

12-17-1965

Board of Trustees Minutes, December 17, 1965

Eastern Washington State College

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Eastern Washington State College

MINUTES FOR BOARD OF TRUSTEES MEETING

Friday, December 17, 1965

Crystal Room, Spokane Club, Spokane, Washington

7:30 p. m.

The Board of Trustees of Eastern Washington State College met in the Crystal Room of the Spokane Club at seven-thirty on the evening of December 17, 1965, with the following personnel present: Mrs. Robert Tanke, chairman; Mrs. R. R. Morrison, Messrs. Harvey Erickson, Melvin B. Voorhees and Thos. F. Meagher, members; Mr. Fred S. Johns, secretary to the board; Dr. Don S. Patterson, President of the college; Mr. Henry Koslowsky, Director of Public Information; and Dr. Kenneth Halwas, of the Faculty Organization.

MINUTES

Mr. Voorhees moved that the minutes of the meeting on November 17, 1965, be approved. Mr. Meagher seconded the motion which carried.

* * * * *

It was moved by Mr. Voorhees and seconded by Mr. Meagher, that items 'Resignations' up to 'Travel' be approved. Motion carried.

RESIGNATIONS

Non-academic

- Marsha Van Cleef, Library Assistant I, Hargreaves Library, as of December 24 plus 3.5 days leave
- Vivian Carpine, Food Service Worker I, Tawanka Commons, as of December 10 plus two days leave
- Carol Robanske, Clerk-typist, Placement Office, as of December 31 plus 4.5 days accrued leave
- Karen R. Nye, as Graduate Fellow, as of the end of the fall quarter

RETIREMENT

- Mrs. Elizabeth Smith, Cook II, Campus School, as of December 10 plus two days leave
- Mrs. Gladys Frandsen, Food Service Worker II, Student Union, as of December 15 plus six days leave

NEW APPOINTMENTS

Academic

- Mrs. Joan Dee Pelluer, as Visiting Instructor, Division of HPERA, at base rate of \$6,500 for the winter and spring quarters, 1965-66 (replacing Mrs. Hunt, resigned)
- Mrs. Lucile Pierson, to be continued as Acting Instructor in Home Economics for the winter and spring quarters, 1965-66, at same rate of \$6,300

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Mrs. Louise Prugh, from Graduate Teaching Assistant to Acting Instructor in Home Economics for the winter and spring quarters at base rate of \$6,500 based on completion of master's degree, December 1965
Dr. Theodore Harper, M.D.) to be continued for 1965-66 as
Dr. James McNeill, M.D.) consultants in speech at an
Dr. Thos. Rulon, M.D.) honorarium of \$25 each
Eric Greenfield) as teaching assistant in psychology for
William C. Williams) winter quarter at \$300 each
Paul Williamson, as Graduate Fellow, for the winter and spring quarters at \$600 for the six months
Travis Rivers, as Instructor in Music for 1966-67, at third step on 1966-67 schedule

Non-academic

Carol Betz, as Cook II, Campus School, as of January 3, 1966, on 5/8 time for nine months, with \$110.78 to be paid by the college and \$86.10 by the Cheney School District (replacing Mrs. Smith, retired)
Myrtle Russell, as Food Service Worker II, Student Union, at \$254 +M on eleven months basis as of January 2

CHANGE IN STATUS

Florence Steen, Secretary-stenographer II, Summer Quarter Office, from 5/8 time to fulltime as of January 1 on eleven months' basis
Mildred King, from Payroll Supervisor, cashier's office, to Clerk-typist II, personnel office, as of January 1 at same salary of \$627 per month

EXTENSION OF EMPLOYMENT

Extension of employment past retirement age reached on February 23, 1965, for Naomi H. Wall, Administrative Secretary, according to Bylaws, Art. X (1) for one year

* * * * *

It was moved by Mr. Meagher and seconded by Mrs. Morrison that 'Travel' through 'Recommendations of Personnel Committee' be approved. Motion carried.

TRAVEL

Mana Bridges, Instructor in French, to attend national meeting of American Association of Teachers of French, San Francisco, November 25-28, travel and per diem

December 17, 1965

- Ed Chissus) mileage for private cars to take basketball
Don Kallem) team to Dillon, Montana, December 10-12,
Ernie McKie) \$63 each
- George J. Kabat, Dean of Faculty, to go to Columbus, Ohio,
to interview candidates for positions in home economics
and industrial arts, December 14-17, travel and per diem
- Roland B. Lewis, Professor of Education, on visitation team of
National Council for Accreditation of Teacher Education,
Dillon, Montana, December 1-5, no expense to college
- Ernie McKie, basketball coach, to take twelve players to
Christmas Basketball Tourney, San Diego, December
17-23, \$1,864.20
- William L. Maxson, Assistant Professor of Music and Band
Director, to attend national Board of Directors meet-
ing of the national association as president of the NW
division, Chicago, December 14-16, per diem, \$41
- Vergil V. Miller, Director of Division of Business and Industry
New York City, December 27-30, from Klamath Falls,
Oregon, to be paid from grant #S-187, travel and per diem
- Weldon Taylor, round trip, Provo, Utah, -Spokane, for evaluation
of master's program in business administration, travel
- Wladyslaw Troka, Associate Professor of Physics, to attend meet-
ing of American Physical Society, December 19-23,
Pasadena, travel and per diem
- Alvie Shaw, member of Alumni Board, round trip, Denver-Spokane,
to attend board meetings, November, January, March,
\$148.45 each trip from alumni funds
- Gerald L. Mercer, Professor of Education, to attend TEPS
Conference, San Francisco, January 27-29, travel
and per diem
- Stanley Robinson, round trip Los Angeles-Spokane, for interview
for position in mathematics, \$153.20 (common carrier)

AUTHORIZATION FOR NEW POSITIONS UNDER CIVIL SERVICE

- Two (2) Food Service Worker II positions, Tawanka Commons,
at \$254 + M per month on eleven months basis
- One (1) Counter and Dining Room Supervisor, at Range 24
(\$315-390) + M on eleven months basis (new classification)
- One (1) Cashier, Student Union Bookstore, at a salary range of
\$254-315, on eleven months basis
- One (1) Clerk-typist I, IMC, at \$265 on eleven months basis
- One (1) Certification Clerk, Division of Education, at Range 26
(\$342-424) new classification

RECOMMENDATIONS OF PERSONNEL COMMITTEE

See attached recommendations

INSURANCE PROGRAM - FEBRUARY 1966 to FEBRUARY 1967

Mr. Jack Higgins, insurance broker-of-record for the Board of Trustees, appeared and recommended that the Omni-policy coverage with Phoenix Insurance Company be continued from February 11, 1966, to February 11, 1967. Mr. Johns reported that the firm of McGovern and Carroll had requested consideration as brokers-of-record earlier in the year but that through an oversight on his part the firm had not been notified that the subject of insurance was on the agenda for this meeting until the morning preceding the meeting. The partners were unable to attend the meeting because of previous commitments, but they had submitted a written proposal which Mr. Johns distributed to the trustees. It was moved by Mr. Erickson and seconded by Mr. Meagher that the matter be postponed to the next meeting so that all interested parties could be given adequate notice. Motion carried.

RELOCATION OF WOODWARD FIELD

Dr. Loomis reviewed the bids which had been received December 14 for relocation of Woodward Field (bid tabulation attached) and recommended awarding of a contract to Sceva Construction Company on the basis of their low basic proposal of \$186,209 plus alternates 1 and 4 (fencing at \$2,579 and two additional concrete bleacher sections at \$14,351) and less deduction alternate 5 (delete seat brackets and boards at \$6,943) for a net contract amount of \$196,196. He stated that with this combination of alternates all of the heavy construction work could be accomplished within the project budget, and that the seat brackets and boards could be included in the 1967-69 capital budget and be installed by September of 1967.

It was moved by Mr. Erickson and seconded by Mrs. Morrison that a contract be awarded to Sceva Construction Company as recommended by Dr. Loomis. Mr. Voorhees asked how much of the proposed contract amount would be for spectator seating and pressbox facilities. Mr. Douglas Durkoop, project architect, estimated that approximately \$88,000 would be involved in that part of the project. Mr. Voorhees stated that, while he favored construction of the part of the project involving construction of the athletic field and running track, he would vote against the motion because he was not convinced that \$88,000 should be spent to duplicate spectator facilities located at Albi Stadium, within twenty miles of the campus. The motion carried, with Mr. Voorhees voting 'Nay.'

APPLICATION FOR AFFILIATION WITH NATIONAL

David Bray and Scott Hull, students representing Kappa Chi Lambda, local fraternity, requested permission for the local fraternity to affiliate with the national fraternity, Pi Kappa Alpha. Dr. Patterson stated that the request had been reviewed and approved by the Student Personnel Council and the Academic Senate after a finding that the criteria established by the board for national affiliation had been met. It was moved by Mrs. Morrison, seconded by Mr. Voorhees, that permission to affiliate be granted. Motion carried.

BID ON REMODELLING OF UNION

Dr. Loomis recommended that the low bid of \$10,900 submitted by Hoffman Contractors for the remodelling of the Student Union Building be accepted. Mr. Meagher moved acceptance of the Hoffman bid and the motion was seconded by Mr. Erickson and carried.

APPOINTMENT OF ENGINEER FOR CONVERSION OF HEATING PLANT

Dr. Patterson requested authority to retain the services of Mr. H. Jack Reeves as engineer for the conversion of the heating plant as follows:

- Conversion of present boilers (3) from oil to gas, estimated cost, \$17,000
- Addition of a fourth boiler to insure adequate heat for new library and dormitories, estimated cost, \$90,000
- Provision for necessary utility, extension and relocations to serve new buildings, estimated cost, \$24,000

It was moved by Mr. Meagher, seconded by Mr. Erickson, that Mr. Reeves be retained as engineer for the above services. Motion carried.

ACCEPTANCE OF ELECTRIC CONTRACT ON DRYDEN HALL

Dr. Loomis reported that the consulting electrical engineer and Mr. Martell recommended acceptance of the Maxwell Electric contract on Dryden Hall. Mr. Erickson moved, seconded by Mr. Meagher, that the contract be accepted. Motion carried.

EXTENSION OF CONTRACT TIME ON DRYDEN HALL

Dr. Loomis recommended that the completion date for the contract with Selkirk Company, general contractors on Dryden Hall, be extended from August 20, 1965, to September 28, 1965. It was moved by Mr. Erickson, seconded by Mr. Meagher, that the extension of time be granted. Motion carried.

APPROVAL OF ALTERNATES ON DRESSLER HALL

Dr. Loomis recommended that the following alternates on Dressler Hall be approved:

Omission of wardrobe doors adjacent to corridor walls	
	Deduction -----\$3,425.00
Provision and installation of modified fire alarm system as directed by state fire marshal	
	Addition ----- \$1,161.60

Mr. Meagher moved the approval of above alternates and the motion was seconded by Mr. Erickson and carried.

PRELIMINARY PLANS FOR STUDENT UNION

Dr. Patterson reported that the preliminary plans to be presented by the architect, Mr. Brooks, are not ready for review.

ALTERNATE HEALTH INSURANCE PROGRAM

Mr. Johns reported that the other four institutions have not adopted the alternate insurance program as proposed and recommended that we table its consideration.

LAND TRADE PROPOSAL

Dr. Patterson reported that the appraisal report was not ready for review by the special committee but that it would be ready by the end of December.

ADDITION TO TAWANKA

Dr. Loomis recommended that the general contract with Ralph Redding for the addition to Tawanka Commons be accepted and that the contract time be extended to September 20, 1965. Mr. Erickson moved approval, seconded by Mr. Meagher and the motion carried.

REVISION OF BYLAWS

Dr. Patterson explained the revision of the by-laws as recommended by the Academic Senate as related to termination notice and definition and qualification for tenure and said this was informational and that no action was being requested by the board at this time.

December 17, 1965

INFORMATIONAL ITEMS

Mr. Johns reported that Burke Electric Company has filed suit in Spokane Superior Court against H. Jack Reeves and the college to recover costs of \$424.45 in repairing a defective switch installed by L & I Electric Company in the Science Building. The company failed financially during construction.

Because of the low bid which was 10% below estimate on the alteration to the Student Union, a fee was granted to the architectural firm of \$1,100.

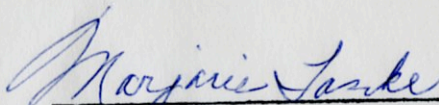
Dr. Patterson reported on a letter from the Association for Physical and Mental Rehabilitation, Inc., complimenting the college on its program in the Division of HPERA.

Mr. Johns reported on the purchase on December 9, 1965, of U. S. Treasury Bills at a cost of \$97,741.00, maturing at \$100,000 on June 9, 1966. Revenue earned to date for 1965-66 fiscal year amounts to \$22,499.00.

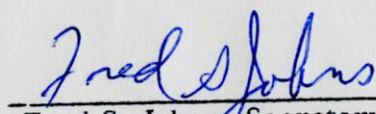
ADJOURNED

The meeting was adjourned at 10:00 p.m.

APPROVED



Marjorie Tanke, Chairman



Fred S. Johns, Secretary

BID TABULATION

WOODWARD FIELD FACILITIES DEVELOPMENT

EASTERN WASHINGTON STATE COLLEGE
CHENEY, WASHINGTON

BID TIME : 3:00 P.M. 14 DECEMBER 1965

DOUGLAS C. DURKOPP, ARCHITECT

BIDDER	BASE BID	ALT. 1 ADDITIONAL FENCING	ALT. 2 GRASSTEX TRACK	ALT. 3 ADD CONC. CURBING	ALT. 4 ADD TWO END SEATING SECTIONS	ALT. 5 DELETE 4 SECT. BRACKETS & BOARDS	ALT. 6 ADD 2 END SECT. BRACKETS & BOARDS
MAX J. KUNEY COMPANY	\$214,000.00	ADD \$2,550.00	ADD \$7,800.00	ADD \$ 700.00	ADD \$10,500.00	DEDUCT \$ 8,100.00	ADD \$4,600.00
ADSCO CONST. CO.	\$222,995.00	\$2,585.00	\$7,882.00	\$1,948.00	\$16,040.00	\$ 7,424.00	\$4,492.00
SELKIRK CO.	\$233,900.00	\$2,700.00	\$9,000.00	\$ 750.00	\$22,800.00	\$ 6,000.00	\$5,000.00
HEFTE CONSTRUCTION	\$189,189.00	\$2,547.00	\$7,768.00	\$ 677.00	\$14,034.00	\$ 8,513.00	\$4,648.00
SCEVA CONSTRUCTION CO., INC.	\$186,209.00	\$2,579.00	\$8,000.00	\$ 437.00	\$14,351.00	\$ 6,943.00	\$4,231.00
S. G. MORIN & SON	\$246,898.00	\$2,609.00	\$7,887.00	\$ 700.00	\$21,518.00	\$12,774.00	\$6,980.00
ROBERT B. GOEBEL GEN. CONTRACTOR, INC.							

N O B I D

The following change in the bylaws was passed by the Senate on November 15, 1965. This policy change will be effective with the 1966-67 contracts which are initial.

1. Bylaws, Article IV, Section 2.

Beginning at the second paragraph where it reads:

"The appointment may be terminated at the end of the current period of appointment by the administration of the college by means of a notice of termination delivered to or served upon the appointee on or before April 1st of any given year, or at any time for good and legal reason as provided for herein by Article VIII, Sections 2 and 3."

Change to read:

The appointment may be terminated by the administration of the college by means of a notice of non-reappointment, or of intention not to recommend reappointment to the Board of Trustees in writing in accordance with the following standards:

1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year, or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. At least twelve months before the expiration of an appointment after two or more years in the institution.

2. Bylaws, Article V.

As it now reads:

Section 1--Definition of Tenure

Continuous tenure as used herein is defined as the right of an individual to retain a position as a member of the staff contingent upon competent professional service and loyalty to the college and as provided in Article VII.

Change to read:

....right of an individual to be retained as a member of the staff at a comparable academic level and salary contingent upon competent professional service as provided in Article VII.

As it now reads:

Section 2--Qualifications for Tenure

(1) A full-time professional staff member whether having served as a full-time teacher, administrator or a combination teacher and administrator, shall have continuous tenure in the college when appointed for the fourth consecutive year.

Change to read:

....for the fifth consecutive year.

BID SHEET

ALTERATIONS TO STUDENT UNION BUILDING

EASTERN WASHINGTON STATE COLLEGE

CHENEY, WASHINGTON

Contractors	Basic Bid
Adsko Construction Co.	\$13,862.00
Robert B. Goebel	11,282.00
Hoffman Contractors, Inc.	10,900.00
S. G. Morin & Son	13,428.00
C. M. Ralph Company	11,367.00
Ralph A. Redding Constr. Co.	12,940.00
Sandall Constr. Co., Inc.	11,549.00
Sceva Construction Co.	12,206.00
Stevens Construction Co.	No Bid

George M. Rasque & Associates
Architects
Spokane, Washington - Dec. 7, 1965
(Rm. 217 Showalter Hall - Cheney)

TO: DR. Don S. Patterson, President
FROM: Pat L. Hunt, Director of Personnel
DATE: December 9, 1965

EXPLANATORY INFORMATION - PERSONNEL AGENDA

Departmental Personnel Requests

FOOD SERVICE

The Food Service Worker II positions would have been budgeted had budget requirements existed for the department. The Commons is presently understaffed in this classification but the work is being done by nonclassified help. These permanent positions would allow individuals who are now on civil service eligible lists and who are working, ~~to~~ be classified as intended by the civil service law and rules. These positions will be included in the Food Service Budget which hopefully will be presented to you this month. This action has been deferred to this time under our policy of no new classifications until January 1 or July 1.

The Counter and Dining Room Supervisor position is needed to receive Iris McDougall who is presently titled Food Service Supervisor. She is not performing the duties described for Food Service Supervisor nor does the department feel she is capable of doing so. She is, however, doing the work described in the new specification for Counter and Dining Room Supervisor. This is an additional position, however, since the vital Food Service Supervisor position would have to be upgraded and filled by a college trained person who is qualified and capable of taking part in the administration of the food service.

STUDENT UNION

The need for an additional Cashier I in the Bookstore is brought about by the expansion of facilities presently in progress.

INSTRUCTIONAL MATERIALS CENTER

This position of Clerk-Typist I was unintentionally omitted from the budget. You will recall your conversation with Dr. Lewis relative to this position. The inclusion of this position in the budget has been deferred until this time in accordance with our policy of establishing new classifications on January 1 or July 1.

SUMMER QUARTER

Mrs. Florence Steen is now authorized as 5/8 time employee. The volume of the work is such, however, that three additional hours are regularly worked each day and compensated on the part-time payroll.

Explanatory Information -
Personnel Agenda
Page 2

PERSONNEL OFFICE

(See explanation presented by Fred S. Johns.)

EDUCATION DIVISION

The new position of Certification Clerk is needed to provide a qualified permanent employee charged with the duties of teacher certification.

NOTICE OF MEETING

Members and interested persons are hereby notified
that a meeting of the Personnel Board for Eastern
Washington State College has been called by the
chairman. The meeting will be held December 17, 1965.

By order of

Mrs. Marjorie Tanke
(Chairman)

Mr. Pat L. Hunt
Personnel Director
and Secretary

**I Abolish the following classifications effective 12 midnight,
December 31, 1965:**

3820 Carpenter	R. R. - 33
3825 Painter	R. R. - 33
3830 Electrician	R. R. - 33
3835 Plumber	R. R. - 33
3840 Maintenance Mech. I	R. R. - 33
3855 Steam Engineer	R. R. - 32
3858 Steamfitter	R. R. - 33
3203 Payroll Supervisor	R. R. - 35
3550 Athletic Equip. Clerk	R. R. - 26
3310 Accountant	R. R. - 40
3235 Food Service Supervisor	R. R. - 24

**II Establish the following classifications effective 12 midnight,
December 31, 1965. (See specifications attached)**

3236 Food Service Supervisor	R. R. - 31
3506 Registration Clerk I	R. R. - 19
3507 Registration Clerk II	R. R. - 22
3590 Certification Clerk	R. R. - 26
3551 Athletic Equip. Clerk I	R. R. - 22
3550 Athletic Equip. Clerk II	R. R. - 27
3821 Utility Man	R. R. - 33
3315 Accountant I	R. R. - 35
3310 Chief Accountant	R. R. - 40
3237 Counter & Dining Rm. Supr.	R. R. - 24

III Amend Rule 3.1f, Notice of Meeting

From: "All meetings shall be held on the main campus unless the Committee specifies, at a meeting, a different meeting place."

To: All meetings shall be held on the main campus unless the Committee specified a different meeting place.

IV Report on status of Civil Service Rules from the Personnel Directors Inter-Institutional Committee.

V Amend Rule 6.11, Overtime Payment

From: "For all employees, except those in food service, time worked in excess of eight (8) hours in any work day and all hours worked on the sixth day of the employee's work week constitutes overtime. The employment and program of work of each organizational unit shall be so arranged as to reduce to a minimum the necessity for overtime work except for emergency conditions. Except when specifically required by law, overtime as authorized by the appointing authority shall normally be compensated for by compensatory time off.

In certain emergency situations with prior approval of the Director, overtime may be paid for at the rate of time and one half. In the case of an employee performing two or more kinds of work for which different rate have been established, overtime shall be computed at the rate of one and one half times the rate applicable to the same work when performed during regular working hours. For positions that may require emergency work after regular hours, a lump sum may be added to

the regular salary and paid on an annual basis. Under this arrangement no overtime will be given for such work.

Research contracts may provide that prior approval to pay overtime wages must be secured from the sponsoring agency.

No allowance of any kind shall be provided for overtime work not authorized by the appointing authority or his duly authorized representative. Compensatory time off for overtime work shall be taken by employees as soon as possible and must be taken within three months after accrual, unless otherwise authorized by the President. The provisions of this rule shall not prevent the hiring and payment of employees for special night or overtime work authorized as to payment and rate of pay by the Director.

Overtime compensation either by cash or compensatory time off shall normally not accrue for any managerial employee designated as such by the President."

To: "For all employees, time worked in excess of eight (8) hours in any work day and all hours worked on the sixth day of the employee's work week constitutes overtime. The employment and program of work of each organizational unit shall be so arranged as to reduce to a minimum the necessity for overtime work except for emergency conditions. Except when specifically required by law, overtime as authorized by the appointing authority shall normally be compensated for by compensatory time off at the rate of one and one half times the hours worked.

In certain emergency situations with prior approval of the Personnel Director, overtime may be paid for at the rate of time and one half. For positions that may require emergency work after regular hours, a lump sum may be added to the regular salary and paid on an annual basis. Under this arrangement no overtime will be given for such work.

Research contracts may provide that prior approval to pay overtime wages must be secured from the sponsoring agency.

No allowance of any kind shall be provided for overtime work not authorized by the appointing authority or his duly authorized representative. Compensatory time off for overtime work shall be taken by employees as soon as possible and must be taken within ninety (90) days after accrual, unless otherwise authorized by the President. The provisions of this rule shall not prevent the hiring and payment of employees for special night or overtime work authorized as to payment and rate of pay by the Personnel Director.

Overtime compensation either by cash or compensatory time off shall normally not accrue for any managerial employee designated as such by the President.

BACKGROUND AND EXPLANATORY INFORMATION FOR AGENDA ITEMS

Item I

All Carpenters (4), Painters (3), Electricians (2), Plumbers (1), Maintenance Mechanic I (1), Steam Engineers (4) and steamfitters would be reclassified to a new classification of Utility Man which you are also being asked to approve. This action would not necessitate grade change for any group other than the Steam Engineers which is a marginal case now, i.e., the stationary engineer now receives more than other maintenance crafts in our part of the State while they receive less in other parts. At any rate this comparison would no longer be valid since under the new specification those who have heretofore been assigned to only the steam operation would be required to perform work of any of the maintenance trades in which they possess sufficient skill to satisfactorily perform. All of the employees engaged in the maintenance trades at the journeyman level would then be paid at the same rate.

In addition to this uniformity of pay, other benefits would accrue to both management and employee as a result of the change. A more generalized specification would permit supervision to make assignments with greater flexibility. Employees would be more secure in their classifications since a reduction in work force in a particular trade which might be caused by a shifting contracting policy or other unforeseen event would not necessitate the layoff of senior employees so long as there existed journeyman maintenance work which they could adequately perform.

This matter has been discussed with the Director of Physical Plant who favors the idea and he is convinced of the value from a management viewpoint. The Personnel Director attended the Union meeting at the invitation of the local president where the plan was thoroughly discussed. The Local voted without any dissent to accept the classification change.

Payroll Supervisor

You are being asked to abolish the existing classification of Payroll Supervisor. Due to the growth in volume and the complexity of accounting function it has become necessary to secure the services of an additional professional accountant. Responsibility for payroll would occupy a minor portion of his time. The majority then would be devoted to professional accounting work. The payroll officer job does not alone justify the salary at which it is presently rated and the incumbent is not at all qualified to assume the complex professional work which is needed. Present organization of the Business Office provides only one professional accountant position. If the accountant is to be responsible for the whole accounting function, it would seem that he should have reliable assistance at a level not provided by the Payroll Supervisor position.

Payroll Supervisor Cont.

Although there has been absolutely no reason to believe the present Accountant would leave, we must not overlook that possibility or that he could become seriously ill in which case the college would now feel considerable impact. Professional backup would provide a line of progression and a fully trained successor.

The present Payroll Supervisor can be utilized in the Personnel Office for additional clerical assistance has been requested at the level of Clerk-Typist II. This proposal has been discussed with the present Payroll Supervisor, Mrs. Mildred King, and she is quite agreeable to this transfer. It is anticipated that such a transfer would be at no reduction of pay.

Athletic Equipment Clerk.

You are being asked to abolish the present classification of Athletic Equipment Clerk, due to the fact that the present specification does not adequately describe the work now being performed by this position. Additionally, there will now be a supervisory responsibility not previously present in the position. The incumbent would be reclassified to a new classification which you are being asked to adopt - that of Athletic Equipment Clerk II. There would be an attendant salary increase from Range 26 to 27.

Accountant

It is recommended that this title and specification be abolished and a new classification of Chief Accountant be established. There would be no increase in salary but a new title and specification would more accurately reflect the work performed and the level within the organization at which the position functions. This title change is also necessary to clearly distinguish this position from another new class which you are being asked to adopt - that of Accountant I.

Food Service Supervisor

The existing classification of Food Service Supervisor should be abolished and reestablished at a higher level. Work described and the requirements for entry into this position do not provide for the highly trained and resourceful individual needed for this second level supervisory position. The individual presently filling this position would be reclassified to a new classification of Counter and Dining Room Supervisor which is approximately the work she is now doing. A college trained professional would then be sought to fill the upgraded position of Food Service Supervisor.

Item II

Food Service Supervisor

It is recommended that the Food Service Supervisor position be upgraded and reestablished at Rate Range 31 (see last section of Item I)

Registration Clerk I and II

The clerical staff in the Registrar's Office now consists of a Secretary-Steno II and five Clerk-Typists I. Considerable discontent exists among the employees in this group and when analyzed, the discontent is understandable. It stems from the following situation:

The Secretary-Steno II position functions as a Secretary-Steno I being misclassified at the higher range in salary. All of the remaining clerical force is working in the same classification and pay range although there is a clear division between the lead girls who assume the role of helpers.

Adoption by the Personnel Committee of the new classifications, Registration Clerk I and II will not only better describe the work these girls are doing, but will provide a needed line of progression and will allow the Personnel Director to proceed with the reclassification which would be specifically three Clerk-Typists I to the position of Registration Clerk II at Rate Range 22, two Clerk-Typists I to Registration Clerks I at Rate Range 19. In addition, the new position of Clerk-Typist I budgeted for July 1, 1967, would be reclassified to Registration Clerk I and the Secretary-Steno II position would be reclassified downward to its proper level to Secretary-Steno I. This last reclassification has been discussed with incumbent who is agreeable to this action.

Certification Clerk

This new classification is needed to establish a separate position, the basic responsibility of which would be the coordination of teacher certification. This work does not fit into any of our existing classifications and it is therefore necessary to establish this new class.

Athletic Equipment Clerk I and II (see abolishment Athletic Equipment Clerk, Item I)

These are new classifications which are needed to reflect changes in duties and responsibilities as discussed in Item I.

Utility Man (See first section of Item I)

This classification is needed to receive individuals being reclassified from our present distinct maintenance classification.

Accountant I (See Accountant abolished in Item I)

This classification would provide the badly needed professional accounting help discussed Item I.

Chief Accountant (See Accountant abolished in Item I)

This classification is needed to cover our present Accountant and to better describe his duties and responsibilities with no change in salary.

Counter and Dining Room Supervisor (See Food Service Supervisor abolished in Item I)

This classification is needed to cover the employee presently working under civil service title of Food Service Supervisor. The job described under this new title of Counter and Dining Room Supervisor is approximately the one which she is doing now. This change in classification would represent no change in salary.

Item III

This proposed rule change simply eliminates "at a meeting." Since it is generally desirable to hold Personnel Committee Meetings in connection with regular meetings of the Board of Trustees and the next Board Meeting, information is usually not available to the Personnel Committee at their early meeting time. The rule does not appear to be workable as written. It is therefore recommended that the rule be amended as shown.

Item IV

Under this item the Personnel Director will report to the Personnel Committee regarding the progress being made by the inter-institutional group which is concerning itself with uniform personnel rules. The Personnel Director will also ask the Committee to discuss with him their views relative to the advisability of continuing this project. He will also request that the following recommendation be taken into consideration.

Recommendation - Recognizing a need for the optimum degree of uniformity among the institutions of higher learning, the Personnel Committee should instruct their directors to proceed with a study and to submit recommendations for uniform general policy statements. The civil service law could be taken as a basis for these statements. Additions and interpretations that might be needed to complete the spectrum of policy needs could be added and the Attorney General consulted relative to the legality of the statements. Each Personnel Committee would then adopt these general policy statements as their own. Each school could then set about the task of either adopting new rules or amending their old ones under the uniform policy guideline. It would be important that all schools continue to communicate, discuss their problem, and seek the optimum degree of uniformity on specific rules but without compromise. Some of the advantages of such an approach would be:

1. Tailoring of rules to fit the particular circumstance of each school; after all, there is considerable difference in working conditions, labor markets, size of institutions, classifications used, etc.

Item IV - Recommendation Cont.

2. That in amending a rule the basic policy would not be altered but in fact would stand as a guide for each committee to consult as they were asked to make new amendments.
3. Would serve to demonstrate the cooperation existing among the various schools in personnel matters.
4. Preserve the idea that most certainly must have been accepted by the Legislature at the time of adoption of civil service law, that each insitution has the legitimate need for more flexibility than a central personnel system with uniform rules would afford.

Item V

This amendment to 6.11 accomplishes two things:

1. It brings all civil service employees under the same ruling with regard to overtime work.
2. Clarifies the intent of the words compensatory time.

Presently, food service workers are the only group excluded from this rule. There exists a disagreement between the Personnel Department and the Food Service Department relative to this rule change. It is contended that food service will not be able to afford compensatory time which this rule establishes at 1 1/2 time the excess hours worked.

Personnel
November Report
Civil Service Employees

Employment

1. New hires during month - 6
2. Terminations during month - 1
3. Average number of employees during month - 175

Examinations

1. Number of classifications - 66
2. Number of examinations given during month - 1
3. Number of applicants for these examinations given - 4
4. Number of candidates qualifying this month - 0
5. Number of current eligible lists - 11
6. Number of provisional employees at the end of this month - 2

Reclassifications

1. Number of positions reclassified upward this month - 0
2. Number of positions reclassified downward this month - 0

FOOD SERVICE SUPERVISOR

NATURE OF WORK

This is responsible supervisory work involving direction of an important segment of the food service tasks in the College dining room and kitchen. Employees in this classification supervise and coordinate the assigning of schedules and direction of work in the dish room, custodial and dining room services. Makes general allocations of part-time help to both kitchen and service staff. This position receives policy direction from the director of food service who makes occasional review of work methods and may give general instruction or assignments through conference.

ILLUSTRATIVE EXAMPLES OF WORK

Supervise the training of food service personnel including supervising part-time and regular food service employees who serve under this position. The development of supervisory personnel is of particular concern to employees in this classification. This position is responsible to the director for the setup of dining rooms and serving lines, serving food, busing dishes, checking supplies and silverware at the counter, student work records, and related tasks.

Coordinates, supervises planning of student and food service employees work schedules. Adjust schedules to meet illness and other absences. Inspects kitchen and dining rooms for cleanliness, prepares or helps prepare food menus.

Performs related work as required.

REQUIREMENTS OF WORK

Extensive knowledge of supervisory practices in food service employment.

Considerable knowledge of safety and sanitation practices and regulations.

Working knowledge of health hazards in food preparations and services and of effective procedural measures. Working knowledge of food values, nutrition and menu planning.

Ability to supervise a large group of food service employees in a manner conducive to efficient work and good morale through line supervision.

Ability to coordinate working schedules and to instruct supervision and to influence their development.

Ability to secure a food handlers permit at the time of employment.

DESIRABLE EXPERIENCE AND TRAINING

Two years experience in large scale institutional or commercial food service including some supervisory experience.

Graduation from a four year college with major course work related to the food service profession.

REGISTRATION CLERK I

NATURE OF THE WORK

This is general clerical work involving the processing of student academic schedules and records.

The duties of this position follow prescribed and well established procedures which are readily learned by training on the job. Detailed instructions are given at the beginning of work and on subsequent new assignments; however, after employees become familiar with particular procedures, they may work with some independence on more routine aspects of the work. Immediate instruction and training is provided by the senior clerical classification in the office. Employees in this class may, at the time of particular projects requiring maximum effort, be required to assist with the work of the higher classification. Assignments involving more varied tasks are given closer supervision than those more repetitious in nature, although work is normally reviewed and verified upon completion. Employees in this classification do not exercise direct supervision.

ILLUSTRATIVE EXAMPLES OF WORK

(Any one position may not perform all duties listed nor are all duties of any one position listed.)

Employees in this class sort and file folders, transcripts and other general registration records. Checks transcripts for completeness and for the accumulation of reportable data. Hand posts grade information preparatory to machine processing, assists in preparing quarterly grade reports and annual catalogues for mailing by sorting and stuffing. Updates student files by removing inactive folders and transcripts and by adding new student records.

Performs visual verification of student load list by comparison with actual registration cards.

Assists in updating of registration cards as a result of student drops and adds.

REQUIREMENTS OF THE WORK

Working knowledge of business English, spelling, and arithmetic.

Some knowledge of office practices and procedures.

Ability to make simple computations and tabulations with speed and accuracy.

Ability to understand and follow oral and written instructions.

Ability to learn assigned tasks readily, to adhere to prescribed routines and develop some skill with office equipment including a typewriter.

Clerical aptitude and good general intelligence.

REGISTRATION CLERK II

NATURE OF WORK

This is difficult and varied clerical work involving the processing of student academic schedules and records. Although the position involves some supervision of a lower classification and part-time help, the difficulty and responsibility are the primary factors in allocation of positions to the second level. The work in this class follows rather well developed procedural lines; however, employees are required to exercise independent judgment within the confines of those procedures. Errors in this work could bring embarrassment to the school. Where the work is repetitive, there is an added responsibility for finality of action. Unusual and difficult work is performed under more direct supervision.

ILLUSTRATIVE EXAMPLES OF WORK

(Any one position may not perform all duties listed nor are all duties of any one position listed.)

Employees in this class make final check on placement of student records in the files and are responsible for accuracy and neatness in postings. Maintains good relations with faculty, staff and students, supervises the handling of requests for information, supervises, and participates in the sorting and filing of student personal files, transcripts and other general registration records.

Supervises and participates in the processing of selective service forms, the maintenance of the catalogue center and the updating of student load list and registration cards resulting from drop and adds.

Responsible for the perpetual inventory of materials needed for the specific area of assignments. Maintains records of transcript reproduction costs and distribution.

Exercises supervision over employees in the lower classification and may from time to time be required to supervise a small group of part-time clerical personnel.

REQUIREMENTS OF WORK

Considerable knowledge of business English, spelling, and commercial arithmetic.

Working knowledge of modern office appliances, practices, and procedures.
Ability to maintain complex clerical records and prepare reports from such records.

Ability to make minor decisions in accordance with regulations and established policies.

Ability to make relatively complex arithmetical computations rapidly and accurately.

Ability to deal with the public tactfully and courteously.

Clerical aptitude and good general intelligence.

DESIRABLE EXPERIENCE AND TRAINING

Experience in general clerical work; and graduation from a standard high school. At least six months service in the position of Registration Clerk I.

CERTIFICATION CLERK

NATURE OF WORK

This is responsible clerical work in determining eligibility to receive state provisional and standard teaching certificates. Work involves the review of individual records for each applicant and the assembling of a certification package. General supervision is given by the division head through conference and review of work. Volume of work fluctuates through the year, and a varying amount of time is spent in the education office performing a variety of office functions consisting predominantly of checking and verifying the content and accuracy of records and reports. The employee in this class may give general assistance in support of normal office operations or may be assigned specific projects to be carried out with considerable independence. While most work is subject to checks and review, mistakes could cause considerable embarrassment to the institution.

ILLUSTRATIVE EXAMPLES

Under the general direction of the head of the education and psychology division and working closely with the registrar office; makes a detailed check of the records for each applicant for the state provisional or standard certificate.

Prepares the provisional certificate and secures the necessary signatures for its validation, meets with undergraduate, graduate, and transfer students and answers questions concerning requirements for certification. Work involves moderate contact with other school employees; communications both oral and written are often necessary at the department or division head level.

Incumbent exchanges correspondence with other institutions of higher learning in the State of Washington, giving and receiving information concerning transfer students; complies with requests from school districts concerning the eligibility of individuals in their employ for certification.

REQUIREMENTS OF WORK

A thorough knowledge of the state and school requirements for certification.

The ability to perform detail work for an extended period of time and with extreme accuracy.

Familiarity with office machines and the ability to use a typewriter with emphasis on accuracy.

The ability to meet the public well and to handle difficult individual situations.

The ability to establish and maintain effective working relationships with fellow employees, students, and faculty.

The ability and initiative to carry out a quality program with a minimum of supervision.

DESIRABLE EXPERIENCE AND TRAINING

At least one year experience in work involving considerable public contact; a thorough knowledge of language and superior ability to communicate effectively.

Graduation from the standard high school and the completion of at least two years of college.

One year of auditing experience may be substituted for a year of college.

ATHLETIC EQUIPMENT CLERK I

NATURE OF WORK

This is moderate manual and limited clerical work in the operation and the maintenance of athletic equipment and facilities. Work involves the assigning of lockers and issuing of locks to physical education students, keeping equipment inventory records, issuing athletic equipment, preparing athletic areas for activities, and the performing of related custodial duties. Duties include the inspecting minor repair of sports equipment. Work is supervised through daily observation and periodic review. Questions regarding nonroutine aspects of the work are easily resolved by a supervisor who provides daily guidance for employees in this classification.

ILLUSTRATIVE EXAMPLES OF WORK

Under the direction, prepares and assigns lockers to physical education students, issues combination locks, and prepares and maintains records relating to locker assignments; checks athletic equipment in and out, prepares record of issuance, and maintains list of delinquent and damaged equipment.

Assists in periodic inventories of athletic supplies and equipment, prepares athletic equipment inventory records indicating number and condition of items in use and in stock, cleans and dusts equipment room and athletic equipment, performs minor repairs to equipment.

Waters, rolls, fertilizes, mows, lines, and otherwise prepares fields and facilities for athletic contests, provides limited supervision for students working on part-time basis, performs related work as required.

REQUIREMENTS OF WORK

Some knowledge of athletic equipment and of building, maintenance, and cleaning operations, ability to understand and follow simple oral and written instructions, ability to keep limited clerical and inventory records, ability to establish and maintain effective working relationships with students.

DESIRABLE EXPERIENCE AND TRAINING

Some experience in clerical, stores, or related work and the completion of the eighth school grade.

ATHLETIC EQUIPMENT CLERK II

NATURE OF WORK

This is manual, supervisory and clerical work in the operation of athletic equipment and locker rooms in the college fieldhouse and in the maintenance and care of athletic fields and facilities. Work involves supervising and participating in assigning of lockers and issuing of locks to physical education students. Routine work is usually performed independently and is reviewed by observation of results obtained. Supervision responsibility is limited to the supervision of one assistant who in turn supervises student and part-time employees in the performance of work in equipment management, custodial, and ground maintenance.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises and participates in the preparation and assignment of lockers to physical education students, issuing of combination locks, and preparation and maintenance of records relating to locker assignments, keeping equipment and inventory records, issuing athletic equipment, watering, fertilizing, mowing, rolling, lining, and otherwise preparing fields and facilities for athletic events, and the performing and participating in the inspection and minor repairing of sports equipment.

He is responsible for the work of himself and others in the checking in and out of athletic equipment, prepares record of issuance and maintains list of delinquent and damaged equipment and is responsible to the department head for their accuracy.

Takes periodic inventories of athletic supplies and equipment, and is responsible for maintaining perpetual inventory.

Recommends the replacement of items and the purchasing of additional equipment.

Is responsible for the cleaning and dusting of equipment room athletic equipment, performs minor repairs to equipment.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable knowledge of athletic equipment and of its cleaning and repair, some knowledge of building cleaning and maintenance operations. Ability to receive, understand, and follow oral and written instructions.

Ability to function in a minor supervisory role, ability to keep clerical and inventory records, ability to establish and maintain effective working relationships with students and other employees.

DESIRABLE EXPERIENCE AND TRAINING

At least one year of full-time employment in clerical, stores or related work. Some supervisory or lead man experience and graduation from a standard high school.

UTILITYMAN

NATURE OF WORK

Performs skilled work at the journeyman level in a variety of building trades in various departments, but is not limited to any one trade. Duties require the application of some independent judgment. Most work is subject to checks and controls, but errors would cause a significant loss of time or material. Employee has routine contact with other employees and limited outside contact. Performs medium heavy work or a significant degree of climbing or walking, is subject to one or two disagreeable elements or weather conditions, and is required to exercise the normal degree of concentration to prevent errors. Employee may work as part of a crew, independently, or as leadworker on a specific project. Assignments are general in nature and work is inspected both in progress and upon completion.

ILLUSTRATIVE EXAMPLES OF WORK

Any one position may not perform all duties listed nor are all duties of any one position listed. May be required to operate and maintain a steam heating plant in addition to other duties when so employed; may be required to assign work and supervise one or two subordinate employees.

Operates, cleans, repairs and maintains that equipment peculiar to the work performed. Duties may be performed principally in one trade; however, employee is expected to be familiar with and able to perform or assist in other trades as required.

REQUIREMENTS OF WORK

Considerable knowledge of the tools, methods and materials employed in at least one of the building trades; knowledge of tools and materials employed in other trades.

Knowledge of the occupational hazards of the work and necessary safety precautions.

Ability to understand and follow oral and written instructions, plans, sketches, or blueprints.

Ability to carry out work assignments with little supervision.

Ability to perform a variety of skilled and semi-skilled tasks in the building trades.

Mechanical aptitude and skill in the use and care of hand and power tools.

Good general health and vision.

DESIRABLE EXPERIENCE AND TRAINING

Graduation from a standard high school, trade school, or equivalent; completion of apprenticeship training and possession of journeyman status in one of the building trades or at least 18 months in a classified position of Trades Helper; familiarization with several other trades.

ACCOUNTANT I

NATURE OF WORK

This is supervisory and responsible professional work in the Accounting Office of the College. An employee in this class is responsible for supervision of and participation in the preparation of the monthly payroll. Duties include the training of subprofessionals, analyzing present accounting procedures and the presentation of recommendations for improvement to the Chief Accountant. The incumbent provides professional assistance in any area of the accounting program to which he may be assigned. The major portion of the time is spent in professional accounting work, direction in all matters is provided by the Chief Accountant. Carries on liaison with other departments, sections and with offices and employees of the college. Work is performed under normal working conditions.

ILLUSTRATIVE EXAMPLES OF WORK

Under direction by the Chief Accountant, supervise the complete preparation of payroll.

Makes all reports and maintains all records essential to this operation and as support to the accounting function.

Is responsible to the Chief Accountant for preauditing all expenditures, vouchers, receipts, claims and other documents for conformance with procedures and regulations.

Performs professional accounting work of a professional nature as assigned by the Chief Accountant.

Assists in the accounting and reporting connected with grants and contracts and the construction activities of the college.

Analyzes present accounting practices and makes professional recommendations for improvements. Supervises the training of subprofessional accounting personnel.

Performs related duties as required.

REQUIREMENTS OF WORK

Considerable knowledge of the principles and practices of accounting. Working knowledge of the application of bookkeeping machine equipment in maintaining accounting records.

Ability to plan organize and supervise the work of the subordinate personnel.

Ability to evaluate accounting systems and procedures and the accounting forms, systems, and procedures.

The ability to present recommendation in a logical, professional way.

DESIRABLE EXPERIENCE AND TRAINING

Experience in government or commercial accounting preferably including some experience in a state college or university accounting system.

Graduation from a four year college or university with major course work in accounting, preferably including or supplemented by courses in machine or data processing accounting.

CHIEF ACCOUNTANT

NATURE OF WORK

This is professional accounting and supervisory work in applying accounting principles and techniques to work transactions in the central accounting office of the College.

Work involves supervising and participation in varied assignments in the operation of the central accounting system which require the application of technical accounting knowledge and abilities. Assignments are made in general terms, and the employee exercises considerable technical judgment and initiative in regular accounting system activities and in developing procedures for accounting and reporting systems within statutory limitations, central agency regulations, and standard accounting principles. The Chief Accountant supervises the work of accounting, clerical, and professional personnel in processing accounting documents, maintaining general ledgers and accounts, and related accounting activities. Work is performed under the general supervision of the Budget Officer and is reviewed by conferences, study of regular and special reports, and periodic audits.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises and participates in the preauditing of expenditure vouchers, claims, and other documents for accuracy and conformance with procedures and regulations; supervises and participates in the maintenance of general ledgers and control accounts; supervises and participates in the preparation of trial balances and other regular and special accounting reports; develops and prepares written accounting procedures and trains new accounting personnel.

Supervises and participates in the maintenance of budget controls and the posting of encumbrances and liquidations to subsidiary ledger accounts; assists in budget preparation by preparing reports of expenditures, revenues, and other fiscal data.

Advises the various departments including the Business Office in matters relating to revenues, disbursements, payroll and general accounting. Supervises these sections and coordinates their activities with the remainder of the Business Office.

Perform related work as required.

REQUIREMENTS OF WORK

Extensive knowledge of the principles and practices of governmental and commercial accounting.

Extensive knowledge of the accounting requirements and procedures of the College.

Considerable knowledge of the application of tabulating equipment methods to accounting and statistical systems and procedures.

Ability to develop and maintain effective working relationships with other departments and with other sections of the Business Office.

DESIRABLE EXPERIENCE AND TRAINING

Graduation from a four year college or university with major course work in accounting including or supplemented by courses in machine accounting, data processing procedures and fund accounting.

Five years progressively more responsible experience in the accounting field with at least two years in supervisory or administrative capacity.

COUNTER AND DINING ROOM SUPERVISOR

NATURE OF WORK

This is supervisor work involving the direction of food service tasks in the College dining room. Employee is responsible for supervision of regular and part-time food service employees. Employees in this classification assign, and direct the work of a group of food service workers and part-time student employees engaged in counter, dining room and custodial service. Counter and Dining Room Supervisor is primarily responsible for having adequate amount of food on hand at the proper time from the kitchen, for its quality and for maintaining proper standards of methods and cleanliness. Direction is received from food service supervisor who makes periodic review of work methods and results and may give general or specific instructions on the job or through conference.

ILLUSTRATIVE EXAMPLES OF WORK

Trains employees, supervises and participates in setting up dining rooms and serving rooms, serving food, busing dirty dishes. Checks supplies and silverware at the counter, keeps student work records and does other related clerical work.

Plans student and food service workers work loads for approval by food service supervisor.

Trains employees in service line and dining room procedures. May assist in other cleaning, cooking, and kitchen activities when needed.

Sets up counter and dining room for special buffets and lunches. Supervisor and participant in final cleaning of the kitchen in the evening as well as lockup of the building.

Performs related work as required.

REQUIREMENTS OF WORK

Working knowledge of foods and their preparation and uses, the care of dishes, food implements and kitchen utensils.

Working knowledge of health hazards, food preparation and service, and of effective procedure measures.

Ability to supervise employees in carrying out assigned responsibilities.

Ability to work long hours while standing.

Ability to secure a food handler's certificate at the time of appointment.

DESIRABLE EXPERIENCE AND TRAINING

At least two years experience in large scale commercial or institutional food preparation including some experience in supervising the serving of food and graduation from a standard high school.

Eastern Washington State College

Intra-College Memorandum

TO: Mr. Fred S. Johns, Business Manager

FROM: Mario F. Martini, Internal Auditor

DATE: December 3, 1965

RE: Cash Receipts, November 1965

Date	Pink Machine Receipts	Cash Deposit Slips	Yellow Receipts IBM	Spot Audit
11-01-65	\$ 45,265.89	\$ 45,265.89	\$ 45,265.89	
11-02-65	31,754.48	31,754.48	31,754.48	
11-03-65	22,974.75	22,974.75	22,974.75	
11-04-65	36,212.40	36,212.40	36,212.40	
11-05-65	47,812.14	47,812.14	47,812.14	
11-08-65	3,182.17	3,182.17	3,182.17	
11-09-65	6,446.07	6,446.07	6,446.07	
11-10-65	1,926.34	1,926.34	1,926.34	Checked (1)
11-12-65	2,705.82	2,705.82	2,705.82	
11-15-65	104,278.74	104,278.74	104,278.74	
11-16-65	3,190.28	3,190.28	3,190.28	
11-17-65	1,977.62	1,977.62	1,977.62	Checked (2)
11-18-65	1,145.07	1,145.07	1,145.07	
11-19-65	1,560.00	1,560.00	1,560.00	
11-22-65	158,336.57	158,336.58(3)	158,336.57	
11-23-65	1,283.20	1,283.19	1,283.20	
11-24-65	1,322.01	1,322.01	1,322.01	
11-29-65	101,406.08	101,406.08	101,406.08	
11-30-65	929.19	929.19	929.19	
TOTAL	<u>\$573,708.82</u>	<u>\$573,708.82</u>	<u>\$573,708.82</u>	

Receipts used:

17277D - 17300D

17301D - 17334D Used 10-31-65

17335D - 17500D

17501D - 18000D

18001D - 18243D

Total Receipts Used: 933

NOTES:

- (1) Cash count revealed \$30.01 shortage.
- (2) Cash count shows \$35.52 shortage.
- (3) Difference due to cashier's error in bank deposit.

Certified by: *Mario F. Martini*
Internal Auditor

CHANGE IN BYLAWS OF THE COLLEGE - From Probationary to Tenure

Supplementary to agenda item introduced in December, 1965

(This topic was introduced at December meeting but no action was recommended at that time.)

*In revised form, this was adopted by
C/T Jan 21, 1966.*

The current policy for the employment of academic personnel provides a three-year probationary period before tenure. When a person is employed for the fourth year he goes on continuing tenure. If a person is not to be rehired during any of the first three years he is notified as early as possible. The statement in the college bylaws covering this is as follows:

"The appointment may be terminated at the end of the current period of appointment by the administration of the college by means of a notice of termination delivered to or served upon the appointee on or before April 1st of any given year, or at any time for good and legal reason as provided for herein by Article VIII, Sections 2 and 3."

A faculty council, the Academic Senate and the president recommended a change in the bylaws item as follows:

A. The appointment may be terminated by the administration of the college by means of a notice of non-reappointment, or of intention not to recommend reappointment, to the Board of Trustees in writing in accordance with the following policy:

1. If a person in the first or initial probationary academic year of service is not to be recommended for reappointment he should be notified three months before the end of the spring quarter, or by March 1.
2. A person in his second probationary year who is not to be recommended for reappointment should be notified six months before the close of the spring quarter, or by December 1.
3. Persons in the third or fourth probationary year who are not to be recommended for reappointment should be so notified at least twelve months in advance of their termination date.

B. Bylaws, Article V: Section 1; Definition of Tenure

"Continuous tenure as used herein is defined as the right of an individual to retain a position as a member of the staff contingent upon competent professional service and loyalty to the college and as provided in Article VII.

Recommended change to that underlined above: to read right of an individual to be retained as a member of the staff at a comparable academic level and salary contingent upon competent professional service as provided in Article VII of the bylaws.

Section 2: Qualification for Tenure

"(1) A full-time professional staff member whether having served as a full-time teacher, administrator or a combination teacher and administrator, shall have continuous tenure in the college when appointed for the fourth consecutive year."

Recommended change to read: ". . . for the fifth consecutive year."

The above recommendations are acceptable to your president because:

1. They are in keeping with common practice in the academic community.
2. They recognize principles accepted by the vast majority of voluntary professional associations at the collegiate level.
3. The lengthened time before granting tenure from a three to a four year probationary period gives a more adequate period in which to assess competence.
4. These changes in no way imply that incompetence will be ignored or protected. No professional body or official can be called professional if it or he tolerates incompetence or seeks to bless it with ignoring or support. The changes recommended are common practice in professional academic circles and such common practice also recognizes the right and full responsibility to remove incompetence after due process and objective identification of such. Getting rid of incompetence even under tenure can be unpleasant, but it is an obligation that should not be shirked when it is evident. These changes will clarify procedure and should be of equal benefit to persons and to the college.

The above to become effective with the appointment of new people for 1966-67