

10-31-1975

1975 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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MINUTES
SPECIAL MEETING
BOARD OF TRUSTEES
CENTRAL WASHINGTON STATE COLLEGE
October 31, 1975
1:30 P.M.

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

ROLL CALL

Present

Board of Trustees Members:
Dr. Eugene Brain, Chairman
Mr. Philip Caron, Vice Chairman
Mr. Herbert L. Frank
Mrs. Catherine Hunter
Mr. Paul Schaaake

Absent

Others
Dr. James E. Brooks, President
Dr. David Lygre, Chairperson, Faculty Senate

Mr. Kevin Ryan, Chairman,
Student Board of Control

APPROVAL OF MINUTES

MOTION NO. 4255: Mr. Frank moved, seconded by Mrs. Hunter, to approve the minutes for the special meetings at 2:00 p.m. and 7:30 p.m. on September 26, 1975. The motion carried.

CHANGES TO THE AGENDA

Dr. Brooks reported the board had received a communication from Mr. Frank Erickson which should appear on the agenda.

It was requested by Mr. Courtney Jones, Vice President for Business and Financial Affairs, that Item VII. A. 3. (Campus Addition Replat) be deleted from the agenda.

REPORTS

Status of Reserves and Budget Changes Through Budget Change No. 35, July, August and September 1975

MOTION NO. 4256: Mr. Caron moved, seconded by Mr. Schaaake, that the Status of Reserves and Budget Changes Report Through Budget Change No. 35, for July, August and September 1975, be accepted. The motion carried.

Affirmative Action Program

Mr. Wallace Webster, Director of the Affirmative Action Program, reviewed Central's Affirmative Action program progress and outlined the problems as the administration sees them. He concluded by asking the board members for their expectations of the program.

A lengthy discussion followed which included the following matters: use of Selection Certification for remedial correction of under utilization, more recruitment of minorities needed, a request from the Governor "to enhance the effectiveness" of our Affirmative Action program for handicapped persons and a Higher Education Personnel Board request for a written affirmative action plan for the handicapped to be submitted by December 31, 1975, definition of the recruitment area, determination of availability of minorities in the recruitment area, method of determining under utilization, turnover statistics, review of mechanism and criteria for hiring, placing more responsibility on departments for complying with affirmative action regulations, and Central's image in hiring and retaining minorities.

Mr. Frank expressed concern that minorities are afraid or feel it is futile to apply for employment at Central and offered his assistance to accompany Mr. Webster or others in recruiting. He indicated there is no prejudice in applying for employment at Central. Mr. Frank noted he did feel that the college had no choice but to hire the best qualified person for the position regardless of color and that he felt the college would go to mediocrity if anything less was accepted.

Board members were asked if they were ready to make a commitment. It was suggested the major issues could be raised and a vote taken, for example, on selective certification so the administration would know for sure whether they would or wouldn't be using it.

Dr. Brain suggested that the older board members views were known and that the administration should perhaps be talking to the newer members of the board to learn their views.

Dr. Brooks indicated to the board that he, Mr. Harrison and Mr. Webster were trying to relay to the board that nothing much was happening in the affirmative action program and that not much progress was going to be made until changes were made.

Board members indicated they were not ready to vote at this time and that they would like to have more discussion, time to consider the information that had been presented to them, and some specific examples of how Selective Certification would work. Mr. Webster indicated he would get together with Dr. Snyder, Personnel Director, and provide the board with the additional information they were requesting along with some built in guidelines so the board could see the program would not be abused.

Retirement Supplementation

Mr. Courtney Jones, Vice President for Business and Financial Affairs, reported to the board on the Retirement Supplementation program. Mr. Jones distributed copies of a memorandum dated October 27, 1975 which he had sent to the college Budget Committee. The Vice President indicated it was a complex matter containing, among other things, some legal issues. He outlined the issues and the major calculation alternatives contained in his memo. Mr. Steven Milam, Assistant Attorney General, confirmed the difficulty of interpreting the statutory language involved and added that it was his understanding that the House Ways and Means Committee is going to make a request for a formal Attorney General's opinion and the question then becomes whether the opinion will come out before the proposed amendment to the statute comes out. The payment calculations for the involved individuals was also outlined by Mr. Jones who informed the board that there was the possibility that clarification of the issues could result in the college having to recover funds from the retirees (if the clarification results in the inclusion of WTRS payments in the calculation and recovery is required).

Dr. W. W. Newschwander, Professor of Chemistry, made his presentation outlining the issues as he saw them. He concluded by stating he hoped Central would strive for the highest benefits not the lowest.

Board members indicated they did not clearly understand the issues and would hope for more information before they were asked to make a decision.

AFL-CIO Federation Contract

Mr. Jones presented the AFL-CIO Federation Contract. He indicated that the matter was listed again on the board agenda as an action item. He noted several corrections which he asked the board to make to their copies of the proposed contract. Mr. Frank asked that the contract be discussed in executive session and Mr. Milam confirmed that there was legal authority which allows the board to go into executive session to discuss negotiations.

Selection of Architects for Projects: a proposed Policy of the Department of General Administration

Mr. Jones reviewed a proposed policy he had received from the Department of General Administration regarding the selection of consultants to be used on construction projects. Mr. Jones indicated he had written a letter (dated September 24, 1975) to Mr. Angiers objecting to the haste in which a response was being requested and expressing concern that the procedure appeared to remove from the Board of Trustees the authority and responsibility for selecting architects.

Board members indicated they would like to be involved in the selection of architects. Mrs. Hunter asked for a copy of the outline of procedures used for the selection of architects at Central.

Enrollments--Summer, 1975

Mr. John Harrison, Executive Assistant to the President, distributed copies of enrollment statistics and reviewed them for the board. He indicated Central made its contract with the state but there was a drop in on-campus enrollment. There was a discussion regarding reporting the enrollment in the newspaper, the possible impact of off-campus enrollment on on-campus enrollment (Dr. Harrington indicated this concern has been expressed but as far as he and the deans can determine it is not significant), and the possibility of redefining how students are admitted.

RECESS

The Chairman recessed the meeting at 4:04 p.m. He announced there would be a ten minute break after which the board would go into executive session to discuss personnel matters.

RECONVENED

The meeting was reconvened by the Chairman at 8:00 p.m.

REPORTS (continued)

Legislative Session, 1975

Salary Request. Dr. Brooks reviewed the meetings of various groups and the discussions that preceded the proposal for faculty salaries which all six state colleges and universities will present to their Boards of Trustees and include as first priority in their Supplemental Budget Requests. The proposal is for a 16% salary increase to bring the six state colleges and universities up to the average of the seven states with which we compare. Dr. Brooks said beyond that the institutions may, if they wish, ask for additional money to meet inflationary costs for fuel or whatever other needs they feel they have, or they can ask for additional monies for salaries to bring their particular school up to some particular level. Dr. Brooks also indicated this should be in accord with what the Council on Higher Education will discuss in December of this year. It is felt there will be very little money for salary increases of any kind so a coordination of requests seems the best move.

Legislation that may be proposed. Mr. Lipsky, Director of the Office of Information, reported to the board on information he had available as to possible proposed legislation. Mr. Lipsky confirmed Dr. Brooks' view that the legislature will be very conscious of the availability of money. Not much has been done to solve the basic problem of funding education and the public schools. Mr. Lipsky indicated he felt there was a possibility the legislature would be asked to re-examine the basic contract enrollment funding. He noted a number of specific proposals will be made: the legislature will probably move to keep alive all bills left pending from the last several sessions of the legislature and all matters will be taken up that have been discussed by the committees during the interim. Mr. Lipsky stated that among all of this legislation will be proposals dealing with tuition--probably a push for a general increase in tuition and there may be an attempt to come up with a differential tuition base. At the same time there will be proposals to provide for tuition waivers to select groups: Vietnamese refugees, senior citizens,

Canadian students, and perhaps for the National Guard. It is possible that proposals may be introduced on Child Day Care Centers on college campuses, the use and control of Student Activity Fees, career development training for state employees, university title bill, modification of the Master Degree Authority bill passed by the last legislature, pensions merge into one system, merging of the state's personnel systems, collective bargaining, creation of a state library network and a state telecommunications network, authorization for a collection fee for delinquent accounts turned over to a collection agency, WASH-pirg and a series of special interest bills. Mr. Lipsky indicated that when the legislative session opens in January it will have before it a wide range of bills dealing with higher education and perhaps wider than ever because of the pending release of a presentation to the legislature of the Council on Postsecondary Education's report.

Salary Adjustments, Fall, 1975

Dr. Harrington indicated that the 1975 Faculty Code makes provision for salary adjustments for faculty who have completed a terminal degree and he indicated that later in the meeting he would be submitting a list of names for board approval.

Changes to the Policies and Procedures Manual

Dr. Brooks indicated that when the Policies and Procedures Manual was presented to the board in February the memorandum that accompanied it mentioned that the administration would be revising the annual leave statement for exempt personnel. Dr. Brooks distributed copies of the present policy and the proposed policy which will be presented for approval at the next board meeting. In the meantime, Dr. Brooks indicated the policy would be circulated to everyone involved so they would know about it and have an opportunity to react in case they haven't had an opportunity so far. Dr. Brooks noted the proposed policy simplifies leave for exempt personnel and he briefly reviewed the provisions. He stated it is hoped the policy can go into effect on January 1, 1976 and that he would like people notified that if they have accrued over thirty days they would have the opportunity to bring their accrual time down to the maximum.

Engelhorn Pond Insurance

Mr. Jones reminded the board that when the transfer of title for the Engelhorn property was presented at the last board meeting, the board raised the question as to whether the college insurance would cover an accident in the area. Mr. Jones indicated the college's liability insurance would cover any property on which the college holds title. The proposed plaque which is to be erected on the property was read.

College Response to Council on Postsecondary Education Long Range Plan

Dr. Brooks indicated the Council on Postsecondary Education's long range plan was being studied throughout in the state, the presidents are working on it individually and as a group and each has his own report to submit before November 15 which is the deadline on responses. The Vice Presidents for Academic Affairs, in response to a request from the presidents, have spent a considerable amount of time on it and have written a report. The Business Affairs Officers have spent much time on it. A campus committee chaired by Dr. Housley has worked on the plan and

Dr. Housley has written a draft report. Hearings have been held by the Council of Postsecondary Education (Central's hearing was October 21 on the CWSC campus). Dr. Brooks indicated that his concern was the role that was being proposed for Central and the other state colleges. The feeling is that the draft has to be improved before it will be acceptable. Dr. Brooks reviewed a letter from Eastern Washington State College which asks that the CPE delay its decision on this draft until at least March 1976 to give the boards of trustees and regents across the state time to study the draft and to get involved in this. Dr. Brooks also mentioned another page of material which he had distributed to the board members which listed the objectives which the CPE published concerning the final planning and policy recommendations and their anticipated schedule. They hope to send their recommendations to the legislature and the Governor in mid-January. Dr. Brooks indicated Central's final draft was not available at this time but he urged board members to submit their input and noted that the final response would be shared with board members. Dr. Brooks indicated there is a tremendous amount of concern about this statement. He also noted that the response is requiring a considerable amount of time to prepare and it is hoped it can be completed as quickly as possible so that everyone can get on with the important tasks of improving the institution.

The board chairman indicated that because of the shortness of time, that board members direct any questions or comments directly to the president.

Changes to the New Code: Requirement That Review Be Completed by January 1, 1976

Dr. Brooks indicated that he just wanted to remind the board that the code requires that the president review it before January 1, 1976. He noted the Faculty Code Committee is already at work reviewing the code and he requested the board members to submit any suggestions they have for improvement so he can include them in his report. He suggested this would be a good time for everyone to take another look at the code.

COMMUNICATIONS

Dr. Brooks indicated a packet of information had been received from Frank Erickson which he wished to transmit to the board chairman. He indicated it had just been received so there was no opportunity to send it in the mail. He also distributed copies of a response which came from Dr. Wise in the Student Union Building. It concerns those who sell their wares at the Ware Fair, and involved questions of payment of state taxes and authenticity of materials being sold as "handcrafted." Mr. Erickson felt there was unfair competition for local businesses. Dr. Brooks indicated he would ask Dr. Wise for his permission to send Dr. Wise's response to Mr. Erickson. Mr. Erickson has contacted Mr. Schaaake from time to time on this subject. Dr. Brooks indicated that if the board has any questions after reading the material or if they wish the administration to do anything to please let him know so he can follow up on the matter.

NEW BUSINESS

Business Affairs

AFL-CIO Federation Contract

The Chairman indicated the contract consideration would be delayed and that the board would be meeting in executive session on the matter.

Mr. Mike Mallinger, area representative for the Washington Federation of state employees, indicated that the proposed contract represented over twenty hours of hard work on the part of a management negotiating team and a union negotiating team. He noted it has had the best possible input from the administration and from the employees at the college. He questioned the board considering the contract in an executive session without the benefit of responses to the concerns that the board might have. He noted the contract had been ratified by the employees at a recent union meeting. He asked that the board consider the contract as expeditiously as possible.

Mr. Frank indicated this was the first opportunity the board had to consider the contract and there were several items which needed to be discussed among the members. Mr. Frank reviewed the manner of negotiating (the board's representatives meet with the labor negotiating team to work out something they would like to recommend to the board). Mr. Frank noted that after reviewing the contract if there is something the board does not want to agree to they might want to ask the college representatives to go back into negotiations. Mr. Frank made it clear that the representatives do not have the authority to approve a contract, they have the authority to meet with the union negotiating team and to recommend certain matters and to bring it to the board for approval. He pointed out that this was the same authority that Mr. Mallinger has from his organization, the proposed contract has to be taken back to them for ratification.

Mr. Mallinger asked if it was the board's intention to consider and take action on the contract tomorrow. Mr. Frank indicated that he was only speaking for himself but that the contract would be considered tomorrow in executive session and that he did not know what the consensus of the group would be. He indicated that the board could approve it or disapprove it and ask that there be some changes made.

The Chairman indicated that whatever action is taken will be in open session.

Dr. Brooks confirmed that the board had not had the contract for a long period of time and indicated that it would be best to allow people enough time to consider it very carefully. Mr. Jones indicated it had been made very clear that whatever the negotiation was it was subject to the approval of the Board of Trustees and the union.

Mr. Mallinger indicated it was a handicap to operate without direct input to the Board of Trustees or the opportunity to discuss with them the reason for which a particular article may have been negotiated. Mr. Frank indicated that a group may be more easily called together than the Board of Trustees is but the method being used is similar to all others he is aware of. Mr. Mallinger indicated he would wait for the board's response.

Supplemental Budget

Mr. Jones presented the 1976 Supplemental Budget request assisted by Mr. Allison and Mr. Braida. Salary and Wages items, Operating items and the Capital items were reviewed separately. The supplemental request includes salary adjustments for faculty and exempt employees based on the 1975-77 Governor's Budget Projection of the consumer price index resulting in a request for a 16% adjustment effective March 1, 1976; funding for classified salaries will be based on the results of the salary survey. Funding is also requested to cover increased costs due to the federal minimum wage increase.

The supplemental budget request also includes \$16,851,871 for capital items and \$786,044 for operating items.

MOTION NO. 4257: Mr. Caron moved, seconded by Mr. Frank, that the Supplemental Budget Request for the 1976 Special Session of the Legislature as proposed and recommended by the administration be approved for submission to the Governor. The motion carried.

Catering Policy

Mr. Jones read the proposed Catering Policy. (See attachment no. 1)

MOTION NO. 4258: Mr. Frank moved, seconded by Mr. Schaaake, to approve the Central Washington State College Food Service Catering Policy as recommended by the administration. The motion carried.

Academic Affairs

Leaves of Absence

Dr. Harrington presented two requests for leave of absence.

MOTION NO. 4259: Mr. Schaaake moved, seconded by Mrs. Hunter to approve the following leaves of absence. The motion carried.

Donald J. Cocheba, Associate Professor of Economics, one-year leave of absence for the 1976 calendar year (an extension of current leave granted for the 1975 calendar year), time to be counted toward seniority

Raeburne S. Heimbeck, Professor of Religious Studies, leave of absence for spring quarter, 1976, time to be counted toward seniority (Dr. Harrington noted Dr. Heimbeck has been invited by Stanford University to be the first recipient of the William H. Bonsall Visiting Professorship in Humanities. It was felt this is an honor to have one of our faculty invited to be the visiting scholar.)

New Appointments

MOTION NO. 4260: Mrs. Hunter moved, seconded by Mr. Schaake, to approve the following new appointments. The motion carried.

Rebecca A. Ames, Adjunct Lecturer in Education, appointment to begin fall quarter, 1975 and continue until further notice

Thomas L. Colley, Lecturer in Business Education and Administrative Management, part-time appointment for fall quarter, 1975

Pio Jon DeCano, Lecturer in Education and Director of the Multi-Cultural Education Project, appointment effective for the period October 1, 1975 through June 30, 1976 (federally funded)

Joe L. Drovetto, Acting Instructor in Education, one-year appointment for the 1975-76 academic year

George A. Fuhr, Adjunct Assistant Professor of English, appointment to begin September 15, 1975 and continue until further notice

John D. Frazzini, Lecturer in Business Education and Administrative Management, part-time appointment for fall quarter, 1975

Theodore I. Grand, Adjunct Professor of Anthropology, appointment to begin November 1, 1975 and continue until further notice

William A. Haarstad, Assistant Professor of Education, appointment effective for the 1975-76 academic year

Keith R. Laws, Adjunct Assistant Professor of Education, appointment to begin fall quarter, 1975 and continue until further notice

Edgar Joe McDowell, Lecturer in Business Education and Administrative Management, part-time appointment for fall quarter, 1975

Daniel C. Miller, Adjunct Assistant Professor of Physical Education, appointment to begin fall quarter 1975 and continue until further notice

James F. Parsley, Adjunct Associate Professor of Education, appointment to begin fall quarter, 1975 and continue until further notice

Dennis L. Pearson, Communications Skills Specialist-Advisor, Educational Opportunities Program, appointment effective for fall quarter, 1975 only

Willa Dene Powell, Acting Instructor in Home Economics Education, appointment effective for the 1975-76 academic year

William W. Speth, Adjunct Lecturer of Geography, appointment to begin October 1, 1975 and continue until further notice

Before passage of the motion Dr. Lygree asked for clarification of the title of Acting Instructor. Dr. Harrington indicated the title was new and would be used for one year appointments only. He indicated the advantage was that the salary of the people so designated could be used in figuring college salaries. Dr. Brain noted this interpretation of title should be included in proposed revisions to the code.

Salary Adjustment

Dr. Harrington read a list of thirteen faculty members being recommended for salary adjustments, having completed terminal degrees. Dr. Harrington again indicated this was in accordance with the 1975 Faculty Code.

MOTION NO. 4261: Mr. Caron moved, seconded by Mrs. Hunter, to approve the salary adjustments for the following faculty members. The motion carried.

John Dugan, Assistant Professor of Sociology, from Step 10 to 11
Wayne Fairburn, Assistant Professor of Business Administration, from Step 13 to 14
Lee Fisher, Assistant Professor of Aerospace, from Step 13 to 14
Quentin Fitzgerald, Assistant Professor of Art, from Step 7 to 8
Jay Forsyth, Assistant Professor of Economics and Business Administration, from Step 9 to 10
Gary Frederick, Associate Professor of Physical Education, from Step 11 to 12
John Gregor, Associate Professor of Physical Education, from Step 11 to 12
Margaret Lester, Assistant Professor of Spanish, from Step 10.5 to 11.5
Charles McGehee, Assistant Professor of Sociology, from Step 10 to 11
Lois Owen, Assistant Professor of Family Studies, from Step 9 to 10
Dieter Romboy, Assistant Professor of German, from Step 9.5 to 10.5
Roland Shook, Assistant Professor of Biological Sciences, from Step 7 to 8
Ned Toomey, Assistant Professor of English, from Step 9.5 to 10.5

NEXT MEETING

The next meeting of the board was scheduled for November 21, 1975.

RECESS

The Chairman recessed the meeting until the following morning (Saturday, November 1) at 9:00 a.m. in SUB 204-205 for an executive session.

The meeting was recessed at approximately 9:30 p.m.

RECONVENED

The Chairman reconvened the meeting in SUB 204-205 at approximately 9:02 a.m. on November 1, 1975. Present were Dr. Brain, Mr. Caron, Mrs. Hunter, Mr. Frank and Mr. Schaaake. Also present were Dr. Brooks, Mr. Jones, Mr. Hill, Mr. Snyder and Mr. Allison.

RECESSED

The Chairman recessed the meeting to allow the board members to go into executive session to discuss the proposed union contract.

RECONVENED

Following the executive session the Chairman reconvened the board meeting at approximately 11:13 a.m. The Chairman referred to agenda item VII. A. 1 (AFL-CIO Federation contract) and indicated they had (a) examined the proposed contract; (b) the board wishes to seek legal advise on certain matters, and (c) thus they need more time and can't approve the contract now.

ADJOURNED

MOTION NO. 4262: Mr. Schaaake moved, seconded by Mrs. Hunter, to adjourn the meeting. The motion carried.

The Chairman declared the meeting adjourned at approximately 11:18 a.m.