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Board of Trustees Meeting Minutes, October 05, 1971

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**TWENTY-FOURTH MEETING
OCTOBER 5, 1971**

ROLL CALL

The Board of Trustees met on Tuesday, October 5, 1971, in the Upper Hearth Lounge, University Center, Wright State University, Dayton, Ohio.

The meeting was called to order by the Chairman, Mr. Oelman, at 2:00 p.m. The Secretary called the roll. Present were: Harry K. Crowl, Dave Hall, Harry P. Jeffrey, John E. Keto, George W. Lucas, Richard O. Michael, and Robert S. Oelman. David L. Rike and Ray F. Ross were absent.

PROOF OF NOTICE OF MEETING

The Secretary reported that the meeting had been properly called by written notification and that a quorum was present.

DISPOSITION OF MINUTES OF PREVIOUS MEETING

Dr. Keto moved to accept the minutes of the August 11, 1971, meeting with the following correction of the last line on page 59. Delete the last three words "Physical Education Building" and add "Creative Arts Center." The motion was seconded by Mr. Jeffrey and unanimously adopted.

ELECTION OF OFFICERS

The Chairman declared this to be the Fifth Annual Meeting. Article II, Sections 2 and 3 of the By-laws of the Board of Trustees provide that officers of the Board shall be elected at each Annual Meeting and that these officers shall take office immediately following the adjournment of this meeting.

Mr. Jeffrey nominated Mr. Robert S. Oelman for Chairman of the Board of Trustees and Mr. Lucas seconded the nomination. Mr.

Oelman was unanimously elected by roll call vote.

Mr. Lucas nominated Dr. John E. Keto for Vice Chairman of the Board of Trustees and Mr. Michael seconded the nomination. Dr. Keto was unanimously elected by roll call vote.

Mr. Crowl nominated Mr. F.A. White for the position of Secretary-Treasurer of the Board and Mr. Hall seconded the nomination. Mr. White was unanimously elected by roll call vote.

Officers Elected

Robert S. Oelman, *Chairman*

John E. Keto, *Vice Chairman*

F.A. White, *Secretary-Treasurer*

REPORT OF THE CHAIRMAN OF THE BOARD OF TRUSTEES

New Board Members

The Chairman of the Board, Mr. Robert S. Oelman, reported that two new members, Mr. Dave Hall and Mr. Ray F. Ross, have been appointed to membership on the Board of Trustees. Mr. Ross was unable to attend this meeting; however, the Chairman welcomed Mr. Hall to his first meeting.

Acknowledgement of Expiration of Dr. Hardy's Term of Office

The Chairman noted the expiration of the term of office of Dr. Edgar E. Hardy as a member of the Board of Trustees. Dr. Hardy has been a dedicated and effective member of this Board since its inception.

By unanimous consent, the Secretary was directed to prepare an appropriate Resolution for presentation to Dr. Hardy.

Appointment of Mr. Douglas Fink to the Naming of Facilities and Honorary Degree Committee

The Chairman, Mr. Robert S. Oelman, reported that Board Resolution 69-23, adopted March, 1969, authorizes the Chairman of the Board of Trustees to appoint an alumnus of the University to serve on the Naming of Facilities and Honorary Degree Committee.

The Chairman appointed Mr. Douglas Fink, an August, 1968, graduate of Wright State University to the Committee. As an undergraduate, Mr. Fink was active in numerous extracurricular activities, and he currently serves as Chairman of the Wright State Alumni Steering Committee. He is presently a candidate for a Master of Business Administration Degree in the College of Business and Administration.

REPORT OF THE COMMITTEES OF THE BOARD OF TRUSTEES

Building and Grounds Committee

Mr. Richard O. Michael, Chairman of the Building and Grounds

Committee made the following report of the July 22 meeting.

The Building and Grounds Committee, augmented by other members of the Board of Trustees who were available, examined samples of concrete surfaces to be used in the new library building. After considerable discussion, it was agreed that the choice was to use 3/8" aggregate as specified with the new form liner from Form EZE Accessories. The finish will be either Bush Hammered or Chisel Cut. It is understood that the price will be an additional cost to the job of \$31,812.93 for Bush Hammered or \$28,278.62 for Chisel Cut as per the letter of September 3, 1971, from Mr. Loren Poff, Frank Messer & Sons Construction Co. Prior to actual wall construction by the contractor, an eleven foot panel will be poured to determine the final texture of the grooved surface and the committee will again inspect the sample at that time.

In addition, samples of the concrete to be used in the Creative Arts Building were examined and the contractor was authorized to proceed with pouring the basement walls of the fine arts and art education wing of this structure. The committee expects to examine both interior and exterior finishes before further construction is authorized.

REPORT OF THE PRESIDENT OF THE UNIVERSITY

Status of Legislation and President Nixon's Wage-Price Freeze of August 15

President Golding reported on the current status of appropriation legislation in the Ohio General Assembly. The President pointed out that several versions of appropriation and taxation bills have been considered by the House and Senate with no conclusive action and that the University is currently operating on a continuation budget month by month at fiscal year 1971 levels of subsidy. This situation could continue until as late as December or January.

In addition, President Golding noted that, as of this date, the effect of President Nixon's Wage-Price Freeze upon student fee increases has not been clearly stated. However, the University is proceeding to collect fees adopted by this Board of Trustees on August 11, 1971, in accordance with a ruling issued by Chancellor John D. Millett of the Ohio Board of Regents.

President Golding concluded that due to the uncertainty of income, in order to avoid a deficit budget, prompt action must be taken to conserve resources by curtailment of a series of various activities which should not seriously affect the quality of the academic programs of the University.

Consideration of a Proposal for a Bachelor of Arts Degree in Urban Studies

President Golding reported that the Proposal for a Bachelor of Arts Degree in Urban Studies which was approved by the Academic Council on April 5, 1971, and presented to this Board for its

consideration at its August 11, 1971, meeting has been submitted to the Ohio Board of Regents. President Golding recommended that the Board approve the proposal with the understanding that it will be implemented without the expenditure of additional funds, based on the assurance of the College of Liberal Arts that the University possesses adequate faculty resources and library holdings to implement the program this school year.

Mr. Lucas moved that the Board approve President Golding's recommendation and Mr. Michael seconded the motion. The motion was unanimously adopted by voice vote.

Confirmation of Faculty and Staff Appointments and Changes

President Golding reported that, since the last meeting of the Board, thirty-five administrative appointments and changes of faculty and staff to the University have been made. He recommended confirmation of the following:

BUCKRHAM, CLIFTON E., has been relieved of his duties as Special Assistant to the Staff Assistant for Development, Executive Offices, effective August 31, 1971 (Ref. Exec. Memo 71-9, 5-1-71).

CANTELUPE, EUGENE B., is appointed Acting Chairman of the Department of English, College of Liberal Arts, vice Dr. Thomas H. Wetmore, effective October 1, 1971 (Ref. Exec. Memo 69-6, 7-1-69).

CARDER, RALPH L.'s, title has been changed from Supervisor of Media Services, University Library, to Manager of Media Services, University Library, effective September 1, 1971 (Ref. Exec. Memo 71-10, 6-1-71).

CHAPPELLE, YVONNE J., is granted a leave of absence, effective from October 4, 1971 to October 28, 1971.

CHRISTENSON, MARTHA F., has been appointed Staff Assistant, Office of Environmental Studies, College of Science and Engineering, effective September 9, 1971.

CLODFELTER, JOHN L., is appointed a University Counselor, Counseling Services, effective September 1, 1971.

DEAHL, BETTYRUTH, is appointed an Assistant Manager (for Design), Graphic Services, University Publications, effective October 1, 1971.

EDMONDS, FREDERICK E., has been appointed a Staff Assistant, University Division, effective September 13, 1971.

ELLISON, JOHN W., is relieved of his duties as Assistant Director of the University Library for Media Resource Services, effective September 15, 1971 (Ref. Exec. Memo 70-4, 4-1-70).

Correction: FATH, DAVID K., formerly Payroll Supervisor, Accounts Payable, has been appointed a Payroll Accountant, effective July 1, 1971 (Ref. Exec. Memo 71-12, 8-1-71).

GADDIS, HAL D., is appointed Assistant Dean, Division of Continuing Education, vice Dr. Robert D. Earl, effective September 1, 1971 (Ref. Exec. Memo 69-10, 11-1-69).

GRENZEBACH, PAUL W., has been appointed Manager of Printing Services, vice Mr. Arthur R. Munch, effective September 17, 1971 (Ref. Exec. Memo 68-8, 9-30-68).

HARDEN, O. ELIZABETH, has been appointed Assistant Dean, College of Liberal Arts, effective September 1, 1971.

HENDERSON, GAY D., is appointed Instructor of Library Administration and an Information Consultant, University Library, effective September 1, 1971.

HOUGH, RONALD F., is appointed Acting Chairman of the Department of Philosophy, College of Liberal Arts, vice Dr. Robert J. Power, effective September 1, 1971 (Ref. Exec. Memo 69-6, 7-1-69).

HUTCHINS, DONALD L., has been relieved of his duties as Assistant Director of Admissions, effective September 30, 1971 (Ref. Exec. Memo 70-10, 9-1-70).

JOHNSON, RICHARD A., has been appointed Director of Residence and Program Director, University Center, effective August 16, 1971.

KEGERREIS, ROBERT J., in addition to his other duties, is appointed Acting Director of Computer Services, vice Mr. Charles J. Hartmann, effective September 1, 1971 (Ref. Exec. Memo 71-11, 7-1-71).

LISTERMAN, THOMAS W., has been relieved of his duties as Assistant Dean of the College of Science and Engineering, and has been appointed Assistant Provost, Office of the Vice-President *and* Provost, effective September 27, 1971 (Ref. Exec. Memo 70-1, 1-2-70).

MCLEARY, LARRY, is appointed part-time Soccer Coach, Sports Information Director, and Athletic Trainer, effective September 1, 1971.

MILHEIM, ROBERT T., is appointed a University Professor, effective September 1, 1971. The University Professor will report directly to the Provost.

A University Professor is not attached to any one college or training division, but is a special professorship which has University-wide responsibilities and recognition. The University Professor's responsibilities may include teaching, research, community service, special counsel to the administration on faculty and curriculum matters, or other special duties assigned by the President or Provost.

MURRAY, JOHN V., is appointed Dean, College of Business and Administration, vice Dr. Rust F. Gray, Jr., and Dr. William D.

Evans, Coacting Deans, effective September 1, 1971 (Ref. Exec. Memo 71-11, 7-1-71).

NTUKOGU, CYRIL A., is appointed an Assistant Director, Institutional Research, vice Mr. Gregory M. Christenson, on a part-time basis, effective from October 1, 1971 through December 31, 1971. Beginning January 1, 1972, Mr. Ntukogu's duties will be on a full-time basis.

O'CONNELL, ROBERT T., has been relieved of his duties as Staff Assistant, Executive Offices and has been appointed Staff Assistant, Office of the Budget, and Assistant Director, Institutional Research, effective September 13, 1971. Mr. O'Connell's time will be divided equally between the Office of the Budget and the Office of Institutional Research (Ref. Exec. Memo 70-10, 9-1-70).

SKINNER, GORDON B., is granted a leave of absence, effective from September 1, 1971 to June 11, 1972.

SMITH, REED M., is granted a leave of absence, effective from September 1, 1971 to June 1, 1972.

THOBABEN, ROBERT G., is appointed Acting Chairman of the Department of Political Science, College of Liberal Arts, effective from September 1, 1971 to May 31, 1972, vice Dr. Reed M. Smith.

WAGGENER, HERMAN A., is appointed Acting Chairman of the Department of Management, College of Business and Administration, vice Dr. John V. Murray, effective September 1, 1971 (Ref. Exec. Memo 70-10, 9-1-70).

WETMORE, THOMAS H., is appointed Associate Dean of the Division of Graduate Studies, effective October 1, 1971.

WHITE, FREDERICK A., in addition to his other duties, is appointed Chairman of the Campus Utilization Board, effective September 1, 1971 (Ref. Administrative Memo 71-17, 9-1-71).

WOODBURY, JANICE E., has been appointed a Counselor, Counseling Services, effective September 27, 1971.

ZWETSCHKE, EARL T., is appointed Director of Counseling Services, vice Mrs. Elenore A. Koch, effective September 1, 1971 (Ref. Exec. Memo 71-11, 7-1-71).

EFFECTIVE September 1, 1971, the following will report directly to the Vice President *and* Treasurer *and* Director of University Development: Staff Assistant for Development, Director of Research Development, and Director of Technical and Business Services.

THE DEPARTMENT OF LIBRARY AND COMMUNICATIONS SCIENCE is hereby created within the University Library. Mr. Peter J. Bukalski, in addition to his other duties, is appointed Acting Chairman of the Department of Library and Communications Science, University Library, effective September 1, 1971 (Ref. Exec. Memo 71-5, 3-1-71).

THE DEPARTMENT OF COMPUTER SCIENCES is hereby created

within the College of Science and Engineering. Dr. Robert D. Dixon, in addition to his other duties, is appointed Chairman of the Department of Computer Sciences, effective September 1, 1971 (Ref. Exec. Memo 71-11, 7-1-71).

Dr. Keto moved the confirmation of the above appointments and changes of faculty and staff. The motion was seconded by Mr. Crowl and unanimously adopted.

Clarification of Title References

President Golding reported that in the past few months, there has arisen some confusion between the administrative duties assigned to University officials and the delegation of certain powers by title on the part of the Board of Trustees. In order to reaffirm the action of the Board in the past, and at the same time to reflect accurately the current division of duties, President Golding recommended the following resolution:

RESOLUTION 72-7

WHEREAS this Board of Trustees has confirmed the establishment of the new positions and titles of "Business Manager," "Vice President *and* Treasurer," and "Vice President *and* Director of Administration;" and

WHEREAS previous actions of this Board have been made delegating powers and duties to the positions of "Business Manager," "Business Manager *and* Treasurer," "Vice President *and* Business Manager and Treasurer," and "Vice President *and* Treasurer;" and

WHEREAS it is the intention of this Board to clarify which duties and responsibilities are the responsibility of each titled position; therefore be it

RESOLVED that in the areas of Personnel, Safety and Security, Purchasing, General Services, Physical Plant Operation, Data Processing, and Budget all delegations of authority heretofore made by this Board to the "Business Manager," "Business Manager *and* Treasurer," "Vice President *and* Business Manager and Treasurer," or "Vice President *and* Treasurer" are made the responsibility of the Vice President *and* Director of Administration; and be it further

RESOLVED that delegations of authority in those areas of University Development and the Office of the Treasurer of both the Board of Trustees and the University are made the responsibility of the Vice President *and* Treasurer and Director of University Development, and be it further

RESOLVED that this Resolution is to be effective starting July 1, 1971.

Mr. Hall moved the adoption of the above resolution for the

clarification of titles. The motion was seconded by Mr. Michael and unanimously adopted by voice vote.

TV Studio Equipment

President Golding reported that the Ohio Educational Television Commission is negotiating for the transfer of the license and purchase of the transmitter and tower formerly used by Channel 16 for use in ETV and Public Broadcasting.

President Golding further stated that the studio equipment which is not included in the above negotiation might be adaptable for use in the studios now being constructed as a part of the Library.

He therefore recommended adoption of the following Resolution:

RESOLUTION 72-8

BE IT RESOLVED that the President and Vice President *and* Treasurer be authorized to negotiate with the proper authorities for the purchase of the Channel 16 studio equipment if an equitable price can be worked out after full investigation of the condition and appraised value of the equipment, with the final purchase to be ratified by this Board of Trustees.

Mr. Lucas moved the adoption of the foregoing Resolution. The motion was seconded by Dr. Keto and by roll call vote was adopted with Mr. Jeffrey abstaining from voting in order that there would be no question of conflict of interest.

Appropriation of Capital Funds

Mr. White reported that although the University is operating under austere conditions, certain capital equipment expenditures which were under study and approved prior to the "freeze" must be made to maintain quality and implement additional academic classroom offerings. Mr. White stated that the University has certain capital reserves which may *not* be used for operating expenses, and therefore recommended that \$28,397 be appropriated from unappropriated capital reserves for the use of the College of Liberal Arts and that \$250,000 be appropriated from the same source for the College of Science and Engineering for the purchase of necessary instructional equipment and modifications for installation of such equipment.

Dr. Keto moved that \$28,397 for the College of Liberal Arts and \$250,000 for the College of Science and Engineering be appropriated from the unappropriated capital reserve. Mr. Jeffrey seconded the motion and by roll call vote it was unanimously adopted.

State Examiner's Report of Financial Records for the Period of July 1, 1969 to June 30, 1970

As Secretary of the Board of Trustees, Mr. White received a report

dated August 24, 1971, from the office of the Auditor of State of the examination of the financial records of the University for the period of July 2, 1969 to June 30, 1970. This report which reads in part as follows is available in the Office of the Secretary-Treasurer for examination:

Audit Scope The examination of the records and accounts of Wright State University was made in accordance with generally accepted auditing standards and accordingly included such test of the accounting records and other such auditing procedures as were considered necessary in the circumstances.

The following comprises the complete comments of the Auditor:

General Remarks The accounts and records of Wright State University were adequately and properly maintained and conformed to the standards required by the Auditor of State.

Various minor discrepancies were brought to the attention of University officials during the examination and were corrected.

Mr. Crowl moved the acceptance of the report of the examination of the financial records of the University by the State Examiner. The motion was seconded by Mr. Jeffrey and unanimously adopted by voice vote.

State Examiner's Report of Examination of the College Work-Study Program

Mr. White received a report dated September 21, 1971, from the office of the Auditor of State of the examination of the College Work-Study Program for the period of July 2, 1969 to December 31, 1970.

The complete report is on file in the office of the Secretary-Treasurer for examination. In summary, the following quote is from the State Examiner's report:

Under date of December 31, 1970, we issued our report based on our examination of the financial statements of the College Work-Study Program, Wright State University at December 31, 1970, and for the year then ended. We reported that our examination was made in accordance with generally accepted auditing standards, and the audit guides prescribed by the Department of Health, Education and Welfare, and accordingly (sic) included such tests of the accounting records and other such procedures as we considered necessary in the circumstances.

During the course of our examination, nothing came to our attention which would cause us to believe that the information presented on accompanying pages 1 to 3 is not a fair statement

of the compliance information requested by the Department of Health, Education and Welfare.

During the period of audit, July 1, 1969 through December 31, 1970, 288 students participated in the program. The total federal contribution during this period amounted to \$217,470.00 while the institutions contribution amounted to \$53,697.00 which is 20% of the federal contribution less administrative charges. Since the inception of the program 366 students have participated with a cumulative federal contribution of \$249,962.00 and a cumulative institutional contribution of \$61,821.00.

Mr. Hall recommended the acceptance of the State Examiner's report of the examination of the College Work-Study program at Wright State. Dr. Keto seconded the motion and it was unanimously approved by voice vote.

Acceptance of Gifts and Donations

Mr. White reported that since the last meeting of the Board of Trustees the University has received from the Gulf Oil Corporation the following gift of equipment which is six years old and in workable condition, and Mr. White recommended that this gift be formally accepted by the Board of Trustees:

	<i>Estimated Value</i>
Analog Seismic Equipment	\$45,000
FM Playback Equipment	15,000
Truck Body	3,000
Total	\$63,000

Mr. Crowl moved the acceptance of the gift from Gulf Oil Corporation. The motion was seconded by Mr. Hall and unanimously accepted by roll call vote.

Ratification of Contract for Use of the Coliseum Building

Mr. White reported that in order to provide practice facilities for the University's basketball team, the University signed a contract with the Montgomery County Agricultural Society for the use of the Coliseum Building at the Montgomery County Fairgrounds.

The contract, signed by the Vice President *and* Treasurer on behalf of the University, covers the period from November 1, 1971 to February 11, 1972, and provides for the payment by the University of Seven Dollars and Fifty Cents (\$7.50) per hour payable upon monthly invoices, for a total of \$995.00.

Mr. White recommended the ratification of the contract between the Montgomery County Agricultural Society and Wright State University for the use of the Coliseum Building.

Mr. Lucas moved the ratification of the contract with the Montgomery County Agricultural Society for use of the Coliseum Building. The motion was seconded by Dr. Keto and by roll call vote was unanimously adopted.

Ratification of Research Contracts and Grants

Mr. White reported that the University, through the Office of Research Development, has entered into four research contracts and grants, two being renewals, and recommended ratification of the following contracts and grants:

Project #147—Renewal of Private Research Grant

Title: "Synthesis and Characterization of Metal Complexes Containing Macrocyclic Ligands"
Duration: September 1, 1969 through August 31, 1972
Sponsor: American Chemical Society—Petroleum Research Fund
Supervisor: Dr. Sue. C. Cummings
Amount: Total \$2,500
Sponsor 2,500

Project #193—Renewal of Government Instructional Grant

Title: "Undergraduate Education in Rehabilitation and Other Helping Services"
Duration: September 1, 1971 through August 31, 1972
Sponsor: Social and Rehabilitation Services, Department of Health, Education and Welfare
Supervisor: Mr. Perry Hall
Amount: Total \$23,434
Sponsor 20,341
WSU Cost
Sharing 3,093
Indirect Cost
Allowance 1,507

Project #194—New Government Research Contract

Title: "Biological and Environmental Survey Reports—Caesar Creek Lake"
Duration: September 1, 1971 through August 31, 1972
Sponsor: Department of the Army, Corps of Engineers, Louisville District
Supervisor: Dr. Ronald G. Schmidt
Amount: Total \$22,320
Sponsor 22,320

Project # 195—New Government Research Contract

Title: "Biological and Environmental Survey Reports—East Fork Lake"

Duration: November 1, 1971 through August 31, 1972

Sponsor: Department of the Army, Corps of Engineers, Louisville District

Supervisor: Dr. Ronald G. Schmidt

Amount: Total \$20,853

Sponsor 20,853

Mr. Crowl moved the ratification of the foregoing research contracts and grants. The motion was seconded by Dr. Keto and by roll call vote was unanimously adopted.

Ratification of Agreement with Camp Kern Branch of the Dayton Y.M.C.A.

Mr. White reported that on August 16, 1971, Wright State entered into an agreement with Camp Kern Branch of the Dayton Y.M.C.A. for the University's Horseback Riding Club's Intramural program from September 13, 1971 to May 21, 1972, inclusive.

Mr. White noted there will be no charge for the use of the horses or tack; however, the University would be responsible for bills incurred due to injury or illness of the horses. Mr. White recommended ratification of this agreement.

Mr. Crowl moved the ratification of the agreement between Camp Kern Branch of the Dayton Y.M.C.A. and the University's Horseback Riding Club. Mr. Hall seconded the motion and by roll call vote it was unanimously adopted.

Report on Grant under Title I of the Higher Education Facilities Act

Mr. White reported that the application for federal funding for the Brehm Laboratory for Environmental Studies was considered by the State Commission on September 17, 1971, and the application ranked high enough to be recommended for a grant, which is anticipated to be approximately \$188,000.

Progress Report of Projects Under Construction

Mr. White reported on the current status of projects now under construction on the main campus and the branch campus at Celina. It appears that the projects are generally on schedule.

Access to Newman Center

Mr. White reported that the University has been in communication with Reverend Michael Reaume, S.M. regarding construction of a Newman Center building on a leased two-acre tract 210 by 414 feet, at the corner of the Eisert property adjoining the western edge of the campus.

The Roman Catholic Archdiocese of Cincinnati hopes to begin construction, in November of this year, of a modest A-frame building to serve as a meeting place and a Center for activities.

In a letter dated September 29, Father Reaume requested walk-on

access, construction access, drive-on access, and parking privileges, until such time as other access roads are developed through the Eisert property.

Mr. White recommended that the Board of Trustees authorize the Vice President *and* Treasurer to enter into negotiations for granting walk-on and construction access rights across University property to the Roman Catholic Archdiocese of Cincinnati, at locations to be mutually agreed upon by the parties, subject to the condition that the Archdiocese compensate the University for any damages resulting from construction traffic.

Mr. Jeffrey moved to authorize the Vice President *and* Treasurer to negotiate for access rights to University property with the Roman Catholic Archdiocese of Cincinnati. Mr. Lucas seconded the motion and it was unanimously adopted by voice vote.

Naming the Phase I Building on the Western Ohio Branch Campus

Mr. White reported that correspondence had been received from Mr. R. J. Stauffer, Resident Director of the Western Ohio Branch Campus which, on behalf of the Board of Trustees of the Western Ohio Educational Foundation, recommended that the Phase I Building now under construction on that campus be named Dwyer Hall. Mr. White will turn this request over to the Committee on Naming of Facilities for formal recommendation to this Board for further action.

UNFINISHED BUSINESS

There was no unfinished business brought before the Board.

NEW BUSINESS

DATE OF NEXT MEETING

The Chairman announced that the next meeting would be held either December 13, 15, or 16, 1971.

ADJOURNMENT

The meeting was adjourned at 3:35 p.m.

ATTEST:

Robert S. Oelman, Chairman
(signed)

Frederick A. White, Secretary-Treasurer
(signed)