MINUTES
Faculty-Staff Council
California State Polytechnic College
Tuesday, April 30, 1968

1. A quorum being present, the Council was called to order at 3:35 p.m. by Chairman Corwin Johnson.


3. Chairman Johnson announced the Executive Committee approved the following replacements to fill vacancies in the Engineering School: Harry Honegger from Welding and Metallurgical Engineering Department and Herb Miles from the Electrical Engineering Department and Fred Clogston from the Biological Sciences Department in the Applied Sciences School. These are temporary appointments until June, 1968.

4. Chairman Billy Mounts of the Constitutional Committee distributed a revised copy of the proposed new Constitution and thanked Dave Grant for his rewording the entire document without making any substantive change. He moved Council accept the Constitution and send it to the entire electorate for ratification. Glenn Seeber seconded the motion.

Dean Fisher moved deletion of the following underlined words in Article III, Academic Senate, Section 1, Membership, d. Ex officio members: (1) Non-voting members: (d) Professor of Military Science or his designee. Bob Frost seconded removal of "(d)," which passed on a voice vote without opposition.

Bob Wheeler moved deletion of the following underlined words in Article III, Academic Senate, Section 1, Membership, d. Ex officio members: (2) Voting members: (c) The instructional deans, who may serve additionally as non-voting committee members. Rod Keif seconded removal of the concluding clause in "(c)," which passed on a voice vote without opposition.

Rod Keif inquired about the status of department head members of the present Council in the proposed new Senates. Chairman Mounts said the intent of the interim procedure was to permit all present members to serve out their elected terms (see Attachment 2).

Jim Neal expressed concern about Article IV, Staff Senate, Section 1, Membership, a. listing certain Foundation employees under other categories, who may not wish representation with separate groups. Dick Tartaglia pointed out the Constitution Committee tried not to split Foundation from college employees where both had similar assignments.

Bob Frost noted that Article V, Coordinating Committee, Section 4, Meetings, a. requires at least ten monthly meetings from September through June each year.
Howard Rhoads and Glenn Seeber were concerned that Article VIII, Amendments, required a hard-to-achieve two-third vote of the total constituency for even minor changes in wording. Chairman Mounts said the Committee felt the Constitution should not readily be changed.

Dean Fisher expressed concern that undue restriction may be placed on several staff and service area representation and moved deletion of the following underlined words in Article III, Academic Senate, Section 1, Membership: "b. The following professional consultative service areas shall be represented in the Academic Senate by the formula of one (1) senator from each service area per each 15 members or major fraction thereof. No more than one (1) member from each service segment until each segment is represented." He also moved deletion of the following underlined words in Article IV, Staff Senate, Section 1, Membership, a. "Staff senators shall be elected by service areas (as defined in the Bylaws) with one senator per each fifteen (15) staff members. No segment, as subdivisions of a service area, shall have more than one member until each segment within that service area has representation." Finally, he moved adding the phrase "or major fraction thereof," to the end of the "a" section. Rod Keif seconded these changes, which carried on a voice vote without opposition.

Roy Anderson expressed reservations about faculty voting on ratification of a staff senate constitution and staff voting on ratification of an academic senate constitution. Bob Andreini, Mike O'Leary and Vince Gates pointed out the entire electorate voted for the present arrangement of the Faculty-Staff Council.

Harry Finch moved deleting the following underlined words in Article IX: "Ratification—This Constitution and its Bylaws shall become effective when recommended by a majority vote of the Faculty-Staff Council and approved by a majority vote of the total constituency voting. Bob Andreini seconded motion, which passed without opposition.

The original motion to approve the new Constitution passed on a voice vote with two members in opposition (Attachment 1).

5. Chairman Johnson indicated the Council has approved three separate constitutions—one for an academic senate, one for a staff senate, and one for a joint assembly—that are to be submitted to the entire electorate for ratification. Each group will then be able to adopt their own bylaws. Roy Anderson moved the Council include with the proposed Constitution a statement that the enclosed Bylaws prepared by the Constitution Committee may serve as a basis for the bylaws to be considered further by each senate. Bob Andreini seconded the motion which passed on a voice vote without opposition.

Howard Rhoads moved the Constitution Committee update and review the proposed Bylaws. Dean Hasslein seconded the motion which carried on a voice vote without opposition.

6. Chairman Johnson called a special meeting of the entire Faculty-Staff Council for Tuesday, May 7, in the Staff Dining Hall at 3 p.m. to consider the Academic and Staff Senate's proposed Bylaws (Attachment 3).

Respectfully submitted,
HOWARD WALKER, Acting Secretary

Attachments
CONSTITUTION OF THE ACADEMIC SENATE, STAFF SENATE, AND JOINT ASSEMBLY

CALIFORNIA STATE POLYTECHNIC COLLEGE
SAN LUIS OBISPO

PREAMBLE

We, the faculty, staff, and administrative employees of California State Polytechnic College, San Luis Obispo, do herein establish senates, and assembly, and various committees to the end that we may participate more fully in the formulation, recommendation, and continuing review of the general educational politics and operating procedures of this college. To this end, we organize ourselves into an Academic Senate, a Staff Senate, a Joint Assembly, and a Coordinating Committee.

ARTICLE I

Bodies through which the intent of the faculty, staff and administrative employees shall be expressed are:

A. Academic Senate
B. Staff Senate
C. Coordinating Committee
D. Joint Assembly

ARTICLE II

Objectives of the Senates and Assembly

Section 1. Senators shall serve as the representatives of the constituencies by which they are elected.

Section 2. The Senates and Assembly shall serve as consultative bodies to the President of the College.

Section 3. In addition, the Senates and Assembly shall have the responsibility and primary function of initiating and transmitting to the President of the College those recommendations on policy and procedures which they believe relate to the common good of the college community.

ARTICLE III

Academic Senate

Section 1. Membership

a. Each school shall elect three (3) senators, plus one (1) senator for each thirty (30) faculty members or major fraction thereof.

b. The following professional consultative services shall be represented in the Academic Senate by the formula of one (1) senator per each 15 members or major fraction thereof: Library (faculty), Audio-Visual (faculty), Counselors (Psychology) and Medical Officer I.
c. Administrative personnel of the college as defined in the Bylaws
    shall elect one (1) senator to the Academic Senate.

d. Ex officio members:

   (1) Non voting members:

   (a) President of College
   (b) Academic Vice President
   (c) Dean of Students

   (2) Voting members:

   (a) Immediate past chairman of the Academic Senate
   (b) The statewide Academic Senators
   (c) The instructional deans

The Academic Senate shall have a Chairman, a Vice Chairman, and a
Secretary elected as provided in the Bylaws

Section 3. Organization

The Academic Senate shall function through the use of committee as
well as through the use of floor discussion and debate. Standing
committees shall be: Budget, Curriculum, Election, Executive, Instruc-
tion, Personnel, Research, and Student Affairs, plus other such
committees as may be deemed necessary.

Section 4. Meetings

a. The Academic Senate shall meet monthly unless otherwise specified
   in the Bylaws. Special meetings may be held on call by the Chair-
man or by petition of twenty-five percent (25%) of the membership,

b. Fifty percent (50%) plus one member of the Academic Senate mem-
   bership constitutes a quorum.

Section 5. Amendments

Amendments to Article III of this constitution shall be made by two-
thirds of the votes cast by members of the academic constituency.

ARTICLE IV

Staff Senate

Section 1. Membership

a. Staff senators shall be elected by service areas (as defined in
   the Bylaws) with one senator per each fifteen (15) staff members
   or major fraction thereof.

b. Administrative personnel of the college as defined in the Bylaws
   shall elect one (1) senator to the Staff Senate.
Section 2. Officers

The Staff Senate shall have a Chairman, a Vice Chairman, and a Secretary.

Section 3. Organization

The Staff Senate shall function through the use of committees as well as through the use of floor discussion and debate. Standing committees shall be: Election, Executive, Personnel, and Student Affairs, plus other committees as shall be deemed necessary.

Section 4. Meetings

a. The Senate shall meet monthly unless otherwise specified in the Bylaws. Special meetings may be held on call by the chairman or by petition of twenty-five percent (25%) of the membership.

b. Fifty percent (50%) plus one member of the Staff Senate membership constitutes a quorum.

Section 5. Amendments

Amendments to Article IV shall be made by two-thirds of the votes cast by the staff constituency.

ARTICLE V

Coordinating Committee

Section 1. Membership

The Coordinating Committee shall be comprised of the three (3) officers from each senate.

Section 2. Officers

The Chairman and Secretary shall be elected from and by the membership of the Coordinating Committee.

Section 3. Organization

a. The prime function of the Coordinating Committee shall be to prevent the duplication of consultation in the two senates by judicious agenda planning and routing of consultative requests. As provided hereinafter, the Coordinating Committee may convene the Joint Assembly.
b. The Coordinating Committee shall request formation of special joint committees by the Executive Committees of each Senate as deemed necessary.

Section 4. Meetings

a. The Coordinating Committee shall meet monthly during the academic year of September through June, and more often as necessary.

b. Five (5) members constitute a quorum.

ARTICLE VI
Joint Assembly

Section 1. Membership

The Joint Assembly shall be constituted by the senators from the Academic Senate and the Staff Senate.

Section 2. Officers

The Chairman and the Secretary of the Joint Assembly shall be those serving in the same capacity to the Coordinating Committee.

Section 3. Organization and Functions

The Joint Assembly functions in the initiating and consulting process regarding problems of mutual concern to the senates.

Section 4. Meetings

a. The Joint Assembly is convened by the Coordinating Committee, President of the College, or twenty-five percent (25%) of the Assembly's membership.

b. Fifty percent (50%) plus one member of the Assembly membership constitutes a quorum.

ARTICLE VII
Parliamentary Authority

Except as otherwise specified in this Constitution and Bylaws, the latest edition of Robert's Rules of Order (Revised edition) shall serve as the parliamentary authority for the Senates, Assembly, and Committees.

ARTICLE VIII
Amendments

Except as provided in Article III, Section 5, and Article IV, Section 5, amendments to this Constitution shall be made by two-thirds of the votes cast by the total constituency.

ARTICLE IX
Ratification

This Constitution shall become effective when recommended by a majority vote of the Faculty-Staff Council and approved by a majority vote of the total constituency voting.
To: Corwin Johnson, Chairman,  
Faculty Staff Council  

From: Constitution Committee  

Subject: Interim Plan for Academic and Staff Senates  

April, 1968

Ratification of a new Constitution creates the need for an interim plan in order to expedite a smooth transition. This period is specified as six weeks in duration at the conclusion of which the newly functioning bodies invalidate the interim plan as null and void.

The pro tem stewardship is vested in the officiating Faculty-Staff Council chairman and his executive committee as of the date of ratification. They shall:

   Direct the continuation of representatives and officers as constitutionally permitted. Any area of over-representation shall be corrected by the attrition of time and any area of under-representation shall be corrected by election within two weeks of ratification.
I. ACADEMIC SENATE

A. Elected senators shall be full-time academic employees of the State of California for a minimum of one year at the time of election. The term of office shall be three years. No more than one senator per department until all departments within that school are represented.

B. Officers (chairman, vice chairman and secretary) shall be elected from and by the Senate for a one year term. A specific school may provide no more than one officer per given year. In the event more than one officer per school per year is elected, the lesser office will be relinquished in deference to the runner-up candidate from a different school.

C. Committees

The functional integrity of the Senate shall be maintained by committee process. Unless otherwise specified, the committees are selected by the Executive Committee for two year staggered terms of office; subcommittees are elected when necessary. The minimum number for a standing committee shall be a representative per school; an optimum number will include additional representation when deemed necessary in pursuit of the common good. The chairman, a senator, shall be elected from and by the committee, and shall be responsible for an annual report to the Executive Committee unless otherwise specified.

The following standing committees shall be established:

1. The Budget Committee shall review, formulate, and make recommendations concerning budget plans as they affect the college. Ex officio members are the Director, Business Affairs, and the Associate Director, Budgeting and Business Affairs.

2. The Curriculum Committee shall be responsible for recommendations regarding curriculum changes, general education requirements, and graduate studies. The ex officio members shall be the Associate Dean, Academic Planning; Associate Dean of Curriculum and Instruction; and Head Librarian.

3. The Election Committee shall:
   a. interpret the election procedures
   b. announce vacancies as of the first week in February according to filled full-time equivalent positions listed by the College Personnel Office
   c. serve as nominating committee for senate officers
   d. supervise the election process, such as ballot preparation (seeking signatures for consent to serve and alphabetizing the ballot), preparation of polling place and the announcement of polling time, etc.
e. certify voting eligibility. Voting is limited to those individuals employed by the State of California greater than half-time basis

f. announce the filling of vacancies

g. the above also apply to election of senators of CSC Academic Senate.

The timetable for the Election Committee is as follows:

a. First week in February - a meeting to review election proceedings and to announce vacancies.

b. First week in March - each committeeman reports nominees from their area to the Committee.

c. April Senate Meeting - slate of officer nominees and candidates for the Executive Committee are presented and additional nominees may be added from the floor.

d. Third Tuesday in April - elections are held. The Senators, CSC Academic Senator, and the Personnel Review Committeemen will also be elected. The polling booth shall be operational under the direction of the Election Committee from 7:00 a.m. to 5:00 p.m.

e. May Senate Meeting - election of officers and Executive Committeemen.

4. The Executive Committee shall consist of the officers of the Senate, who serve the Committee in like capacity, plus an additional senator from each school and one additional senator without school affiliation; these committeemen are elected by the Senate for a one year term from a slate presented by the Election Committee.

The group meets in advance of each senate session for:

a. agenda planning and distribution to all senators

b. correspondence

c. selection of committees--maintain records of committee membership and vacancies

d. direction of studies to committee and receipt of reports therefrom

e. recommendation to expedite business of the Senate.

Immediate past chairman of Academic Senate is ex officio member without vote.

A quorum shall consist of a majority of members.
5. The Instruction Committee shall be responsible for recommendations regarding new instructional devices, teacher/student ratios, and other subjects which impinge directly on the excellence of teaching.

The ex officio members shall be the Academic Vice President, or his designee, and the Head of the Audio Visual Department, Head Librarian, and Associate Dean, Academic Planning.

6. The Personnel Policy Committee shall be the deliberative body of the faculty on personnel policy, administration and procedures. Its function is to assist the administrative officers of the college in formulating and administering policies and procedures through study, review, counsel, and recommendations. The scope of personnel procedures and policies coming within its purview include appointment, tenure, academic freedom, leave of absence, retention, professional relations, promotion, and grievance. The Committee will receive recommendations in policies and procedures from the Personnel Review and Personnel Grievance Committees.

An ex officio member shall be the Director of Personnel Relations.

7. The Personnel Review Committee shall be comprised of a member and alternate elected by and from each school from the principal or principal vocational instructor ranks and a member and an alternate elected by and from the Professional Consultative Services from their top rank. These elected members shall serve a one year term with a maximum of three terms. Administrators are not eligible for membership. The chairman shall be elected from and by the committee. A functional committee is dependent on a quorum of all members (or their alternates).

The Committee will have both approval and denial review recommendations over all sabbatical leaves, promotions, tenure and retention actions by department, department head (or director) and school dean. All academic appointments will be reviewed by the Committee no later than four months following the initial appointment. The confidentiality of privileged information shall be maintained by the Committee. The Committee will submit its recommendation directly to the President of the College.

8. The Personnel Grievance Committee shall be comprised of three members from each instructional school. Each member shall be tenured, full-time member (excluding administrative personnel) of the faculty, with the rank of Principal or Principal Vocational Instructor. The Committee shall be elected by the Executive Committee. The chairman shall be elected from and by the group. The purpose of this Committee shall be:

a. to hear and review when brought to it, according to the procedures designated, by academic employees, grievance concerning tenure, promotion, working conditions, lay-offs, and re-employment, dismissal, suspension, or demotion

b. to recommend to the College President specific action which the Committee believes will satisfactorily resolve the grievance
c. to recommend to the Academic Senate any changes which may improve procedures in future grievances.

This Committee shall function according to the guidelines of the Administrative Bulletin #67-9, dated October 6, 1967.

9. The functions of the Research Committee shall be:

a. to adapt, develop, and recommend to the President, through the Academic Senate, appropriate guidelines for the selection and conduct of research projects.

b. to evaluate and recommend in priority order research projects to be carried on with State support to the Academic Vice President.

c. to evaluate and recommend in priority order special leaves for research or creative activity to the Academic Vice President.

d. to evaluate and recommend to the Academic Vice President research proposals which, if approved, would be forwarded to non-State agencies for support.

Ex Officio Members:

(1) an instructional dean (appointed by the President)

(2) the Director of Business Affairs

(3) the Foundation Manager

(4) the Director of Institutional Research

(5) the Director of Research and Development (to serve as non-voting secretary to the committee).

10. The Student Affairs Committee shall be comprised of three representatives from the Academic Senate, three representatives from the Staff Senate, plus a student representative selected by the ASI President. The ex officio member is the Dean of Students, or his designee.

The Committee shall concern itself with the relationship between the students' social and academic settings. The Committee reports will be sent to the respective senates.
D. **Administrative Personnel of the College** shall include, but not be confined to the following:

Assistant to the President
Administrative Vice President
Associate Dean, Facilities Planning
Director, Public Information and Publications
Director, Alumni and Community Affairs
Director, Personnel Relations
Public Information Specialist
Agricultural Information Specialist
Academic Vice President
Associate Dean, Academic Planning
Associate Dean, Curriculum and Instruction
Associate Dean, Educational Services
Associate Dean, Special Programs
Director, Institutional Studies
Director, International Education
Coordinator, Graduate Studies
Associate Deans of Schools of Instruction
College Librarian
Dean of Students
Assistant to Dean of Students
Associate Dean, Admissions and Records
Registrar
Associate Dean, Women
Associate Dean, Counseling and Testing
Associate Dean, Activities
Director, Health Services
Director, Placement
Financial Aids Officer
Foreign Student Counselor
Housing Coordinator
Director of Business Affairs
Associate Director, Budgeting and Business Affairs
Foundation Manager

E. These bylaws to the Academic Senate may be amended by a majority vote of the senators present in a regular meeting of the Senate.
II. STAFF SENATE

A. Elected senators shall be full-time permanent employees. The term of office shall be three years.

B. Officers (chairman, vice chairman and secretary) shall be elected from and by the Senate for a one-year term. A specific service area may provide no more than one officer per given year. In the event more than one officer per service area per year is elected, the lesser office will be relinquished in deference to the runner-up candidate from a different area.

C. Committees

The functional integrity of the Senate shall be maintained by committee process. Unless otherwise specified, the committees are selected by the Executive Committee for two year staggered terms of office; subcommittees are elected when necessary. Unless stated to the contrary, the minimum number for a standing committee shall be a representative per service area; an optimum number will include additional representation when deemed necessary in pursuit of the common good. The chairman, a senator, shall be elected from and by the Committee and shall be responsible for an annual report to the Executive Committee unless otherwise specified.

The following standing committees shall be established:

1. The Executive Committee shall consist of the officers (chairman, vice chairman and secretary) of the Senate, plus two (2) additional senators elected from and by the Senate for a one year term. The Committee functions shall be:

   a. agenda planning and distribution
   b. correspondence
   c. selection of committees
   d. delegation of studies to committees and receipt of reports therefrom
   e. report directly to the President recommendations adopted by the Senate

   It shall make recommendations designed to expedite the business of the Senate. It shall meet prior to every meeting of the Senate and shall distribute an appropriate agenda in advance of the Senate session. The Chairman and Secretary of the Staff Senate shall be Chairman and Secretary of the Executive Committee. The immediate Past Chairman of the Staff Senate shall serve as an Ex Officio Member without vote.
2. The Elections Committee shall:
   
a. interpret the elections procedures

b. announce vacancies as of the first week in February according to filled full-time equivalent positions listed by the College Personnel Office

c. serve as nominating committee for senate officers

d. supervise the election process, such as ballot preparation (seeking signatures for consent to serve, alphabetizing the ballot), preparation of polling place and the announcement of polling time, etc.

e. certify election eligibility - voting is limited to those employed on greater than a half-time basis

f. announce the filling of vacancies

g. the above also apply to election of senators of CSC Staff Senate and two (2) senators to the Executive Committee.

The timetable for the Election Committee is as follows:

a. First week in February - a meeting to review election proceedings and to announce vacancies.

b. First week in March - each committeeeman reports nominees from their area to the Committee.

c. April Senate Meeting - slate of nominees are presented and additional nominees may be added from the floor.

d. Third Tuesday in April - elections are held for the Senators and CSC Staff Senator. The polling booth shall be operational 9:00 a.m. to 5:00 p.m. in the Staff Dining Hall.

e. May Senate Meeting - officers of the Senate and Elections Committee are elected.

3. The Personnel Committee shall be appointed by the Executive Committee with duties and responsibilities as follows: review, evaluate, and recommend personnel policies and procedures in salary, tenure, classification, promotion, and other related benefits. The ex officio member is the staff personnel officer.
4. The Student Affairs Committee shall be comprised of three representatives from the Academic Senate, three representatives from the Staff Senate, plus a student representative selected by the ASI President. The ex officio member is the Dean of Students, or his designee.

The committee shall concern itself with the relationship between the students' social and academic settings. The committee reports shall be sent to the respective senates.

5. Special Committees

The Personnel Grievance Committee shall be comprised of one member per service area, appointed by the Executive Committee as indicated by need. Each member shall be a tenured, full-time member (excluding members of the Personnel and Executive Committee) of the staff. The Chairman shall be elected from and by the group. The purposes of this committee shall be as follows:

a. To hear and review grievance concerning tenure, promotion, working conditions, lay-offs and re-employment, dismissal, suspension, or demotion.

b. To recommend to the college President specific action which the committee believes will satisfactorily resolve the grievance.

c. To recommend to the Staff Senate any changes which may improve procedures in future grievances.

D. Membership

Service Areas and Segments are identified as follows. Staff personnel of these service-segment areas are exclusive of the Officers of the College and Professional Consultative Services.

1. Communication Services

   a. Library
   b. Automatic Data Processing
   c. Audio-Visual

2. Auxiliary Services (Housing and Health service personnel are listed with Student Personnel for ease of communication.)

   a. Cafeteria
   b. Maintenance
   c. Accounting Office
   d. El Corral

3. Student Personnel Services

   a. Activities
   b. Admissions
   c. Counseling
   d. Evaluations
   e. Foreign Student Office
   f. Health Center
   g. Housing
h. Placement-Financial Aids Office
i. Records

4. Business Management Services
   a. Accounting
   b. Custodial
   c. General Office - Mimeo - Post Office
   d. Grounds
   e. Maintenance and Operations
   f. Personnel
   g. Purchasing
   h. Security
   i. Transportation

5. Administrative Secretary Services

   Secretary to the
   President
   Assistant to the President
   Academic Vice President
   Dean, School of Agriculture
   Dean, School of Applied Arts
   Dean, School of Applied Sciences
   Dean, School of Architecture
   Dean, School of Engineering
   Associate Dean, Facilities Planning
   Director, Public Information and Publications
   Director, Alumni and Community Affairs
   Associate Deans, Academic Planning and Curriculum and
   Instruction
   Associate Deans, Educational Services and Special Programs
   Director, International Education
   Dean of Students
   Director, Business Affairs
   Foundation Manager

6. Departmental Secretary Services to the Schools of

   Agriculture
   Applied Arts
   Applied Sciences
   Architecture
   Engineering
7. **Departmental Specialist Services** (This group includes technicians and agricultural services)

8. **Administrative Personnel of the College**

   Refer to Academic Senate Bylaws, page 5, No. 5.

   E. These bylaws to the Staff Senate may be amended by a majority vote of the senators present in a regular meeting of the Senate.