 1974.

Promotions

Promotions

1. Change of title from Instructor to Assistant Professor, History, for Louise A. Tilly effective January 1, 1974.
2. Change of title from Instructor to Assistant Professor, Student Teaching, with a change in salary to \$16,400 per year on a 10-month basis, effective January 1, 1974. for Judd F. Field.

Salary
ChangesSalary Changes

1. Increase in salary for Ronald A. Sidwell, Research Associate, Physics, to \$12,200 per year on a 12-month basis, effective February 1, 1974 through May 31, 1974.
2. Increase in salary for Michael J. Werbish, Lead Systems Analyst AP-13, Data Processing, to \$18,200 per year on a 12-month basis, effective December 1, 1973.

Appointments

Appointments

1. Donald Raymond Jost, Extension 4-H Youth Agent, Ingham County, at a salary of \$14,300 per year on a 12-month basis, effective March 1, 1974.
2. Michael T. Weber, Specialist, Agricultural Economics, at a salary of \$1,125 per month on a 12-month basis, effective January 25, 1974 through March 10, 1974.
3. Fred Ryan, Research Associate, Biochemistry, at a salary of \$8,800 per year on a 12-month basis, effective January 1, 1974 through December 31, 1974.
4. Delbert L. Mokma, Instructor, Crop and Soil Sciences, at a salary of \$13,750 per year on a 12-month basis, effective January 1, 1974 through June 30, 1974.
5. Raymond A. Bourne, Research Associate, Dairy Science, at a salary of \$8,200 per year on a 12-month basis, effective January 1, 1974 through March 31, 1975.

A. PERSONNEL CHANGES, continued

February 15, 1974

Appointments, continued

Appointments

6. Charles R. Liston, Specialist, Fisheries and Wildlife, at a salary of \$13,600 per year on a 12-month basis, effective January 1, 1974 through December 31, 1974.
7. Eiji Yuda, Research Associate, Horticulture, at a salary of \$630 per month on a 12-month basis, effective March 1, 1974 through June 30, 1974.
8. Katherine Inoue Guernsey, Visiting Artist, Department of Art, at a salary of \$1,200 for the period February 16, 1974 through March 31, 1974.
9. Mary Ann Tyrrell, Instructor, Romance Languages, 50% time, at a salary of \$3,000 for the period January 1, 1974 through June 30, 1974.
10. Milton C. Roskam, Consultant to the Dean, Marketing and Transportation Administration and Dean of Business, 25% time, without pay, effective January 1, 1974 through January 1, 1975.
11. Joanne A. Sudman, Instructor, Audiology and Speech Sciences, 50% time, at a salary of \$2,520 for the period January 1, 1974 through June 30, 1974.
12. James S. Kaminsky, Instructor, Secondary Education and Curriculum, 25% time, at a salary of \$1,000 for the period January 1, 1974 through March 31, 1974.
13. Don Kittleson, Instructor, Teacher Education, 15% time, at a salary of \$1,200 for the period January 1, 1974 through June 30, 1974.
14. Kathryn Cole, Instructor, Family and Child Sciences, 25% time, at a salary of \$1,600 for the period January 1, 1974 through June 30, 1974.
15. Dhirajial D. Makdani, Research Associate, Food Science and Human Nutrition, at a salary of \$8,900 per year on a 12-month basis, effective February 25, 1974 through April 30, 1974.
16. Carolyn Weed, Instructor, Human Environment and Design and Dean of Engineering, 50% time, at a salary of \$4,000 for the period February 1, 1974 through June 30, 1974.
17. James Blake Thomas, Instructor, Psychiatry, at a salary of \$13,600 per year on a 12-month basis, effective January 17, 1974 through June 30, 1974.
18. Frances L. Drum, Research Associate, Surgery, at a salary of \$10,000 per year on a 12-month basis, effective January 1, 1974 through June 30, 1974.
19. A. John Garlinghouse, Assistant Clinical Professor, Surgery, var. time, without pay, on a 12-month basis, effective February 1, 1974 through June 30, 1974.
20. Lorenzo Gonzalez-Lavin, Professor, Surgery, with tenure, at a salary of \$42,000 per year on a 12-month basis, effective February 1, 1974.
21. Omero S. Iung, Assistant Clinical Professor, Surgery, var. time, without pay on a 12-month basis, effective February 1, 1974 through June 30, 1974.
22. Robert G. Fischer, Postdoctoral Fellow, Biophysics, at a salary of \$9,000 per year on a 12-month basis, effective February 1, 1974 through January 31, 1975.
23. Harish C. Pant, Postdoctoral Fellow, Biophysics, at a salary of \$9,492 per year on a 12-month basis, effective February 1, 1974 through January 31, 1975.
24. Henry J. Peresie, Research Associate, Biophysics, at a salary of \$8,000 per year on a 12-month basis, effective January 1, 1974 through May 31, 1974.
25. Frederick T. Greenaway, Research Associate, Chemistry, without pay on a 12-month basis, effective February 11, 1974 through February 28, 1974.
26. Masayuki Kuzuya, Research Associate, Chemistry, at a salary of \$8,000 per year on a 12-month basis, effective January 1, 1974 through March 31, 1974.
27. Kou-chang Liu, Research Associate, Chemistry, at a salary of \$7,500 per year on a 12-month basis, effective January 15, 1974 through February 28, 1974.
28. Heinrich J. F. Luke, Research Associate, Chemistry, at a salary of \$8,280 per year on a 12-month basis, effective February 1, 1974 through August 26, 1974.
29. Makoto Nitta, Research Associate, Chemistry, at a salary of \$8,000 per year on a 12-month basis, effective January 1, 1974 through April 30, 1974.
30. Frank William Cambray, Professor and Chairman, Geology, with tenure, at a salary of \$28,500 per year on a 12-month basis, effective July 1, 1974.
31. Jones W. Chien, Research Associate, Physics-Cyclotron, at a salary of \$10,000 per year on a 12-month basis, effective November 27, 1973 through November 26, 1974.
32. Larry W. Christensen, Research Associate, Zoology, 50% time, at a salary of \$300 per month on a 12-month basis, effective December 16, 1973 through May 31, 1974.

A. PERSONNEL CHANGES, continued

February 15, 1974

Appointments

Appointments, continued

33. Patricia Rice Hays, Assistant Professor, Nursing, at a salary of \$14,000 per year on a 12-month basis, effective February 1, 1974 through January 31, 1975.
34. Keller F. Suberkropp, Research Associate, Kellogg Biological Station, at a salary of \$910 per month on a 12-month basis, effective April 1, 1974 through September 30, 1974.
35. Ursula Heiniger, Research Associate, MSU/AEC Plant Research Laboratory, at a salary of \$9,000 per year on a 12-month basis, effective January 16, 1974 through January 15, 1975.
36. Harold C. Ledbetter, Clinical Assistant Professor, Family Medicine, var. time, without pay on a 12-month basis, effective July 1, 1973 through June 30, 1974.
37. Charles A. Murphy, Clinical Associate Professor, Family Medicine, var. time, without pay on a 12-month basis, effective July 1, 1973 through June 30, 1974.
38. Richard B. Omel, Clinical Associate Professor, Family Medicine, var. time, without pay on a 12-month basis, effective July 1, 1973 through June 30, 1974.
39. Larry E. Porzsolt, Clinical Associate Professor, Family Medicine, var. time, without pay on a 12-month basis, effective July 1, 1973 through June 30, 1974.
40. Paul E. Sterner, Clinical Assistant Professor, Family Medicine, var. time, without pay on a 12-month basis, effective July 1, 1973 through June 30, 1974.
41. Ralph G. Lewis, Associate Professor, Research Director, Criminal Justice Systems Center, Criminal Justice, at a salary of \$21,000 per year on a 12-month basis, effective January 15, 1974 through June 30, 1976.
42. Mary Davis, Instructor, American Thought and Language, at a salary of \$2,400 for the period January 1, 1974 through March 31, 1974.
43. Kosei Kurosaka, Visiting Associate Professor, Research, Microbiology and Public Health, 10% time, at a salary of \$2,400 per year on a 12-month basis, effective January 1, 1974 through December 31, 1974.
44. Lee T. Shapiro, Director, Abrams Planetarium, and Assistant Professor, Astronomy, at a salary of \$16,000 per year on a 12-month basis, effective March 1, 1974.
45. Rosario F. Cavazos, Specialist, Special Programs, at a salary of \$11,000 per year on a 12-month basis, effective January 21, 1974 through June 30, 1974.
46. Laura K. Shiro, Educational Specialist, Special Programs, at a salary of \$12,000 per year on a 12-month basis, effective January 21, 1974 through June 30, 1974.
47. James F. Morse, Instructor, Counseling Center, at a salary of \$6,000 for the period February 16, 1974 through June 30, 1974.

On motion by Trustee Carrigan, seconded by Trustee Stack, it was unanimously voted to approve the Resignations, Leaves, Transfers and Changes in Assignment, Promotions, Salary Changes, and Appointments.

Recommendations from the Director of Personnel

Recommendations from the Director of Personnel

1. For the College of Education:
 - a. Transfer a half-time Departmental Secretary V position from an hourly basis to a permanent salaried basis
 - b. Reclassify a Senior Clerk IV to a Departmental Secretary V position
2. Reclassify a three-fourths time Senior Departmental Secretary VII position to a full-time Principal Clerk VI position for the Department of Family Ecology.
3. Establish a Senior Departmental Secretary VII position for the Office of the Dean, College of Human Medicine
4. Establish a Senior Clerk Steno V position for the Department of Surgery
5. Reclassify a Senior Departmental Secretary VII to an Executive Secretary VIII position for the Department of Astronomy
6. Establish a Senior Departmental Secretary VII position for the office of the Assistant Vice President for Personnel and Employee Relations
7. For Data Processing:
 - a. Reclassify a Programmer Analyst AP-10 to a Systems Programmer AP-11 position
 - b. Reclassify a Lead Operator X to a Supervisor Control and Scheduling AP-8 position
 - c. Reclassify a Coordinator Control and Scheduling VIII to a Supervisor Control and Scheduling AP-8 position
 - d. Reclassify a Data Preparation Supervisor from an VIII to a IX position

A. PERSONNEL CHANGES, continued

February 15, 1974

Recommendations from the Director of Personnel, continued

8. For the Stores Department:
 - a. Reclassify a Senior Clerk IV to a Data Preparation Operator V position
 - b. Reclassify 2 Senior Clerk IV to Senior Accounting Clerk V positions
 - c. Reclassify a Clerk-Typist II to a Senior Accounting Clerk V position
 - d. Reclassify 5 Clerk I to Senior Clerk IV positions
9. For the Health Center:
 - a. Change a Medical Technologist AP-7 position from half to full time
 - b. Reclassify a Senior Clerk IV to a Senior Accounting Clerk V position
10. Establish a half-time Associate Editor AP-11 position for the Vice President for Development

Recommendations
from the
Director of
Personnel, cont.

On motion by Trustee Thompson, seconded by Trustee Stack, it was unanimously voted to approve the above recommendations.

Recommendations for Classification Changes Resulting from Reviews Under the Administrative-Professional Study Appeals Procedure

1. For the Department of Agricultural Economics:
 - a. Reclassify a Supervisor, Department Programmer AP-11 to a Manager Applications Programming AP-13 position
 - b. Reclassify a Senior Programmer AP-9 to a Systems Analyst AP-11 position
 - c. Reclassify a Programmer AP-8 to a Programmer Analyst AP-10 position
 - d. Reclassify 6 Programmer AP-8 to Senior Programmer AP-9 positions
 - e. Reclassify a Junior Programmer VIII to a Programmer AP-8 position
2. Reclassify a Health Physicist from an AP-13 to an AP-14 position for the Department of Public Safety
3. Reclassify an Assistant Manager Bookstore from an AP-9 to an AP-10 position for the MSU Bookstore
4. Reclassify 2 Associate Director Financial Aids from AP-13 to AP-14 positions
5. Reclassify a Supervisor Laboratory AP-10 to a Chief Medical Technologist AP-11 position for the Health Center
6. Reclassify an Associate Editor AP-11 to a Senior University Information Officer AP-12 position for Information Services

On motion by Trustee Merriman, seconded by Trustee Thompson, the above classification changes were unanimously approved.

Retirements

1. Elizabeth Adams, Administrative Secretary, President's Office, effective March 1, 1974. Miss Adams was born December 21, 1910 and has been employed by the University since September 1, 1945.
2. Roscoe G. Bellows, Supervisor, Housing and Food Services, effective March 1, 1974. Mr. Bellows was born August 21, 1910 and has been employed by the University since January 1959.
3. Ellen Bowling, Food Production Supervisor, Union Food Service, effective April 1, 1974. Mrs. Bowling was born December 1, 1909 and has been employed by the University since March 1949.
4. Disability retirement for Edith Essenberg, Food Service Worker, Union Food Service, effective December 1, 1973. Mrs. Essenberg was born October 2, 1909 and has been employed by the University since June 17, 1963. (To draw long term disability payments)
5. One-year consultantship with agreed-upon duties and responsibilities for Harry R. Hoppe, Professor, Department of English, from July 1, 1974 through June 30, 1975, and retirement as Professor Emeritus effective July 1, 1975. Professor Hoppe was born December 1, 1906 and has been a member of the faculty since September 1, 1942.
6. Disability retirement for Lawrence Jarvis, Painter, Physical Plant, effective September 1, 1973. Mr. Jarvis was born December 26, 1932 and has been employed by the University since March 13, 1961. (To draw long term disability payments)
7. One-year consultantship with agreed-upon duties and responsibilities for Mary M. Leichty, Professor, Department of Psychology, from September 1, 1974 through August 31, 1975, and retirement as Professor Emeritus effective September 1, 1975. Professor Leichty was born July 12, 1910 and has been a member of the faculty since July 1, 1960.
8. Leonard J. Luker, Associate Professor Emeritus, Office of Institutional Research, effective July 1, 1974. Professor Luker was born January 8, 1906 and has been a member of the faculty since September 1, 1937.
9. One-year consultantship with agreed-upon duties and responsibilities for Osmond E. Palmer, Professor, Office of Evaluation Services, from July 1, 1974 through June 30, 1975, and retirement as Professor Emeritus effective July 1, 1975. Professor Palmer was born September 14, 1907 and has been a member of the faculty since October 1, 1946.

Retirements:

Elizabeth Adams

Roscoe G.
Bellows

Ellen Bowling

Edith
Essenberg

Harry R. Hoppe

Lawrence Jarvis

Mary M.
LeichtyLeonard J.
LukerOsmond E.
Palmer

A. PERSONNEL CHANGES, continued

February 15, 1974

Retirements,
cont.Retirements, continuedIvan F.
Schneider

10. One-year consultantship with agreed-upon duties and responsibilities for Ivan F. Schneider, Associate Professor, Department of Crop and Soil Sciences, from July 1, 1974 to June 30, 1975, and retirement as Associate Professor Emeritus effective July 1, 1975. Professor Schneider was born November 8, 1905 and has been a member of the faculty since June 1, 1937.

Eleanor M.
Shull

11. Eleanor M. Shull, Secretary, Forestry Department, effective July 1, 1974. Mrs. Shull was born December 27, 1908 and has been employed by the University since August 1950.

Margaret
Thrush

12. Disability retirement for Margaret Thrush, Clerk, Continuing Education Service, effective January 1, 1974. Miss Thrush was born March 6, 1913 and has been employed by the University since September 30, 1968. (To draw long term disability payments)

Motion was made by Trustee Huff, seconded by Trustee Thompson, to approve the Retirements. Unanimously carried.

Deaths

Deaths

1. Report of the death of David Jury, Mechanic, Physical Plant, on January 22, 1974. Mr. Jury was born June 25, 1940 and had been employed by the University since July 27, 1959.
2. Report of the death of Elizabeth G. Hill on January 24, 1974. Mrs. Hill was born February 5, 1901, was employed by the University on May 19, 1949, and was a Departmental Secretary in Textiles, Clothing, and Related Arts at the time of her retirement July 1, 1964.
3. Report of the death of Lennah Backus on February 6, 1974. Mrs. Backus was born June 10, 1898, was employed by the University on September 15, 1946, and was Associate Professor in Home Management and Child Development at the time of her retirement July 1, 1963.
4. Report of the death of Frank Theroux on February 6, 1974. Mr. Theroux was born January 27, 1891, was employed by the University on September 1, 1929, and was Professor of Civil Engineering at the time of his retirement July 1, 1957.
5. Report of the death of Marie Dye on February 12, 1974. Miss Dye was born September 13, 1891, was employed by the University on September 1, 1922, and was Professor and Dean of the College of Home Economics at the time of her retirement September 1, 1957.

Gifts and
GrantsB. GIFTS AND GRANTS

1. Gift of a forged iron sculpture, Saint Therese, by Martin Chirina, valued at \$3,000 from Mrs. Grace Borgenicht Brandt, New York, to be added to the permanent collection in the Kresge Art Center.
2. Gift of a portfolio of 5 prints by contemporary Mexican artists, no value given, from Carton y Papel de Mexico, S.A., Mexico, to be added to the permanent collection in the Kresge Art Center.
3. Gift of 13 American contemporary lithographs and etchings valued at \$1,135 from Dr. and Mrs. Christopher Graf, Sheboygan, Wisconsin, to be added to the permanent collection in the Kresge Art Center.
4. Gift of 22 contemporary American prints valued at \$1,750 from Dr. and Mrs. Frederick P. Nause, Sheboygan, Wisconsin, to be added to the permanent collection in the Kresge Art Center.
5. Gift of miscellaneous equipment including a manometer, digital converter, regulating fluid pressure valve, and electrical components with a total value of \$5,746.60 from the National Science Foundation to be used for research under the direction of Merle C. Potter in Mechanical Engineering.
6. Gift of a Bruning Copytron Model 2000 copying machine valued at \$2,937 from the National Science Foundation to be used for research under the direction of Richard Miller in Chemistry.
7. Gift of 3 acetylene regulators with a total value of \$67.08 from the Office of Naval Research Resident Representative, Ann Arbor, to be used for research under the direction of George Leroy in Chemistry.
8. Gift of miscellaneous equipment including wire, cable, water containers, compass, and tires with a total value of \$1,302.84 from the Office of Water Resources Research to be used for research under the direction of Donald P. White in the Institute of Water Research.
9. Grants to be used for scholarship purposes as follows:
 - a. \$250 from Gerber Products Co., Fremont, for a student in the Department of Agricultural Engineering
 - b. \$250 from Gerber Baby Foods Fund, Fremont, for a student in the Department of Horticulture

B. GIFTS AND GRANTS, continued

February 15, 1974

Gifts and
Grants

9. Grants to be used for scholarship purposes, continued
 - c. \$500 from Gerber Baby Foods Fund, Fremont, for a student in the School of Packaging
 - d. For recipients to be selected by the Ag Tech Office:
283 shares of Detroit Edison stock valued at \$4,669.50 and a personal check in the amount of \$330.50 for a total of \$5,000 from Henry L. Caulkins, Detroit \$1,000 from the Michigan Milk Producers Association, Detroit
 - e. \$200 from The Presser Foundation, Bryn Mawr, Pa., for undergraduate students, with preference given to those who hope to become teachers in music
 - f. \$700 from the Hard Corps Scholarship Fund, Seattle, for students interested in hotel management
 - g. \$500 from the Marriott Corporation, Washington, D.C., for a student or students in Hotel, Restaurant and Institutional Management
 - h. \$176,840 from the Department of Health, Education and Welfare for the Basic Educational Opportunity Grant Program for the period July 1, 1973 through June 30, 1974
 - i. \$25 from Jerry A. Lamb, Detroit, as a contribution to the Julie Klemkosky Award fund
 - j. \$190,440 from the U.S. Department of Justice to be used in the Law Enforcement Education Program for grants and loans for students studying in the School of Criminal Justice or related fields
 - k. \$250 from Leonard Aleman, Gastonia, N.C., to provide supplemental assistance in the form of travel, medical, dental, or other emergency expenses of migrant students
 - l. \$100 from Professor and Mrs. Roland L. Fischer, Okemos, as a contribution to the R. R. Dreisbach Memorial Fund
 - m. \$25 from Richard J. Metzler, Wilmette, Illinois, as a contribution to the C. A. Rosenbrook Scholarship fund
 - n. \$100 from Mr. and Mrs. Ralph Watts, Marion, Ohio, as a contribution to the Terry M. Watts Memorial Fund
 - o. Unrestricted grants:
\$900 from the Alcoa Foundation, Pittsburgh, Pa.
\$10 from Matthew J. Cotellesse, Lincoln Park, Michigan
\$33.33 from Maytag Company Foundation, Inc., Newton, Iowa
\$1,000 from the estate of Louise K. Weil, Yonkers, New York
10. Grants as follows to the MSU Development Fund:
 - a. \$100 from Russell G. Mawby, Augusta, for the 4-H International account
 - b. \$100 from Mr. and Mrs. H. Paul Sweany, East Lansing, for the F. F. A. Agricultural Education Scholarship Fund
 - c. \$100 from James W. Butcher, Okemos, for the Lecture Concert Discretionary Fund
 - d. For Accounting and Financial Administration:
\$300 from William and Carol Brink
\$100 from Harold and Lois Sollenberger
\$100 from Frank D. Mollhagen
 - e. 1 share of Dow Chemical Co. stock valued at \$57.38 from Marshall V. Chamberlin to be deposited in the MSU Development Fund-Unrestricted account and to be designated for the College of Engineering
 - f. For the Dean's Discretionary Fund, College of Engineering:
\$100 from Robert Summitt, East Lansing
\$250 from the Austin Company Foundation, Cleveland, Ohio
 - g. \$100 from Dr. and Mrs. John J. Forsyth, East Lansing, for the Engineering Equal Opportunity Program
 - h. \$200 from Maynard M. Miller, Okemos, for field glaciology
 - i. For the Geology Club Colloquium:
\$50 from Thomas A. Vogel
\$30 from Robert Anstey
 - j. \$200 from Geriatric Six Plus One, East Lansing, to be deposited in the Development Fund Restricted account for the Geriatric 6 + 1
 - k. For the Michigan Osteopathic Society Long Term Loan Fund:
\$100 from Dr. William G. Anderson
\$100 from Dr. James Jackson
\$100 from the Fourteenth Street Clinic Professional Corp., Detroit
\$100 from Nathan L. Gordon, D.O.
\$100 from the Davison Medical Center, P.C.
\$100 from Clifford W. Isaac, D.O.
\$100 from Dr. Robert C. Orr
\$100 from Frank M. Clark, D.O.
 - l. From the Veterinary Class - Fall 1973:
\$82.70 as an unrestricted grant to the College of Veterinary Medicine
\$82.72 for purchase of needed supplies used for equine research in the Department of Large Animal Surgery and Medicine
 - m. For the Department of Small Animal Surgery and Medicine:
\$500 from Ronald L. Joseph, Flint, for research
\$82.70 from the Veterinary Class - Fall 1973, unrestricted grant
\$100 from Louis J. Rossoni, Taylor, unrestricted grant
\$25 from the German Shepherd Dog Club of Detroit, as a memorial to Charles Cobb for research on gastric torsion
\$65 from various donors in memory of Charles Cobb
 - n. \$800 from Mr. and Mrs. A. F. Brandstatter, East Lansing, for the Police-Community Relations account, School of Criminal Justice
 - o. \$300 from Richard S. Kositchek, Lansing, for basketball

10. Grants to the MSU Development Fund, continued
 - p. For Fencing:
 - \$300 from Charles R. Schmitter, Jr., Ann Arbor
 - \$500 from Charles R. Schmitter, East Lansing
 - q. \$20,315 from various donors for the Football Bust
 - r. For Hockey:
 - \$1,000 from Ellwood J. Miller, East Lansing
 - \$430 from various donors for the hockey reunion room
 - s. For Swimming:
 - \$100 from Dr. Jack R. Beattie, Orlando, Florida
 - \$100 from David H. Seibold
 - \$100 from C. James Clemens
 - t. \$5 from William R. Bierwirth for the Fencing Team
 - u. For the C.C.I.P. Scholarship Fund:
 - \$50 from Dr. and Mrs. Walker H. Hill
 - \$25 from Mrs. Frances Friedlein
 - \$125 from Ralph Smuckler
 - \$5 from Mr. and Mrs. B. A. Stout
 - v. For the Purchasing Development Fund:
 - \$500 from the Hayes-Albion Corp.
 - \$2,000 from Allis Chalmers
 - \$5,000 from Lenore B. Thomas
 - w. \$100 from Clifford F. Wright, Bethlehem, Pa., for the Huddleson Lectureship Fund
 - x. \$200 from Elizabeth S. Augenstein, Holt, for the Leroy G. Augenstein Memorial Fund
 - y. \$200 from Mr. and Mrs. Leonard J. Luker for the Leonard J. Luker Student Loan Fund
 - z. \$100 from F. G. Wilson, Nogales, Arizona, for the Terrill D. Stevens Fund
 - aa. For the John R. Winchester Memorial Fund:
 - \$100 from Mr. and Mrs. LeRoy A. Olson, Okemos
 - \$100 from Sigmund Nosow, Okemos
 - bb. \$100 from Sigmund Nosow, Okemos, for the Migrant Scholarship Fund
11. Grant of \$2,300 from County of Saginaw, Commissioners, Saginaw, Michigan, to be used under the direction of G. E. Guyer in the Cooperative Extension Service to service low-socio-economic families and 4-H Youth in Saginaw County.
12. Grant of \$70 from Michigan Farm Bureau Services, Inc., Lansing, Michigan, to be used under the direction of N. A. Brown in the Cooperative Extension Service for 4-H Dairy Club Show Demonstration Contest.
13. Grant of \$583.08 from Production Credit Association, Alma, Michigan, to be used under the direction of N. A. Brown in the Cooperative Extension Service to send State Dairy Judging team to Columbus for National Judging Contest.
14. Grant of \$786 from Farmer's and Manufacturers Beet Sugar Association, Saginaw, Michigan, to be used under the direction of N. A. Brown in the Extension 4-H Youth Programs for hospitality suite at National Congress in Chicago.
15. Grant of \$3,957.90 from Michigan 4-H Foundation, Hickory Corners, Michigan, to be used under the direction of N. A. Brown in the Extension 4-H Youth Programs for international programs.
16. Grant of \$2,164.34 from Michigan 4-H Foundation, Hickory Corners, Michigan, to be used under the direction of N. A. Brown in the Extension 4-H Youth Programs for Clover awards, State 4-H Council meetings, volunteer adult and members.
17. Grant of \$10,000 from American Can Company Foundation, Greenwich, Connecticut, to be used under the direction of H. M. Riley in the Department of Agricultural Economics for the establishment of communication learning facility.
18. Grant of \$4,166.25 from Detroit Edison Company, Detroit, Michigan, to be used under the direction of R. L. Maddex in the Department of Agricultural Engineering for support of radio program, "Energy for Living" and other programs related to application and use of electricity for year 1974.
19. Grant of \$60 from Hagen Tractor Sales, Paw Paw, Michigan, to be used under the direction of R. Bittner in the Department of Agricultural Engineering for expenses incurred in recruiting of new farm equipment service and sales students.
20. Grant of \$1,500 from Pickle Packers International, Inc., St. Charles, Illinois, to be used under the direction of D. R. Heldman and D. E. Marshall in the Department of Agricultural Engineering for density sorting mechanical harvesting of cucumbers.
21. Grant of \$225 from Dow Chemical Company, Midland, Michigan, to be used under the direction of J. F. Holland in the Department of Biochemistry as an unrestricted grant.
22. Grant of \$44,060 from National Institutes of Health to be used under the direction of R. J. Evans in the Department of Biochemistry for lipid-protein binding in lipoproteins.
23. Grant of \$1,500 from Dow Chemical Company, Midland, Michigan, to be used under the direction of E. J. Klos in the Department of Botany and Plant Pathology for fungicidal activity of Dowco 261 against major apple and cherry diseases.

B. GIFTS AND GRANTS, continued

February 15, 1974

Gifts and
Grants

24. Grant of \$500 from Dow Chemical Company, Midland, Michigan, to be used under the direction of J. M. Vargas, Jr., in the Department of Botany and Plant Pathology to evaluate Dow experimental fungicide.
25. Grant of \$1,250 from E. I. duPont de Nemours and Company, Wilmington, Delaware, to be used under the direction of E. J. Klos in the Department of Botany and Plant Pathology for fungicidal activity of benomyl on apples, cherries, and other stone fruits.
26. Grant of \$400 from E.I. duPont de Nemours and Company, Wilmington, Delaware, to be used under the direction of D. C. Ramsdell in the Department of Botany and Plant Pathology for the testing of benomyl and other fungicides as disease control agents in small fruit crops.
27. Grant of \$1,000 from Golf Course Superintendents Association of America, Lawrence, Kansas, to be used under the direction of J. M. Vargas, Jr., in the Department of Botany and Plant Pathology to determine role of nematodes in development of Helminthosporium and stripe smut diseases.
28. Grant of \$1,000 from The Upjohn Company, Kalamazoo, Michigan, to be used under the direction of J. M. Vargas, Jr., in the Department of Botany and Plant Pathology to evaluate snow mold fungicides.
29. Grant of \$1,861.02 from Eaton County Board of Commissioners, Charlotte, Michigan, to be used under the direction of E. P. Whiteside in the Department of Crop and Soil Sciences for field mapping of 7,596 acres.
30. Grant of \$1,089.28 from Great Lakes Hybrids, Ovid, Michigan, to be used under the direction of E. C. Rossman in the Department of Crop and Soil Sciences to continue corn breeding research program.
31. Grant of \$975 from International Seeds, Inc., Halsey, Oregon, to be used under the direction of L. Copeland and D. D. Harpstead in the Department of Crop and Soil Sciences for evaluation of genetic seed for release for public utilization in the future.
32. Grant of \$5,000 from Michigan Foundation Seed Association, East Lansing, Michigan, to be used under the direction of M. W. Adams in the Department of Crop and Soil Sciences for breeding of improved bean varieties.
33. Grant of \$3,629.87 from Washtenaw County Board, Ann Arbor, Michigan, to be used under the direction of E. P. Whiteside in the Department of Crop and Soil Sciences for survey of 16,883 acres.
34. Grant of \$5,000 from Eli Lilly Company, Greenfield, Indiana, to be used under the direction of R. S. Emery in the Department of Dairy Science to determine effects of different levels of EL-917 upon feed intake of the lactating dairy cow.
35. Grant of \$28,089 from National Institutes of Health to be used under the direction of E.M. Convey in the Department of Dairy Science to evaluate factors influencing serum prolactin concentration in the bovine.
36. Grant of \$4,850 from Warner-Lambert Company, Morris Plains, New Jersey, to be used under the direction of W. D. Oxender in the Department of Dairy Science to continue work in dairy physiology.
37. Grant of \$112,980 from Consumers Power Company, Jackson, Michigan, to be used under the direction of P. I. Tack in the Department of Fisheries and Wildlife for renewal for continuation of ecological study on Lake Michigan in vicinity of Ludington.
38. Grant of \$2,500 from New York Zoological Society, Bronx, New York, to be used under the direction of G. A. Petrides in the Department of Fisheries and Wildlife for ecological investigation of endangered swamp deer in Nepal and Northern India.
39. Grant of \$1,000 from Dow Chemical U.S.A., Midland, Michigan, to be used under the direction of J. R. Kirk in the Department of Food Science and Human Nutrition to investigate effect of light and dissolved oxygen on stability of Vitamin C in single strength orange juice packaged in various types of containers.
40. Grant of \$35,431 from National Institutes of Health to be used under the direction of G. A. Leveille in the Department of Food Science and Human Nutrition to determine metabolic effects of varying the periodicity of eating, particularly with regard to lipid metabolism and enzyme adaptation.
41. Grant of \$500 from Vego Chemical Corporation, Terre Haute, Indiana, to be used under the direction of G. A. Leveille in the Department of Food Science and Human Nutrition for irradiation research.
42. Grant of \$1,000 from the Foundation of the Federated Garden Clubs of Michigan, Inc., Ann Arbor, Michigan, to be used under the direction of W. Carlson in the Department of Horticulture to support on-going research on bedding plants.
43. Grant of \$100 from Carl Gleis, Hillsdale, Michigan, to be used under the direction of W. Carlson in the Department of Horticulture to support on-going research on bedding plants.

Gifts and
Grants

B. GIFTS AND GRANTS, continued

February 15, 1974

44. Grant of \$1,000 from Gerber Products Company, Fremont, Michigan, to be used under the direction of R. F. Carlson in the Department of Horticulture to support continuing research on tree fruit rootstock.
45. Grant of \$13,750 from Netherlands Flower Bulb Institute, Inc., New York, to be used under the direction of A. A. DeHertogh in the Department of Horticulture to support on-going programs of applied and fundamental research relating to flower bulb forcing and postharvest physiology.
46. Grant of \$1,500 from Pickle Packers International, Inc., St. Charles, Illinois, to be used under the direction of L. R. Baker in the Department of Horticulture to support on-going research on cucumber breeding.
47. Grant of \$4,808.61 from Jameson Corporation, Saginaw, Michigan, to be used under the direction of B. H. Good in University Farms to improve horse production in selection, breeding, feeding, management and marketing.
48. Grant of \$100 from Farm Bureau Services, Inc., Lansing, Michigan, to be used under the direction of J. L. Gibson in the Institute of Agricultural Technology in support of Ag. Tech. Judging Team.
49. Grant of \$400 from Michigan Council for the Arts, Detroit, to be used under the direction of F. C. Rutledge in the Department of Theatre for summer children's theatre in the parks program.
50. Grant of \$500 from Baltimore Plant GM Assembly Division of General Motors Corporation, Baltimore, Maryland, to be used under the direction of K. Louhi in the Dean's Office, College of Business and Graduate School of Business Administration as an unrestricted grant.
51. Grant of \$5,000 from Aeroquip Corporation, Jackson, Michigan, to be used under the direction of K. Louhi in the College of Business and Graduate School of Business Administration for Advanced Management program.
52. Grant of \$1,000 from Jack L. Otto, Grosse Pointe Woods, Michigan, to be used under the direction of K. Louhi in the College of Business and Graduate School of Business Administration for Advanced Management program.
53. Grant of \$1,830 from Arthur Anderson and Company, Detroit, to be used under the direction of G. M. Jones in the Department of Accounting and Financial Administration for faculty development - matching grant.
54. Grant of \$100 from Jack L. Otto, Grosse Pointe Woods, Michigan, to be used under the direction of G. M. Jones in the Department of Accounting and Financial Administration for faculty development.
55. Grant of \$1,600 from Peat, Marwick, Mitchell Foundation, Detroit, to be used under the direction of G. M. Jones in the Department of Accounting and Financial Administration for faculty development.
56. Grant of \$100 from R. H. Wright, New York, to be used under the direction of G.M. Jones in the Department of Accounting and Financial Administration for faculty development.
57. Grant of \$500 from David W. Rewick, Barrington, Illinois, to be used under the direction of G. M. Jones in the Department of Accounting and Financial Administration for faculty development.
58. Grant of \$920 from employees of Arthur Andersen and Company, Detroit, to be used under the direction of G. M. Jones in the Department of Accounting and Financial Administration for departmental fellowship fund.
59. Grant of \$100 from Darwin J. Casler, DeKalb, Illinois, to be used under the direction of G.M. Jones in the Department of Accounting and Financial Administration for departmental fellowship fund.
60. Grant of \$100 from Alan E. Peterson, Glen Ellyn, Illinois, to be used under the direction of G. M. Jones in the Department of Accounting and Financial Administration for departmental fellowship fund.
61. Grant of \$19,286 from U.S. Department of Labor to be used under the direction of D. S. Hamermesh in the Department of Economics for economic analysis of how job satisfaction is affected in short and long run by wages, unemployment and other labor market variables.
62. Grant of \$1,500 from Dow Chemical Company, Midland, Michigan, to be used under the direction of D. A. Taylor in the Department of Marketing and Transportation Administration to support development of marketing program and faculty.
63. Grant of \$1,500 from Rollero Memorial, Monroe, Michigan, to be used under the direction of R. L. Blomstrom in the School of Hotel, Restaurant, and Institutional Management, for student support.

B. GIFTS AND GRANTS, continued

February 15, 1974

Gifts and
Grants

64. Grant of \$54,117 from Michigan Department of Education, Lansing, Michigan, to be used under the direction of C. F. Heilman in the Department of Secondary Education and Curriculum to develop innovative programs in vocational-teacher education at graduate and undergraduate levels.
65. Grant of \$22,400 from Michigan Department of Education, Lansing, Michigan, to be used under the direction of R. Ray and P. Haines in the Department of Secondary Education and Curriculum for stipend and dependency support for 4 graduate students participating in EPDA Leadership Development Program in vocational and technical education.
66. Grant of \$300 from Michigan Council for the Social Studies to be used under the direction of R. Niemeyer in Student Teaching to partially implement activities of office of Executive Secretary of Michigan Council for the Social Studies.
67. Grant of \$5,832 from Mid Continent Regional Laboratory, Kansas City, Missouri, to be used under the direction of R. A. Moon in Student Teaching for diffusion project for installing and monitoring a teacher training system for urban inner city education personnel.
68. Grant of \$5,000 from E.I. duPont de Nemours and Company, Wilmington, Delaware, to be used under the direction of H. E. Koenig in the Division of Engineering Research as an unrestricted grant for studies in management of environmental systems.
69. Grant of \$5,000 from E.I. duPont de Nemours and Company, Wilmington, Delaware, to be used under the direction of R. W. Little in the Department of Mechanical Engineering for equipment, salary support for guest professors, fellowships for graduate students, or similar educational purposes.
70. Grant of \$150 from AM General Corporation, Lansing, to be used under the direction of R. Summitt in the Department of Metallurgy, Mechanics, and Materials Science, to provide better metallurgy facilities for students.
71. Grant of \$15 from Crum and Forster Insurance Companies, Detroit, to be used under the direction of R. Summitt in the Department of Metallurgy, Mechanics, and Materials Science to provide better metallurgy facilities for students.
72. Grant of \$500 from Industrial Welding, Inc., Lansing, to be used under the direction of R. Summitt in the Department of Metallurgy, Mechanics, and Materials Science to provide better metallurgy facilities for students.
73. Grant of \$81,582 from National Institutes of Health to be used under the direction of C. C. Sweeley in the Department of Biochemistry for MSU mass spectrometry facility.
74. Grant of \$1,250 from American Board of Pediatrics, Inc., Chicago, Illinois, to be used under the direction of R. E. Helfer in the Department of Human Development to assess ability of pediatric resident to gather data, establish rapport and give information to the mother during an interview; determine feasibility of doing this on a large scale.
75. Grant of \$8,000 from Dow Corning, Midland, Michigan, to be used under the direction of T. M. Brody in the Department of Pharmacology as an unrestricted grant.
76. Grant of \$24,000 from Office of Naval Research, Arlington, Virginia, to be used under the direction of T. M. Brody in the Department of Pharmacology for biochemical aspects of morphine tolerance and physical dependence.
77. Grant of \$5,000 from Pharmaceutical Manufacturers Association, Washington, D.C., to be used under the direction of J. L. Stickney in the Department of Pharmacology to study effect of digitalis glycosides on the uptake and release of H³-Norepinephrine by myocardial slices.
78. Grant of \$22,500 from Michigan Department of Public Health, Lansing, to be used under the direction of S. Katz in the Office of Health Services Education and Research to collect uniform health services statistics in ambulatory care settings.
79. Grant of \$24,500 from U.S. Atomic Energy Commission, Washington, D.C., to be used under the direction of M. A. El-Bayoumi in the Department of Biophysics to study electronic excitation of composit systems.
80. Grant of \$3,575 from U.S. Atomic Energy Commission to be used under the direction of B. Rosenberg in the Department of Biophysics to study solid state electrical properties of proteins and biological systems.
81. Grant of \$3,000 from Dow Chemical Company, Midland, Michigan, to be used under the direction of J. B. Kinsinger in the Department of Chemistry as an unrestricted grant.
82. Grant of \$5,000 from E.I. duPont de Nemours and Company, Wilmington, Delaware, to be used under the direction of J. B. Kinsinger in the Department of Chemistry as an unrestricted grant.
83. Grant of \$5,000 from Eli Lilly and Company, Indianapolis, Indiana, to be used under the direction of R. H. Grubbs in the Department of Chemistry as an unrestricted grant.

Gifts and
Grants

B. GIFTS AND GRANTS, continued

February 15, 1974

84. Grant of \$29,000 from University of Missouri, Columbia, Missouri, to be used under the direction of R. Sauer in the Department of Entomology as part of interregional effort to study biology and control of soil insects attacking vegetables.
85. Grant of \$100 from Keck Consulting Services, Inc., East Lansing, to be used under the direction of R. Carmichael and H. W. Scott in the Department of Geology as an unrestricted grant.
86. Grant of \$820,300 from National Science Foundation, Washington, D.C., to be used under the direction of H. G. Blosser in the Cyclotron Laboratory for research in nuclear physics.
87. Grant of \$1,000 from Manley B. Brabb, Muskegon, Michigan, to be used under the direction of M. S. Magen in the College of Osteopathic Medicine as an unrestricted grant.
88. Grant of \$5,000 from Pharmaceutical Manufacturer's Association Foundation, Inc., Washington, D.C., to be used under the direction of S. Stolman in the Department of Pharmacology to study relationship of protein synthesis to tolerance and physical dependency on narcotics.
89. Grant of \$7,920 from Notre Dame University, Notre Dame, Indiana, to be used under the direction of A. J. Rubel in the Department of Anthropology for investigation of social and cultural correlates of the use and/or abuse of drug by segments of Chicano population in and around metropolitan Chicago.
90. Grant of \$1,153 from Commission on Geography and Afro-America Association of American Geographers, Ann Arbor, Michigan, to be used under the direction of L. M. Sommers in the Department of Geography to upgrade minority graduate students so they may better perform when they return to predominantly black colleges and universities.
91. Grant of \$1,000 from Environmental Protection Agency, Washington, D.C., to be used under the direction of D. E. Morrison in the Department of Sociology for bibliography of social science literature related to environment.
92. Grant of \$15,321 from U.S. Department of Labor, Manpower Administration, Washington, D.C., to be used under the direction of W. A. Faunce in the Department of Sociology to study quality of employment and self investment in work.
93. Grant of \$44,259 from National Institutes of Health to be used under the direction of B. E. Walker in the Department of Anatomy for development of the palate and lip.
94. Grant of \$5,000 from Institute of Agriscience and Nutrition-Syntex Research, Palo Alto, California, to be used under the direction of R. M. Corwin in the Department of Microbiology and Public Health for drug screening project.
95. Grant of \$29,700 from Elsa U. Pardee Foundation, Midland, Michigan, to be used under the direction of L. F. Velicer in the Department of Microbiology and Public Health to study proteins in cells infected with cancer related viruses.
96. Grant of \$10,000 from Eli Lilly and Company, Indianapolis, Indiana, to be used under the direction of J. Meites in the Department of Physiology to study relationship of biogenic amines to mammary cancer.
97. Grant of \$78,321 from National Institutes of Health to be used under the direction of J. Meites in the Department of Physiology to study control of secretion of hypothalamic hormones.
98. Grant of \$25 from John and Mary Judson, Rockford, Michigan, to be used under the direction of A. L. Hunter in the Continuing Education Service for Adventure in World Understanding.
99. Grant of \$50 from Women's Society of Peoples Church, East Lansing, to be used under the direction of A. L. Hunter in the Continuing Education Service for Adventure in World Understanding.
100. Grant of \$200 from Louis Sudler Foundation for the Musical Arts, Chicago, Illinois, to be used under the direction of R. D. Page in Television Broadcasting to support programming activities of WKAR-TV.
101. Grant of \$18,695 from Michigan Office of Highway Safety Planning, Lansing, to be used under the direction of A. H. Koert in the Highway Traffic Safety Center to raise level of expertise of paraprofessionals in traffic engineering field through 7 traffic engineering seminars.
102. Grant of \$10,740 from Michigan Office of Highway Safety Planning, Lansing, to be used under the direction of F. E. Vanosdall in the Highway Traffic Safety Center to conduct Phase I (Planning) of road test evaluation study.
103. Grant of \$2,850 from National Science Foundation to be used under the direction of C. W. Minkel in the School for Advanced Graduate Studies for NSF graduate fellowship.

B. GIFTS AND GRANTS, continued

February 15, 1974

Gifts and Grants

- 104. Grant of \$1,000 from National Science Foundation to be used under the direction of C. W. Minkel in the School for Advanced Graduate Studies as additional grant to cover stipends for 1972-73.
- 105. Grant of \$38.50 from First State Bank of Charlevoix, Charlevoix, Michigan, to be used under the direction of C. Cleland in the Museum for anthropology.
- 106. Grant of \$829.44 from Mackinac Island State Park Commission, Lansing, to be used under the direction of L. M. Stone in the Museum for publication work.
- 107. Grant of \$1,050 from Midwest Universities Consortium for International Activities, East Lansing, to be used under the direction of J. M. Hunter in International Studies and Programs to fund 2 meetings of Venezuela ad hoc committee to assess interest in Consortium in establishment of academic linkages with Venezuela.
- 108. Grant of \$40,850 from National Science Foundation to be used under the direction of M. E. Muelder in the Office of the Vice President for Research Development as: 1973 Institutional Grant for Science; support of research and education in all fields of science and engineering.

On motion by Trustee Carrigan, seconded by Trustee Merriman, it was unanimously voted to accept the gifts and grants.

C. BIDS AND CONTRACT AWARDS

Bids and Contract Awards

- 1. The following bids were received on January 21, 1974 for renovations to the Kellogg Center State Room:

	Base Bid	Deduct for Separate Contracts
<u>General Contractors</u>		
Charles Featherly Construction Co.	\$43,949	\$ 170
Haussman Construction Co.	44,400	2,000
Hanel-Vance Construction Co.	46,100	350
Nielsen Construction Co.	47,500	250
The Christman Co.	47,685	500
Erickson & Lindstrom Construction Co.	49,444	500
McNeilly Construction, Inc.	53,919	1,000
<u>Mechanical Contractors</u>		
Dard Incorporated	\$29,680	
John E. Green Co., Inc.	30,311	
<u>Electrical Contractors</u>		
Fox Electric Corp.	\$ 8,828	
Root Electric Co.	9,500	
F. D. Hayes Electric Co.	10,404	
Quality Electric, Inc.	10,675	
Lansing Electric Motors Construction	11,063	
Admiral Electric, Inc.	14,325	
Hatzel & Buehler, Inc.	14,460	

Kellogg Ctr.
State Room
renovations

It is recommended that a single contract be awarded to the Charles Featherly Construction Co. of Lansing, Michigan in the amount of \$82,457, which assigns Dard Incorporated of Lansing, Michigan as the mechanical contractor and Fox Electric Corp. of Lansing, Michigan as the electrical contractor.

It is also recommended that the following construction budget be approved for this project:

Charles Featherly Construction Co.	\$ 82,457
Contingencies	10,243
Engineering, Supervision, and Expediting	<u>7,300</u>
Total Expected Expenditures	\$100,000

Funds are available in account 21-2863 for this project.

RESOLVED that the above bids be accepted, contracts be awarded, and the construction budget be approved as recommended.

Unanimously approved. Motion by Trustee Carrigan, seconded by Trustee Stevens.

D. OTHER ITEMS FOR ACTION

Other Items for Action

- 1. It is recommended that the new office building on South Harrison Road be named in honor of former Trustee Stephen S. Nisbet, the building to be known as the Stephen S. Nisbet Office Building.

New office building named Stephen S. Nisbet Office Bldg.

RESOLVED that the new office building be named the Stephen S. Nisbet Office Building.

On motion by Trustee Stevens, seconded by Trustee Merriman, the above resolution was unanimously approved. The resolution follows.

Stephen S.
Nisbet Office
Building, cont.

1. Naming of New Office Building, continued

RESOLUTION ADOPTED UNANIMOUSLY BY THE BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY AT EAST LANSING ON FEBRUARY 15, 1974 NAMING THE UNIVERSITY OFFICE BUILDING ON HARRISON ROAD THE STEPHEN S. NISBET OFFICE BUILDING

On December 31, 1970 which marked the completion of his term of office as a member of the Board of Trustees of Michigan State University, Stephen S. Nisbet was honored by this board for his meaningful contributions to the education, politics and business of Michigan. Special note was taken at that time of Mr. Nisbet's long interest in the education of Michigan's young people represented in his service as principal of Fremont High School from 1920-23; superintendent of public schools in Fremont from 1923-45; an officer in various teacher organizations and president of the Michigan Education Association in 1942; a member of the State Board of Education from 1943-1961; and as a member of this board from 1962-1970 and a member of the Board of Trustees of Alma College in Alma, Michigan.

Probably Trustee Nisbet's most distinguished contribution to Michigan government was his election in 1961 as chairman of the Michigan Constitutional Convention. His patience and skill in working with people holding differing viewpoints played an important part in the final product of the Convention -- the state's present constitution. In 1960, he had also been a delegate to the Republican National Convention.

From 1945 to 1962, Mr. Nisbet served in various management and leadership positions with the Gerber Products Company of Fremont, Michigan. Starting as Director of Public Relations, he later became Vice President and in 1962 retired as a director of the baby products company.

In 1972, Trustee Nisbet was honored by Michigan State University for his many accomplishments and contributions to his state by becoming one of the first recipients of the Distinguished Citizen Award given by the University.

Therefore, in recognition of the deep commitments to education, business, government and the general welfare of the people of Michigan reflected in Mr. Nisbet's many activities, the Board of Trustees of Michigan State University names the new office building, currently known as the Michigan State University Office Building, the Stephen S. Nisbet Office Building. In light of Mr. Nisbet's many contributions to Michigan, it is indeed appropriate that this new facility will house the offices of various educational and service organizations serving the state and nation.

New Ice Arena
named Clarence
L. Munn Ice
Arena

2. It is recommended that the new ice arena now under construction be named in honor of former Director of Athletics Clarence L. "Biggie" Munn, the building to be known as the Clarence L. Munn Ice Arena.

RESOLVED that the new ice arena be named the Clarence L. Munn Ice Arena.

Unanimously approved on motion by Trustee Thompson, seconded by Trustee Carrigan. The resolution follows.

RESOLUTION ADOPTED UNANIMOUSLY BY THE BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY AT EAST LANSING ON FEBRUARY 15, 1974 NAMING THE NEW ICE ARENA THE CLARENCE L. MUNN ICE ARENA

In the fall of 1971, Michigan State University lost the services of a man who played a dynamic role in the shaping of the University's vast athletic programs when Clarence L. "Biggie" Munn, Director of Athletics, suffered a major stroke and was forced to retire from the institution which he so dearly loved. Before being named Director of Athletics in 1954, "Biggie" had been a highly successful football coach for the Spartans for seven years in which his teams posted a remarkable record of 54 games won, nine lost and two tied. Major accomplishments for MSU football during "Biggie's" tenure as coach were the winning of the mythical National Championship in 1952, sharing the Big Ten title and then winning in the Rose Bowl game of 1953 and the long winning streak of 28 games from the fourth game of the 1950 season to the fourth game of the 1953 schedule.

As Director of Athletics, "Biggie" was responsible for increasing the physical plant for athletic activities at the University and enlarging the stadium seating capacity from 26,000 to 76,000. He helped supervise the building of intramural facilities for men and those for women. In addition, under "Biggie's" directorship, forty tennis courts were added and two golf courses were developed.

"Biggie" has been the recipient of many national, regional and local honors awarded for his dedication and hard work both as a coach and as a director of a major athletic program. In addition to his deep love for sports, he has always taken time to assist various church, community and service organizations. He helped organize the Fellowship of Christian Athletes and served as its president, a member of the Board of Directors and an honorary trustee.

D. OTHER ITEMS FOR ACTION, continued

February 15, 1974

2. Naming of Ice Arena, continued

Naming of Ice
Arena, cont.

"Biggie" currently spends the winter in Florida, but he and his wife Vera continue to live in East Lansing most of the year. He continues to make progress in his recovery from the stroke he suffered in 1971.

Therefore, in view of his deep love for athletics in general, and Spartan athletics in particular; his interest in the construction of the finest athletic facilities; and his concern for the overall development of a fine intercollegiate sports program, the Board of Trustees of Michigan State University names the University's new ice arena the Clarence L. Munn Ice Arena.

3. Executive Vice President Breslin and Milton Baron, Director of Campus Park and Planning, recommended that the Trustees approve the latest proposed alterations to Kalamazoo Road.

Revised plans
for alterations
to Kalamazoo
Road tabled

RESOLVED that the revised recommendations of the Ingham County Road Commission for alterations to Kalamazoo Road are approved.

Motion was made by Trustee Thompson, seconded by Trustee Merriman, to approve the above resolution.

Executive Vice President Breslin reviewed the original proposal for alterations to Kalamazoo Road as received from the Chief Engineer of the Ingham County Road Commission in September 1973. The original proposal was approved by the All University Traffic Committee and, by a close vote, by the Building, Lands and Planning Committee. Because of the closeness of the vote, the latter committee decided to hold an open public hearing, after which the committee decided to table the plan.

Milton Baron described the new Road Commission proposal which is based in part on suggestions made by the Sanford Natural Area Committee, which is composed of specialists from various departments of the University concerned with forestry, zoology, entomology, etc., as well as criticisms expressed by individuals attending the open hearing on this project. The revised proposal has been approved by a vote of 12 to 3 by the Buildings, Lands and Planning Committee. If the plan is approved by all four landholders involved (MSU, City of East Lansing, City of Lansing, and Lansing Township), the University would give up 25-1/2 feet on either side of the right of way, which represents a total of about 1.6 acres or between 1% and 2% of the total of the Red Cedar natural area. Mr. Baron felt this would not affect the wildlife or plant material in the area.

Mr. R. O. Schaeffer, Chief Engineer of the Ingham County Road Commission, informed the Trustees that the environmental impact study made in 1970-71, which in essence found that there was no environmental impact, had not been updated. Rules under Federal programs have changed since that time and if the proposal is found to be feasible and agreeable, the Road Commission will proceed with a positive environmental statement and this process will take from 12 to 15 months to accomplish. Mr. Schaeffer also stated the project must be under contract and building by July 1, 1975.

Motion was made by Trustee Martin, seconded by Trustee Stevens, to table the motion for a couple months in order to give the people concerned with the environmental impact and others a chance to be heard. Trustees Martin, Stevens, Stack and Huff voted "Yes"; Trustees Carrigan, Merriman, Radcliffe, and Thompson voted "No." Motion failed.

Trustee Carrigan stated her negative vote on the motion to table was based on the time period of "a couple months" mentioned by Trustee Martin, which she felt was not long enough to do studies of nesting habits of the birds in the area which should be an important part of an environmental impact statement. She also mentioned a need for data as to traffic projections that take into account the current energy crisis and documentation of the safety hazard problems. Provost Cantlon stated that a 50-year accumulation of data is available on bird nesting statistics so that an estimate rather than an actual study could be made.

Motion was made by Trustee Stevens, seconded by Trustee Martin, to table the proposal until a time to allow an opportunity for input and reactions to the new plan to be completed, not later than July but sooner if possible. Motion carried by a vote of 6 to 2, Trustees Merriman and Thompson voting "No."

4. At its November 19 meeting the University Student Affairs Committee approved the following amendment to the Tax Collection Criteria Policy:

Amendment to
Tax Collection
Criteria Policy
approved

Change 2.d.(1) to read:

If over a period of two calendar years an average of less than 20% of the students subject to the assessment voluntarily pay the fee, the fee collection may be discontinued by the University. However this does not revoke the power of the organization to assess its members.

Vice President Nonnamaker concurs in this recommendation and submits it to the Trustees for their approval.

RESOLVED that the Tax Collection Criteria Policy be amended as recommended.

Trustee Stevens' motion, seconded by Trustee Radcliffe to approve the resolution was approved by a vote of 6 to 2, Trustees Merriman and Thompson voting "No."

D. OTHER ITEMS FOR ACTION, continued

February 15, 1974

Administrative-
Professional
Grievance
Procedure
approved

5. Executive Vice President Breslin recommends approval of the new A-P Grievance Procedure. The Grievance Procedure has been reviewed by the Office of Labor Relations and the Executive Board of the Administrative-Professional Association. It is their recommendation that the Trustees approve the revised A-P Grievance Procedure.

A-P GRIEVANCE PROCEDURE

The following grievance procedure is established for use by Administrative-Professional employees and the MSU A-P Association who feel they have a grievance or complaint alleging a violation, misinterpretation or a misapplication of existing written University policies which concern wages, hours or working conditions.

I. Definitions and General Conditions

1. This grievance procedure is established for use by full or part-time employees of Michigan State University who are classified as Administrative-Professional and the MSU-APA in its capacity as a representative of a grievant.
2. In order for a grievance to be considered timely and thus appropriate for this grievance procedure, the alleged grievance must be reduced to writing and presented to the immediate supervisor within 15 working days from the date that the facts occurred, or should reasonably have been known to occur, which gave rise to the alleged grievance.
3. All time periods may be reasonably extended by mutual consent of the parties in writing.
4. a. If, at any step of this procedure, the University's representative fails to answer the grievance within the prescribed time period and no extension of time has been mutually agreed upon in writing, the grievance may then be appealed to the next higher step, within the prescribed time period for appeal.
b. If at any step the grievant does not appeal the answer in writing within the prescribed time period, the grievance shall be considered settled on the basis of the last answer and not be subject to future review.
5. Working day defined. A working day is any day, Monday through Friday, during normal business hours, on which the University is open for official business.
6. Discipline and/or Discharge
 - a. An Administrative-Professional employee who has completed one year of regular full-time (or part-time) continuous employment as an Administrative-Professional employee, shall not be discharged, demoted nor suspended except for reasonable and just cause.
 - b. In the event that a discharge or suspension of an A-P occurs, the grievant may by-pass Step II of this grievance procedure and immediately proceed to Step III. If such an option is exercised, the grievant must notify the administrative head in writing of this action.
 - c. Restitution/Reinstatement: Should a decision be rendered at any step of the grievance procedure that the employee was unjustly discharged, demoted, or suspended without reasonable and just cause, the University agrees to reinstate the employee to the employee's former position effective the date of the discharge, demotion, or suspension. Computation of any back wages or benefits must include off-sets for unemployment insurance, Workmen's Compensation and wages earned with other employers during the computation time.
7. Nothing contained in this grievance procedure shall be construed as prohibiting the grievant and the University from settling a grievance at any level of this procedure.
8. The grievant shall be entitled to representation of his choice. The grievant may request at any or all steps of this grievance procedure, the assistance of a representative of the MSU Administrative-Professional Association. Any expense incurred for counsel, assistance or representation is the responsibility of the grievant.

II. Grievance ProcedureStep I.

If an A-P has a grievance it should first be discussed with the A-P's immediate supervisor in an effort to resolve the problem. In the event that the problem is not resolved through oral discussion, the A-P may formalize the grievance by reducing the grievance to writing together with the relief requested on the appropriate A-P grievance form. This written grievance must then be presented to the grievant's immediate supervisor within fifteen (15) working days from the date the facts occurred, or should reasonably have been known

D. OTHER ITEMS FOR ACTION, continued

February 15, 1974

5. A-P Grievance Procedure, continuedA-P Grievance
Procedure, cont.II. Grievance Procedure, continuedStep I, continued.

to occur, which gave rise to the alleged grievance. The grievant's immediate supervisor has five (5) working days to answer the grievance in writing.

Step II

If the grievant is not satisfied with the immediate supervisor's written answer, the grievant may within five (5) working days from receipt of such answer appeal the grievance to the administrative head of the unit or his designated representative indicating on the form the reasons why the answer of the immediate supervisor was not satisfactory.

The administrative head of the unit or his designated representative has five (5) working days from the receipt of the appeal to answer the grievance in writing.

Step III

If the grievant is not satisfied with the administrative head's written answer, the grievant may, within five (5) working days from the receipt of such answer, appeal the grievance to the Office of Labor Relations. The Director of Labor Relations or his designated representative will arrange, within five (5) working days from the receipt of the appeal, a meeting with the grievant, the immediate supervisor, and the administrative head to review the facts and the actions taken in an effort to determine the validity of the grievance. Within five (5) working days following the meeting, the Director of Labor Relations or his designated representative will submit a written decision to all the parties.

Step IV Arbitration

- a. If the grievant is not satisfied with the decision of the Director of Labor Relations or his designated representative, the grievant shall request, in writing, within five (5) working days from the receipt of the Director of Labor Relations' decision, that the decision be appealed to arbitration.
- b. From a list of three (3) arbitrators supplied by the University, one acceptable to both parties will be selected. In the event the parties cannot agree upon an arbitrator within twenty (20) working days, a list of five (5) arbitrators shall be requested from the American Arbitration Association. The parties will meet to alternately strike a name until one remains. (The parties will alternate on every other arbitration case as to who shall strike first. The grievant shall strike first in the first case which is appealed to arbitration under this procedure.)
- c. The rules of the American Arbitration Association shall apply to the arbitration hearing. The Arbitrator's written decision shall be rendered and mailed to the parties concerned within thirty (30) days of the completion of the hearing. The decision of the arbitrator will be final and binding on all parties, and judgment therein may be entered in any court of competent jurisdiction.
- d. The fees and authorized expenses of the arbitrator shall be shared equally by the University and the grievant. If the grievant is represented at Step IV by the Michigan State University Administrative-Professional Association, the Association shall assume the grievant's share of the fees and authorized expenses of the arbitrator. If the grievant chooses not to be represented by the Administrative-Professional Association in arbitration, or, if the Administrative-Professional Association chooses not to represent the grievant in arbitration the grievant shall solely assume the grievant's share of the fees and authorized expenses of the arbitrator. In the event that the arbitrator's decision reinstates a discharged or suspended employee, or restores to former status a demoted employee, all expenses of the arbitrator will be borne by the University. Verbatim transcripts of the proceedings shall be secured only with the prior mutual consent of the parties, in which case all expenses will be equally borne.
- e. The arbitrator shall have no authority to add to, or subtract from, alter, change or modify any of the written policies of Michigan State University. The decision of the arbitrator shall be limited to only the question or questions submitted to the arbitrator.

D. OTHER ITEMS FOR ACTION, continued

February 15, 1974

A-P Grievance
Procedure5. A-P Grievance Procedure, continuedII. Grievance Procedure, continuedStep IV Arbitration, continued

- f. The arbitrator shall not substitute his judgment for that of the employer where the employer's judgment and actions are based upon reasonable cause and do not violate written University policies. The arbitrator shall not render any decision which would require or permit an action in violation of public statutes. The arbitrator may make no award which provides the employee compensation greater than would have resulted had there been no violation.
- g. The arbitrator shall have no authority to establish wage and salary scales, rates on new or changed jobs or to change any wage or salary rate.
- h. Excluded from arbitration are disputes and unresolved grievances concerning merit increase decisions.
- i. The arbitrator shall have no authority to rule on a grievance dealing with whether a particular work assignment has been given to a person or persons in appropriate employee groups, for example, between C-Ts and A-Ps.
- j. In the event a grievance is appealed to arbitration and said arbitration finds that he has no authority to rule on such case, the matter shall be referred back to the parties without decision or recommendation on the merits of the case.
- k. The employer in no event shall be required to pay back wages for more than three (3) working days prior to the date a written grievance is filed. In the case of a pay shortage of which the employee could not have been aware before receiving their pay, any adjustment shall be retroactive to the beginning of the pay period covered by such pay, if the employee files their grievance within three (3) working days after receipt of such pay.

RESOLVED that the A-P Grievance Procedure is approved.

Trustee Thompson's motion, seconded by Trustee Radcliffe, to approve the above resolution carried by a vote of 7 to 0. Trustee Stevens did not vote.

Stipends for
Board of
Trustees'
Awards
increased

6. In order for the Board of Trustees Awards to have the same relative meaning as they did in 1957 when they were established, Provost Cantlon recommends that the first place awards be increased from \$200 to \$300 and the second place awards be increased from \$100 to \$150, effective winter quarter 1974.

RESOLVED that the Board of Trustees Awards to outstanding students be increased to \$300 for first place and \$150 for second place, effective winter quarter 1974.

Unanimously approved. Motion by Trustee Huff, seconded by Trustee Thompson.

Commonwealth
Assoc., Inc.
engaged as
consulting
engineers for
repairs to
boilers 1 and
2, Power Plant
65

7. Commonwealth Associates, Inc. has been engaged by the State of Michigan and the University as consulting engineers for the addition to the University's Power Plant. As previously reported to the Board of Trustees, in order to comply with current Environmental Protection Agency standards, it is necessary for the University to replace the existing precipitators for boilers 1 and 2 at Power Plant 65.

A request was made for this project to the State of Michigan and it will be funded as part of the current capital appropriation for the Power Plant. It should also be noted that Commonwealth Associates, Inc. performed the study which resulted as the program statement in receiving this additional appropriation.

It is recommended that the University engage Commonwealth Associates, Inc. as consulting engineers for this project at a lump sum fee of \$226,000. It is estimated that this portion of the project will cost approximately \$3,200,000 to be funded from the capital appropriation.

RESOLVED that the above contract be awarded as recommended.

Unanimously approved. Motion by Trustee Thompson, seconded by Trustee Carrigan.

D. OTHER ITEMS FOR ACTION, continued

February 15, 1974

8. The Department of Astronomy requests that its name be changed to Department of Astronomy and Astrophysics to more accurately reflect the makeup of their bachelor's degree content and to convey their joint support of certain doctoral candidates in the Department of Physics. This request has the approval of the Department's faculty and Dean Byerrum advises that it is approved both by the Department of Physics and his office.

Name of Dept.
of Astronomy
changed to
Astronomy &
Astrophysics

No subsequent commitment to new programs is made or implied by this change. The request has been reviewed by the provost and comes to the Board with the administration's recommendation that it be approved.

RESOLVED: The name of the Department of Astronomy be changed to the Department of Astronomy and Astrophysics, effective March 1, 1974.

Unanimously approved. Motion by Trustee Huff, seconded by Trustee Carrigan.

9. Although a Museum has been recognized through a separate budget and has had a director appointed by formal Board action since 1940, there is no formal Board action establishing the Museum and its permanent collections. This deficiency was called to the University's attention by the American Association of Museums. The administration recommends that the Board take this formal recognition action.

Museum
formally
established

RESOLVED: The Museum of Michigan State University and its permanent collections are hereby formally established.

Unanimously approved. Motion by Trustee Carrigan, seconded by Trustee Huff.

10. Several units of the U.S. Department of Agriculture Forest Service have been housed in Room 210 Natural Resources since the building was opened in 1966. These units will soon be occupying new space in the MSU Office Building being constructed on South Harrison Road.


Alterations to
Room 210 Nat.
Resources Bldg.
approved.

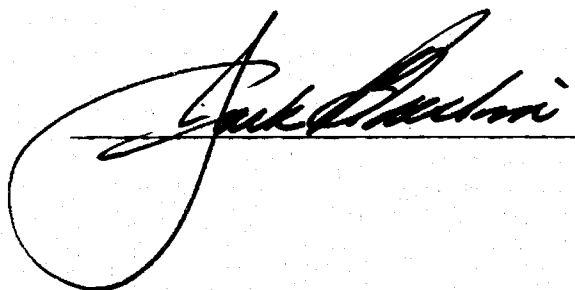
It would be desirable to convert Room 210 into six private offices in order that some Department of Forestry staff can vacate space elsewhere in the building to make room for the relatively new Department of Parks and Recreation Resources. If approved by the Board of Trustees, \$12,400 will be funded from Account No. 11-5173, Special Alterations and Improvements, for creation of these offices.

RESOLVED that the alterations to Room 210 Natural Resources Building are approved.

Unanimously approved. Motion by Trustee Martin, seconded by Trustee Radcliffe.

Meeting adjourned at 12:05 p.m.


President


Secretary