

28TH ANNUAL MEETING OF MACTLAC
EARLHAM COLLEGE
RICHMOND, INDIANA

EXECUTIVE COUNCIL MEETING

Friday, October 17, 1980, 10:00 a.m.

Present: Eugene C. Jekel (President)
Wilmer J. Stratton (President-Elect and Representative of 1980
Host institution)
John Zimmerman (Past President)
Arthur J. Bosch (Secretary-Treasurer)
Michael Collins (Wisconsin)
Roger Lembke (Missouri)
John Crump (Michigan)
Martin Lee Thompson (Illinois)
Jerry Mohrig (Minnesota)
Kenneth Hamm (Carthage College, 1981 Host Institution)
Dennis Strommen (Carthage College, 1981 Host Institution)
Paul Hansen (Carthage College, 1981 Host Institution)
Gene G. Wubbels (Chairman, Political Awareness Committee)
Richard Bayer (Chairman, Health and Safety in Academic
Laboratories Committee)

Order of Business:

1. Meeting called to order by President Eugene Jekel.

2. Minutes of 1979 Meeting

Thompson moved, seconded by Lembke, to accept the minutes of the 1979 meeting. Passed.

3. Treasurer's Report

The \$1000 Certificate of Deposit came due on October 15. Thompson moved, seconded by Lembke, that since some of this \$1000 may be needed for ongoing business of MACTLAC, the Sec.-Treas. should place \$500 for up to 30 months in a safe investment at the highest return (possibly a Money Market Certificate at 10-12%). The other \$500 should be put in a Passbook Savings Account. Passed.

Stratton said that they expect to keep within the \$600 allotted to them from MACTLAC for expenses of the 1980 meeting.

It was moved and supported to accept the Treasurer's report. Passed.

4. 1981 Meeting

The 29th Annual Meeting will be at Carthage College on October 23-24, 1981. Kenneth Hamm will be the Meeting Chairman.

5. Future MACTLAC Meetings

It was suggested that the middle two weekends of October be avoided for MACTLAC Meetings, if possible, because of Homecoming conflicts in MACTLAC schools.

It was suggested that a possible speaker for a MACTLAC meeting in the future be Norman Steere. He would like to meet with MACTLAC schools and he even has suggested giving a "short course" on Laboratory Safety in conjunction with the MACTLAC meeting. Steere has suggested a 2-day "short course" but he said he could do it in one day. Stratton suggested a \$25 participant fee. Steere would come if a minimum number of participants came to the workshop. Stratton will prepare a questionnaire to determine the interest of those at this 1980 meeting and preferred length of the "short course." Suggested time periods were a Thursday noon - Friday noon session or a Saturday noon - Sunday noon session. It was also suggested that an inquiry should be made regarding financial support for the "short course", e.g., from the Research Corporation.

Stratton shared his method of determining discussion topics and who his discussion leaders were. He decided on discussion leaders after the topics were determined. There will be two types of discussion groups: (a) Participants sharing their own ideas with the emphasis on discussion; (b) an "outside authority" presenting information followed by discussion.

6. Committee Reports

a. Political Awareness Committee - Report by Gene Wubbels, Chairman.

The political Awareness Chairman acted occasionally on behalf of MACTLAC during the past year. As a follow-up to her appearance at the Beloit MACTLAC Meeting, Ida Wallace wanted to get feedback from MACTLAC members concerning their treatment by grants officers and personnel in all Federal granting agencies. A mailing to all Chemistry Departments represented in MACTLAC was carried out inviting people to send their reviews and comments to Ida. Also, in response to Ida's notice, letters to Senators and Congressmen were sent in regard to NSF-Science Faculty Fellowships (or Professional Development), ISEP, and URP. Her recent notices on LOCI and the budget recisions have not been responded to.

An unresolved matter concerns whether or not MACTLAC should provide to Ida a mailing list of members that she can add to her "friends and allies" list.

The communication arrangement set up last year between the Political Awareness Charman and the MACTLAC President seems workable, and should be continued as a policy. It allows the Political Awareness Chairman to act when necessary, and to gather authority when needed.

As the current Chairman, I wish to resign because of an impending sabbatical which may take me out of the U.S. for most of 1981-82. I have appreciated the opportunity to serve MACTLAC in this capacity.

Crump moved, seconded by Collins, to accept the report. Passed.

- (1) Wubbels suggested that MACTLAC provide their membership list to Ida Wallace for inclusion on her "Friends and Allies" list. Bosch moved, seconded by Collins, that the membership list be provided to Ida Wallace with the proviso that she get approval from the Political Awareness Chairperson or the MACTLAC President before she send a mailing to all MACTLAC members. The motion passed. Bosch moved, seconded by Lembke, that this motion be brought to the General Meeting for discussion and confirmation. The motion passed.
- (2) It was suggested that the Political Awareness Committee Chairperson make written contributions to the Council on Undergraduate Research (CUR) Newsletter when appropriate.
- (3) New Chairman of Committee. It was suggested that the chairman be a member of the Great Lakes Colleges Association for better contact with Ida Wallace, who is Director of the Washington office of the Great Lakes Colleges Association. Daniel Odom, Cornell College, was suggested as a possible Chairman. It was also suggested that the President announce today that persons interested in the Committee contact Wubbels.
- (4) Wubbels has the impression that MACTLAC schools are under-represented in proposals granted by NSF and probably in written proposals. Approximately 13% of the grants went to small colleges.

b. Health and Safety in Academic Laboratories Committee - Report by Dick Bayer, Chairman.

Areas of Concern listed by Bayer are:

- A. To list designated chemical health and safety officers of each MACTLAC college.
- B. To gather and provide information on the following:
 1. Written laboratory safety materials.
 2. Options available for disposal of chemical waste
 - a) small college response to new EPA laws regarding disposal.
 - b) state agencies responsible for disposal of waste.
 3. Describe hazards associated with the storage of chemicals and the methods that can be used to avoid "old" chemicals.
 4. Training provided for student assistants.
 5. Literature available for hazard evaluation.
 6. Clearing-house for descriptions of accidents and problems.

7. Ideas for emergency drills (simulations).
8. Criteria that can be used to evaluate the hazards of experiments.
9. Value of available safety short courses to science teachers.
10. Available resource people.

Regarding the committee itself: (1) Who should be on the Committee? (2) How would the Committee operate? Bayer suggested that the Committee meet once a year and work together via telephone and mail between meetings.

Bayer suggested that the members be appointed to the Committee for a three-year term and at the end of three years the Committee should determine whether they want to continue as a standing committee. Bayer will suggest six names for the President of MACTLAC to appoint to the Committee.

- c. Placement Committee - John Zimmerman gave the written report of Donald J. Cook.

On January 10, 1980, an information request form and an introductory letter concerning the operation of the MACTLAC Placement Service was sent to the 123 Department Chairmen of the MACTLAC Schools. From the forms returned to me, a list of openings was developed which gave information concerning 25 open positions from 23 schools. The listings were identified as temporary or tenure-track possibilities. These positions when broken down indicated the openings were 37.5% General and Organic-Biochemistry, 54% General and Physical, Analytical and Inorganic, and 8.5% were of the type open for General and the applicants' specialty. The greatest request was for teachers qualified in Analytical or Instrumental Analysis.

On February 8th this listing was sent to each MACTLAC Department Chairman or Chairwoman and to those individuals who had requested the listing by earlier correspondence whose name had been given to me by a member of MACTLAC. During the remainder of the spring several requests for the listing were received and each individual was sent the material. Those interested staff members, other than the Department Chairmen, who received the listing numbered approximately 25. How many of these individuals used the listing for help in their search for a position is hard to determine since we do not receive sufficient feedback from the potential applicants.

I am uncertain as to the continued preparation of this Placement Form for MACTLAC schools and its distribution. During the past two years the DePauw Chemistry Department has assumed the expense of mailing and the secretarial services required to prepare the forms and letters. Since I am now retired, I believe it is necessary for the Executive Committee to appoint a new Coordinator for 1981. I am attaching the letters and forms used in 1980. I will be happy to transmit to my successor all necessary information including an up-to-date listing of the MACTLAC Department Chairmen and Chairwomen.

There was a discussion on whether the Committee should be continued. The Council on Undergraduate Research (CURE) allows any member to advertise free in their "Positions Available" section so, perhaps, there is no need to continue the Committee. It was suggested that the necessity to continue the Committee should be discussed at the Business Meeting of MACTLAC. There would be a need for a volunteer to Chair the Committee if the Committee is continued.

Mohrig moved, seconded by Lembke, to accept the report. Passed.

7. Emeritus Members

a. Thank you letters from James J. Carney and Rudolf J. Priepeke were read. These two were named Emeritus Members last year. A letter should be sent to Carney acknowledging his letter and stating that we will continue sending information about MACTLAC but that he will not be assessed dues in the future.

b. Crump moved, seconded by Collins, that the following be named Emeritus Members of MACTLAC:

Norman L. Heckman, St. Joseph's College
F. Emmitt Jacob, Drake University
John H. Scott, Macalester College

The motion passed.

c. The Secretary-Treasurer should write to those who notify him that they are retiring from teaching to inform them that they can request Emeritus status, if they are eligible.

8. Honorary Members

Letters from Erickson (Grinnell College) and Wubbells (Grinnell College) were presented nominating Joe Danforth for Honorary Membership. Mohrig moved, seconded by Crump, to nominate Joe Danforth for Honorary Membership in MACTLAC. The motion passed unanimously.

Letters from Stratton (Earlham College) and Bakker (Earlham College) were presented nominating Laurence Strong for Honorary Membership. Bosch moved, seconded by Lembke, to nominate Laurence Strong for Honorary Membership in MACTLAC. The motion passed unanimously.

9. Letter From Chemical Abstracts Service

A letter was read which was received by James Finholt from Chemical Abstracts Service in response to the letter which Jim sent to CAS on behalf of MACTLAC. (See Minutes #7c of 1979 General Business Meeting.) Thompson moved, seconded by Collins, that the letter should be read at the General Business Meeting on Saturday morning. Passed.

10. The Meeting was adjourned.

GENERAL BUSINESS MEETING

Saturday, October 18, 1980, 8:30 A.M.

1. President Jokel called the meeting to order.
2. The Sec.-Treas. gave a brief report of the Executive Council meeting which met on Friday morning, Oct. 17. Items mentioned were:

- a. A summary of the Treasurer's report was given. The balance as of Oct. 24, 1979, was \$212.60 and as of Oct. 15, 1980, it was \$118.34, a decrease of about \$100. The \$1000 Certificate of Deposit came due on Oct. 15. Since some of this \$1000 may be needed for ongoing business of MACTLAC, a motion was passed that the Sec.-Treas. place \$500 for up to 30 months in a safe investment at the highest return (possibly a Money Market certificate at 10-12%). The other \$500 would be put in a Pass-book Savings Account.
- b. 1981 meeting - Carthage College, Oct. 23-24. Kenneth Hamm, probable program chairman.
- c. Committee Reports

Gene Wubbels reported on the activities of the Political Awareness Chairman (since a committee does not exist). He will give a complete report later in this meeting. A motion was passed to provide Ida Wallace, Great Lakes Colleges Association liaison person in Washington, D.C., with the MACTLAC membership list for inclusion on her list of "friends and allies." A subsequent motion was passed that this action be brought to the floor of the business meeting for discussion and approval. That will be done after Wubbels' presentation.

Dick Bayer reported on his work as Chairman of the Health and Safety in Academic Laboratories Committee. He will give a complete report later in this meeting.

John Zimmerman gave Don Cook's report of the Placement Committee activities. His report will be given later in this meeting.

- d. Thank you letters from James Carney, Rudolph Priepke, and Clarence Grothaus (all awarded Emeritus Membership last year) were received by the Executive Council.

Emeritus Memberships unanimously voted for:
Norman L. Heckman, St. Joseph's College
F. Emmitt Jacob, Drake University
John H. Scott, Macalester College

- e. Honorary Memberships unanimously voted for:
Joe Danforth, Grinnell College
Laurence Strong, Earlham College

- f. The Sec.-Treas. publicly gave a thank you to Sister Mary Thompson, College of St. Catherine, for her work in updating the computer file of addresses each year. (The file is on the computer at the College of St. Catherine.) Applause.

3. Chemical Abstracts Letter

The letter from Dale Baker, Chemical Abstracts Service, to Jim Finholt in response to Jim's thank you letter from MACTLAC was read. (See last year's minutes of MACTLAC.)

4. New State Representatives, Three-year Terms

Dr. J. Phillip Bays, St. Mary's College (Indiana).
Dr. Donald Koeltzow, Luther College (Iowa).

5. Committee Reports

a. Political Awareness Committee

Gene Wubbels, Chairman, gave an oral report and responded to questions. (1) He recommended that the MACTLAC membership list be provided to Ida Wallace as noted above. (2) Gene will resign as Chairman of the Committee since he expects to be on leave of absence next year and possibly out of the U.S.

Wubbels moved, seconded by someone, that MACTLAC provide its mailing list to Ida Wallace with the provision that she consult the Political Awareness Committee Chairman and/or the MACTLAC President before she uses the list. Passed.

There was no replacement named for Wubbels as Chairman.

Jekel suggested that MACTLAC owed a vote of appreciation to Wubbels for his work. That "vote" was shown with applause.

b. Health and Safety in Academic Laboratories Committee

Dick Bayer, Chairman, gave an oral report and responded to questions. (1) Presently Dick is a one-person committee but he hopes to have 6-7 members on the committee to serve for a three-year term. (2) Comments and concerns which the committee should consider should be given to Dick. (3) He reported that a mini-course on Safety in Academic Laboratories may be given at the next MACTLAC meeting, Norman Steere probably in charge. There probably would be an extra charge to attend this mini-course. Wilmer Stratton is distributing a questionnaire to ascertain interest in such a mini-course.

Dick also would like to determine who is the Safety Officer at each MACTLAC School.

c. Placement Committee

John Zimmerman gave the report of Don Cook, Chairman of the Placement Committee. 123 MACTLAC schools were contacted. There were 25 open positions in 23 schools. These positions when broken down indicated the openings were 37.5% in General and Organic-Biochemistry, 54% in General and Physical, Analytical and Inorganic, and 8.5% were of the type open for General and the applicant's specialty. The greatest request was for teachers qualified in Analytical or Instrumental Analysis. This listing of openings was sent to each MACTLAC Department Chairperson and to those individuals who had requested the listing by earlier correspondence by a member of MACTLAC. There were approximately 25 persons other than Department Chairpersons who received the listings.

There was discussion on the need and effectiveness of the Placement Committee. Anecdotal comments were made by several members. It was noted that the Council on Undergraduate Research (CUR) Newsletter can serve that need through its 3 times/year Positions Available list. A show of hands indicated a continued desire for the service. Quentin Peterson, former Chairman of the Committee, traced a little of the history of the Committee and suggested the CUR could provide that service.

It was moved and seconded that the Sec.-Treas. write a letter of appreciation to Don Cook as Chairman of the Committee. Passed.

6. President-Elect

Mohrig, Chairman of the Nominating Committee, nominated Luther Erickson, Grinnell College, as President-Elect. There were no nominations from the floor. The motion was unanimously passed.

7. Secretary-Treasurer

Mohrig, Chairman of the Nominating Committee, nominated Larry Funck, Wheaton College, as Secretary-Treasurer for a three-year term. There were no nominations from the floor. The motion was unanimously passed.

8. Old Business

None.

9. New Business

- a. Lee Thompson moved, seconded by someone, that the Sec.-Treas. write a letter of thanks to the chemistry faculty of Earlham College for the excellent job of hosting the 1980 MACTLAC meeting. The motion was passed with a round of applause.
- b. Lee Thompson moved, seconded by someone, that the Sec.-Treas write a letter of thanks to the President of Earlham College for their hospitality in hosting the 1980 MACTLAC meeting. The motion passed.

- c. Wilmer Stratton suggested that we owe a round of applause to Eugene Jekel for his work as past president. Applause.
 - d. Kenneth Hamm invited members to the MACTLAC meeting in Carthage College next year, Oct. 23-24, 1981.
 - e. It was announced that the 1982 meeting will be at Cornell College.
10. The meeting was adjourned.

EXECUTIVE COUNCIL MEETING

Saturday, October 18, 1980, 11:30 A.M.

Present: Wilmer J. Stratton (President)
Luther Erickson (President-Elect)
Eugene C. Jekel (Past President)
Arthur J. Bosch (Sec.-Treas.)
Larry L. Funck (Sec.-Treas.-Elect)
Michael Collins (Wisconsin)
Donald Koeltzow (Iowa)
Roger Lembke (Missouri)
M. Lee Thompson (Illinois)
John Crump (Michigan)
J. Phillip Bays (Indiana)

Order of Business:

1. The meeting was called to order by President Stratton.
2. Payment for Executive Council Luncheons.

Bosch moved, seconded by Crump, that the Executive Council members pay for their own meals at future MACTLAC meetings and that the "DUTIES OF HOST INSTITUTIONS FOR MACTLAC MEETINGS" reflect that change. Passed.

3. Delinquent Dues

Thompson moved, seconded by Bays, that the new Sec.-Treas., in consultation with the old Sec.-Treas., be authorized to write a new statement (that is more consistent with present policy) regarding how long members will be kept on the membership list without paying dues. The Constitution states that "A member who becomes more than one year in arrears for dues shall be removed from the membership list." Passed.

4. Updating Membership List

It was suggested that the announcement of Annual Meetings should include a request to the MACTLAC school's chemistry department chairpersons to inform either the Sec.-Treas. or the Host Institution of the Annual Meeting of chemistry staff members who have left their school and/or new chemistry staff members.

5. MACTLAC "Logo"

Mike Collins has a friend who is in the printing design business. Thompson moved, seconded by Funck, that Collins ask this friend to design and prepare a black-and-white "camera-ready" copy of a MACTLAC "logo" which would be ready for printing. Up to \$50 was authorized for this project. A suggested model of a "logo" was agreed upon. Passed.

6. 1983 Meeting Site

Bosch moved, seconded by Koeltzow, to meet at Valparaiso University in 1983. Motion defeated. Crump moved, seconded by Funck, to delay the decision for the 1983 meeting site until next year. Passed.

7. Deletion of Article #8 of Constitution By-Laws

Bosch moved, seconded by Thompson, to delete Article #8 of the Constitution By-Laws since it was no longer needed. The Article described in which year the original State Representatives were to be elected so that their terms of office would overlap and therefore all State Representatives would not be elected in the same year. Passed.

8. Political Awareness Chairperson

President Stratton will appoint the new Political Awareness Chairperson.

9. Health and Safety in Academic Laboratories Committee

President Stratton, in consultation with Dick Bayer, will appoint the members of the Health and Safety in Academic Laboratories Committee.

10. Ohio Guests to MACTLAC Meetings

Crump moved, seconded by Koeltzow, that President Stratton invite to next year's Annual Meeting, all chemistry staff members of Ohio schools that were invited to this year's meeting, with the intent to assist them in the reorganization of their organization. Passed.

11. Expenditures for Standing Committees

It was moved and seconded to authorize each standing committee of MACTLAC up to \$50 each year for mailing costs, etc. to be paid by MACTLAC. Passed.

12. The meeting was adjourned.

Respectfully submitted,

Arthur J. Bosch

Arthur J. Bosch, Sec.-Treas.