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# Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 8, No. 41  
September 24, 1976

*File  
Announcements*

John M. Olin Conference and Cultural Center

EXPERIMENTAL USE PERIOD: 1 OCTOBER - 31 DECEMBER 1976

## GUIDELINES

### Background

"With singular generosity, Mr. John M. Olin has given to Southern Illinois University at Edwardsville his Estate at Fairmount, for use as a conference-seminar center and a hospitality facility for distinguished scholars and visitors. The gift will afford the University a splendid opportunity to enhance its internal development as an institution of higher learning, while at the same time further its educational and service commitment to the area it was founded to serve ..... with the carefully planned and executed development of the Olin Conference and Cultural Center, using the building and grounds of the Olin Estate, the University will have a major new asset." (President John S. Rendleman, 19 May 1975)

The Executive Committee of the SIU Board of Trustees approved acceptance of the deed to the Olin Estate on 8 May 1975. The Board of Trustees then ratified this action on 12 June 1975. In June and December of 1975, Mr. Olin gave grants to the SIUE Foundation, totalling, in value, approximately \$150,000. This money has been used, is being used, and is budgeted to 30 June 1977, for operations and maintenance of the Olin Center, with the SIUE Foundation acting as business agent for the University in this regard.

On 21 August 1975, President Rendleman wrote:

". . . it is our plan to implement a cultural and conference center at the Olin Estate. This center will be used for conferences and meetings which, on a selective basis, are of major importance to the University, and for other special programs which would benefit from the environment provided by the Olin Estate. These uses will involve distinguished professors and principal administrative officers of the University, distinguished civic leaders, business executives, governmental officers, and special friends and guests of the University. In no way do we contemplate general use of the facility by students, faculty, or staff of the University. While some months will be busier than others, activities at the center will take place in a format which is limited as to frequency of events and selective as to participants."

A special administrative task force report of 14 January 1976 entitled "John M. Olin Conference and Cultural Center, Programmatic Plans" includes the recommendatory excerpts which follow.

"The University intends to strictly comply with Mr. Olin's wishes that 'the gift property should be held, used, and operated exclusively for charitable, cultural, scientific, literary, and educational purposes. It is contemplated

that the Fairmount property, with the adjoining land, will become a center for the stimulation of scholarship, of creative thinking, and of understanding between men and women of different professions, lives, and nations about problems of major intellectual scientific, economic, and public significance."

"The University plans to develop and operate the Center with a focus on providing a balanced program of instruction, research and service activities for citizens, business, and public and private entities."

It is now intended to implement an experimental use period of 1 October - 31 December 1976 for the Olin Center (residence and immediate grounds). This use period will be under the administrative supervision of the Senior Vice President for Planning and Review, who will coordinate the involvement of other administrative units of the University and of the SIUE Foundation. Guidelines for the experimental use period follow.

## 1. General Policies

a. General Policies for use of the Olin Center are those indicated by the action of the SIU Board of Trustees on 22 September 1967, "Policies Governing the Use of University Property for Scheduled Events and Meetings." Within these policies is the section which follows.

"Use of University premises is restricted to events and meetings sponsored by the following:

Colleges, Schools, Department, and functional units of the University and and of these units in conjunction with professionally recognized educational organizations or bona fide non-University organizations;

University recognized Student Organizations;

University allied or affiliated organizations such as the Southern Illinois University Foundation and the Southern Illinois University Alumni Association;

Non-student on-campus groups that require facilities unique to the University;

Non-University groups and organizations, with approval of the appropriate University Scheduling Officer, when the event or meeting is of educational, cultural, or social significance and constitutes a desirable contribution to general community welfare."

b. Request may be made for permission to serve alcoholic beverages at a Center-event under existing University regulations and on the University form provided therefor.

## 2. Facilities

a. The facilities available for use are the main building (residence) and immediate grounds of the Olin Center, and within these facilities, only the first floor of the main building (second floor restroom facilities may be used).

- b. The time-period for use is from 8 a.m. to 5 p.m., seven days a week.
- c. Only one event (group) will be scheduled per day.
- d. No cooking on the premises will be permitted.
- e. A group may bring its own prepared food or use a catering service under its own arrangements and financing.
- f. No additional furnishings to those already in the Center will be provided by the Center.
- g. A group may bring additional furnishings if approved under its own arrangements and financing.
- h. The group using the Center will be legally responsible for any accidents, injuries or damage which may occur during its usage and must guarantee to reimburse the University for any damage caused to the facilities during its use of the Center. (as indicated on the use-request form)

### 3. Access and Parking

- a. There are two access route to the Center; one through Fairmount, and the other via South Levis Road.
- b. The route to be taken by a group using the Center is dependent upon parking facilities required by the group.
- c. At the Center itself, there are six designated passengar car parking spaces. Accordingly, if the group using the Center can be transported in six or fewer passenger cars, the Fairmount access route may be used.
- d. If the group using the Center requires more than six passenger cars, the South Levis Road access route will be used.
- e. If the South Levis Road access route is used:
  - (1) Cars will be parked at a designated area just inside the entrance gate;
  - (2) Passengers will be shuttle-bused to the Center;
  - (3) A shuttle-bus must not be larger than a 15-passenger capacity because of road conditions; and
  - (4) Shuttle-busing will be provided by the group using the Center under its own arrangements and financing.
- f. If the group using the Center requires non-passenger vehicles (catering, transporting equipment and furnishings, etc.) special arrangements will be made regarding access, loading-unloading, parking, etc.
- g. The group using the Center will not park outside University property, but will park on University property only as indicated in sections preceding.

### 4. Cost

- a. During the experimental use period, a University or SIUE Foundation employee will be on the premises for the duration of each event scheduled at the Center.
- b. To help defray this expense (a preceding), groups using the Center will be charged as follows:
  - (1) University recognized student organizations - \$25 per day or part thereof;
  - (2) All non-student groups - \$50 per day or part thereof.
- c. The charge is payable to the SIUE Foundation.
- d. These charges are applicable for the experimental use period only. One of the objectives of this period is to help derive the use-costs for the Center.

## 5. Procedure

a. A request for use of the Center by a group will be submitted to Conferences and Institutes, UC Room 2022, on a form provided therefor.

b. The requesting group (as indicated on the form) will designate a person who will be in charge of and responsible for the conduct of the event at the Center, and who will be present for the duration of the event.

c. This person (and any others desired by the group), in the company of a designated University or SIUE Foundation employee, and in transportation furnished by the group, will visit the Center prior to further consideration of the group's request.

d. The purposes of the visit are for orientation by the University, and for determination by the group of the suitability of the Center for its intended use.

e. Following the visit, if the group wants its request to be further considered, Conferences and Institutes will process the request.

f. Final approval of a request for use of the Center will be given by the Acting President, upon recommendation by a vice-president(s).

## 6. Evaluation

a. Comprehensive evaluation of the experimental use period will be made, and based upon this evaluation, the Senior Vice President for Planning and Review will make recommendations to the Acting President concerning the future of the Center after 31 December 1976.

b. The assistance of all groups using the Center during this period in evaluation is highly desirable and will be greatly appreciated.

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# Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 8, No. 42  
Sept. 24, 1976

MEMO TO: Faculty and Staff

FROM: Andrew J. Kochman *Andrew J. Kochman*

SUBJECT: Uncommitted Salary Increase Funds FY77

Final tabulation of the salary increase plans effected July 1, 1976 shows that of the funds appropriated for salary increases, the amount of \$25,804 remains uncommitted in the Faculty/Faculty Administrative funds and \$8,981 in Civil Service range funds. Similarly, uncommitted funds for salary increases for personnel budgeted against non-appropriated funds are \$1,554 for Faculty/Faculty Administrative and \$1,568 for range Civil Service.

I have directed that such funds are to be committed for their intended purpose; namely salary increases. Criteria to be used are: The resolution of inequities; increments for exceptional performance; and adjustments to achieve published Faculty/Faculty Administrative range minimums.

Proration of uncommitted salary increase funds according to salary base by functional area is as follows:

	Appropriated Funds		Non-Appropriated Funds	
	<u>Faculty</u>	<u>Civil Service</u>	<u>Faculty</u>	<u>Civil Service</u>
Academic Affairs	\$23,972	\$4,553	\$ 977	\$ 356
Business Affairs	464	2,784	132	1,163
Student Services	490	332	445	49
Area Services	361	359	---	---
President's Admin. Area	<u>517</u>	<u>953</u>	<u>---</u>	<u>---</u>
	<u>\$25,804</u>	<u>\$8,981</u>	<u>\$1,554</u>	<u>\$1,568</u>

Recommendations for application of these funds are to be submitted to me by October 1 and on approval will be implemented on that date.