

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF OHIO UNIVERSITY

Held December 16, 1954

A regular meeting of the Board of Trustees of Ohio University was held in the Trustees' room, Cutler Hall, Athens, Ohio, at 11 a.m., December 16, 1954.

Chairman Joseph B. Hall called the meeting to order at 11 a.m., with the following members present: Messrs: C. Don McVay, Gordon K. Bush, Fred H. Johnson, H. E. Frederick, and John W. Galbreath. Mr. Harvey B. Jordan and Mr. Fred Crow were unable to attend.

Also present were: President John C. Baker, Messrs: B. T. Grover, L. F. Lausche, and Paul R. O'Brien.

The Chairman asked for objections to the minutes of the previous meeting, as distributed by the Secretary. There being no objections to the minutes of the meeting of October 6, 1954, the minutes stood approved as written by the Secretary.

There were no communications, petitions, or memorials.

Mr. O'Brien distributed copies of a financial report showing the following totals:

OHIO UNIVERSITY MONTHLY REPORT

Month Ending November 30, 1954

	<u>Annual Appropriation</u>	<u>Vouchers Issued</u>	<u>Cash Balance</u>	<u>Outstanding Orders or Contracts</u>	<u>Unencumbered Balance</u>
Personal Service	\$2,429,046.08	\$937,900.22	\$1,491,145.86	\$ -0-	\$1,491,145.86
Maintenance	483,230.00	204,307.51	278,922.49	63,620.66	215,301.83
Rotaries	774,205.74	130,150.54	644,055.20	-0-	644,055.20
TOTALS	3,686,481.82	1,272,358.27	2,414,123.55	63,620.66	2,350,502.89

Mr. O'Brien reported that the room rates in the permanent residence halls would be increased effective September, 1955. Under the new schedule the following rates will apply: singles and doubles, \$120.00 per semester; triples and quads, \$90.00 per semester; rooms in cottages for women, \$76.50 per semester; temporary units for men \$58.50 per semester.

The Secretary called attention to the printed report of the Treasurer of Ohio University for the year ended June 30, 1954, copies of which were distributed to the members of the Board.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Furthermore, it is noted that the records should be kept in a secure and accessible format. Regular backups are recommended to prevent data loss in the event of a system failure or disaster. The document also mentions the need for periodic audits to ensure the integrity and accuracy of the information stored.

In addition, the text highlights the role of technology in streamlining record-keeping processes. Modern accounting software can automate many tasks, reducing the risk of human error and saving valuable time. However, it is stressed that users must be properly trained to utilize these tools effectively.

Overall, the document serves as a comprehensive guide for anyone responsible for financial record-keeping. It provides clear instructions and best practices to ensure that all records are accurate, complete, and secure.

The second part of the document focuses on the specific steps involved in creating and maintaining a record-keeping system. It begins by outlining the initial setup phase, which includes identifying the types of transactions that need to be recorded and selecting the appropriate software or tools.

Next, it details the process of data entry, providing tips on how to format entries correctly and how to handle common issues such as missing information or discrepancies. The document also discusses the importance of regular updates and how to integrate new data into the existing system.

Finally, the text covers the maintenance and review aspects of the system. It explains how to generate reports and how to use them to analyze financial performance. The document concludes by reiterating the importance of staying up-to-date with the latest software updates and industry trends to ensure the system remains effective and secure.

The Chairman called for the reports of the standing committees.

Mr. McVay reported that the Executive Committee had no report to make.

President Baker reported for the Faculty Relations Committee. The salary increases granted last year were well received by the faculty; we are requesting sizable increases for the next biennium. He reported also that several members of the faculty worked with commercial or industrial enterprises during the summer and he feels it is good for the business firms as well as for the further development of the individual faculty member.

Mr. Galbreath reported for the Athletics and Public Relations Committee. The football season just closed had been a successful one in every way, as the record of wins and losses were six wins and three losses. He also pointed out that the total receipts from football for the 1954 season were \$24,047.00, compared to \$17,939.00 for the previous year. This increase in receipts was due primarily to the elimination of Federal Admissions Tax on college football games, and the price increases of 50 cents per ticket on the home-coming game.

President Baker commented that he had received a friendly letter from the Harvard Athletic Department saying that they were well pleased with the two games with us and if in the future they schedule ^{games} outside the Ivy League they would be glad to consider Ohio University for a place on their schedule.

Mr. Johnson reported for the Finance Committee. In order to complete the East Green Dormitory Project it will require between three and three and one-half million dollars for construction. There was a general discussion of the need for completing the construction of dormitories on the East Green as soon as possible.

It was moved by Mr. Johnson, seconded by Mr. Bush, and unanimously carried, that the Secretary prepare a bond indenture and resolution to be acted upon at the next meeting of the Board of Trustees.

The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations. The text further explains how such records can be used to identify trends, detect anomalies, and provide a clear audit trail for stakeholders. It also mentions the need for regular reviews and updates to these records to reflect the current state of affairs.

The second part of the document focuses on the implementation of internal controls and risk management strategies. It outlines the various types of controls that should be in place, such as segregation of duties, authorization requirements, and physical security measures. The text also discusses how to identify and assess risks, and how to develop effective mitigation plans to address these risks. It stresses the importance of a proactive approach to risk management, rather than a reactive one.

The third part of the document addresses the role of technology in modern business operations. It highlights the benefits of using digital tools and systems to streamline processes, improve efficiency, and enhance data security. However, it also notes the potential risks associated with technology, such as data breaches and system downtime, and provides guidance on how to mitigate these risks. The text concludes by emphasizing the need for a balanced approach to technology adoption, one that maximizes the benefits while minimizing the risks.

The final part of the document provides a summary of the key points discussed throughout the document. It reiterates the importance of accurate record-keeping, robust internal controls, and effective risk management, and encourages the organization to continue to monitor and improve its practices over time.

Mr. Johnson called the attention of the Trustees to the summary of the departmental budget that had been submitted to the Director for presentation to the One-Hundred-and-First General Assembly which convenes in January of 1955.

SUMMARY OF DEPARTMENTAL OPERATIONS AND BUDGET ESTIMATES

Item or Unit	Actual	Estimated	Budget Requests	
	Expenditures 1953-54	Expenditures 1954-55	1955-56	1956-57
No. of full-time employees	735	790	830	830
A-1 Student Fees	\$ 436,535	\$ 683,000	\$ 850,000	\$1,000,000
A-1 Salaries	1,945,309	1,925,000	2,343,302	2,358,366
A-2 Wages	44,800	43,560	45,000	45,000
A-3 Unclassified				
Total Personal Service	\$2,832,810	\$2,651,563	\$3,238,302	\$3,403,366
Maintenance	506,166	506,760	604,000	604,000
Total PS & MT.	\$2,932,810	\$3,158,323	\$3,842,302	\$4,007,366
Additions and Betterments				
HB 654-671-10	159,844	6,050		
HB 655-672-816	66,779	936,000	5,520,000	
Department Totals	\$3,159,433	\$4,100,373	\$9,362,302	\$4,007,366

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Mr. Johnson then presented the detail for the Additions and Betterments Budget Request that had been submitted to the Director of Finance, which totaled \$5,520,000.

BUDGET ESTIMATES FOR THE BIENNIUM 1955-56 - 1956-57

G-Additions and Betterments
Lands and Buildings

Sub-Classifications	Requirements for 1956-57
G-1 Lands	200,000
G-2 Buildings	
Completion Eng. Sci. Bldg.	900,000
Education Classroom Bldg.	1,000,000
Science Classroom Bldg.	1,000,000
Laundry Bldg.	200,000
Physical Educa. Bldg.	1,500,000
Industrial Arts Bldg.	540,000
Elevator Super Hall	30,000
G-32 Other Capital Outlay	
Hard Surface Runway Airport	150,000
TOTALS	5,520,000

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Mr. Johnson pointed out that we were collecting from students \$10 per year as a Student Center fee. This fee approved by the Trustees was assessed originally at student request to build the present University Center. Students agreed that if the Trustees would use State appropriated money to complete the Student Center, they would be willing to continue to pay this fee until the cost of the building was met.

It was further pointed out that there may be a question as to the legality of using a specifically named fee as the "Student Center fee" for other buildings. After a general discussion it was moved by Mr. Johnson, seconded by Mr. Bush, and unanimously carried that a \$5.00 "Building Fee" be assessed each semester against every student registered on the campus to replace the present so-called Student Center fee.

Mr. Frederick reported for the Library Committee. He reported that the Sesqui-centennial year had been a period of increasing use of all library facilities. On several occasions during the present semester only ten or twelve seats were unoccupied in the Library. He reported that in spite of the anticipated increase in enrollment, the present library building, if devoted strictly to library services, could probably handle all anticipated increases for the next twenty-five years without considering the construction of a new library building. He said there is a definite shortage of space to store archival material which has been received during the last few years.

It was suggested that the Administration might study the possibility of building a central department of archives under library control someplace on the campus.

Mr. Frederick further reported that the increase in library fees, effective this semester, will permit the improvement of the lighting in several important rooms in the present library building, and the converting of certain other rooms to library service as they can be released by the other departments now occupying them.

Mr. Frederick further reported that the restoration of recent cuts in appropriations for periodicals and magazines for library use is an urgent need to which attention should be given.

President Baker commented that the expanded use of Microfilm would be a great help in saving library space in the future.

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Mr. Bush, the chairman of the Planning, Building, and Land Purchase Committee, presented the following report. Condemnation proceedings are under way on the Jacobs property; the confused condition of the title is making this condemnation a rather tedious procedure.

He further reported that no action had been taken on the Beck condemnation proceedings because Mr. Lausche feels that this property can be purchased for the amount authorized without condemnation in a short while.

Mr. Bush then presented the following options for the Board's consideration:

✓Lester property,	12 Stella Avenue	\$10,000
✓Willeke	" 72 Richland Avenue	14,000
✓Morris	" 8 Stella Avenue	7,500
Waggoner	" 74 Richland Avenue	10,000

Mr. Bush pointed out that this area was the best location for the establishment of a new physical education building, and that these properties should be acquired as soon as possible in order to have the proper location for the first wing of the new physical education building.

There was a general discussion of the prices of these properties, and it was finally agreed that the prices were reasonable considering the fact that they might be turned into business properties.

It was moved by Mr. Bush, seconded by Mr. Johnson, that the above listed properties be purchased by Ohio University at the prices indicated. This motion carried unanimously.

Mr. Lausche reported that in order to complete the East Green area, which would include two cafeterias with dormitory facilities located on the top floors, and a large dormitory building housing men, it would require between three and three and one-half million dollars.

After a discussion of this matter, Mr. Bush moved, seconded by Mr. Johnson, that the architectural firm of Potter, Tyler, Martin, and Roth be employed to furnish complete architectural services for construction of these three buildings on the East Green. This motion carried unanimously.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for the proper management of the organization's finances and for ensuring compliance with applicable laws and regulations.

2. The second part of the document outlines the specific procedures that must be followed when recording transactions. This includes the requirement that all transactions be supported by appropriate documentation, such as invoices, receipts, and contracts.

3. The third part of the document discusses the importance of regular audits and reviews of the financial records. It notes that these audits are necessary to identify any errors or discrepancies in the records and to ensure that the records are accurate and complete.

4. The fourth part of the document discusses the importance of maintaining the confidentiality of the financial records. It notes that this information is often sensitive and that its disclosure to unauthorized persons could be harmful to the organization.

5. The fifth part of the document discusses the importance of keeping the financial records up-to-date and current. It notes that this is essential for the organization to have an accurate picture of its financial position at all times.

6. The sixth part of the document discusses the importance of providing training and education to all employees regarding the proper handling of financial records. It notes that this is essential to ensure that all employees understand their responsibilities and are able to perform their duties correctly.

7. The seventh part of the document discusses the importance of maintaining the security of the financial records. It notes that this is essential to prevent unauthorized access to the records and to protect the organization's financial information from theft or loss.

8. The eighth part of the document discusses the importance of providing access to the financial records to authorized personnel. It notes that this is essential for the organization to be able to make informed decisions regarding its financial operations.

9. The ninth part of the document discusses the importance of maintaining the integrity of the financial records. It notes that this is essential to ensure that the records are accurate and reliable and that they can be used as evidence in legal proceedings if necessary.

10. The tenth part of the document discusses the importance of maintaining the confidentiality of the financial records. It notes that this information is often sensitive and that its disclosure to unauthorized persons could be harmful to the organization.

There followed a discussion of a new physical education building. After this discussion, Mr. Bush moved, seconded by Mr. Callender, that the Office of the State Architect and Engineer be requested to prepare complete architectural services for construction of the first section of the proposed physical education building. This motion carried unanimously.

Mr. Bush presented the following bids that had been received for the construction of the Commerce Building. Mr. Bush pointed out that these bids were within the money appropriated for the construction of this building, and he believed that the prices were reasonable, and moved that they be accepted by the Board. This motion was seconded by Mr. Johnson, and unanimously carried.

CLASSROOM BUILDING, COLLEGE OF COMMERCE, OHIO UNIVERSITY, ATHENS, OHIO

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| Item 1. GENERAL CONTRACT | The Hewitt Construction Co.
Bellevue, Ohio | For the sum of \$60,810.00 |
| Item 2. PLUMBING CONTRACT | The Gealing Co.
Lancaster, Ohio | For the sum of \$2,850.00 |
| Item 3. PAINTING CONTRACT | The Gealing Co.
Lancaster, Ohio | For the sum of \$27,500.00 |
| Item 4. HEATING AND VENTILATING | The Gealing Co.
Lancaster, Ohio | For the sum of \$8,250.00 |
| Item 5. ELECTRICAL CONTRACT | Perahs Electric Co.
69 W. Washington Ave.
Columbus, Ohio | For the sum of \$2,500.00 |
| Item 6. ELEVATOR CONTRACT | The Shepard Elevator Co.
5000 Brotherton Road
Cincinnati, Ohio | For the sum of \$24,450.00 |

Mr. Bush presented the following bids for the construction of Dormitory No. 10. He explained that the bids received made the cost per student of this building without furniture around \$2800. He moved that these bids be accepted by the Board. Mr. Johnson seconded, and it was unanimously carried.

DORMITORY NO. 10 ON EAST GREEN, OHIO UNIVERSITY, ATHENS, OHIO

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|---------|-------------------------|--|----------------------------------|
| Item 1. | GENERAL CONTRACT | Knowlton Construction C.
Bellefontaine, Ohio | For the sum of \$618,600 |
| Item 2. | PLUMBING CONTRACT | The National Co.
219 King Ave.
Columbus, Ohio | For the sum of \$ 66,300 |
| Item 3. | HEATING AND VENTILATING | Conditioned Air, Inc.
715 Richard St.
Charleston, W. Va. | For the sum of \$ 37,642 |
| Item 4. | ELECTRICAL CONTRACT | Conrath Electric Co.
35 East Carpenter St.
Athens, Ohio | For the sum of \$ 26,763 |

These are the base bids only, and do not include the finishing of the fourth floor. This will require an additional of approximately \$40,000.00, which we will get out of the next bond issue.

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud.

2. The second part of the document outlines the specific requirements for record-keeping, including the need to maintain original documents and to keep copies of all supporting documents. It also discusses the importance of ensuring that records are stored in a secure and accessible manner.

3. The third part of the document discusses the importance of regular audits and reviews of records. It emphasizes that audits are necessary to ensure that records are accurate and complete, and to identify any areas where improvements can be made.

4. The fourth part of the document discusses the importance of training and education for all personnel involved in record-keeping. It emphasizes that all personnel must be trained in the proper procedures for record-keeping and must be kept up-to-date on any changes in the requirements.

5. The fifth part of the document discusses the importance of maintaining records for a sufficient period of time. It emphasizes that records should be kept for a minimum of seven years, and that longer periods may be required in certain circumstances.

6. The sixth part of the document discusses the importance of ensuring that records are protected from loss, damage, and destruction. It emphasizes that records should be stored in a secure and fireproof location, and that backup copies should be maintained.

7. The seventh part of the document discusses the importance of ensuring that records are accessible to all authorized personnel. It emphasizes that records should be stored in a manner that allows for easy retrieval, and that access should be restricted to only those personnel who need it.

8. The eighth part of the document discusses the importance of ensuring that records are accurate and complete. It emphasizes that all transactions should be recorded promptly and accurately, and that all supporting documents should be kept on file.

9. The ninth part of the document discusses the importance of ensuring that records are consistent with the applicable laws and regulations. It emphasizes that records should be maintained in accordance with the requirements of the Internal Revenue Code and other applicable laws.

10. The tenth part of the document discusses the importance of ensuring that records are available for inspection by the appropriate authorities. It emphasizes that records should be maintained in a manner that allows for easy access by the IRS and other authorized personnel.

Mr. Bush reported that the Federal Government had changed its regulations for federal aid for the improvement of the airport. He reported that he and Mr. Lausche filled in an application for federal aid, and he pointed out that there were no commitments made in their request and that it seemed to him that there was a possibility of obtaining federal aid without losing control of the airport.

The members of the Board recessed for a luncheon at President Baker's home.

The Chairman called the Board to reconvene at 1:30 p.m.

Under unfinished business, Mr. Lausche reported that the application for a TV channel was still pending and that he was attempting to keep this application alive without the expenditure of any money.

During the recess several members of the Board had been taken to view the Burson building and the lot adjoining it owned by Mrs. Ruth J. Brooks, located on West Union Street. There followed a general discussion of the possibility of purchasing the Burson building and relocating the present University Laundry in this building.

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Burson building and the lot adjoining it owned by Mrs. Ruth J. Brooks, located on West Union Street. There followed a general discussion of the possibility of purchasing the Burson building and relocating the present University Laundry in this building.

Mr. Lausche pointed out that this would not be an ideal laundry building, however, by using our own workmen doing some remodeling it would be possible to rehabilitate this building in such a manner that it would be a satisfactory laundry building.

It was moved by Mr. Bush, seconded by Mr. Galbreath, that the purchase of the Burson building and the Brooks lot be approved for \$27,500. This motion carried unanimously.

Mr. Bush reported he had been attempting to obtain faculty housing. He hopes that by next spring a proposal will be submitted to the Board of Trustees for the construction of rental units for faculty housing. Mr. Galbreath suggested that the University might guarantee occupancy and get private persons to construct the housing units with private capital. The report on this possibility will be submitted at the next meeting of the Board of Trustees.

Mr. Clark Myers, Dean of the College of Commerce, was then called upon to present his proposal for the establishment of a four-week course in advanced management for young executives in Ohio business firms.

Dean Myers pointed out that some business executives believe that the lack of capable personnel is one of the most critical long-range problems of business. This occurred because many companies did not hire a large number of well trained potential executives during the depression years and because the war years interfered with the opportunity of many to get business experience. Many universities throughout the country have developed programs of this type, however, there is no university in the state of Ohio which has developed a program that seems to fit the needs of the Ohio Management group. He pointed out that the physical facilities of Ohio University were adequate to provide for such a group and that the experience of President Baker in developing such a program at the Harvard Business School along with the experience of Mr. Gubitz with industry courses and branch work off-campus, and Dean Myers' own experience at the Harvard Business School will permit Ohio University to offer an effective program in this area. This program will be completely selfsupporting.

Faint, illegible text, possibly bleed-through from the reverse side of the page. The text is too light to transcribe accurately.

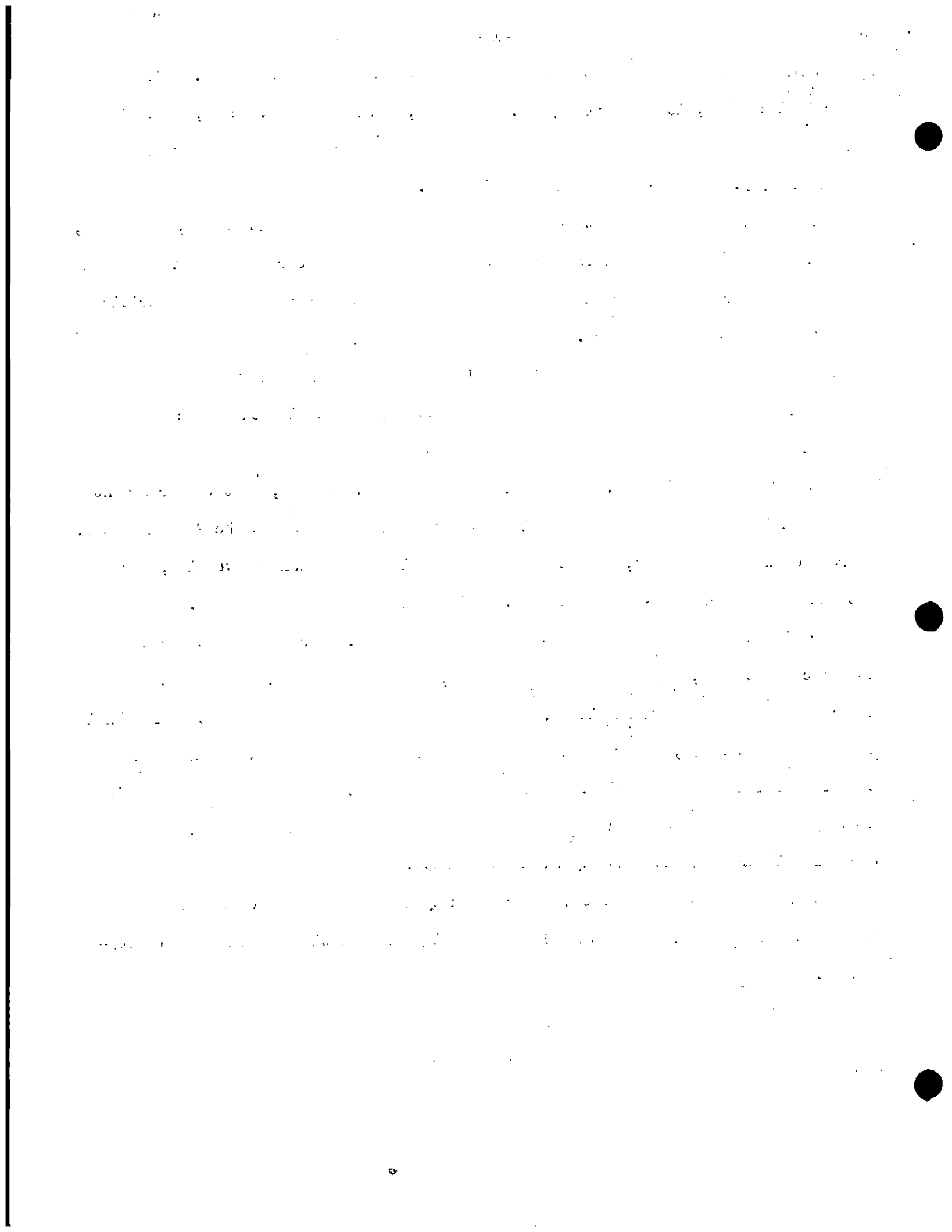
Chairman Hall then commented on the need for a program of this type. After a general discussion, it was moved by Mr. Galbreath, seconded by Mr. McVay, that the advanced management course be approved by the Board of Trustees to start in the summer of 1955. This motion carried unanimously.

President Baker reported that the Federal Reserve Banks of Pittsburgh, Cleveland, and Cincinnati were looking for a location where duplicate records of all the Federal Reserve Banks Transactions could be kept in an area that would be out of the critical area in case of an enemy attack. He pointed out that Athens seemed to meet the specifications of the Federal Reserve Board's location and that they desire to be located in a college town in order to use student help in keeping these records up to date.

It was then moved by Mr. Frederick, seconded by Mr. Johnson, that the President and the Chairman of the Building Committee be authorized to contact the Federal Reserve Board and offer them space, if necessary in the buildings of Ohio University, for the establishment of their emergency center. This motion carried unanimously.

President Baker was then called upon for his report. The enrollment increase of 800 since last year, approximately 17 per cent, was much higher than the percentage of increase of many other universities. This increase has overtaxed our eating facilities for men on East Green, and these crowded conditions will be worse next fall when we open two additional dormitories. It is hoped that the action taken earlier at this meeting approving the construction of two more cafeterias on East Green will take care of this crowded situation by the fall of 1956.

He also emphasized the need for more faculty in the years ahead as well as the importance of increasing the standards and quality of education in all state universities.



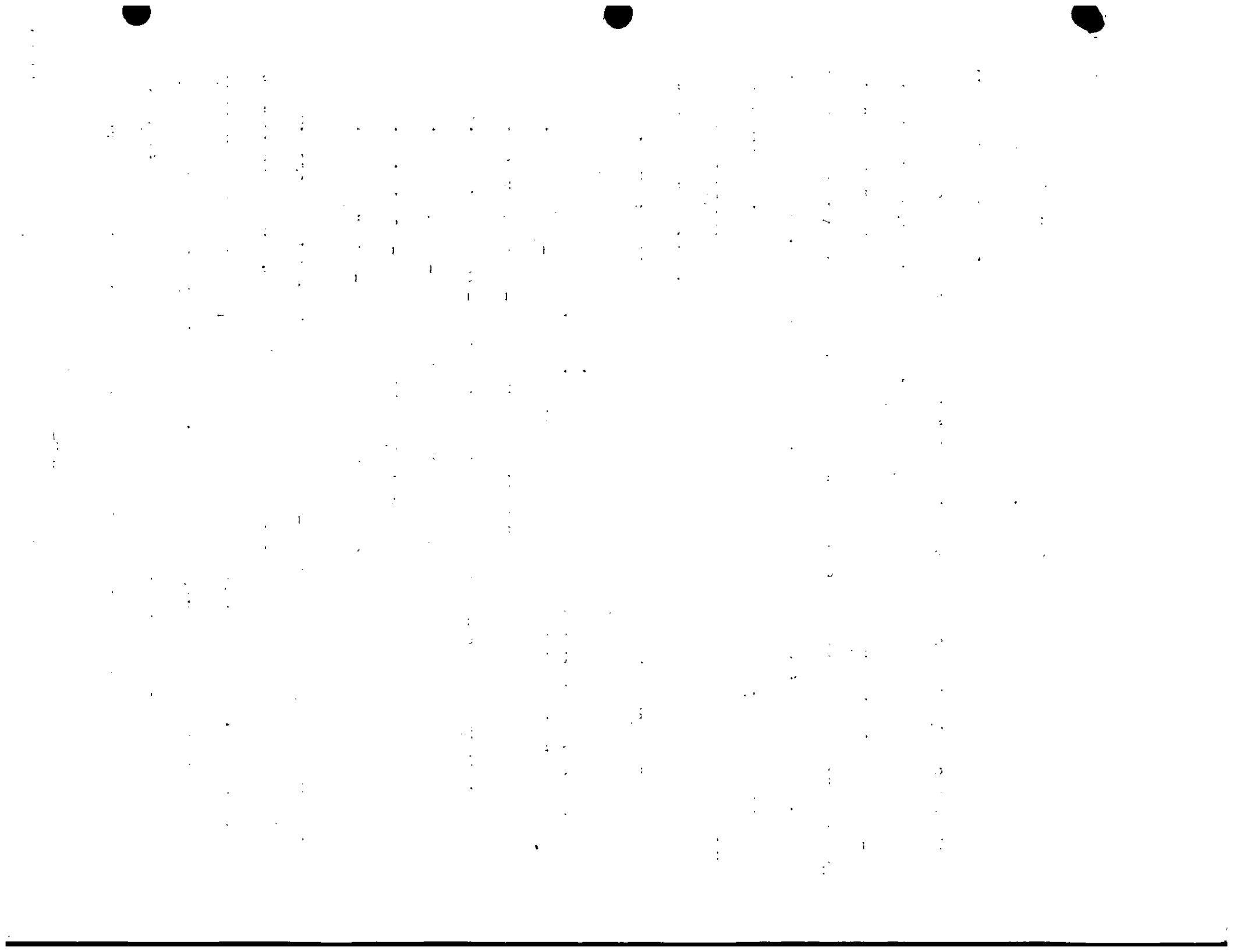
The President pointed out that a good faculty is essential to any successful operation, and that our present salary schedule makes it difficult for us to compete with business for good faculty members. He pointed out that in spite of this difficulty Ohio University's faculty members have received many honors. He listed the following among those receiving honors recently:

1. Fred Kershner - Fulbright to Australia - Invited to University of Wisconsin next semester
2. Paul Kendall - Ford Foundation Fellowship to England
3. C. L. Dow - Fulbright Scholarship to Japan
4. Paul Krauss - Fulbright Scholarship to Germany
5. Edward Hodnett - Conference Committee on Industry - College Relations
6. Carl Gustavson - Ford Foundation Fellowship
7. John Cady - Cornell University Fellowship and Fulbright Scholarship to Burma. Mrs. Cady also received a Fulbright award to accompany her husband.

Mr. Hall commented that the gain in enrollment was a good indication of the quality of the faculty.

The President thanked the Trustees for their backing during the Sesquicentennial Celebrations and reported it was of much more value to Ohio University than could have been expected. Not only was the scholarship drive a success, but Ohio University received much favorable comment from the Press in Ohio, and in many neighboring states; and that the faculty members had benefited by meeting and associating with outstanding visitors during the past year.

President Baker closed by again thanking the Trustees for their fine cooperation during the past year.



The Chairman then called the roll of members for comment.

Mr. Johnson reported that the Ohio University Sesquicentennial Fund Drive would end on December 31, 1954, however, the Fund would continue to accept gifts for scholarships and other purposes.

Mr. Johnson further reported that he had attended the maintenance employees' Christmas party the previous night and that he was happy to see the excellent spirit of the employees and their families at this party.

Mr. Johnson then moved, and it was unanimously seconded, that the Board of Trustees formally thank the following persons for their assistance and work during the Sesquicentennial Year; and that the Secretary be instructed to write them a letter of commendation.

Lt. Wayne Adams	Russell P. Herrold	Gaige B. Paulsen
Karl Ahrendt	Edward Hodnett	Donald Pease
Elizabeth Andersch	L. J. Hortin	Harper Pendry
John C. Baker	Horace T. Houf	Kendall F. Query
Delores Barker	Mary Elizabeth Huck	Bonnie Ranville
H. E. Benz	E. H. Hudson	Hazel P. Roach
Richard Bitters	Maurel Hunkins	Carl H. Roberts
Janice Bixler	A. Wayne Jackson	Vivian M. Roberts
John Bolin	Fred Johnson	Dwight H. Rutherford
Gordon Bush	Frank N. Jones	Emery Schaeffer
John G. Case, Jr.	Vincent Jukes	Peter B. Seel
Martha Cleveland	Claude E. Kantner	Earl C. Seigfred
Donald R. Clippinger	Patricia Kurtz	Emerson S. Sherow
Edna K. Connor	Gail Fishel Kutz	Peter Shimrak
Roger Connor	George Starr Lasher	Charles Allen Smart
Gilford W. Crowell	Luverne F. Lausche	Charles L. Smith
Frank B. Dille	Carr Liggett	Doris M. Sponseller
Margaret Davis	C. N. Mackinnon	H. G. Stalder
Margaret Deppen	Robert W. McCreanor	Mary Stalder
Rush Elliott	Jean McFadden	E. J. Taylor
William H. Fenzel	Mary McGarey	Rose Marie Peschan Thomas
Lucille Henry Finsterwald	Grosevenor S. McKee	A. T. Volwiller
H. E. Frederick	Frederick H. McKelvey	Donald Way
W. S. Gamertsfelder	Robert E. Mahn	Edna Way
P. F. Good	L. C. Mitchell	David White
Richard Goodrick	William R. Morris	Carroll C. Widdoes
Gordon Gray	Eleanor P. Morrow	Clark E. Williams
B. T. Grover	Dwight Mutchler	Hiram Roy Wilson
Albert C. Gubitz	Clark E. Myers	Thomas M. Wolfe
Donald Hagquist	Phillip Nye	Alice Edwards Wright
Martin L. Hecht	Paul R. O'Brien	Edward B. Wright
Elizabeth J. Herbert	William H. Olpp	Richard Yoo
William H. Herbert	Patrick J. Ordovensky	

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There was no other comment from the members.

It was decided to hold the next meeting of the Board of Trustees at a date the latter part of March, to be determined definitely at a future time.

There being no further business, the meeting was adjourned.


Secretary

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the smooth operation of any business and for the protection of the interests of all parties involved.

The second part of the document outlines the specific procedures that should be followed when recording transactions. It details the steps from the initial receipt of goods or services to the final entry in the accounting system, ensuring that every transaction is properly documented and verified.
