

SAGINAW VALLEY STATE COLLEGE

**BOARD OF CONTROL
AUGUST 11, 1986**

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MINUTES

BOARD OF CONTROL

SAGINAW VALLEY STATE COLLEGE

Regular Monthly Meeting

9:30 a.m.

Pioneer Board Room -- Pioneer Hall

August 11, 1986

Present: Ryder
Braun
Klykylo
Lofton
Salas
Saltzman
Woods

Absent: Curtiss
Gilmore

Others

Present: Davis
Dickey
Fitzpatrick
Frahm
Hamilton
Hanes
Lake
Merchak
Muladore
Saft
Stanley
Starrine
Woodcock
Yien
Press

I. CALL TO ORDER

In Chairman Richard H. Gilmore's absence, Vice Chairman Florence Saltzman presided over the meeting, which was called to order at 9:40 a.m.

II. PROCEDURAL ITEMS

1. Approval of minutes of June 9, 1986 Regular Monthly Meeting

Vice Chairman Saltzman asked that page 54 of the minutes be corrected to read "Senator Hart" rather than "Representative Hart."

The minutes were **APPROVED** as corrected and were ordered filed.

2. Official Representative of the Faculty Association

Vice Chairman Saltzman noted that the Official Representative of the Faculty Association was not in attendance. She asked whether someone would be coming. Dr. Salas asked what "Recognition of the Official Representative" means. Vice Chairman Saltzman replied that the representative is usually the President of the Faculty Association and that they have the right to address the Board at this point, or later during the meeting if there is a particular item of interest to them on the agenda.

3. Communications and requests to appear before the Board

President Ryder stated that Andrew Merchak, President of Student Government, had asked to make a comment. Dr. Ryder asked Mr. Merchak whether Student Senator Robert Palmer, who had also asked to address the Board, would be in attendance. Mr. Merchak replied that he thought Mr. Palmer would be there, but that he was not present. Vice Chairman Saltzman asked Mr. Merchak to address the Board.

Mr. Merchak stated that he wished to thank the President and other administrators involved for attending to the financial needs of Student Services. He added that he was satisfied that a great amount of consideration had been given to their needs regarding his recent budgetary proposal, and that the students were appreciative.

President Ryder indicated that the administration had been working with Mr. Merchak and that the results of their discussion would be studied in committee. The matter conceivably would be back to the Board in September with a proposal for consideration of action during the October meeting. He added that the administration is studying the matter and working with the students, particularly Mr. Merchak. Vice Chairman Saltzman asked if Mr. Merchak knew whether Robert Palmer had more to add or if he would be attending. Mr. Merchak replied that Mr. Palmer had intended to be present, and that he would appreciate the Board's recognizing him when he arrived.

4. Additions and deletions to the agenda

Vice Chairman Saltzman asked whether there were any additions or deletions to the agenda. There were none.

III. REMARKS BY THE PRESIDENT

President Ryder stated that appropriations from the State Legislature this year were very supportive of the College. The percentage of increase granted SVSC greatly exceeded those of other institutions. However, this increase recognized the opening of our new buildings and the support required for them. He expressed appreciation to our Legislators and to the Governor for their support, not only in the construction of the buildings, but for providing the College with an adequate operating base for the new facilities.

President Ryder noted that the Athletic Program Review had been completed. He stated that the committee, composed of faculty and administrators, was chaired by Dr. Herbert H. Lyon, a member of the Board of Fellows. Copies of this report had been disseminated to the Board. The report will be discussed during the committee meetings later in the day. Steps related to the recommendations will be taken beginning early this fall. President Ryder commended the committee for its outstanding service to the College.

President Ryder told the Board that Richard Thompson, Executive Director of Admissions and Student Development, was not

present at the meeting because his daughter had been killed in a boating accident the previous Saturday.

He also stated the Dr. Richard H. Gilmore, Chairman of the Board of Control, had had a corneal transplant and had developed a strep infection.

IV. ACTION ITEMS

1. Resolution: Approval of Term Loan Agreement of \$2,100,000 for the Fine Arts Center

RES-716 It was moved and supported that the following resolution be adopted.

WHEREAS, the Board of Control of Saginaw Valley State College (the "Board") is a constitutional body corporate established pursuant to Article VIII, Section 6 of the Michigan constitution of 1963, as amended, with general supervision of Saginaw Valley State College (the "College") and the control and direction of all expenditures of the College's funds; and

WHEREAS, the Board has previously approved the acquisition, construction, furnishing and equipping of a Fine Arts Center (the "Project"); and

WHEREAS, the Board has determined it is necessary and appropriate to borrow funds and to issue a note of the Board for the purpose of providing funds to pay part of the costs of the Project and to pay costs incidental to the issuance of the Note, in aggregate principal amount not to exceed \$2,100,000, which Note shall be secured by a pledge of the Board's interest in pledges received or to be received by the Board or by the SVSC Foundation and shall be payable from said pledges or other Legally Available funds (as defined in the hereinafter described Term Loan Agreement); and

WHEREAS, the Board has received a letter of commitment (the "Commitment") from Chemical Bank and Trust Company (the "Bank") offering to loan \$2,100,000 to the Board for the acquisition, construction, furnishing and equipping of the Project;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF CONTROL OF SAGINAW VALLEY STATE COLLEGE AS FOLLOWS:

1. The Board hereby determines that, subject to the

limitations set forth in this Resolution it is necessary and appropriate and in the best interest of the College to borrow from the Bank the sum not to exceed \$2,100,000 and enter into a Term Loan Agreement (the "Agreement") with the Bank substantially in the form attached hereto as Exhibit A for the purpose of financing the costs of the acquisition, construction, furnishing and equipping of the Project, and to pay the costs incidental to the execution and delivery of the Agreement.

2. The indebtedness of the Board under the Agreement shall be evidenced by a Note of the Board (the "Note"), and shall be the limited obligation of the Board, secured only by a first lien on all of the Board's right, title and interest in the Pledges (as defined in the Agreement) and payable from the Pledges and from Legally Available Funds (as defined in the Agreement). There shall be no recourse under any obligation, covenant or agreement contained in the Agreement or the Note against the State of Michigan, the Board, or the College, it being expressly understood and agreed that the Note is to be secured by and payable only from the sources of funds referred to above.

3. The President or the Vice President for Administration and Business Affairs, or either of them, shall negotiate, execute and deliver on behalf of and as the duly authorized act of the Board, the Agreement and Note substantially in the form attached hereto as Exhibit A with such changes as the officer executing shall deem necessary and appropriate, subject to the limitations set forth above, in order to achieve the purposes expressed in this resolution.

4. The Note shall be issued and delivered upon the direction of the Vice President for Administration and Business Affairs. The corporate seal of the College may be imprinted or impressed on the Note as specified in the Agreement.

5. The President, the Vice President for Administration and Business Affairs and any other appropriate officers of the Board or the College are hereby authorized to perform all acts and deeds and to execute and deliver all instruments and documents for and on behalf of the Board required by this resolution, the Agreement or the Commitment, including an Assignment and Security Agreement between the Board and the SVSC Foundation, or necessary, expedient and proper in connection with the issuance and delivery of the Note.

6. All resolutions or parts of resolutions or other proceedings of the Board in conflict herewith be and the same are repealed insofar as such conflict exists.

President Ryder asked Mr. Jerry A. Woodcock, Vice President for Administration and Business Affairs, to comment.

Mr. Woodcock stated that the new Fine Arts Center is a \$7 million project, which will be financed through pledges which range over a five year period. Construction has begun, since the College has cash in hand; but in order to complete construction and to furnish the building, a construction loan is required. Mr. Woodcock noted that the Board had approved the construction contracts earlier in the year, and had been made aware that negotiations for a loan with a financial institution would take place. It also had been reported that, after soliciting proposals from various financial institutions an agreement had been reached with Chemical Bank and Trust Company of Midland, Michigan. The Board had been sent copies of that agreement and the accompanying documents, the resolution, and a two page summary of the document.

Mr. Woodcock stated that there were two minor corrections to the document; the resolution should read: "Whereas, the Board has determined...;" and in the Summary of Provisions Term Loan Agreement, page two should read "the Note is not the general obligation..." (See summary on the following pages.)

Mr. Woodcock added that this document is the result of negotiations with Chemical Bank and Trust. Basically, the whole cost of the project is \$7 million; the amount of the loan is \$2.1 million, to be completely repaid by February 1, 1990, based upon payment of the various pledges. The interest rate is 60% of the

SUMMARY OF PROVISIONS
TERM LOAN AGREEMENT
between
BOARD OF CONTROL OF
SAGINAW VALLEY STATE COLLEGE
and
CHEMICAL BANK AND TRUST COMPANY

Use of Loan Proceeds

Provide interim financing prior to receipt of pledges for the construction, furnishing and equipping of the \$7,000,000 Fine Arts Center Project.

Amount of Loan

\$2,100,000. The entire amount of the loan will be made to the College at the time the Note is executed.

Interest Rate

The interest rate is 60% of the prime rate, with the interest rate changing as the prime rate changes. A change in tax status for the Bank shall cause the Note to bear additional interest to compensate the Bank in an amount equal to the reduction in the Bank's after tax yield. The interest rate however shall not exceed the prime rate.

Loan Repayments

Interest due is payable monthly. Payment of principal is required on February 1, 1988 and February 1, 1989 in amounts as described in the Note. (The minimum principal amount required to be prepaid on each February 1, 1988 and February 1, 1989 shall be \$500,000 or such lesser amount as has been received under the pledge for the Herbert H. and Grace A. Dow Foundation during the past twelve months.) Outstanding principal and accrued interest is due in full on February 1, 1990. Prepayment of principal without penalty or premium is permissible.

Project Fund

The College will establish in its financial records a special separate account designated "Fine Arts Center Project Fund." The project fund will account for all transactions related to the project.

Security

The Note is not the debt or general obligation of the College, but is the limited obligation of the College secured only by the following:

1. All moneys in the project fund;
2. All pledges and receipts and proceeds thereof, and the College's right to receive the pledges;
3. All investment earnings on the above.

. . . In addition, if there are insufficient funds in the Project Fund to make such payment, the College shall nevertheless make such payment from any legally available funds. Furthermore, if a default in the payment of principal and interest on the Note shall occur, the College shall not, without the prior written consent of the Bank, further pledge, assign or grant a security interest in, any legally available funds not so pledged, assigned or subject to a security interest at the time of such default.

Management of Project Costs

The college agrees not to commit beyond \$457,550 for project furnishings and equipment with a budget of \$6,350,000 until such time that resources and pledges exist to pay all previously committed project costs, and all principal and interest on the Note.

prime rate, as defined by the prime rate of the National Bank of Detroit. There are provisions in the agreement that would alter the interest rate we would pay under certain circumstances.

The College will establish in its financial records a separate account designated "Fine Arts Center Project Fund." Monies will be deposited into and expended from this account for purposes related to that building. The College will operate with a budget of \$6,350,000 excluding interest until we actually have cash from the pledges in hand.

Mr. Braun stated that he understood that the entire amount of the \$2.1 million was drawn down at the time the loan was executed. He asked whether those monies would be invested and whether there were any arbitrage problem in doing so. Mr. Woodcock replied that the College intends to have the loan complete by September 1st, preferably, the last week in August. The entire amount of the loan will be drawn down. Those portions of the loan that may be taken out after September 1st would fall under the new regulations, and it is advisable to take them out now. There will be no problem with arbitrage according to the opinion provided by Miller, Canfield.

Mr. Braun commended Mr. Woodcock for the summary and urged that when lengthy technical documents are to be studied by the Board that such summaries be provided, as they are extremely helpful.

Vice Chairman Saltzman asked for additional information regarding the section pertaining to insufficient funds in the

Project Fund. Mr. Woodcock replied that an agreement of this nature has to look at the worst possible scenario. Basically what the College is pledging is receipt of the money pledged for the facility. However, that does not prohibit the institution from repaying the loan out of other legally available funds. If for some reason the College should default on the payment it could not be sued--a lien could not be placed against the State Appropriation.

Vice Chairman Saltzman asked if there were any other questions. There were none.

The resolution was **APPROVED** unanimously.

2. Approval of 1986-87 General Fund Budget

Vice Chairman Saltzman asked President Ryder if he wished to comment.

A revised copy of the budget was distributed.

President Ryder reported that at the time the budgetary information was sent to the Board the appropriation bill had not yet been received. We have found that we have roughly \$80,000 which comes for the Martin Luther King Jr. - Rosa Parks Program for scholarships, visiting professors and College Day. The College has also received \$8,000, which we will be remitting to Northern Michigan University, where they will coordinate a math testing program throughout the State of Michigan for high school students.

President Ryder stated that the original budgetary document

GENERAL FUND BUDGET SUMMARY
SAGINAW VALLEY STATE COLLEGE
FISCAL YEAR 1986-87

Item no. 2
Page no. 2 of 2

REVENUES

State Appropriation ¹		\$12,083,390
Tuition & Fees ²		
Tuition	\$5,488,000	
Fees	<u>234,000</u>	5,722,000
Other Revenues		
Indirect Cost Recoveries	80,000	
Investment Income	80,000	
Departmental/Other	90,000	
Non-Recurring	<u>94,150</u>	<u>344,150</u>
TOTAL Revenues		18,149,540

EXPENDITURE ALLOCATIONS

Compensation		13,348,088
Supplies, Materials & Services		4,499,552
Capital Expenditures		<u>301,900</u>
TOTAL Expenditure Allocations		<u>18,149,540</u>
Revenues Over <Under> Expenditure Allocations		<u>\$ 0</u>

FUND BALANCE

Balance at Beginning of Year <Deficit>, 7/1/86 (estimated)		\$ 35,000
Revenues Over <Under> Expenditures		<u>0</u>
Balance at End of Year <Deficit>, 6/30/87		<u>\$ 35,000</u>

OPTIONAL FUND BALANCE RESTATEMENT

Balance at End of Year <Deficit>, 6/30/86		\$ 35,000
Revenue Adjustment: Non-Recognition Forward Funding		<u><1,598,000></u>
Restated Balance at End of Year <Deficit>, 6/30/87		<u>\$<1,563,000></u>

¹Analysis of 1986-87 State Appropriation Increase:

General Operations	5.1%
New Facilities Start-Up	11.0
Martin Luther King, Jr.-	
Rosa Parks Program	0.7
Computing	<u>0.5</u>
	<u>17.3%</u>

²Budgeted student credit hours of 106,533. Tuition & Fee rates for Michigan resident undergraduate students reflect an increase of 4.3% over the 1985-86 level.

showed \$12,083,390 which was adjusted to include these additional funds. The original document showed us at 17.3 percent overall, the new document shows us at an 18.05 percent increase.

RES-717 It was moved and supported that the following resolution be adopted.

WHEREAS, On June 9, 1986 the Board of Control approved an Authorization to Continue General Fund Budget Expenditures for 1986-87 under which the College has been operating since July 1, 1986, and

WHEREAS, for the 1986-87 fiscal year the State Appropriation has been determined and tuition revenues have been estimated, and the administration of the College has determined after thorough review the level of General Fund expenditure allocations required for compensation, services, supplies and equipment required to maintain the quality of instructional and support services provided to students;

NOW, THEREFORE, BE IT RESOLVED, That the attached General Fund Budget Summary be adopted as the General Fund Operating Budget for Saginaw Valley State College's 1986-87 fiscal year.
(See attachment on the following page.)

President Ryder reported that we departed from the typical approach used in building a budget this year and appointed a three person committee consisting of Dr. Robert S. P. Yien, Vice President for Academic Affairs (Chairman); Mr. Dick Thompson, Executive Director of Student Development, and Mr. Jerry Woodcock, Vice President for Administration and Business Affairs. After review they met with the Administrative Council, (the Executive Committee and the Academic Deans), and with various people on campus and prepared a budget which came back to the Administrative Council for review. The budget then went to the President for his consideration. It is now being presented to the Board with the President's recommendation. The new process

worked out fairly well this year. It was late in getting started because some crucial decisions were made late. The President expressed the hope that the budget will be done earlier next year, and it will be even better. The goal was to develop a proposed balanced budget which incorporates the long-range planning objectives of the college.

President Ryder added that the impact of the facility opening is very substantial. One million six hundred thousand has been allocated for that (including the support received the preceding year) and that has to be considered as a major part of the budget. Eleven percent of the 18.05 percent is in the building openings. Because our base budget is small, the cost of operating these three new buildings represents a very substantial percentage of our budget. Because we had to delay construction of the new buildings for so many years, and because we are building them all at once, it represents a higher percentage. Unfortunately sometimes people look at the percentage and do not know the facts about why it is so high, and express concern that SVSC's percentage is so much higher than that of other institutions.

President Ryder added that these facts were relayed to the House and Senate Sub committees of Higher Education by Dr. Gary W. Davis, Assistant to the President and Secretary to the Board of Control, and many others. The Legislators understood and accepted the message, and the recommendation by the Governor's

Office for the building openings money carried through both Houses.

There will be a savings of \$230,000 from facility opening funding on a one time basis. We are using that as part of our operating budget for this year. Next year that will be the first \$230,000 that has to be found in order to balance the 1987-88 budget. The Science Building and Brown Hall are being opened now and the library probably will not be available to us until December.

President Ryder pointed out that a sketch of next year's budget had been prepared. Assuming no tuition increase next year, and comparable levels of expenditure adjustments as we had this year, an imbalance can be projected for 87-88, depending upon what we expect from the state. A State Appropriation increase of 12 percent would be required to balance the budget without a tuition increase next year. That includes no additional faculty and a very limited increase in staffing of any kind.

Dr. Salas asked why the amounts representing the total appropriation to SVSC shown on the various documents which had been distributed to the Board did not coincide.

Mr. Woodcock replied that one of the documents was a summary, which was made up before the actual bill was signed. The revised budget document, based on the actual bill signed by the governor, shows approximately an \$80,000 difference. The actual dollar amount from the bill itself, as signed by the

Governor, indicates a gross appropriation of \$12,241,601.

Mr. Woodcock added that some of the difference in totals occur because the College's fiscal year begins July 1st and ends June 30th, while the Governor's appropriation begins October 1st, through the following September.

Mrs. Woods indicated that the College gets money July, August and September based on the previous year's appropriation and the amount in the State appropriation reflects October to October.

Mr. Woodcock added that because of Forward Funding, we come very close to approximating what the State Appropriation is.

Vice Chairman Saltzman asked President Ryder to discuss revenues. He stated that the College had requested a state funding increase for 86-87 for \$1,381,000 or a 13.3 percent increase for on-going operations. That level would not have required a tuition increase. Additionally, an 18.7% (or \$1.9 million) increase was requested for the facilities start up, which was funded at \$1.14 million for full-time faculty, computing, and television productions and broadcasts in cooperation with Delta College. The TV was not funded; and the computing was funded at \$50,000.

Handout #1 was distributed. (See attachment on the following page.) President Ryder explained that the document compares the actual State Appropriation increase to the request. He noted that the College received a copy of the final State Appropriation bill concurrent with the mailing of the Board documents, and that

SAGINAW VALLEY STATE COLLEGE
COMPARISON OF STATE APPROPRIATION
REQUEST TO ACTUAL APPROPRIATION
STATE FISCAL YEAR 1986-87

OPERATING BUDGET

	<u>Request</u>	<u>Percentage Increase</u>	<u>Actual</u>	<u>Percentage Increase</u>	<u>Difference in Program Maintenance Appropriation</u>
Program Maintenance					
Additional Amount Needed in 1986-87 for Compensation, Supplies, Materials, Services and Capital Expenditures	\$1,381,483	13.3%	\$ 611,714	5.90%	<u>\$769,769</u>
Program Revision Requests					
#1 - Instructional Facility #2 Start-Up	1,139,865	11.0	1,140,000	11.00	
#2 - Full-Time Faculty	154,940	1.5	--	--	
#3 - Computing	522,050	5.0	50,000	.48	
#4 - TV Production and Broadcast	125,000	1.2	--	--	
Martin Luther King, Jr. - Rosa Parks Program			70,000	.67	
	<u>1,941,855</u>	<u>18.7</u>	<u>1,260,000</u>	<u>12.15</u>	
TOTAL	<u>\$3,323,338</u>	<u>32.0%</u>	<u>\$1,871,714</u>	<u>18.05%</u>	

explains why the \$81,000 in State Appropriations turns out to be \$75,750 in the College's fiscal year. This adjustment is reflected in the revised General Budget Fund Summary. The appropriation bill also includes \$37,170 of oil price over-charge revenue, which is to be expended on energy conservation projects. This amount is not included in the budget document. It will probably be spent on the development of the computerized energy system which will incorporate most of the buildings on campus. Basically, we compensated for the shortfall in requested State Appropriation funding by recognizing revenue from the following categories:

1. tuition (The 4.3 percent increase in tuition produces \$224,000 additional revenue)
2. Full Forward Funding.

President Ryder asked Mr. Woodcock to comment on Forward Funding. Mr. Woodcock stated that basically Forward Funding is money that the state normally would have given the College in July, August, and September, which was given to SVSC in June, indicating that the funds could be utilized in the period of June 30, if there was financial need. For the year 1984-85 we used \$887,000 which had been given to us as revenue through that technique, in our budget. For the year 1985-86 there was a difference in treatment proposed by Lansing. The Governor's Office stated that Forward Funding as a technique would, from their point of view, be continued indefinitely, the Legislature, however, put into the appropriations bill, which the Governor signed, wording to the effect that it would be eliminated as a technique five years

hence. Some legislators warned that institutions ought to develop some type of a program to eliminate dependency on that source of revenue over a five-year period. Consequently, for our 1985-86 budget, we froze the amount of Forward Funding in our budget at the same level as the prior year, \$887,000. During the course of this year, as we looked toward 1986-87, the Department of Management and Budget again indicated that they expect Forward Funding to continue indefinitely. Similarly, legislative leaders this year stated that they are willing to continue Forward Funding as revenue and that we need not look at completely eliminating it as a revenue source. At one time they in effect had eliminated the language in the bill that would have five years hence eliminated that revenue source, but then decided to merely extend the sunset one more year each year. What that does is to extend it another year, but it really tells us of their intent to continue extending it indefinitely. Of course, one legislature cannot commit a future legislature. Michigan State, Michigan Technological University and Oakland University also use Forward Funding. As a result of our understanding of what the government's intent is, what our need is, and the fact that we have grown more than 25 percent since 1979-80, and after review with the Business and Facilities Committee, we have utilized Forward Funding to the full extent. That means that we increased Forward Funding from \$887,000 two years ago to \$1.5 million for 1986-87.

Vice Chairman Saltzman asked whether the Board had decided that SVSC should try to gradually ease out of Forward Funding.

Mr. Woodcock replied that a year ago at this time, based upon the information being received for Lansing, that was the recommendation. A plan was going to be developed to that effect. However, based upon the new information being received from Lansing this year, that was not really their intent, so we are not easing out of Forward Funding.

Mr. Braun asked what the current extended sunset date is. Mr. Woodcock replied that it is September, 1991--it has been extended one year.

Mr. Braun stated that he assumed that when we have to start concerning ourselves is the year that they quit extending it.

Mrs. Woods stated that was correct, and that until that time, given our financial condition, it would seem foolish for us to even pretend that we are going to do that.

Mr. Woodcock stated that the administration recommends that we not pretend that we are going to ease out of Forward Funding, because we do not need to.

President Ryder further explained that SVSC had requested a total 32.0 percent increase in our State Appropriation, 13.3 percent was requested for general operating purposes. We received only a 5.90 percent increase. This discrepancy caused the need to increase the tuition rate by 4.3 percent.

He added that the \$71,400 received for the Martin Luther King - Rosa Parks Program is restricted for that program. It is SVSC's intent to support this program. The President's Council worked with Representative Morris W. Hood in its development.

President Ryder stated that other revenues include indirect

cost recoveries, investment income and departmental income. There is no significant change other than scheduled replacement of SVSC Foundation funding for student financial aid. In 1985-86 the General Fund included \$100,000 from the Foundation. In 1986-87, \$75,000 will be received; in 1987-88, \$25,000; no support will come from the Foundation in 1988-89. That does not mean that we will not have support. If revenues come into the Foundation in such a way, we can continue to support scholarships through the Foundation. However, in terms of the amount of money that was being raised under the Special Funds Drive, it's appropriate that the General Fund take over some of that responsibility. Dr. Salas asked how funds for new full-time faculty will be allocated. Dr. Ryder replied that the funds have been allocated from the General Fund budget for those four faculty. This gives us a budget which is extremely tight. There are also a few other positions (clerical and so on) that are additions. Most of the increases in personnel will come through the building openings. This will include custodians, grounds people, technicians, secretarial support for faculty and so on. The rest of the budget has been analyzed in such a way as to make it possible to hire the four faculty.

Dr. Salas asked what plans were in place for administering the Martin Luther King - Rosa Parks Program. Dr. Ryder replied that Dr. Yien has been working on the program. Dr. Salas suggested the item be placed on next month's Board agenda.

President Ryder then turned to expenditure allocations. He stated that in preparing the operating expenditure budget for

this year, the results of the ongoing planning process were given strong consideration by the budget team. The planning process, in which all faculty and administrative staff had the opportunity to participate, reveals a widespread conception on campus that this is time for consolidation, rather than expansion of our programs. Dr. Ryder stated that he agreed with this perception, that we have in place a comprehensive curriculum at the baccalaureate level and masters programs for which there is high demand. The task now is to see that we have the time and the dollars to assure that every one of these programs provides truly excellent educational opportunities. With one exception, we will not be adding any new programs this year. The exception is something that our student services staff have told us for several years is of critical importance to students--a full-time position in career counseling.

Dr. Ryder stated that he is confident that the four full-time faculty members being added this year will contribute a great deal to the quality of our academic programs. However, we still need approximately twenty more. This will be one of our highest priorities in our request to the Legislature this next year.

The resolution was **APPROVED** unanimously.

3. Resolution Honoring Fredericks Family

RES-718 It was moved and supported that the following resolution be adopted.

WHEREAS, Marshall M. Fredericks, a Michigan sculptor of international renown, has agreed to donate gifts of his works, models and related artistic properties to Saginaw Valley State College, and

WHEREAS, these works shall be displayed permanently in the Marshall M. Fredericks Sculpture Gallery of the Fine Arts Center which is now under construction, and

WHEREAS, Mr. Fredericks, in deciding to donate his works to Saginaw Valley State College, has expressed his desire that these works contribute to the benefit, enjoyment, enrichment of teaching, and as a source of interest and study for present and future generations,

NOW, THEREFORE, BE IT RESOLVED, That we, the members of the Saginaw Valley State College Board of Control, convey to Marshall M. Fredericks and his family our heartfelt appreciation, not only from us, but from all the people of the Saginaw Valley, for his outstanding and priceless gift of the fruits of his lifetime devotion to art, and the enhancement of the human spirit.

Vice Chairman Saltzman asked if there were any comments. President Ryder stated he thought the resolution was self-explanatory and that obviously the Fredericks family was making a real contribution to the College.

The resolution was **APPROVED** unanimously.

4. Appointment of Board Committees

Vice Chairman Saltzman asked if materials were to be circulated. Dr. Gary Davis reported that at the time the Board agenda was prepared Chairman Gilmore was still hoping that he would be able to attend and make an official appointment of committees at this meeting. Dr. Gilmore has asked Dr. Davis to convey his intention to bring the subject back to the action section of the agenda at the next regular Board meeting. Dr. Davis added that Dr. Gilmore has given the subject some thought and that his basic intention is to insure that those who are new to the Board and who have just recently begun to serve on a committee might stay with their current assignment, but that

the members who have been on the Board for a longer period of time and who have not recently served on a certain committee be assigned now to that committee. For now, Dr. Gilmore wishes Board members to stay with their current assignments until re-assignments have been made. Vice Chairman Saltzman stated that she thought that there used to be an active formula for rotation, but because of retirements and replacements it had not been used recently. She suggested that perhaps this should be restructured. Dr. Davis added that if anyone has any concerns regarding committee assignments, once Chairman Gilmore is feeling better, the members might wish to communicate with him.

Dr. Davis stated that he wanted to mention that Dr. Walter Rathkamp, outgoing President of the Faculty Association, had stopped by the Board meeting that morning and pointed out that he had not received a Board packet. The packet for the Association went to the new President of the Faculty Association, Dr. John R. Willertz, although Dr. Rathkamp had some doubts about whether Dr. Willertz had received the packet. The matter will be checked into. Dr. Davis provided Dr. Rathkamp with an overview of what was happening today and copies of the agenda items. He added that if there was any error on his part, he regretted it. He thought what happened was that the packet had gone to the new President. He wanted the Board to know that the Association had not just forgotten to come to the meeting. Vice Chairman Saltzman suggested that perhaps the President of the Faculty Association could be called to be certain they have received their packet. Dr. Davis stated that Dr. Rathkamp did mention

that he had prior notice of the meeting, because we do publish the calendar each year in June, and we will continue to do so.

5. Resolution Appointing Bernyce Smith Professor Emerita

RES-719 It was moved and supported that the following resolution be adopted.

WHEREAS, SAGINAW VALLEY STATE COLLEGE Board of Control recognizes distinguished services and outstanding contributions of the College's faculty, staff, and students, and

WHEREAS, Dr. Bernyce S. Smith, Professor of Education and English, has concluded her professional career at Saginaw Valley State College with distinction on June 30, 1986, and

WHEREAS, Members of the faculty and deans of the School of Education and the School of Arts and Behavioral Sciences recommend that the College officially recognize Dr. Smith for her teaching and public service since 1973;

NOW, THEREFORE, BE IT RESOLVED That Dr. Bernyce S. Smith be awarded the status of SVSC Professor Emerita.

Vice Chairman Saltzman asked for comments. President Ryder replied that the resolution speaks for itself.

The resolution was **APPROVED** unanimously.

6. Motion to Move to Executive Session for the purpose of discussing a Collective Bargaining Agreement

BM-697 It was moved and supported that the Board move to executive session for the purpose of discussing a Collective Bargaining Agreement.

The motion was **APPROVED** unanimously. The Board moved to and returned from executive session.

7. Approval of the SVSCA - AFSCME Collective Bargaining Agreement

RES-720 It was moved and supported that the following

resolution be adopted.

WHEREAS, Representatives of the Administration of Saginaw Valley State College and the Saginaw Valley State College Employees' Chapter of Local 933, Michigan Council #25, A.F.S.C.M.E., AFL-CIO reached a tentative agreement on a new collective bargaining agreement to replace the 1984-86 agreement between the College and the Union on June 24, 1986 and;

WHEREAS, The S.V.S.C. Employees' Chapter of Local 933 ratified the contract on July 7, 1986;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Control does hereby approve the collective bargaining agreement between Saginaw Valley State College and the Saginaw Valley State College Employees' Chapter of Local 933, Michigan Council #25, A.F.S.C.M.E., AFL-CIO covering the period from July 1, 1986 through June 30, 1989.

Vice Chairman Saltzman asked for discussion. There was none.

The resolution was **APPROVED** unanimously.

V. INFORMATION AND DISCUSSION ITEMS

8. International Programs Report

President Ryder asked Dr. Yien to comment. Dr. Yien stated that the Office of International Programs was established in the fall of 1984. Dr. Eugene Hamilton was appointed the Dean of Continuing Education and International Programs. Dr. Yien asked Dr. Hamilton to give a brief report and to answer any questions the Board might have.

Dr. Hamilton thanked the Board for the opportunity to appear before them. He handed out materials relating to his report. (See attachment on the following pages.) He stated that he and Dr. Yien had worked on a statement of purpose, which indicated that in today's shrinking world, it behooves SVSC to make some efforts to internationalize our student body, our curriculum and

SAGINAW VALLEY STATE COLLEGE
OFFICE OF INTERNATIONAL PROGRAMS

I. STATEMENT OF PURPOSE

The progress made in transportation and communication in recent decades has brought nations closer together. International and area studies have gained new significance in promoting cross cultural understanding and helping us to live with other nations in peace and to cooperate with them for mutual benefit. Saginaw Valley State College, as a publicly supported institution, has a primary role in promoting international education. In a highly interdependent world the State and the Nation require people who, both professionally and as citizens, have the skills and knowledge to deal with a complex and ever broadening set of political, economic, and intellectual issues involving other lands and cultures. The well-being of the Nation, the cause of international understanding, and the growth of knowledge depend upon effective international education.

The primary instrument of international education at Saginaw Valley State College is the classroom. Both through courses which have a direct international focus and through the inclusion of appropriate international content in a wide range of courses, the College can provide basic international literacy and the opportunity for a degree of specialization. Classroom instruction is supported and expanded by opportunities for foreign study for students and faculty.

Saginaw Valley State College supports opportunities for students to study abroad for academic credit and for faculty to do research and teach abroad. The College promotes appropriate linkages with institutions in other countries to facilitate student and faculty exchanges. Realizing that further educational benefits are obtained from the presence of students and faculty from other countries the College encourages programs and recruitment efforts which will bring these people to its campus. Finally, the College recognizes that the promotion of international education touches upon its service role. Through extension and outreach activities, international education may be taken off campus and directly into the broader community which the College is committed to serve. Classroom education, international exchanges, and direct service to the community reinforce each other in the College's effort to increase international awareness and global understanding.

II. INTERNATIONALIZING THE STUDENT BODY BY INCREASING THE NUMBER OF SVSC INTERNATIONAL STUDENTS

A. ESTABLISHMENT OF LINKAGES WITH FOREIGN INSTITUTIONS

1. SHIKOKU WOMEN'S UNIVERSITY (TOKUSHIMA, JAPAN)
2. SUZHOU UNIVERSITY (CHINA)
3. KYUNG HEE UNIVERSITY (SEOUL, KOREA)
4. SZEGED UNIVERSITY (HUNGARY)
5. POZNAN UNIVERSITY (POLAND)
6. WINDSOR UNIVERSITY (ONTARIO, CANADA)
7. WEST MIDLANDS COLLEGE (GORWAY VALSALL, ENGLAND)
8. UNIVERSITY OF WINDSOR (WINDSOR, ONTARIO, CANADA)
9. REFERRALS THROUGH MEXICAN CONSULATE

B. RECRUITMENT EFFORTS

1. CONTRACTING WITH INTERNATIONAL ADVISORY SERVICES
2. ADMISSIONS ACTIVITIES WITH INTERNATIONAL OFFICES
 - a. MAILINGS
 - b. PERSONAL VISITS
 - c. CONFERENCE ATTENDANCE
3. FACULTY TRAVEL

C. CENTRALIZING SERVICES FOR F-1 STUDENTS

1. ADMISSIONS - KATHY LOPEZ
2. VISA ASSISTANCE
3. TRAVEL ASSISTANCE
4. HOUSING (DURING TERMS AND BREAKS)
5. COUNSELING
6. OTHER ASSISTANCE (I.E., BANKING, MEDICAL, ETC.)

III. INTERNATIONALIZING THE STUDENT BODY BY INCREASING OPPORTUNITIES FOR SVSC STUDENTS TO TRAVEL ABROAD

A. TRAVEL STUDY WITH SVSC FACULTY

1. ANNUAL SPRING BREAK TRIP TO SPAIN (DR. PASTOR)
2. LITERARY PILGRIMAGE TO ENGLAND (DR. B. CLARK)

B. MIDWEST CONSORTIUM FOR STUDY ABROAD

1. ATHENS, GREECE (JAN., 1987)
2. VIENNA, AUSTRIA (1987-88)
3. OTHERS (JAPAN, IRELAND, ETC.)

C. INTERNATIONAL STUDENT EXCHANGE PROGRAM (ISEP)

D. SISTER INSTITUTION PROGRAMS

E. OTHER INSTITUTIONS' PROGRAMS (BY INVITATION)

1. LANSING COMMUNITY COLLEGE
2. WMU, EMU, U OF D, OU

IV. BRINGING INTERNATIONAL FACULTY TO SVSC

A. THROUGH SISTER INSTITUTION AGREEMENTS

1. SHIKOKU WOMEN'S UNIVERSITY
2. SUZHOU UNIVERSITY
3. KYUNG HEE UNIVERSITY
4. FUTURE POSSIBILITIES
 - a. CANADA
 - b. MEXICO
 - c. FRANCE
 - d. POLAND
 - e. HUNGARY

B. THROUGH FACULTY EXCHANGE CENTER

1. JANET RUBIN TO AUSTRALIA FOR BRUCE WIDDOP
2. CONTINUING EXPOSURE IN FEC DIRECTORY

C. VISITING FULBRIGHTS

D. FACULTY LINKAGES

1. GARY THOMPSON TO POLAND
2. HONG PARK TO KOREA
3. OTHERS

V. SENDING SVSC FACULTY ABROAD

A. THROUGH SISTER INSTITUTION PROGRAMS

1. HONG PARK TO KYUNG HEE UNIVERSITY
2. JOHN JEZIERSKI TO SHIKOKU WOMEN'S UNIVERSITY
3. NORM STERCHELE TO SHIKOKU WOMEN'S UNIVERSITY
4. TERRY ISHIHARA TO SHIKOKU WOMEN'S UNIVERSITY
5. BILL HOFFMAN TO SUZHOU UNIVERSITY

B. THROUGH FACULTY EXCHANGE CENTER

1. JANET RUBIN TO AUSTRALIA
2. OTHERS (10 NEW LISTINGS IN EACH DIRECTORY)

C. THROUGH FULBRIGHT PROGRAM

1. GARY THOMPSON - POLAND
2. TOM HEARRON - AFRICA
3. LYNN HERKSTROETER - GERMANY/FRANCE

D. THROUGH TRAVEL/STUDY PROGRAMS

1. SPAIN - DR. PASTOR
2. ENGLAND - DR. B. CLARK

VI. COMMUNITY RELATIONS AND AWARENESS EFFORTS

A. LECTURE PROGRAM (OPEN TO PUBLIC)

B. ACTIVITIES

1. INTERNATIONAL SALAD BAR
2. INTERNATIONAL HOLIDAY EXHIBITS
3. FOREIGN TRAVEL EXHIBITS
4. YOUTH GOODWILL MISSION FROM TAIWAN
 - a. SEPT. 22 IN SVSC THEATRE
 - b. 14 COLLEGE STUDENTS
 - c. 12TH ANNUAL TOUR

C. PEOPLE TO PEOPLE RELATIONSHIP

1. JAPANESE TEAHOUSE
2. OTHER ACTIVITIES

D. SAGINAW VALLEY INTERNATIONAL PARTNERS

1. HOST FAMILY GROUP
2. ASSIST IN OTHER PROJECTS

E. SPEAKERS/PROGRAM BUREAU

1. PRESENTATIONS
2. TRANSLATING SERVICES

the community that we serve.

Dr. Hamilton added that in an effort to internationalize the College, several approaches have been taken, the first of which is to further internationalize the student body by increasing the number of SVSC's international students. This has been done by the establishment of linkages with foreign institutions, some of which have been ongoing for several years, such as the Shikoku Women's University. An agreement has been sealed with Suzhou University in China. We have received students on a full-time basis from Kyung Hee University in Seoul, Korea. We have been corresponding with Szeged University in Hungary, and with Poznan University of Poland (with whom we used to have an agreement). We also have had representatives here from Windsor University in Canada and hope to do some student exchange with them. West Midlands College in England hosted two of our student teachers last year. There is the possibility that they may send student teachers to us. We also have been working through the Mexican Consulate in Detroit to refer us to some Universities in Mexico. We have begun correspondence with them and we are working closely with Kathy Lopez, SVSC Admissions Representative, who has her bachelors degree through the University of Mexico.

Dr. Hamilton stated that other recruitment efforts have been our dealings with International Advisory Services, a company which helped us to set up an overall scheme in contacting agencies that refer international students abroad. This has resulted in increased admissions activities through mailings and personal visits. Dr. Hamilton made a barnstorming tour of

Washington D. C., calling upon 16 different embassies or educational offices to ascertain whether they might refer students. We have already realized six or seven enrollments for this coming fall through that type of activity. Dick Thompson and Kathy Lopez plan to keep up that type of recruitment activity. We have been arming our faculty who are going abroad with information on the College, which they might share with some of their alma maters.

Dr. Hamilton stated that services for F-1 students (those who are here on student visas) have been centralized. Kathy Lopez handles all of the admissions for students from other countries.

Dr. Hamilton added that we also want to internationalize our student body by increasing the opportunities for them to travel abroad. Dr. Richardo Pastor, Professor of Modern Foreign Languages, has taken groups to Spain for the past several spring breaks. Last year a model was developed in which Dr. Basil Clark and a class of ten students were sent to England for two weeks.

We have entered into a consortium with six other colleges to form the Midwest Consortium for Study Abroad. This group contracts with an agency to set up centers in different parts of the world through which we can send our students. They can enroll for credits and can receive up to 16 hours of instruction at that center, taught in English, usually by instructors from one of the Consortium colleges. The first effort will be in Athens Greece, starting January 1987.

We have begun investigations regarding the use of centers in

Vienna, Austria in September 1987 and in Japan and Ireland, hopefully in September 1988.

Dr. Hamilton explained that the International Student Exchange Program (ISEP) allows students to pay their tuition, fees, room and board at their home institution and then go abroad and assume a pre-paid spot at that university.

We also have received invitations from other institutions to participate in their programs.

There has been an attempt to increase the number of international faculty coming to SVSC. This is being done through our sister institution agreements and through the Faculty Exchange Center. Visiting Fulbright scholars and faculty linkages are also very important.

SVSC faculty members are going abroad in increasing numbers.

Another important factor of our international efforts is community relations and awareness. Through our International Studies Committee, which is composed primarily of faculty members, we develop a lecture program each year. This is open to the public. Other international activities on campus, such as the international salad bar day, international holiday exhibits, and foreign travel exhibits are open to the public.

On September 22nd, SVSC will be the host for the Youth Goodwill Mission from Taiwan.

An excellent relationship has been developed with People to People of Saginaw, and we were very instrumental in getting the Japanese Tea House and Cultural Center built in downtown Saginaw. We recently helped a group of people develop the Saginaw Valley

International Partners group, which works with SVSC in assisting international students and faculty who come to this campus.

An informal speakers/program bureau has been set up for international services. Companies call for assistance in translating business letters they have received, as do schools requesting faculty and international students for international programs.

Dr. Hamilton asked if there were any questions. Vice Chairman Saltzman thanked Dr. Hamilton and commended him on his report.

Dr. Salas asked how the term "linkages" would be defined, and what criteria were used in their establishment. Dr. Hamilton responded that he interpreted linkage to mean any type of contact which would open the door for exchange of people, correspondence, ideas, or publications. A written contract is not necessary, although we do have a formal contract with some of the institutions.

Dr. Salas asked how these relationships come about, and why we do not have them with other countries. Dr. Hamilton replied that they come about in several ways--through faculty, sister institutions, community people, countries from which some of our faculty come, through the mail, and civic organizations.

Dr. Salas stated that in this area, which is traditionally a great agricultural region, Mexican-Americans have made major contributions to the sugar beet and bean industries.

Vice Chairman Saltzman told Dr. Salas that he was bringing up some excellent points that needed development, but asked

whether they could be explored at a later time as the Board was expected by guests shortly.

Dr. Salas replied that he wanted to make a couple of observations. He stated that Mexican-Americans have provided an agricultural base for this community. He added it strikes him as particularly interesting that with our great interest in international relations and exploration that nothing has been done about developing any linkage with a Mexican institution of higher learning, except by an Admissions counselor, not someone of higher caliber, such as faculty. More and more of this country's population are of Mexican-American extraction. There should be some kind of a general plan to equip our students with global and cultural understanding.

Vice Chairman, Saltzman asked Dr. Hamilton to arrange through President Ryder and Dr. Yien to come back to the Board with a response to Dr. Salas, who had raised some very good questions, which there just is not enough time to cover today. Dr. Hamilton replied that he would be happy to do so.

Dr. Salas stated that it is the right of a Board member to raise questions. Vice Chairman Saltzman replied that it is, but that the Board members are supposed to think in terms of the good of the whole College and the whole Board.

Dr. Salas responded that that was exactly the whole point he was trying to make. He asked how he could know whether all these kinds of international relationships are really for the interest and good of the whole College, or whether they are personal. He stated that in the future when items are put on the agenda,

adequate time should be provided to discuss them at length. He added that the response from Dr. Hamilton would not be just to him, but to the entire Board and College Community.

Vice Chairman Saltzman replied that the questions he had raised do have general interest for the whole Board and that perhaps Dr. Hamilton could arrange through President Ryder and Dr. Yien to come back to talk with the entire Board. Vice Chairman Saltzman stated that she was sorry to move on to the next item on the agenda, but that she was anxious about the guests who were waiting for the Board.

9. Report on Decentralization

President Ryder stated that one of the recommendations that came out of the evaluation of the President was the question of decentralization, or delegation of authority. That process is being stepped up. The movement of the budget process and the way it was handled this year was another step in that direction. This will be taking place over a period of time. A more detailed report can be given during the committee meetings in September.

Mrs. Woods asked if it would be possible for the Board to reconvene after the dedication ceremonies or to postpone the remaining items on the agenda.

Dr. Salas stated that he knew the dedication is important, but that the business of the Board is to take care of things that come up and to provide direction and leadership for the College. He added that if they were not about that business, he must be sitting on the wrong Board.

Vice Chairman Saltzman replied that when items are put on

the agenda an attempt is made to allow a certain amount of time to cover them.

Dr. Salas begged to differ. He stated that when the Board does their business, it is the Board's responsibility to determine how much time they need and whether or not they should continue, recess, or reconvene.

Vice Chairman Saltzman responded that she thought the whole notion of an agenda and of parliamentary procedure is to make sure that business is conducted within the time allotment and to be effective about it. Perhaps today more time than needed was spent on the earlier items. Some of the remaining items are on the agenda because they would only take a minute or two and could not wait to be put on another agenda.

Dr. Salas replied that his point is that if the Board determines it wants to spend two hours on an item, that's their prerogative.

Vice Chairman Saltzman asked the Board members how much time they could give that afternoon.

Mr. Klykylo stated that he had structured his work around the time he had anticipated spending with the Board. He added that he thought the items remaining on the agenda were not too urgent to be discussed at another meeting.

Mr. Braun stated that he had already indicated that he would not be able to make the committee meetings.

Mr. Lofton stated that he would not be able to make the committee meetings because of a previous commitment. He asked whether there was anything on the Personnel report that needed to

be covered. Dr. Ryder replied that there was not. Mr. Lofton moved that items 9, 10, 11, and 12 be put on the agenda of the next meeting.

Vice Chairman Saltzman asked for discussion. President Ryder stated that the Preliminary Registration, Admission and Housing Report, item 12, should be given now.

BM-699 It was moved and supported that items 9, 10 and 11 be put on the agenda of a future meeting and that item 12 be discussed today.

The motion was **APPROVED** unanimously.

10. Update on Construction Projects

Due to insufficient time item 10 was deferred for a future meeting of the Board.

11. Personnel Report

Due to insufficient time item 11 was deferred for a future meeting of the Board.

12. Preliminary Registration, Admission, and Housing Report Fall, 1986.

Dr. Ryder asked Paul Saft, Registrar, to give the report. Mr. Saft stated that the admissions figures are brief, but optimistic. As of the 1st of August, the total count is ahead by 5 percent. The first-time-in-college students count is currently ahead by 3 percent. In the graduate programs, the Education program is ahead by 45 percent, the Business Program is ahead by 20 percent, the graduate Criminal Justice Political Science has

five students compared to three at this point a year ago. SVSC does a very large business in the month of August, so these figures will certainly change in the next few weeks. Mr. Saft added that he was giving an oral report because there is not a comparable date to compare where we are today with last year, when there were 3 1/2 days of registration in July. This year there was no registration in July because the Registrar's Office expected to move at this time. All of summer registration was moved into August. A written report will be sent to the President's Office as soon as it is available. This report will be sent on to the Board.

Dr. Salas asked if the enrollment report could contain a breakdown of minorities. Mr. Saft replied that he would explore the question.

Dr. Ryder asked Merry Jo Starrine, Residential Life Coordinator, to give the Housing Report. Ms. Starrine reported that as of this date there are 24 openings in the residence halls, which can be sold to single students. Pine Grove Apartments have been full all summer and we also have bookings and a waiting list developing for fall.

Mrs. Woods stated that she would like something reported to the Board regarding the article on Immunization at the college level for students who are not currently being immunized. There was a lengthy article in the Saginaw News urging that institutions of higher learning require immunization the same as it is required in the K-12. We are not one of the schools that require that, and we need to address that issue.

Vice Chairman Saltzman stated that this would be an item under roman numeral six that should be brought back to the next meeting.

Mrs. Saltzman pointed out that the new calendar includes the August 25 Board retreat. Dr. Davis stated that the retreat would begin at 8:30 a.m. and would continue through dinner, if it so suits the Board.

Vice Chairman Saltzman reported that Mildred Jeffrey, who is a member of the Board of Governors at Wayne State University, will be nominated by the Michigan Association of Governing Boards for the Association of Governing Boards' Outstanding Trustee award. Several colleges in Michigan have already passed resolutions supporting that nomination. Dr. Davis handed out a letter from Wayne State asking that we consider do something in regard to the matter, and stated that he could prepare a resolution. Vice Chairman Saltzman added that Ferris and Michigan State had passed such resolutions.

Mrs. Woods asked when this needed to be accomplished. The deadline according to the letter is September 5th.

BM-700 It was moved and supported to support Mildred Jeffrey's nomination for the AGB Distinguished Service Award. At the discretion of the Chair that letter will be drafted and forwarded.

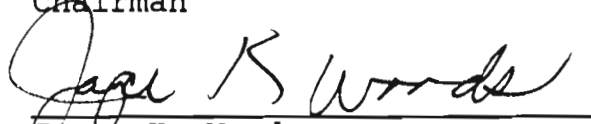
The motion was **APPROVED** unanimously.

VI. ADJOURNMENT

Vice Chairman Saltzman adjourned the meeting at 11:45.

Respectfully submitted:


Richard H. Gilmore
Chairman


Joyce K. Woods
Secretary


Jo Stanley
Recording Secretary