

These are the minutes of the meeting of the Board of Trustees held in Athens, Ohio, on February 6, 1968.

Chairman Johnson called the meeting to order at 10:30 a.m. in the Presidential Suite of the Ohio University Inn with the following members present in addition to the Chairman: Duncan M. Baxter, Wayne E. Brown, Don M. Casto, Jr., Joseph B. Hall, Russell P. Herrold, Edwin L. Kennedy, and C. Paul Stocker. In addition to the trustees also present were Vernon R. Alden, President; Clarence P. Bryan, President of the Alumni Association; Thomas S. Smith, Provost; Vice Presidents James J. Whalen, Martin L. Hecht and Robert L. Savage. Also present were John F. Milar, Treasurer; L. F. Lausche, University Architect and Planner; and Paul R. O'Brien, Secretary.

It was then moved by Mr. Brown, seconded by Mr. Casto, and unanimously carried that the minutes of the December 7, 1967 meeting be approved as distributed by the Secretary.

The Secretary reported no communications, petitions or memorials.

The Chairman then called on President Alden for his report.

#### "THE STATE OF THE UNIVERSITY"

by  
Vernon R. Alden  
President, Ohio University

Statement to the Ohio University  
Board of Trustees  
February 6, 1968

There is considerable uneasiness in America today. Concerns are being expressed about our involvement in Vietnam, riots in the cities, the balance of payments, and the quality of life. This unrest is reflected-- and in many cases magnified-- on college and university campuses. The normal tensions are heightened by uncertainties about draft regulations which could lead to erosion of graduate enrollments this fall. The freezing of Federal funds has stimulated on many campuses concern about the continuation of research projects and the construction of academic buildings. We at Ohio University--and all colleges and universities--are confronting these problems at a time when there is increasing competition for scarce resources. At the same time, year after year, a larger proportion of the eligible student population is seeking a college education.

In the context of these common concerns shared by all educational institutions, what is the condition of Ohio University today?

#### FACULTY

During this current academic year, Provost Smith and I have been meeting with faculty members within the various academic departments throughout the University. These meetings, held with the Dean of the College in which the department is located, are informal, unstructured and aimed at acquainting ourselves with the concerns and the aspirations of the Faculty. Before the end of the academic year, we shall have met with every department in the entire University.

Through the initiative and hospitality of Professor Meno Lovenstein, The Chairman of the Committee on Educational Inquiry, we have been meeting also with groups of about 15 faculty members picked at random. These informal discussions, held in the evenings at Professor Lovenstein's home, are focused upon the academic quality of the University. Seven such meetings have been held so far, reaching about 100 members of the Faculty.

We have also been meeting regularly with the Administrative Committee of the Faculty Senate.

I wish that our trustees could meet with members of our faculty from time to time. I am sure that you would be--as I am--greatly impressed with the quality of our faculty. It is clear that department chairmen and deans have done an extraordinary recruiting job.

As you know, several departments have been given preliminary approval by our Board and by the Board of Regents to undertake new doctoral programs. Several other departments are moving toward offering doctoral work and new academic programs. At least two conclusions can be drawn from my informal meetings with the faculty: (1) the expectations of our high-quality faculty will require enormous increases in our University resources. (2) We will be a target for raising as more and more colleges and universities become aware of the quality of our faculty.

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STUDENTS

You have heard from time to time from Dean Paulsen and our Director of Admissions, Jerry Reese, that the quality of our freshman class has been improving steadily. This can be demonstrated by such standards as high school class rank, aptitude test scores, leadership positions held in high school, and the reputation of the schools from which students are coming.

As is true at almost all educational institutions, our students are exhibiting a growing desire for participation in decision-making. We wish to encourage this sort of involvement because it is a vital part of the educational process. As I mentioned in my recent Convocation address: "In a university the overshadowing value in participation is what the participant himself learns from the action. In a distinguished university, the learning potential in everything that happens is exploited." I went on to say that the university should be "a real life laboratory for learning." It was quite clear last spring that the student body learned much about the real world through their participating in a discussion of the strike of our non-academic employees. The debates going on now in Student Congress also provide a learning experience. Students themselves are challenging irresponsible statements and actions by their fellow students.

Bernard Baruch once said: "Every person has a right to his own opinions, but no one has a right to be wrong in his facts." It is sometimes difficult for a university administrator to sit still and not respond when student demagogues stir up other students by gross manipulation of information or distortion of the truth. Significant opportunities for learning are provided, however, as other students respond with information and evidence which they have painstakingly dug out from informed sources. One learns to handle responsibility by having responsibility.

At the moment, there is lively discussion about who can best represent the student body. Student Congress is being challenged by the governments on the individual Greens, and there is widespread feeling that the present Student Government is too far removed from the day-to-day concerns of students. Within Student Congress and across the campus, the Ohio University Post is being questioned by students who believe that its articles and editorials do not truly reflect student attitudes and aspirations. These lively discussions and debates are a vital part of the total educational process. At times it is difficult to live with lively, impatient and inexperienced young people, but I feel quite certain that our students are maturing and developing a greater sense of responsibility by discovering their own inconsistencies rather than "being lectured to" by the administration.

NON-ACADEMIC PERSONNEL

We shall ask you to approve this morning the wage adjustments being made for non-academic employees following the action of the Compensation Board in Columbus. While the Compensation Board denied our request for an across-the-board increase, they did authorize us to make adjustments which would bring us up to the level of other state universities, specifically Miami. We are giving wage increases to approximately 90 per cent of our non-academic employees. Other benefits approved by the Trustees went into effect on January 1-- the reduction in the cost of meals to dining hall employees and the hospitalization insurance program.

The Union acknowledged the outstanding efforts of Vice President Whalen and his associates. During their three appearances before the Compensation Board, Dr. Whalen's group was well-prepared and did an outstanding job in a very difficult situation.

Mr. Ward Wilson, formerly Personnel Director of McBee and an alumnus of Ohio University, has joined us as University Personnel Director. Under his leadership we shall make substantial improvements in personnel record keeping, employee training programs and in providing opportunities for promotion from within. As supervision and training improve at the University, the quality of maintenance and service will improve, and our day-to-day relationships with non-academic employees will be strengthened.

UNIVERSITY CONSTRUCTION

With the exception of the Mathematics Building, all construction projects are now on schedule. Phase I of the Library will be completed in August, and we shall move in personnel, books and equipment at that time. Construction funds for furnishings and equipment total \$450,000. Phase II of the Library, the two wings already designed by the architects, will be started next year if a bond issue for education is approved by Ohio voters.

Annual operating support of the Library has grown from \$227,000 in 1961 to over \$900,000 this year. We shall increase again next year the size of the Library staff and the level of acquisitions. We will double the Library budget over the next two or three years. In addition, special library fund-raising efforts are now being directed toward students, parents, alumni and other friends.

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Barring construction delays this spring, we shall hold our June Commencement in the new Covocation Center. The new Center will be used extensively by students and community and regional groups for speakers, musical entertainment and for other major attractions which we have not been able to accommodate before.

The Television Building and the Music Building are in early construction stages and will be completed by August of 1969.

Construction of the Mathematics Building has been delayed because of court action on three properties in the Urban Renewal area. We plan to begin construction early this summer and complete the building in 18 months.

Plans are being formulated for use of the McBee buildings donated by Litton Industries. Plant I will be vacated before the start of the new academic year and ready for utilization by several academic and administrative departments.

As you know, Governor Rhodes will present to Ohio voters a bond issue in May totaling \$850 million. A modest amount of money is being set aside for universities. Should voters approve the May bond issue, Ohio University will receive \$1,700,000 which will be used to acquire land, build steam tunnels, supplement funds for current building projects or to improve old buildings.

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The Faculty-Administrative Planning Committee has established priorities for academic buildings. Descriptions of these buildings are now being prepared, and the ten-year, \$200 million list of building needs will be presented to the Trustees for approval at our next meeting.

FINANCES

Mr. Milar will report on current financial operations. A comparison of actual and budgeted expenditures for the first six months indicates that we are operating within our budget. The student fee increase approved by our Board of Trustees and the Board of Regents effective January 1, will meet the wage increase for non-academic employees and assure us that we shall not incur a deficit this year.

We are completing plans for next year's operating budget. Top priority has been given in recent years to the recruitment of new faculty and to the improvement of faculty salaries and fringe benefits. Last year, we increased our faculty by 107, and the year before, by 105. When we prepared the budget for this year, we stretched our financial resources in our efforts to make substantial faculty and staff salary increases. When actual appropriations did not reach the level of the Regents' recommended budget, we had to cut back spending for equipment, supplies and travel. This has created hardships and concern in many departments.

We shall be more conservative in our estimates for next year. In view of the difficulty of predicting graduate enrollments at all colleges and universities because of the draft situation, we are planning for a very modest increase in our graduate enrollment as compared to early projections. Our enrollment projections, are conservative but we think realistic. We shall not commit the resources of the University beyond the tax appropriations and student fees which we believe we can safely count upon. Since new income will total only \$2.5 million, we shall authorize recruitment of fewer faculty members than in the past two years, and, on the average, smaller salary increases than the 11 per cent we gave last year. I wish to point out, however, that except for the amount legally committed for civil service wage increases for next year, we are making efforts to channel all new funds into the instructional budget. As a result, we must make substantial cuts in administrative supporting services.

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It is clear that we must establish priorities in our allocation of funds. Some university projects, activities and programs must be eliminated as we strengthen and expand other areas. The aspirations and expectations of people in a first-rate university always outrun resources. Difficult choices must be made and will be made by faculty members and administrators of this University.

Last fall we invited the firm of Arthur Andersen & Co. to assist us in developing a new "responsibility accounting system." Before 1962 Ohio University had no electronic data processing equipment. Efforts to modernize our financial reporting system and to utilize new equipment have been far too slow and ineffective. Perhaps we expected too much too soon, but we have not had the registration and financial information current and reliable enough to make the kinds of decisions that our large and complex university requires today. With the help of the Andersen firm, we are integrating, systematizing and programming our financial, registration and data processing operations.

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COMMUNITY-UNIVERSITY RELATIONS

The Athens Business Drive this year has exceeded all previous amounts raised by the Ohio University Fund. We are continuing to hold monthly meetings with "The Associates"--the business and community leaders and local friends of the University. At these meetings various administrators and faculty members describe University activities and engage in discussions of University affairs. We are also continuing to hold monthly meetings with city and county officials. I believe that a healthy, cooperative relationship exists between community leaders and University officers.

Six years ago the Trustees and the administration of Ohio University pledged themselves to assist in the revitalization of the economy of Southeastern Ohio. Since then we have made earnest efforts to attract the resources and facilities needed by a growing community and university. Vice President Hecht has given you a written report, which he will summarize in a few moments, outlining progress being made on the many projects undertaken through cooperative community and University activity. I think you will be encouraged, as I am, by the current state of highway and airport development, the Medical Center, the flood control project and Faculty housing.

SUMMARY

A review of the number of buildings being built, new doctoral programs being launched and new resources being attracted is encouraging. Many individuals on the Board, the Faculty and administration deserve our appreciation for their efforts. But much remains to be accomplished and therefore we face some frustrating problems. Our aspirations, our expectations and our appetites for money are quickly outrunning our resources.

When we were smaller, less complex and less recognized on the national scene, our task of setting priorities was considerably easier. Now we must make some difficult choices after we have established priorities. These priorities must be thrashed out by our entire university community--by departments, by schools and colleges, by the Faculty Senate and Executive Committee and eventually by the Board of Trustees. While there are many reasons to be encouraged by the accomplishments of all members of the University community, our responsibilities are considerably more difficult to carry than they were five years ago. This itself is an indication that we are becoming a much better university.

The President then called on Vice President Hecht to outline a written report that had been distributed to the trustees with their agenda material. Vice President Hecht then presented the following report:

"In January, 1962, at his first appearance as president of Ohio University before leaders in business, the professions and government, Dr. Vernon R. Alden identified certain basic improvements which he felt were necessary to the economic growth of southeastern Ohio and to the development of Ohio University. Among these improvements were better highways, improved elementary and secondary education, airports, flood control, and health facilities. To further identify the importance of these, he placed the University in a role of leadership to assist area leaders, the various local and state governments and the federal government to achieve these improvements. It has been my privilege to represent him and Ohio University in the leadership role in working with various groups, both private and public. I am pleased to report that each basic improvement is being accomplished.

HIGHWAYS - EDUCATION - AIRPORTS - FLOOD CONTROL

The improvement of U. S. Rt. 33 is continuing, and a four-lane highway from Athens to Columbus is two-thirds accomplished with the remaining one-third in process of construction or design. The Appalachia Highway from Cincinnati to Belpre is either under construction or in design phase, with the section west of Jackson to Belpre scheduled for completion in early 1971. Other highway improvement can be identified by the construction progress of I-77 from Cleveland to Charleston, W. Va., improvements on U. S. 35, U. S. 23, U. S. 50 and U. S. 7 and 52. The Athens Bypass construction will start in 1968 and will be completed as the Athens area of the Appalachia Highway and Athens Flood Protection Plan are completed.

School systems through consolidation are now able to upgrade professional staffs, curriculum and physical facilities. The Tri-County Vocational School and Technical Institute in Nelsonville, to be opened in 1968, is an important step in providing education for those who do not wish to pursue a college degree and in providing trained people for industry and the sub-professional jobs in the area.

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County airports exist in many counties in southeastern Ohio. The airports will help meet local needs and will be supported by Ohio University's aviation program and facilities. The new Ohio University Airport plan at Albany will be ready for bidding in March, 1968, and is scheduled for use in 1969. This airport will make possible direct access to the heart of southeastern Ohio by executive jets, chartered service, and commercial service.

The Athens Local Flood Protection Plan, scheduled for construction in the summer of 1968, will be completed as the Bypass and Appalachia Highway are completed. The plan will open up over 400 acres of land for University use. The Hocking Conservancy District will maintain the new channel, and the old channel will be filled and owned by Ohio University.

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HEALTH SERVICES AND FACILITIES

Although highways, school systems, airports and flood protection improvements are important, the most important is the improvement in health services and facilities. Other than the successful campaign to build a new Sheltering Arms Hospital, which is now under construction, few words have been printed about the Regional Health Center Plan. Therefore, I would like to give major emphasis in this report to this important improvement.

The several years of persistent effort by many people have made possible this report on health services and facilities. These people, lay and professional, became convinced of the needs and the opportunities to improve health facilities and services in southeastern Ohio, and of the role Ohio University could play in demonstration projects, medical education, training and research. I'm sure at some future date the interest and support of President Alden, which was identified in 1962, and again in 1965 when the critical issue of Ohio in Appalachia was successfully resolved, will be recognized. As the representative of Ohio University in this activity, I know of the appreciation my associates in Chicago, Washington, Columbus and southeastern Ohio have for the support and the leadership which we have been able to give on a day-to-day basis.

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In addition to the Appalachia Act and the various federal and state agencies and the Hill-Burton Fund, there are four important groups which should be identified. The Sheltering Arms Hospital Foundation, a non-profit corporation (SAHF), which owns and operates the Sheltering Arms Hospital; The Ohio Valley Health Services Foundation (OVHSF), a non-profit corporation which will fund and implement the Regional Health Center concept; the Columbus Hospital Federation, a non-profit corporation (CHF) which represents 38 counties including all of southeastern Ohio in health facilities planning for the state of Ohio; and the U. S. Surgeon General's Region V Health Advisory Committee (HAC), which represents the states of Ohio, Indiana, Michigan, Illinois and Wisconsin in the U. S. Public Health Service.

The Sheltering Arms Hospital Foundation (SAHF): The success of the \$2.5 million building fund campaign, under the leadership of Dwight H. Rutherford, Board Chairman, and the construction start of the new \$3.5 million hospital assured Athens and Ohio University of an opportunity to have a major role in the Regional Health Center program. It was a major factor in the Appalachia Regional Commission's decision to select southeastern Ohio as one of seven centers. Not to be overlooked, however, was the importance of other factors such as (1) the sale of Ohio University land to the SAHF from the 90 acres reserved by the Ohio University Trustees for medical facilities; (2) the farsightedness of the SAHF Trustees to build for immediate expansion and as a core unit for a regional center; and (3) the expansion of graduate programs and physical facilities at Ohio University. The SAH can expand from 125 beds to 500 vertically and horizontally for supporting services and facilities on the presently designed chassis. As a representative of Ohio University, I am now serving my second three-year term on the SAHF Board of Trustees.

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The Columbus Hospital Federation (CHF): Recognized as one of the outstanding health facilities planning organizations in the United States, the CHF played a major role in the development of the new SAH and the regional center concept. Serving 38 counties in central and southeastern Ohio and representing these counties to the Ohio Department of Health in facilities planning, the CHF was most instrumental in the Hill-Burton funding of SAH. The CHF also provided initial encouragement and backing to the Regional Center concept and contracted with the OVHSF to develop the center plan under the direction of Jack Farrington, Assistant Director of the CHF. As a second three-year term member of the CHF Board of Trustees, I represent southeastern Ohio and Ohio University.

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The Ohio Valley Health Services Foundation (OVHSF): To facilitate the use of 202 Regional Demonstration Health Service funds from the Appalachia Act, the Foundation was organized to serve Athens, Hocking, Vinton, Jackson, Gallia, Meigs and Lawrence Counties. Major construction will be in Athens and Gallia, using the new facilities and land in Athens and the talent and facilities at Holzer Clinic with a Public Health Center in Jackson County. Supporting facilities will be identified in each of the other counties. The Foundation will raise funds from public and private sources and implement the \$42 million seven-year plan of new facilities and expanded services. The Foundation will not operate nor provide services. Jack Farrington, Assistant Director of the CHF, will become the Executive Director of the Foundation on February 1, 1968. E. E. Davis, Oak Hill Industrialist, is the Chairman of the Board of Trustees. As a representative of Ohio University, I serve as a board member and as a member of the six-man executive committee. The Foundation headquarters will be in Athens and has been funded for the first year in the amount of \$200,000. Currently, \$2 million has been allocated to the OVHSF for the first physical facility construction in the area. A second proposal for \$3 million is in the planning stages. The total projects in Athens, when completed, will be \$23,393,236.

As soon as Jack Farrington is established in Athens, the OVHSF will sponsor a seminar on the Regional Health Center concept and the plan for southeastern Ohio. In the interim, I shall plan with Jack the relationship he should have with the various disciplines at Ohio University. This process will include the participation of faculty and administrators in the areas of education, training, research and the construction of health facilities.

The Regional V Health Advisory Committee: In October, 1965, President Johnson signed Public Law 89-239, which was the Heart Diseases, Cancer, and Stroke Amendment to the Public Health Services Act. The amendment authorized grants to help establish Regional Medical Programs to combat heart diseases, cancer, stroke and related diseases. The State of Ohio program was assigned and funded to the College of Medicine at Ohio State University under the direction of Dean Richard L. Meiling. Because of the future involvement of Ohio University in medical education and research, I was requested to serve on his advisory committee. The amendment also requires state planning for all health facilities, which will be done by the Ohio Department of Health and the CHF.

In addition, the law requires the establishment of Regional Health Advisory Committees. I have accepted appointment from the U. S. Surgeon General, through 1970, to the Region V Health Advisory Committee, which is made up of two representatives from each of the states of Ohio, Indiana, Michigan, Illinois and Wisconsin. This committee's responsibility is identified in the 1967 annual report of the U. S. Surgeon General as follows:

"The construction of new facilities for Regional Medical programs must be limited to facilities that are essential, carefully selected, and designed to meet regional needs. Each such request will need to be approved by the Regional Advisory Committee which represents the major health interests of the Region. Priority should be given to facilities required for continuing education, training and related demonstrations of patient care, particularly in the community hospitals."

The Region V Health Advisory Committee will meet four to six times a year at the Chicago Headquarters, and its membership is made up of lay as well as professional health persons. The first meeting will be February 18 through February 20, 1968.

I would also like to report that at last the developers of the apartment complex overlooking the present Ohio University golf course have started construction and hope to have this project completed by late summer."

The President then asked for comment from the trustees on these two reports. Mr. Brown expressed the thought that he felt it was the responsibility of the faculty and administration to teach the students and, if necessary, stronger disciplinary steps should be taken in order to impress upon the students the importance of self-discipline.

President Alden then called on Vice President Whalen to explain the various learning experiences available to students at Ohio University outside of the classroom. Vice President Whalen pointed out that there are four primary sources of learning coordinated by his office. These are, namely:

1. Student Activities - This department coordinates all extracurricular programs at Ohio University including Baker Center events, the international students, fraternities and sororities and the university discipline.

- 2. Resident Programs and Services - This office coordinates and organizes the various activities in our resident halls and also the off-campus housing.
- 3. Counseling Service - Which provides psychological advice and counseling on any problems requested by the student.
- 4. Internship Office - Which includes the career placement services and summer employment.

Dr. Whalen pointed out that most of the complaints heard from the public were caused by a small group of active, vocal students and that a great majority of our students were serious, well-mannered individuals obtaining a good learning experience.

Mr. Kennedy pointed out that we do not want to encourage irresponsible actions by our students and should insist that the students outside activities are responsible, as well as worthwhile.

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Mr. Johnson then called the Board's attention to the irresponsibility of the Ohio University Post and the lack of respect they showed the President's Office as well as the fact that The Post has a tendency to play up the less important features of Ohio University and have neglected to feature the activities of Phi Beta Kapp a and other honoraries as adequately as they have other less important items.

Chairman Johnson pointed out that he was a firm believer in the student's freedom and the freedom of the press; however, he did believe the editorial board of The Post should feature more of the educational facilities and organizations rather than the complaints on architecture and the convocation center. The decision on both of these items has been made sometime ago by the Board of Trustees, and as of now, have never been rescinded and probably will not be changed.

Provost Smith then reported that we have 16 faculty members in our South Vietnam project and we did receive word this week they are all well and in no immediate danger.

Provost Smith further reported that our projects in Nigeria were all operating satisfactorily; however, recent legislation passed in the Northern Region of Nigeria which requires all Northern Negerians to return to their place of birth to work has been disturbing as some of our better native Nigerians will have to leave their educational posts and return to the place they were born to work.

Vice President Savage then reported that the faculty group studying the accelerator bids have no recommendations to make at this time; however, it may be necessary in the future to contact the members of the Board of Trustees for action on recommendations submitted by the faculty committee on this project.

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Treasurer Milar was then called upon for a report on the fiscal operations for the current year. He presented figures as of December 31, 1967, which showed our total operating budget was \$25,522,188. We had expended through December 31, \$11,440,222 leaving an available balance of \$14,081,966 to carry us through June 30, 1968. Mr. Milar explained that we are living within our budget and, at our present rate of expenditures, would end the year, June 30, with a balanced budget. He did call the Board's attention to the fact that although six months of the fiscal year have passed, our expenditures are always greater in the second six months as the July and August expenditures are not as high due to the fact classes are not in session at this time.

Mr. Kennedy then called the Board's attention to the fact that the Arthur Andersen & Co. study was very important to the Board of Trustees as well as to the administration as it should point up hidden financial problems before they become too serious to be corrected.

Mr. Milar then presented a recommendation to clarify our Employee Children Scholarship program. After a discussion of this recommendation, it was moved by Mr. Herrold, seconded by Mr. Hall, and unanimously carried that the following resolution be adopted:

RESOLVED, that sons and daughters of full-time faculty, administrative staff, or non-academic personnel should be entitled to a waiver of fees approximately equivalent to three-fourths of the assessment for comprehensive registration for full or part time undergraduate study during the summer and regular academic year. Children of retired or deceased personnel, whose last employer was Ohio University, shall be considered eligible for waivers of fees. There shall be no tenure requirement, nor particular class standing necessary for the original awarding of this scholarship, except that the student must meet the admission requirements for pursuing undergraduate study. The criteria for continuing this award for subsequent undergraduate work shall be the maintenance of a 2.00 accumulative average on all hours attempted. Waivers of fees under this program shall not be applicable to high school students or special course fees.

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Mr. Milar then presented a resolution providing for the second renewal of housing and dining revenue notes of 1966 in an increased amount of \$8,500,000 for the construction of dormitory facilities. He explained that the outstanding notes mature on March 29 and we had planned to issue dormitory revenue bonds to retire these notes. We now hope to obtain a favorable decision from the court which will permit us to reduce the coverage on all new bonds issued as well as the outstanding bonds from 1.35 to 1.25. If this resolution is adopted, it will permit us to delay issuing the new bonds until September 30, 1968, and thus take advantage of the hoped-for court decision.

There was a discussion of this resolution and it was then moved by Mr. Hall, seconded by Mr. Kennedy that the following resolution be adopted, and on roll call the following votes were recorded: Baxter, aye; Brown, aye; Casto, aye; Hall, aye; Herrold, aye; Kennedy, aye; Stocker, aye; and Johnson, aye.

RESOLUTION PROVIDING FOR THE SECOND RENEWAL OF  
HOUSING AND DINING REVENUE NOTES OF 1966 IN AN  
INCREASED AMOUNT OF \$8,500,000 FOR THE CONSTRUCTION  
OF DORMITORY FACILITIES

WHEREAS, the Board of Trustees (herein called the "Board") of The President and Trustees of The Ohio University is vested with the control and management of The President and Trustees of The Ohio University (herein called the "University", or when the context admits collectively with the Board called the "University"), under and by virtue of Chapter 3337 of the Revised Code of Ohio; and

WHEREAS, the Board, on March 16, 1966, duly adopted a resolution (herein called the "Bond Resolution") entitled:

Providing for the issuance of \$8,700,000 The Ohio University and its Board of Trustees Housing and Dining Revenue Bonds Series G and H for the purpose of constructing six new dormitory buildings to provide housing and appurtenant facilities for approximately 1,228 men and women students, and dining facilities with seating capacity for 1,100 students, as Additional Parity Bonds pursuant to Bond Resolution adopted October 16, 1962, and Trust Agreement dated as of January 1, 1962 as amended

and did therein, and does hereby determine and confirm the necessity of constructing and equipping six new dormitory buildings to provide housing and appurtenant facilities for approximately 1,288 men and women students and dining facilities with seating capacity for 1,100 students, which dormitories and dining facilities have been designated as Dormitories Nos. 10, 11, 12, 13, 14 and 15, said Dormitory No. 10 being located in the West Green Dormitory Development and said Dormitories Nos. 11, 12, 13, 14 and 15 being located in the East Green Dormitory Development and said Developments being on lands owned by the University or the State of Ohio for the benefit of the University on or in proximity to the University Campus (herein called the "Project") the cost of which is presently estimated to be \$8,700,000; and

WHEREAS, the Bond Resolution authorized the issuance of \$4,000,000 Housing and Dining Revenue Bonds, Series G (herein called "Series G Bonds") and \$4,700,000 Housing and Dining Revenue Bonds, Series H (herein called "Series H Bonds") pursuant to a Trust Agreement between the University and The City National Bank and Trust Company of Columbus, dated as of January 1, 1962 and a Fifth Supplement thereto authorized in the Bond Resolution (said Trust Agreement and all supplements thereto herein called the "Trust Agreement"), and

WHEREAS, the Board, on March 16, 1966, duly adopted a resolution authorizing the issuance of \$4,700,000 of the University Housing and Dining Revenue Notes of 1966 for payment of a portion of such project costs prior to the issuance and delivery of Series H Bonds; and

WHEREAS, pursuant to said note resolution adopted March 16, 1966 the University delivered to the purchaser, L. F. Rothschild & Co., New York, New York, \$4,500,000 principal amount of said authorized issued of \$4,700,000 Housing and Dining Revenue Notes of 1966, which notes were dated March 31, 1966 and matured September 29, 1967; and

WHEREAS, pursuant to resolution adopted August 25, 1967 said notes in the principal sum of \$4,500,000 were renewed for an additional period from September 29, 1967 to March 29, 1968, and delivered to the purchaser thereof, The Ohio Company, Columbus, Ohio; and

WHEREAS, it is necessary to renew said \$4,500,000 Housing and Dining Revenue Notes of 1966 in an increased principal sum of \$8,500,000 prior to the issuance and delivery of both Series G and H Bonds for an additional period from March 29, 1968 to September 30, 1968.

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NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of The President and Trustees of The Ohio University:

Section 1. It is hereby determined and declared that it is necessary to construct and equip the Project, and to renew the University's Housing and Dining Revenue Notes of 1966 in an increased principal amount of \$8,500,000 pursuant to Section 3345.07 of the Revised Code of Ohio for the purpose of paying a portion of the Project costs payable from Series G and H Bonds, as defined in the Bond Resolution.

Section 2. Said notes shall be payable solely from (a) the receipts after provision for "Reasonable and Proper Operating and Maintenance Expenses", if any, of all "Dormitory Facilities", as such terms are defined in the Bond Resolution, subject to the pledge thereof to the bonds issued under the Trust Agreement dated January 1, 1962, and all additional bonds issued under the Trust Agreement, including Series G and H Bonds, upon the issuance of said Bonds; and (b) the proceeds of the sale of bonds or notes to be issued pursuant to Revised Code Section 3345.07 or other authorizing provision of law; and neither the Board nor the State of Ohio is obligated to pay the principal of or interest on said notes from any other funds or source, nor shall such notes be a claim upon or lien against any other property of the University or the State and said notes are not general obligations of the State or the University, the full faith and credit thereof are not pledged thereto and the noteholders shall have no right to have any taxes levied, collected or applied for or to the payment thereof.

Section 3. Said notes shall be designated "Housing and Dining Revenue Notes of 1966", shall be dated as determined by the Treasurer, and shall mature September 30, 1968, or on an earlier maturity date as may be requested by the Original Purchaser or Purchasers, and may have provision for prepayment at par plus accrued interest. Said notes shall bear interest payable as determined by the Treasurer, or upon prepayment of principal, at the rate or rates, not exceeding 6% per annum, as determined by the Treasurer in his certificate awarding such notes. Said notes shall be in bearer form with or without coupons, or in fully registered form without coupons and in denominations as requested by the Original Purchaser or Purchasers thereof and approved by the Treasurer. Said notes shall be payable as to both principal and interest at the place designated by the Original Purchaser or Purchasers and approved by the Treasurer, and said notes shall be signed by the President and the Treasurer, or by either of such officers, attested by the Secretary of the Board, and shall be impressed with or bear a facsimile of the official seal of the University, and the coupons, if any, pertaining thereto shall be signed by or bear the facsimile signature of the Treasurer. Said notes shall be substantially in the forms attached hereto as Exhibit A and Exhibit B, the terms and covenants of which are incorporated herein, with such changes not detrimental to the University as the President or the Treasurer may approve. If agreeable to the Original Purchaser or Purchasers, prior to delivery of the definitive notes, said notes may be delivered as one or more temporary manuscript notes to be surrendered to the University at the principal office of the Paying Agent when the University shall notify the holder thereof that the definitive notes are available.

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Both the principal of and the interest on all bearer notes shall be payable at the principal office of the Paying Agent. Payment of the interest on coupons shall be made only upon presentation and surrender of the coupons representing such interest as the same respectively fall due. The principal of all registered notes shall be payable at the principal office of the Paying Agent and payment of the interest on registered notes without coupons shall be made on each interest payment date to the person appearing on the registration books of the University hereinafter provided for as the registered owner thereof, by check or draft mailed by the Paying Agent to such registered owner at his address as it appears on such registration books.

The University shall cause books to be kept by the Paying Agent as note registrar for the registrar for the registration and transfer of notes as provided in this Resolution.

Title to any bearer note and to any interest coupon shall pass by delivery in the same manner as a negotiable instrument payable to bearer. Any registered note without coupons may be transferred only upon the books kept for the registration and transfer of such notes, upon surrender thereof together with and assignment duly executed by the registered owner or his attorney in such form as shall be satisfactory to the Paying agent. Upon the Transfer of any such registered note the University shall execute in the name of the transferee and deliver a new registered note or notes, without coupons, of any denomination or denominations authorized by this Resolution, in aggregate principal amount equal to the principal amount of such registered note, of the same maturity, and bearing interest at the same rate.

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Except as otherwise provided in this Resolution, the University and the Paying Agent may make a charge for every such transfer of notes sufficient to reimburse them for any tax, fee or other governmental charge required to be paid with respect to such transfer, and in addition may charge a sum sufficient to reimburse them for all costs and expenses incurred in connection with such transfer, and such charge or charges shall be paid before any such new note shall be delivered. Neither the University nor the Paying Agent shall be required to transfer any note or notes during the ten (10) days next preceding an interest payment date on the notes.

As to any registered note without coupons, the person in whose name the same is registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of or on account of the principal of any such note and the interest on any such registered note without coupons shall be made only to or upon the order of the registered owner thereof or his legal representative, but such registration may be changed as hereinabove provided. All such payments shall be valid and effectual to satisfy and discharge the liability upon such note, including the interest thereon to the extent of the sum or sums so paid. The University, and the Paying Agent may deem and treat the bearer of any bearer notes and the bearer of any coupon appertaining to any bearer note, as the absolute owner of such note or coupon, as the case may be, whether such note or coupon shall be overdue or not, for the purpose of receiving payment thereof and for all other purposes whatsoever, and neither the University nor the Paying Agent shall be affected by any notice to the contrary.

For the purposes of this Resolution, "Paying Agent" shall mean a bank or trust company designated by the Original Purchaser or Purchasers as the paying agent hereunder and approved by the Treasurer.

Section 4. The notes shall be sold by negotiation, solicitation of proposals or advertisement for bids, by the Treasurer upon such terms and conditions, not inconsistent with this resolution, as he may determine, but at a purchase price of not less than par plus accrued interest, if any, and at an interest rate, or rates, of not exceeding six per centum per annum. The university will provide printed notes at its expense if approved by the Treasurer. The award of the notes by the Treasurer shall be to such Purchaser or combination of Purchasers making an offer or offers resulting in the lowest net interest cost to the University and shall be evidenced by a Certificate of Award signed by him (the purchaser or purchasers designed therein being herein called the "Original Purchaser or Purchasers"), and the President and Treasurer of the University are each authorized to do all things necessary or proper for the delivery of said notes in accordance with such award and this resolution.

Section 5. The President or the Treasurer of the University is hereby authorized to deposit the proceeds of said notes in the Construction Fund to be established under the provisions of the Bond Resolution and to apply and invest the moneys therein as provided in the Bond Resolution or for the purpose of paying the principal due on said Housing and Dining Revenue Notes of 1966 maturing March 29, 1968.

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(Form of Bearer Note) EXHIBIT A

UNITED STATES OF AMERICA

STATE OF OHIO

THE OHIO UNIVERSITY

HOUSING AND DINING REVENUE NOTE OF 1966

No. \$

KNOW ALL MEN BY THESE PRESENTS that The President and Trustees of The Ohio University and its Board of Trustees (herein collectively called the University), for value received, hereby promise to pay, solely from the sources hereinafter set forth, to the bearer on , the principal sum of

DOLLARS

and to pay, solely from said sources, interest thereon from the date hereof at the rate of per cent ( %) per annum until payment of such principal sum has been made or provided for, such interest to the maturity hereof being payable (at maturity) (on and upon the presentation and surrender of the attached interest coupons representing such interest as the same respectively fall due.) The interest on this note and the principal hereof are payable in any coin or currency which at the respective dates of payment thereof is legal tender for the payment of public and private debts at the principal office of

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MINUTES—OHIO UNIVERSITY, Board of Trustees - February 6, 1968

The principal and interest hereof are payable solely from (a) the receipts after provision for "Reasonable and Proper Operating and Maintenance Expenses", if any, of all "Dormitory Facilities", as such terms are defined in the resolution authorizing the Housing and Dining Revenue Bonds, Series G and H of the University (herein called the "Bonds") duly adopted by said Board of Trustees on March 16, 1966 subject to the pledge thereof to said Bonds upon the issuance of said Bonds, and all other bonds heretofore issued and to be issued on a parity therewith, and (b) the proceeds of the sale of bonds or the proceeds of the sale of notes issued pursuant to Section 3345.07 of the Revised Code of Ohio or other authorizing provision of law; and neither the State of Ohio nor the University or its Board of Trustees is obligated to pay the same from any other funds or source, nor shall this note be a claim upon or lien against any other property of the State or the University, and this note is not a general obligation of the State or the University and the full faith and credit thereof are not pledged thereto and the noteholders shall have no right to have any taxes levied, collected or applied for the payment hereof.

This note is one of a duly authorized issue of notes in the aggregate principal amount of Eight Million Five Hundred Thousand Dollars (\$8,500,000) issued for the purpose of constructing and equipping certain dormitory facilities of the University and to renew Housing and Dining Revenue Notes of 1966 of the University dated September 29, 1967, under authority of, pursuant to and in full compliance with the general laws of the State of Ohio, particularly Section 3345.07 of the Revised Code, and pursuant to a Resolution of the Board of Trustees of said University duly adopted on the 6th day of February, 1968 authorizing the renewal of said notes authorized by Resolution duly adopted on the 25th day of August, 1967.

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In consideration of the loan evidenced by this note, the University and its Board of Trustees covenant and agree that they will do all things necessary to effect the issuance of and delivery, prior to the maturity of this note of the bonds or notes for the refunding of this note, pursuant to Section 3345.07 of the Revised Code of Ohio or other authorizing provisions of law, in such principal amount as shall be necessary to pay the principal of an interest on this note, that they will do all things necessary to sell such bonds or notes at the time provided above and will accept such price and such interest rate as shall be necessary in order to effect such sale, and these obligations are established as duties specifically enjoined by law upon the University, its trustees and officers, and result from their respective offices, trustor stations within the meaning of Section 2731.01 of the Revised Code of Ohio.

This note is executed on behalf of said Board of Trustees solely in their capacity as such Trustees and shall not constitute their personal obligation, either jointly or severally, in their individual capacities.

AND IT IS HEREBY CERTIFIED AND RECITED, that all acts, conditions and things necessary to be done precedent to and in the issuance of this note, in order to make it a legal, valid and binding obligation of said University and its Board of Trustees, have happened, been done and performed in regular and due form as required by law.

IN WITNESS WHEREOF, The President and Trustees of The Ohio University and its Board of Trustees, jointly and severally, have caused this note to be signed by the Treasurer of the University, the official seal of the University to be impressed hereon, and to be attested by the Secretary of the Board of Trustees of said University, and the interest coupons hereto attached to bear the signature of said Treasurer, all as of the \_\_\_\_\_ day of \_\_\_\_\_, 1968.

THE PRESIDENT AND TRUSTEES OF THE OHIO UNIVERSITY

Attest:

and THE BOARD OF TRUSTEES OF THE PRESIDENT AND TRUSTEES OF THE OHIO UNIVERSITY

Secretary of the Board of Trustees

Treasurer of the Ohio University

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(Form of Coupon)

No.

\$

On \_\_\_\_\_, 19\_\_\_\_\_, The President and Trustees of The Ohio University and its Board of Trustees will pay to bearer at the principal place of \_\_\_\_\_ upon the presentation and surrender hereof, the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) in any coin or currency of the United States of America which at the time of payment is legal tender for the payment of public and

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private debts, solely from the special sources referred to in, and for the interest then due upon its The Ohio University Housing and Dining Revenue Note of 1966, dated as of \_\_\_\_\_, No.

\_\_\_\_\_  
(facsimile signature)  
Treasurer of the President and  
Trustees of the Ohio University

\*\*\*\*\*

(Form of Registered Note)

EXHIBIT B

UNITED STATES OF AMERICA

STATE OF OHIO

THE OHIO UNIVERSITY

HOUSING AND DINING REVENUE NOTE OF 1966

No.

\$

KNOW ALL MEN BY THESE PRESENTS that The President and Trustees of The Ohio University and its Board of Trustees (herein collectively called the University) for value received, hereby promise to pay, solely from the sources hereinafter set forth, to or order, on \_\_\_\_\_, the principal sum of

DOLLARS

and to pay, solely from said sources, interest thereon from the date hereof at the rate of \_\_\_\_\_ per cent ( %) per annum until payment of such principal sum has been made or provided for, such interest to maturity hereof being payable on

The interest on this note and the principal hereof are payable solely from (a) the receipts, after provision for "Reasonable and Proper Operating and Maintenance Expenses", if any, of all "Dormitory Facilities", as such terms are defined in the resolution authorizing the Housing and Dining Revenue Bonds, Series G and H, of the University (herein called the "Bonds") duly adopted by said Board of Trustees on March 16, 1966, subject to the pledge thereof to said Bonds upon the issuance of said Bonds, and all other bonds heretofore issued and to be issued on a parity therewith, and (b) the proceeds of the sale of bonds or the proceeds of the sale of notes issued pursuant to Section 3345.07 of the Revised Code of Ohio or other authorizing provision of law; and neither the State of Ohio nor the University or its Board of Trustees is obligated to pay the same from any other funds or source, nor shall this note be a claim upon or lien against any other property of the State or the University, and the full faith and credit thereof are not pledged thereto and the noteholders shall have no right to have any taxes levied, collected or applied for or to the payment hereof.

The interest on this note and the principal hereof are payable in any coin or currency which at the respective dates of payment thereof is legal tender for the payment of public or private debts. The principal is payable on presentation and surrender of this note at the principal office of \_\_\_\_\_ and interest is payable to the registered owner hereof at such office or by check or draft mailed to the registered owner at his address as it appears on the registration books of the University kept on its behalf by the Paying Agent as note registrar. This note may be transferred only upon books kept for registration and transfer by the Paying Agent, upon surrender of this note at the principal office of the Paying Agent, together with an assignment duly executed by the registered owner or his attorney in form satisfactory to the Paying Agent. The person in whose name this note is registered shall be deemed and regarded as the absolute owner hereof for all purposes, and payment of or on account of the principal and the interest hereon shall be made only upon the order of such registered owner. All such payments shall be valid and effectual to satisfy and discharge the liability upon this note, including interest, to the extent of the sum or sums so paid.

This note is one of a duly authorized issue of notes in the aggregate principal amount of Eight Million Five Hundred Thousand Dollars (\$8,500,000) issued for the purpose of constructing and equipping certain dormitory facilities of the University and to renew Housing and Dining Revenue Notes of 1966 of the University dated September 29, 1967 under authority of, pursuant to and in full compliance with the general laws of the State of Ohio, particularly Section 3345.07 of the Revised Code, and pursuant to a Resolution of the Board of Trustees of said University duly adopted on the 6th day of February, 1968 authorizing the renewal of said notes authorized by Resolution duly adopted on the 25th day of August, 1967.

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In consideration of the loan evidenced by this note, the University and its Board of Trustees covenant and agree that they will do all things necessary to effect the issuance of and delivery, prior to the maturity of this note, of the bonds or notes for the refunding of this note, pursuant to Section 3345.07 of the Revised Code of Ohio or other authorizing provisions of law, in such principal amount as shall be necessary to pay the principal of and interest on this note, that they will do all things necessary to sell such bonds or notes at the time provided above and will accept such price and such interest rate as shall be necessary in order to effect such sale, and these obligations are established as duties specifically enjoined by law upon the University, its Trustees and Officers, and result from their respective offices, trusts or stations within the meaning of Section 2731.01 of the Revised Code of Ohio.

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This note is executed on behalf of said Board of Trustees of The Ohio University solely in their capacity as such Trustees and shall not constitute their personal obligation, either jointly or severally, in their individual capacities.

— AND IT IS HEREBY CERTIFIED AND RECITED, that all acts, conditions and things necessary to be done precedent to and in the issuance of this note, in order to make it a legal, valid and binding obligation of said University and its Board of Trustees, have happened, been done and performed in regular and due form as required by law.

IN WITNESS WHEREOF, The President and Trustees of The Ohio University and its Board of Trustees, jointly and severally, have caused this note to be executed on their behalf by the Treasurer of said University, the official seal of the University to be impressed hereon, and to be attested by the Secretary of the Board of Trustees of the University, as of the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

THE PRESIDENT AND TRUSTEES OF  
THE OHIO UNIVERSITY  
and  
THE BOARD OF TRUSTEES OF  
THE PRESIDENT AND TRUSTEES OF  
THE OHIO UNIVERSITY

Attest:

Secretary of the Board of Trustees

Treasurer of The Ohio University

(seal)

The Chairman then called on Vice President Whalen to present some proposed purchasing regulations which had previously been distributed to the trustees, and it was pointed out these would meet all of the state regulations relative to purchasing.

After a further discussion, it was moved by Mr. Kennedy, seconded by Mr. Baxter, and unanimously carried that the following manual of purchasing policies and procedure for Ohio University be adopted:

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FORWARD

The Purchasing Department has two primary responsibilities-- both of which increase as the University continues to grow:

- (1) To serve faculty and staff in securing materials and contracted services, as needed, from vendors.
- (2) To conform with the laws of the State and policy established by the Board of Trustees to assure that purchases made are properly authorized and result in proper quality goods or services being delivered to designated locations at the proper time, in the right quantity and at the lowest possible cost.

These services will be more beneficial if all University Personnel become familiar with these procedures.

It is also appropriate to point out, in connection with paragraph 2 above, that in addition to the University Board of Trustees there are a host of other "interested parties" who quite rightfully are concerned about the expenditure of public funds. Included are the auditors of various agencies, legislative committees, potential vendors, etc.

The brief explanation above serves as a preface to this MANUAL OF PURCHASING POLICIES AND PROCEDURES FOR OHIO UNIVERSITY.

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Service rendered to you by the Purchasing Department personnel will be improved, we believe, through an understanding of these policies and practices. It is for this reason that we have approved this manual.

Vernon R. Alden  
President  
Ohio University

Fred H. Johnson  
Chairman  
Board of Trustees  
Ohio University

MANUAL OF PURCHASING POLICIES AND PROCEDURES  
FOR OHIO UNIVERSITY

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MANUAL OF PURCHASING POLICIES AND PROCEDURES FOR OHIO UNIVERSITY  
INTRODUCTION

Ohio University's Purchasing Department is organized and administered as a division of the University's general business management organization.

The function of the Purchasing Department is to organize and administer procurement for all divisions of the University in accordance with responsibility and authority delegated by the University's President and the Board of Trustees.

The policies and procedures are as simple as possible to meet requirements of State of Ohio laws, general University regulations, good business practice, and special requirements adopted from time to time by various agencies from which the University secures funds for special programs. These guidelines are meant to cover most cases involving procurement for this institution, and are generally consistent with those of other similar institutions and with technically oriented industrial firms.

The Purchasing Department has been assigned definite responsibilities. It is important to stress the following:

- (1) Procurement of goods and services for all University departments.
- (2) Testing of various commodities to insure proper balance of quality and monetary expenditures.
- (3) Expedite delivery of urgently needed goods and services.
- (4) Design assistance in furniture selection and color coordination.
- (5) Refer information relative to new or improved products to using departments.
- (6) Inform using departments of exceptional buys on selected commodities.

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The department must work, therefore, with hundreds of individuals within the University, and with thousands of vendors, in supplying our many complex requirements economically, effectively and as promptly as circumstances will allow.

The Purchasing Department shares in certain responsibilities with the Controller's Office and other University administrative offices in so expending University funds that all transactions will pass numerous audits and will be considered as sensible business transactions.

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All those persons with budget responsibilities can simplify and expedite the handling of requirements for supplies, equipment, and services by becoming familiar with Ohio University's procurement policies and by centralizing within their departments responsibility to themselves or to some one person who can become skilled in working with the Purchasing Department.

The following points warrant special emphasis:

- (1) Plan for your needs well in advance.
- (2) Describe accurately quantity and quality needed on requisitions to the Purchasing Department.
- (3) Initiate transactions well in advance of the critical date required. Indicate date items will be needed and location (room) to which items are to be delivered.
- (4) Keep the Purchasing Department informed of transactions which have worked out well for your department or those that did not. Also inform them of new equipment items you have learned about.

The University considers its vendors to be valuable assets. It attempts to administer buying practices in such a way that all worthwhile suppliers are considered and ethically dealt with. The best of them will be awarded shares of the University business on the basis of competitive prices, services rendered, and ultimate long-range benefit to the University as a whole.

All savings, including cash discounts, achieved by combining purchases, using the buying power of the University as a whole, or in developing larger quantities per order by the cooperation of any department, benefit the departmental or project budget which provides the funds for the purchase. Standardization and simplification of products and procedures also result in substantial and repetitive savings to the individual budget accounts.

This manual of purchasing policies is intended to list the general policies and many procedural practices developed to accomplish the procurement processes for Ohio University. While it is somewhat detailed, it cannot cover all eventualities. The occasional exceptional case will be worked out as circumstances and good business practices warrant.

The Director of Purchases and his staff of buyers will be happy to discuss with you any procurement problems that a careful perusal of this document disclose and, of course, suggestions for future editions of the manual will be greatly appreciated.

Gerald F. Evans  
Director of Purchases

#### I. UNIVERSITY ORGANIZATION FOR PROCUREMENT

##### 1. PURCHASING OBJECTIVE: GREATEST VALUE FOR FUNDS EXPENDED

The expenditures of all Ohio University funds should be so handled that the greatest ultimate value per dollar expended is achieved.

##### 2. CENTRALIZATION AND AUTHORITY DELEGATION FOR PROCUREMENT

The responsibility for procurement negotiations and administration of procurement policies and procedures has been centralized and delegated to the Director of Purchases. This office is responsible for training a staff of people specializing in procurement practices, and for centralizing purchasing transactions so that the utmost in efficiency and monetary savings can be secured for the University.

##### 3. UNAUTHORIZED PURCHASES

No individual has the authority to enter into purchase contracts or in any way to obligate Ohio University for a procurement indebtedness unless specifically authorized to do so by the President, Board of Trustees or the Director of Purchases. Any such negotiations are considered as unauthorized purchases and the individual may encounter a personal obligation to the vendor. Firms ordinarily doing business with the University are aware of this policy and are advised that all purchases chargeable to Ohio University must be authorized by an official Ohio University Purchase Order signed by an authorized individual. Exclusive of the

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petty cash procedures and debit voucher procedure (Section II-2 and III-6), the University will not reimburse officers or employees for the cost of any such purchases on behalf of the University unless previous arrangements to that end have been made.

4. RECEIVING AND INTERVIEWING SALES REPRESENTATIVES

University personnel having a need to contact sales representatives for a particular brand name or product should contact the Purchasing Department for assistance. Sales representatives contacting University personnel without being scheduled through the Purchasing Department should be encouraged to contact the Purchasing Department. When sales representatives possess information concerning new products or special values of interest they will be referred to appropriate offices. The Purchasing Department will give or secure necessary information to aid persons in planning for teaching, research, or administrative programs.

5. GENERAL STORES OPERATION

In all cases on the Athens campus where material is available through General Stores, departments are to avail themselves of this service and requisition items on the short form. Goods may be secured from Stores by use of a "Stores Requisition" (Form P-36) or by calling in person with the requisition to pick up the materials desired. This form, properly approved, should be sent or carried directly to the Factory Street Store-room. Other campuses of the University need not follow this procedure.

6. GENERAL STORES CATALOG AND INVENTORY

The General Stores Catalog may be obtained by calling the General Stores or Purchasing Department. A substantial inventory is carried at all times and is broken down into the following sections:

- Section 1 - Janitorial Supplies
- Section 2 - Dining Hall Supplies
- Section 3 - Electrical Supplies
- Section 4 - Plumbing Supplies
- Section 5 - Copper and Fitting Supplies
- Section 6 - Paints and Oils
- Section 7 - Tools
- Section 8 - Office Supplies
- Section 9 - Tinner and Roofing Supplies
- Section 10 - Hardware Supplies
- Section 11 - Laboratory Glassware

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II. PLANNING AND REQUISITION PREPARATION BY UNIVERSITY DEPARTMENTS

1. THE REQUISITION

Except for petty cash expenditures, the purchase requisition (form B 4/67) is used for the procurement of all supplies, equipment and services not available through the Ohio University General Stores. Items from General Stores will continue to be ordered on the short form Stores Requisition (Form P-36).

Note: Form B 4/67 may be obtained in a package of 100 from General Stores, Stock Number 7.6230

The pink copy should be detached and retained as the Departmental file copy. The White and Yellow copies should be forwarded intact to the Purchasing Department.

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The following basic information must be completed before the requisition can be accepted:

- A. Name of Department
- B. Department Requisition Number (if different from form)
- C. Date of Preparation
- D. Room and Building to which delivery should be made
- E. Budget Account Number
- F. Suggested Vendor (if known)
- G. Date which items or services are required
- H. Supplies and Expenses, and/or Equipment (check mark)
- I. Name of person originating requisition
- J. Department Chairman's Signature
- K. Dean's or Administrative Head's Signature

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The suggested vendor may be shown in the space provided for that purpose. If the request is a reorder, show the last order number. The quantity must be shown in the column provided. The unit should be precise i. e., dozen, gross, pound, each package (100's), etc.

Specifications should be concise, but complete in detail. It is insufficient to show only the catalog number or model number. A complete word description is more desirable. Where appropriate, state the size, color, finish, etc.

## 2. REQUISITIONS TO BE PROCESSED BY DEBIT VOUCHER

Many transactions which are made in behalf of the University can be completed without typing a Purchase Order. The Accounts Payable Department can, in certain instances, issue payment from the requisition. This method of payment is called a Debit Voucher. The following list of items and services may be processed by the Debit Voucher Method and providing the approved invoices are attached, can be sent directly to the Accounting Department after the Dean or Administrative Head has approved the requisition:

1. Airplane ticket charges
2. Baker Center - meals for guests
3. Freight bills (not included on invoices)
4. Honoraria and related expense
5. Library books and periodicals (except when future delivery is involved), telephone directories, etc.
6. Memberships
7. Mutual Health Fund
8. Miscellaneous payments such as deeds, records and license transfers, inspections, i. e., boiler, elevator, etc.
9. Ohio University Airport travel
10. Entertainment Expense
11. Subscriptions (renewals)
12. Travel Expense reports
13. Utility bills
14. Office Machine Repair (Under \$50.00)
15. Film Rentals
16. Advertising
17. Inter-Library Loan Service

## 3. QUOTATIONS

Small orders from local vendors are many times priced by the Purchasing Department by telephone and processed immediately. Larger orders may require competitive bids and, if the vendors are local or in the State of Ohio, this may take a week to ten days to process. If the selected vendors are outside the State, processing may take two or three weeks.

A department may request an opportunity to review the bids before an order is placed. If this is desired, it should be so stated on the requisition. Bids received that do not agree with every respect of the specifications on the requisition will normally be referred to the department for recommendation.

**NOTE:** If a department wishes to accept a bid other than the low bid or wishes to select a "brand" name, a letter of justification must be forwarded to the Purchasing Department. This letter must give in detail the advantages of the preferred item over that of the low bid and must be signed by the using agent and by the department head or chairman.

## 4. NECESSITY FOR PRE-PLANNING OF ITEMS NEEDED

The necessity for departments to pre-plan supply and equipment needs cannot be overemphasized. The time required to issue an order and secure delivery after the receipt in the Purchasing Department of a properly prepared and approved requisition varies in time. The work load at any given time within the Purchasing Department is a factor here. Delivery, however, will always depend on stocks of suppliers and the problems they have in producing or securing delivery from their suppliers.

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5. SUBMISSION OF REQUISITIONS WELL IN ADVANCE FOR STANDARD SUPPLY ITEMS

All departments are urged to requisition standard commonly-used or repetitively-used supplies well in advance of dates needed. When requisitioning these types of items it is important to specify the largest possible quantity and as many items as possible from common sources of supply. Examples are laboratory reagent chemicals, glassware, filter paper, rubber and plastic tubing, etc. Animal feed and bedding materials, cylinder glasses, office supplies, teaching materials and other such repetitively used items should rarely be designated as "emergency needs."

6. EVEN MORE TIME REQUIRED FOR EQUIPMENT

Equipment items, whether office equipment, laboratory equipment or business machines, always require more time for planning, for purchasing negotiations, and for delivery. It is essential that equipment lists for new buildings be submitted to the Purchasing Department at least one (1) year prior to completion date of that building.

7. PROPER CLASSIFICATIONS OF ITEMS IN PREPARATION OF REQUISITIONS

Since the University's system requires a requisition to be prepared, from which a corresponding order may be typed, it is important that items of similar classification (equipment, supplies, etc.) be grouped on the same requisition. It is also important that items from a common source be listed and that a single requisition not include several items which must be purchased from a variety of vendors. (Example: Subscriptions from several publishers.)

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8. RUSH EXPENDITURES NEAR TERMINATION OF A BUDGET PERIOD

No rush expenditures near the end of a budget period should be requested. It is particularly important that requisitions for research grant budgets for supply items and equipment be submitted sufficiently in advance so that buying negotiations can be accomplished, delivery secured and invoices processed before the end of the grant period. Usually all such requisitions should reach the Purchasing Department at least three months before the end of the period. The Purchasing Department should receive a memorandum requesting cancellation of any items ordered on a grant, that apparently cannot be delivered and invoiced before termination of the grant budget. Equipment items for research grants should be requisitioned early in the grant period so that the equipment can be delivered and used. Equipment items usually should be used during the major portion of a research grant for which funds are expended. In all cases, therefore, requisitions for expenditures against University budgets should reach the Purchasing Department by April 30 of each year.

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9. REQUISITIONS FOR SUBSCRIPTIONS

Subscription requests, or any request involving the mailing of periodic literature, should show complete mailing address not to exceed five lines. Subscriptions in the name of an individual are discouraged. Show mailing address two full spaces below last line of specifications:

E        Subscription Mailing Address:  
x  
a        Ohio University  
m        Department of Education  
p        Rm. 317, McCracken Hall  
l        Athens, Ohio 45701  
e

10. AUTHORITY TO SUBMIT REQUISITIONS

Only that person or persons having authority for a particular budget account or his designated representative is authorized to issue requisitions for equipment or supplies.

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## 11. Uniform Policies Regardless of Fund Source

General policies concerning purchasing apply to all funds of the University, regardless of source. All funds deposited with the University are University funds and must be handled consistently in accordance with University policies.

## III. SUPPLIER SELECTION AND PROCUREMENT TECHNIQUES

## 1. SELECTION OF VENDORS AND CONCENTRATION OF UNIVERSITY PURCHASES

Potential vendors are selected for their ability to serve the needs of the University in the most economical and efficient manner possible on a continuing basis. Past performance of vendors and cooperation with Ohio University are important factors in vendor selection. It is impossible for the University to purchase efficiently from all available sources in many lines. The buying power of the University must be concentrated as much as possible with selected vendors to attain the maximum advantages of price and service. Many vendors have secured important shares of University business on the basis of negotiated contracts and confidential price lists and splendid service (in the broadest sense) demonstrated repeatedly over long periods of time. Such well qualified suppliers are important assets to the University.

## 2. CHANGES OF SUGGESTED VENDOR BY PURCHASING DEPARTMENT

The Purchasing Department may abstract an item listed and buy from another source to take advantage of special circumstances or of a University contract. Of course, the order may also be shifted entirely to another supplier who will provide better prices, service, or delivery. The standard of quality will not be changed, however, except in necessary cases and with consultation by the buyer and the using department. Important: For these and other reasons, no commitments, expressed or implied, should be made by University departments.

## 3. SUGGESTIONS OF SUPPLY SOURCES FOR UNUSUAL ITEMS

Using departments are encouraged to suggest sources of supply with complete addresses, particularly for unusual or non-standardized items. Authority for the final selection of the vendor, however, shall be left to the Purchasing Department buying staff which is charged with the overall responsibility of developing and contracting with the best sources of supply for Ohio University. The Purchasing Department will follow a department's recommendations as much as possible.

## 4. PREVIOUS HISTORY FOR MOST COMMODITIES

Usually, items specified on a requisition have been handled before for other departments and an adequate history of the product, potential vendors and their service capabilities and product availability is on hand in the records of the Purchasing Department, or can be readily developed or up-dated. This, of course, is one of the advantages of specialization and centralization.

## 5. COMPETITIVE BUYING

University buying, whenever possible, shall be competitive. For major transactions, carefully selected qualified vendors who desire to do so shall be allowed to bid. Awards of purchase orders or contracts shall be made without prejudice or favoritism. Once price has been established by bid or negotiation on standard items, repetitive purchases shall be made, although market checks will continue. Information from departments as to new products or unusual applications should be given to the Purchasing Department, preferably in writing, so that this knowledge may be used for the benefit of all departments.

## 6. LOCAL PURCHASES BY PETTY CASH

A Petty Cash Procedure has been established by the Business office which permits employees, with supervisory approval, to make direct purchases from local suppliers of low cost items which are not available in the General Stores Warehouse, or when there is an urgent need for an item.

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Individual purchases are limited to ten dollars (\$10.00) each. Payments to individuals for services are prohibited by this method. Every purchase must be supported by a Petty Cash Voucher properly completed and with the vendor sales slip attached. For additional information on this procedure, check with the Controller's Office and/or Cashier's Office.

7. Emergency Buying

EMERGENCY ORDERS MUST BE KEPT TO A MINIMUM. When necessary, emergency purchases will be made by a buyer from the Purchasing Department by telephone, and a confirming purchase order will be sent immediately to the vendor. To initiate an emergency transaction, the authorized person must submit a signed requisition to the Purchasing Department, giving the exact information, the circumstances and the correct and complete account number to be charged. Proper planning eliminates many rush transactions, but real emergencies will be handled as expeditiously as possible. It is important that a requisition be "walked through" to the Purchasing Department prior to the placing of an order. Example: Emergency drugs for Health Center.

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8. SMALL ORDERS DISCOURAGED

Small orders are also extremely costly to the University and even more so to vendors. Vendors are understandably resisting the responsibility of delivering and invoicing orders when their costs become far greater than even their gross mark-up on the materials sold.

9. POOL OR COOPERATIVE BUYING

The University will participate in cooperative or pool buying when it is judged to be advantageous. Examples are:

- (a) Annual bid for scientific equipment and supplies
- (b) Annual order for Stock Forms and Paper
- (c) Annual order for calendar pads, etc.
- (d) Contracts with Educational and Institutional Cooperative services, Inc.

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10. ESTABLISHMENT OF CURRENT PRICES

Members of the Purchasing Department buying staff remain aware of current prices through study of published price lists, price information available from sales men, or published market data; and if price cannot be determined from such sources the proper price is established through negotiation or competitive bid.

11. PRICE AS A FUNCTION OF VALUE

The Director of Purchases may examine prices quoted by several different suppliers to determine which price, in combination with the necessary quality features of the product and the service aspects of the relationship with the supplier, will afford the University the greatest ultimate value.

12. FACTORS IN SELECTION OF MAJOR EQUIPMENT

The selection of major equipment shall be based on considerations of economy in operation, productivity, quality, dependability, savings in time or labor costs, and durability, so that the net result is increased efficiency at the lowest net cost.

NOTE: Prior to submitting a requisition for the purchase of an instrument or item of equipment, the requesting department should ascertain whether power requirements or other utilities necessary are available. These should be specified on the requisition. Space requirements and floor loading should also be checked where applicable.

The Purchasing Department and the Director of Utilities should be contacted if assistance is needed.

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13. SERVICE AGREEMENTS

It is strongly recommended that certain items of equipment be covered by service contracts in order to assure continuing efficient operation. Such general use equipment as electric typewriters, dictating equipment, calculating machines and duplicating equipment fall in this category. Such equipment as electron microscopes, ultra centrifuges and other highly specialized scientific equipment also should be maintained under service contracts. Forms required by vendors are signed on behalf of the University by the Director of Purchases and transmitted to them with a University Purchase Order.

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## 14. DISPOSITION OF SURPLUS ITEMS

Inventory Control shall be solely responsible for the effective disposition of all surplus or outmoded articles and shall administer transfer of commodities and/or equipment between operating departments, as appropriate. That department may, in conjunction with the Purchasing Department, sell or trade-in those articles no longer of use to the University.

## 15. STANDARDIZATION OF ITEMS IN COMMON USE

Items in common use shall be standardized as much as possible in order to gain the value of maximum quantity discounts, to lessen the variety of items carried in stock in various departments, and to eliminate numerous small orders at retail prices and expensive processing costs.

## 16. DETERMINATION OF QUALITY SPECIFICATIONS

The buyer shall make purchases on the basis of specifications furnished by members of the faculty and staff, with determination of a desirable quality to accomplish necessary results to be a joint decision between the Using Agent, Department Chairman, and Director of Purchases. (Example: Many vendors make alternate proposals which afford the university a better value but do not necessarily meet all specifications.

## 17. REVISION OF ORDER QUANTITIES

The Purchasing Department shall check purchase requests against the need and revise quantities or quality in accordance with Ohio University's purchasing policy and good business practice; the fundamental responsibility of the buyer is to fill the need, not necessarily to make a purchase exactly as requested. Significant deviations will be discussed with the user and pertinent factors cooperatively considered. Be specific as to quantities. Do not say "1 box" or "1 carton", but rather "1 box (100 per box)." (See example III-16)

## 18. ECONOMICAL ORDER QUANTITIES

When an order is placed by the responsible buyer, the quantity shall be that which results in the lowest total cost to the University, including the cost of carrying the merchandise in stock as well as its procurement cost. For this reason, a requisition is not considered a directive to purchase a given quantity.

## 19. REQUIREMENT CONTRACTS

When quantity cannot be determined definitely, required contracts stating estimated maximum and minimum limits, with deliveries to be scheduled or to be ordered as required, sometimes may be negotiated or placed for bid.

## 20. CONSOLIDATION OF PURCHASES

Purchases of similar items or items from common sources shall be consolidated for purchasing wherever possible, in order to gain maximum quantity discounts and best vendor service. The Purchasing Department will keep in mind delivery schedules.

## 21. RESTRICTION OF SMALL REPETITIVE ORDERS

Small repetitive orders should be increased in quantity and decreased in frequency, so that suppliers are not continually asked to handle transactions which are unprofitable. This process also reduces costs to the University caused by the negotiating and place of orders, paper work processing, and issuance of checks.

## 22. REQUESTS FOR QUOTATION

Wherever practical, competitive quotations from vendors handling the same or similar products will be secured. It is mandatory, by State of Ohio law, that all items totaling \$2,000.00 must be competitively bid. However, the Purchasing Department may, at their discretion, choose to bid any item which in their judgment "lends itself" to competitive bidding.

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Individual Departments may, for their own information, wish to secure "inquiry" price quotations on items they are considering for purchase. It should be understood, however, that these price quotations, regardless of their source, may not be acceptable to the Purchasing Department for actual use at the time of purchase due to time lapse, quantity changes or inadequate information.

#### IV. SPECIAL RESPONSIBILITIES OF UNIVERSITY DEPARTMENTS

##### 1. PROMPT REPORTING OF MISTAKES IN SHIPPING OR INVOICING

Mistakes in shipment or invoicing should be reported promptly, in writing, to the Purchasing Department, referring to the order number and vendor involved, and in sufficient detail so that proper negotiations and correction of discrepancies can be conducted and made a matter of record.

##### 2. PROBLEMS INVOLVED IN INCORRECTLY SPECIFYING

Mistakes in specifying the product originally ordered by the requisitioning department present difficult problems. Rectifying such errors after delivery has been made is likely to be extremely costly because of restocking charges, two-way freight charges, and dissatisfaction on the part of the vendor.

##### 3. REQUESTS FOR CANCELLATION OR MODIFICATION OF ORDERS

Requests for cancellation or modification of purchase orders before shipping with the reasons stated should be directed to the Purchasing Department, in writing, by an authorized individual, referring to the order number and vendor.

##### 4. RETURN OF SUPPLIES OR EQUIPMENT

Supplies or equipment returned to suppliers or manufacturers for adjustment or credit must be cleared through the Purchasing Department. Any credit memos received that cannot be identified with any returns will receive disposition at the discretion of the Controller's Office. Departments are urged to keep all such requests to the absolute minimum.

When an item is to be shipped from Ohio University, Athens campus, for repair or for any other reason, and it is desired that the Shipping and Receiving Department serve this function, the procedure outlined below should be followed.

Prepare and send to the Purchasing Department a signed requisition which gives the following information:

- (a) Location of the item. Include building, room number and person to contact. If the item will be delivered to Receiving by the department, please indicate this intention. Otherwise a pick-up order will be issued and the Receiving Department will transport the item to the shipping dock.
- (b) Brief description of the item. Include approximate weight, serial number, O. U. inventory tag number, purchase order number and other applicable identifying information.
- (c) Reason for return, i. e., repair, incorrect item, damaged, etc. Also state whether the party to which the shipment is being made is aware of and agreeable to the action. Include names of persons contacted, reference letters, etc. (If clearance has not been obtained, please so state and contact will be made by the Purchasing Department.)
- (d) Approximate value of the item and for how much it should be insured.
- (e) Complete shipping address.
- (f) Preferred method of shipment, i. e., R. E. A. Express, Air Express, Air Parcel Post, Motor Freight, etc.

When possible, it is advised that items be packed for shipment before the requisition for pick-up is issued. Delicate instruments will be better protected in transit to Receiving, and shipping will be expedited. If packing is not available, the Receiving

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Department will furnish this service at a slight charge for the materials used. The requisition will also be used to process payment of the shipping charges incurred, and will be kept on file as an aid in tracing the shipment should it be delayed or lost in transit.

5. PROMPT INSPECTING AND CHECKING OF ITEMS RECEIVED BY DEPARTMENTS

The system of inspecting and testing shall be used to insure that the University is receiving the quantity and quality of goods for which it has negotiated. The department receiving the merchandise is responsible for promptly unpacking and carefully inspecting shipments. Any discrepancies or shortages should be reported promptly, in writing, to the Purchasing Department referring to the Order Number and Vendor and attaching all pertinent papers. The Purchasing Department will work out the problems involved to protect the University's interest and to complete the transaction.

6. CLAIMS PROBLEMS INVOLVING DAMAGES OR SHORTAGES

In the case of damage or shortage to a shipment which has not been processed through the Central Receiving Department, a written report should be made immediately to the Purchasing Department giving the following information:

- (a) Name of carrier and copy of the freight bill
- (b) Order number and date
- (c) Vendor to whom the order was issued
- (d) Invoice number and date (if available)
- (e) Extent of damage and shortage (be specific)

In the case of lost shipments or a part of a shipment which is astray, the report should give items (a) through (d) above and list the number of cartons in the shipment which are lost or astray. It is important to note that the driver who makes the delivery must indicate on the freight ticket the shortage or damage which has occurred. He is also required to sign his name and the date of the delivery.

If the damage or shortage is not evident at the time of delivery, you must in all cases notify the carrier within fourteen (14) days of a shortage or damaged shipment so that he will arrange for an inspection report. It is oftentimes advisable to notify the carrier verbally and confirm that notification in writing. It then becomes extremely important that all containers, packaging material, wrappers, etc., be retained for the carrier's inspection. Failure to keep this material will, undoubtedly, void any chance of obtaining a claim.

After the claim inspection report has been received, it should then be forwarded immediately to the Purchasing Department so that the Purchasing Agent can notify the vendor of the shortage and/or damage and ask for a replacement shipment. It will be determined by the Purchasing Department who has the responsibility of processing the final claim report, dependent, of course, on the conditions of the contract or purchase order.

7. NECESSITY FOR PROMPT INVOICE APPROVAL

Invoices received from vendors direct to departments must be promptly approved by department head to the same account number used on the purchase order, and returned to the Accounting Department. The entire credit standing of the University depends upon our paying our obligations on time. Any individual who is away from the University for an appreciable time should arrange for a deputy to receive, unpack and inspect merchandise. Arrangements should also be made for prompt invoice approval in such cases.

8. EMERGENCY REPAIRS

Emergency repairs or overhauls of office machinery on the Athens campus must clear through the Purchasing Department. Typewriter overhaul jobs are generally sent out to the distributor handling the particular machine. Make and machine number should always be given in connection with repairs or overhauls. Such repairs on other campuses should be arranged by the Campus Director after notification to Off Campus Academic Programs central office.

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9. RENTAL OR LEASE EQUIPMENT

Equipment which is furnished for University use, by outside agencies on a rental or lease basis, whether for a definite or indefinite period, will be covered by a formal purchase order. In the case of leased equipment, the department concerned will clearly mark the requisition, "lease equipment" and specify whether it is new or renewal lease. Vendor lease agreements should be attached to the requisition, and forwarded to the Purchasing Department.

V. PURCHASES PROHIBITED BY UNIVERSITY POLICY

1. ITEMS NOT PURCHASED BY UNIVERSITY POLICY

University policy does not permit the purchase of such items as briefcases, flower vases, coffee pots, expensive desk pads or other such appointments. These and such other items are not provided by University funds, but are considered personal items. Any individual who wishes to have such items in his office should procure them personally to meet his own desires. University letterheads should not be used for ordering personal items to be paid for by the individual. When letterheads are used, very often the vendor will bill the University rather than the individual, with resulting time consuming and expensive correspondence.

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VI. SPECIAL PROCUREMENT POLICIES

1. PRINTING PROCUREMENT

Major printing requirements should be approved by the Director of Publications. Minor printing jobs (brochures, pamphlets, etc.) should be forwarded to Graphics Reproduction Department, and if the work is to be done by an outside printer, it will be handled by the Purchasing Department just as are other purchase transactions for the University. If the item is a repeated publication, form, etc., six samples of the previous one should be furnished, as well as corrected copy. After an order for printing has been placed by the Purchasing Department, the requisitioning department will deal directly with the printing firm in correcting proof, but no changes of quantity or specifications shall be authorized except in writing by the Purchasing Department since such changes require a revision of the purchase order contract and encumbered amount. The Publications Office often assists in planning and editing brochures for departments. The department concerned is responsible for seeing that a requisition is submitted before any printer assumes any production expense.

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2. LETTERHEADS AND ENVELOPES

University letterheads and printed envelopes have been standardized so as to consistently represent the University. Substantial economies in purchasing result from this practice. Requirements of letterheads and envelopes for all divisions are to be submitted directly to the Graphic Reproduction Department.

3. PURCHASES REQUIRING PREPAYMENT

Sometimes it is necessary to make advance payment for items. This is always true for U. S. Government documents from the Superintendent of Documents and for certain other items, usually of small value.

In such cases, be sure of the accurate and complete description of the item required, its price, catalog number, and the exact name and address of the source of supply. Prepare a requisition as usual; below the items insert "prepayment" and below that "CHECK ATTACHED". Attach to the requisition, also, any supporting evidence such as advertisements, letters from the vendor, Proforma Invoices, etc. Show mailing address (see Section II.6.).

4. PURCHASES OF RUBBER STAMPS AND OTHER FABRICATED ITEMS

In ordering rubber stamps, copy showing the exact working, spacing, and lettering with an indication as to the total size of the rubber stamp should be furnished on three (3) 3 x 5 inch cards so that the copies can be furnished with the original purchase order to the stamp making company. This will reduce the

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possibility of error or misspelling. No border should be shown unless the stamp requires a border. The same procedure should be used for name pins, engraved signs, or other such items to be fabricated.

5. GOVERNMENT SURPLUS PROPERTY

Acquisition of Government Surplus Property supplies and equipment obtained through any Government surplus channel is through the Office of the Director of Purchases, with the State Educational Agency for Surplus Property. Permission to dispose of Government Surplus Property must be received from the Director of Purchases.

6. KEYS

On the Athens campus all requisitions for keys, regardless of kind, shall be forwarded to the Security Department for approval. These approved requisitions will then be sent to Purchasing for issuance of Purchase Orders. On other campuses the Director is responsible for keys upon approval of Dean or OCAP.

7. FILM RENTALS

All requisitions for film rentals should be routed through the Learning Resources Center. This Department will make arrangements for the film rental plus any equipment if required.

The responsibility for implementing the foregoing policies has been delegated to the Purchasing Department, and the cooperation of all individuals and departments is requested. Revision in policy or procedures will be made in future editions of the Manual as conditions require. Suggestions from the faculty and administrative staff for future changes will be welcomed by the Director of Purchases.

Chairman Johnson then called the Board's attention to a proposed Right-of-Entry resolution that was necessary to adopt in order to permit the United States Corps of Engineers to start construction on the proposed Hocking River relocation.

After a discussion of this resolution, it was moved by Mr. Herrold, seconded by Mr. Hall that the following Right-of-Entry resolution be adopted, and on roll call vote the following votes were recorded: Baxter, aye; Brown, aye; Casto, aye; Herrold, aye; Hall, aye; Johnson, aye; Kennedy, aye; and Stocker, aye.

BE IT RESOLVED by the Board of Trustees of Ohio University that Vernon R. Alden, President and Paul R. O'Brien, Secretary, Board of Trustees, be hereby authorized to execute the following Right of Entry to The Hocking Conservancy District and/or its assigns upon lands owned or controlled by Ohio University located in Sections 4, 9, 10, 15, 16, 21 and 22 of Athens Township and in Section 34 of Canaan Township, all in Athens County, Ohio, for the purpose of construction and operation of the Athens Flood Control Project.

Further: It is the intent of the Board of Trustees of Ohio University to execute and deliver to The Hocking Conservancy District a grant of Permanent Easement over and upon the above described lands for the purpose of flood control, as soon as the limits and acreage required for this purpose can be determined.

This resolution adopted this 6th day of February, 1968.

RIGHT OF ENTRY

The Board of Trustees of Ohio University in consideration of the benefits to be derived by the University from the construction and operation of the Athens Local Flood Protection Project, hereby grants a Right of Entry to The Hocking Conservancy District to enter upon any University lands located in Sections 4, 9, 10, 15, 16, 21 and 22 of Athens Township and Section 34 of Canaan Township all of Athens County, at any time within a period of three years from the date of this instrument in order to perform any work thereon and/or make any use thereof which is required or incidental to the construction of the project.

The Hocking Conservancy District by virtue of the right granted herein may authorize the United States of America, its agents, employees, and contractors to enter upon University land for the purposes above stated and all rights and privileges enjoyed by The Hocking Conservancy District shall inure to and be enjoyed by the United States of America, its agents, employees and contractors.

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The Hocking Conservancy District shall exercise its right of ingress and egress to the construction area over streets and roads established by the University in University lands wherever practicable; where existing roadways prove impracticable access ways will be established on joint approval.

All tools, equipment, buildings, improvements and other property taken, placed and/or erected upon University land by The Hocking Conservancy District and/or anyone entering upon University land pursuant to the authority of The Hocking Conservancy District, shall remain the property of the owner thereof and may be removed by the owner thereof within a reasonable period of time after the expiration of this Right of Entry.

All provisions set forth above shall continue in effect during the period of any renewal or extension of this Right of Entry and the benefits thereof shall inure to the United States of America, its agents, employees and contractors.

It is the intent of the Board of Trustees of Ohio University to execute and deliver to The Hocking Conservancy District a grant of permanent easement over and on land owned or controlled by the University for the purposes of flood control, as soon as the limits and acreage required for this purpose can be determined and upon payment by The Hocking Conservancy District the sum of Eight Hundred and Seventy Dollars (\$870.00) per acre for the land to be permanently used and occupied.

It is further understood The Hocking Conservancy District shall permit the Trustees of Ohio University to make use of the lands included in this grant of permanent easement and all lands created by vacation of the existing river bed so long as such usage does not interfere or conflict with the purposes of flood control as set forth in the official plan of the district.

It is further understood by and between the parties to this instrument that University land is intended to include land owned by the President and Trustees of the Ohio University, land owned by the State of Ohio, the use of which has been transferred to Ohio University by statute and land owned by the Board of Trustees of Ohio University in connection with its endowment portfolio.

The Hocking Conservancy District agrees: a. to save the grantor harmless from any damage(s) resulting from the negligence of its assignees or their employees during the progress of this work; b. to restore all non-permanent easement lands utilized during the construction period to a condition as good as that which existed prior to entry thereon under this Right of Entry, or in lieu thereof, at the option of the Conservancy District, make a cash settlement with the grantor for all damages caused by activities hereunder to nonpermanent easement areas; c. to not interfere unreasonably with University activities on lands not subject to permanent easement.

IN WITNESS WHEREOF, The Board of Trustees of Ohio University has caused this instrument to be executed in its behalf by Vernon R. Alden, as President of Ohio University and Paul R. O'Brien, as Secretary of the Board of Trustees of Ohio University, both having been thereunto duly authorized, this 6th day of February, 1968.

The Chairman then called the Board's attention to a proposed resolution to implement the State Compensation Board action and reminded the Board members that this conformed with the original action taken by the Board of Trustees at their October 19, 1967 meeting, after allowing for the State Compensation Board's action and an opinion of the Attorney General.

It was then moved by Mr. Hall, seconded by Mr. Kennedy, and unanimously adopted that the following resolution to implement the State Compensation Board action be approved:

BE IT RESOLVED that the Ohio University Board of Trustees (1) accept the report of the State Director of Personnel and authorize the President to effect a one-step wage increase for employees designated as eligible by the State Director of Personnel, and (a) approve the meal charge of 15¢ per meal to non-academic civil service employees permanently employed in residence hall food service.

Mr. Lausche was then called upon to present the bids obtained last Friday on the married student housing complex.

Mr. Lausche reported that the bids received on February 2 were the second bids received on this project as the first bids received far exceeded the architect's estimate, and when the project was readvertised, the bids were even higher; however, the architect has revised his estimates and we could now issue contracts.

There was a discussion of these bids and Mr. Milar pointed out that under the original architect's estimate of cost the apartments would rent for an average price of \$119.00 per month, now with the increased construction costs, it would be necessary to charge an average rent of \$138.00 per month.

Mr. Milar pointed out that the \$138.00 per month charge would still be cheaper than any comparable apartments in Athens.

Mr. Lauscho explained that this project contained 66 one-bedroom apartments containing 520 sq. ft. and 127 two-bedroom apartments containing 875 sq. ft., and also that 19 of the apartments will be constructed for physically handicapped, and will be able to handle wheel chairs.

After a further discussion of this project and the rising construction costs, it was moved by Mr. Casto, seconded by Mr. Brown, and unanimously carried that the following contracts be recommended to the Director of Public Works:

<u>Contractor</u>	<u>Bid</u>
Knowlton Construction Co. P. O. Box 250 <u>Bellefontaine, Ohio 43311</u>	
ITEM #1 - General Contract	\$2,549,000.00
Alt. G-2 (Aluminum Windows in Lieu of Steel Windows)	- 5,000.00
Alt. G-8 (Optional Source for Compacted Earth Fill Material, Tract 1 and Tract 2)	- 20,000.00
<b>TOTAL GENERAL CONTRACT</b>	<b>\$2,524,000.00</b>
Meigs Piping, Inc. College Road <u>Syracuse, Ohio</u>	
ITEM #2 - Plumbing Contract	\$ 346,242.00
The Gesling Company 1856 West Main Street <u>Lancaster, Ohio 43130</u>	
ITEM #3 - HEATING AND VENTILATING CONTRACT	347,500.00
Wente Construction Co. 550 South Erie Blvd. <u>Hamilton, Ohio 45011</u>	
ITEM #4 - Electric Contract	\$ 389,400.00
<b>TOTAL CONTRACTS RECOMMENDED</b>	<b>\$3,607,142.00</b>
ASSOCIATE ARCHITECT'S FEE:	201,468.10
STATE ARCHITECT'S ADMIN. EXPENSES:	13,323.41
ADVERTISING, CONTINGENCIES AND OTHER COSTS	<u>178,066.49</u>
<b>TOTAL RECOMMENDED</b>	<b>\$4,000,000.00</b>

Chairman Johnson then called the Board's attention to the growing need for additional physical facilities at Ohio University and the inability of both the state and the federal governments to furnish sufficient funds for the construction of these buildings; also the rising cost of interest on funds that are borrowed for the construction of dormitories. He felt that the administrative officials of Ohio University should make a study in depth of the future building needs and explore any possibilities of developing other sources of funds for these buildings including both dormitories and educational buildings. He felt the possibility of obtaining private capital for the construction of these buildings should be carefully investigated and a report presented at the April meeting of the Board of Trustees on any possibilities of obtaining both dormitories and educational buildings in any manner other than the conventional way we have acquired buildings in the past.

The Chairman named an ad hoc committee of the Board of Trustees to consist of Don Casto, chairman, Wayne Brown and Joseph Hall to work with the administrative officials and bring their recommendations to the April meeting of the Board of Trustees.

The Chairman called the roll of trustees for comment. Mr. Kennedy reported that he had had breakfast with the faculty of the Department of Geology this morning and was very much impressed with their ability and interest in their subject. He further reported that this department was stressing teaching and considered research secondary, although they have been doing a certain amount of relevant research. He also reported that the top faculty members in this department do conduct classes for undergraduate students in geology. He felt this was a good philosophy of education.

There being no further comment from board members, the Board recessed for lunch.

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During the luncheon, President Alden asked Provost Smith to report on the recommendations of the honorary degree committee. Provost Smith presented the following persons as recommendations of the honorary degree committee and recommended that the Board approve the granting of these degrees. It was then moved by Mr. Brown, seconded by Mr. Hall, and unanimously carried that the following persons be awarded the degree indicated:

Oscar Cargill - L.H.D.  
Professor of English, New York Univ.,  
former Visiting McGuffey Professor of English, Ohio University

Robert L. Morton - L.H.D.  
Distinguished Professor Emeritus, Ohio University

George Szell - L.H.D.  
Conductor, Cleveland Symphony Orchestra

Richard L. Krabach - D.P. F.  
Director of Finance, State of Ohio

John Gardner - LL.D.  
Former Secretary of the United States Department of Health,  
Education and Welfare

William H. Fenzel - LL.D.  
Professor of Accounting, Ohio Univ., Fifty years teaching and service.

Provost Smith then reported that due to the passing of House Bill 470 by the General Assembly that the action taken by the Board of Trustees on September 28, 1966, relative to establishing payroll deductions for the purchase of annuities by certain faculty members should be amended and a broader action taken by the Board of Trustees.

There was a discussion of this and it was then moved by Mr. Brown, seconded by Mr. Hall, and unanimously carried that the following resolution be adopted:

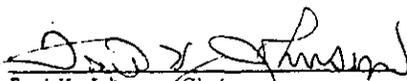
"Be it resolved that the administrative officers of the University be empowered to do those things necessary to establish payroll deductions for employees who wish to participate in an annuity system so that those employees will get the tax sheltered features available under the law."

Mr. Milar, the treasurer, then reported that two purchases had been made in the past that were contrary to the established purchasing procedure and, as both of these purchases were made on an emergency basis, he requested the Board of Trustees to approve these two purchases. It was then moved by Mr. Casto, seconded by Mr. Hall, and unanimously carried that the following resolution relative to the purchases be approved:

"RESOLVED: The payment made to Jaynes Furniture in the amount of \$1,021.75 for office furniture in Development Planning Institute and to Kirkendall's in the amount of \$1,054.00 for carpeting for the Laboratory School be ratified."

There was then a discussion of a date for the next meeting of the Board of Trustees. After consulting all members present, it was decided to hold the next meeting of the Board of Trustees in Athens, Ohio, on Tuesday, April 2, 1968.

There being no further business, the Board adjourned.

  
Fred H. Johnson, Chairman

  
Paul A. O'Brien, Secretary