

12-1-1979

## 1979 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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Civil Service Employee  
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RECEIVED  
MAR 17 1980  
FINANCIAL AID

MINUTES  
SPECIAL MEETING  
BOARD OF TRUSTEES  
CENTRAL WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES ROOM  
BOUILLON HALL  
ELLENSBURG, WASHINGTON  
DECEMBER 1, 1979  
9:00 A.M.

The special meeting of the Board of Trustees was called to order by Chairman, Mrs. Linda J. Clifton, in the Board of Trustees Room, Bouillon Hall 143, on the campus of Central Washington University in Ellensburg, Washington.

ROLL CALL

Present

Board of Trustees

Mrs. Linda J. Clifton, Chairman  
Mr. Thomas S. Galbraith, Vice Chairman  
Mr. Don F. Broughton  
Mr. James S. Hogan  
Mr. S. Sterling Munro

Others

Dr. Donald L. Garrity, President  
Dr. Edward J. Harrington, Vice President for Academic Affairs  
Mr. Courtney S. Jones, Vice President for Business and Financial Affairs  
Dr. Donald E. Guy, Dean of Student Development  
Dr. Kenneth Hammond, Chairman, Faculty Senate  
Mr. Lou Bovos, Chairman, Association of Administrators

UNVEILING

Just prior to the beginning of the meeting, Mrs. Clifton unveiled a beautiful walnut cabinet which had been designed and constructed by emeritus professor Wilhelm Bakke to house the university mace. Mrs. Clifton read the plaque which will be placed in the cabinet with the mace:

"Since the Middle Ages, the mace has served as a symbol of power and authority. Originally designed as a weapon of battle, it gradually assumed a more ceremonial role, and was typically carried by kings and church leaders as a sign of office. Today, many legislative bodies such as the U.S. House of Representatives and the British House of Commons have maces, as do most colleges and universities.

Central's mace was commissioned by the Board of Trustees in honor of the Inauguration of Dr. Donald L. Garrity, 9th President of Central.

The mace was crafted by Wilhelm Bakke, Emeritus Professor of Technology and Industrial Education. It consists of a shaft of solid walnut, taken from a tree in the Kittitas Valley, surmounted by a four-sided headpiece plated in 24K gold. Three of the sides bear the letters C, W, and U, while the fourth bears the university seal. Two of the sides are backed by the university colors, crimson and black and the others are backed by the color green signifying the Evergreen State.

Board of Trustees: Linda J. Clifton, Chrm. December, 1979"  
Thomas S. Galbraith  
S. Sterling Munro  
Don F. Broughton  
James S. Hogan

Dr. Harrington was commended by Mrs. Clifton for his efforts in commissioning the construction of the mace and cabinet by Professor Bakke.

#### APPROVAL OF MINUTES

The Chairman, Mrs. Clifton, declared the minutes for the meetings of September 28, 1979 and November 6, 1979, approved as written.

Mrs. Clifton asked that one sentence summaries of the report from Mr. Jones on the Capital Construction Contract Bid Process and Mr. Clarke's information on obtaining works of art for Capital Construction projects, be included on page 7 of the Minutes for the meeting of September 29, 1979. She indicated that the board would also like the substance of Mr. Bovos' statement regarding the administrative salary survey included in the minutes on page 8 of the same meeting. The Chairman declared the minutes for the meeting of September 29, 1979 would stand approved with the above additions.

#### CHANGES TO THIS AGENDA

There were no changes to the agenda.

#### REPORTS

##### Status of Reserves and Budget Changes Through October 31, 1979

Mr. Jones presented the above report to the board.

##### Appointment, Administrative Exempt Personnel

Dr. Guy reported the appointment of Kathleen Evans, Interim Assistant Director of Residence Living, effective December 1, 1979 through June 30, 1980.

Dr. Harrington reported the appointment of James G. Pappas, Dean of Admissions and Records, appointment effective January 1, 1980 to August 31, 1980.

Dr. Garrity reported the appointment of the following:

Pam Zupan, Assistant Director Cooperative Education, effective October 15, 1979, federally funded position  
Kurt McVay, part-time temporary appointment as a Field Data Analyst; effective October 1, 1979 into March, 1980\*  
Barbara R. Staneff, part-time temporary appointment as Assistant Project Director, effective October 1, 1979 into March, 1980\*

\*Employed to work on the project entitled "Economic Growth Analysis of Kittitas County"--a federally funded project

#### Reassignment and Title Change, Administrative Exempt Personnel

Dr. Garrity reported William P. Whiting had been reassigned to a new position--Director of Publications--effective November 1, 1979 to August 31, 1980. This new position will be studied and placed at the appropriate location on the administrative salary schedule. Mr. Munro asked that the record show that due process had been followed in this assignment.

#### Resignation, Department Chairman

It was reported by President Garrity that Richard W. Hasbrouck, Professor of Chemistry, had resigned as Acting Chairman of the Department of Chemistry, effective November 12, 1979.

#### Resignation, Faculty

The resignation of Dr. William Kritsonis, Associate Professor of Education, has been accepted effective at the end of the 1979-80 academic year, President Garrity reported.

#### Sick Leave

President Garrity reported the following faculty members have been placed on sick leave:

A. H. Howard, Jr., Professor of Education, sick leave for fall quarter, 1979  
Richard G. Johnson, Assistant Professor of English, sick leave as of October 29, 1979, until further notice

#### Reassignments, Faculty

Dr. Garrity reported the following faculty reassignments:

Ronald Hales, Associate Professor of T.I.E., reassigned from the Department of T.I.E. to the Central Safety Center, as Associate Professor of Safety Education, effective for the remainder of the 1979-80 academic year  
William F. Lacey, Associate Professor of Education. Appointed half-time as Coordinator of Yakima Program, effective September 1, 1979 through August 31, 1980

Appointments, Faculty (one year and part-time)

The following one year and part-time faculty appointments were reported:

- Martin Agran, Lecturer in Education, appointment effective for fall quarter, 1979, only
- Allan W. DePrey, Lecturer for Aerospace Studies, appointment effective for fall quarter, 1979, only
- Richard E. Hilligus, Lecturer in Leisure Services, appointment effective for fall quarter, 1979, only
- Ernest M. McPeck, Acting Instructor of Accounting, appointment effective immediately, part-time

Appointment, Department Chairman

The appointment of Leslie C. Mueller, Associate Professor of Business Administration, appointment as Chairman of the Department of Business Administration, effective September 1, 1979 was reported.

Appointments, Adjuncts

The following adjunct appointments were reported:

- Jacqueline T. Bates, Adjunct Assistant Professor of Early Childhood Education
- Randall E. Brown, Adjunct Associate Professor of Geology
- Newell P. Campbell, Adjunct Associate Professor of Geology
- E. Smith Murphy, Adjunct Professor of Physical Science
- LaMar A. Palmer, Adjunct Assistant Professor of History
- Dixie A. Penwarden, Adjunct Associate Professor of Health Science
- Scott S. Turnbull, Adjunct Instructor of Political Science

Discussion of Academic Tenure

Chairman Linda Clifton opened the discussion session on academic tenure with a statement outlining the purpose of the discussion (see attachment No. 1).

President Garrity reviewed the history of tenure indicating it was several centuries old. The concept of tenure was to ensure a measure of protection to the academy to pursue the truth as he/she is best able to see it and to articulate it. The state legislature recognizes the tenure system and have charged the Board with the responsibility to determine and nurture how it will operate. Dr. Garrity listed some alternatives which included: contracts, no tenure at all, annual reviews and 5-year renewals. He suggested that collectively the university community could develop a system which will serve the needs of the faculty and of the university to adjust to current conditions of education which include loss of enrollment and need to better manage the institutions of higher education.



Dr. Harrington spoke briefly indicating the process for tenure is spelled out in the Faculty Code. He presented the board members with the figures of % Tenured by Department Based on Full and Part-time Faculty, noting that the figures were current as of that date but that they are constantly changing. Dr. Harrington commented the federal and state governments have compounded the problem by extending the compulsory retirement age of faculty to age 70. Problems of funding, trading people around between various institutions (sometimes leading to a nomadic existence for the faculty member), introducing younger faculty into the system, consideration of academic programs, stimulating individuals through exchange programs, faculty development and retraining were among other items discussed.

Dr. Charles McGehee spoke to the issue as Chairman of the local chapter of the American Association of University Professors, indicating the A.A.U.P. position was that tenure is an agreement between a faculty member and an institution that the faculty member will be terminated only for certain reasons which include adequate cause as tested before an appropriately selected faculty group with the burden of proof resting on the institution, financial exigency, curricular change which eliminates the need for that faculty member's services, and normal retirement or medical incapacity. Tenure gives a faculty member the right to due process.

Lillian Canzler spoke as President of the American Federation of Teachers. It is the AFT position that fair evaluation procedures, retraining with institutional support, sabbatical leaves, and early retirement incentives are important alternatives to be considered. (A copy of material which Ms. Canzler distributed to the board can be seen in attachment No. 2.)

The board agreed there are some obvious problems with the present tenure system and that the matter would be discussed again during future meetings of the board. It was reiterated that by working together a better system can be worked out.

#### Report of Task Force on the Academic Plan

President Garrity asked Dr. Helmi Habib, Chairman of the Task Force, and Dr. Philip Dumas, Academic Planner, to discuss the proposed Academic Plan. He noted that due to the fact that the board had just been given their copies of the plan and have not had the opportunity to read it no action will be requested of the board at this time. The President indicated the item would be discussed at the February 2 meeting of the board; in that way the board will have input. All comments pertaining to the document from various groups and individuals are to be sent to the President and will be received until the end of February. On March 1 the process of collating, reviewing and discussing the material that has been received will begin. A question was raised as to whether there would be student input. It was also pointed out that the academic plan should be a living document and should be constantly on the agenda for modification.

Mr. Hogan commended the people who worked on the document.

Student Services

Dr. Donald Guy reported on the various components of the Student Services. He discussed the formula for funding, the Health Center, Counseling Center, Testing and Evaluative Services, Career Planning and Placement, Financial Aid, Educational Opportunities Program, Handicapped Student Services, activities and programming and Recreation.

Mr. Munro commended Dr. Guy for his extensive report.

RECESS

The Chairman recessed the meeting for a luncheon break.

RECONVENED

Chairman Clifton called the meeting back to order at approximately 1:20 p.m.

REPORTS

Reappointment, Administrative Exempt Personnel

It was reported that the Search Committee for a Dean of the School of Arts and Humanities had asked for an extension. The search will be completed before the end of the current academic year. Since the extension was granted as requested, it is necessary to have Dr. Zoltan Kramar continue to act as Interim Dean of the School of Arts and Humanities from January 1, 1979 until June 30, 1980 or until a new dean is appointed, whichever comes first.

COMMUNICATIONS

The following communications were acknowledged by the board:

1. Letters from Stuart C. Allen, Assistant Attorney General, dated October 24 and November 15, 1979

NEW BUSINESS

Resolution No. 79-6

MOTION NO. 5258: Mr. Broughton moved, seconded by Mr. Galbraith, to adopt Resolution No. 79-6, authorizing the Treasurer of the Board of Trustees to sign a Certificate in connection with the State of Washington General Obligation Bonds Series W-1 for the purpose of financing projects at Central Washington University. Central will receive a percentage share of the net proceeds which the Bond Statute has authorized the State Finance Committee to issue up to \$46,000,000. The motion carried.

Resolution for Signing and Endorsing Checks

MOTION NO. 5259: Mr. Munro moved, seconded by Mr. Broughton, to adopt the resolution concerning check signing authority on accounts with Rainier National Bank, effective January 1, 1980,

and to revoke as of January 1, 1980, all prior resolutions relating to any of the described matters in the resolution. The motion carried.

Establishing Bank Account with American National Bank and Trust Company of Chicago

The following motion was made to finalize the procedures for establishing a bank account with the American National Bank and Trust Company of Chicago for the purpose of receipting the university's National Defense/Direct Student Loan payments by the American National Education Corporation.

MOTION NO. 5260: Mr. Broughton moved, seconded by Mr. Hogan, that the Board of Trustees accept and sign the "Certified Resolution of Board of Directors" in order to finalize the procedures for establishing a bank account with the AMERICAN NATIONAL BANK AND TRUST COMPANY OF CHICAGO for the purpose of receipting our National Defense/Direct Student Loan payments by the AMERICAN NATIONAL EDUCATION CORPORATION. The motion carried.

Adopt University Investment Policy

MOTION NO. 5261: Mr. Hogan moved, seconded by Mr. Galbraith, to approve the University Investment Policy as proposed by Mr. Jones including the amended language (last paragraph) as contained in Mr. Jones' memo of November 30 to the president. The motion carried.

UNIVERSITY INVESTMENT POLICY

Central Washington University will invest all monies in excess of current needs at the highest earning rates legally available, and such investments will comply with the state and federal laws and regulations for investments of public monies.

Central Washington University may invest in the following enumerated classes of securities: Bonds, notes or other securities constituting direct and general obligations of the United States or the bonds, notes, or other securities constituting the direct and general obligation of any instrumentality of the United States, the interest and principal of which is unconditionally guaranteed by the United States. These securities are guaranteed by the full faith and credit of the United States government and consist of U.S. Treasury Bills, U.S. Treasury Notes, and U.S. Treasury bonds.

In addition, other investments may consist of savings accounts, Repurchase Agreements, and Time Certificates of Deposit in banks qualified as public depositories.

In all instances, prudent judgment will be exercised in investing available funds of Central Washington University.



Funds for Associated Students, University Store, Housing and Food Services, University Parking, Central Stores, Facilities Engineering, General Services, Work Force, Motor Pool, Scheduling Center, Scholarship Funds, Trust and Agency, Student Loan Funds, NDSL Fund, Local Plant Fund, Grants and Contracts, and Local General Fund will be "pooled" for investment purposes.

The interest income earned on the investment pool will be distributed on a quarterly basis based on monthly cash balances in the various funds.

Interest earned by the Local General, Local Plant, Trust and Agency, and Grants and Contracts Funds will be credited to the Local General Fund. All other funds will retain their share of the interest earnings distribution.

Endowment Funds may be invested individually or on a pooled basis with other funds consistent with any attendant fund restrictions and interest earned will be credited in accordance with any fund restriction.

Approval of Tentative Housing and Food Service Rates, 1980-81

Mr. Wendell Hill, Director of Auxiliary Services, and Mr. Jones presented the tentative housing and food service rates for 1980-81 and noted that they would return to the board at their April meeting for final approval for the rates.

MOTION NO. 5262: Mr. Broughton moved, seconded by Mr. Galbraith, to approve on a tentative basis a proposed increase of 7.5% for room and board rates and for apartment rents for 1980-81 with the proviso that the Board of Trustees reserves the right to further increase the rates by not more than an additional two percent. The Board of Trustees will give final approval of the rates at their April 1980 meeting, when the complete Housing and Food Service Projections for 1980-81 will be presented. The motion carried.

Approval of Grievance Procedure for Classified Civil Service Employees with Permanent Status

MOTION NO. 5263: Mr. Munro moved, seconded by Mr. Galbraith, to approve the Central Washington University Grievance Procedure for Classified Civil Service Employees with Permanent Status dated November 13, 1979 be approved with the second sentence in section B revised as proposed in Mr. Jones' memorandum to the president dated November 30, 1979. The previous procedure dated May 1, 1970 is to be rescinded. The motion carried with Mr. Broughton voting no. (See attachment No. 3 for a copy of the amended policy.)

Approval of Meals for Administrators

MOTION NO. 5264: Mr. Munro moved, seconded by Mr. Galbraith, to approve the policy of providing meals to the Director of Auxiliary Services, Director of Housing Services, Director of Residence Living, the Assistant Director of Residence Living and the Conference Field Representative and Coordinator as outlined in the memorandum provided for the board, and that starting December 1, 1979 the additional compensation be recorded as outlined in the same memorandum. The motion carried.

Chairman Clifton commended Mr. Hill for his excellent report.

Approval of Supplemental Budget Request--1980

The most critical concerns of the university which have been addressed in the supplemental budget request are: (a) increased faculty/exempt salary funding, (b) utility cost increases due to inflation rates, (c) funding needs for women students pursuant to Federal Title IX legislation, and (d) asbestos abatement program.

MOTION NO. 5265: Mr. Galbraith moved, seconded by Mr. Munro, to approve the Supplemental Budget Request for the 1980 legislative session. The motion carried.

Authorization of Tuition Waiver for Certain Children of Law Enforcement Officers and Firefighters

MOTION NO. 5266: Mr. Hogan moved, seconded by Mr. Munro that all children after the age of nineteen years of any law enforcement officer or fire fighter who lost his life or became totally disabled in the line of duty while employed by any public law enforcement agency or full time or volunteer fire department in the State of Washington are hereafter exempt from the payment of general tuition, operating fees and services and activities fees at this University. This tuition and fees waiver is made pursuant to the statutory power granted to the Board of Trustees in Chapter 191, Laws of 1973, 1st ex.s., now codified in RCW 28B.35.361. The motion carried with Messrs. Broughton and Galbraith abstaining.

Faithful Performance Bond Coverage for Board of Trustee Treasurer

MOTION NO. 5267: Mr. Munro moved, seconded by Mr. Galbraith, that, pursuant to RCW 28B.40.195, a faithful performance bond in the amount of \$5,000 be obtained for the Treasurer of the Board of Trustees. The motion carried.

Approval of Increased Student Wage

MOTION NO. 5268: Mr. Broughton moved, seconded by Mr. Galbraith, that the student wage at Central Washington University meet the minimum federal wage guidelines at \$3.10 per hour, effective January 1, 1980. The motion carried.

Award of Baccalaureate Degree Posthumously

Pamela L. Kunes was killed in an automobile accident on August 12, 1979. Mrs. Clifton indicated she had had the pleasure of having Pamela as a student. Mrs. Clifton said Pamela was a bright and vigorous student with a strong sense of direction in her chosen vocation.

MOTION NO. 5269: Mr. Munro moved, seconded by Messrs. Hogan and Galbraith, that the Board of Trustees waive the minor discrepancy of two credits and award the degree Bachelor of Arts in Physical Education, with a minor in Art, to Pamela L. Kunes (Gill) posthumously. The motion carried.

Early Childhood Services, M.S. New Program

Dr. Applegate, Dean, School of Professional Studies, presented background information regarding the preparation of the proposal for a new Master of Science degree program in Early Childhood Services.

MOTION NO. 5270: Mr. Broughton moved, seconded by Mr. Hogan, that the proposed Master of Science program in Early Childhood Services be approved and transmitted to the Council for Postsecondary Education for their review and recommendations. The motion carried.

Dr. Dale Otto, was commended for the professional document which he prepared for initiating a new masters degree level program.

GPA-II--Council of Postsecondary Report

The CPE has recommended to the Board of Trustees that the M.A. programs in History and English be continued. The administration concurred in this recommendation.

MOTION NO. 5271: Mr. Munro moved, seconded by Mr. Galbraith, that the M.A. programs in English and History be continued and that further examination of these programs be in accordance with institutional review policy. The motion carried.

Following the program review in English, it has been recommended by the Department of English that the M.Ed. program in English be deleted. The administration concurred in this recommendation.

MOTION NO. 5272: Mr. Munro moved, seconded by Mr. Hogan, that the M.Ed. program in English be deleted from the university curriculum and that this action be communicated to the Council for Postsecondary Education. The motion carried.

EXECUTIVE SESSION

The Board of Trustees went into executive session at approximately 2:45 p.m. to consider personnel matters.

RECONVENED

Chairman Clifton reconvened the meeting of the Board of Trustees at approximately 3:06 p.m.

NEW BUSINESS

Authorizing Faculty Professional Leaves

MOTION NO. 5273: Mr. Galbraith moved, seconded by Mr. Hogan, to approve the recommendations of the Professional Leave Committee and the administration to grant professional leaves during the academic year, 1980-81, for the periods indicated subject to all provisions listed in the Faculty Code or in the Professional Leave Bill of 1977. The motion carried.

All requests are for 3 quarters.

1. William Owen, Professor of Mathematics
2. Donald Cummings, Professor of English
3. Philip Tolin, Associate Professor of Psychology
4. Robert Goedecke, Professor of Philosophy
5. Ken Harsha, Professor of Business Education
6. Curt Wiberg, Professor of Biology
7. Russell Hansen, Assistant Professor of Psychology
8. Cynthia Bennett, Assistant Professor of Art
9. Gulammohammed Z. Refai, Associate Professor of History
10. Gordon Warren, Associate Professor of History
11. David Burt, Associate Professor of English
12. Philip Garrison, Assistant Professor of English

Reappointments Approved for Faculty

MOTION NO. 5274: Mr. Hogan moved, seconded by Mr. Galbraith, to approve the following faculty members for reappointment for the 1980-81 academic year with no assurance of tenure.

Second Probationary Year to Third Probationary Year

- Steven Allen, Music
- Jeffrey Cox, Music
- Paul Emmons, Library
- Edward Esbeck, Business Administration
- Patricia Malloy, Physical Education
- Sidney Nesselroad, Music
- Willa Dene Powell, Home Economics
- Timothy Strong, Music
- Mary Lynn Vance, Art
- Patsy L. Whitmer, Home Economics

MOTION NO. 5275: Mr. Hogan moved, seconded by Mr. Broughton, to approve the following faculty members for reappointment for the 1980-81 academic year with no assurance of tenure.

Third Probationary Year to Fourth Probationary Year

Kenneth Briggs, Health Education  
Maria DeRungs, Music  
Ann Donovan, Library  
Karen Jenison, Leisure Services  
Eldon Johnson, Business Administration  
Mike Lopez, Ethnic Studies  
Eric Thurston, Accounting  
William Turnquist, Business Administration  
Lynda Wendel, Accounting

MOTION NO. 5276: Mr. Galbraith moved, seconded by Mr. Hogan, to approve the following faculty members for reappointment for the 1980-81 academic year with no assurance of tenure.

Fourth Probationary Year to Fifth Probationary Year

Sherrie Chrysler, Education  
Charles Guatney, Business Education  
Corwin King, Communication  
Ann McLean, Library  
Robert Novak, Library  
Connie Roberts, Business Education  
Carolyn Schactler, Home Economics  
Stephen Worsley, Business Administration

MOTION NO. 5277: Mr. Galbraith moved, seconded by Mr. Broughton, to approve the following faculty members for reappointment for the 1980-81 academic year with no assurance of tenure.

Fifth Probationary Year to Sixth Probationary Year

Dale LeFevre, Education  
James Goodrich, Communication  
Allen Vautier, Accounting  
Blaine Wilson, Business Education

It was noted that in all of the above reappointments any previous contractual obligations are still in effect.

MOTION NO. 5278: Mr. Galbraith moved, seconded by Mr. Broughton, that the following faculty members in Counseling and Student Development be approved for reappointment as follows. The motion carried.

Fifth probationary year

Kathleen Morris  
Richard Meier



Third probationary year

Donald E. Wise

Approval of Faculty Retraining Leave

MOTION NO. 5279: Mr. Galbraith moved, seconded by Mr. Hogan, to approve a retraining leave for Dr. Donald Black for the academic year 1980-81 at full salary. The motion carried.

Approval of a Proposed Modification of Administrative Leave

MOTION NO. 5280: Mr. Broughton moved to deny the request of Dr. Burton Williams to modify his administrative leave. The motion died for lack of a second (amid laughter from the other board members).

MOTION NO. 5281: Mr. Munro moved, seconded by Mr. Galbraith, to approve the requested change in Dr. Burton J. Williams administrative leave from Winter and Spring Quarters 1980 to Spring Quarter only 1980. The motion carried. (The leave was originally approved by board motion No. 5217 on June 2, 1979.)

Approval of Faculty Appointment

MOTION NO. 5282: Mr. Broughton moved, seconded by Mr. Galbraith, to approve the appointment of Russell Stubbles, Assistant Professor of Leisure Services and Director, Leisure Services Program, effective January 1, 1980. The motion carried.

NEXT MEETING

The next regular meeting of the Board of Trustees is scheduled for February 2, 1980.

Mr. Stuart Allen, Assistant Attorney General will send a recommendation to the board chairman if any special meeting is necessary in connection with the Dr. Stastny hearing.

ADJOURNMENT

Chairman Clifton declared the meeting adjourned at approximately 3:13 p.m.

Mrs. Clifton's Remarks Made at December 1, 1979, Board of Trustees Meeting  
Re Tenure Discussion

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The purpose of this study session is to conduct an open exploration of the subject of tenure as it is institutionalized on this campus. The Board does not intend to take action on this issue today. We do intend to explore various questions, hear from anyone who wishes to speak to the issue, and examine the benefits and possible difficulties in our current system and in alternatives potentially available to us. Some of the questions we may consider today include:

1. What criteria govern the award of tenure here?
2. What processes and procedures are used here to reach the decision?
3. What documentation is remanded to the Board of Trustees when we are asked for a decision?
4. What are the grounds for abrogating tenure in our Code?
5. What statistics do we have about the use of tenure here:
  - a. How many leave before being considered for tenure?
  - b. What percentage are tenured?
  - c. What is that percentage projection for 3, 5 years from now?
6. What are some alternatives to our current tenure system?
7. How do we balance the needs of this institution to persevere academic freedom, provide security for freedom of inquiry to our established scholars and teachers and encourage our promising young scholars seeking to enter the ranks of university teachers?
8. Last, what further information do we need?

Our purpose then, is to explore rather than to decide.



AMERICAN FEDERATION OF TEACHERS  
CENTRAL WASHINGTON UNIVERSITY - LOCAL NO. 3231  
ELLENSBURG, WASHINGTON 98926

Attachment No. 2

November 18, 1979

To: President Garrity and CWU Board of Trustees

From: Lillian Canzler, President, CWUFT *jc*

re: TENURE

If higher education is to continue as the cradle of creative dissent and change in a free society, the safeguards of free inquiry and dialogue guaranteed by tenure must be maintained. If professors are to be judged on the basis of their professional performance and are to be protected from arbitrary dismissal, and if the academic community is to be able to continue to attract creative and competent persons, then tenure must be maintained.\*

It is the AFT position that fair evaluation procedures, retraining with institutional support, sabbatical leaves, and early retirement incentives are important alternatives to be considered before making drastic changes in faculty who have already been tenured.

In addition to the national position on tenure as presented in the attached AFT document we face a special problem at CWU.

#### TENURE AT CWU

Our special problem is that we have a faculty that has been tenured in a University that failed to set clear, strong definitions of purpose before tenuring. Neither our boardmembers nor our president initiated the problem, but instead inherited it. Yet the problem must be faced.

It seems that the tenure question can only fairly be addressed when the problem of what is our role and thrust has been addressed. Then we can talk about retraining, because we will know what we can and cannot retrain for. Retraining without a major focus for the University only adds to the problem.

In our past, any presentation of a focus and role statement has been a description of what we do. We need more than that. We need to make up our minds, to set priorities, to make some tough decisions. Then we can talk about tenure.

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\* American Federation of Teachers Advisory Commission on Higher Education. Statement of Tenure. April, 1979.



# CENTRAL WASHINGTON UNIVERSITY

Ellensburg, Washington 98926

Affirmative Action/Equal Employment Opportunity/Title IX

Proposed Revision - November 13, 1979

## CENTRAL WASHINGTON UNIVERSITY GRIEVANCE PROCEDURE FOR CLASSIFIED CIVIL SERVICE EMPLOYEES WITH PERMANENT STATUS

### A. Definition

A grievance is defined as a contention of misapplication or violation of the provisions of the State Higher Education Law, Higher Education Personnel Board rules, compensation plans, or written University or departmental personnel policies and procedures.

### B. Classified Staff Grievance Committee

There shall be a standing University Classified Staff Grievance Committee, consisting of four classified Civil service employees, four administrative exempt employees and four faculty members. The twelve members will be appointed by the President or his designee for a two-year term after consideration of recommendations from the Office of Staff Personnel, the Association of Administrators, and the Faculty Senate.

### C. Hearing Committee

Each Hearing Committee shall have three members chosen from the Grievance Committee and shall choose its own chairman. The committee for two or more grievance cases may consist of the same members, but a committee shall not consider two cases concurrently unless the grievant is the same person in both cases or unless the grievance is in the nature of a class action involving two or more grievants with the same grievance.

### D. Records

Hearings before the Hearing Committee will be tape recorded which will constitute the only record of the proceedings other than the final report of findings and recommendations. The tapes will be kept by the Director of Staff Personnel and will be available to the members of the Hearing Committee, the President or his designee, the aggrieved employee, and to the immediate supervisor.

### E. Evidence

Grievance hearings shall be informally conducted and without the restrictions of evidence which are appropriate in civil courts. Any relevant evidence shall be admitted, whether covered in the preliminary written statements or not. Hearsay evidence should be discouraged except for the purpose of establishing perspective for the subsequent introduction or explanation of other evidence. Substantial evidence of the validity of the grievance must be submitted by the grievant, but this shall not prevent inquiry by the Hearing Committee into relevant matters whether or not they are raised by the parties concerned.

F. Hearings

Hearings before the Hearing Committee will be closed and will include only members of the Hearing Committee, their assistants including recorders, the grievant and his/her designated representative, the immediate supervisor and his/her designated representative, and any witnesses while testifying.

G. Grievances

Except as provided in written Higher Education Personnel Board rules and other written University policy, classified staff employees who have successfully completed their probationary service period and achieved permanent status may seek settlement of a grievance as defined using this procedure. The availability of this procedure does not preclude the adoption of other grievance procedures negotiated by organizations having exclusive recognition for an appropriate bargaining unit or by one adopted by the Higher Education Personnel Board under its jurisdiction.

1.0 All grievances shall be heard during working hours when practicable and the aggrieved employee may at any of the four procedural steps be accompanied by a representative of his choosing who is an employee of Central Washington University and not admitted to the practice of law.

1.1 When grievances arise, the following steps shall be observed and each step shall be exhausted before resorting to the next. When a complaint is submitted, all personnel involved will exercise care to ensure that each step is accomplished within the time limit assigned each step. Should the originator or recipient of any written request or decision described in this procedure be absent from campus during the prescribed response time, the response time may be extended by the remaining duration of the absence or the absent party may designate an alternate to act in his/her stead.

1.11 Any employee having a grievance shall submit it in writing to his/her immediate supervisor as promptly as possible after its occurrence, but a grievance shall be invalid if not presented in writing within five (5) working days from the time the cause of the complaint became known to the employee concerned.

Step 1. The immediate supervisor shall review the matter and make his decision in writing to the aggrieved employee within five (5) working days of receipt of such a written request. If the grievance is not settled satisfactorily, the employee shall have five (5) working days following receipt of the decision to submit the grievance in writing to the next senior level of supervision (senior supervisor).

1.12 Step 2. The senior supervisor shall make his decision in writing to the aggrieved employee within five (5) working days of receipt of such a written request. If the grievance is not settled satisfactorily, the employee shall have five (5) working days following receipt of the decision to submit the grievance in writing to the Director of Staff Personnel.



- 1.13 Step 3. The Director of Staff Personnel shall, within seven (7) working days of receipt of such a written request, meet with the aggrieved employee, and/or his/her representative, and with the immediate supervisor in an effort to reach a satisfactory settlement of the grievance.

A summation by the Director of Staff Personnel of the hearing held at step 3 will be in writing and will be sent to the aggrieved employee, the immediate supervisor, and the senior supervisor within five (5) working days following the hearing. The summation will be made a part of this grievance file to be forwarded to the Hearing Committee, if formed.

- 1.14 Step 4. If the grievance is unsatisfactorily resolved by the Director of Staff Personnel as outlined in Step 3, the employee may request in writing, and within five (5) working days of receipt of the summation from the Director of Staff Personnel, that a Hearing Committee be formed as a final grievance step. The request for formation of the Hearing Committee shall be directed to the Chairman of the Grievance Committee.

The Hearing Committee shall be formed within five (5) working days of receipt of the employee's written request and shall include three persons not in the same office, department, or subdepartment as the aggrieved employee, selected by lot from among the members of the Grievance Committee. Unlimited challenges for cause may be submitted by either the aggrieved employee or the immediate supervisor. Such challenges will be ruled upon by the Grievance Committee as a whole. Also, the aggrieved employee and the immediate supervisor will each have one preemptory challenge.

Prior to hearing the grievance and as a first step, the Hearing Committee will meet in camera and make a determination whether on the face of the written grievance sufficient basis exists to proceed with the hearing. If the determination is in the negative, the grievance will be dismissed without further process. If the determination is that a reasonable basis exists for a hearing, the Hearing Committee will then arrange to hear the grievance.

The Hearing Committee will hear the grievance under procedures established by the chairman and after the hearing is concluded will render a written report of findings and recommendations to the President or his designee with copies, including dissenting opinions, if any, of members of the Committee, to the aggrieved employee, the immediate supervisor, the senior supervisor, and the Director of Staff Personnel. The President or his designee will make the final decision on the disposition of the grievance and will render a written report of his decision with copies to members of the Hearing Committee, the aggrieved employee, the immediate supervisor, the senior supervisor, and the Director of Staff Personnel. The hearing procedure from the point of formation of the Hearing Committee to the receipt by the parties involved of the President's or designee's written report of decision, shall be carried out within fifteen (15) working days.

H. Questions and Inquiries

Classified employees may consult with the Office of the Director of Staff Personnel concerning matters of classification, compensation, conditions of employment, interpretation of the Civil Service Rules now in effect, or concerning other personnel matters and problems. Such questions are not to be construed as grievances and may be made without reference to the Grievance Procedure described above.