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CWU Faculty Senate Minutes - 04/05/2000

Nancy Bradshaw

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MINUTES
CENTRAL WASHINGTON UNIVERSITY
FACULTY SENATE REGULAR MEETING MINUTES: April 5, 2000
http://www.cwu.edu/~fsenate

Presiding Officer: Linda S. Beath
Recording Secretary: Nancy Bradshaw

Meeting was called to order at 3:10 p.m.

ROLL CALL:
Senators: All Senators or their Alternates were present except Alsoszatai-Peteho, DeVietti, Gunn, Polishook, Nethery, Olivero, Scott Roberts, Schaeffer, and Stacy.

CHANGES TO AND APPROVAL OF AGENDA: MOTION NO. 00-26 (Passed) Chair Beath moved approval of the agenda as changed: Section VI. Reports/Discussion Items, add 2. KYVE Proposal report by Richard Mack, five minutes.

APPROVAL OF MINUTES: The minutes of the March 1, 2000, Faculty Senate meeting were approved as distributed.

COMMUNICATIONS:
No communications received.

REPORTS:
A. ACTION ITEMS:
Chair

Motion No. 00-27 (Passed): Chair Beath, on behalf of the Faculty Senate Executive Committee, made a motion that was approved: "Replace Mary E. Lochrie, Assistant Professor, Administrative Management and Business Education, with Robert A. Lupton, Assistant Professor, Administrative Management and Business Education, on the Faculty Senate Academic Affairs Committee."

Faculty Senate Academic Affairs Committee

Motion No. 00-28 (Passed): Susan Donahoe, on behalf of the Faculty Senate Academic Affairs Committee, made a motion that after debate and amendment was approved: "Change to the Handbook of Undergraduate Academic Policy attached as Exhibit A."

B. DISCUSSION ITEMS:
1. Computer Literacy Exam Update: James Bailey, Chair of the General Education Committee, presented an update on the creation of a Computer Literacy Exam. He reported that on February 18, 2000, the General Education Committee decided that an examination in the fundamentals of computing should take place through a specific course challenge for CS 101 or ADMG 1. Senators asked Dr. Bailey to distribute this information camps-wide.

2. KYVE Proposal: Richard Mack, Interim Dean of Graduate Studies, presented a report to the Senate regarding a proposed collaboration between Central Washington University and the public television station KYVE. He stated that by federal mandate all television stations will have to be operating in a digital format by the year 2003, which will require new equipment and a significantly different format. In the proposal KYVE has expressed their desire to move its activities on Central's campus and will provide the license and digital facilities, while Central will provide space for a studio in Bouillon Hall, develop interactive programming and provide a half time coordinator position. He explained that KYVE will have the ability to broadcast four channels simultaneously with an interactive component as well. Benefits to Central include augmenting student learning for communication majors, providing internships for communication majors, visibility for performing arts, sports, and the university as a whole, giving national television producers access to Central's faculty, and sharing of the revenues from selling program production. This is also an educational opportunity for Central to broadcast in the four county area,
Chair Beath reported on the recent budget hearings. She began by extending her sincere thank you to Provost David Dauwalder and stated that without his leadership, the committee would probably still be in hearings. Senators were told that the information used in the hearings will be in the Faculty Senate Office for anyone interested. Chair Beath summarized the work of the committee by explaining the process. She stated that each unit presented the results of their 10-percent reduction exercise and then were asked to re-prioritize their efforts if the unit was to receive back the 10-percent reduction in funding. When this exercise was completed the provost presented a document that had, for each of the units, a prioritized list of monies and activities that should be funded. This resulted in the following five priorities: 1. to improve salaries, 2. to meet our enrollment targets, 3. to achieve our mission and maintain our values, 4. to improve the infrastructure, and 5. to adjust reporting lines. The committee was able to address four of the five priorities that included salaries, enrollment, mission and values, and infrastructure. Decisions regarding the adjustment of reporting lines was left to the Administrative Structure Committee. Based upon these steps, the committee then came up with their recommendations to the President who has the right and responsibility to make his recommendation to the Board of Trustees at the April 14 meeting. Chair Beath further stated that if any positive effect is to come from this exercise, it is because for the first time on this campus issues were talked about in an open fashion and not behind closed doors. It is imperative that Central keep those doors open. Every committee member ended up with a great appreciation for the wide-variety of activities and complexities of issues facing the various units across campus. Chair Beath also observed that change is very difficult and that there hasn’t been much trust among individuals on this campus. She explained that President Norton is going to present his budget recommendation at the April 14 Board of Trustees meeting. The recommendations presented to the President from the Budget Advisory Committee were distributed to Senators and are attached as Exhibit B. Senators were asked to share the document with their constituencies.

4. CHAIR ELECT: No report.

5. PRESIDENT: No report.

6. SENATE CONCERNS
Senators asked when the faculty professional files should be ready for submission if the Board of Trustees does approve the funding for a 2-percent merit increase. The provost informed Senators that professional files should be ready to submit by the end of April and recommended that faculty members keep their professional records up-to-date.

Senator Lewis asked where in the Faculty Code it states that faculty in their promotional and tenure year are not eligible for a merit increase and stated that he believes this may not be an appropriate action. Chair Beath referred Senator Lewis to Section 8.45 of the Faculty Code of Personnel Policy and Procedure.

Chair Beath informed Senators that one thing she learned in the budget reallocation process was that all faculty at Central Washington University who are recommended for promotion and meet the criteria receive promotion which is not the case at other institutions. At Western Washington University there is a limited amount of money with which promotions are based upon and not on the number of faculty who are eligible. Chair Beath also commented on the significant commitment to faculty salaries that was placed in the university’s distribution of funds. The provost estimated that if this model is adopted it would be approximately a 5.6 percent increase to faculty salaries.
Several concerns were expressed regarding this year's salary equity study. Senator's asked when the study would be completed, and if it is not completed, what process is going to be used to make equity and compression decisions in determining the amount of funding allocated to correcting salary inequities. Also, what is being done about comparison's in salary with peer institutions.

Chair Beath explained that there have been attempts to complete the equity study but due to mechanical problems, has not been completed.

Provost Dauwalder stated that he had planned on using the results of the equity study and that he thought the study would be finished in preparation for the biennial budget. He told Senators that he would have to consult Mark Lundgren, Director of Institutional Research, to see when the study would be complete in order to answer any questions.

Mark Lundgren, Director of Institutional Research, responded to Senate concerns regarding the salary equity study. He stated that the market definition report was going to be used in this year's study and he is waiting for its completion. In the previous equity study data showing differences in average salaries between disciplines was used from the Oklahoma State salary survey which is a survey of Ph.D. granting institutions that are members of the National Association of State Universities and Land Grant Colleges. There is some concern about using market bench marks that are not from schools comparable to Central's. There was also concern about how to define the role of market in adjusting equity. Those concerns are being addressed by the Market Definition Committee. Mr. Lundgren further stated that the equity process, in terms of peer comparisons as it has been outlined in the resolutions passed by the Faculty Senate, has nothing to do with peer institutions and that if the study needs to include this mode, a completely different outline and method of adjustment must be devised.

Senator Benson stated that he believes that the faculty have not adopted a model addressing market definition and that if we pursue this issue the Faculty Senate must make the appropriate revisions to the Faculty Code.

Chair Beath stated, as a point of information, that the last motion that the Faculty Senate passed in June of 1999 regarding the salary equity study included a provision to study market and how it affected faculty salaries. She further stated that while it is not codified in the Faculty Code, it does not mean that market is not a concern to faculty which is why the Market Definition Committee was instituted.

Senator Lewis stated that he believes that faculty should focus on internal equity issues and believes that peer institution comparisons may not be relative at this stage. He then referred to his appointment as a member on the Market Definition Committee and stated that he wasn't sure that the assumption of the committee was that their conclusions were going to bear on the upcoming equity study. He further stated that he believes that defining market has been a contentious process and that if consensus is not reached, the university should proceed using the process already in place.

Senator Nelson, Chair of the Market Definition Committee, added that he believes there will not be a clear resolution of what the term "market" means. He further explained that the committee has agreed to collate and distill data from CUPA, The Evergreen State College and a data base from the US Department of Labor to provide three different models in the final report.

Senator Benson stated that he believes the only reason to use a model of market to differentiate Central from peer institutions is to reduce the share of resources to the faculty.

Mark Lundgren clarified the role of market benchmarks in an equity study by stating that benchmarks are used as control variables that assist in determining if an inequity is gender related or market driven. Benchmarks are used so the mode is realistic not to distort reality.
Senator Gamon referred Senators to the budget document and expressed concerns regarding the proposed tuition increase. He stated that while working with the legislature he has found that the problem with tuition increases is that a substantial portion has to be used for increases in financial aid and other requirements. He asked if these issues were addressed during the budget process. Chair Beath will take the question to the next meeting of the Budget Advisory Committee.

7. STUDENT REPORT: Senator Kilen reported that the ASCWU is creating a faculty evaluation for students that will be placed on their web site at <http://www.cwu.edu/~ascwu/ascwu.html>. He stated that the results will be summarized by class and available for campus-wide viewing. He added that the hope was that this would be a published information base for students and also used as a tool for faculty. Some concerns from Senators were expressed. Some Senators felt that in order for faculty to use this as a tool they should have input on questions in the survey and suggested asking for faculty participation in creating the evaluation. Another suggestion made was to contact the faculty in the Psychology Department who teach testing, measurement, and how to develop surveys.

Senator Kilen invited Senators to attend a 10-percent reallocation student forum on April 12 at noon in the SUB pit.

Senator Kilen reported that the university has received the funding to proceed with the SuperSUB.

Senator Kilen informed Senators about an activity “Rock the Vote” that will happen June 1. He explained that this event is an activity to promote student awareness of political issues. The event will include several bands, speakers, voter registration tables, and political booths of various ideologies. Senators were asked if it would possible for faculty to grant extra credit to students volunteering to help with the event. If there are questions please contact Jeremy Kelley or Kelly Coulter at 963-1696.

8. FACULTY SENATE STANDING COMMITTEE REPORTS:
ACADEMIC AFFAIRS COMMITTEE: No report.
BUDGET COMMITTEE: No report.
CODE COMMITTEE: The Faculty Senate Code Committee urges all Senators to attend the Code hearing on Thursday, April 6, 3-5 p.m., Barge 412. Attendance and participation of Senators helps the committee to understand the wishes of those who will eventually vote on proposals. If a Senator cannot attend the hearing, will he/she please make his/her views known to the committee either via snail or E-mail. Comments can go to the E-mail address of the Chair or to the E-mail addresses of all members of the committee.
CURRICULUM COMMITTEE: No report.
PERSONNEL COMMITTEE: No report.
PUBLIC AFFAIRS COMMITTEE: No report.

NEW BUSINESS

Motion No. 00-29 (Passed) Senator Braunstein proposed a motion that after debate and amendment was approved: “That all continuing full-time nontenure-track faculty on contracts next year will, as a minimum, obtain a 3% adjustment to their salaries.”

OLD BUSINESS: No old business.

ADJOURNMENT: The meeting adjourned at 5:00 p.m.

***NEXT REGULAR FACULTY SENATE MEETING: May 3, 2000***

BARGE 412
5-9.4.28 Class Attendance and Participation

5-9.4.28.1 At the instructor's discretion instructors may require regular class attendance may be required.

5-9.4.28.2 The first day of the quarter is the first day listed in the university calendar. If by the end of the third day of instruction of the quarter a student has failed to attend a class in which enrolled, the An instructor may drop the a student from the class roll by notifying the Registrar so the dropped student can be informed if the student has failed to attend the class by the end of the third day of the quarter or the first class meeting if the class does not meet during the first three days of the quarter.

5-9.4.28.3 A student who does not meet course prerequisites may be required to drop from the course.

5-9.4.28.4 The faculty instructors are not required to offer makeup work for absences.

5-9.4.28.5 Sponsors of university-approved activities requiring absence from campus will prepare and sign an official list of the names of those students who plan to be absent. It is each student's responsibility to present a copy of the official list to the appropriate instructors and make arrangements for the absence. Instructors are encouraged to make accommodations.

5-9.4.28.5§ In an effort to minimize negative effects of participation in activities requiring prolonged absences from campus, Members of the university community directing or arranging such activities must adhere to the following guidelines:

a. Scheduling of such activities shall not overlap with official final examination periods;

b. Scheduling of such activities shall not require an absence of more than three (3) consecutive class days.

c. Scheduling of such activities shall be announced to the students far enough in advance for them to plan to complete assignments or prepare tests fulfill course requirements.

d-e. If an exception to these guidelines is needed, the sponsor of the activity will directly contact faculty instructors in whose courses affected students are enrolled to determine whether or not participation in the activity will negatively affect the student's performance or grade.

d-e. The intent of the policy is to assure that the burden of seeking permission for an exception lies with the sponsor and not with the participant(s) student(s).
MEMORANDUM

TO: James A. Norton, Interim President
FROM: Expanded University Budget Advisory Committee
COPIES: J. McIntyre
SUBJECT: RECOMMENDATIONS RESULTING FROM THE 10-PERCENT BUDGET REALLOCATION EXERCISE

Date: March 30, 2000

The Expanded University Budget Advisory Committee has completed seven sessions totaling 16 hours of deliberations over a three-week period of time in carrying out your charge. The deliberations have resulted in the establishment of five goals for the budget reallocation exercise, the identification of eight principles, the presentation of two revenue scenarios, and the adoption of a distribution plan to apply to the revenue scenarios.

FIVE GOALS

The following five goals of the exercise were adopted at the meeting of Tuesday, March 14. They were established prior to discussion of the specific reallocation requests and were intended to provide general guidance to the reallocation decisions that the committee was charged with considering. The five goals are as follows:

- Improve SALARIES
- Meet ENROLLMENT Targets
- Achieve MISSION & Maintain VALUES
- Improve INFRASTRUCTURE
- Adjust REPORTING Lines

The recommendations resulting from the 10-percent budget reallocation exercise are primarily designed to meet the first four goals. The deliberations of the Ad Hoc Administrative Structure Committee will address necessary adjustments to reporting lines.

EIGHT PRINCIPLES

The Expanded University Budget Advisory Committee recommends that the following eight principles be adopted in applying the recommended results of the distribution plan:
1. This document represents the recommendations of the Expanded University Budget Advisory Committee and reflects consideration of the five goals established on March 14, 2000.

2. The recommended 10-percent reductions proposed by the president, each vice president, dean, or director on the Documents 3 presented at the first two meetings of the ad hoc committee are accepted as presented, thus creating a reallocation pool of $5,024,087.

3. The president holds full authority to revise these principles and distribution plan prior to presentation to the Board of Trustees.

4. Allocations to funding applications identified by division, college, school, or other identified unit in Tabs 3-15 in the reallocation booklet will be applied by the appropriate vice president, dean, or director as an aggregated allocation. The authority to move funds between lines within a division, college, school, or other identified unit will belong to the appropriate vice president, dean, or director.

5. Allocations to funding applications identified in Tab 2 of the reallocation booklet as “University Priorities” will be applied in a line-by-line basis. The authority to move funds between lines for university priority issues belongs solely to the president.

6. A list of expected functions to be performed and/or outcomes to be achieved will accompany the allocation to each division, college, school, or other identified unit in the distribution plan.

7. Although the acceptance of the initial 10-percent reduction plans and the subsequent application of the distribution plan cannot occur without some effect being felt by various employee classifications at CWU, the president, each vice president, each dean, and each director will work to minimize the effects of this plan particularly on the university’s civil service staff and student employees.

8. This plan assumes (a) the 90-percent base for AY2000-01 (FY2001) equals $53,851,882, (b) the university benefits pool equals $10,972,290 before adjustments reflected in the Documents 3 presented as part of this reallocation process, and (c) new salaries and benefits reflected in the 3-percent state-funded salary increase for FY2001 equal $1,598,000.

**REVENUE EXPECTATIONS**

The following two basic scenarios regarding revenue expectations are presented for consideration:

_The $7.231 Million Plan_--The $7.231 million plan represents the maximum revenue that might be expected in AY2000-01 (FY2001). It would require achieving an enrollment target of approximately 7867 FTES and approving a 3.6% tuition increase. Details regarding the potential source of revenues for distribution follow:

<table>
<thead>
<tr>
<th>Source of Revenue</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds available through the 10-percent reallocation plan</td>
<td>$5,024,087</td>
</tr>
<tr>
<td>Funds available through a 3.6% tuition increase</td>
<td>669,700</td>
</tr>
<tr>
<td>Funds available through achievement of an FTES target of 7867</td>
<td>1,536,797</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$7,230,584</strong></td>
</tr>
</tbody>
</table>
The $6.561 Million Plan—The $6.561 million plan would require one of three funding approaches as explained below:

**Approach A** (Requires a 3.6% tuition increase & 281 additional FTES)
- Funds available through the 10-percent reallocation plan: $5,024,087
- Funds available through a 3.6% tuition increase: 669,700
- Funds available through achievement of an FTES target of 7781: 867,097
  - Total: $6,560,884

**Approach B** (Requires no tuition increase and 367 additional FTES)
- Funds available through the 10-percent reallocation plan: $5,024,087
- Funds available through achievement of an FTES target of 7867: 1,536,797
  - Total: $6,560,884

**Approach C**—Some combination of funding the $1,536,797 shared between an enrollment increase and a tuition increase.

A decision must be made by the June meeting of the Board of Trustees regarding enrollment targets and tuition rates—the combination of which will determine our anticipated level of available revenues.

Note: FTES revenue projections assume that the current $59,835,400 state budget is provided to CWU to generate an enrollment target of 7670 FTES. Dividing $59,835,400 by 7670 generates an expected revenue amount per FTES of $7801. The $7801-per-FTES revenue rate includes funding from direct state appropriation plus tuition revenues. Anticipated enrollment average for 1999-2000 equal 7500 FTES, up 64 FTES over 1998-99.

**DISTRIBUTION PLAN**

The Expanded University Budget Advisory Committee recommends the adoption of the following distribution plans.

**University Priorities** (Notes appear on the following page)

<table>
<thead>
<tr>
<th>Item</th>
<th>$7.231 Million Plan</th>
<th>$6.561 Million Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Bowwage</td>
<td>12,400</td>
<td>12,400</td>
</tr>
<tr>
<td>Classified Staff Range &amp; Step</td>
<td>100,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Faculty Promotions</td>
<td>275,000</td>
<td>275,000</td>
</tr>
<tr>
<td>Administrative Changes</td>
<td>40,000</td>
<td>40,000</td>
</tr>
<tr>
<td>Software Maintenance Rate Increases</td>
<td>50,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Additional 2% Faculty/Exempt*</td>
<td>500,000</td>
<td>450,000</td>
</tr>
<tr>
<td>Classified Special Pay</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td>ASSP Implementation+</td>
<td>700,000</td>
<td>700,000</td>
</tr>
<tr>
<td>Computer Replacement#</td>
<td>50,000</td>
<td>--</td>
</tr>
<tr>
<td>General Education Enrollments**</td>
<td>153,000</td>
<td>153,000</td>
</tr>
<tr>
<td>University Enrollment Growth++</td>
<td>322,500</td>
<td>197,500</td>
</tr>
<tr>
<td>Part-Time Faculty Increase##</td>
<td>60,000</td>
<td>50,000</td>
</tr>
<tr>
<td>Faculty Salary Equity/Compression</td>
<td>100,000</td>
<td>81,636</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,412,900</td>
<td>$2,134,536</td>
</tr>
</tbody>
</table>
In each plan, this funding will provide a 2-percent merit pool for tenured and tenure-track faculty. The remaining amount will be applied to a merit pool for administrative exempt employees of up to 2 percent. Any excess will return to the president to be treated as a reserve account for equity adjustments or salary matches.

This total will be held in reserve by the president for application following the review of the ASSP project by an external, independent consultant. See appendix A.

This funding will require a distribution plan to be presented and approved by the president.

General enrollment targets equal 125 new FTES based on the anticipated increase in the number of CWU freshmen in Fall 2001. Funding will be distributed to colleges, schools, and other units delivering FTES-producing courses in support of general education requirements by the provost based on a review of proposals that will identify anticipated FTES increases with justifications for funding requested.

University enrollment targets equal 228 new FTES based on anticipated increases identified by deans. The reduced enrollment target in column 2 equals 140 new FTES. Funding will be distributed by the provost based on a review of proposals identifying anticipated FTES increases with justifications for funding requested.

This figure was reduced from the $90,000 figure originally identified. The reduction accounts for a double counting of funding residing in the 3-percent salary increase line.

**College of Arts & Humanities**

*Expected Functions and/or Outcomes*—To the extent possible with existing and reallocated funding, the College of Arts & Humanities will staff technical positions, staff vacant faculty lines, restore goods and services funding, fund arts programs and productions, support a university writing program, fund one new tenure-track position, restore faculty assigned time, restore student/temporary help, restore independent study, and provide technological support.

Funding in $7,231 Million Plan: $486,600
Funding in $6,561 Million Plan: $476,600

**College of the Sciences**

*Expected Functions and/or Outcomes*—To the extent possible with existing and reallocated funding, the College of the Sciences will restore an interdivisional program, restore faculty searches, restore a portion of its part-time and full-time non-tenure-track pool, restore technical support, restore goods and services, restore student salaries, restore civil service staff, provide undergraduate research support, and provide technology and instrument support.

Funding in $7,231 Million Plan: $655,069
Funding in $6,561 Million Plan: $645,069

**Libraries**

*Expected Functions and/or Outcomes*—To the extent possible with existing and reallocated funding, the University Library will restore its basic collection development, restore its current levels of service, expand its collection development, and enhance its electronic collection.

Funding in $7,231 Million Plan: $572,687
Funding in $6,561 Million Plan: $482,687

**Graduate Studies & Research**

*Expected Functions and/or Outcomes*—To the extent possible with existing and reallocated funding, the Office of Graduate Studies & Research will restore graduate assistantships, expand graduate assistantships with a portion of those assistantships supporting the unit of Academic Skills, maintain the undergraduate research program, provide additional funding for the Chimp and Human Communication Institute.
increase its grant-matching pool, create a seed-grant program, restore the summer research leave program, increase its support for faculty research-related travel, and partially fund a grantwriter.

**Funding in $7.231 Million Plan:** $341,182

**Funding in $6.561 Million Plan:** $316,182

**Division of Enrollment Management & Marketing**

*Expected Functions and/or Outcomes*—To the extent possible with existing and reallocated funding, the Division of Enrollment Management & Marketing will provide partial state funding for the web developer position, restore the student employment fiscal tech position, restore academic skills to state-based funding and state-reported FTES production, restore partial funding for a program support supervisor, provide partial funding for an academic skills lecturer at westside university centers, restore partially the westside financial aid/credit evaluator, and fund one new admissions officer.

**Funding in $7.231 Million Plan:** $303,600

**Funding in $6.561 Million Plan:** $293,600

**Division of Student Affairs**

*Expected Functions and/or Outcomes*—To the extent possible with existing and reallocated funding, the Division of Student Affairs will restore funding for athletic coaches, restore funding for a westside student affairs generalist, restore a portion of funding for goods and services for athletic administration, and restore a portion of goods and services funding for the Office of Cooperative Education.

**Funding in $7.231 Million Plan:** $107,410

**Funding in $6.561 Million Plan:** $92,410

**College of Education & Professional Studies**

*Expected Functions and/or Outcomes*—To the extent possible with existing and reallocated funding, the College of Education & Professional Studies will restore three faculty searches, restore a portion of its funding for adjuncts, restore the media center and IET tech positions, and restore a portion of its funding for assigned time for program directors.

**Funding in $7.231 Million Plan:** $440,000

**Funding in $6.561 Million Plan:** $430,000

**School of Business & Economics**

*Expected Functions and/or Outcomes*—To the extent possible with existing and reallocated funding, the School of Business & Economics will restore a portion of the six full-time non-tenure-track positions and fund one new graduate faculty member in accounting.

**Funding in $7.231 Million Plan:** $319,500

**Funding in $6.561 Million Plan:** $319,500

**Office of International Studies & Programs**

*Expected Functions and/or Outcomes*—To the extent possible with existing and reallocated funding, the Office of International Studies & Programs will restore a portion of its faculty exchange funding and partially fund an additional international student advisor.

**Funding in $7.231 Million Plan:** $25,000

**Funding in $6.561 Million Plan:** $10,000
Other Academic Affairs Units

Expected Functions and/or Outcomes—To the extent possible with existing and reallocated funding, the provost/vice president for academic affairs will provide funding for a full-time director of the Center for Teaching and Learning, provide funding for staff support for the CTL director, restore university-center focused enrollment funding, fund technology assistants for westside university centers, restore one technical support position in the Center for Learning Technology, provide the assistant to the provost for learning technology with a web-based course development fund to encourage development of web-based courses, distribute to academic affairs units an augmentation to their goods and services budgets, restore a portion of provost-office staff support, fund a KYVE coordinator, create a diversity support-services pool, and restore a portion of the state funding to one of the associate vice president positions.

Funding in $7.231 Million Plan: $587,709
Funding in $6.561 Million Plan: $577,709

Division of Business & Financial Affairs

Expected Functions and/or Outcomes—To the extent possible with existing and reallocated funding, the Division of Business & Financial Affairs will restore a budget analyst position; restore a police officer position; restore partially an occupational health/safety position; restore partially its facilities management funding; restore the powertech, green house, and international center utilities; support specialized software in labs; restore partially goods and services funding in facilities management; add staffing to human resources; support specialized software training; restore student help; support K-20 data networks; provide or restore computer-support staffing; and fund utility increases.

Funding in $7.231 Million Plan: $831,581
Funding in $6.561 Million Plan: $701,581

Division of Development & Alumni Relations

Expected Functions and/or Outcomes—To the extent possible with existing and reallocated funding, the Division of Development and Alumni Relations will provide staff for special events and programs.

Funding in $7.231 Million Plan: $20,000
Funding in $6.561 Million Plan: $0

Office of the President

Expected Functions and/or Outcomes—To the extent possible with existing and reallocated funding, the Office of the President will restore textbook taping funds, restore the alternative testing program, provide funding for legal fees, provide funding support for the Board of Trustees, fund President's Office operations and provide funding for faculty athletic representatives and organization fees.

Funding in $7.231 Million Plan: $109,010
Funding in $6.561 Million Plan: $99,010

Appendix B presents a summary table of contributions to the 10-percent reallocation pool and recommended allocations under the two revenue scenarios.
APPENDIX A

RECOMMENDATION TO SEEK EXPERT ADVICE REGARDING PEOPLESOFT IMPLEMENTATION

The sum of $500,000 of the ASSP reallocation funding will be held in reserve to be released for use by the president following the results of a review of the project by an external, independent consultant.

The reviewer will be selected by the president.

The ASSP review consultant will be charged to make recommendations on the following questions:

1. Could the ASSP project be completed in the next three-to-five years?
2. What resources would be necessary to meet a deadline for total completion of the project by June 30, 2005?
3. Are there other workable alternatives to full implementation of Peoplesoft?
4. If so, should CWU explore another alternative?
5. Should CWU pursue possible legal action against Peoplesoft based on misrepresentation of the scope of the original project?
6. How have other similar universities handled this problem?
7. What are our options in relation to the other institutions facing Peoplesoft implementation issues?

This review project should begin as soon as possible and be completed no later than September 30, 2000.
APPENDIX B

SUMMARY TABLE OF CONTRIBUTIONS TO THE 10-PERCENT REALLOCATION POOL AND RECOMMENDED ALLOCATIONS UNDER TWO REVENUE SCENARIOS

<table>
<thead>
<tr>
<th>Unit</th>
<th>Contributions to the 10-Percent Pool</th>
<th>$7.231 Million Plan Allocation</th>
<th>$6.561 Million Plan Allocation</th>
</tr>
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FACULTY SENATE REGULAR MEETING
Wednesday, April 5, 2000, 3:10 p.m.
BARGE 412

AGENDA

I. ROLL CALL

II. MOTION NO. 00-26: CHANGES TO AND APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

IV. COMMUNICATIONS

V. REPORTS/ACTION ITEMS (15 Minutes)
   Chair
   Motion No. 00-27: Appoint member on Faculty Senate Academic Affairs Committee: Replace Mary E. Lochrie, AMBE with Robert A. Lupton, AMBE.

   Faculty Senate Academic Affairs Committee
   Motion No. 00-28: Proposed change to Handbook of Undergraduate Academic Policy (Exhibit A)

VI. REPORTS/DISCUSSION ITEMS
1. Computer Literacy Exam Update: James Bailey, Chair, General Education Committee (Exhibit B) (10 Minutes)
2. Chair (10 Minutes)
3. Chair Elect (10 Minutes)
4. President (10 Minutes)
5. Senate Concerns (20 Minutes)
6. Student Report (10 Minutes)
7. Senate Committees (10 Minutes)
   Academic Affairs Committee: Susan Donahoe
   Budget Committee: Barney Erickson
   Code Committee: Beverly Heckart
   Curriculum Committee: Toni Ćuljak
   Personnel Committee: Rob Perkins
   Public Affairs Committee: Joshua Nelson

VII. NEW BUSINESS
    Motion No. 00-29: “That all full-time nontenure-track faculty on contracts next year will, as a minimum, obtain a 3% adjustment to their salaries.” Senator Braunstein (15 Minutes)

VIII. OLD BUSINESS

IX. ADJOURNMENT

***NEXT REGULAR SENATE MEETING: April 19, 2000***
BARGE 412
### Exhibit A

#### Class Attendance and Participation

- **5-9.4.28.1** At the instructor's discretion, instructors may require regular class attendance may be required.

- **5-9.4.28.2** The first day of the quarter is the first day listed in the university calendar. If by the end of the third day of instruction of the quarter a student has failed to attend a class in which enrolled, the instructor may drop the student from the class roll by notifying the Registrar so the dropped student can be informed if the student has failed to attend the class by the end of the third day of the quarter.

- **5-9.4.28.3** A student who does not meet course prerequisites may be required to drop from the course.

- **5-9.4.28.4** The faculty instructors are not required to offer makeup work for absences.

- **5-9.4.28.5** Sponsors of university-approved activities requiring absence from campus will prepare and sign an official list of the names of those students who plan to be absent. It is each student's responsibility to present a copy of the official list to the appropriate instructors and make arrangements for the absence. Instructors are encouraged to make accommodations.

#### 5-9.4.28.56

In an effort to minimize negative effects of participation in activities requiring prolonged absences from campus, members of the university community directing or arranging such activities must adhere to the following guidelines:

- **a.** Scheduling of such activities shall not overlap with official final examination periods;
- **b.** Scheduling of such activities shall not require an absence of more than three (3) consecutive class days.
- **c.** Scheduling of such activities shall be announced to the students far enough in advance for them to plan to complete assignments or prepare for tests fulfill course requirements.
- **d.** If an exception to these guidelines is needed, the sponsor of the activity will contact faculty instructors in whose courses affected students are enrolled to determine whether or not participation in the activity will negatively affect the student's performance or grade. The intent of the policy is to assure that the burden of seeking permission for an exception lies with the sponsor and not with the participant(s) student(s).

**Rationale:** Class attendance and participation is the real topic of this section of the University Policy Manual. The policy on class attendance was discussed at earlier meetings with consensus consistent with the Registrar's interpretation of the existing policy. This proposal is to clarify the wording of the existing policy. The intent is to provide space in filled classes as early as possible by providing a means to drop an enrolled student who does not attend. This policy would not affect classes that have not met. This policy reaffirms the instructor's right to create an attendance policy for their course but adds encouragement for accommodation, especially for university-approved activities. For such activities, a sponsor is primarily responsible for notifying instructors. We have provided guidelines and procedures.

### Exhibit B

**Examination in the Fundamentals of Computing**

On February 18, 2000, the General Education Committee decided that an examination in the fundamentals of computing should take place through a specific course challenge for CS 101 or ADMG 101.
FACULTY SENATE REGULAR MEETING
Wednesday, April 5, 2000, 3:10 p.m.
BARGE 412
AGENDA

I. ROLL CALL

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VIII. OLD BUSINESS

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BARGE 412
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Examination in the Fundamentals of Computing

On February 18, 2000, the General Education Committee decided that an examination in the fundamentals of computing should take place through a specific course challenge for CS 101 or ADMG 101.
VISITOR SIGN-IN SHEET

Please sign your name if you are not a Faculty Senator.
MEMORANDUM

Date: March 30, 2000

TO: James A. Norton, Interim President

FROM: Expanded University Budget Advisory Committee

COPIES: J. McIntyre

SUBJECT: RECOMMENDATIONS RESULTING FROM THE 10-PERCENT BUDGET REALLOCATION EXERCISE

The Expanded University Budget Advisory Committee has completed seven sessions totaling 16 hours of deliberations over a three-week period of time in carrying out your charge. The deliberations have resulted in the establishment of five goals for the budget reallocation exercise, the identification of eight principles, the presentation of two revenue scenarios, and the adoption of a distribution plan to apply to the revenue scenarios.

FIVE GOALS

The following five goals of the exercise were adopted at the meeting of Tuesday, March 14. They were established prior to discussion of the specific reallocation requests and were intended to provide general guidance to the reallocation decisions that the committee was charged with considering. The five goals are as follows:

- Improve SALARIES
- Meet ENROLLMENT Targets
- Achieve MISSION & Maintain VALUES
- Improve INFRASTRUCTURE
- Adjust REPORTING Lines

The recommendations resulting from the 10-percent budget reallocation exercise are primarily designed to meet the first four goals. The deliberations of the Ad Hoc Administrative Structure Committee will address necessary adjustments to reporting lines.

EIGHT PRINCIPLES

The Expanded University Budget Advisory Committee recommends that the following eight principles be adopted in applying the recommended results of the distribution plan:
1. This document represents the recommendations of the Expanded University Budget Advisory Committee and reflects consideration of the five goals established on March 14, 2000.

2. The recommended 10-percent reductions proposed by the president, each vice president, dean, or director on the Documents 3 presented at the first two meetings of the ad hoc committee are accepted as presented, thus creating a reallocation pool of $5,024,087.

3. The president holds full authority to revise these principles and distribution plan prior to presentation to the Board of Trustees.

4. Allocations to funding applications identified by division, college, school, or other identified unit in Tabs 3-15 in the reallocation booklet will be applied by the appropriate vice president, dean, or director as an aggregated allocation. The authority to move funds between lines within a division, college, school, or other identified unit will belong to the appropriate vice president, dean, or director.

5. Allocations to funding applications identified in Tab 2 of the reallocation booklet as "University Priorities" will be applied in a line-by-line basis. The authority to move funds between lines for university priority issues belongs solely to the president.

6. A list of expected functions to be performed and/or outcomes to be achieved will accompany the allocation to each division, college, school, or other identified unit in the distribution plan.

7. Although the acceptance of the initial 10-percent reduction plans and the subsequent application of the distribution plan cannot occur without some effect being felt by various employee classifications at CWU, the president, each vice president, each dean, and each director will work to minimize the effects of this plan particularly on the university's civil service staff and student employees.

8. This plan assumes (a) the 90-percent base for AY2000-01 (FY2001) equals $53,851,882, (b) the university benefits pool equals $10,972,290 before adjustments reflected in the Documents 3 presented as part of this reallocation process, and (c) new salaries and benefits reflected in the 3-percent state-funded salary increase for FY2001 equal $1,598,000.

REVENUE EXPECTATIONS

The following two basic scenarios regarding revenue expectations are presented for consideration:

The $7.231 Million Plan—The $7.231 million plan represents the maximum revenue that might be expected in AY2000-01 (FY2001). It would require achieving an enrollment target of approximately 7867 FTES and approving a 3.6% tuition increase. Details regarding the potential source of revenues for distribution follow:

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds available through the 10-percent reallocation plan</td>
<td>$5,024,087</td>
</tr>
<tr>
<td>Funds available through a 3.6% tuition increase</td>
<td>669,700</td>
</tr>
<tr>
<td>Funds available through achievement of an FTES target of 7867</td>
<td>1,536,797</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$7,230,584</strong></td>
</tr>
</tbody>
</table>
The $6.561 Million Plan—The $6.561 million plan would require one of three funding approaches as explained below:

**Approach A (Requires a 3.6% tuition increase & 281 additional FTES)**
- Funds available through the 10-percent reallocation plan: $5,024,087
- Funds available through a 3.6% tuition increase: 669,700
- Funds available through achievement of an FTES target of 7781: 867,097
- Total: $6,560,884

**Approach B (Requires no tuition increase and 367 additional FTES)**
- Funds available through the 10-percent reallocation plan: $5,024,087
- Funds available through achievement of an FTES target of 7867: 1,536,797
- Total: $6,560,884

**Approach C—Some combination of funding the $1,536,797 shared between an enrollment increase and a tuition increase.**

A decision must be made by the June meeting of the Board of Trustees regarding enrollment targets and tuition rates—the combination of which will determine our anticipated level of available revenues.

*Note: FTES revenue projections assume that the current $59,835,400 state budget is provided to CWU to generate an enrollment target of 7670 FTES. Dividing $59,835,400 by 7670 generates an expected revenue amount per FTES of $7801. The $7801-per-FTES revenue rate includes funding from direct state appropriation plus tuition revenues. Anticipated enrollment average for 1999-2000 equal 7500 FTES, up 64 FTES over 1998-99.*

**DISTRIBUTION PLAN**

The Expanded University Budget Advisory Committee recommends the adoption of the following distribution plans.

<table>
<thead>
<tr>
<th>University Priorities</th>
<th>Notes appear on the following page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item</strong></td>
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<tr>
<td>Salary Bowwave</td>
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<td>Classified Staff Range &amp; Step</td>
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<td>Faculty Promotions</td>
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<td>Administrative Changes</td>
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<td>Software Maintenance Rate Increases</td>
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<td>Additional 2% Faculty/Exempt*</td>
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<td>Classified Special Pay</td>
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<td>ASSP Implementation+</td>
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<td>Part-Time Faculty Increase##</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$2,412,900</strong></td>
</tr>
</tbody>
</table>
• In each plan, this funding will provide a 2-percent merit pool for tenured and tenure-track faculty. The remaining amount will be applied to a merit pool for administrative exempt employees of up to 2 percent. Any excess will return to the president to be treated as a reserve account for equity adjustments or salary matches.
+ This total will be held in reserve by the president for application following the review of the ASSP project by an external, independent consultant. See appendix A.
# This funding will require a distribution plan to be presented and approved by the president.
** General enrollment targets equal 125 new FTES based on the anticipated increase in the number of CWU freshmen in Fall 2001. Funding will be distributed to colleges, schools, and other units delivering FTES-producing courses in support of general education requirements by the provost based on a review of proposals that will identify anticipated FTES increases with justifications for funding requested.
++ University enrollment targets equal 228 new FTES based on anticipated increases identified by deans. The reduced enrollment target in column 2 equals 140 new FTES. Funding will be distributed by the provost based on a review of proposals identifying anticipated FTES increases with justifications for funding requested.
### This figure was reduced from the $90,000 figure originally identified. The reduction accounts for a double counting of funding residing in the 3-percent salary increase line.

**College of Arts & Humanities**
Expected Functions and/or Outcomes--To the extent possible with existing and reallocated funding, the College of Arts & Humanities will staff technical positions, staff vacant faculty lines, restore goods and services funding, fund arts programs and productions, support a university writing program, fund one new tenure-track position, restore faculty assigned time, restore student/temporary help, restore independent study, and provide technological support.

| Funding in $7.231 Million Plan: | $486,600 |
| Funding in $6.561 Million Plan: | $476,600 |

**College of the Sciences**
Expected Functions and/or Outcomes--To the extent possible with existing and reallocated funding, the College of the Sciences will restore an interdivisional program, restore faculty searches, restore a portion of its part-time and full-time non-tenure-track pool, restore technical support, restore goods and services, restore student salaries, restore civil service staff, provide undergraduate research support, and provide technology and instrument support.

| Funding in $7.231 Million Plan: | $655,069 |
| Funding in $6.561 Million Plan: | $645,069 |

**Libraries**
Expected Functions and/or Outcomes--To the extent possible with existing and reallocated funding, the University Library will restore its basic collection development, restore its current levels of service, expand its collection development, and enhance its electronic collection.

| Funding in $7.231 Million Plan: | $572,687 |
| Funding in $6.561 Million Plan: | $482,687 |

**Graduate Studies & Research**
Expected Functions and/or Outcomes--To the extent possible with existing and reallocated funding, the Office of Graduate Studies & Research will restore graduate assistantships, expand graduate assistantships with a portion of those assistantships supporting the unit of Academic Skills, maintain the undergraduate research program, provide additional funding for the Chimpanzee and Human Communication Institute,
increase its grant-matching pool, create a seed-grant program, restore the summer research leave program, increase its support for faculty research-related travel, and partially fund a grantwriter.

Funding in $7.231 Million Plan: $341,182
Funding in $6.561 Million Plan: $316,182

Division of Enrollment Management & Marketing

Expected Functions and/or Outcomes--To the extent possible with existing and reallocated funding, the Division of Enrollment Management & Marketing will provide partial state funding for the web developer position, restore the student employment fiscal tech position, restore academic skills to state-based funding and state-reported FTES production, restore partial funding for a program support supervisor, provide partial funding for an academic skills lecturer at westside university centers, restore partially the westside financial aid/credit evaluator, and fund one new admissions officer.

Funding in $7.231 Million Plan: $303,600
Funding in $6.561 Million Plan: $293,600

Division of Student Affairs

Expected Functions and/or Outcomes--To the extent possible with existing and reallocated funding, the Division of Student Affairs will restore funding for athletic coaches, restore funding for a westside student affairs generalist, restore a portion of funding for goods and services for athletic administration, and restore a portion of goods and services funding for the Office of Cooperative Education.

Funding in $7.231 Million Plan: $107,410
Funding in $6.561 Million Plan: $92,410

College of Education & Professional Studies

Expected Functions and/or Outcomes--To the extent possible with existing and reallocated funding, the College of Education & Professional Studies will restore three faculty searches, restore a portion of its funding for adjuncts, restore the media center and IET tech positions, and restore a portion of its funding for assigned time for program directors.

Funding in $7.231 Million Plan: $440,000
Funding in $6.561 Million Plan: $430,000

School of Business & Economics

Expected Functions and/or Outcomes--To the extent possible with existing and reallocated funding, the School of Business & Economics will restore a portion of the six full-time non-tenure-track positions and fund one new graduate faculty member in accounting.

Funding in $7.231 Million Plan: $319,500
Funding in $6.561 Million Plan: $319,500

Office of International Studies & Programs

Expected Functions and/or Outcomes--To the extent possible with existing and reallocated funding, the Office of International Studies & Programs will restore a portion of its faculty exchange funding and partially fund an additional international student advisor.

Funding in $7.231 Million Plan: $25,000
Funding in $6.561 Million Plan: $10,000
Other Academic Affairs Units

Expected Functions and/or Outcomes—To the extent possible with existing and reallocated funding, the provost/vice president for academic affairs will provide funding for a full-time director of the Center for Teaching and Learning, provide funding for staff support for the CTL director, restore university-center focused enrollment funding, fund technology assistants for westside university centers, restore one technical support position in the Center for Learning Technology, provide the assistant to the provost for learning technology with a web-based course development fund to encourage development of web-based courses, distribute to academic affairs units an augmentation to their goods and services budgets, restore a portion of provost-office staff support, fund a KYVE coordinator, create a diversity support-services pool, and restore a portion of the state funding to one of the associate vice president positions.

Funding in $7.231 Million Plan: $587,709
Funding in $6.561 Million Plan: $577,709

Division of Business & Financial Affairs

Expected Functions and/or Outcomes—To the extent possible with existing and reallocated funding, the Division of Business & Financial Affairs will restore a budget analyst position; restore a police officer position; restore partially an occupational health/safety position; restore partially its facilities management funding; restore the powertech, green house, and international center utilities; support specialized software in labs; restore partially goods and services funding in facilities management; add staffing to human resources; support specialized software training; restore student help; support K-20 data networks; provide or restore computer-support staffing; and fund utility increases.

Funding in $7.231 Million Plan: $831,581
Funding in $6.561 Million Plan: $701,581

Division of Development & Alumni Relations

Expected Functions and/or Outcomes—To the extent possible with existing and reallocated funding, the Division of Development and Alumni Relations will provide staff for special events and programs.

Funding in $7.231 Million Plan: $20,000
Funding in $6.561 Million Plan: $--0--

Office of the President

Expected Functions and/or Outcomes—To the extent possible with existing and reallocated funding, the Office of the President will restore textbook taping funds, restore the alternative testing program, provide funding for legal fees, provide funding support for the Board of Trustees, fund President’s Office operations and provide funding for faculty athletic representatives and organization fees.

Funding in $7.231 Million Plan: $109,010
Funding in $6.561 Million Plan: $99,010

Appendix B presents a summary table of contributions to the 10-percent reallocation pool and recommended allocations under the two revenue scenarios.
APPENDIX A

RECOMMENDATION TO SEEK EXPERT ADVICE REGARDING PEOPLESOF
IMPLEMENTATION

The sum of $500,000 of the ASSP reallocation funding will be held in reserve to be released for use by the president following the results of a review of the project by an external, independent consultant.

The reviewer will be selected by the president.

The ASSP review consultant will be charged to make recommendations on the following questions:

1. Could the ASSP project be completed in the next three-to-five years?
2. What resources would be necessary to meet a deadline for total completion of the project by June 30, 2005?
3. Are there other workable alternatives to full implementation of Peoplesoft?
4. If so, should CWU explore another alternative?
5. Should CWU pursue possible legal action against Peoplesoft based on misrepresentation of the scope of the original project?
6. How have other similar universities handled this problem?
7. What are our options in relation to the other institutions facing Peoplesoft implementation issues?

This review project should begin as soon as possible and be completed no later than September 30, 2000.
APPENDIX B

SUMMARY TABLE OF CONTRIBUTIONS TO THE 10-PERCENT REALLOCATION POOL AND RECOMMENDEDALLOCATIONS UNDER TWO REVENUE SCENARIOS

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<td>440,000</td>
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