

11-19-1993

## 1993 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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*February 11, 1994*  
**APPROVED FEBRUARY 11, 1994**

**MINUTES  
REGULAR MEETING  
BOARD OF TRUSTEES  
CENTRAL WASHINGTON UNIVERSITY  
November 19, 1993  
11:00 a.m.**

The regular meeting of the Board of Trustees of Central Washington University was called to order by the Vice-Chair, Frank R. Sanchez, at 11:06 a.m., November 19, 1993, in Room 412 of Barge Hall on the campus of Central Washington University.

**ROLL CALL**

**Present**

Mr. Frank R. Sanchez, Vice Chair  
Ms. Gwen Chaplin  
Mr. David A. Pitts  
Mr. Wilfred Woods

**Absent**

Mr. Ron Dotzauer  
Ms. Susan E. Gould, Chair (unexpected emergency)  
Dr. R. Y. Woodhouse

A quorum was present.

**Others**

Dr. Robert H. Brown, Acting Dean, College of Letters, Arts & Sciences  
Ms. Agnes Canedo, Special Assistant to the President  
Ms. Gloria J. Craig, Secretary to the Board of Trustees  
Dr. David Dauwalder, Dean, School of Business & Economics  
Mr. Courtney S. Jones, Vice President for Business & Financial Affairs  
Dr. James A. Haskett, Director, Information Resources  
Mr. Kris Henry, President, Board of Directors, Associated Students of Central Washington University  
Mr. John Holman, Director, Facilities Management  
Dr. Gary A. Lewis, Dean of Library Services  
Dr. Mary B. Marcy, Director of Governmental Relations  
Ms. Joan Mosebar, Acting Dean, Continuing Education  
Dr. Linda B. Murphy, Dean, School of Professional Studies  
Dr. Ivory V. Nelson, President  
Dr. Sidney L. Nesselroad, Chair, Faculty Senate  
Dr. James G. Pappas, Dean of Academic Services  
Dr. Donald M. Schliesman, Special Assistant to the Provost  
Dr. Gerald J. Stacy, Dean of Graduate Studies and Research and Associate Provost for Faculty Professional Development  
Dr. Gregory Trujillo, Vice President for Student Affairs  
Mr. Mark A. Young, Vice President for University Advancement

Vice-Chair Sanchez announced changes to the published agenda and said that no executive session would be needed at this meeting.

**APPROVAL OF MINUTES**

**MOTION NO. 93-25:** Trustee Woods moved approval of the minutes of the regular board meeting held October 1, 1993. Motion seconded by Trustee Pitts and carried.

**CONSENT AGENDA**

Discussion concerning the upgrade of the underground storage tanks and the proposed development of a van pool ensued. Vice President Courtney Jones and Director John Holman, Facilities Management, explained that the university has to store some volatile fuels and we must upgrade our underground tanks to bring them into compliance with state and federal standards defined by law. Both the fuels and the ground around the present tanks have been tested and some tanks have already been removed. It is now time to do further improvements.

With reference to the van pool proposal, Mr. Jones stated Facilities Management had been approached by a number of people to provide a van pool program to serve students, faculty, and staff in the Ellensburg, Cle Elum, and Yakima trip areas. The purpose of this service would be to provide group transportation to Central Washington University and decrease commuter trips, thereby improving the accessibility to campus parking at the University, as well as making a commitment to improving the environment. The service would be totally self-funded and fully insured. Other elements of the proposed service were reviewed and concerns answered to the satisfaction of the Board.

**MOTION 93-26:** Trustee Woods moved, seconded by Trustee Chaplin, that the Board approve the Consent Agenda as presented. Motion carried.

Items included were:

**PERSONNEL REPORTS AND RECOMMENDATIONS**

**Distinguished Civil Service Status** presented to the following employees in recognition of long and dedicated service to Central Washington University, effective upon date of retirement:

**Vice President for Business & Financial Affairs**

Jeanne Fischer - 24 years  
Mildred Hubbard - 13 years

**Provost/Vice President for Academic Affairs**

Lillian Brooks - 11 years

**PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS****Faculty Leave without Pay**

Margaret E. Lloyd, Professor of Psychology; Personal leave without pay for the 1994 winter quarter, with time *not* to count towards seniority.

M. Meghan Miller, Associate Professor of Geology; Leave without pay for twelve days, October 11 through October 22, 1993, to conduct field research for Jet Propulsion Laboratory, with time to count towards seniority.

Charles M. Rubin, Associate Professor of Geology; Leave without pay for the 1994 winter quarter to pursue funded research on the Landers earthquake, with time to count towards seniority.

**Reappointment of Faculty in Their Second or More Year of Service**

Reappointment for the 1994-95 academic year is hereby approved for the tenure-track faculty members listed below:

Third Probationary Year

James A. Bailey	Assistant Professor, Accounting
Linda J. Beath	Assistant Professor, Education
Susan S. Donahoe	Assistant Professor, Education
Michael J. Emme	Assistant Professor, Art
Michael L. Gleason	Assistant Professor, Biological Sciences
Loretta S. Gray	Assistant Professor, English
Brenda J. Hubbard	Assistant Professor, Theatre Arts
Andrew Jenkins	Assistant Professor, Physical Education
K. Katarin Jurich	Assistant Professor, Sociology
Elizabeth Leonard	Assistant Professor, Psychology
David J. Majsterek	Assistant Professor, Education
Joshua S. Nelson	Assistant Professor, Foreign Languages
Huaixiang Tan	Assistant Professor, Theatre Arts
Gail Wilson	Assistant Professor, Education

Fourth Probationary Year

Bruce C. Barnes	Assistant Professor, Ind. & Eng. Technology
Margaret Beilke	Associate Professor, Business Education
Gregory S. Chan	Associate Professor, Education
Virginia E. Erion	Assistant Professor, Education
Daniel C. Fennerty	Associate Professor, Education
Robert C. Fordan	Assistant Professor, Communication
Thomas C. Gause	Assistant Professor, Communication
Norman V. Hjelm	Assistant Professor, Ind. & Eng. Technology
Robert E. Hunter	Assistant Professor, Ind. & Eng. Technology
Dominique R. Isner-Ball	Assistant Professor, Foreign Languages
Robert C. Meyers	Assistant Professor, Library
Craig E. Rademacher	Assistant Professor, PEHLS
Charles M. Rubin	Associate Professor, Geology
Lisa L. Weyandt	Assistant Professor, Psychology

Fifth Probationary Year

Paul W. James	Assistant Professor, Biological Sciences
Jose Licano Palma	Assistant Professor, Education
Carrie B. Michel	Assistant Professor, Music
John F. Michel	Assistant Professor, Music
Debra J. Prigge	Assistant Professor, Education
Jan M. Rizzuti	Assistant Professor, Mathematics
Stephen B. Schepman	Assistant Professor, Psychology
Candace Schulhauser	Assistant Professor, Education
Jeffrey Snedeker	Assistant Professor, Music
Anthony J. Stahelski	Associate Professor, Psychology
Carolyn Thomas	Assistant Professor, Home Economics
Henry Williams	Assistant Professor, Education
Roger H. Yu	Associate Professor, Physics

Sixth Probationary Year

Daniel F. Baldwin Assistant Professor, Music

**Seventh Probationary Year**

James D. Harper	Assistant Professor, Mathematics
Michael J. Kraus	Assistant Professor, Ind. & Eng. Technology
Scott M. Lewis	Associate Professor, Mathematics

**Faculty Professional Leave**

The following faculty members are hereby approved for professional leave during the 1994-95 academic year:

Alumbaugh, Richard V., Professor, Psychology, 1994-95 Academic Year  
Garrison, Phillip B., Professor, English, 1994-95 Academic Year  
Street, Elizabeth M., Professor, Psychology, 1994-95 Academic Year  
Street, Warren R., Professor, Psychology, 1994-95 Academic Year

**CONSTRUCTION PROGRAM****Upgrade Underground Storage Tanks**

The Board of Trustees of Central Washington University hereby delegates authority to the Vice President for Business and Financial Affairs, or his designee, to advertise for and select a consultant, and execute a contract for engineering services for the design and construction of the upgrade of underground storage tanks.

**Community Softball Fields project**

The Board of Trustees of Central Washington University hereby accepts as complete Community Softball Fields (Contract #3183) as constructed by Belsaas and Smith Construction, Ellensburg, Washington for the amount of \$139,935.00 not including Washington State Sales Tax.

**Barge Hall Renovation project**

The Board of Trustees of Central Washington University hereby accepts as complete Barge Hall Renovation (Contract #2572C) as designed by SERA Architects, Portland, Oregon and constructed by S.D. Deacon Corporation, Portland, Oregon.

**Barge Courtyard Temporary Walks**

The Board of Trustees of Central Washington University hereby accepts as complete the Barge Courtyard Temporary Walks (Contract 3304S) as performed by David Bartrand Construction Company, Beverly, Washington for the amount of \$16,093.00 not including Washington State Sales Tax.

**Electrical Substation Inspection and Testing project**

The Board of Trustees of Central Washington University hereby accepts as complete the Electrical Substation Inspection and Testing (Contract #3248C) as performed by Electro-Test Incorporated, Bellevue, Washington for the amount of \$18,481.00 not including Washington State Sales Tax.

**BUSINESS AND FINANCIAL AFFAIRS REPORTS AND RECOMMENDATIONS**

**Authorization to develop a Van Pool program**

The Board of Trustees of Central Washington University hereby authorizes development of a Van Pool program extending transportation to students, staff, and faculty of the University.

**Adoption of Resolution 93-3 updating university contracting, purchasing, leasing authority**

The Board of Trustees of Central Washington University hereby adopts Resolution 93-3 (delegated authority to contract for the university).

(A complete copy of Resolution 93-3 is attached to and made a part of these minutes.)

**COLLECTIVE REPORT ITEMS**

Reports received collectively by the Board of Trustees included the following:

**PERSONNEL REPORTS AND RECOMMENDATIONS****Provost/Vice President for Academic Affairs****Report of Faculty Foreign Assignments**

The International Programs office has made arrangement, and secured the approval of the appropriate chair and dean, for the following faculty member to participate in an exchange:

Elbert E. Bilyeu, Professor, Foreign Languages, Morelia Program, Mexico, Winter Quarter, 1994.

**Report of Visiting/Exchange Faculty Appointments**

International Programs has made the appropriate arrangements for Maria Estela Garcia, Exchange Faculty Member from Universidad Austral de Chile, to serve as visiting/exchange faculty member at Central Washington University January 4, 1994, through March 18, 1994.

**Report of Non-Tenure Track and Adjunct Faculty Appointments**

The appropriate department chair and dean have examined the credentials of the non-tenure track and adjunct faculty listed below and certify that these individuals have the necessary qualifications to meet the instructional needs for the courses they are assigned to teach:

Kevin Adkisson, Lecturer, Physical Education, Health & Leisure Services, Fall 1993, 6 Credits

John A. Aylmer, Lecturer, Political Science, Fall 1993, 5 Credits

Richard Bennet, Lecturer, Physical Education, Health & Leisure Services, Fall 1993 and Winter 1994, 6 Credits

Eve Bisenz, Adjunct, Business Administration, Fall 1993, 5 Credits

Robert W. Bohner, Adjunct, Law & Justice, Fall 1993, 2 Credits

Harry M. Brelsford, Adjunct, Business Administration, Fall 1993, 5 Credits

Michael Casey, Lecturer, English, Fall 1993, 8 Contact Hours (53%)

- Anneliese Childress-Wylie, Physical Education, Health & Leisure Services, Fall 1993, Assistant Director of Orchestras
- Ronald Christensen, Adjunct, Communications, Fall 1993, 10 Credits
- Kathleen M. Cioffi, Lecturer, Communications, Fall 1993, 3 Credits
- Gilbert Coleman, Lecturer, Physical Education, Health & Leisure Services, Fall 1993, 3 Credits
- Sherie Corley, Assistant Professor, Home Economics--Family & Consumer Studies, Full-time, Fall 1993, Winter 1994, Spring 1994
- Michael Danko Slote, Adjunct, Political Science, Fall 1993, 5 Credits
- Charles D. Dickey III, Adjunct, Business Administration, Fall 1993, 5 Credits
- Joanne M. Dufour, Adjunct, Social Science, Fall 1993, 3 Credits
- James J. Durkee, Lecturer, Music, Fall 1993, 2.7 Credits (15.6%) (Private Guitar)
- Tina Georgeson, Adjunct, Education, Fall 1993, 8 Credits
- Robert B. Gilbert, Adjunct, English, Fall 1993, 12 Credits
- Janene E. Gore, Adjunct, Political Science, Fall 1993, 5 Credits
- Margret C. Gries, Lecturer, Music, Fall 1993, 3 Equivalent Credits (20%) (Applied Organ)
- James S. Harcourt, Adjunct, Business Administration, Fall 1993, 5 Credits
- Meiqi He, Lecturer, University English as a Second Language, September 23, 1993 - December 9, 1993, (33%)
- Marilyn J. Holt, Adjunct, English, Fall 1993, 4 Credits
- John F. Hultquist, Assistant Professor, Geography & Land Studies, Fall 1993, 5 Credits
- Jane L. Johnson, Adjunct, Economics, Fall 1993, 5 Credits
- Gordon Koestler, Lecturer, English, Fall 1993, 8 Contact Hours (53%)
- Merle Kunz, Lecturer, Asia University America Program, November 22, 1993 - February 14, 1994, (20%)
- Tamara Kuzmenkov, Adjunct, English, Fall 1993, 4 Credits
- Michael Lamka, Adjunct, Math, Fall 1993, 4 Credits
- Richard P. LaRosa, Adjunct, Law & Justice, Sociology, Fall 1993, 7 Credits
- Robert K. Lehr, Adjunct, Business Administration, Fall 1993,
- Harold C. Lewis, Adjunct, Business Administration, Fall 1993, 5 Credits
- Carol Lockhart, Adjunct, Sociology, Fall 1993, 3 Credits
- Paul L. Margelli, Jr., Lecturer, Music, Spring 1994, 2.34 Equivalent Credits (18%) (Applied Oboe)
- Charles McEwan, Adjunct, Physical Education, Health & Leisure Services, Fall 1993, 3 Credits
- Jack Mitchell, Lecturer, Physical Education, Health & Leisure Services, Fall 1993, 1 Credit
- John C. Montoya, Adjunct, Business Administration, Fall 1993, 5 Credits
- Robert C. Moore, Adjunct, Law & Justice, Fall 1993, 8 Credits
- Bill Morach, Lecturer, Physical Education, Health & Leisure Services, Fall 1993, 3 Credits
- Thomas J. Mount, Lecturer, Psychology, Fall 1993, 4 Credits
- Sarah Norton, Lecturer, University English as a Second Language, September 23, 1993 - December 9, 1993, (33%)
- Donna Nylander, Lecturer, Theater Arts, Fall 1993, 3 Credits
- Keith Olive, Adjunct, Education, Fall 1993, 3 Credits
- Eric Ottem, Jr., Lecturer, English, Fall 1993, 4 Contact Hours (27%)
- Thomas D. Overcast, Adjunct, Psychology, Fall 1993, 4 Credits
- Tom Oxford, Lecturer, Industrial & Engineering Technology, Fall 1993, 4 Credits
- George Parks, Adjunct, Psychology, Fall 1993, 4 Credits
- Robert Pattison, Adjunct, Law & Justice, Fall 1993, 5 Credits
- Iraj Paydar, Adjunct, Political Science, Fall 1993, 10 Credits
- Colleen Payton-Yoon, Adjunct, English, Fall 1993, 4 Credits

Leigh Pezel, Adjunct, Law & Justice, Fall 1993, 4 Credits  
 Jean Putnam, Professor, Physical Education, Health & Leisure Services, Fall 1993, 4 Credits  
 Mary Radeke, Lecturer, Physical Education, Health & Leisure Services, Fall 1993, 1 Credit  
 William H. Rickard, Adjunct Professor of Biological Sciences  
 Robert Rice, Adjunct, Psychology, Fall 1993, 4 Credits  
 F. Lynn Richmond, Adjunct, Business Administration, Fall 1993, 5 Credits  
 Juan P. Robertson, Adjunct, Business Administration, Fall 1993, 5 Credits  
 Dr. Gary D. Robinson, Professor, Psychology, Fall 1993, 5 Credits  
 George A. Rohr, Adjunct, Business Administration, Fall 1993, 5 Credits  
 Lawrence A. Sather, Adjunct, Communications, Fall 1993, 4 Credits  
 David B. Satnik, Lecturer, Computer Science (67%) and Geographical Information Systems (7.9%), 1993-94 Academic Year  
 Don Schussler, Adjunct, Education, Fall 1993, 3 Credits  
 John Skoor, Adjunct, Art, Fall 1993, 3 Credits  
 Mark Soelling, Adjunct, Psychology, Fall 1993, 7 Credits  
 Dale Todd, Adjunct, Law & Justice, Fall 1993, 3 Credits  
 Monica Torrey, Lecturer, Music, 1993-94 Academic Year, 14 Equivalent Credits Applied Voice) (93%)  
 Robert A. VanDyk, Adjunct, Political Science, Fall 1993, 5 Credits  
 Sally Weitz, Lecturer, Asia University America Program, November 29, 1993 - February 18, 1994, 60%  
 John J. White, Adjunct, Accounting, Fall 1993, 5 Credits  
 Chuck Wright, Adjunct, Sociology, Fall 1993, 5 Credits

#### Report of Faculty Resignations

The resignation of James L. Hale, Assistant Professor, English, was reported effective the end of the 1993-94 academic year.

#### Report of Administrative, Civil Service Exempt Appointments

The appointment of David W. Hedrick, Acting Director of International Programs, was reported, effective November 1, 1993 through August 31, 1994.

#### Report of Temporary Administrative, Civil Service Exempt Appointments

The appointment of Graham Nott, Technology Coordinator, School of Business & Economics, was reported, effective September 1, 1993 through March 31, 1994 (Approximately 50 Hours/Month).

#### Vice President for Business & Financial Affairs

##### Report of Administrative, Civil Service Exempt Resignation

The resignation of LaVelle Clerf, Administrative Secretary to the Vice President for Business and Financial Affairs, was reported, effective October 15, 1993.

#### Vice President for Student Affairs

##### Report of Administrative, Civil Service Exempt Reassignment

Ana Hernandez has been appointed Interim Assistant Director of Residence Living for Enrichment, effective October 1, 1993 through June 30, 1994.



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#### Vice President for Business & Financial Affairs

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#### Vice President for Student Affairs

##### Report of Administrative, Civil Service Exempt Reassignment

Ana Hernandez has been appointed Interim Assistant Director of Residence Living for Enrichment, effective October 1, 1993 through June 30, 1994.

Report of Part-time, Non-tenure Track Coaching Appointment

Greg Sparling has been appointed Assistant Men's Basketball Coach, effective September 22, 1993 through March 31, 1994.

CONSTRUCTION PROGRAM

Major and Minor Capital Report was presented.

BUSINESS AND FINANCIAL AFFAIRS REPORTS AND RECOMMENDATIONS

Status of Reserves and Budget Changes Report as of October 28, 1993 was presented.

POLICY REPORTS AND RECOMMENDATIONS

Provost/Vice President for Academic Affairs - no report.

Vice President for Student Affairs - no formal report, but shared an item of interest with reference to the football team beginning the playoffs Saturday, November 20, 1993. The Board wished them well.

Vice President for University Advancement - Vice President Young reviewed the organization of the University Advancement area. An up-to-date organization chart was handed to the trustees along with an explanation of the various functions. Mr. Young said that he looks forward to hiring a Director of Development early in January. The major role of this position is fund-raising.

Faculty Senate - no report.

Board of Directors, Associated Students of Central Washington University

Kris Henry, President of the Board of Directors, Associated Students of Central Washington University (BOD, ASCWU) gave two handouts to the Board of Trustees: The Olympia Connection, published every two to three weeks which is intended to keep Central students informed of legislative matters and happenings in Olympia, and the Grand Central Newsletter, an ongoing source of information on everyday events in and around Central.

The BOD is working on proposed revisions to the ASCWU Constitution which should be ready to be brought to the Board of Trustees in February.

Association of Administrators

On behalf of Ms. Carolyn Wells, Chair of the Association of Administrators, Dr. James G. Pappas, Academic Services, said that a meeting had been held and an executive board elected. The Association members are in the process of reviewing their bylaws and are involved in a variety of professional development activities.

BOARD OF TRUSTEES REPORTS AND RECOMMENDATIONS

No reports or recommendations at this time.

**PRESIDENT'S REPORT AND RECOMMENDATIONS**

President Nelson told the Trustees that the Governor has requested a 2% cut recommendation from each state agency. He gave the Board copies of the CWU response to the Governor and said that if we have to execute such a cut, it will actually be 4% rather than 2% and explained the rationale. The president reviewed the cuts already suffered by the University in the last two years - 3.1% in 1991-93, and 4.7% in this biennium. Further cuts cannot be taken without affecting enrollment and programs. The President handed to the trustees copies of a letter to the Governor signed by the presidents of all six of the 4-year public institutions in the state of Washington regarding the reduction plan request, urging a higher priority be given higher education. The group also asked the Governor to continue to provide the measure of management flexibility which presently exists. Discussion ensued.

**Conversion of certain classified staff to administrative, civil service exempt status**

President Nelson presented the subject report. The regular session of the 53rd legislature of the state of Washington passed ESHB 1509 which defined certain additional positions as exempt from classified service. There is some variation among institutions with the research universities making a broader interpretation of the exemption criteria, but Central, Eastern, Western, and The Evergreen State College are close in their application of the legislation. The following classified staff were converted to administrative, civil service exempt status:

Carter Babcock, Manager of Conference Dining Program  
 Bret Bleggi, Manager of Auxiliary Services' Productions  
 Dan Burns, Systems Analyst/Programmer  
 Cec Calhoun, Assistant Director of User Services  
 Janeen Charlton, Manager of University Daycare & Preschool  
 Benita Cole, Accounting Manager  
 Terilee Covert, Systems Programmer  
 Bill Erickson, Manager of Auxiliary Services' Accounting, Budgeting, and Auditing Operations  
 Will Garnich, Systems Analyst/Programmer  
 Bill Glessner, Systems Programmer  
 Susie Haberman, Systems Analyst/Programmer  
 Walt Haberman, Manager of Electronic Maintenance Services  
 Mark Hall, Budget Director  
 Phil Hamilton, Manager of Facilities Management's Senior Facilities Operations  
 Carol King, Assistant Director of Personnel Services  
 Al Kulp, Manager of Facilities Management's Work Control Division  
 Edna Madsen, Manager of Facilities Management's Administrative Services Division  
 Marilyn Mason, Secretary to the Vice President of University Advancement  
 Ezzat Mina, University Auditor  
 Ron Munson, Manager of Environmental Health & Safety  
 Terry Niles, Manager of Auxiliary Services' Computing  
 Tom Ogg, Director of Dining Services  
 Mickey Parker, Manager of Student Financial Services  
 Fred Stanley, Systems Analyst/Programmer  
 David Storla, Manager of Academic Computing Laboratories  
 Chris Timmons, Systems Programmer  
 Bill Tusken, Manager Telecommunications  
 Steve Varga, Systems Analyst/Programmer  
 Phyllis Weddington, Associate Registrar  
 Bill Wood, Manager of Residential Dining Program

Changes in the Exempt Employees' Code of Personnel Policy and Procedure as a result of the implementation of ESHB 1509

As a result of the passage of ESHB 1509 that defined certain additional positions as exempt from classified service, it is necessary to clarify certain parts of the Exempt Employees' Code.

**MOTION NO. 93-27:** Trustee Woods moved, seconded by trustee Chaplin, that the Central Washington University Exempt Employees' Code of Personnel Policy and Procedure be amended as follows:

- 1) That the following new section No. 2.0312 be added to the section titled Continuing Contracts:

"For purposes of this section (2.03), all employees exempted from classified service on or after July 1, 1993, pursuant to ESHB 1509 shall be credited with time in service equal to the time served in their last Higher Education Personnel Board classification at Central Washington University."

- 2) That the following new section No. 3.082 be added to the section titled Notice of Nonrenewal or Termination (not for cause) for Regular Appointments:

"For purposes of this section (2.03), all employees exempted from classified service on or after July 1, 1993, pursuant to ESHB 1509 shall be credited with time in service equal to the time served in their last Higher Education Personnel Board classification at Central Washington University."

- 3) That the following new section No. 4.142 be added to the section titled Short-Term Disability Leave:

"For purposes of this section (4.14), all employees exempted from classified service on or after July 1, 1993, pursuant to ESHB 1509 shall be credited with time in service equal to the time served in their last Higher Education Personnel Board classification at Central Washington University."

On call for the question, the motion carried.

Extension of institutional membership in TIAA/CRF retirement plan to administrative, civil service exempt personnel

Prior to May 1974, all administrative exempt employees were eligible to participate in the institution retirement plan for Central's faculty and other eligible employees under the provisions of RCW 28B.10.400. However, effective May 6, 1974, the Public Employees Retirement System (PERS) law was changed. It defined most nonacademic employees as "classified" for the purposes of retirement eligibility and required that such employees hired thereafter participate in PERS. In 1991, the law was decodified. In its place, RCW 41.40.108 was enacted which restates that all classified employees must be members of PERS but no longer defines the word "classified."

Positions held by Central's administrative exempt employees are specifically excluded from Chapter 41.06 which governs classified employment. For this reason and because there is no longer any language in the statutes requiring PERS participation for this group of employees, it is recommended that new hires be required to participate, and current employees be allowed to begin participation in the CWU Retirement Plan.

Trustees inquired as to the potential fiscal impact on the university and were told that a

projection for 1994 shows a net savings.

**MOTION NO. 93-28:** Trustee Pitts moved, seconded by Trustee Woods, that the Central Washington University retirement rules and regulations for faculty and administrative exempt employees be amended to extend membership in the institutional retirement plan to nonacademic exempt employees. The CWU retirement rules will be amended to support this action and brought back to the Board of Trustees for formal adoption at the February, 1994, meeting of the Board. Motion carried.

**Changes to the Faculty Code of Personnel Policy and Procedure, Section 9.90 - Retirement (removal of mandatory retirement age) and 9.92 - Phased Retirement for Faculty: Proposed changes to Part 2-2.18.6 of the University Policies Manual (Faculty and Civil Service Exempt Retirement Rules and Regulations - Retirement Age)**

Amendments to the Federal Age Discrimination in Employment Act, signed into law in 1986, and effective January 1, 1987, eliminated mandatory retirement at any age except for tenured faculty members at an institution of higher education. This special rule expires December 31, 1993, and it will be unlawful to require retirement of any employee beginning January 1, 1994. Trustees questioned the financial impact of phased retirement for faculty and were told the average length of service in this capacity is three to four years. Further discussion ensued. President Nelson agreed to provide the Board with a statistical analysis of the phased retirements.

**MOTION NO. 93-29:** Trustee Pitts moved, seconded by Trustee Chaplin, that effective January 1, 1994, the Central Washington University Faculty and Civil Service Exempt Retirement Rules and Regulations, Part 2-2.18.6 of the University Policies Manual, be amended as follows:

**2-2.18.6.1 Retirement Age.**

**2-2.18.6.1**

~~2) Mandatory Retirement Age: Effective September 1, 1979, the mandatory retirement age shall be 70.~~

**2-2.18.6.2 Employment after Mandatory Retirement Age:** See appropriate sections in the Faculty Code of Personnel Policy and Procedure and Faculty Handbook for current rules regarding employment beyond the mandatory retirement age after retirement.

**2-2.18.6.3 Effective Date of Retirement:**

~~1) Faculty and civil service exempt personnel shall be retired from the university on August 31 following the birthday on which they reach the mandatory retirement age.~~

2) The effective date of retirement shall be the first day of the month following the month in which the employee separates from university service. [New section approved 6/18/85, motion no. 5903.]

and that the Faculty Code, Parts 9.90 A, and 9.92 A and D be changed as follows:

**9.90 Retirement**

- A. ~~Faculty members shall be automatically retired from permanent full-time university employment as of August 31 following the birthday on which the age of seventy (70) is reached. If a faculty member's birthday is August 31, he/she shall be retired on the date that he/she~~

~~birthday is August 31, he/she shall be retired on the date that he/she reaches age 70. There is no mandatory retirement age for faculty members after December 31, 1993.~~

#### 9.92 Phased Retirement for Faculty

Central Washington University offers phased retirement to eligible faculty.

- A. ~~After January 1, 1994, A at, or after, age 62 and until age 70, as outlined in section 9.90A of this code~~ faculty members may voluntarily elect to reduce their service to the university by entering a phased retirement program. The phased retirement period shall continue for a maximum of eight (8) years. Under phased retirement, Faculty members may continue teaching up to 40% of an academic year teaching load in their respective disciplines. For this policy, 40% is considered to be 15 contact hours per academic year. Any Continuing Education course load is not considered to be part of the 40% of an academic load. [BT Motion 91-39, 6/14/91]
- D. ~~The decision to teach part-time (as noted in "A" above), once made, shall continue for each retiree to age 70, or until such time as the retiree declines to continue. A decision by the retiree to discontinue the program at any point shall be final.~~ Phased retirement status, once chosen by the faculty member, shall continue for a maximum of eight (8) years or until the faculty members fails to exercise the option to continue in this status, as provided in Section 9.92E of this Faculty Code. After the faculty member has served eight years of phased retirement or has failed to exercise the option to continue phased retirement, whichever comes first, the faculty member will be fully retired from the university. Full employment status with the university cannot be reinstated once the faculty member has elected phased retirement.

On call for the question, the motion carried.

#### COMMUNICATIONS

Vice-Chair Sanchez acknowledged receipt of the following communications:

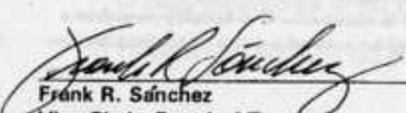
October 6, 1993 letter from Kris K. Henry, ASCWU BOD President  
November 3, 1993 memo from M. Meghan Miller, Chair, Department of Geology

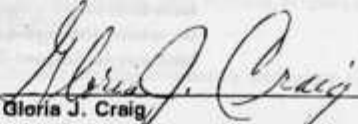
#### NEXT MEETING

The next regular meeting of the Board of Trustees is scheduled for February 11, 1994, in Room 412 of Barge Hall on the Central Washington University campus beginning at 11:00 a.m.

#### ADJOURNMENT

The meeting was declared adjourned at 11:54 a.m.

  
Frank R. Sanchez  
Vice-Chair, Board of Trustees  
Central Washington University

  
Gloria J. Craig  
Secretary to the Board of Trustees  
Central Washington University

CENTRAL WASHINGTON UNIVERSITY  
STATE OF WASHINGTON  
BOARD OF TRUSTEES

RESOLUTION NO. 93-3

A resolution of the Board of Trustees of Central Washington University designating certain persons as authorities for contracting for, purchasing, and leasing services and personalty and delegating the Board of Trustees' powers and duties of such contracting for, purchasing, and leasing under RCW 28B.35.120, subsections (6), (7), and (9), to certain designated persons.

WHEREAS, effective May 6, 1971, and as still in effect, RCW 28B.10.528 reads as follows:

"The governing boards of institutions of higher education shall have power, when exercised by resolution, to delegate to the President or his designee, of their respective university or college, any of the powers, and duties vested in or imposed upon such governing board by law. Delegated powers and duties may be exercised in the name of the respective governing boards";

BE IT THEREFORE RESOLVED, That under the provisions of RCW 28B.10.528, the Board of Trustees of Central Washington University designates that person now holding or subsequently appointed to the position of President of Central Washington University as the authority for contracting for, purchasing, and leasing services and personalty for current operations of Central Washington University when such contracting, purchasing and leasing are in accordance with budgets approved by the Board of Trustees, and delegates to that person now holding or subsequently appointed to the position of President of Central Washington University by the Legislature in RCW 28B.35.120, Subsections (6), (7), and (9), to so contract purchase, and lease; and

BE IT FURTHER RESOLVED, That under the provisions of RCW 28B.10.528, the Board of Trustees of Central Washington University designates those persons now holding or subsequently appointed to any of the presidentially designated positions set out below as authorities for contracting for, purchasing and leasing services and personalty for current operations of Central Washington University when such contracting, purchasing, and leasing are in accordance with budgets approved by the Board of Trustees, and delegates to those persons now holding or subsequently appointed to any of the presidentially designated positions set out below the powers and duties vested in or imposed upon the Board of Trustees of Central Washington University by RCW 28B.35.120, subsections (6), (7), and (9), to so contract, purchase and lease, and all actions taken pursuant to this resolution may be subject to the approval or disapproval of the President of Central Washington University.

BE IT FURTHER RESOLVED, That the following list shall constitute the presidentially designated positions to which the designation as authorities for contracting for, purchasing, and leasing services and personalty for current operations of Central Washington University and the delegations of powers and duties as set forth in this resolution are made:

FOR ALL UNIVERSITY CONTRACTS:

President  
Provost and Vice President for Academic Affairs  
Vice President for Business and Financial Affairs  
Special Assistant to the President  
Business Manager



**FOR ALL PURCHASED GOODS, SERVICE CONTRACTS, AND LEASES:**

Controller

Director, Business Services & Contracts and at the Director's discretion:

Buyer II up to the amount where the State requires formal written bids.

Buyer I up to one-half the amount where the state requires formal written bids.

**FOR SELECTED CONTRACTING ACTIVITIES AS SET FORTH BELOW:**

Vice President of Student Affairs

All contracts as may be required for delivery of student services or for the operation of the Student Affairs Division.

Dean, Graduate Studies and Research

All contracts as may be required to further University research or academic development.

Dean, Library Services

Limited to purchasing and contracting for the acquisition of library books, films, pre-recorded tapes audio and video), other audio records, library subscriptions and periodicals, and delivery of library services to students.

Dean of Continuing Education

Limited to contracting for personnel and other services required to conduct the Central Washington University Continuing Education Programs.

Director of Student Activities

Limited to contracting for entertainment activities for the Student Union and the Associated Students of Central.

Director of Auxiliary Services

Limited to contracting between Central Washington University and occupants, or potential occupants of university housing and to purchasing and contracting for items for resale through the University Store.

Manager, University Store

Limited to purchasing and contracting for items for resale through the University Store.

Director of Athletics

Limited to contracting with other colleges and universities for "Athletic Contest Agreements" when such do not require expenditure of Central Washington University funds, and to contracting for officiating services requiring expenditure of funds in amounts not to exceed \$500.00 per contract. This authority shall include the responsibility for maintaining files of such agreements in the Department of Physical Education in lieu of submission to the CWU central file of contracts.

Director of Information Resources

Limited to contracting for computing and voice/data equipment, software, and supportive services in accordance with the policies, procedures, and Washington Administrative Codes established by the State Information Resources Board pursuant to Chapter 43.105 RCW.

**OTHER SIGNATURE AUTHORITIES:**

For contracts for services only (does not include contracting to purchase goods) in amounts less than \$2,500.00, and which are written within the respective appropriate areas as designated below. Also delegated to the specified positions are authorities to ratify "after-the fact" purchase requisitions for both goods and services when such ratification is found by the Principal Budget Administrator to be in the best interest of Central Washington University, and when ratification will not violate Washington State Purchasing Law by circumventing competitive bidding requirements, the receipt of competitive quotations, or the Minority and Women's Business Enterprises purchasing law: Chapter 39.19 RCW and Chapter 326 WAC.

Dean, College of Letters, Arts and Sciences

Dean of Academic Services

Dean, School of Business and Economics

Dean, Continuing Education

Dean, Graduate Studies & Research

Dean, Library Services

Dean, School of Professional Studies

Dean of Institutional Research

Director, Information Resources

PROVIDED, that the President may, at any time, withdraw the presidential designation from any one of the aforementioned presidentially designated positions and shall notify the Board at its next regular meeting of such action; provided, further, that any additions to the aforementioned list of presidentially designated positions must be approved by resolution of the Board of Trustees of Central Washington University.

BE IT FURTHER RESOLVED, That all actions taken pursuant to this delegation of powers and duties may be exercised in the name of the Board of Trustees of Central Washington University.

ADOPTED THIS 19<sup>th</sup> day of November 1993.

APPROVED:

BY *Frank Soubey*  
Chair, Board of Trustees  
Central Washington University

ATTEST:

*Herb J. Craig*  
Secretary, Board of Trustees  
Central Washington University