

7-28-1977

Board of Trustees Minutes, July 28, 1977

Eastern Washington State College

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Agenda

Board of Trustees
Eastern Washington State College

7:00 p.m., July 28, 1977
Crosby Library, Gonzaga University

- I Approval of the Minutes of the June Board of Trustees Meeting Attachment I.
- II Presidents' Reports
- III Personnel Actions
 - A. Appointments Attachment III. A.
 - B. Salaries Attachment III. B.
- IV Information Items
 - A. Reorganization Attachment IV. A.
 - B. Fieldhouse Solar Energy System Attachment IV. B.

Eastern Washington State College

Board of Trustees

Minutes

July 28, 1977

The Board of Trustees of Eastern Washington State College held its regular meeting Thursday, July 28, 1977, in the Crosbyana Room of the Crosby Library on the Gonzaga University campus.

Board of Trustees present:

Mrs. Frederick Wilson, Jr., Chairman
Mr. Bruce McPhaden, Vice Chairman
Mr. Andrew P. Kelly
Mr. Fred C. Enlow

Staff present:

Dr. H. George Frederickson, President
Dr. Philip R. Marshall, Executive Vice President
Mr. Fred S. Johns, Vice President for Business & Management
Dr. Daryl Hagie, Vice President for Student Services
Mr. Kenneth Dolan, Secretary of the Board
Dr. Wayne Loomis, Director of Facilities Planning
Mr. Hank Koslowsky, Director, News Bureau
Ms. Isabelle Green, Director of Alumni Relations

Press present:

Mr. Ed Coker, Spokesman-Review
Mr. Hugh Davis, The Spokane Chronicle

Business Meeting:

Chairman Wilson called the meeting to order at 7:25 p.m.

Minutes Approval:

Motion #7-01-77: "I move that the minutes of the June Board of Trustees meeting be approved."

Motion by Mr. Kelly, seconded by Mr. Enlow, approved unanimously.

Fieldhouse Energy System:

Thomas R. Adkinson, of Adkinson-Leigh-Sims-Cuppage, Architects, submitted a report on the feasibility of solar energy for the EWSC Fieldhouse construction project. Assisting him were Mr. Ray Anderson, Washington State Energy Office; Mr. Ron Huber, State Division of Engineering & Architecture; and Mr. Gary Alexander, State Office of Program Planning & Fiscal Management. The State

Energy Office, the Department of General Administration and the College have entered into a cooperative arrangement for the purposes of this study. The report establishes the relative feasibility of operating a solar-collector system in connection with the HPERA facilities. The report shows how solar energy may be applied to reduce the steam-heating plant load; the costs of the system, with a suggestion for staging; and the savings to be anticipated in terms of reducing energy consumption.

Motion #7-02-77: "I move that the report of Adkinson & Associates be accepted."

Motion by Mr. Enlow, seconded by Mr. McPhaden, approved unanimously. Mr. Andrew P. Kelly, citing a potential conflict of interest, asked that the record show that he did not vote on this measure. The Trustees, in accepting the report, asked for additional analysis of the economic feasibility of the proposal. Adkinson & Associates agreed to supply the information.

Executive Session:

Mrs. Wilson called an Executive Session at 8:45 p.m., for the purpose of discussing personnel matters. She called the meeting back into regular session at 9:20 p.m.

Personnel Actions:

Motion #7-03-77: "I move that the Personnel Actions, with the exception of the appointment of Betty Ohrt as Associate Professor of Nursing, be approved."

Motion by Mr. Kelly, seconded by Mr. McPhaden, approved unanimously.

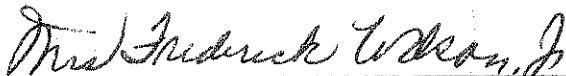
Salary Adjustments:

Motion #7-04-77: "I move that the Salary Adjustments for faculty and administrative exempt staff, effective July 1, 1977, be approved as submitted."

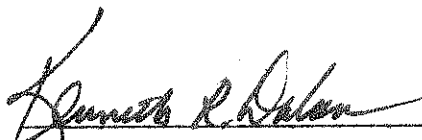
Motion by Mr. Enlow, seconded by Mr. Kelly, approved unanimously. It was the consensus of the Board that staff effectiveness play an important role in the determination of salary increases. The Board further requested that a policy statement, with respect to salary increases, be developed by the Administration and that the policy include staff effectiveness as a criterion for salary adjustments. This policy statement should be presented to the Board at the earliest possible time.

Next Meeting Date:

The next regular Board of Trustees meeting will be held on September 22, 1977, at 7 p.m. in the Pence Union Building on the EWSC campus.



Mrs. Frederick Wilson, Jr.
Chairman, Board of Trustees



Kenneth R. Dolan
Secretary, Board of Trustees

PERSONNEL ACTIONS - Academic

1. Faculty Appointments - 1977-78 (Full Time):

Gwynn, Douglas B., Assistant Professor of Sociology, academic year.
Term appointment. Salary: \$13,770.

(B.S., Willamette U.; M.A., Arizona State U.; Ph. D., Cornell U.
Previous experience: U.S. Peace Corps Volunteer, Philippines,
June, 1966 - July 1968; Public School Teacher, McMinnville,
Oregon School District, Sept. 1968 - June 1969; Assistant Pro-
fessor, Dept. of Public Health, School of Medicine, Universidad
Autonoma (Guadalajara), Jan. - Aug., 1975.

Higginbotham, Norman A., Visiting Assistant Professor of Physics, academic
year. Term appointment. Salary: \$13,770.

(B.S., M.S., Ph. D., Louisiana State U. Previous experience:
Assistant Professor and Director of Astronomy Program, Park College -
Aug., 1974 to present)

Uibel, Howard F., Associate Professor of Recreation and Park Administra-
tion, academic year. Term appointment. Salary: \$18,324.

(B.S., M.S., Brigham Young U.; Ed. D. in Recreation, Indiana U.
Previous experience: Assistant Professor, Brigham Young U., 1961-
67; Assistant Professor, EWSC, 1968-69; Chairman of the Board and
President, International Recreation, Ltd., Denver, Colo., 1969-76.

2. Change of Status/Continuation of Special Appointment:

Hoover, Richard E., Professor of Journalism; reappointment as Co-Director,
Journalism Program, for academic year 1977-78.

Malaby, John E., Professor of Psychology; appointment as Chairman, Depart-
ment of Psychology, from June 13, 1977 through Aug. 31, 1979.

Marshall, James R., Associate Professor of Physics; appointment as Chair-
man, Department of Physics, effective Summer, 1977, through the end
of Spring Quarter, 1979.

McManus, Patrick F., Professor of Journalism; reappointment as Co-Director,
Journalism Program, for academic year 1977-78.

Moynahan, James M., Assistant Professor of Sociology; appointment as
Director, Criminal Justice Program, for a one-year term beginning
Sept. 1, 1977.

Ohrt, Betty A., Associate Dean, Division of Health Sciences; appointment to
rank of Associate Professor of Nursing effective Sept. 1, 1978.

3. Leave of Absence (without pay):

Kass, Rosetta M., Teacher, Campus Nursery School; on leave Fall Quarter,
1977.

4. Retention of Non-Tenured Faculty - 1977-78:

Green, Paul J., Visiting Instructor in Recreation & Park Admin. (1975)

Larson-Hartje, Judith, Assistant Professor of Dental Hygiene (1976)

Murphy, Mary Ann, Field Coordinator, Child Development Center (1973)

Webb, Hugh, Instructor in Art (1976)

5. Resignation:

Byrnes, Curtis L., Assistant Professor of P.E.; effective Aug. 12, 1977.

PERSONNEL ACTIONS - Administrative

1. Appointments

Burge, Sally J., Reading Specialist, Special Services Program, effective August 1, 1977 to June 30, 1978. Annual Salary Rate, \$13,333.

Case, Patricia E., Director, Special Services Program, effective July 1, 1977 to June 30, 1978. Annual Salary Rate, \$15,000.

Hamilton, Peggy J., Project Manager, MASA Grant, effective September 1, 1977 to May 31, 1978. Annual Salary Rate, \$9,675.

Ruud, Carl E., Director, Upward Bound, effective July 1, 1977 to May 31, 1978. Annual Salary Rate, \$17,004.

2. Terminations/Removal from Payroll

Johnson, Richard E., Director, Physical Plant. One year's leave of absence, effective September 26, 1977.

Siegel, Fredricka, Administrative Secretary. Resigned after one year's leave of absence, effective June 30, 1977.

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EASTERN WASHINGTON STATE COLLEGE
CHENEY, WASHINGTON 99004

(509) 359-2371

OFFICE OF THE PRESIDENT

July 20, 1977

TO: Board of Trustees
FROM: Philip R. Marshall, Executive Vice President
RE: Salary Adjustments, July 1, 1977

There are three groups of full-time employees, each of which received salary adjustments by a different procedure. These groups and the salary adjustments are shown below:

A. Faculty

The procedure for adjusting faculty salaries was approved by the Board of Trustees on June 19, 1975. Adjustments occur in three steps, as follows:

1. Those faculty promoted are given a one-step increase.
2. All incumbent faculty are given a one-step service increment unless they are already at the top step allowed for their rank (or a special merit exception is made for them).
3. The entire schedule is increased by a percentage determined so as to increase the average salary of all faculty by the amount set by legislative action.

In determining the appropriate percentage in step (3), we must keep in mind any adjustments which have been made by reason of completion of the doctorate, the elimination of perceived salary inequities or salary adjustments made for any other reason. In addition, we must compute the average salary of those faculty leaving the institution (death, retirement, resignation, etc.) and of those being appointed to the faculty for the first time, since not all appointments have been finalized and we can never be sure in May, June or July that all departures are known. The schedule adjustment (step 3) is always a guess at best. In this instance, each step was increased by 6.04% and we are virtually certain that the average salary will increase by not less than 8.0%, nor more than 8.1%.

The College librarians are treated in the same way, although they are on a different salary scale since they have a different function, different qualifications, and a 12-month appointment (rather than 9-month).

B. Administrative (Exempt) Staff

The procedure for the adjustment of administrative salaries was approved by the Board of Trustees on July 22, 1976. At that time, a total re-evaluation of all administrative positions (except Deans and Vice Presidents) had resulted in the establishment of a new salary

schedule with 15 ranges. Each administrator was assigned an appropriate range and his/her proper placement within that range, from the perspective of experience, was determined. Most administrators were well below where they should have been, but insufficient funds were available to adjust their salaries to appropriate levels. It was agreed that each administrator would be increased by one-third of the discrepancy in 1976 and that remaining funds would be used for merit increases.

At that time, it was also agreed that in 1977 a further one-third adjustment would be made along with merit increases and an increase in the entire schedule, but that no further adjustments would be made in subsequent years which were based on an inappropriate placement by reason of years of service. All adjustments after 1977 would be a result of merit and cost-of-living increases in the salary schedule itself. As a consequence, administrators this year received:

1. the second one-third adjustment resulting from the original determination of salary discrepancy;
2. a 5% increase which also increased each salary range by 5%;
3. a merit adjustment.

Again, the overall increases were calculated to result in an average increase for all administrators of about 8%. However, since we do not yet have a Provost for Academic Affairs, we cannot be sure we have projected accurately.

C. Classified Personnel

We do not control salary adjustments for Civil Service personnel. Rather, these salary increases are controlled by the Higher Education Personnel Board (HEPB). In this case, the adjustments were determined as a result of a salary survey in 1975 and a second one in 1976. By means of these surveys, the appropriate salary range for each position as of July 1, 1976 was determined. Then, HEPB

1. increased each range of the 1976-77 schedule by 0.9%;
2. reduced each position by one range (Civil Service pay ranges are 2.5% apart);
3. placed each individual on the proper step in the resulting pay range.

The result of this process is an overall increase of about 10% in the average salary of all higher education Civil Service personnel in the state. However, each individual salary lags behind the comparable position in private industry by about one pay range and one year. This is roughly the same relative position which holds for our faculty, librarians and administrators with regard to our Seven-State Salary Surveys.

EASTERN WASHINGTON STATE COLLEGE
CHENEY, WASHINGTON 99004

(509) 359-2371

OFFICE OF THE PRESIDENT

July 21, 1977

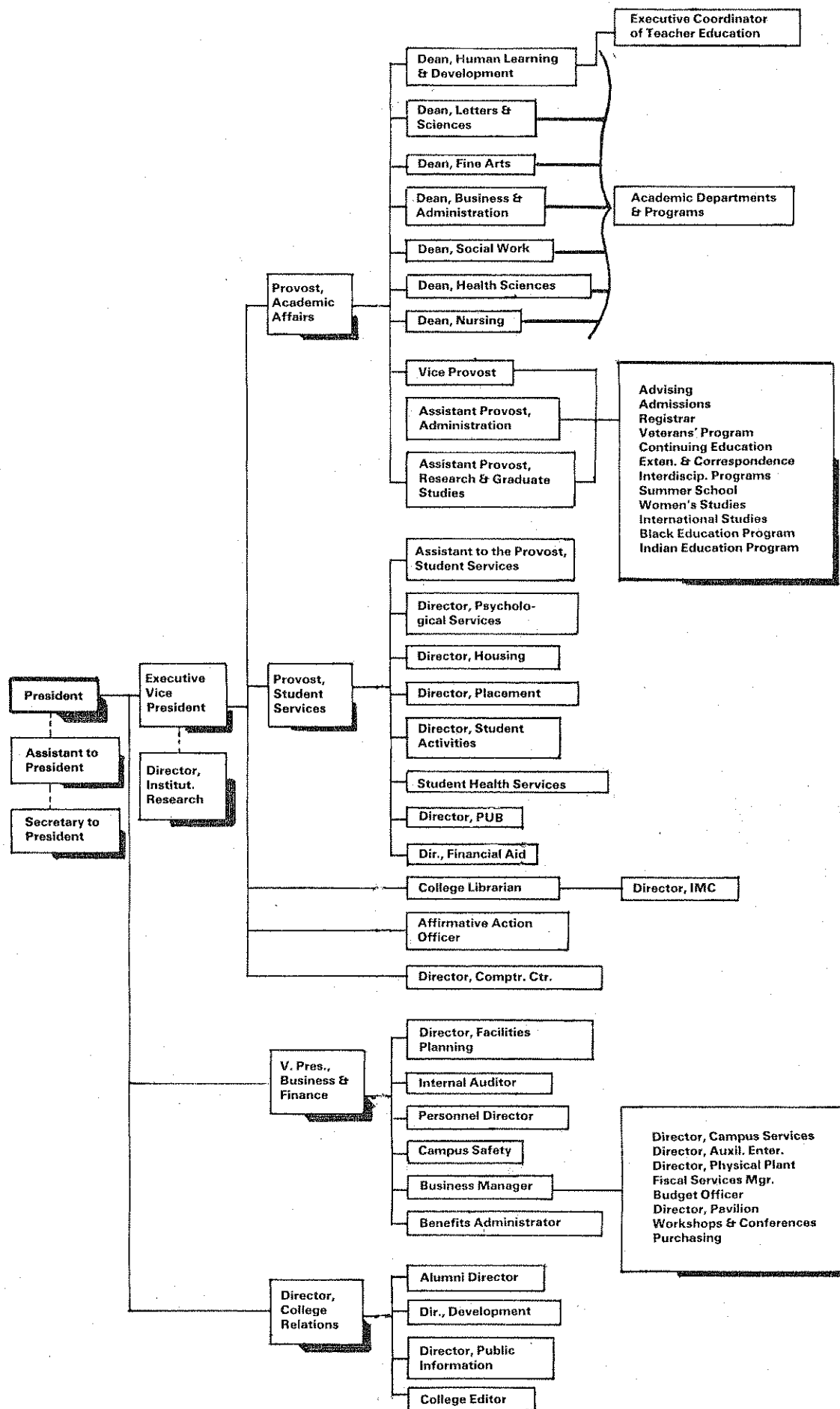
TO: Board of Trustees
FROM: H. George Frederickson, President
RE: Reorganization Report

The latest reorganization chart and the position descriptions for the Executive Vice President, Provost for Academic Affairs and Provost for Student Services are attached. As I informed you earlier, we have completed the reorganization of Business and Finance, and have now completed the Student Services reorganization. College Relations and the academic areas are nearing completion. On the academic side, we are still awaiting appointment of a new Provost for Academic Affairs.

The search, however, is nearing completion. We began advertising for this position in May, advertised locally and nationally, and received more than 145 responses. The applicant pool included at least twelve minorities and two women.

The Search Committee narrowed the list to ten candidates (two of whom are on our staff), all of whom were invited to an extensive round of interviews and meetings with Eastern's staff. As could be expected, the individuals represented a wide range of disciplines and backgrounds, strengths and weaknesses, but were, on the whole, a superior group of candidates. It is gratifying to see the quality of people who are interested in Eastern and who wish to become associated with us.

The Committee will now choose the top five candidates, and submit the list to me. I hope to announce the appointment and introduce the new Provost for Academic Affairs at the July Board of Trustees meeting.



Eastern Washington University

Executive Vice President

TITLE: Executive Vice President

The Executive Vice President is the principal internal administrator of the University, with major responsibility for long-range planning as it relates to curricular and faculty development. The Executive Vice President reports directly to the President. In the event that the President is absent from the campus, the Executive Vice President shall assume the power and duties of the President. This is a twelve-month position, ~~but upon the written agreement of the incumbent, may be an eleven and one-half month position.~~

days annual leave, as per B.S. Law 310.10.25.
Duties and Responsibilities:

Long-Range Planning and Budgeting - The Executive Vice President will work closely with the Provost for Academic Affairs, Deans and faculty, as well as the state-wide coordinating council and the various legislative committees, in an effort to determine the educational and professional needs of the citizens of Eastern Washington. The Executive Vice President will develop institutional strategies to deliver the highest quality as well as the most cost-effective educational programs, by using the resources of appropriate budget allocations and faculty staffing while concomitantly strengthening and further developing library resources to meet these needs. The Executive Vice President serves as institutional representative to the Interinstitutional Committee of Academic Officers. The Executive Vice President serves as chairman of the Eastern Washington University Budget Committee, is a member of the Business Affairs Council, and in concert with the Vice President for Business and Finance, oversees the biennial budget preparation for submission to the Governor and the legislature, and with the Vice President for Business & Management, oversees the annual internal budget preparation.

Faculty Development - The Executive Vice President will develop and implement plans for improving faculty morale and efficiency by creative use of sabbaticals, faculty exchanges, etc., and will work with the legislature and executive branches of government for improved faculty compensation and support funds. The Executive Vice President serves as administrative representative to the Rules and Faculty Affairs Committees.

Student Life - In concert with the Provost for Student Affairs, the Executive Vice President will continue the development of student life activities on the campus. This will include, but not be limited to, the traditional student activities, discipline and health services, as well as new recreational activities and the development of programs for students with physical handicaps.

Affirmative Action - The Executive Vice President is the University office responsible for overall compliance with Federal Affirmative Action regulations. The Executive Vice President will create an atmosphere of understanding, support and commitment so that the goals of Affirmative Action can be realized.

Library - University status places demands on the library which must be met through improved quality and greater diversity of holdings. The Executive Vice President will provide the necessary support and funding to meet these needs. Funding for library acquisitions will be a top-priority objective.

Computer Center - The academic and administrative functions of the Computer Center are co-equal roles. Academic computing will be a major concern for the Executive Vice President and will receive priority support for further development only insofar as the administrative functions are not diminished.

Supervision - The Executive Vice President exercises general supervision over the Provost for Academic Affairs, Provost for Student Services, University Librarian, Director of the Computer Center, Affirmative Action Officer and the Institutional Research Analyst.

Eastern Washington University

Provost for Academic Affairs

TITLE: Provost for Academic Affairs

The Provost for Academic Affairs is one of the major administrative officers of the University, responsible to the Executive Vice President. In the event that the Executive Vice President is on leave or otherwise unavailable, the Provost will report to the President. This is a twelve-month position, with twenty-two days of annual leave, cumulative to thirty, but which may, upon agreement by the incumbent, be designated an eleven-and-one-half month position with 21.2 days of annual leave, cumulative to thirty. It provides up to six months of salary coverage for illness under the same provisions as for all faculty and full-time administrative officers.

Duties and Responsibilities:

The Provost for Academic Affairs is expected to provide innovative leadership in the development of the graduate and undergraduate curriculum, and is responsible for supervising and coordinating all academic programs of the University. In this responsibility, the Provost will have the direct assistance of the Academic Deans, who shall advise and report to the Provost. The Provost, working with each Unit Dean and area coordinators, will develop the annual budgets for each unit over which he or she is responsible. The Provost's decisions and actions should evolve from broad consultation with the Academic Deans, department chairmen, University committees, administrative staff and faculty members.

Long-Range Academic Planning and Budgeting - The Provost, in concert with the Executive Vice President of the University shall assist in establishing long-range plans and budget procedures for the academic programs of the University, and provide for periodic review and necessary revisions of these plans and procedures. The Provost shall participate in planning for capital development directly affecting the academic program.

Coordinating of Total University Academic Program - The Provost shall be responsible for implementation of the University academic programs through the various units of the University. This shall include, but not be limited to, (a) supervising the preparation and administration of all operating budgets in the units under the Provost's administrative jurisdiction; (b) interpreting and communicating University academic objectives, both within and outside the University, including the content of material in University catalogues relating to the academic programs, (c) providing liaison between the academic programs and the various support and service programs of the University; (d) exercising primary administrative supervision over the academic program units, the Summer Session, Continuing Education programs, Ethnic Studies, International Studies and Women's Studies.

Maintaining and Improving Quality of Instruction and Curricula - The Provost shall be responsible for continued leadership in the development and improvement of instruction in accord with the goals of the University.

Coordinating and Administering Faculty Personnel Matters - The Provost shall coordinate faculty recruiting and shall review and make recommendations to the Executive Vice President and the President for appointments, tenure, promotion and leaves of absence for faculty members. The Provost shall serve as the administrative liaison with the Graduate Affairs Council and the Undergraduate Affairs Council, and for any other all-College curricular advisory council which may be developed.

Coordinating Academic Support Program - The Provost shall have direct administrative responsibility for registration and admission and shall, with appropriate consultation with the Deans, department chairmen and faculty, administer graduate and undergraduate admissions and coordinate departmental and central student advising.

Interinstitutional Responsibilities - The Provost shall be the Eastern Washington University representative to the Interinstitutional Council of Graduate Deans and such other bodies as may be deemed appropriate.

Supervision - Academic Deans report to the Provost. The Provost may appoint such Vice Provosts, Assistants, etc., as necessary to complete the function of the office.

Eastern Washington University
Provost for Student Services

TITLE: Provost for Student Services

The Provost for Student Services is a member of the Student Services Staff and is responsible to the Executive Vice President of the University. (In the event that the Executive Vice President is on leave or otherwise unavailable, the Provost will report directly to the President.) This is an eleven and one-half month position.

The prime responsibility of the Provost for Student Services shall be to administer, supervise and coordinate the elements which compose a comprehensive, centralized student personnel program; student activities; living arrangements; health services; student conduct; orientation of new students; placement services; financial aids.

In addition, the Provost for Student Services will work specifically in the following areas:

Budget

The Provost for Student Services shall evaluate budgeting needs and requests from the various Student Services areas and prepare the Student Services budget for submission to the Executive Vice President. The Provost shall monitor the spending of the various Student Services offices.

Student Government

The Provost shall serve as liaison officer between the University administration and student government, and in that capacity, will attend meetings of the Student Legislature and serve on various committees and councils.

Evaluation

The Provost shall try to develop measures of effectiveness of the various Student Services.

Miscellaneous

The Provost shall keep some time free for dealing with individual student concerns, complaints and problems.

Fieldhouse Solar Energy System

On January 27, 1977, Thomas Adkison, Architect, appeared before the Board of Trustees to submit a preliminary proposal for a solar energy feasibility study. The proposal was to engage Olympic Engineering, Richland, Washington as consulting engineers to plan a solar energy installation at the new fieldhouse, and to determine its feasibility from a performance and economic standpoint. The Board of Trustees approved the proposal at the January 27, 1977 meeting.

The architects and their consultants have completed the study, and we have arranged for them to meet with the Board of Trustees for the purposes of presenting a final report and recommending future action on the proposal. Others attending the meeting will be Ray Anderson, Washington State Energy Office; Ron Hulbert, State Division of Engineering and Architecture; and Gary Alexander, State Office of Program Planning and Fiscal Management. The State Energy Office; the Department of General Administration, and the college have entered into a cooperative arrangement for the purposes of this study. Should the study indicate that a favorable return can be expected from the proposed solar energy system, the Board of Trustees will be requested to recommend its construction to the state.