

1966

Board of Regents Meeting Materials, September 12, 1966

Eastern Michigan University

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BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

Official Minutes of the Meeting September 12, 1966
Regents Room, McKenny Hall

Members present:

Virginia Allan, Charles Anspach, O. William Habel, J. Don Lawrence,
Edward J. McCormick, M. P. O'Hara, Mildred Beatty Smith

Members absent:

Lawrence Husse (excused)

The meeting was called to order at 11:10 a. m.

The minutes of the July 25, 1966, meeting were approved as presented.

The Treasurer's Report was read. Dr. Anspach moved and Miss Allan seconded that the report be approved as read. Carried.

. 417 M - ESTABLISH DEPARTMENT OF ECONOMICS AND
DEPARTMENT OF SOCIOLOGY

Dr. Smith moved and Miss Allan seconded that effective July 1, 1967, a Department of Economics and a Department of Sociology be established. Carried.

It was decided that the Board meetings would be changed back to being held on the first Monday of each month.

. 418 M - ESTABLISH CENTER FOR INTERNATIONAL STUDIES

Dr. Smith moved and Miss Allan seconded that a Center for International Studies be established in the Division of Instruction effective July 1, 1967. Carried.

. 419 M - YPSILANTI SCHOOLS - RACKHAM SCHOOL CONTRACT

Dr. O'Hara moved and Dr. Anspach seconded that the agreement between the Ypsilanti Public Schools and Eastern Michigan University for operation and funding of Rackham School be revised and renewed, and that the President and/or Treasurer be authorized to sign the contract document. Carried.

. 420 M - SALE OF REAL ESTATE

Dr. O'Hara moved and Dr. Anspach seconded that the Board of Regents approve the order authorizing the sale of real estate (Mariam Bradley estate, 216 N. Washington Street) and authorizing the University legal counsel, Paul Jackson, to act for the University. Carried.

. 421 M - 1967-1968 BUDGET REQUEST

Mr. Lawrence moved and Dr. O'Hara seconded that the administration be

authorized to prepare the 1967-68 Budget Request based on projected enrollment of 14,000 students (head count) and to submit for final action of the Board of Regents at the October meeting. Carried.

.422 M - 1967-68 CAPITAL OUTLAY BUDGET REQUEST

Dr. O'Hara moved and Mr. Lawrence seconded that the Capital Outlay Budget Request for 1967-68 be prepared in accordance with the previously approved Master Plan, and that the administration be authorized to submit to the Bureau of the Budget subject to official action by the Board of Regents at the October meeting. Carried.

The meeting was recessed for lunch at 12:30 p. m.

The meeting was reconvened at 2:40 p. m.

.423 M - PERSONNEL POLICY

Mr. Lawrence moved and Dr. Anspach seconded that the Board of Regents officially adopt the following Personnel Policy:

EASTERN MICHIGAN UNIVERSITY
Personnel Policy

This statement of Personnel Policy is adopted by the Board of Regents of Eastern Michigan University for the guidance of the administration, faculty, and employees of the University. It is intended as a declaration of policy only, and not as a statement of specific rules and regulations. Within the framework of this policy statement, provisions applicable to faculty and employees of the University shall be established either: by agreement between the University administration and an organization representing an appropriate group of employees of the University, or by other procedures hereinafter set forth.

I

Personnel Covered

- 1.01 This statement of personnel policy shall be applicable to all employees and faculty of Eastern Michigan University, professional and non-professional.
- 1.02 For purposes of personnel relations separate procedures shall be in effect for academic and non-academic personnel. Such procedures shall be stated in writing, available to each employee and faculty member either in the form of a handbook published by the University, or an agreement between the University and an organization representing an appropriate unit of University employees.
- 1.03 Academic personnel including professors, associate professors, assistant professors, instructors and teaching assistants shall function in their relationships to the University through a faculty council in accordance with the provisions of Article II of this policy statement.
- 1.04 All professional supervisory non-teaching personnel shall function under an administrative structure and procedures established by the President

and approved by the Board of Regents.

- 1.05 The following groups of non-academic, non-professional and non-supervisory employees shall constitute appropriate bargaining units:
 - (a) All clerical personnel, which shall include but not be limited to secretaries, stenographers, typists, file clerks, library clerical personnel, and receptionists, except temporary employees.
 - (b) All maintenance employees, which shall include but not be limited to painters, carpenters, plumbers, landscapers and repairmen, except temporary employees.
 - (c) All food service employees, except temporary employees.
 - (d) All other non-academic, non-professional, non-supervisory personnel, except temporary employees.

II

Academic Personnel

- 2.01 Academic personnel including professors, associate professors, assistant professors, instructors and teaching assistants shall be represented in their relationships to the University by the Faculty Council of Eastern Michigan University, which Council has been organized pursuant to the provisions of the Constitution of the General Faculty of Eastern Michigan University.
- 2.02 The Faculty Council shall be composed of twelve members-at-large, departmental representatives and administrative representatives of the University who have been elected or appointed pursuant to said Constitution.
- 2.03 The Faculty Council shall be the representative of the General Faculty in its relations with the University and in particular with respect to matters of faculty welfare and institutional policy. It shall perform all functions as set forth in the Faculty Handbook and in accordance with the procedures set forth in said Handbook and Constitution.
- 2.04 Proposed Actions and Recommendations made by the Faculty Council are subject to acceptance and review by the University President, in accordance with the procedure outlined in the Faculty Handbook, and shall not be undertaken or become effective until accepted by the University President.
- 2.05 Although the Faculty Council can effectively make recommendations and such shall be fully considered by the University President, appointments and assignment of faculty members, matters involving textbooks, grading systems, class schedules, courses and all other matters relating to the direction, supervision, control and management of the University as an academic institution shall ultimately be the sole responsibility of the Board of Regents and the University administration.

III

Non-Academic Representation

- 3.01 Non-academic, non-professional and non-supervisory employees of the University shall have the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in lawful concerted activities, not otherwise prohibited by law or by this statement of policy, for the purpose of collective bargaining or for other mutual aid or protection, and all employees shall also have the right to refrain from any or all such activities.
- 3.02 No organization of any kind, nor any agency or representative committee in which employees participate and which exists for the purpose, in whole or in part, of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or any other conditions of employment, which in any manner discriminates against, bars, or excludes from its membership any person because of his race, color, sex, national origin or creed shall be recognized by the University administration as the representatives of any University employees.
- 3.03 No organization of any kind, nor any agency or employee representation committee which exists for the purpose, in whole or in part, of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or other conditions of employment shall be recognized by the University administration unless such organization, agency or representation committee has been freely selected by the employees in an appropriate bargaining unit which such organization, agency or committee purports to represent in a properly conducted election by secret ballot. The results of any such election shall be determined by the majority vote of all employees eligible and voting in such election.
- 3.04 Any group of employees representing 25 percent or more of the employees in an appropriate collective bargaining unit may file with the President of the University a petition requesting an election be conducted to determine whether the majority of the University employees in such appropriate collective bargaining unit desire to be represented for purposes of collective bargaining by a labor organization.
- 3.05 If the President of the University shall receive a petition for election signed by not less than 25 percent of the employees in an appropriate collective bargaining unit, he or his representative shall arrange that an election be held within a reasonable time after receipt of such petition, provided, however, that such election shall be held only at such time as all employees in the unit shall have opportunity to vote. Arrangements shall be made for the conduct of such election by secret ballot. All employees in the appropriate collective bargaining unit, full time and part time, shall be eligible to vote.
- 3.06 Upon the filing with the President of the University by 25 percent or more of employees in an appropriate collective bargaining unit covered by an agreement between the University and a labor organization, of a petition alleging they desire that such authority be rescinded, the President shall

arrange an election by secret ballot of the employees in such unit in order to determine whether the employees desire the labor organization to continue as their representative. Such petition shall be received by the President only during a period not more than 90 days nor less than 30 days prior to the termination of a collective bargaining agreement between the University and the labor organization.

- 3.07 No election shall be conducted pursuant to these provisions in any bargaining unit within which in the preceding 12 month period a valid election shall have been held.
- 3.08 If a labor organization shall have been selected by the majority of employees in an appropriate collective bargaining unit as their bargaining representative such labor organization shall be the exclusive collective bargaining agent for all employees in the collective bargaining unit, provided however that no employees shall be compelled to join such labor organization as a condition of employment by the University.
- 3.09 Neither the University administration nor any labor organization shall restrain or coerce any employee of the University in the exercise of rights guaranteed to him by this statement of policy.

I V

Collective Bargaining Agreements

- 4.01 It shall be the duty of the University administration to bargain collectively with any labor organization which shall be selected by the employees in an appropriate bargaining unit as their representative and which shall be in compliance with applicable provisions of this statement of policy.
- 4.02 It shall be the duty of the University Administration and a labor organization representing employees in an appropriate bargaining unit to execute a written agreement setting forth terms and conditions of employment of employees in such appropriate unit. Such agreement may cover any one or more of the following subjects, and such other subjects as the parties may agree upon:
- Union recognition;
 - Employee representation;
 - Seniority
 - Classifications;
 - Wages;
 - Hours and overtime;
 - Fringe benefits;
 - Grievance procedure;
 - Other terms and conditions of employment.
- 4.03 The University administration shall give full force and effect to each collective bargaining agreement during the term of such agreement. Disputes which may arise as to interpretation or operation of any such collective bargaining agreement shall be resolved as provided in such agreement. In the event the agreement shall not provide a procedure for resolution of

disputes which may arise thereunder, such disputes shall be resolved in accordance with such general procedures as shall be established by the President of the University.

- 4.04 In the event the University administration and labor organization which has been selected as the representative of employees in an appropriate bargaining unit shall fail to reach agreement after negotiations with respect to the terms of a collective bargaining agreement, and shall reach an impasse, each of the parties shall deliver to the President of the University a statement of their final proposal with respect to all disputed matters. The President shall thereupon prepare a report setting forth the final positions of each of the parties. The report of the President shall be submitted for consideration of the Board of Regents of the University. The Board of Regents shall finally resolve all disputed matters in accordance with such procedures as it shall establish.

V

Terms and Conditions of Employment

- 5.01 All terms and conditions of employment of Eastern Michigan University, including although not limited to, provisions with respect to hours, wages, fringe benefits, seniority rights and grievance procedure, shall be stated in writing. If employees in an appropriate bargaining unit are represented by a labor organization, such provisions shall be expressed in a collective bargaining agreement. If such employees are not represented by a labor organization, such provisions shall be expressed in a handbook prepared by the University administration which shall be available to each employee in the unit.

VI

Unfair Labor Practices

- 6.01 It shall be an unfair labor practice for any person or any organization, agency or employee representation committee to:
- (a) seize or occupy any University property as a means of forcing settlement of a labor dispute or
 - (b) authorize or engage in any strike, slow down, boycott or other concerted cessation of work.
- 6.02 An individual who engages in any unfair labor practice shall be subject to disciplinary action including discharge.
- 6.03 In the event the Board of Regents of the University shall determine that any organization, agency or employee representation committee shall have engaged in an unfair labor practice, the University administration shall not recognize such organization, agency or committee as an employee representative or collective bargaining agent during the time such unfair labor practice shall continue and for such further period as the Board of Regents shall fix.

- 6.04 The University administration shall not (a) interfere with, restrain or coerce employees in the exercise of their rights as set forth in paragraph 2.01; (b) dominate or interfere with the formation or administration of any organization, agency or employee representation committee or contribute financial or other support to it; (c) discriminate in any manner against any employee because of his affiliation with any organization, agency or employee representation committee or lack thereof.
- 6.05 Any complaint of violation of the provisions in paragraph 6.04 shall be reported to the President of the University and shall by him be brought to the attention of the Board of Regents of the University which shall investigate such complaint and take such action (including dismissal of the complaint) as it shall deem appropriate.

VII

Employment of Students

- 7.01 It has been and will continue to be University policy to offer part time employment to students. Under many programs for student financial assistance which may now or hereafter be in effect, it may be desirable for the University to offer employment to students. It is not considered desirable that students should be required to join a union in order to obtain part time employment necessary to meet the financial burdens of attending the University. Therefore, students shall be considered separately from regular employees of the University and shall not be a part of any collective bargaining unit which may be recognized by the University.

---Carried.

.424 M - UNIONS TO BE NOTIFIED OF PERSONNEL POLICY

Mr. Lawrence moved and Dr. Anspach seconded that the administration notify in writing the proper units of the Board of Regents' action concerning the Personnel Policy. Carried.

.425 M - GRADUATE ASSISTANTS AND TEACHING FELLOWS SALARY

Dr. O'Hara moved and Mr. Lawrence seconded that the salary rates for graduate assistants and teaching fellows be approved as follows:

Graduate Assistants

Academic Year

Grade I	Increase from \$1.50 to \$2.00/hr (Maximum \$600 per year)
Grade II	Increase from \$2.00 to \$2.50/hr (Maximum \$750 per year)
Grade III	Increase from \$2.75 to a range of \$3.00 to \$4.50/hr (\$1800 - \$2700 per year)

Summer Session

Grade I	Increase wage per hour same as above
	Rate @ 1hr/day - \$10.00/week
	Rate @ 2 hr/day - \$20.00/week

- Grade II Increase wage per hour same as above
Rate @ 2 hr/day - \$25.00/week
- Grade III Increase wage per hour range same as above
Rate @ 2 hr/day - range \$30.00 - \$45.00/week
Rate @ 4 hr/day - range \$60.00 - \$90.00/week

Teaching Fellows

- Grade I Increase maximum from \$1600 to \$1800 per academic year.
Change rate from \$200 per hour of credit taught to \$225 per
hour of credit taught. Thus, in one semester:
- | | |
|-----------|----------|
| 1 hour - | \$225.00 |
| 2 hours - | \$450.00 |
| 3 hours - | \$675.00 |
| 4 hours - | \$900.00 |
- Grade II Increase maximum from \$2250 per year to \$2500 per year by
changing rate from \$225.00 per hour of class credit to
\$250.00 per hour of class credit.
- Grade III Increase maximum from \$2700 per year to \$3300 per year by
changing rate from \$225.00 per hour of class credit to
\$275.00 per hour of class credit.

--- Carried.

.426 M - BORROW CASH FOR REGISTRATION

Miss Allan moved and Dr. Anspach seconded that the Treasurer be authorized to borrow from the National Bank of Ypsilanti and/or the Ypsilanti Savings Bank an amount not to exceed \$100,000 for cash requirements during the registration process. Carried.

.427 M - TRAVEL RATES REVISED

Mr. Lawrence moved and Dr. O'Hara seconded that the following be approved as authorized travel rates for Eastern Michigan University:

- | | | |
|--------------|-----------|--------|
| 1. In-State: | Hotel | \$9.00 |
| | Breakfast | 1.25 |
| | Lunch | 1.50 |
| | Dinner | 3.50 |

Lodging and meals at Kellogg Center - actual costs.

2. Out-of-State: Hotel and meals per diem - \$18.00
(Washington, D. C., Chicago and New York per diem - \$22.00)

Partial Day Hotel and Meals:	Hotel	\$10.00
	Breakfast	1.75
	Lunch	2.00
	Dinner	4.00

3. In-State Meetings: Called by a commission or agency head - actual costs.
 4. Convention or Conferences: Where meals and hotel accommodations are established by a convention committee - actual costs.
 5. Snacks: Evening snack when traveler is in transit after 11:00 p. m. - \$1.00.
 6. Tips: For each hotel occupancy (not each day), motels, rooming houses excluded - \$1.00.
 7. Mileage: In-State travel, to destinations within 300 miles shall be at the rate of 10¢ per mile, if a motor pool car is not available.
- Out-of-State travel and destinations beyond 300 miles shall be paid at the rate of economy air fare. (Official map and AAA distances used.)
- Carried.

. 428 M - EXERCISE PROPERTY OPTION

Mr. Lawrence moved and Dr. O'Hara seconded that the Treasurer be authorized to exercise the option on the property at 513 St. John's Street at the option price of \$15,000. Carried.

. 429 M - EXERCISE PROPERTY OPTION

Mr. Lawrence moved and Dr. O'Hara seconded that the Treasurer be authorized to exercise the option on the property known as 843 Ann Street (north 50 feet of Lot #12, Jarvis Resurvey Addition to City of Ypsilanti, Washtenaw County, Michigan) at the option price of \$16,500 and that the Treasurer use uncommitted funds for this acquisition. Carried.

. 430 M - HEALTH, EDUCATION AND WELFARE GRANT

Mr. Lawrence moved and Dr. Anspach seconded that Eastern Michigan University accept a grant of \$2500 for the year beginning September 1, 1966, through August 31, 1967, from the Department of Health, Education and Welfare for traineeships in occupational therapy. Carried.

. 431 M - SUMMARY AUDIT REPORT

Mr. Lawrence moved and Dr. O'Hara seconded that the Summary Audit Report for the months of July and August be received and filed. Carried.

President Sponberg reported receiving materials for the Association of Governing Boards meeting.

Mr. Anderson reported that Commissioner Howe of the Health, Education and Welfare Office will be visiting Eastern Michigan University during the month of October.

.432 M - APPOINTMENTS, RESIGNATIONS, CHANGES OF STATUS AND
LEAVES OF ABSENCE

Dr. Smith moved and Miss Allan seconded that the appointments; resignations, changes of status and leaves of absence be approved as presented. Carried.

The meeting was adjourned at 4:00 p. m.

Respectfully submitted,

~~Charles Anderson, Secretary~~