

MINUTES

OHIO UNIVERSITY BOARD OF TRUSTEES

April 12, 1971

These are the minutes of the Board of Trustees' meeting held in Brasee Hall in Lancaster, Ohio, on Monday, April 12, 1971.

Chairman Baxter called the meeting to order at 2:00 P.M. with the following members present: Edwin L. Kennedy, Don M. Casto, Jr., Mrs. J. Wallace Phillips, C. Paul Stocker, William R. Morris, Fred H. Johnson, and Fred W. Crow, Jr. In addition to the members of the Board of Trustees, also present were President Claude R. Sowle, Provost Robert L. Savage, Vice President and Dean of Faculties Taylor Culbert, Vice President for Educational Services Richard C. Dorf, Vice President for Development Martin L. Hecht, Associate Dean of Faculties Edward M. Penson, Treasurer John F. Milar, Dean of Off-Campus Academic Programs Ralph D. Smith, Director of the Lancaster Campus Dr. Lowell V. LeClair, and Secretary to the Board of Trustees Paul R. O'Brien.

It was moved by Mrs. Phillips, seconded by Mr. Stocker and unanimously carried that the minutes of the February 22, 1971 meeting of the Board of Trustees be approved as distributed by the Secretary.

The Secretary reported that there were no petitions, communications, or memorials received for the Board of Trustees.

The Chairman called on President Sowle for his report. President Sowle said that he had nothing to report to the Trustees except what he had previously sent them through the mail. However, he did ask Provost Savage to report on the bids received on the Food Service and Laundry Building project.

Provost Savage reminded the Board of Trustees that when the bids for the Food Service and Laundry Building were originally received they exceeded the estimate and the Board had authorized administrative officials to proceed to re-advertise this project. If the second bids were satisfactory, they were to be reported to the Budget, Finance and Physical Plant Committee. If this Committee approved, we were to go ahead and recommend to the Director of Public Works that the contracts be awarded.

Provost Savage reported that the architect's estimate on these buildings was \$3,300,000 and the total bids received totalled \$3,200,000. These bids were actually less than the bids received a few months earlier.

102

101

Provost Savage reported that after clearing these bids with the Budget, Finance and Physical Plant Committee of the Board of Trustees, he had recommended that the Director of Public Works award the low bidders contracts in the amounts submitted on the second round of bids.

President Sowle then called on Taylor Culbert to give a progress report on the class closeout problem we have had, particularly during the winter registration.

Dr. Culbert first defined the term "closed out." He explained that a student was considered closed out of a course when he had registered for a particular course at a particular hour of the day and was unable to get this course at the time requested because the class was already filled when his registration was considered.

101

He pointed out that at registration time there are 66,000 first choices to be made by the students. At the spring registration, all of the students were able to receive their first choices in all cases except 5,152, which were considered closed out. This compares to the 7,800 closeouts during the winter quarter.

Dr. Culbert reported that in his opinion, with present facilities and faculty, it would be impossible to get the closeouts below 2,000 during each registration.

After studying the causes of the closeouts, it was determined that closeouts are caused primarily by the limitation on the hours in the day, the physical limitations on the classrooms and laboratories, and the size of the faculty. Another major cause was the manner of teaching the courses. That is, some courses, it is felt, should be taught in small classes, while others may be taught by the lecture method and much larger classes could be effectively used and still maintain quality teaching conditions.

Dr. Culbert stated that he has a group studying possible changes which can be made in order to eliminate as many closeouts as possible. This group has determined that with the appointment of additional faculty, it would be possible to eliminate many of the closeouts, particularly in the English and the Sociology Departments. Also, they are studying the possibility of reassigning faculty members from departments of lesser demand to departments of greater demand. This may be possible in a few cases. Part-time staff people have been used in areas in which qualified part-time staff are available. This does not produce too much help in a small city such as Athens because qualified personnel are not available in large quantities. A definite effort has been made to spread out the hours in which classes are offered so that more options are available to students.

100

99

For the fall quarter, the students are being asked to submit an alternative choice for each course. In this way, if a student does not obtain his first choice, the computer will automatically put him in his second choice.

Mr. Morris inquired if they have established priorities in substituting courses, particularly in areas where a certain course is required for graduation. Dr. Culbert explained that they have programmed the computer so that first choice is given graduate students, then seniors, juniors, sophomores and finally freshmen. Most closeouts occur in the freshman class. This, in most cases, eliminates the problem of a senior being closed out of one of his requirements and being unable to graduate with his class.

Mr. Stocker then reported that during his last visit to the campus, one senior had complained to him that he was unable to get a requirement and would have to come back for another quarter in order to get the necessary course to graduate. Dr. Culbert replied that this was a very unusual case and in order to give a proper answer, he would have to have more facts. 99

Mr. Stocker then inquired if preference is given to majors in the various subjects. Dr. Culbert reported that once a student has determined his major and gets into a pattern, he is, in most cases, able to obtain his requirements without too much of a problem.

Mr. Baxter then inquired how the estimate of needs of the physical facilities was determined, and the changes in the number of sections of the various courses required was estimated. Dr. Culbert reported that students' tastes do change. As an example, students in the last few years have increased the demand for the social sciences such as Sociology, much more so than the demand for the physical sciences. This has caused one of the major problems of closeouts. Only a few years ago, the demand in the physical sciences was increasing faster than the social sciences and our faculty in physical science was being built up to meet the increased demand. In the last three or four years, this demand has slowed down and the demand for the social sciences has increased much faster. Consequently, we are well supplied with faculty in the physical sciences and unable to fund sufficient faculty in the social sciences.

President Sowle reported that he was satisfied that progress was being made in overcoming the closeout problem and that many faculty have taken overloads to aid in resolving this problem.

President Sowle then called on Dean Ralph Smith of the Off-Campus Academic Programs for a report. 98

Dean Smith reported that his area consists of five branch campuses of Ohio University and two academic centers. The branch campuses are located in Belmont County, Chillicothe, Lancaster, Portsmouth, and Zanesville. The academic centers are located in Ironton and Lockbourne Air Base.

In addition, his area is responsible for the Extension Division which conducts classes in several areas in Southeastern Ohio that can economically support a special class. These are usually conducted in the high schools of the area and are held in the evenings. Also, Ohio University has the only correspondence division in the State of Ohio which conducts many courses for individuals by correspondence study.

Dean Smith reported that in 1960-61, OCAP had no full-time faculty and the head count enrollment was 2,800 for all branches and the full-time equivalent student enrollment was 1,606. Ten years later in 1970-71, this division had 130 full-time faculty, 5,500 head count enrollment and 4,000 full-time equivalent students. In 1960-61, there were no permanent buildings and all classes were conducted in local school buildings. Now five campuses have buildings and plans are under way on at least two of the campuses for the construction of additional buildings.

Dean Smith reported that his office has been developing extra-curricular activities at each of the permanent campuses. The Kennedy Lecture Series has been very helpful in bringing outstanding people to these campuses and all campuses are starting athletic programs.

Dean Smith reported that we are developing well-qualified permanent faculty at each of the five permanent campuses, with the aid of the various departments on the main campus.

Dean Smith also reported that the advisory committee in each of the cities has been very helpful in advising the directors of the campuses and that in the future he plans to consult with these committees on more matters affecting the local campus. He hopes that in the future he can obtain more advice from the advisory committees.

Dean Smith said that the income from the off-campus branches has been increasing at the rate of about \$100,000 per year. In 1969-70, the income was \$4,900,000. In 1970-71, it was \$5,000,000 and the anticipated income in 1971-72 is \$5,100,000. We are placing more emphasis in the branches on two-year transfer programs and two-year associate degree programs, as well as putting much more emphasis on the continuing education programs in the various cities.

97

96

We are cooperating with the technical institutes in Belmont County and Muskingum County. We are now in the process of developing a cooperative arrangement with the Scioto County Technical Institute.

Dean Smith stated that the major needs of the off-campus academic programs are improvement in our counseling and a minimum financial support level so that future plans can be better programmed.

He also reported that Belmont County needs an additional facility at this time. We have listed it as our number one priority for the 1971-73 biennium. The number two priority for this biennium is a general purpose classroom and laboratory building at Lancaster to be used for technical education. The number three priority is a learning resource center for the Portsmouth Branch. 96

Dean Smith then called on Dr. Lowell LeClair, Director of the Lancaster Branch, for a more specific report on the Lancaster operation.

Dr. LeClair reported that the Lancaster Advisory Committee had been very active and in the past had raised a \$450,000 fund to help establish the Lancaster Branch. There are now twenty-five full-time equivalent faculty members and five administrators at the branch. The average faculty load is twelve hours and forty per cent of the students are graduates of one of the Lancaster high schools. Twenty-two other high schools are represented in the present student body.

He feels that the main strength of the Lancaster Branch is the size of the campus and enrollment, and the fact that it is a state-supported school whose credits are recognized almost universally. There is no "town and gown" problem in Lancaster. Most citizens of Lancaster are enthusiastic about the development of the branch in this city.

The Trustees will receive a much more detailed report on the Off-Campus Academic Programs in the near future from Dr. LeClair and Dean Smith.

Under unfinished business, the Chairman asked Mr. Fred Johnson for a report on the proposed Ironton Branch campus. Mr. Johnson reported that his committee had visited the Ironton and Portsmouth areas to obtain the thinking and attitudes of the citizens of these areas and to look at possible sites for the Ironton Branch campus. 95

This committee had decided that a site would require more study and they suggested that a consultant be employed to study the various site possibilities in the Ironton area and bring in recommendations. 94

In compliance with this directive, the administrative authorities of Ohio University have employed the Austin Company to study the Lawrence County area for a possible site. The Austin Company has been working on this project for two or three weeks now, but has not yet made recommendations.

In the absence of a report from the Austin Company, Mr. Johnson suggested that the final report of his committee be delayed until the next meeting of the Board of Trustees. At that time, he hopes to make a final recommendation on this question.

The Chairman asked Mr. O'Brien to explain a proposed easement to the Columbus and Southern Ohio Electric Company to run power lines over Ohio University land to pumping stations being constructed by the Hocking Conservancy District for the Athens Flood Control Project. After a discussion of this request, it was moved by Mr. Morris, seconded by Mr. Kennedy and unanimously carried that the following resolution be adopted:

WHEREAS, it is necessary to run certain power lines over Ohio University property in order to more fully protect the University property from future floods, and

WHEREAS, in order to conserve this area for future recreation purposes, it is necessary to put three of these proposed power lines under ground, and

WHEREAS, the Columbus and Southern Ohio Electric Company has agreed to put three of these power lines under ground,

BE IT RESOLVED, that the appropriate administrative officers of Ohio University are directed to request the Ohio State Department of Public Works to grant an easement to the Columbus and Southern Ohio Electric Company for the purpose of locating one overhead power line and three underground power lines for providing service to power the Hocking River pumping facilities as described in drawings No. BK-376 PG 19, Sheet 1; No. BK-376 PG 20, Sheet 2; and No. BK-376 PG 41-22, Sheets 3 and 4.

94

93

The President then called the Board's attention to a communication from Taylor Culbert, Vice President and Dean of Faculties, to the President, relative to emeriti professorships. After a discussion of these recommendations, it was moved by Mr. Johnson, seconded by Mr. Stocker, and unanimously carried that the following appointments to emeriti status be approved:

John F. Cady, Distinguished Professor Emeritus
of History
Allen A. Nellis, Professor Emeritus of Engineering
Graphics
Charlotte E. LaTourrette, Professor Emerita of
Health, Physical Education and Recreation
Carroll Widdoes, Associate Professor Emeritus
of Health, Physical Education and Recreation,
and Director of Athletics Emeritus

The Chairman asked Mr. O'Brien to explain the proposed contract with the Ohio State Department of Education and Ohio University relative to the services to be rendered by Professor Amy Allen of the College of Education. 93

Mr. O'Brien called the Board's attention to an agreement in the agenda material between the State Department of Education and the Dean of the College of Education at Ohio University in which Miss Amy Allen will be employed as a full-time teacher in undergraduate courses relevant to the training of teachers and administrators of mentally retarded children. She will also consult with school districts in Southeastern Ohio on these programs and consult with the Division of Special Education of the State Department of Education on programs for mentally retarded children. After a discussion of this agreement, it was moved by Mr. Morris, seconded by Mrs. Phillips, and unanimously carried that the following contract be approved:

Ohio Department of Education
DIVISION OF SPECIAL EDUCATION
3201 Alberta Street, Columbus, Ohio 43204

CONTRACT FOR
TEACHER EDUCATION FOR HANDICAPPED CHILDREN

This is to confirm the terms of an agreement for the year 1971-72, between the Trustees of Ohio University and the State Board of Education as authorized by Section 3323.01 of the Revised Code.

Ohio University agrees to make available to the State Board of Education the services of Miss Amy Allen for a period of from July 1, 1971, to June 30, 1972, for classroom and in-service training for teacher education in the area of Mental Retardation.

Such activities shall be operated under the supervision of the Superintendent of Public Instruction and in compliance with the standards established by the State Board of Education.

Name of Individual Miss Amy Allen
Title University Consultant, Program for the Educable Mentally Retarded

TOTAL AMOUNT OF THIS CONTRACT \$15,800.00

The Chairman called on Mr. Milar to explain a proposed resolution approving a \$1,000 per month contribution to the City of Athens for fire protection.

Mr. Milar explained that we have been contributing \$1,000 per month to the City of Athens since February of 1967 to assist the city with building a better fire protection service for the University and the city. He explained that the Board of Trustees had approved this contribution for one year only, and due to an oversight, the Trustees had not been asked to approve the expenditure in succeeding years and it has continued to be paid since that time. He said there was a proposal in the Governor's budget which would provide a contribution by the state for fire and police protection to cities in which universities are located. If this item is approved by the Legislature, the University can probably cease making this contribution. After a discussion, it was moved by Mr. Kennedy, seconded by Mr. Crow and unanimously carried that the following resolution be adopted:

WHEREAS, the City of Athens requested of Ohio University on December 29, 1966, an annual contribution in the amount of \$12,000 for the purpose of sharing the cost of furnishing fire protection expansion of fire fighting equipment, and

WHEREAS, Attorney General's opinion No. 66-028 issued on February 1, 1966, authorized Bowling Green State University to pay the City of Bowling Green an agreed sum for sharing the cost of furnishing fire protection to that University, and

WHEREAS, the Board of Trustees of Ohio University authorized on February 28, 1967, a contribution to the City of Athens in the amount of \$12,000 on a one year basis for sharing the cost of furnishing fire protection to the University, and

91

WHEREAS, Ohio University has continued a monthly contribution in the amount of \$1,000 to the City of Athens since February 28, 1968, and inasmuch as the continued availability of sufficient fire protection to University facilities is a necessity,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees approves the contributions which have been made to the City of Athens since February 28, 1968,

AND, BE IT FURTHER RESOLVED, that the Board of Trustees of Ohio University authorizes a continuing contribution in the amount of \$1,000 per month to the City of Athens for fire protection until such time as the Board of Trustees, either upon its own motion or upon recommendation of the President of the University, shall deem it necessary or desirable to alter the existing arrangement.

The Chairman asked Provost Savage to explain the proposed purchase of the Messenger Publishing Company building on West Union Street in Athens, Ohio. Provost Savage explained that our School of Journalism is the third largest journalism school in the United States and that it has been growing at the rate of ten per cent per year. The School is now located in three different areas, namely the Radio-Television Building, Haning Hall and Copeland Hall. It is now using 11,000 square feet of space in the Radio-Television Building and the Messenger Building provides 18,700 square feet well located for this school. In addition, this area provides 38 parking spaces which are badly needed in this part of the campus.

Provost Savage explained that the appraisal obtained by Ohio University put an evaluation of \$270,000 on this area and, in order to make it usable for the School of Journalism, it would require the expenditure of an estimated additional \$275,000. This would make

90

a total cost of \$29 per square foot of usable space compared to the estimated cost of space in a new building of some \$45-\$48 per square foot. This building is surrounded on three sides by University property and is suitably located for the School of Journalism.

Mr. Milar then explained the importance of adopting the following resolution at this time. It was moved by Mr. Morris, seconded by Mr. Kennedy, and unanimously carried that the following resolution be adopted:

WHEREAS, the real estate owned by the Messenger Publishing Company, Athens, Ohio, is contiguous to other property owned by Ohio University and is ideally situated for conversion to fulfill the needs of the University for additional space; and

WHEREAS, it has been reported that negotiations to date with the Messenger Publishing Company for the acquisition of this real estate have been unsuccessful; and

WHEREAS, for planning purposes it is necessary to know well in advance of actual need whether proceedings in eminent domain will have to be instituted; and

WHEREAS, based upon appraisals, it appears that the fair market value of the real estate owned by the Messenger Publishing Company is now \$250,000; and

WHEREAS, the University does not now have a capital appropriation covering the acquisition of the real estate owned by the Messenger Publishing Company and cannot reasonably expect to have such an appropriation prior to September 30, 1973;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the President of Ohio University be, and he hereby is, directed and authorized, on behalf of the University, to offer to purchase the aforesaid real estate when the required capital appropriation is made available but, in any event, on or before September 30, 1975, for a price of \$250,000.00.

AND, BE IT FURTHER RESOLVED, that the President of Ohio University be, and he hereby is, directed and authorized to seek the assistance of the Department of Public Works of the State of Ohio in instituting proceedings in appropriation to acquire title to the aforesaid real estate if a contract to acquire said real estate on the basis outlined herein is not negotiated by April 30, 1971.

Mr. Milar then explained that due to the urgent need for this property by September of 1973, the following resolution should be adopted. It was moved by Mr. Morris, seconded by Mr. Kennedy and unanimously carried that the following resolution be adopted:

WHEREAS, the Board of Trustees have authorized the purchase of real estate owned by the Messenger Publishing Company; and

WHEREAS, funds may not become available by September 30, 1973; and

WHEREAS, it is desirable for the University to occupy said premises by September 30, 1973;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the President of Ohio University be authorized to negotiate a lease in conjunction with the purchase agreement which will enable the University to enter and occupy the premises on September 30, 1973 until the actual purchase is consumated.

The Chairman called the Board's attention to an addition to the agenda and asked Mr. O'Brien to explain this addition.

Mr. O'Brien distributed a letter from the engineer of the City of Chillicothe requesting an easement over part of the Ohio University-Chillicothe land for the construction of a 60-inch water line.

He also called the Board's attention to a letter from Rowland, Bridgewater, and Robe, our attorneys, in which they indicated the Board of Trustees had the power to grant this easement, providing Ohio University obtained benefits from the easement.

Mr. O'Brien then read an interoffice communication from Fred Dudis, Business Manager of the Off-Campus Academic Programs, setting out the benefits Ohio University would obtain from the granting of this easement:

88

87

"Per your request for a statement pertaining to benefits accruing to Ohio University if an easement is granted to the City of Chillicothe, the following facts are cited:

1. The construction of the 16" feeder main through a wooded portion of the Ohio University Chillicothe Campus provides for an effective fire break that would afford a large degree of protection to the academic and other buildings located thereon.

2. Inasmuch as Ohio University receives its water from the nearby reservoir, paragraph three of the attached letter speaks very accurately to the benefits to the campus, as to fire protection afforded.

If there are any further questions, please do not hesitate to call."

Mr. Morris then inquired if the construction of this water line would interfere with our future use of the campus area. Mr. Dudis reported that this is a hilly area and they have no future plans for the use of this area for the campus.

Mr. O'Brien then presented the following easement prepared by our attorneys and it was moved by Mr. Morris, seconded by Mr. Crow and unanimously carried that the following easement to the City of Chillicothe be granted:

EASEMENT

In consideration of the construction of a water main which will insure uninterrupted water service and fire protection to the University and the construction of a partial fire break that will protect buildings on University land by the City of Chillicothe, Ohio, and pursuant to a resolution unanimously adopted by the President and Board of Trustees of Ohio University April 12, 1971, authorizing the granting of this easement to the City of Chillicothe, the body politic and corporate, the President and Trustees of Ohio University of Athens, Ohio, does hereby grant to the City of Chillicothe, Ohio, its successors and assigns, the right and easement to lay, maintain, operate, repair and remove a sixteen inch feeder water main over and through the following described property, to-wit:

Situate in the City of Chillicothe, Ross County, State of Ohio, and being a permanent right-of-way, or easement, twenty (20) feet in width, and a temporary, or construction easement, fifty (50) feet in width, across the land of Ohio University, (D. B. 328, Pg. 406) for the purpose of constructing, operating and maintaining a water main; the center line of said right-of-way, or easement, is described as follows:

Beginning in the easterly line of Locust Street, S 5° 55' 10" E. a distance of 77.06 feet from the southerly line of a 12.5 feet wide, unnamed alley, which is south of Western Avenue; thence S 46° 51' 10" E. through the land of Ohio University, a distance of 66.74 feet; thence S 43° 54' 10" E. and continuing through the land of Ohio University, a distance of 190.34 feet; thence S 25° 43' 10" E. and continuing through the land of Ohio University, a distance of 148.44 feet; thence S 88° 43' 10" E. and through the land of Ohio University, a distance of 17 feet, more or less, to the westerly line of Pohlman Road.

Provided and on condition that the City of Chillicothe damage or remove only the trees necessary to accomplish the above purposes and that no trees of four inches in diameter be removed without permission of the University, and on the further condition that the City of Chillicothe will reshape, reseed and restore the area to a condition acceptable to the University including the use of Crown Vetch cover over the exposed portions of ground. Provided further that all damages to the surface, reseeding, maintenance and repairs or removal of said water line shall be paid for by the City of Chillicothe.

Said line to be laid in accordance with the plans and specifications made by the engineers retained by said City of Chillicothe.

IN WITNESS WHEREOF, the said President and Board of Trustees of Ohio University has caused its name and seal to be affixed hereto by Claude R. Sowle, President of the President and Board of Trustees of Ohio University, and Paul R. O'Brien, Secretary of the President and the Board of Trustees of Ohio University, and the City of Chillicothe, a municipal corporation, has caused its name and seal to be affixed hereto by Clark Alexander, Mayor of said City of Chillicothe and Robert Irwin, Director of Public Services of said city on this day of April, 1971.

In the presence of:

THE PRESIDENT AND BOARD OF TRUSTEES OF OHIO UNIVERSITY

By

Claude R. Sowle, President of the President and Board of Trustees

Paul R. O'Brien, Secretary of the President and Board of Trustees

CITY OF CHILLICOTHE

By

Clark Alexander, Mayor

Robert Irwin, Director of Public Services

STATE OF OHIO, ATHENS, OHIO, ss.

Before me, a Notary Public in and for said county, personally appeared Claude R. Sowle, President of the President and Board of Trustees, and Paul R. O'Brien, Secretary of the President and Board of Trustees of the body politic and corporate, the President and Board of Trustees of Ohio University, which executed for foregoing instrument who acknowledged that the seal affixed to said instrument is the seal of said University; that they did sign and seal said instrument as such President and Secretary in behalf of said body politic and corporate and by authority of its President and Board of Trustees and that said instrument is their free act and deed and as such President and Secretary and the free and corporate act and deed of said President and Board of Trustees of Ohio University.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal at Athens, Ohio, this day of April, 1971.

Notary Public
My commission expires:

STATE OF OHIO, ROSS COUNTY, ss.

Before me, a Notary Public in and for said county, personally appeared the above named Clark Alexander, Mayor, and Robert Irwin, Director of Public Services of the City of Chillicothe, a municipal corporation, who acknowledged that they did sign the foregoing instrument and that the same is their free act and deed as such mayor and director of public services on behalf of said City of Chillicothe, a municipal corporation, and for the uses and purposes therein set forth.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal at Chillicothe, Ohio, this day of April 1971.

Notary Public
My commission expires:

This instrument prepared by
Erle Bridgewater, Jr.
Attorney at Law
Athens, Ohio

The Chairman then called the roll of members for comment. Mr. Stocker and Mrs. Phillips commented that they had enjoyed the visit to the Lancaster Branch very much and suggested we have future meetings at other branch campuses.

Fred Crow reported that this may be his final meeting and he has enjoyed the few meetings he has attended since he was appointed a member of the Board of Trustees. He said he has the unusual distinction of his father having served as a member of the Board of Trustees for one of the longest terms, 47 years, and that his term has been one of the shortest-- less than one year.

Mr. Baxter thanked the faculty and staff of the Lancaster Branch for their hospitality and the arrangements they made to take care of this meeting for the Board of Trustees.

84

83

Following a discussion of the time for the next meeting and after checking with all of the members present, it was determined that the next meeting should be held in Athens, Ohio, on Friday, June 11, 1971, at 2:00 P.M.

There being no further business, the meeting was adjourned.

Duncan M. Baxter
Duncan M. Baxter, Chairman

Paul R. O'Brien
Paul R. O'Brien, Secretary