

Executive Committee  
April 14, 1994

Trustees: Marvin Wilson (Chair), Rans Bennett, Wayne Duderstadt, Kevin Eichner, Bob Froning, Hal Germer, Mercile Lee, Charlene Lister, Nita Myers, Jim O'Dell, Ramon Schmidt, Patti Wolff.

Administration: Jim Billick, Steve Markwood, Anne Mills, Ilene Risley, Jim Smith, Jan Stone, Fred Zook.

Marvin Wilson called the meeting to order following dinner. Ramon Schmidt offered prayer.

Hal Germer introduced Jan Stone, new Director of Academic Programs, as of April 1st. Jan is a member of the President's Council and staffs the Academic Affairs Committee of the Board.

Anne Mills presented the March '94 Financial Report and Development Summary. There was discussion of the status of pledges to Ward Science Hall and Jim Smith responded on follow up on pledge payments. Anne Mills presented a list of potential uses for end of year budget surplus. Included is \$100,000 for Campus Plant Fund (residence hall) improvements over the summer. In addition, \$265,000 will be directed to operating reserves. Potential uses for excess surplus include campus master plan, Martin Hall drawings, development consultant, health fund transition costs, Ward Science Hall pledge shortfall, and additional operating reserves. The removal of the smokestack adjacent to Cook Field was added to the list. Proposed uses will be discussed by the Campus Committee and the Business Affairs Committee, with Board action to come on Saturday, April 16th for specific approvals.

Charitable Remainder Trust Guidelines were circulated. These have been recently developed by the Investment Subcommittee. The guidelines identify three groups of mutual funds to meet the investment objectives stated. There are four approved funds in each list. Anne Mills presented a resolution to authorize investment of Annuity funds and transfers among mutual funds.

RESOLUTION

BE IT RESOLVED, that any one of the following persons are authorized to invest Annuity funds for the University in and effect transfers among such mutual funds as are identified in the list recommended by the Investment Subcommittee of the Business Affairs Committee.

FURTHER RESOLVED, that any one of the following persons are authorized to give instructions and effect transactions regarding the funds, subject to the understanding that their authorization to withdraw funds is limited to instructions to remit such withdrawals to a bank for deposit to the credit of Ottawa University in that bank.



The named persons are:

Harold D. Germer

Anne J. Mills

Wayne R. Duderstadt

Marsha L. Denniston

President

Vice President for Business Affairs

Treasurer

Business Manager

Kevin Eichner moved the above Resolution be approved, with Rans Bennett seconding the motion. In discussion it was observed only one signature is required, whereas University bank accounts require two signatures. Kevin expressed concern for oversight of transactions. The Investment Subcommittee receives reports quarterly. The motion passed.

Hal Germer reported first receipts, \$23,049.60, from a trust established by Florence Hegberg Stout. Half may support current programs. The other half is to be used for special projects selected by a committee including trustees, a faculty member and the President. Marvin Wilson said he would announce the make up of the committee during the coming Board meeting.

The agenda for the Board meeting was distributed. After opening preliminaries, the first major item is a report by trustees who visited International Program sites in Hong Kong, Singapore and Malaysia. Bob Froning gave a brief summary of the trip and reactions. Evy Wall, Kay and Les Arvin will each make part of the report. There will be time for questions and answers.

The next major item will be discussion on capital campaign planning. A document, "Five Challenges," was circulated. Kevin Eichner explained a process by which all Board members will be involved in making responses to the needs proposed in the "Five Challenges." He reminded the Executive Committee strategic planning is not an event but an ongoing process. The purpose of the "Five Challenges" document is to "prime the pump" to have everyone think about all the University needs in a comprehensive way. This is a logical follow up to adoption of the Strategic Plan in October '93.

A review of Committee agenda followed.

Business Affairs will approve the auditors, consider the Campus plant fund project, and review the proposed budget for 1994/95.

Resources will meet with Harvey DeVries. They will discuss the goals of the campaign, examine the needs in the "Five Challenges" document, and consider plans to establish a campaign steering committee.



Campus Committee will review progress in faculty involvement in governance through the Dean's Council, budget, admissions, retention. The Committee will also consider the Campus Plant Fund project so that it can recommend approval for board action. The Committee will have a proposal to name the KTJO broadcast suite in honor of Dr. David Bemmels.

Centers Committee will consider the report of the trustees who visited the Pacific Rim in greater detail. Attention will be given to improvements and expansion of the program. They will also consider the North Central report for impact on centers, review budget, hear reports from each location, and look ahead to meeting in Milwaukee.

Academic Affairs will give close attention to the North Central report and the proposal to establish a University Academic Council. This is a new and important step in increased faculty role in governance across all locations. The Committee will read the charge to the Committee stated in the By-Laws, and have discussion on the role of the new Director of Academic Affairs. Promotion and tenure decisions will be considered at this meeting.

Hal Germer called attention to the North Central report of "strengths and concerns" circulated in advance of this meeting. The full and final report has been received. Chair Marvin Wilson noted the site visit team recommends ten years accreditation. There will be a focus visit in three years regarding academic management and academic assessment University wide. Hal Germer noted the proposal for the new University Academic Council, being considered by the Academic Affairs Committee, is a direct response to North Central findings.

There will be an executive session of the Board Friday afternoon. At that time the President will report faculty salaries, salary ranges, progress toward meeting the AAUP salary target (60th percentile among institutions classified as IIB). Also action will be taken in executive session on recommendations for promotion and tenure, after these have first been considered by the Academic Affairs Committee.

Chair Marvin Wilson reminded the Executive Committee that the next meeting of the Committee will be in Milwaukee on July 16th. Agenda at that time will include attention to operations in Milwaukee -- the start up, growth, ingredients in success and results of initial investment there. There will also be an update on the Campus Master Plan process.

Hal Germer made comments to clarify things to occur between this meeting and the July meeting. First, with the approval of the 1994/95 budget at this Board meeting the administration will have authority to issue faculty salary letters on or about July 1st. Hal said the process for making salary determinations involves the Provost at each site, but he also reviews these with each Provost.



Hal Germer referred to Anne Mills' list of potential uses of budget surplus in the current year. Certain items on Anne's list will be approved at this meeting. Those uses -- particularly Campus dormitory refurbishing -- will be initiated based on actions to be taken at this meeting.

Third, Hal will meet with the Management Review Committee prior to the July meeting. Compensation policy approved by the Board includes provision for bonuses. Management Review is considering the philosophy, conditions and parameters for any grant of a bonus in the case of significant over and above service.

The President's Council brought two policy recommendations to the Executive Committee for consideration. These are policies on Drug Free Workplace and Sexual Harassment. (Copies attached.) There was discussion of each policy statement.

Jim O'Dell moved, with Nita Myers seconding, the adoption of the Drug Free Workplace policy statement. The motion passed.

Ramon Schmidt moved, with Wayne Duderstadt seconding, the adoption of the Sexual Harassment policy statement. The motion passed.

The Minutes of the Operations Subcommittee of March 22nd were distributed and discussed. The major action of the Operations Subcommittee was to approve steps necessary to implement a new fully insured health plan by contracting with Business Men's Assurance Company for medical insurance and Principal Mutual Life for dental insurance for eligible employees. In related actions the University was authorized to work with the Trustees of the current plan to terminate that plan, as specified in the Agreement and Declaration of Trust document, and to supplement, if necessary, the Ottawa University Employee Health Care Fund reserves to complete the transition to the new insurance coverage.

Bob Froning moved, with Ramon Schmidt seconding, that the minutes of the Operations Subcommittee be ratified and approved. The motion passed.

The meeting adjourned at 8:30 p.m.

Charlene Lister  
Secretary



## DRUG FREE WORKPLACE

In order to provide a healthy, positive, and safe education and work environment, Ottawa University does not permit the possession, use, or distribution of alcohol or illegal drugs by faculty, staff, or students in facilities or on property owned or leased by the University. Faculty, staff and students may possess and use pharmaceuticals as appropriately prescribed by licensed health care professionals if their use does not impede the faculty or staff member's ability to perform her/his prescribed duties or the student's academic efforts.

Staff, faculty and students are also reminded that Ottawa University actively complies with all federal and state laws concerning the possession, distribution, sale, and/or use of alcoholic beverages and legal or illicit drugs in any state, territory, or country where its educational programs are offered. Furthermore, Ottawa University complies with the federal "drug free workplace act" which requires that any student, staff or faculty member report his/her conviction under any local, state, or federal drug statute to the University within five days of said action.

Violation of this prescribed University policy by faculty, staff, or students may lead to disciplinary action, through normal employee or student procedures, which may result in probation, fines, campus /community service, required drug or alcohol counseling at the abuser's expense, suspension, suspension without pay, dismissal, or expulsion.

Finally, because of its genuine concern for all members of the Ottawa University community, faculty, staff, and students are reminded that the use of drugs and/or alcohol may lead to specific health risks, such as, injury to the brain, cardiovascular system, digestive system, muscular and nervous system, and/or reproductive system, or death.

## STATEMENT ON SEXUAL HARASSMENT

Ottawa University is a voluntary community where faculty, staff, and students join together to provide the highest quality education for the development of individual students in the context of its Christian heritage, its liberal arts emphasis, and its co-educational community of concern and scholarship. Thus the members of the community wish to ensure continuance and endorsement of the basic principle of concern through the central value of mutual courtesy and respect. Sexual harassment is a significant violation of this basic principle of mutual respect and is not tolerated within the University community.