

BOARD OF TRUSTEES
WESTERN WASHINGTON STATE COLLEGE

August 2, 1973

2:00 p.m.
Miller Hall 163
Western Washington State College

1. Approval of the Minutes of the Meetings of the Board of Trustees of June 7 and 8, 1973.
2. Policy & Procedures Relating to General Faculty Reductions in Force.-- Informational Presentation Including Status of 1973-75 Operating Budget
3. Revisions of the WWSC Equal Employment Opportunity Policy and Affirmative Action - Non-Discrimination Program
4. Business Management Items
Action Items
 - A) Contract Negotiations with the Washington Federation of State Employees, Local 1381 - Bargaining Group "B"
 - B) Minor Capital Improvements to the Housing and Dining System
 - C) Capital Projects
 - #71-2(A)-3, Utilities, South Campus Domestic & Chilled Water Lines; Contract #71-139; PWR #244-R4
 - #71-2(L), Utilities, Ridgeway, New Steam Service; Contract #72-804
 - #71-2(J), Utilities, Communications (Intercabling & Instructional TV), Contract #72-827; PWR #282R2Informational Items
 - A) Certification Election - Bargaining Unit "A"
 - B) Review of Broker for Health Insurance
 - C) Housing and Dining Rates, Phase III
 - D) Capital Projects
 - #73-9, Preplanning, Environmental Impact Statement
5. Adoption of Rules under Administrative Procedures Act - Leasing and Hearings Rules
6. Acceptance of diSuvero Sculpture
7. Recommendations for Building Names
8. Personnel Actions
 - Appointments
 - Reappointments
 - Leaves of Absence
 - Informational Items
 - Retirement
 - Resignations, Terminations

BOARD OF TRUSTEES
WESTERN WASHINGTON STATE COLLEGE
August 2, 1973

The Board of Trustees of Western Washington State College met in regular session at 2:00 p.m. on August 2, 1973, in Miller Hall 163, on the campus of Western Washington State College, Bellingham, Washington. Present were:

Board of Trustees

Mr. Harold Philbrick
Mrs. Ritajean Butterworth
Mr. Patrick Comfort
Mr. Paul Hanson
Mr. Robert Winston

WWSC Personnel

Charles J. Flora
Robert Aegerter
Gerald Brock
R. D. Brown
Don Cole
J. Kaye Faulkner
George A. Gerhold
Harold A. Goltz
Stephen Jamieson
Arthur Kimmel
Fred W. Knapman
Ellis Krauss
Donald McLeod
Michael K. Mischaikow
Mary Robinson
Walter Robinson
Peter Steffens
Robert M. Thorndike
John Wolfe

Others

Mrs. Virginia Wright

APPROVAL OF THE MINUTES OF THE MEETINGS OF THE BOARD OF TRUSTEES OF JUNE 7 AND 8, 1973

Mr. Hanson moved approval of the minutes of June 7 and 8, 1973; Mr. Winston seconded the motion; the motion passed unanimously.

ACCEPTANCE OF diSUVERO SCULPTURE

President Flora requested that Agenda Item No. 6 be moved to first place on the agenda in order that Mrs. Virginia Wright could make the presentation and return to Seattle.

Mr. Harold A. Goltz introduced Mrs. Virginia Wright, who explained that the Virginia Wright Foundation was set up to acquire works of art for public display and enjoyment in the state of Washington, and that it has been high on the Foundation's priority list to do something for Western's campus. Mrs. Wright said that she had been acquainted with the work of diSuvero for some time, and although his name is not a household word, he has a strong reputation in the art world. Mrs. Wright was shown the plans and visited the campus plaza created by the Auditorium/Music Addition, and when she later saw the sculpture thought that it was the appropriate gift. This suggestion was reviewed and approved by the art acquisition procedures of the college. Mr. diSuvero is to be brought to Western next spring to see to the installation of the sculpture.

Mr. Philbrick thanked Mrs. Wright and the Foundation on behalf of the Board of Trustees and the entire campus community, and expressed appreciation for the thoughtful and generous gift.

Mr. Paul Hanson moved that the diSuvero sculpture be accepted with gratitude; Mrs. Butterworth seconded the motion; the motion passed unanimously.

POLICY AND PROCEDURES RELATING TO GENERAL FACULTY REDUCTIONS IN FORCE --
 INFORMATION PRESENTATION INCLUDING STATUS OF 1973-75 OPERATING BUDGET

Mr. Cole presented details concerning the present financial condition of the College, reminding the Board of Trustees that Phase I of the 1973-75 budget was passed at the regular meeting of June 7, 1973, based upon the State Office of Program Planning and Fiscal Management's enrollment estimates, which are proving to be too high. Mr. Cole explained that the loss of local revenue because of the decreased enrollment will be approximately \$1,400,000. The potential state appropriation reversion could amount to approximately \$2,400,000 in addition. These figures are in addition to the \$1,720,000 adjustment already approved by the Board covering the state mandated faculty and exempt staff salary reprioritization, establishment of a contingency fund and mandated legislative adjustments.

Mr. Cole pointed out that the present estimate of faculty positions that could be reduced next year within existing policies and regulations is only 19, because of contractual obligations, but between 60 and 100 faculty positions might well have to be eliminated to make up for the loss of local revenue. This will have to be done the second year of the biennium as flexibility has been lost for this year.

Mr. Cole further explained that the administration is working with two allocation of resources committees to establish recommendations for further budget reductions. The recommendations of these committees should be brought to the Board of Trustees in November.

President Flora noted that the \$1,720,000 problem has been solved for the biennium, but that the \$1,400,000 problem brought about by the loss of local revenue, remains. It was hoped that enrollment might rise when the University of Washington cut off freshman admissions, but UW closed May 1, and the surge of enrollment applications has not appeared. President Flora explained that if the legislature will approve a special supplemental appropriation of \$1,100,000 the problem can be handled by normal attrition without special terminations, but added that the prospects for such an appropriation are not good.

The two special committees, one focusing upon academic programs and the second focusing upon the support services of the institution, will be making recommendations shortly and the recommendations of these two committees should point the way to resolve the \$1,400,000 problem. President Flora stated that, in his opinion, the implementation of a reduction in force policy is necessary and asked the Board of Trustees to receive, for information, the administration document and also that of the Faculty Council, and further asked the Board of Trustees to invite from the college community any additional proposals or written comments which they would care to submit, and that opportunity be provided for public hearings before a final policy is approved.

Dr. R. D. Brown distributed copies of, and read, a document prepared by WWSA AAUP and AFT Local 2084 stating their position as being opposed to the policy and procedures recommended by the administration.

Dr. Kaye Faulkner distributed copies of, and read, a document setting forth the AFT position and criticism of the administration's document.

General discussion followed, in which the Board of Trustees made it clear that they intended to consider all suggestions offered by anyone before the adoption of any policy and procedures for faculty reduction in force, and that they would make a determination whether or not there is economic cause for reductions, based on legislative action, before implementing such procedures.

President Flora asked the Board of Trustees for authorization to seek a \$1,100,000 special appropriation from the legislature which will convene in September.

Mrs. Butterworth moved that the Board of Trustees authorize President Flora and the administration to seek a \$1,100,000 special appropriation from the legislature which will convene in September; Mr. Hanson seconded the motion; the motion passed unanimously.

After further discussion it was decided that a timetable for possible action on the matter of the establishment of policy and procedures for a faculty reduction in force would be September 6, 1973, as the suggested date for submission of written materials, and October 4, 1973, at the regular meeting of the Board of Trustees, as the date for a public hearing on the guidelines for procedures.

Copies of the Faculty Professional Union Committee on Resources (COR) recommendations were distributed to the Board of Trustees. These recommendations include adoption of the "Stanford" plan referred to by the AFT. Mrs. Butterworth requested a copy of the "Stanford" plan, but no one was able to supply one.

REVISION OF THE WWSC EQUAL EMPLOYMENT OPPORTUNITY POLICY AND AFFIRMATIVE ACTION - NON-DISCRIMINATION PROGRAM

President Flora explained that the Board of Trustees, at its meeting of January 30, 1973, approved the Affirmative Action Plan for the institution; that the revisions being submitted were approved by the All-College Senate at its regular meeting of June 25, 1973, and President Flora recommended that the Board of Trustees approve the revisions.

Mr. Comfort moved that the Board of Trustees adopt the recommended revisions to the WWSC Equal Employment Opportunity Policy and Affirmative Action-Non-Discrimination Program, copy of which is attached to the official minutes; Mr. Hanson seconded the motion; the motion passed unanimously.

Mr. Comfort asked about the status of the investigation being conducted by the Human Rights Commission.

Ms. Mary Robinson said that the college had responded and that a progress report will be available in the fall.

BUSINESS MANAGEMENT ITEMS - ACTION

A) Contract Negotiations with the Washington Federation of State Employees, Local 1381 - Bargaining Group "B"

Mr. Cole explained that the Board of Trustees at its June 7, 1973, meeting approved the extension of the existing contract until the regularly scheduled or special Board of Trustees meeting in August, 1973, whichever comes first, while the administration entered into negotiations for a new contract. Mr. Cole further explained that serious negotiations are unlikely until the first part of September, due to illness of the Union's district field representative, and recommended that the Board of Trustees extend the contract for a second time.

Mr. Hanson moved that the existing contract with the Washington Federation of State Employees, Local 1381, Bargaining Group "B", be extended until the regularly scheduled Board of Trustees meeting in October, 1973; Mrs. Butterworth seconded the motion; the motion passed unanimously.

B) Minor Capital Improvements to the Housing and Dining System

Mr. Cole explained that it is becoming increasingly difficult to anticipate all of the capital expenditures for a year in advance, identify each project and establish a rigid budget, due to the size of the housing system, physical complexity, changes in housing trends and the need for quick response, and requested the Board of Trustees to establish a minor capital improvements budget in the amount of \$273,700.00 from the Housing and Dining System for improvements to the Housing and Dining System facilities for the fiscal year 1973-74, the Business Manager to have the authority to cancel, modify, or add projects during the year, as long as the total budget is not exceeded.

The fund amount of \$273,700 is comprised of the following projects:

- | | |
|--|----------|
| 1. Unfinished minor capital improvements for the fiscal year 1972-73 | \$64,400 |
| 2. T.V. Cable (approved by the Board of Trustees in May, 1973) | 50,000 |
| 3. Minor capital improvement projects 1973-74: | |
| a. Remodel Central Commissary into stores and printing areas | \$25,000 |
| b. Replace roofs (Viking Union, Commons, Edens, Fairhaven) | 15,200 |

RECOMMENDED REVISIONS TO
WESTERN WASHINGTON STATE COLLEGE EQUAL EMPLOYMENT OPPORTUNITY POLICY
AND AFFIRMATIVE ACTION - NON-DISCRIMINATION PROGRAM

The following revisions were approved by the All-College Senate at its regular meeting on June 25, 1973. Additions are underlined, deletions are lined through.

1. Section I DISSEMINATION OF COLLEGE POLICY AND PROGRAM

- p.3 A. Copies of the College's Equal Opportunity Policy and Affirmative Action - Non-Discrimination Program (herein referred to as the Affirmative Action Program) will be disseminated with a cover letter from the President to all employees, including faculty. ~~;-at-least-oney-a-year-~~
Thereafter each new employee or faculty member will be given a copy of the Program on the date of hire.

Rationale for Change: Excessive printing costs.
One copy of the Program per employee should be sufficient given that annual progress reports and other pertinent data are published periodically in the College publications. Annual or quarterly announcements can be placed in the FAST to inform employees of the location where lost copies can be replaced.

2. p. 3, D ~~The Policy, Program, and~~ A progress report on the Affirmative Action Program will be published annually in the WWSC official organ and all-College news media (FAST, Western Front).

Rationale for Change: Inability of College news media to devote space to the printing of the entire Program. Again, one copy of the Program provided to each employee and faculty member in addition to the publishing of the progress report and other data appears sufficient.

3. p. 4, H ~~The~~ A statement on the WWSC Affirmative Action Program will be included in all supervisory and management manuals, and employee handbooks. A description of the Affirmative Action Grievance Procedure will be included in the Faculty Handbook.

Rationale for Change: Unnecessary duplication of the entire Program, which will be distributed separately to all employees.

4. Section II RESPONSIBILITY FOR ADMINISTRATION AND IMPLEMENTATION

- p. 4, A. ...The President appointed Mary R. Robinson as EEO Compliance Officer. He The Compliance Officer will report, in this capacity, directly to the President and will have the necessary top management support to execute the assignment. The duties and responsibilities of ~~his~~ this position are those outlined....

Rationale for Change: Eliminate use of pronouns indicating sex of Officer.

5. Section III RECRUITMENT

- p. 7, C. Recruitment sources will continue to be advised in writing of the College's policy and commitment to equal employment opportunity, and ~~are-requested-to~~ must acknowledge their ~~understanding-of~~ compliance with the Program.

Rationale for Change: Recruitment sources, particularly for faculty positions, continuously print statements indicating their compliance with Affirmative Action. To request that they provide additional acknowledgement is unnecessary and wasted effort. Those sources which do not print compliance statements in their materials will continue to be requested to acknowledge their compliance with the Program.

6. Section VIII TERMINATION

- p. 9 ...Terminating minority and women employees shall, at the employee's discretion, be interviewed by the EEO Compliance Officer or ~~his~~ designee in an effort to reduce unnecessary turnover, ...

Rationale for Change: Eliminate pronouns, as in Item 4 above.

7. End of Program - Grievance form

Replace outdated sample grievance form with current Complaint of Discrimination form. (Forms attached)

In addition to the above revisions as approved by the Senate, the Affirmative Action Office will update the Policy and Plan as follows:

1. p. 16, Section XVII GRIEVANCE PROCEDURE

Update addresses, directors' names, and add telephone numbers to six state and federal agencies listed on p. 16.

2. End of Program - Add statements on special services which may be provided by the Affirmative Action Office; for example, career advisement, management training, and additional information on the exit interview.

TO: All Faculty, Staff, Administrators and Employment Applicants

FROM: Office of Affirmative Action Program, W.W.S.C.

SUBJECT: AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

Western's Affirmative Action Program includes a Grievance Procedure for employees or applicants for employment who believe they have been discriminated against in any way on the basis of ethnic origin or sex. Discrimination might be related to, for example, hiring, promotion, salary or employee or staff relations. The Grievance Procedure is described on pp. 14-16 of the W.W.S.C. Equal Employment Opportunity Policy and Affirmative Action-Non-Discrimination Program, available in the offices of all Deans, Directors and Department Chairmen.

Should you feel that your ethnic origin or sex has interfered in any way with your employment at Western, the following steps can be taken in order, as necessary. A resolution of the grievance might occur on any level of the procedure. Complaint forms are available in your Director's/Chairman's Office or in the Affirmative Action Office.

- Step 1 Attempt to resolve the problem with your immediate supervisor. Documentation of this step is optional until such time as the Step 2 procedure becomes necessary. Should the complainant remain unsatisfied upon completion of Step 1,
- Step 2 Appeal to your Dean or the Director of Personnel, as appropriate. Action taken on this level must be documented by both the complainant and the Dean or Director of Personnel. The complainant should make a concise statement of the basic issue, giving the facts. The Dean or Director of Personnel should give the rationale behind the decision made in the complaint. Should you remain unsatisfied following the Step 2 procedure,
- Step 3 Appeal to the Affirmative Action Adjudication Committee. The complainant should specify why the decision of the Dean or Director of Personnel is not satisfactory.

The Adjudication Committee, composed of faculty, staff, administrative exempt and student representatives, will hear the case as presented by the complainant with his/her representative and the Dean or Director of Personnel. Both parties must present briefs to the Committee at least three days prior to the hearing. Briefs should include (1) the facts, (2) the issues involved and (3) the arguments, as seen by the two parties. Both parties will present evidence and witnesses at the hearing. The hearing will be informal, with the Adjudication Committee Chairperson presiding.

The Adjudication Committee will make a recommendation to the Equal Employment Opportunity Compliance Officer, who will advise the appropriate administrative officer of the Committee's decision.

AFFIRMATIVE ACTION PROGRAM
WESTERN WASHINGTON STATE COLLEGE

COMPLAINT OF DISCRIMINATION*

Step 1 Discuss complaint with immediate supervisor.

(Documentation of Step 1 is optional until such time as the Step 2 procedure is deemed necessary.)

Complainant's Name _____ Date _____

Department _____ Supervisor _____

Complaint: (Use additional pages where needed)

Evaluation and Recommendations of Supervisor:

Signature of Supervisor _____ Date _____

Signature of Complainant _____ Date _____

*Information on procedure for filing a complaint and advocate assistance may be obtained from the Affirmative Action Office, Ext. 3306.

AFFIRMATIVE ACTION PROGRAM
WESTERN WASHINGTON STATE COLLEGE
COMPLAINT OF DISCRIMINATION

Step 2 Appeal to Dean or Director of Personnel

Complainant's Name _____ Date _____

Department _____ Dept. Head _____

Complaint:
(If supervisor's recommendation is unsatisfactory, indicate why.)

Signature of Complainant _____

Date Received by Dean or Director of Personnel _____

Decision of Dean or Director of Personnel:

Date returned to Complainant _____

Signature of Dean or Director of Personnel _____

In the event that the resolution of this Complaint should require a hearing before the Adjudication Committee, indicate whether you would prefer an open or closed hearing:

Complainant: Open
 Closed

Dean or Director of Personnel: Open
 Closed

AFFIRMATIVE ACTION PROGRAM
WESTERN WASHINGTON STATE COLLEGE

COMPLAINT OF DISCRIMINATION

Step 3 Appeal to Adjudication Committee

Date received by E.O.P. Adjudication Committee _____

Reason why decision of Dean or Director of Personnel is unsatisfactory:

E.O.P. Adjudication Committee recommendation to E.E.O. Compliance Officer:

Date returned to Complainant _____

Signature of Adjudication Committee Chairperson _____

Final action taken on Complaint:

Date _____ E.E.O. Compliance Officer _____

c. Recaulk and replace window bases (Ridgeway Beta/Gamma)	\$ 3,500	
d. Automated utility scanning system (all buildings)	8,000	
e. Remodel Viking Commons interior and replace equipment	14,600	
f. Replace draperies (Ridgeway Alpha, Beta/Gamma)	23,000	
g. Replace exterior doors (old Viking Union)	6,000	
h. Remodel entrance into display area (Viking Union)	3,000	
i. Replace food service equipment (Ridgeway - Fairhaven)	6,000	
TOTAL RECOMMENDATION		\$104,300
4. Non-operating building repairs		45,000
5. Contingency		10,000
TOTAL		\$273,700

Mr. Comfort moved approval of a \$273,700 Housing and Dining System minor capital improvement budget for the 1973-74 fiscal year with the understanding that the Business Manager has the authority to cancel, modify, or add projects during the year provided the total budget is not exceeded. Mrs. Butterworth seconded the motion; the motion passed unanimously.

Mr. Cole further reported that the following minor capital improvement projects, by categories, were completed during the 1972-73 year:

1. Carpeting	\$11,022
2. Landscaping	32,056
3. Heating system improvements	6,566
4. Roof repairs and waterproofing of brick walls	4,881
5. Remodeling of rooms	29,313
6. New furnishings or equipment	17,047
7. Replacement of drapes	623
8. Building repairs	104,445
9. New facilities (move of mobile homes)	6,748
TOTAL	\$212,701

C) CAPITAL PROJECTS -- Action Items

1. #71-2(A)-3, Utilities, South Campus Domestic & Chilled Water Lines;
Contract #71-139; PWR #244-R4

Mr. Cole reported that this project has been given final inspection, all work has been completed, and the project is recommended for acceptance.

Mr. Hanson moved that upon recommendation of the project engineers, R. W. Beck & Associates, and the administration, Project #71-2(A)-3, Utilities, South Campus Domestic & Chilled Water Lines as constructed by the Ballard Company, under Contract #71-139, is accepted as complete, subject to the terms of the contract and the procedures of the Division of Engineering & Architecture; Mr. Comfort seconded the motion; the motion passed unanimously.

2. #71-2(L), Utilities, Ridgeway, New Steam Service; Contract #72-804

Mr. Cole reported that on Tuesday, July 3, 1973, two bids were received and opened at the Associated General Contractors (AGC) office in Seattle, as follows:

Henifin and Associates Bellingham, Washington	\$223,690
Wilder Construction Company Bellingham, Washington	\$325,010

It was later learned that another, and lower, bid had been timely submitted by Whatcom Builders and that it was subsequently found in the AGC office. Considerable delay in determining the low bid has occurred.

Since it is now too late to complete this project before the start of the school year, it is recommended that all bids be rejected and new bids requested in the spring for summer 1974 construction.

Mrs. Butterworth moved that upon the recommendation of Project Engineers, R. W. Beck & Associates, and the administration, the Board of Trustees requests the Division of Engineering & Architecture to reject all bids received July 3, 1973, for Project #71-2(L), Utilities, New Steam Service to Ridgeway, Division of Engineering and Architecture, Contract #72-804; Mr. Hanson seconded the motion; the motion passed unanimously.

3. #71-2(J), Utilities, Communications (Intercabling & Instructional TV), Contract #72-827; PWR 282R2

Mr. Cole reported that bids were received on July 18, 1973, as follows:

Olympic TV Cable, Inc., Port Orchard, Washington	\$19,983.96
Shuksan Electric, Bellingham, Washington	\$27,760.00
Snelson, Inc., Sedro Woolley, Washington	\$31,510.00

and recommended acceptance of the low bid.

Mr. Comfort moved that upon the recommendation of the administration, the Board of Trustees accept the low bid of Olympic TV Cable, Inc., Port Orchard, Washington, in the amount of \$19,983.96 for Project #71-2(J), Utilities, Communications, Instructional TV Intercabling, Phase I, and requests the Division of Engineering and Architecture to award the contract and Notice to Proceed in accordance with PWR #282R2; Mr. Hanson seconded the motion; the motion passed unanimously.

BUSINESS MANAGEMENT ITEMS - INFORMATIONAL

A) Certification Election - Bargaining Unit 'A'

Mr. Cole explained that an election will be held August 15, 1973, to determine if the employees in Bargaining Unit 'A' wish to be represented by the Washington Federation of State Employees (WFSE) or if they prefer no representation. Bargaining Unit 'A' is composed of all classified staff employees of WWSC performing work in the following classifications:

Account Clerk I	Keypunch Operator I
Account Clerk II	Keypunch Operator II
Accounting Assistant	Keypunch Operator III
Administrative Secretary	Library Checker
Architectural Draftsman	Library Assistant I
Assistant Cashier	Library Assistant II
Bookmender I	Library Assistant III
Bookmender II	Office Assistant
Cashier	Offset Duplicating Helper
Clerk Typist I	Offset Duplicating Operator I
Clerk Typist II	Offset Duplicating Operator II
Computer Operator I	Printer Assistant
Computer Operator II	Program Assistant
Computer Operator III	Retail Clerk I
Day Care Aide I	Secretary I
Day Care Aide II	Secretary II
Duplicating Machine Operator	Test Administrator

The Higher Education Personnel Board will conduct the certification election on Western's campus.

BOARD OF TRUSTEES OF
WESTERN WASHINGTON STATE COLLEGE

Resolution No. 73-13

A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON STATE COLLEGE REGARDING
THE ADOPTION OF PERMANENT RULES IN THE
WASHINGTON ADMINISTRATIVE CODE RELATING TO
PRACTICE AND PROCEDURE AND THE LEASING OF
COLLEGE PROPERTY FOR BUSINESS PURPOSES

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WESTERN
WASHINGTON STATE COLLEGE, STATE OF WASHINGTON:

That new Washington Administrative Code Chapters 516-08,
entitled Practice and Procedure, and 516-34, entitled Leasing
of College Property for Business Purposes are hereby approved
and adopted as permanent rules of Western Washington State College.

BE IT FURTHER RESOLVED, that this Resolution and annexed
regulations, after being first recorded as an administrative order
in the order register of Western Washington State College, shall
be forwarded to the Code Reviser for filing pursuant to RCW
chapter 28B.19.

PASSED AND APPROVED By the Board of Trustees of Western
Washington State College at a meeting thereof duly held on this
2nd day of August, 1973.

WESTERN WASHINGTON STATE COLLEGE


Chairman, Board of Trustees

ATTEST:


Secretary, Board of Trustees

C E R T I F I C A T E

We, the undersigned, Chairman and duly selected Secretary of the Board of Trustees of Western Washington State College and keeper of the records of said Board (herein called the "Governing Body"), DO HEREBY CERTIFY:

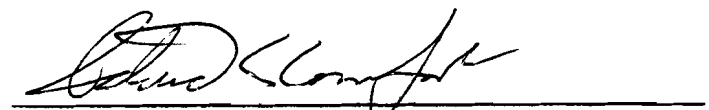
1. That the attached Resolution is a true and correct copy of a resolution of the Governing Body finally adopted at a meeting thereof held on the 2d day of August, 1973, and is duly recorded.

2. That said meeting was duly convened and held in all respects in accordance with law; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Governing Body voted in the proper manner for the adoption of said Resolution; that all other requirements and proceedings incident to the proper adoption of said Resolution have been duly fulfilled, carried out and otherwise observed; and that we are authorized to execute this Certificate.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the official seal of the College this 2d day of August, 1973.

WESTERN WASHINGTON STATE COLLEGE


Chairman, Board of Trustees


Secretary, Board of Trustees

BOARD OF TRUSTEES OF
WESTERN WASHINGTON STATE COLLEGE

Resolution No. 73-14

A RESOLUTION DELEGATING TO
THE PRESIDENT AUTHORITY TO
APPOINT HEARING OFFICERS FOR
FORMAL ADMINISTRATIVE HEARINGS

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WESTERN
WASHINGTON STATE COLLEGE, STATE OF WASHINGTON:

The President of Western Washington State College is hereby delegated the authority in each instance that a formal hearing is required or permitted by institutional policy or RCW 28B.19, and after receipt of a request for a formal hearing filed in accordance with RCW 28B.19, to appoint one or more hearing officers, not to exceed three for any one hearing, to preside over, conduct and make proposals for decisions, including findings of fact and conclusions of law; PROVIDED, however, that in those instances in which the President is or has been directly involved in the action, decision or occurrence giving rise to the formal hearing, or in which the President chooses not to or is unable to appoint hearing officers, the President may request the Board of Trustees to appoint such hearing officers.

PASSED AND APPROVED by the Board of Trustees of Western Washington State College at its meeting thereof duly and regularly held the 2nd day of August, 1973.

WESTERN WASHINGTON STATE COLLEGE


Chairman, Board of Trustees

ATTEST:


Secretary, Board of Trustees


C E R T I F I C A T E

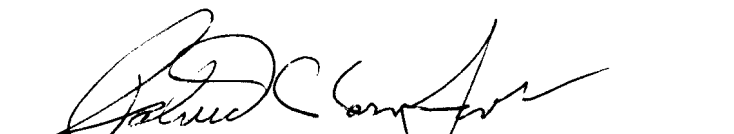
We, the undersigned, the Chairman and the duly selected Secretary of the Board of Trustees of Western Washington State College and keeper of the records of said Board (herein called the "Governing Body"), DO HEREBY CERTIFY:

1. That the attached resolution no. 73-14 is a true and correct copy of a resolution of the Governing Body finally adopted at a meeting thereof held on the 2nd day of August, 1973, and is duly recorded.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Governing Body voted in the proper manner for the adoption of said Resolution; that all other requirements and proceedings incident to the proper adoption of said resolution have been duly fulfilled, carried out and otherwise observed; and that we are authorized to execute this certificate.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed the official seal of the College this 2nd day of August, 1973.


Chairman of the Board of Trustees
of Western Washington State College


Secretary of the Board of Trustees
of Western Washington State College

B) REVIEW OF BROKER FOR HEALTH INSURANCE

Mr. Cole reported that the State of Washington has assumed responsibility for health, life, and benefits insurance under the new statewide insurance program and further reviews will be taking place during the coming academic year. It is the recommendation of our insurance review committee at this time that Randall Payne be continued as our Broker of Record. The Board of Trustees has already approved him as Broker of Record and no action by the Board of Trustees is required at this time.

Mrs. Butterworth asked if the Board of Trustees is insured for liability, and Mr. Cole said that the premiums for such coverage are outrageous but, as the State will now pay defense costs, the Board is, in effect, self-insured.

C) HOUSING AND DINING RATES, PHASE III

Mr. Brock reported that information has been received that Phase IV exempts tuition and fees, including board and room, but that no additional details have been received.

D) Capital Projects

#73-9, Preplanning, Environmental Impact Statement

Mr. Bob Aegerter reported that the Environmental Impact Statement, as required by the State of Washington, is being prepared. The draft of the statement is not yet complete, but will be coming out the last of August or the first of September, and will be circulated around the campus. The statement will conform to the general long range program for the growth of the campus. In addition, each future capital project will have either an impact statement or a declaration of negative impact. The Board of Trustees will be responsible for the final approval of the statement.

ADOPTION OF RULES UNDER ADMINISTRATIVE PROCEDURES ACT - LEASING AND HEARING RULES

Dr. Flora explained that the rules relating to leasing of college property for business purposes and practice and procedure in formal hearings had previously been adopted on an emergency basis, and that it was now necessary that they be considered for possible adoption on a permanent basis.

Mr. Philbrick declared the meeting to be a public hearing and asked for comments.

Mr. Jamieson suggested that some changes should be made in the rules for practice and procedure in formal hearings, and distributed copies containing the suggested changes to the Board of Trustees. In WAC 516.08.470 EXPERT OR OPINION TESTIMONY AND TESTIMONY BASED ON ECONOMIC AND STATISTICAL DATA--NUMBER AND QUALIFICATIONS OF WITNESSES, WAC 516.08.480 WRITTEN SWORN STATEMENTS and WAC 516.08.490 SUPPORTING DATA the suggested changes were minor editorial ones that would not affect the content of the sections. In WAC 516.08.540 HEARING OFFICERS, the suggested changes would reserve to the Board of Trustees the authority to appoint hearing officers for formal administrative hearings, with a proviso that the Board may by resolution delegate this authority to the President.

Mr. Jamieson further suggested a minor change in the language of the rules for leasing college property for business purposes in WAC 516.34.040 PUBLIC NOTICE OF INTENTION TO LEASE. The new language will make it clear that leasing is discretionary, whereas with the old language it appeared to be mandatory.

Mr. Jamieson presented to the Board of Trustees copies of Resolution No. 73-13, entitled

'A RESOLUTION of the Board of Trustees of Western Washington State College Regarding the Adoption of Permanent Rules in the Washington Administrative Code Relating to Practice and Procedures and the Leasing of College Property for Business Purposes'

and copies of Resolution No. 73-14, entitled

'A RESOLUTION Delegating to the President Authority to Appoint Hearing Officers for Formal Administrative Hearings'

A copy of each Resolution is attached to the official minutes.

Mr. Comfort moved that, with the changes suggested by Mr. Jamieson, Resolution No. 73-13 be adopted; Mrs. Butterworth seconded the motion; the motion carried unanimously.

Mr. Hanson moved that Resolution No. 73-14 be adopted; Mrs. Butterworth seconded the motion; the motion carried unanimously.

RECOMMENDATIONS FOR BUILDING NAMES

President Flora explained that the Capital Nomenclature Committee, after consultation with departments and/or colleges who are the presently proposed occupants of the buildings to be named, recommended that the Social Studies Building be officially named the EDWARD ARNTZEN HALL after Ed Arntzen, who was for many years Chairman of the Social Studies Department, and who is remembered fondly by all who knew him.

The Committee further recommended that the Northwest Environmental Studies Center be shortened and the building be officially named the ENVIRONMENTAL STUDIES CENTER.

Mr. Hanson moved that the Social Studies Building be named the Edward Arntzen Hall in honor of Ed Arntzen, and that the title Northwest Environmental Studies Center be shortened and the building officially named Environmental Studies Center; Mr. Comfort seconded the motion; the motion passed unanimously.

PERSONNEL ACTIONS

President Flora requested approval of the following personnel actions:

Appointments (academic year, 1973-74, unless otherwise noted)

Jerry M. Anderson, Vice President for Academic Affairs and Professor of Speech, with tenure, effective October 1, 1973

B.S., University of Wisconsin, River Falls; M.S., Northern Illinois University; Ph.D., Michigan State University
Base twelve months' salary: \$29,000

Mary L. Hopley, Executive Secretary to the President, effective July 1, 1973
Base twelve months' salary: \$12,324

Folke Eriksson, Visiting Associate Professor of Mathematics and Computer Science
Fil, kand., Fil, mag., Fil, lic., University of Uppsala; Doctors degree, University of Goteborg
Base nine months' salary: Step 11

Jack M. Everitt, Lecturer, Huxley College (2/3 time)
A.B., Emory University; M.A., Georgia State University; Ed.D. (expected January, 1974), University of Georgia
Salary (2/3 time): \$7,357

Lynda Goodrich, Instructor of Physical Education
B.A. in Ed. (1966), M.A. candidate (1973), Western Washington State College
Base nine months' salary: Step 3

Richard C. Hertzberg, Visiting Assistant Professor of Mathematics & Computer Science
B.S., Harvey Mudd, Claremont; Ph.D. in progress, University of Washington
Base nine months' salary: Step 5 (Step 7 upon receipt of Ph.D.)

David R. Krantz, Assistant Professor of Mathematics and Computer Science
B.S., Whitworth College; M.A., University of Washington; Ph.D. (in progress), Colorado State University
Base nine months' salary: Step 5 (Step 7 upon receipt of the doctorate)

Jeffrey Lohr, Assistant Professor of Psychology
B.S., University of Wisconsin; M.A., Ph.D. (in progress), University of Hawaii
Base nine months' salary: Step 5 (Step 6 with Ph.D. by September 15, 1973)

Kathleen J. Rabel, Lecturer in Art (3/8 time)
B.A., University of Washington
Salary (3/8 time): \$4,500

Mary Anne Rangel-Guerrero, Lecturer in Foreign Languages (1/2 time)
B.A., University of Oregon; M.S.L.S., University of North Carolina, Chapel Hill
Salary (1/2 time): \$6,000

James A. Schwartz, Assistant Professor of English (Journalism)
A.B., University of Cincinnati; M.S., University of Wisconsin
Base nine months' salary: Step 8

Daniel G. Smith, Lecturer in Art (3/8 time)
B.A., Olivet College
Salary (3/8 time): \$4,500

Kenneth R. Weber, Lecturer, College of Ethnic Studies
 B.A., Colorado State College; M.A., Ph.D., University of Oregon
 Base nine months' salary: \$12,635

Bonnie Kay Williams, Instructor of Home Economics (3/4 time, Fall quarter; full
 time, Winter and Spring quarters)
 B.A. in Ed. (1970) Western Washington State College; M.S., University of Nevada
 Salary based on Step 1

Reappointments (academic year, 1973-74)

David G. Armstrong, Lecturer in Education
 Base nine months' salary: \$12,000

William Hamlin, Lecturer in Education (Assistant Professor upon completion of
 the doctorate)
 Base nine months' salary: \$11,860 (Step 9.1 upon completion of the doctorate)

John R. Hastings, Lecturer in Economics and Business (1/2 time)
 Salary (1/2 time): \$5,800

Napoleon J. Lucchini, Lecturer in Economics and Business
 Base nine months' salary: \$11,000

Ann R. Mingo, Lecturer in Education
 Base nine months' salary: \$11,885

Elizabeth Moore, Lecturer in Education (3/4 time)
 Salary (3/4 time): \$9,640.50

Rodney S. Slemmons, Lecturer, Honors Program (1/2 time)
 Salary (1/2 time): \$4,950

Lynne Yurovchak, Lecturer in Economics and Business (2/3 time)
 Salary (2/3 time): \$6,667

Leaves of Absence

Roland L. DeLorme, Associate Professor and Chairman, Department of History,
 leave without pay, July 1 - August 31, 1973

Patrick J. McIntyre, Assistant Professor of Chemistry, leave without pay, Winter
 and Spring quarters, 1974

Thomas Read, Associate Professor of Mathematics and Computer Science, leave
 without pay, academic year, 1973-74

Tenure Recommendation

Ernst L. Gayden, Associate Professor, Huxley College, recommendation that tenure
 be granted, effective beginning of Fall, 1973, quarter

Informational Items

W. Louis Barrett, Associate Professor of Physics, change in assignment to Associate
 Professor of Physics and Chairman of the Department, effective June 15, 1973
 Salary (eleven months) based on Step 13

William A. Bultmann, Acting Provost and Dean of the College of Arts and Sciences,
 change in assignment to Acting Vice President for Academic Affairs and Dean of
 Arts and Sciences, September 1, 1973, to September 30, 1973. On October 1 he
 reverts to permanent status as Dean of Arts and Sciences.

Melvin G. Davidson, Professor of Physics and Acting Director of the Computer
 Center, appointed Director of Computer Center, effective July 1, 1973. He retains
 rank as Professor, Department of Physics.

F. Herbert Hite, Professor of Education and Chairman of the Department, resigned
 as Chairman of the Department of Education, effective September 1, 1973. His
 assignment as Professor of Education continues on a regular 9-month appointment.

Robert L. Monahan, Acting Dean of Arts and Sciences, appointment as Acting Dean
 of Arts and Sciences is extended to September 30, 1973. He will return to the
 Department of Geography as Professor of Geography effective October 1, 1973.

William J. O'Neil, Registrar and Acting Director, Summer Session; Executive
 Assistant to Provost and Director of Summer Session through August 31, 1973;
 Executive Assistant to the Vice President for Academic Affairs and Director of
 Summer Session, effective September 1, 1973
 Base twelve months' salary: \$23,148

Retirement

Evelyn Odom, Associate Professor of English, retirement effective end of Spring
 quarter, 1973 Miss Odom is qualified to be granted emeritus status at WWSC.

Resignations, Terminations

Michael P. Bjur, Assistant Professor of Technology, resignation effective end of six-week summer session, 1973

Arne Broman, Visiting Professor of Mathematics and Computer Science, termination of one-year contract, effective June 30, 1973

Judith Cohen, Instructor of Physical Education, resignation effective June 30, 1973

Maynard F. Hicks, Visiting Lecturer in English (Journalism), termination of one-year appointment, effective end of Spring quarter, 1973

Francisco G. Hinojos, Assistant Professor, College of Ethnic Studies, resignation effective end of Spring quarter, 1973

James A. Swan, Assistant Professor, Huxley College, resignation effective June 30, 1973

Benita Tipton, Lecturer in English, termination of one-year appointment, effective end of Spring quarter, 1973

John W. Whitney, Lecturer in Geology, termination of two-quarters appointment, effective end of Spring quarter, 1973


* The Board adjourned into executive session.

The Board reconvened in formal session.

Mr. Hanson moved that President Flora's salary be increased to \$36,300 or 8.4% on an annual basis, effective August 1, 1973; Mr. Comfort seconded the motion; the motion passed unanimously.

Mrs. Butterworth moved that the meeting be adjourned; Mr. Hanson seconded the motion; the motion passed unanimously.

ADJOURNMENT


Chairman, Harold C. Philbrick


Secretary, Patrick C. Comfort

* See minutes of October 4, 1973 meeting: inclusion of following paragraph:

"Mr. Comfort moved that the recommended Personnel Actions be approved; Mr. Hanson seconded the motion; the motion passed unanimously."