CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

ACADEMIC SENATE EXECUTIVE COMMITTEE

Agenda July 1, 1975
3:15 p.m. MHE 152

I. Minutes - June 3, 1975, Executive Committee Meeting

II. Reports
A. 1976-77 Support Budget (campus requests) meeting at the Chancellor's Office (Kersten)
B. Academic Council (Sullivan)
C. President's Council (Weatherby)
D. Foundation Board (Labhard) - will administer KCPR fund.
E. SIC - Steve McCloud will administer KCPR fund.
F. Report from H. Jones on budget.

III. Old Business
A. Senate Committee Membership (Labhard) (Attachment III-A)
B. Grievance Panel Selection Procedures (Attachment III-B)

IV. New Business
A. Academic Senate Committee - Records and Privacy (Kransdorf memo, Attachment IV-A) - Refer to PPC.
B. Proposed Revision of CAM 371.1A and 542 (Interim Policy on Procedures Governing Faculty Consulting and Overload Pay) (Thomas memo, Attachment IV-B) (Change to Announcements)

V. Announcements
A. CSUC Center for Professional Development: Policy Board Meeting 6/3/75.
B. Election Results (Attachment V-B)
C. Year-End Reports, Items referred to the President and Committee Assignment Sheet.
D. Steady State Enrollment and Staffing (Attachment V-D)
E. Next Meeting August 5, 3:15 p.m., MHE 152. May not meet.
EXECUTIVE COMMITTEE

Lezlie Labhard, Chair
David Saveker, Vice Chair
Charles Jennings, Secretary
Barton Olsen, Academic Senate C.S.U.C.
Michael Wenzl, Academic Senate C.S.U.C.
Paul Murphy, Academic Senate C.S.U.C.
Joe Weatherby, Past Chair

Luther Hughes
J.M. Kourakis (Summer - Paul Wolff)
Milton Drandell (Summer - Joe Weatherby)
Bob Burton
William Krupp
Louis Pippin
Anthony Buffa
Nancy Jorgensen
Hazel Jones

BUDGET COMMITTEE

Agriculture and Natural Resources
Architecture and Environmental Design
Business and Social Sciences
Communicative Arts and Humanities
Engineering and Technology
Human Development and Education
Science and Mathematics
Professional Consultative Services
Academic Vice President
ASI

David Schaffner 1977
Frank Hendricks 1977
John R. Lindvall 1977
Keith Nielsen 1977
Larry Moore 1976
Jack Jones 1976
Leonard Wall 1976
Charles Beymer 1976
James Landreth Ex-Officio
Frank Lebens Ex-Officio 1976

CONSTITUTION AND BYLAWS STUDY COMMITTEE

Agriculture and Natural Resources
Architecture and Environmental Design
Business and Social Sciences
Communicative Arts and Humanities
Engineering and Technology
Human Development and Education
Science and Mathematics
Professional Consultative Services
ASI

Corwin Johnson 1976
Leo Pinard 1977
Robert Huot 1976
Dwayne Head 1977
John R. Thomas 1977
Marcus Gold 1976

Attachment III-A
Ex.Comm.Agenda 7/1/75 1/5
CURRICULUM COMMITTEE

Agriculture and Natural Resources
Architecture and Environmental Design
Business and Social Sciences
Communicative Arts and Humanities
Engineering and Technology
Human Development and Education
Science and Mathematics
Professional Consultative Services
Associate Dean Curriculum and Instruction
University Librarian

ASI

Luther Hughes 1976
John Edmisten 1976
Rol Rider 1977
Gerald Sullivan 1977
Michael Cirovic 1977
Kathy Friend
Neil Webre 1977
Eileen Pritchard 1976
David Cook 1976
Harry Strauss 1976
Ex-Officio

ELECTION COMMITTEE

Agriculture and Natural Resources
Architecture and Environmental Design
Business and Social Sciences
Communicative Arts and Humanities
Engineering and Technology
Human Development and Education
Science and Mathematics
Professional Consultative Services

Larry Rathbun 1977
Raymond Hauser 1977
Patrick McKin 1977
George Kastner 1976
George Hoffman 1976
Ruth James 1977
Tony Buffa 1976
Bob Walters 1977

INSTRUCTION COMMITTEE

Agriculture and Natural Resources
Architecture and Environmental Design
Business and Social Sciences
Communicative Arts and Humanities
Engineering and Technology
Human Development and Education
Science and Mathematics
Professional Consultative Services
Head Audio Visual Services
University Librarian
Associate Dean Academic Planning
ASI

Ruben J. Greffenius 1976
Joseph Amanzio 1976
James Coleman 1976
Charles Jennings 1977
Mary Loungehito 1977
Emile Attala 1977
Robert Alberti 1976
John Heinz 1977
Harry Strauss 1976
David M. Grant 1976
Ex-Officio

PERSONNEL POLICIES COMMITTEE

Agriculture and Natural Resources
Architecture and Environmental Design
Business and Social Sciences
Communicative Arts and Humanities
Engineering and Technology
Human Development and Education
Science and Mathematics
Professional Consultative Services
Director, Personnel Relations
ASI

James Bermann 1977
Geraldine Ellerbrook 1976
Lloyd Beecher 1976
Margaret Glaser 1977
Robert Solonsen 1977
Thomas Hale 1977
Nancy Jorgensen 1976
Donald Shelton 1976
Ex-Officio

Ex-Officio
Ex-Officio
Ex-Officio
Ex-Officio

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STUDENT AFFAIRS COMMITTEE

Agriculture and Natural Resources
Bill Jacobs 1976
Architecture and Environmental Design
Richard Zwiefel 1976
Business and Social Sciences
John Culver 1977
Human Development and Education
Dale Federer 1976
Communicative Arts and Humanities
Daniel Krieger 1977
Engineering and Technology
Science and Mathematics
Thomas Richards 1977
Professional Consultative Services
Grant Miller 1976
Dean of Students
Everett Chandler Ex-Officio 1976
ASI Officer
ASI Representative

GENERAL EDUCATION AND BREADTH REQUIREMENTS COMMITTEE

Agriculture and Natural Resources
Allen Fontz 1976
Architecture and Environmental Design
Steve Orlick 1976
Business and Social Sciences
Dan Williamon 1976
Communicative Arts and Humanities
Max Riedlspenger 1977
Engineering and Technology
Robert Christiansen 1977
Human Development and Education
Science and Mathematics
Professional Consultative Services
Roger Gambus 1977
Curriculum Committee
Angelina Martinez 1976
Associate Dean, Curriculum and Instruction
Gerald Sullivan 1977
ASI
David Cook Ex-Officio 1976

PERSONNEL REVIEW COMMITTEE

Agriculture and Natural Resources
Royce Lambert 1976
Business and Social Sciences
James Hallet 1977
Communicative Arts and Humanities
Dell Gereg Nickell 1976
Engineering and Technology
Carl Hseih 1977
Human Development and Education
George Eastham 1976
Science and Mathematics
Reginald Gooden 1977
Professional Consultative Services
David Kann 1977
Joseph Romney 1977
Larry Carr 1976
Enrico Bongio 1977
Erland Dettloff 1976
Josephine Stearns 1977

Science and Mathematics
Michael L. Emmons 1976
Professional Consultative Services
Sarah Niu 1977

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RESEARCH COMMITTEE

Agriculture and Natural Resources
James Hallett 1976
Donald Grant 1977
Robert L. Hoover 1977
Guy Thomas 1977
Frank Hendel 1976

Architecture and Environmental Design

Business and Social Sciences

Communicative Arts and Humanities

Engineering and Technology

Human Development and Education

Science and Mathematics

Professional Consultative Services

Director of Business Affairs

Foundation Executive Director

Director of Institutional Studies

Associate Dean, Research

Instructional Dean

ASI

Director of Business Affairs

Foundation Executive Director

Director of Institutional Studies

Associate Dean, Research

Instructional Dean

ASI

FAIRNESS BOARD (Tenured Only)

Agriculture and Natural Resources
George Gowgani 1977

Architecture and Environmental Design
Don Koberg 1977

Business and Social Sciences
Jim Lau 1976

Communicative Arts and Humanities
Mona Rosenman 1977

Engineering and Technology
Ed Strasser 1976

Human Development and Education
James Langford 1976

Science and Mathematics
Norman Eatough 1977

Professional and Consultative Services
Don Check 1976

ASI

FACULTY LIBRARY COMMITTEE

Agriculture and Natural Resources
Thomas A. Ruehr 1977

Architecture and Environmental Design
Carl Lutrin 1976

Business and Social Sciences
Stanley A. Malinowski 1977

Communicative Arts and Humanities
William Krupp 1977

Engineering and Technology
Homer Hoyt 1976

Human Development and Education

Science and Mathematics
Elizabeth Perryman 1976

Professional Consultative Services

Director, University Library

ASI

DISTINGUISHED TEACHING AWARDS COMMITTEE

Alice Roberts 1976

William Phaklides 1976

Quinnan, Charles 1977

Henzel, Don 1977

Suchand, George 1977

student

student

Attach.III-A 4/5
Ex.Comm.Agenda 7/1/75
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<td>Science and Mathematics</td>
<td>Howard Steinberg</td>
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<td>Professional Consultative Services</td>
<td>Marcus Gold</td>
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<td>Director of Business Affairs</td>
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<td>Associate Dean of Academic Planning</td>
<td>David Grant</td>
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RESOLUTION REGARDING GRIEVANCE PANEL SELECTION PROCEDURES

Background and Rationale:
See May 14, 1975 memo from Tom Johnston to Joe Weatherby (copies Kennedy, Jones, Shelton, Goyes).

RESOLUTION:
WHEREAS, numerous difficulties have been experienced by the Chairman of the Grievance Panel in applying the procedures as outlined in the Executive Order 201 in the selection of Grievance committees,

RESOLVED: That the summer executive committee, acting for the Senate, accept the recommendations of the ad hoc committee on grievance procedures and forward to the President for implementation as soon as possible.

Ad hoc committee appointed by the Chair of the Academic Senate (see Executive Committee Minutes June 3, 1975 item IV-B): Johnston, Sabto, Weatherby, Jennings, Labhard.
Memorandum

Joe Weatherby, Chair
Academic Senate

Date: May 14, 1975

File No.:

Copies: President Kennedy
Vice President Jones
Donald Shelton
Frank Coyes

Subject: Grievance Panel Selection Procedures

This memo is a follow-up to the discussion I initiated with the Academic Senate Executive Committee. After more than two quarters as the Chairman of the Grievance Panel, I believe it is appropriate that the difficulties experienced in applying the procedures as outlined in Executive Order 201, should be examined carefully and, if possible, resolved before further meetings of this panel become necessary.

The Chairman of the Grievance Panel is an appointee agreed to by the President, after he receives recommendation from the Academic Senate. The Chairman is charged with the responsibility of supervising the selection by lot of a three-member committee. Those who may attend selection committee meetings are specified in Section 5.2 of Executive Order 201. In the course of establishing a grievance committee, the inadequacies of Executive Order 201 have become apparent and, on several occasions, procedures have reached an impasse due to lack of clarity, omissions or semantics. Following is an outline of some of the difficulties encountered:

1. Executive Order 201 states that the grievance panel consists of all tenured academic employees of the campus, holding the rank of professor or associate professor, holding full-time appointment and assigned at least two/thirds time teaching and research or both. Technically, all eligible faculty constitute the panel. However, there are faculty who become temporarily or permanently unavailable for reasons of sudden illness, family matters, conferences, banked leave or immediate past service on a grievance committee or personnel committee. It has been argued by the grievants that these facts are not clearly prescribed as for cause in Executive Order 201, and the excusing of such a committee member or members constitutes one or both of the preemptory challenges available to the President. This is an unjust demand and more precise rules should be drawn to cover such exigencies.

2. No time factor is established or procedures defined governing the amount of time a grievant may take in agreeing to a committee. A Chairman is very much at the mercy of the grievant in this matter, and while common sense prevails in most cases, by mutual agreement, it has been my experience that from the time of initial drawing by lot to the acceptance by the grievant of the final committee, a period of six weeks had elapsed. Executive Order 201 gives no direction on this matter and leaves the Chairman in a difficult situation if the grievant chooses to employ delaying tactics.
3. Once a faculty member has served on a grievance committee, according to Executive Order 201, this fact does not preclude immediate eligibility for service again. This is most unjust, particularly on a campus the size of Cal Poly, where nearly 400 faculty are eligible for service. It would be appropriate to excuse such a member for a minimum of one calendar year from the time of completion of service.

4. As Executive Order 201 stands, selection of committee members is by lot. However, other than the stipulation concerning the grievant’s own department, or persons involved in personnel action, it is possible, and experience has proven, that the total committee may be formed from one department or one school. Again, this is highly undesirable, both from a practical and ethical standpoint, and revision is in order. It is suggested that the final committee should not contain any more than one member from a given department or school.

5. Experience has shown that confidentiality at the level of committee selection has not always been agreed to. Candidates for committee assignment have been contacted by grievants prior to their final selection or rejection. Granted this is unprofessional, but nevertheless, the fact remains that such an action has occurred. Remedies for this situation should be sought.

The foregoing points have been, at one time or another, the cause for delay, offense, and mistrust in what is supposedly a simple action of committee selection. The Chairman cannot be placed in a position of inoperability because of poorly defined procedures. I therefore propose that the committee selection procedures be committed to writing and, at the initial meeting between the grievant and the Chairman, be agreed upon over the signatures of both grievant and Chairman.

A possible committee to formulate the procedures more precisely for submission to the President for approval, might consist of the Chair of the Academic Senate, Don Shelton, the present Grievance Panel Chair (myself) and the appointee for next year’s Grievance Panel Chair.
Memorandum

To:  Leslie Labhard  
Chairwoman, Academic Senate

From: Richard Kranzdorf

Subject: Proposed formation of a new Academic Senate Committee

In my teaching of American Government, as Academic Senate Representative to the Student Affairs Council, and as general observer of the University I have come to the conclusion that both the ASI and the Academic Senate have a void in the area of administrative records, files, dossiers, etc., on students and faculty. I know we have long had an open file policy here at Cal Poly and I know that the Rights and Privacy Act of 1974 has opened student files to them or their parents. But I also believe that there is a smorgasbord of data on both students and faculty which is not open to them, about which they probably do not know, the uses to which they are put are in question, etc.

It is in this perspective that I would like to propose the setting up of an Academic Senate Committee on Records and Privacy which would explore the entire matter here on the Cal Poly Campus. This is a subject which perhaps is touched upon in one or more Committees existant but I believe it to be important enough on its own to warrant its own committee as an ongoing body.

I would be happy to discuss this subject with your further (I'll be on campus only through this Friday, then June 25-27, then from the end of August on.

mem to Kranzdorf - a copy of minutes.
Memorandum

To: Hazel Jones
   Vice President for Academic Affairs

From: Guy Thomas
   Chairman, Research Committee

Subject: Proposed Revision of CAM Section 371.1A and 542
(Interim Policy on Procedures Governing Faculty Consulting and Overload Pay)

The Academic Senate Research Committee has a primary responsibility this 1974-75 academic year of making recommendations on changing CAM Section 542, Interim Policy on Faculty Consulting and Overload Pay to permanent CAM policy.

The Research Committee has attempted to provide a vehicle for faculty to make use of their professional competencies in consulting activities. At every opportunity faculty should be encouraged to enhance their instructional and professional abilities whereby they receive the professional enrichment from these activities. The consulting activities in no way should be detrimental to the faculty or the University, nor be in competition with community activities or services.

The Research Committee is recommending the proposed CAM revisions (attached) to be adopted as permanent policy to CAM.

A. Attachment A, 371.1A, Page 1.

The Research Committee reviewed private consulting activities as they exist in some other CSUC institutions; and, strongly believing that the University encourages each faculty member to make use of his knowledge as a consultant where he is professionally competent, is recommending the revision of CAM Section 371.1A.

The revision will permit consulting activities if approved under the proposed provisions of CAM 542.B.

B. The Committee recommended reorganization of CAM Section 542 to have four subclassifications. They are:

1. Faculty Consulting (Attachment B, 542.B1, Page 1)

   This serves as a preamble paragraph and no change was made in the existing language.

2. University or Foundation Sponsored (Attachment B, 542.B2, Pages 1 & 2)

   Existing language is shown with recommended Committee changes as follows:
Attachment B, 542.B2c, Page 1

The Committee deleted the last sentence ("No proprietary or secret work is permitted.") because they felt the sentence was redundant. The sentence preceding this deletion states that all results from consulting must be freely accessible to the public. The Committee felt that no violation would occur when the results must be accessible to the public.

Attachment B, 542.B2d, Pages 1 & 2

The changes in this paragraph are required to reflect correct administrative titles.


Attachment B, 542.B3a, Page 2

No change in the existing language.

Attachment B, 542.B3b, Page 2

The Committee introduced this new paragraph which would permit faculty to act as private consultants providing all provisions of this paragraph are met. The Committee felt that faculty should be encouraged to make use of their knowledge where they are professionally competent. Existing language prohibits use of State facilities (CAM Section 371.1A) when acting as a private consultant.

By permitting faculty to act as private consultants, the Committee felt that these activities would not only enhance the professional stature of faculty, but enrich the instructional programs as well. The Committee has attempted to provide a means of instructional and professional enrichment by introducing this paragraph and amending CAM Section 371.1A which will be less negative and could provide a vehicle for faculty to include certain consulting activities which may be considered as official business.

Attachment B, 542.B3c, Pages 2 & 3

The Committee recommended that the deleted sentence was very restrictive in the form of "any context." They recommended the new underlined words to serve as the prohibition language of the paragraph. The last sentence was deleted as the Section of CAM 371.1 was deleted and has been amended and is referenced in paragraph 542.B3a.
Attachment B, 542.B3d, Page 3

The change in this paragraph is required to reflect correct administrative titles.

4. Faculty Overload Pay (Attachment B, 542.B4, Page 3)

No change from existing language.

C. Attachment C, Proposed Procedures and Guidelines for Reimbursement

This document has been developed by the Director of Business Affairs as procedures to follow in determining direct and indirect costs to be reimbursed to the University. Appropriate schedules and procedures have been approved by Mr. James Landreth, Director of Business Affairs.

Attachments: A - Draft Proposal Change for CAM 371.1A
B - 542.B Faculty Consulting and Overload Pay
C - Proposed Procedures and Guidelines for Reimbursement
Section 371, Draft Proposal Change for CAM 371.1A

371 Activities Inconsistent, Incompatible, or in Conflict with Duties as an Employee

371.1 In protecting the integrity of the California State service, the law includes standards of conduct with which State officers and employees are expected to comply. In accordance with the requirements of Section 19251 of the Government Code, the following employments, activities, or enterprises of every officer and employee under the jurisdiction of the State University and Colleges are inconsistent, incompatible, or in conflict with duties as a State officer or employee:

A. The use of State time, facilities, equipment, or supplies at any time for any purpose other than the performance of official business.

"Official business may include certain consulting activities if approved in accordance with the provisions of CAM 542, B."

B. The performance for compensation other than State salary of any service for any person or public or private agency if such person or agency performs any action which is subject to review recommendation or approval by the employee or any of the employee's subordinates.

C. The performance for compensation other than State salary at any time of any service which the employee's State duties require the employee to render.

D. The acceptance of any obligations on the part of any officer or employee which would prevent the employee from carrying out responsibilities for which employed, or the acceptance of any responsibilities which would be in conflict with the purposes of the university.

E. The engaging in any activity which is contrary to a policy of the State University and Colleges or otherwise inimical to its welfare.

F. The willful violation of any law, any regulation of the Trustees or any directive of the Chancellor respecting employment or the performance of the employee's duties.

1. No member of the staff of the California Polytechnic State University Foundation or member of the staff of the California Polytechnic State University, San Luis Obispo, shall purchase or sell, borrow or use in any way whatsoever, directly or indirectly, any materials or property belonging to the Foundation or Foundation student projects, except through such procedures as the Foundation Board of Directors may prescribe. (See CAM 590.2, 590.3)
B. Faculty Consulting and Faculty Overload Pay

1. Faculty Consulting

The University encourages each faculty member to make use of his knowledge as a consultant in fields where he is professionally competent. Exchange of knowledge among the faculty is a normal function, and the faculty should be willing to act as consultants to each other without fee. On projects that require a lengthy or regularly continuing amount of consulting, it may be appropriate for the consultant to be paid for this service, so long as this payment is not contrary to federal or state policy, or to University policy concerning the total amount of time a faculty member may devote to extra duties for which he is paid.

2. University or Foundation Sponsored

a. A faculty member may act as a consultant to a governmental or private agency, and have access to University facilities, provided the funds are received by either the Cal Poly Foundation or by the University. In such an arrangement, the faculty member is not acting as a private consultant, but as a Foundation or University employee, and will be reimbursed at his or her salary rate.

b. If a faculty member has a grant or contract, regardless of the source of funds, University policy requires that other University faculty members reimbursed on the grant or contract shall be shown as co-investigators, faculty associates, or other title which shows the appropriate salary; the use of the word "consultant," showing an arbitrary fee, is not allowed. Exceptions to this policy may be made by the Academic Vice President when it is in the interests of the University, not the individual.

c. All results from consulting for a fee, which is accepted by either the University or the Foundation, must be freely accessible to the public.

d. No contractual commitments of any kind in research or consulting, which involve the University or the Foundation, may be made prior to approval by authorized University or Foundation officers.
The university's Proposal Approval Form outlines the normal approval procedure and signatures required. Copies are available from the Associate Dean of Research Development and the Coordinator, Research Development. The Executive Vice President gives the final approval for the University except in special instances where approval by the President is required.

3. Private Consulting

a. Faculty members may be private consultants outside the University, provided this activity does not interfere with the faculty members' obligations to the University, which are primary. Consulting should not average more than one day a week during the academic or calendar year, whichever is appropriate. [See CAM 370.2, Working Conditions and Employee Responsibilities, Academic (Instructional) Employees]

b. "When faculty members act as private consultants, with or without pay, they may desire to use specialized state facilities, equipment, services, or supplies, but any such use requires advance approval by the appropriate Department Head and School Dean, plus provision for reimbursement to the state for such use. Approval for use of state facilities, equipment, services, or supplies for private consulting may be granted only if there is no adverse effect upon the instructional functions of the University, and if there is provision for full reimbursement of direct and indirect costs to the University. The amount of direct and indirect costs to be reimbursed must be approved by the appropriate Department Head, School Dean, and the Director of Business Affairs. Appropriate procedures and schedules for determining reimbursable costs will be developed by the Director of Business Affairs. In general, no reimbursable costs will be assessed for the use of normal office space and office equipment routinely provided each faculty member, but full costs will be assessed for the use of any specialized facilities, equipment, services, or supplies." (See CAM 371.1)

c. As a private consultant, the faculty member should make it clear to his sponsor in writing that in no way does he speak or act for or represent the University or the Foundation; nor is there any University or Foundation liability for the faculty member's statements or actions as a private consultant. When

When university faculty members engage in any consulting work, particular care must be taken not to compete with
private industry. Even when the consulting work of a faculty member is handled through a State or Foundation agreement, evidence must be presented to show that any university facilities used are not readily available in private industry within a reasonable geographic area.

d. The faculty member must inform his department head of any consulting activities off campus, unless they are clearly of a minor nature constituting less than an average of two hours per week. The faculty member should be alert to any possible conflict of interest; obligations to the University take precedence. If the faculty member is a consultant and also has a federal grant or contract, possible conflict of interest may become a serious problem. In order to protect himself, the faculty member should seek advice on any possible conflict; the school dean, the Associate Dean of Graduate Studies and Research, Coordinator, Research Development, or the Academic Vice President may be helpful. (See CAM 371.3, Activities Inconsistent, Incompatible, or in Conflict with Duties as an Employee.)

4. Faculty Overload Pay

a. Faculty members on full-time appointments are considered to be paid for 100% of their time. If a faculty member is on reassigned time, as part of the normal load, this percentage of time must have been paid from either university resources or from an approved grant or contract administered by the Cal Poly Foundation.

b. The University permits overload payment (i.e., payment in excess of regular salary for basic appointment) for the following categories of overload assignments:

(1) For teaching in Extension
(2) For approved research or other grant/contract activities when payment is permitted by the sponsor
(3) For special Educational Programs, such as workshops or short courses that are not part of regularly assigned duties
(4) For consulting on a project that is formally accepted by the University or Cal Poly Foundation. Such consulting must clearly be related to the faculty member's educational duties; students should be involved in the project. (See subparagraph d. under Faculty Consulting above.)

c. The total overload permitted from all the above sources is 25% of the full-time salary.
ATTACHMENT C.

Procedures to be Followed in the Implementation of CAM 542.8 (As Recommended for Amendment by the University Research Committee)

I. Policy

Reasonable charges will be made when University facilities are used by a faculty member who acts as a private consultant. The purpose of this procedure is to define relationships, to explain when charges will be levied, and to describe procedures to be followed in obtaining approval to use such facilities and to provide the University reimbursement.

In the conduct of consulting activities by faculty members, two broad categories of University facilities are utilized.

1. Category I Facilities:

These are facilities which are routinely provided to individual faculty members to enable them to carry out the personal aspects of their instructional function. Examples are faculty office space and related office furniture and equipment.

2. Category II Facilities:

These are facilities which are routinely provided to the collective faculty to enable them to carry out the group aspects of their instructional function. Examples are classrooms, conference rooms, general office space, shared laboratories, shared major equipment items, and shops.

It is the policy that:

1. With respect to Category I facilities no charges will be assessed for their use in the conduct of private consulting activities.

2. With respect to Category II facilities, all identifiable costs will be used as a basis for charges to faculty members. The amount of reimbursement will be determined as follows:

A. Direct Costs:

1. All direct identifiable costs will be invoiced at actual cost.

2. Services, such as computer processing, will be charged at established rates which are in effect for such services at the time they are rendered. Services by the Computer Center, in connection with private consulting, require prior approval by the Computer Center Director, in addition to required approval by the line organization and the Director of Business Affairs (see paragraph II.1 et seq).
3. University communications facilities shall not be used in such a way as to cause an incremental charge to the University nor will University supplies, materials, etc., be used in connection with private consulting except in situations where outside sourcing directly by the faculty member is not practical. The use of supplies and materials must be specifically approved prior to their use (see paragraph II.1. et seq).

B. Indirect Costs:

1. For building space, 35¢ per square foot per month, based on full-time usage. This charge includes utilities and custodial services. Full-time usage is defined as 40 hours per week for office space; and 75 hours per week for classroom and laboratory space.

2. For equipment, the rental rate will be 25% of the original cost (or fair market value at date of gift) and assumes a work year of 500 (in other words, the hourly rental charge will be 25% of cost divided by 500). A charge will be made for a full hour for any fraction of an hour of use. For example, use for 45 minutes will result in a charge for 1 hour; use for 7 hours and 15 minutes will result in a charge for 8 hours.

The use of the University facilities for private consulting will not be approved unless the following criteria are met:

A. The activity should be one which relates to and will probably enhance both the professional competence and teaching competence of the faculty member.

B. The activity does not conflict with assigned duties as an employee.

C. The activity will not place any financial responsibility on the State.

D. The activity will not interfere with the scheduled use of the facilities and/or equipment by the University.

E. The activity shall be conducted in such a manner as not to reflect adversely on the University or its faculty, staff, or students in any way.

When University faculty members engage in private consulting work, particular care must be taken not to compete with private industry. Even when the consulting work of a faculty member is handled through a State or Foundation agreement, evidence must be presented to show that any University facilities used are not readily available in private industry within a reasonable geographic area.

II. Procedures

The following procedures are to be followed in obtaining approval and making reimbursement to the University for use of facilities, equipment, and/or services in private consulting.
1. Obtaining Approval

The faculty member must, in memorandum form, fully describe the proposal or activity, including estimated costs. It must be submitted to the line organization as appropriate, with copies to the Coordinator, Research Development, and the Academic and Executive Vice Presidents. Normally, a proposal will be submitted through the faculty member's department head and school dean to the Director of Business Affairs. Each member of the line organization will recommend approval or disapproval. Before approving a proposal, the Director of Business Affairs will insure that the individual in charge of any University service or function, which may be affected by a proposal, is consulted and approved. Copies of recommendations made by line organization, and approval or disapproval by the Director of Business Affairs, including responses to any necessary consultation(s), will be provided to the Coordinator, Research Development, and the Academic and Executive Vice Presidents.

2. Reimbursement to University

At the completion of the consulting endeavor, but no less frequently than each calendar quarter (within 25 calendar days after completion or the end of a quarter), the faculty member performing the consulting activity will report by memorandum, the type and amount of all direct and identifiable costs (including services) associated with resources provided by the University. The report will also include full details regarding the use of the University facilities and/or equipment, including date(s) and time(s). When the usage report is a final one, it should be so indicated by labeling it a termination or final report. Reports will be submitted through the faculty member's department head (or other immediate superior, as appropriate), who shall, by endorsement, confirm the accuracy of the report, and forward it to the Director of Business Affairs, with a copy to the appropriate superior in the line organization (normally the school dean).

The Director of Business Affairs will bill (invoice) the faculty member for the total amount due, including any services (which will have been separately confirmed). Payment of the invoice may be made in person to the University Cashier, Room 131E, or may be paid through the mail by check or money order made payable to California Polytechnic State University and addressed to the attention of the University Cashier. When payment is made by mail, care should be taken to provide information with the remittance which clearly identifies the invoice(s) for which payment is being made.

Collections based on charges for use of facilities and equipment (indirect costs) will be taken by the University as General Fund reimbursement. All identifiable direct costs will be processed so that credits (negative expenditures) accrue to the same account that was charged with the original incremental cost expenditure.
Memorandum

To: Joe Weatherby, Chairman  
   Academic Senate

From: Bob Hooks, Chairman  
   Election Committee - Academic Senate

Subject: ELECTION RESULTS

As the result of a ballot count after the election on Tuesday, June 3, 1975, the Election Committee certifies the following results as shown.

Both amendments to the Constitution of the Academic Senate passed with the necessary two-thirds vote.

Preamble

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Membership in Professional Consultative Services

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Memorandum

To: Deans Cummins, Ericson, Fisher, Gibson, Hasslein, McKibbin, Valpey

From: Robert E. Kennedy

Date: June 9, 1975

Subject: Report of the Ad Hoc Committee to Study Steady State Enrollment and Staffing

On June 19, 1974, I received the Report of the Ad Hoc Committee on Steady State Enrollment and Staffing. This was subsequently referred to the Administrative Council, Academic Council, and the Academic Senate for input, recommendations, or comments. The Academic Council and the Administrative Council substantially recommended acceptance of the report with minimum modification. The Academic Senate recommended further and broader study of the matter, and expressed particular concern with regard to the establishment of a ten percent (10%) minimum of FTE faculty positions to be filled with part-time or temporary employees.

Since the initiation of the study on Steady State Enrollment and Staffing last year, there have been several occurrences affecting this institution. Probably the two most significant are the lack of capital improvement funds to provide new classrooms and office facilities, and the enrollment ceiling of 13,800 FTE students for the next three years. This is complicated further by declining student enrollments in certain fields, both statewide and at this campus. I expect fluctuations in enrollment between fields to be a continuing problem under the controlled enrollment condition which we will experience for the next three years. These have resulted in my establishment of an Ad Hoc Committee on Equal Term Enrollment.

I have decided to accept the report of the Ad Hoc Committee to Study Steady State Enrollment and Staffing as an interim guideline to be followed at least until the local Academic Senate has agreed to a long range policy and procedure on steady state staffing. Guidelines A through E and G, H, I, and J should be considered as planning factors when determining school and departmental future staffing requirements.

I do not consider it necessary at this time to establish as a requirement that a minimum of ten percent (10%) of FTE faculty positions (on a school or departmental basis) be filled with part-time or temporary faculty. In fact, I object to the concept of a nonflexible minimum to be applied across-the-board to all schools and departments. I, therefore, reject the concept of a "10% minimum" and substitute in its place a goal of from 5 to 15 percent of total FTE faculty positions in part-time or lecturer appointments, depending upon the perceived future staffing needs of each department. Each dean should, after a review of all programs, plan future recruitment in a manner which permits adjustment to sudden declines or other possible shifts in enrollment with the least hardship on continuing faculty.

By a copy of this memorandum, I am referring the Ad Hoc Committee Report on Steady State Enrollment and Staffing to the recently appointed Ad Hoc Committee on Equal Term Enrollment for its information and consideration during its deliberations.
IMPROVED CAMPUS FACILITIES SEEN

"Unless some unforeseen problems develop, we can expect to obtain the Cal Poly Life Science Building," Dr. Robert E. Kennedy told the President's Council on Monday (June 9).

The $6.25 million building, which had been omitted from the 1975-76 state budget with other CSUC projects at an earlier date, has now been restored to both State Senate and Assembly versions of the budget to be considered on the floor of the Legislature. The budget measures, supported at committee levels of both houses and by the Legislative Analyst and State Department of Finance, virtually insure the proposal's success. Dr. Kennedy said he expects Governor Edmund G. Brown, Jr., to support the allocation for the building once the measure passes the Legislature.

Also meeting with Legislative support is a budget item which will provide $75,000 to provide working drawings for the Faculty Office Building. The inclusion of the augmentation item in the budget at the committee level resulted from a state-level policy recommendation of the Department of Finance and Legislative Analyst recognizing the critical shortage of permanent faculty office spaces at Cal Poly. Funds for remodeling Crandall Gym were omitted from the budget in the Legislative process, apparently due to increasing remodeling costs.

In connection with other facilities matters, E. Douglas Gerard (Executive Dean) reported that all faculty to be moved for next fall will be advised this week. He said accommodations have been designated for all faculty members. Included in the facilities will be 15 relocatable units, which will begin to arrive later this week, with all units to be on dispersed campus sites by the end of July.

STEADY STATE REPORT ACCEPTED

President Robert E. Kennedy has accepted with one exception the report of the Ad Hoc Committee to Study Steady State Enrollment and Staffing "as an interim guideline to be followed at least until the local Academic Senate has agreed to a long-range policy and procedure on steady state staffing." Indicating that the guideline should be considered as a source of planning factors when determining school and departmental future staffing requirements, Dr. Kennedy noted that he did not feel it necessary at this time to establish as a requirement that a minimum of ten percent (10%) of FTE faculty positions (on a school or departmental basis) be filled with part-time or temporary faculty. Rejecting the concept of a nonflexible minimum to be applied across-the-board to all schools and departments, Dr. Kennedy has substituted a goal of from 5 to 15 percent of total FTE faculty positions in part-time or lecturer appointments, depending upon the perceived future staffing needs of each department. He asked each dean to review all programs and plan future recruitment in a manner which permits adjustment to sudden declines or other possible shifts in enrollment with the least hardship on continuing faculty.

He also referred the Ad Hoc Committee Report on Steady State Enrollment and Staffing to the recently-appointed Ad Hoc Committee on Equal Term Enrollment for its information and consideration during its deliberations. Dr. Kennedy noted that, since the initiation of the study on Steady State Enrollment and Staffing last year, two significant problems have been the lack of capital improvement funds to provide new classrooms and office facilities and necessity of observing an enrollment ceiling of 13,800 FTE students for the next three years. The problems are complicated further by declining student enrollments in certain fields, both statewide and at Cal Poly. Dr. Kennedy said he expects fluctuations in enrollment between fields to be a continuing problem under the controlled enrollment condition which Cal Poly will experience for the next three years and so has established the Ad Hoc Committee on Equal Term Enrollment.
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Fall Quarter 1975

- **September 22** Monday: Beginning of fall quarter (faculty only)
- **September 25** Thursday: Registration for new students
- **September 26** Friday: Registration for continuing and returning students
- **September 29** Monday: Fall quarter classes begin
- **October 6** Monday: Last day to enroll for fall quarter
- **October 17** Friday: Last day to withdraw from classes without petition
- **November 11** Tuesday: Academic holiday—Veteran's Day
- **November 17** Monday: End of seventh week
- **November 28-30** Wednesday-Sunday: Academic holiday—Thanksgiving
- **December 9** Tuesday: Last day of classes
- **December 10-13** Wednesday-Saturday: Final examination period
- **December 13** Saturday: End of fall quarter
- **December 14-15** Sunday-Sunday: Academic holiday

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Winter Quarter 1976

- **January 5-6** Monday-Tuesday: Registration for winter quarter
- **January 7** Wednesday: Winter quarter classes begin
- **January 14** Wednesday: Last day to enroll for winter quarter
- **January 15** Monday: Last day to add courses
- **January 16** Monday: Academic holiday—Washington's Birthday
- **February 2** Wednesday: End of seventh week
- **March 15** Monday: Last day of classes
- **March 16-19** Tuesday-Friday: Final examination period
- **March 20-24** Saturday-Wednesday: Academic holiday

Spring Quarter 1976

- **April 5** Monday: Last day to apply for June commencement
- **April 16** Friday: Last day to withdraw from classes without petition
- **April 17** Friday: End of seventh week
- **May 1** Monday: Academic holiday—Memorial Day
- **June 7** Monday: Last day of classes
- **June 8-11** Tuesday-Friday: Final examination period
- **June 12** Saturday: Commencement
- **June 13-20** Sunday-Sunday: End of spring quarter
- **June 27** Saturday: Academic holiday