

1964

Board of Regents Meeting Materials, August 3, 1964

Eastern Michigan University

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BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

Official Minutes of the Meeting August 3, 1964
Snow Health Center

Members present:

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

Members absent:

O. William Habel

Administration present:

Eugene B. Elliott, Bonita Farver, Lewis Profit

Chairman McCormick phoned that he would be late and that the meeting should proceed without him.

. 101 M - TEMPORARY CHAIRMAN

Dr. Anspach moved and Dr. O'Hara seconded that Miss Allan be appointed temporary chairman in Mr. McCormick's absence. Carried.

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

The minutes of the June 22, 1964, meeting were approved.

The Treasurer's Report was read. Mr. Husse moved and Dr. Smith seconded that the report be approved subject to final audit. Carried.

Mr. Lawrence gave a report on the Building Development, Finance and Capital Improvement Committee.

. 102 M - BRIGGS BUILDING REMODELED

Mr. Lawrence moved and Dr. O'Hara seconded that Eastern Michigan University be authorized to remodel the west half of Briggs Building into offices at an estimated cost of \$5,800.00. Carried.

. 103 M - INSTALLATION OF WATER LINES

Dr. O'Hara moved and Mr. Husse seconded that Eastern Michigan University be authorized to install new water lines, properly sized to give adequate supply and pressure, at an estimated cost of \$15,000.00. Carried.

. 104 M - WELCH HALL OFFICES

Dr. Anspach moved and Dr. O'Hara seconded that Eastern Michigan University be authorized to construct additional offices in Welch Hall at an estimated cost of \$9,000.00. Carried.

Mr. Henry Allen gave a report on the seeding and sodding of the athletic fields.

. 105 M - IMPROVEMENT OF ATHLETIC FIELDS

Dr. O'Hara moved and Mr. Husse seconded that the improvement of the athletic fields be approved according to the plans in the letter of July 9, 1964, from Wilcox and Laird, landscape architects. Carried.

President Elliott gave a report on the problem of parking.

2. 13. 106 M - PARKING & TRAFFIC POLICIES

Dr. O'Hara moved and Dr. Smith seconded that the following Parking and Traffic Policies be approved, effective September 1, 1964. Carried.

A. General Policies

1. Provide parking facilities on the periphery of the campus for student cars.
2. Provide parking facilities in the general area of employment, as near as possible, for staff cars.
3. Provide facilities for guest parking.
4. Provide a system of lot assignment with appropriate identification for enforcement. For student cars, this will mean separate lots for resident students, and separate spaces for commuting students. Commuting students are defined as those living beyond the perimeter lines of Huron River on the north and northeast, Michigan Avenue west to Summit, Summit north to Congress, Congress west to Mansfield, and Mansfield north to Huron River Drive. Resident students living within this perimeter will not be permitted to drive on the University campus between the hours of 7:00 a.m. and 5:30 p.m.; except by special permission.
5. Continue to enforce parking and traffic regulations through a University police and security department.
6. Enforcement will continue, via notices of violation issued by police and security officers, and to be paid to the University Cashier for deposit in the Parking and Paving Fund. Unpaid fines for violations will be reported via a complaint, and warrant to be heard by the Municipal Court.
7. Establish a fee system sufficiently large to provide for the expansion of parking facilities as required. To be considered, would be the location of lots and whether the lots are improved or unimproved.
8. The continuance of a system for handling appeals for students through the Student Court.
9. The organization of a Parking and Traffic Committee (composed of the Superintendent of Buildings and Grounds, the Director of Personnel, and a member of the Faculty Council) would perform evaluations and make recommendations.

B. Registration Fees

1. Student automobile registration
 - a. \$5.00 per car per semester
 - b. \$2.50 per car for 6 week summer session
 - c. Temporary permits valid for \$1.00
2. Staff registration
 - a. No charge
3. Conference and workshop
 - a. Registration - \$1.00 (non-credit hour type workshops. Such fee is to be included in the Conference Registration fee.)
4. Guest Registrations
 - a. No charge

C. Rental charges

1. Staff Gate Controlled Lots

\$10.00 per semester
\$ 5.00 summer
\$.25 per entry
 2. Staff Metered Lots

\$10.00 per semester
\$ 5.00 summer
\$.05 per 2 hours
 3. Student Lots

\$.25 per entry for gate controlled
\$.05 per 2 hours at meters
 4. Guest Lots, Storage Lots
and Unimproved Lots

No Charge

 5. Space for Food Service and Maintenance staff is provided at no cost.
- D. That the University construct a new 500 car parking lot at the North Campus, at an estimated cost of \$20,000.00.

.107 M - OLD GYMNASIUM RAZED

Mr. Lawrence moved and Dr. O'Hara seconded that the old gymnasium be razed and that an emergency parking lot be constructed. Carried.

.108 M - CORNELL COURT ADDITION

Mr. Lawrence moved and Mr. Husse seconded that Swanson Associates, Inc., be named architects for the addition to Cornell Court, and that the Treasurer of the Board of Regents and the President of Eastern Michigan University be authorized to sign the contract. Carried.

. 109 M - QUIRK THEATRE ADDITION

Mr. Lawrence moved and Dr. O'Hara seconded that Smith, Hinchman & Grylls, Inc., be contacted on the addition to Quirk Theatre, and based on negotiations be named architects for the project. The Treasurer of the Board of Regents and the President of Eastern Michigan University are authorized to sign the contract. Carried.

. 110 M - OLD LIBRARY REMODELED

Mr. Lawrence moved and Mr. Husse seconded that Swanson Associates, Inc., be named architects for the remodeling of the old library, and that the Treasurer of the Board of Regents and the President of Eastern Michigan University be authorized to sign the contract. Carried.

1.08. 111 M - NEW RESIDENCE HALL COMPLEX CONTRACT AWARDED

Mr. Lawrence moved and Dr. O'Hara seconded that Z. T. Gerganoff, A.I.A., be appointed architect and given the contract for the new residence hall complex, and that the Treasurer of the Board of Regents and the President of Eastern Michigan University be authorized to sign the contract. Carried.

. 112 M - STORM SEWER INSTALLED

Mr. Lawrence moved and Dr. O'Hara seconded that Eastern Michigan University be authorized to install a storm sewer for the Roosevelt-Goddard-Jones area at an estimated cost of \$9,000.00 to be taken from restricted and self-liquidating funds. Carried.

. 113 M - FERGUSON HOUSE RAZED

Mr. Lawrence moved and Dr. O'Hara seconded that the Ferguson house be razed after due notification to tenants. Carried.

The meeting was recessed for lunch at 12:15 p.m.

The meeting was reconvened at 2:30 p.m. with Chairman McCormick presiding.

. 114 M - AUDITING FIRMS CONTACT

Mr. Lawrence moved and Dr. O'Hara seconded that the administration be appointed to contact some auditing firms and report findings as to cost for auditing University records. Carried.

. 115 M - PAYROLL PROCEDURES

Mr. Lawrence moved and Dr. Anspach seconded that the following payroll procedures be established. Carried.

- A. The University change its current 20 and 26 biweekly pay system to semi-monthly, 24 pays per year.
 1. Salaried employees, employed for twelve months, will be paid their salaries in 24 payments.
 2. Salaried employees, employed for less than twelve months, will be paid their salaries in 24 payments or any may exercise the option of receiving their salary or salaries for the number of pay periods falling in the period

of their contractual employment.

3. Summer school staff (individuals not otherwise concurrently employed by the University) will be paid the contractual summer school salary in the number of pays representing the number of pay periods in the contractual employment.
 - a. 6 weeks summer session employees - 3 checks
 - b. 8 weeks summer session employees - 4 checks
 4. Field Service payrolls for services rendered over and above the regular contractual salaries will be paid at the next regular payday following the processing of the payroll voucher.
 5. All new teaching staff and student staff will be entered on the payroll in accordance with their conditions of employment.
 6. Hourly rated employees will be entered on the payroll for the date their work begins and will be paid for the hours worked in any given pay period.
- B. This program be implemented August 15, 1964, with the proviso that for faculty personnel no checks will be issued prior to the reporting by the faculty member.
- C. For changing from the present system, we have a separate payroll from August 9 through August 15 to facilitate changing present twelve month employees to the new system.
1. Payroll periods will be the 1-15 and the 16-31 of each month.
 2. Time reports will be due in payroll at noon on the 17th and 2nd of each month.
 3. Pay dates will be the 27th and the 12th for each respective pay period.
 4. All affected regular staff be notified by letter immediately.
 5. Variable deductions will be deducted from each check. For periods when no payment is received by the employee, direct payment of the variables are necessary.

. 116 M - FLXIBLE BUS PURCHASED

Mr. Lawrence moved and Dr. O'Hara seconded that Eastern Michigan University be authorized to purchase from the Flxible Bus Company a 40 foot coach with air conditioning, tinted glass, and reclining seats, at a price of \$34,731.06. Carried.

Mr. McCormick reported that a letter had been written to Dean Engbretson stating that the Board of Regents would like to meet with him upon his return visit.

Dr. Anspach reported on the Presidential Candidate Committee.

The Secretary reported that the Wright-Armstrong property had been purchased, and that the deed and abstract are on file.

President Elliott announced that Governor Romney will be the speaker for the dedication of Warner Gymnasium to be held at 4:30 p.m. on September 29, 1964.

. 117 M - SOMALI CONTRACT EXTENDED

Miss Allan moved and Dr. Smith seconded that Eastern Michigan University be authorized to accept a grant of \$611,430.00 for an extension of the Somalia educational project PIO/T 649-N-69-AA-3-30042, PIO/T 649-036-3-40044 for the period August 1, 1965, to July 31, 1967. Carried.

. 118 M - RADIO BROADCASTING OUTLET

Dr. Anspach moved and Dr. O'Hara seconded that Eastern Michigan University be authorized to develop and establish a low-power educational FM radio broadcasting outlet for the University and seek approval for a ten watt station. Carried.

. 119 M - CONTRACTUAL PERIOD FOR EMPLOYEES

Dr. O'Hara moved and Dr. Anspach seconded that the contractual period for various classes of employees for the purpose of computing daily rates of pay be as follows: 180 days for teaching faculty, and 250 days for 12 month or fraction thereof. Carried.

. 120 M - RENTAL FEE FOR OFFICE MACHINES

Miss Allan moved and Mr. Lawrence seconded that \$5.00 per semester rental fee be approved for the following: typewriters (courses 120-121-122), office machines (course 224), and office practice (course 302). Carried.

. 121 M - ROTC DEPOSITS

Dr. O'Hara moved and Miss Allan seconded that student deposit money for ROTC uniforms not redeemed by June 30 following the end of the school year be forfeited. Carried.

. 122 M - SUMMER SESSION

Dr. Anspach moved and Miss Allan seconded that the final and complete list of summer session appointments be approved as submitted. Carried.

. 123 M - SALARIES AND WAGES LIST CHANGED

Dr. Smith moved and Dr. O'Hara seconded that the changes and corrections to the Salaries and Wages List (approved June 22, 1964) be approved as submitted. Carried.

Mr. Profit was asked to check into bonding of Ann Arbor Trust Company.

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

Mr. Lawrence moved and Dr. Smith seconded that the following appointments, resignations, changes of status be approved. Carried.

The next meeting of the Board of Regents will be September 14, 1964.

The meeting was adjourned at 4:40 p. m.

Respectfully submitted,

~~Wanda Parver, Secretary~~