

SPECIAL MEETING OF THE BOARD OF TRUSTEES  
WESTERN WASHINGTON UNIVERSITY  
SEPTEMBER 1, 1983, 1:30 P.M.  
OLD MAIN 340 ON CAMPUS  
(These items are subject to possible action)

1. Approval of the Minutes (Recommended Motion)
2. FY1984 Operating Budget (Recommended Motion)
3. 1983-85 Capital Budget (Recommended Motion)
4. Business and Financial Affairs
  - A. Travel Discount Contract (Recommended Motion)
  - B. NACUBO-USSF Cost Savings Award
  - C. Report on Financial Aid/Loan Collection
5. Reduction-in-Force Policy (Recommended Motion)
6. Items from the Board
  - A. Schedule of Meetings for 1984 (Recommended Motion)
7. Items from the President and Vice Presidents
  - A. Summer Session Report
  - B. Graduate Enrollment Report
8. Personnel Items (Recommended Motion)
9. Executive Session

MINUTES  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
WESTERN WASHINGTON UNIVERSITY  
SEPTEMBER 1, 1983, 1:30 p.m.  
OLD MAIN 340 ON CAMPUS

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CALL TO ORDER

The meeting of the Board of Trustees was called to order at 1:40 p.m. by Chairman Curtis J. Dalrymple.

ATTENDANCE

Board of Trustees

Curtis J. Dalrymple, Chairman  
Gordon Sandison, Vice Chairman  
Jerrold W. Manley, Secretary  
Irwin J. LeCocq  
James C. Waldo

Western Washington University

Don Cole, Vice President for Business and Financial Affairs  
Hugh Fleetwood, President, Faculty Senate  
Chris Goldsmith, Director, Public Information  
Steve Inge, Director, Alumni Office  
Sam Kelly, Dean, Graduate School  
Thomas Quinlan, Vice President for Student Affairs  
G. Robert Ross, President  
Wayne Sparks, Director, Student Financial Aids  
Don Sturgill, Controller  
James Talbot, Executive Vice President/Provost

Others

Wendy Bohlke, Assistant Attorney General  
Cindy Kaufman, THE BELLINGHAM HERALD

Approximately 25 others

1. APPROVAL OF THE MINUTES - ACTION

Motion      The minutes of the meeting of August 4, 1983, were approved  
9-1-83      unanimously.

2. FY 1984 OPERATING BUDGET - ACTION

Motion      On motion by Irwin J. LeCocq and duly seconded by Jerrold W.  
9-2-83      Manley it was moved that the Board of Trustees of Western  
Washington University approves the FY 1984 budget totaling  
\$36,098,000 for state appropriated programs, and the faculty  
salary schedule adjusted for the faculty resource equalization  
appropriation.

The motion carried unanimously.

1982-83 EXPENDITURES  
AND  
1983-84 OPERATING BUDGET  
(000's)

		<u>FY84 Budget</u>
010	Instruction	21,412
020	Research	91
040	Primary Support	1,126

2412  
September 1, 1983

050	Library	2,631
060	Student Services	2,458
080	Institutional Support	3,782
090	Plant O & M	<u>4,598</u>

Subtotal--State Approp. Programs 36,098

100	Sponsored Research	2,520
150	Working Capital	3,455
160	Auxiliary Enterprises	<u>11,279</u>

53,352

Capital Budget 3,625

FACULTY SALARY EQUALIZATION

<u># OF FACULTY ON STEP</u>	<u>STEP</u>	<u>EXISTING SCHEDULE</u>	<u>PROPOSED SCHEDULE</u>
	1.0	15540	16371
	2.0	16031	16888
	3.0	16529	17413
3	4.0	17411	18342
2	5.0	17997	18960
3	6.0	18600	19596
2	7.0	19220	20249
5	8.0	19855	20917
6	9.0	20512	21609
10	10.0	21430	22577
10	11.0	22114	23297
5	12.0	22826	24047
10	13.0	23566	24827
11	14.0	24329	25630
13	15.0	25114	26458
34	16.0	25933	27321
44	17.0	26518	27937
29	18.0	27379	28844
37	19.0	28263	29775
25	20.0	29174	30375
27	21.0	30124	31735
26	22.0	31085	32748
28	23.0	32074	33790
41	24.0	33086	34856
17	24.1	34103	35927
15	24.2	35137	37017
12	24.3	36178	18114
7	24.4	37251	39244
1	24.5	38354	40406

3. 1983-83 CAPITAL BUDGET - ACTION

Motion      On motion by Gordon Sandison and duly seconded by James C. Waldo,  
9-3-83      it was moved that the Board of Trustees of Western Washington  
University accepts the 1983-85 Capital Budget totaling  
\$3,625,000, which includes \$1,220,000 of reappropriations,  
\$1,833,000 for new minor capital improvements, and \$572,000 for  
the design of the addition/remodel of the Technology building.

The motion carried unanimously.

4. BUSINESS AND FINANCIAL AFFAIRS

A. Travel Discount Contract - Action

Motion      On motion by Jerrold W. Manley and duly seconded by James C.  
9-4-83      Waldo, it was moved that the Board of Trustees of Western  
Washington University, upon the recommendation of the admini-  
stration, approves the exclusive travel service agreement with  
Bellingham Travel Service, Inc. of Bellingham, Washington, for  
a period of one year, commencing fall quarter 1983, and  
authorizes the President or his designee to sign such an  
agreement for the University.

The motion carried unanimously.

In July 1982, a university committee was formed to recommend a course of action that would help ensure that all travel purchased would be at the lowest possible cost. The committee proceeded to a formal bid solicitation with verbal presentation from all interested Whatcom County travel agents.

The committee unanimously agreed that the travel agent with the most advantageous proposal for Western was Bellingham Travel Service, In., and that Western Washington University would benefit by reduced air fare and lodging rates, reduced administrative costs, and better service if a contract were awarded to a single agent.

The contract will require the travel agent to provide or arrange for:

1. transportation reservation, ticketing, and delivery of tickets for air, bus, rail, and steamship carriers at the lowest available rate;
2. discounted commercial lodging;
3. discounted automobile rental services;
4. traveler's itineraries;
5. management information reports;
6. extension of all services and discounts stipulated, at the individual's option, to the personal and private professional travel requirements of faculty and staff at Western.

The agreement further provides for:

1. the travel agent to have a travel expert available at the university a minimum of one-half day per week during the academic school year;
2. the travel agent, in connection with air travel purchases, to return to the university all hotel and car rental commissions earned by the travel agent on university and university-related business;
3. a minimum of one hundred thousand dollars (\$100,000) no charge flight insurance.

B. NACUBO-USSF Cost Savings Award - Informational

Western Washington University was awarded first place in the eighth annual National Association of College and University Business Officers (NACUBO), and United States Steel Foundation (USSF) sponsored Cost Reduction Incentive Awards program. The award is accompanied with a check for \$10,000.

September 1, 1983

WWU has replaced the traditional floor wax stripping and reapplication with a new method, using a high speed buffer to burnish a wax-free surface so that friction heat seals the molecules of the floor substance, producing a hardened, polished surface that never requires sealers or waxes. It is estimated that Western can maintain tile and linoleum floors for about 15 percent of what it formerly cost, or a savings of approximately \$1.00 a square foot in labor and material costs for the 80,000 square feet of resilient tile on campus.

An expression of thanks was extended to Dorothea Kochajda, Building Services Supervisor, who was the key person in developing this process. She received support from Clyde Snodgrass, Building Services Manager, and Bob Hascall, Plant Operations and Facilities Director.

The prize money will be placed in a restricted account with The Western Foundation, and proceeds from the investments will support an annual outstanding physical plant employee award, and a scholarship for a student attending Western.

#### C. Report on Financial Aid/Loan Collection

Don Sturgill, Controller, reported that the number of financial aid recipients at Western Washington University has grown from approximately 15 percent of the student population to 64 percent last year. This is a 755 percent increase, which relates very closely to the national average of approximately 700 percent during the same 12-year period.

There has been a 366 percent increase on loans collected from previous loans granted to students. These funds, when collected, are reissued in loans to new students.

The default rate on uncollected loans at Western as of February 1983 was 2.9 percent, which is the lowest default rate of all public institutions in the State of Washington. The national average is approximately 11 percent.

In 1983-84, less than \$50,000 in capital contributions from the federal government is going into the National Defense Student Loan Program at Western. Last year, \$800,000 was collected from students, and it is anticipated that \$850,000 will be collected in the coming year. It is increasingly critical that these funds are collected and recycled to new students. WWU's Loan Collection Department was acknowledged for its fine work in managing these funds.

Wayne Sparks, Director of Student Financial Aids, gave an overview of the programs and services the Student Financial Aids office provides for students. In 1982-83 approximately 5200 WWU students applied for university-administered financial aid. Financial aid assistance was provided for approximately 4300 students in the form of federal, state, and institutional funds for a total of about \$8.9 million.

Three types of financial aid were discussed: gift assistance, which is a non-repayable form of aid, i.e., grants, scholarships, and tuition and fee waivers; work-study programs from both the state and federal government, which provide part-time employment for students; and loan programs.

#### 5. FACULTY REDUCTION-IN-FORCE POLICY - ACTION

Motion 9-5-83 On motion by James C. Waldo and duly seconded by Irwin J. LeCocq, it was moved that the Board of Trustees of Western Washington University approves the addition of paragraph 6, under the heading "Steps in the Planning Process" of FAST Special Edition 6, dated May 20, 1983, entitled PROPOSED MODIFICATION OF FACULTY HANDBOOK CHAPTER 516 PLANNING AND REDUCTION-IN-FORCE PROCEDURES.

Add:

(6) The foregoing paragraphs shall not be understood to affect the role of the Board of Trustees in the governance of the University. It is assumed that throughout the planning process, the members of the Board of Trustees will be informed by the President as they elect concerning the general assumptions and directions of the planning process.

The motion carried unanimously.

Motion  
9-6-83

On motion by Irwin J. LeCocq and duly seconded by Gordon Sandison, it was moved that the Board of Trustees of Western Washington University approves the following change in the section entitled "Reduction in Force," paragraph 2 of FAST Special Edition 6, dated May 20, 1983, entitled PROPOSED MODIFICATION OF FACULTY HANDBOOK CHAPTER 516 PLANNING AND REDUCTION-IN-FORCE PROCEDURES.

Change paragraph to read:

It is the intention of the Board that the termination of faculty members in accordance with the terms of this chapter shall be undertaken only if in the opinion of the Board of trustees good faith efforts by the academic units and the administration have been unsuccessful at devising alternatives to faculty terminations, which are acceptable to the concerned academic units.

Eliminate:

~~in those instances where, in the opinion of the Board, the academic units and the administration are unable to devise viable alternatives to faculty layoffs.~~

The motion carried unanimously.

Motion  
9-7-83

On motion by James C. Waldo and duly seconded by Jerrold W. Manley, it was moved that the Board of Trustees of Western Washington University approves the following addition in the section entitled "Securing of Other Employment for Tenured Faculty Terminated Through Reduction in Force Because of Financial Exigency" of FAST Special Edition 6, dated May 20, 1983, entitled PROPOSED MODIFICATION OF FACULTY HANDBOOK CHAPTER 516 PLANNING AND REDUCTION-IN-FORCE PROCEDURES.

Change section to read:

Before termination of the employment of a tenured faculty member because of financial exigency, the University, with faculty participation, will make reasonable effort to place the faculty member concerned in a vacant position within the University for which he or she is qualified. The qualifications of such faculty members are to be determined by the affected receiving academic unit in consultation with the dean and planning committee of the college or school.

The Board of Trustees will be informed in instances in which the affected academic unit determines that such a faculty member is not regarded as qualified for appointment in that unit.

The motion carried unanimously.

Motion  
9-8-83

On motion by James C. Waldo and duly seconded by Irwin J. LeCocq, it was moved that the Board of Trustees of Western Washington University approves the following addition in the section entitled "Affirmative Action Policy During Reduction in Force" of FAST Special Edition 6, dated May 20, 1983, entitled PROPOSED MODIFICATION OF FACULTY HANDBOOK CHAPTER 516 PLANNING AND REDUCTION IN FORCE PROCEDURES

Change paragraph to read:

In instances where application of the Retention Priority Criteria (above) will have an adverse impact on the University's affirmative action goals and the University's commitment to a diverse and high quality faculty, the President shall make a good faith effort to prevent that impact by awarding retention priority to one or more tenured female or minority faculty members. Application of this policy shall have the effect of

crediting the unit or subunit in question with the termination of an FTEF for the purposes of reduction in force.

The motion carried unanimously.

Motion  
9-9-83 On motion by Gordon Sandison and duly seconded by James C. Waldo, it was moved that the Board of Trustees of Western Washington University approves the following addition in the section entitled "Re-employment List" of FAST Special Edition 6 dated May 20, 1983, entitled PROPOSED MODIFICATION OF FACULTY HANDBOOK CHAPTER 516 PLANNING AND REDUCTION IN FORCE PROCEDURES.

Change paragraph to read:

(1) Whenever a full-time equivalent faculty position (or portion thereof) becomes available in an academic unit from which there have been both terminations and faculty reductions in assignment and compensation based on participation in alternative methods of reduction in lieu of terminations, the position shall be utilized to re-employ terminated faculty member(s) pursuant to provision 3 below unless (a) a majority of the faculty members of the unit or subunit submit a request to the President that the position be allocated among the individuals taking reductions in connection with participation in alternative methods of reduction in lieu of terminations, and (b) the Board orders that the position be so allocated.

The motion carried unanimously.

Motion  
9-10-83 On motion by James C. Waldo and duly seconded by Jerrold W. Manley, it was moved that the Board of Trustees of Western Washington University approves the following addition in the section entitled "Re-employment list" of FAST Special Edition 6, dated May 20, 1983, entitled PROPOSED MODIFICATION OF FACULTY HANDBOOK CHAPTER 516 PLANNING AND REDUCTION IN FORCE PROCEDURES.

Change paragraph to read:

(7) A faculty member on the re-employment list who fails to comply with the time limitations and requirements set forth in subsections (4), (5), and (6) with regard to a particular vacant faculty position shall be deemed to have waived all right to be re-employed in that position.

The motion carried unanimously.

Motion  
9-11-83 On motion by Gordon Sandison and duly seconded by Jerrold W. Manley, it was moved that the Board of Trustees of Western Washington University approves FAST Special Edition 6, dated May 20, 1983, entitled PROPOSED MODIFICATIONS OF FACULTY HANDBOOK CHAPTER 516 PLANNING AND REDUCTION IN FORCE PROCEDURES, with the modifications set forth and approved by the Board of Trustees in Motion 9-5-83, 9-6-83, 9-7-83, 9-8-83, 9-9-83, and 9-10-83 above.

The motion carried unanimously.

## 6. ITEMS FROM THE BOARD

### A. Schedule of Meetings for 1984 - Action

Motion  
9-12-83 On motion by Irwin J. LeCocq and duly seconded by James W. Waldo, it was moved that the Board of Trustees of Western Washington University approves the Schedule of Meetings for 1984 as delineated below.

The motion carried unanimously.

SCHEDULE OF MEETINGS FOR 1984  
BOARD OF TRUSTEES  
WESTERN WASHINGTON UNIVERSITY

January 5, 1984	Bellingham	1:30 p.m.	Old Main 340, WWU
February 2, 1984	Out-of-town	1:30 p.m.	
March 1, 1984	Bellingham	1:30 p.m.	Old Main 340, WWU
April 5, 1984	Out-of-town	1:30 p.m.	
May 3, 1984	Bellingham	1:30 p.m.	Old Main 340, WWU
June 7, 1984	Bellingham	1:30 p.m.	Old Main 340, WWU
August 2, 1984	Bellingham	1:30 p.m.	Old Main 340, WWU
September 6, 1984	Out-of-town	1:30 p.m.	
October 4, 1984	Bellingham	1:30 p.m.	Old Main 340, WWU
November 1, 1984	Bellingham	1:30 p.m.	Old Main 340, WWU
December 6, 1984	Out-of-town	1:30 p.m.	

B. Parks Hall Dedication and Railroad Transportation Symposium

Parks Hall Dedication and Railroad Transportation Symposium has been scheduled for October 28-29, 1983, on Western's campus.

Parks Hall, formerly referred to as South Academic Building, was named in honor of Mr. and Mrs. Maynard Parks by the Trustees of Western Washington University in February 1983. Mr. Parks and the late Mrs. Parks have generously entered into an irrevocable trust with The Western Foundation which trust provides that property owned by Maynard and Patricia Parks and valued at approximately \$750,000 will pass to The Western Foundation.

Mr. Parks was Vice Chairman of the National Railroad Labor Conference, Vice President of the Missouri Pacific and the Texas and Pacific Railroads, as well as serving the Great Northern Railroad and the Rock Island Railroad, hence the Transportation symposium was scheduled as an appropriate supplement to the dedication.

7. ITEMS FROM THE PRESIDENT AND VICE PRESIDENTS

A. Alumni Office Activities

President Ross reported on a summer program held by the Alumni Office called "Alumni Vacation." It was held July 31 through August 4, 1983, on Western's campus.

The event was considered a success by those involved, and will possibly be a recurring summer event.

B. Admissions Survey

President Ross reported on a survey that was sent to approximately 300 students who registered to attend Western Washington University and did, and approximately 300 students who registered to attend Western and did not.

The survey revealed that the most competitive school in this state with WWU is the University of Washington. Reasons students gave in their decisions regarding which school to attend were discussed. The Admissions Office has the complete report available to interested persons.

C. Appointment of Executive Director of Development

President Ross announced that Jeanene DeLille, who currently serves as Director of Alumni Affairs and Development for the University of Arkansas at Little Rock, has been chosen as the Executive Director of Development at Western Washington University.

Mrs. DeLille was the clear choice of those involved in conducting the search, which included students, faculty, central administration and members of The Western Foundation.



D. Summer Session Report

Mary Robinson, Vice Provost in charge of Summer Session and Continuing Education, reported on the activities of summer 1983.

Enrollment for the regular Summer Session was 3688, 55 percent of those students were students who had attended Western during the spring of 1983 and were pursuing their degrees.

Continuing Education and the Conference Center held a variety of workshops and lectures, including Suzuki music classes, the Elder Hostil program, Adventures in Science and Arts for middle school children, high school debate teams, Upward Bound, the World Council of Churches, and the Air National Guard, to name but a few.

E. Summer Graduate School Report

Dean Samuel Kelly of the Graduate School reported on enrollment in the Graduate School for summer 1983.

Enrollment was approximately 500 students. About 40 percent of the students were enrolled in Master of Education programs, and about another 40 percent of the students were enrolled in College of Arts and Sciences programs. Other students were enrolled in Western's Master of Business Administration program, and the Master of Music program

8. PERSONNEL ITEMS - ACTION

Motion On motion by Jerrold W. Manley and duly seconded by Irwin J.  
9-13-83 LeCocq, it was moved that the Board of Trustees of Western Washington University approves the following personnel items for 1983-84.

The motion carried unanimously.

New Appointments

Sutton, Christine L., Assistant Professor, Department of Accounting, non-tenure track appointment for academic year 1983-84  
M.B.A., Mississippi State University, B.S., Western Carolina University, B.A., Cornell University  
Voight, Alison E., Assistant Professor, Department of Physical Education, non-tenure track appointment for academic year 1983-84  
Ph.D., University of Oregon, M.S., Eastern Kentucky University, B.A., Oakland University, Michigan

Reappointments

Gleeson, Madge, Assistant Professor, Department of Art, reappointment for 1983-84 academic year, non-tenure track appointment  
Potter, Sydney H., Assistant Professor, Department of Music, reappointment for 1983-84 academic year, non-tenure track appointment

9. EXECUTIVE SESSION

At 3:50 p.m., Chairman Dalrymple announced that the meeting of the Board would recess into Executive Session to discuss labor relations. The meeting was reconvened into regular session at 4:15 p.m.

ADJOURNMENT

The meeting was adjourned at 4:15 p.m.

  
Curtis J. Dalrymple, Chairman

  
Jerrold W. Manley, Secretary