

12-6-1974

1974 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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MINUTES
SPECIAL MEETING
CENTRAL WASHINGTON STATE COLLEGE
SUB ROOMS 204-205
DECEMBER 6, 1974
8:00 P.M.

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The special meeting of the Board of Trustees was called to order by the Chairman, Mr. Herbert Frank, in the SUB Rooms 204-205 on the campus of Central Washington State College in Ellensburg, Washington.

ROLL CALL

Present

Board of Trustees Members:

Mr. Herbert L. Frank, Chairman
Mrs. R. Hugh Minor, Vice Chairman
Mr. Philip Caron

Absent

Dr. Eugene Brain

Others

Dr. James E. Brooks, President
Dr. Duncan McQuarrie, Chairman, Faculty Senate
Mr. Pat Reilley, President, ASC

APPROVAL OF MINUTES

MOTION NO. 4117: Mrs. Minor moved, seconded by Mr. Caron to approve the minutes as submitted for the meeting of October 30, 1974. The motion carried.

CHANGES TO THIS AGENDA

Mr. Bohne requested that item IV. E. (the proposed College/City Agreement--Well and Water System, be deleted; Dr. Harrington asked that item VII. C. 9a - Change of Title, be deleted. Dr. Brooks indicated all other additions were reflected in the Revised Agenda distributed to the board.

REPORTS

Status of Reserves and Budget Changes

MOTION NO. 4118: Mr. Caron moved, seconded by Mrs. Minor, to accept the Status of Reserves and Budget Changes Report Through Budget Change Number 114 (Fiscal Year 1974) as presented by Mr. Bohne. The motion carried.

Proposed Faculty Code and CWSC Policies and Procedures Manual

Dr. Brooks stated the CWSC Policies and Procedures Manual has been completed with the exception of the sections on the Faculty Code and the Administrative Code. Dr. Brooks said that copies of the Manual will be sent to all administrative offices and departments this coming week. Dr. Brooks indicated that he would like to have the board approve the manual at its January meeting. He noted that the book is the most

complete assemblage of policies and procedures that Central has ever had. It was indicated the manual would replace the Business Affairs Manual and the Faculty Handbook. Dr. Brooks also noted the administration will improve and correct this draft until June 1, 1975. He stated that the manual with Parts IV and V included, will be printed during the summer and distributed to the entire campus in September of 1975. He urged everyone to review the entire text and to submit suggestions for improvement to Mr. Harrison.

Dr. Duncan McQuarrie reviewed the progress the Faculty Senate has made in processing the proposed Faculty Code. He indicated the Faculty Senate has spent 16 1/2 senate hours reviewing the code. He also indicated the faculty could still be processing the code into January. He, therefore, requested that board action on the code be delayed until February.

Mr. Frank commented that from everything that had been sent to him he feels the senate is doing everything possible to expedite the processing of the code. However, Mr. Frank requested that Dr. McQuarrie continue to press to get the job completed as soon as possible.

Dr. McQuarrie also reported that a senate Ad Hoc Committee on Procedures for Evaluating the Presidency has been established. The following faculty are members of the committee: James Nylander, Floyd Rodine, Anthony Canedo, William Owen, Linda Klug, and Duncan McQuarrie (ex officio). Dr. McQuarrie indicated the senate Executive Committee will charge the committee to have the report ready before the end of the year. He indicated the committee would be asking to meet with the Board of Trustees to begin deliberations soon. Mrs. Minor indicated the completion of the code should be the first item of business and then the board and senate could go on to other things.

Proposed Holiday Schedule--1975

There was a lengthy discussion of the proposed holiday schedule for 1975. Decision on this matter was delayed until later in the meeting following a conference of the Academic Vice President and his deans. Mrs. Minor requested that the holiday for Washington's Birthday be coordinated with the public schools. After the academic administrators returned they confirmed that Lincoln's Birthday was not an academic holiday so it was suggested by the board that November 10th be substituted for Lincoln's Birthday.

MOTION NO. 4119: Mrs. Minor moved, seconded by Mr. Caron, to approve the proposed holiday calendar provided that it coincides with the public schools' regarding celebration of Washington's Birthday and also that Lincoln's Birthday (February 12) be deleted as a holiday and the day before Veteran's Day (November 10) be substituted for that holiday. The motion carried.

(Following the board meeting it was confirmed that the public schools were observing Washington's Birthday on February 17.) The following holiday schedule for 1975 was therefore approved by the board:

1. New Year's Day (January 1)
2. Washington's Birthday (February 17)
3. Memorial Day (May 30)
4. Fourth of July
5. Labor Day (September 1)
6. Day before Veterans' Day (November 10)
7. Veterans' Day (November 11)
8. Thanksgiving Day (November 27)
9. Day after Thanksgiving (November 28)
10. Christmas Day (December 25)
11. Day after Christmas (December 26)

Mr. Bohne indicated he would seek approval from the Higher Education Personnel Board for substituting November 10 for Lincoln's Birthday.

Washington Center for Early Childhood Education--Proposed Contract for Services with the Ellensburg Day Care Center

Dr. Erickson and Dr. Otto reviewed the proposed contract for services with the Ellensburg Day Care Center. The number of students allowed to participate in the training, funding, and the qualifications of supervisors were among the subjects discussed. The board decided they wished to weigh their decision carefully and asked for additional discussion of the matter at a following board meeting.

Recommendations to the Governor and the Legislature for Faculty Salary Increases for the 1975-77 Biennium

Following recommendations by Dr. Brooks regarding faculty salaries, the following motion was passed.

MOTION NO. 4120: Mrs. Minor moved, seconded by Mr. Caron, to urge the legislature to: (1) adjust faculty salaries in 1975 as early as possible; and (2) adjust faculty salaries during the 1975-77 biennium to bring them at least up to the average salary of faculty in the seven states traditionally used for comparison by the legislature. The motion carried unanimously.

Dr. Brooks noted he would advise the Council on Higher Education, the Council of Presidents and the Council of Faculty Representatives of the board's support. Earlier in the discussion Dr. Brooks had stated that the proposal which has the support of the CFR, Council of Presidents, and CHE is roughly a salary increase of approximately 11% to bring salaries up to the average salary of faculty in the seven states' survey; and 8½% increase for each of the next two years, for an approximate 28% salary increase by the end of the biennium.

COMMUNICATIONS

Dr. Brooks indicated he had received a letter on his desk at 5 p.m. today, dated December 6, 1974, from the Human Rights Advisory Council of Kittitas County. The letter contains some suggestions for revisions to the Affirmative Action Policy and Plan.

The board accepted the letter and stated they would take it under advisement.

NEW BUSINESS

Administrative Affairs

Affirmative Action Plan

The chairman took the prerogative of changing the order of business and asked that the Affirmative Action Plan be considered next.

Mr. Harrison reviewed the meetings and discussions he and Mr. Webster have held with members of the board regarding the proposed Affirmative Action Plan. Mr. Harrison also reviewed the various organizations to which the plan has been submitted. Mr. Harrison called attention to a "Changes in Affirmative Action Plan" sheet which he distributed with copies of the proposed plan. He pointed out that changes #1, #10, #11 and #14 reflected what could be considered substantive changes, the other changes were made for clarity, grammar or syntax.

Mr. Frank indicated he knew how important the Affirmative Action Plan is and he added that it was really very difficult for the board when they received the material at such a late date. Mr. Harrison apologized for the lateness of the material and indicated the material had to be submitted to so many different organizations before it could come to the board and the board meeting had been set up a week so it made it impossible to have the material prepared any sooner for the board. Mr. Frank asked to delay action until the board could consider the next few items on the agenda.

Memorial To Karl C. Wickerath--Student Health Center

Dr. David A. Lundy, M.D., Student Health Center, presented a proposal that the lounge in the Student Health Center be named the "Wickerath Lounge" in memory of Dr. Karl C. Wickerath. Dr. Wickerath served as Director of the Student Health Center at Central Washington State College from the time of his appointment in August, 1970 until his death on December 30, 1973. Dr. Lundy indicated that Mrs. Wickerath expressed a preference to have donations in her husband's memory used in some way at the Student Health Center because of his interest in the Center and because he was the Director of the Center during its early years. Dr. Lundy stated a committee had been formed and with Mrs. Wickerath and her children's approval, the following items were decided upon to be done in Dr. Wickerath's memory.

1. The lounge in the Student Health Center to be named the "Wickerath Lounge." (This to be done upon approval by the Board of Trustees.)
2. A color television set to be purchased and placed in this lounge with a plaque on the set stating it was donated in memory of Dr. Wickerath.

3. Mrs. Wickerath has donated a picture of Dr. Wickerath which was framed and hung in the lounge.
4. An AM/FM radio to be used for background music at the Health Center which can be attached to the existing speakers has been purchased.
5. Ten maple trees will be placed in front of the Student Health Center in memory of Dr. Wickerath. These trees will fit in with the long term planning for beautification of the entire street in front of the Health Center.
6. Mrs. Wickerath has given on loan, a picture painted in Germany which Dr. Wickerath selected as one which he would like to buy for himself while he and his wife were on a recent trip to Germany (summer of 1973). This is now hanging in the Health Center lounge.

MOTION NO. 4121: Mr. Caron moved, seconded by Mrs. Minor, as a fitting memorial to Dr. Karl C. Wickerath that the board approve the name of the "Wickerath Lounge" in the Student Health Center. The motion carried unanimously.

Business Affairs

Approval of Resolutions 1974-9, 1974-10 and 1974-11

MOTION NO. 4122: Mr. Caron moved, seconded by Mrs. Minor, to approve adoption of Resolutions No. 1974-9, 1974-10 and 1974-11 concerning signing authority on accounts with the Bank of Yakima, The National Bank of Commerce of Seattle and Pacific National Bank of Washington, effective January 1, 1975, and that all prior resolutions relating to any of the described matters in the resolutions be, and hereby are, revoked as of January 1, 1975. The motion carried.

Dr. Brooks noted that this was the last board agenda item that Mr. Bohne would present before leaving for his new position at the University of Tennessee. Mrs. Minor and other members of the board noted they had approved Mr. Bohne's resignation with regret and wished him well as he assumes his new duties.

Academic Affairs

Fees-Child Study Center

Dr. Harrington, Dr. Williams and Dr. Rich presented a request to continue collection of fees for the Psychology Department's Child Study Center. Dr. Rich indicated the project was started in July of 1972 with a grant approval of \$3,088 for a study of gifted children. Dr. Rich indicated a maximum of 36 children can participate at one time; presently there are 27 children enrolled. The program is for three hours per day, five days a week.

MOTION NO. 4123: Mrs. Minor moved, seconded by Mr. Caron to approve the request to continue the collection of fees at the rate of \$25.00 per month (\$75.00 per quarter) for one child participating in the child study project. The motion carried.

Mrs. Minor reminded Dr. Harrington that the board was still interested in seeing a general policy on a fee schedule so they could have the overall picture when they are asked to make decisions. Dr. Harrington assured her that the deans are working on this.

Administrative Affairs

Affirmative Action Plan

Mr. Frank asked Mr. Harrison to continue his presentation on the Affirmative Action Plan after the board had taken a short time to read through the materials which had been presented to them on this matter.

MOTION NO. 4124: Mrs. Minor moved, seconded by Mr. Caron, to approve the Affirmative Action Plan as presented by Mr. Harrison with the following change in Appendix B, page 2: deletion of the words "not over" in the first sentence; addition of the words "only when the specific job requires this criteria" following the word "experience" in the first sentence. The sentence would then read: In developing qualifications for future job descriptions and interpreting the most qualified criteria for employment, the College will emphasize years and levels of experience only when the specific job requires this criteria. The motion carried.

Mr. Frank indicated he felt this plan should be handled with great care. He indicated there were differing opinions as to whether the plan would be workable. He added the administration and board may want to change the plan, after a trial period, to make it more or less restrictive. Mr. Frank commented that the document becomes almost like a constitution and he asked that everyone cooperate to help make it work.

Mr. Frank then invited Mr. Frank T. Cole, Chairperson of the Human Rights Advisory Council of Kittitas County and signer of the December 6, 1974 letter mentioned under Communications, to speak. Mr. Cole apologized for the late delivery of his letter and continued to express the concerns of the Human Rights Council with the Affirmative Action Policy and Plan. He indicated a strong recommendation that the policy and program should have been submitted to the Washington State Human Rights Commission for approval prior to its adoption to insure they are in conformity with the federal and state codes. Dr. Lowther also spoke and indicated he felt the implementation of the plan might be in violation of the codes. Mr. Frank replied that if it is the college will be notified and the plan can be amended.

Mr. Webster indicated he would not intentionally abuse the intent of the board and that he felt the policy and plan must be administered fairly, justly and firmly. Mr. Frank indicated it was the consensus of the board that Mr. Webster would accomplish the job and that the board was willing to work with him on it. Mr. Frank congratulated both

Mr. Webster and Mr. Harrison and indicated that the college now has an Affirmative Action Policy and Plan and should proceed to see how workable it is.

Mr. Caron suggested the board go into an executive session to discuss some of the proposed personnel actions.

RECESS

The chairman declared a recess at approximately 9:55 p.m. to allow the board to go into executive session to discuss personnel matters.

RECONVENED

The chairman reconvened the meeting at approximately 12:37 p.m.

Academic Affairs

Resignations

MOTION NO. 4125: Mr. Caron moved, seconded by Mrs. Minor, to accept the following resignations. The motion carried.

Joe A. Jansen, Lecturer in Education, Early Childhood Education, resignation effective immediately

E. Jean Selby, Assistant Professor of Home Economics, resignation effective end of spring quarter, 1975

H. John Harris, Assistant Professor of Philosophy, resignation effective end of spring quarter, 1975

Roland L. Roy, Associate Professor of Technology and Industrial Education, resignation effective end of spring quarter, 1975

Leave of Absence

MOTION NO. 4126: Mrs. Minor moved, seconded by Mr. Caron, to approve a leave of absence for Laura L. Appleton, Assistant Professor of Sociology, for winter quarter, 1975 only (time will not count towards seniority). The motion carried.

Leave of Absence Rescinded

MOTION NO. 4127: Mr. Caron moved, seconded by Mrs. Minor, to rescind the leave of absence formerly granted to Russell W. Hansen, Assistant Professor of Sociology, who has withdrawn his request for a leave of absence winter quarter, 1975 to allow Laura L. Appleton to take a leave of absence to complete her dissertation. The motion carried. Mr. Frank asked that Russell Hansen be thanked for extending this courtesy.

Reappointments

MOTION NO. 4128: Mrs. Minor moved, seconded by Mr. Caron, to approve the following reappointments. The motion carried.

Andrew E. Bishop, Adjunct Assistant Professor in Allied Health Sciences, to begin September 25, 1974 and continue until further notice

Frederick E. Geisert, Adjunct Associate Professor of Health Sciences, to begin January 7, 1975 and continue until further notice

John G. Harrison, Adjunct Associate Professor of Computer Science, to begin January 7, 1975 and continue until further notice

Ernest C. McDonald, Adjunct Associate Professor of Environmental Education, to begin September 25, 1974 and continue until further notice

Sandra Kay Proebstel, Adjunct Assistant Professor of Health Sciences, to begin January 7, 1975 and continue until further notice

Stanley Serafin, Adjunct Assistant Professor of Health Sciences, to begin January 7, 1975 and continue until further notice

Charles F. Shockley, Adjunct Associate Professor of Health Sciences, to begin January 7, 1975 and continue until further notice

Katherine M. Vornbrock, Adjunct Instructor in Health Sciences, to begin January 7, 1975 and continue until further notice

Lawrence L. Kunz, D.V.M., Adjunct Associate Professor of Laboratory Animal Medicine and Pathology, to begin January 7, 1975 and continue until further notice

Hugh P. O'Reilly, Jr., Adjunct Assistant Professor of Health Sciences, to begin January 7, 1975 and continue until further notice

MOTION NO. 4129: Mr. Caron moved, seconded by Mrs. Minor, to approve the reappointment of M. Eileen Calkins, M.D., Staff Physician, Student Health Center, effective beginning December 1, 1974 through June 30, 1975. The motion carried.

MOTION NO. 4130: Mrs. Minor moved, seconded by Mr. Caron, to approve the reappointment of the following. The motion carried.

Rosemary L. McQuarrie, Lecturer in Early Childhood Education, effective winter and spring quarters, 1975

Alan B. Taylor, Lecturer in Mass Media, effective winter and spring quarters, 1975

Miriam B. Echeverria, Assistant Professor of Spanish, effective winter and spring quarters, 1975 only

Marjorie A. Anderson, Lecturer in Consumer Education, effective part-time for winter and spring quarters, 1975 only

New Appointments

MOTION NO. 4131: Mrs. Minor moved, seconded by Mr. Caron, to approve the following new appointments. The motion carried.

Earl L. Albertson, Lecturer in Education, for fall quarter, 1974 only

Robert L. Brizee, Adjunct Assistant Professor of Psychology, to begin January 1, 1975 and continue until further notice

Benjamin S. Dar, Adjunct Lecturer in Art, to begin January 7, 1975 and continue until further notice

Eugene Friese, Adjunct Assistant Professor of Drama, to begin January 7, 1975 and continue until further notice

Harold A. Suffron, Adjunct Instructor of Psychology, to begin January 1, 1975 and continue until further notice

James M. Trappe, Adjunct Professor of Biology, to begin January 7, 1975 and continue until further notice

James M. Braden, Adjunct Assistant Professor of Family Studies, to begin January 1, 1975 and continue until further notice

Ralph M. Carlson, Adjunct Assistant Professor of Education, to begin fall quarter, 1974, and continue until further notice

Reginald D. Court, Adjunct Assistant Professor of Physical Education to begin January 1, 1975, and continue until further notice

William T. Gates, Adjunct Assistant Professor of Business Education and Administrative Management, to begin January 1, 1975 and continue until further notice

Marjorie J. Griffin, Adjunct Assistant Professor of Physical Education, to begin January 1, 1975 and continue until further notice

Jerry M. Henderson, Adjunct Assistant Professor of Physical Education, to begin on January 1, 1975, and continue until further notice

Manfred E. Jaehnig, Adjunct Assistant Professor of Anthropology, to begin January 7, 1975 and continue through fall 1975

John A. Schwenker, Adjunct Lecturer in Education, to begin fall quarter, 1974, and continue until further notice

Karen J. Wernicke, Adjunct Assistant Professor of Physical Education, to begin, January 1, 1975 and continue until further notice

Dennis A. Wintch, Adjunct Lecturer of Accounting, to begin January 7, 1975 and continue until further notice

Director--Ethnic Studies Program

MOTION NO. 4132: Mr. Caron moved, seconded by Mrs. Minor, to approve the appointment of Paul M. Kuroiwa, Assistant Professor of Ethnic Studies and Director of the Ethnic Studies Program, effective for the 1974-75 academic year, beginning November 1, 1974. The motion carried.

Director--Student Health Center

MOTION NO. 4133: Mrs. Minor moved, seconded by Mr. Caron, to approve the appointment of David A. Lundy, M.D., Director of the Student Health Center, beginning December 1, 1974 and continuing through August 31, 1975. The motion carried.

Acting Director--Mass Media Program

MOTION NO. 4134: Mr. Caron moved, seconded by Mrs. Minor, to approve the appointment of Roger R. Reynolds, Assistant Professor of Mass Media, reappointed as Acting Director of the Mass Media Program effective for winter and spring quarters, 1975. The motion carried.

Faculty Tenure, 1975-76

Dr. Harrington indicated the board had received the tenure recommendations only this evening (the board meeting date had been advanced a week to meet code provisions and departmental and school deliberations on tenure had just concluded). Dr. Harrington said the members of the board had requested some additional information (which would involve the Governor's Budget, legislative funding of Central, and a long-range college plan which the administration cannot recommend without knowing what the funding will be for Central for the next academic year) which he and the deans were unable to supply without additional data. Dr. Harrington stated the board's request was for valid information and, as has happened on other matters which have been brought before the board, he would like to recommend that action on the matter be delayed until the additional information can be furnished to

the board. Dr. Harrington continued by stating that what he was recommending was that the sixteen faculty members who are up for tenure be re-employed for 1975-76, with deferral of tenure, with the understanding that the administration has the privilege of coming back to the board with additional information, hopefully, before the end of the academic year, and asking that tenure be granted for these faculty members.

Dr. Harrington read the list of faculty members being recommended for reappointment.

MOTION NO. 4135: Mrs. Minor moved, seconded by Mr. Caron, that the board approve the following reappointment list as read by Dr. Harrington. The motion carried.

Re-employ for Third Probationary Year (with doctorate)

Beed, Galer W., Associate Professor of Technology
Brigl, Clemens, Associate Professor of Physical Education
Brunner, Charles E., Assistant Professor of Economics
Envick, Robert M., Assistant Professor of Technology
Gulezian, Allen K., Associate Professor of Economics
Gunn, Gerald P., Assistant Professor of Economics
Lapen, Robert F., Assistant Professor of Biology
Mack, Richard S., Assistant Professor of Economics
McRandle, Carol, C., Associate Professor of Communication
Shook, Roland S., Assistant Professor of Biology

Re-employ for Third Probationary Year (without doctorate)

Bennett, Cynthia K., Assistant Professor of Art
Heesacker, Gary W., Assistant Professor of Economics
Horn, Juana R., Assistant Professor of Home Economics
Howe, Joan, Instructor in Home Economics
Mueller, Leslie C., Assistant Professor of Economics

Re-employ for Third Probationary Year (without doctorate--
stipulations of prior contract regarding degree status
remain in effect)

Bricker, Bonalyn B., Assistant Professor of Music (also
indicates acceptance of revised contract)
Hillar, William G., Assistant Professor of Physical Education

Re-employ for Fourth Probationary Year (with doctorate, no
assurance of tenure)

Adams, Kathleen J., Assistant Professor of Anthropology
Carr, John E., Assistant Professor of Biology
Dugan, John R., Assistant Professor of Sociology
Dunn, Robert A., Assistant Professor of Economics
Lacey, William F., Associate Professor of Education
Romboy, Dieter, Assistant Professor of German
Short, Glenn B., Assistant Professor of Anthropology

Re-employ for Fourth Probationary Year (without doctorate--
stipulations of prior contract regarding degree status remain
in effect, no assurance of tenure.

Appleton, Laura L., Assistant Professor of Sociology
McLean, James M., Assistant Professor of Mathematics
Winters, Roger L., Assistant Professor of Political Science
Yang, Ho-Chin, Assistant Professor of Chinese

Re-employ for Fourth Probationary Year (without doctorate, no assurance of tenure)

Fairburn, Wayne A., Assistant Professor of Economics
Forsyth, Jay D., Assistant Professor of Economics
Garcia, Jorge A., Assistant Professor of Library
Jones, Jane T., Associate Professor of Music
Sharpe, Lana Jo, Instructor in Physical Education
Stillman, George, Professor of Art
Town, George G., Associate Professor of Computer Sciences

Re-employment for 1975-76 with Deferral of Tenure (with doctorate)

Black, Donald E., Assistant Professor of Education
Dietrich, Donald G., Associate Professor of Chemistry and
Science Education
Fitzgerald, Quentin W., Assistant Professor of Art
Goedecke, Walter R., Professor of Philosophy
Jacobs, Robert C., Associate Professor of Political Science
Kaufman, David E., Assistant Professor of Sociology
Kerr, Thomas J., Associate Professor of Political Science
Madsen, Glenn A., Associate Professor of Education
Myers, Robert L., Assistant Professor of Education
Osborn, Lynn R., Professor of Communication
Otto, Dale E., Associate Professor of Early Childhood Education
Refai, G.Z., Assistant Professor of History
Schomer, Joe H., Assistant Professor of Education
Warren, Gordon H., Assistant Professor of History

Re-employment for 1975-76 with Deferral of Tenure (without doctorate)
Macklin, Hall M., Associate Professor of Music

Re-employment for 1975-76 with Deferral of Tenure (with non-doctorate terminal qualification in discipline)

Galbraith, Gary M., Assistant Professor of Art

Re-employ for Fifth Probationary Year with delay of tenure (with doctorate and consideration of tenure before end of spring quarter, 1975)

Holmberg, Branton K., Associate Professor of Psychology

Re-employ for Fifth Probationary Year with delay of tenure (without doctorate) and consideration of tenure before end of spring quarter, 1975)

Owen, Lois D., Assistant Professor of Home Economics

Re-employ for Fifth Probationary Year with delay of tenure (with non-doctorate terminal qualifications in discipline)

Cory, Kenneth R., Assistant Professor of Art

Re-employ for Fifth Probationary Year with delay of tenure (with doctorate)

Jackson, Bernard R., Associate Professor of Communication

Discussion continued on the matter of tenure deferral with Dr. McQuarrie, Dr. Benton, Dr. Yee, Dr. Benson and others expressing their