

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO  
ACADEMIC SENATE  
EXECUTIVE COMMITTEE - MINUTES  
SPECIAL MEETING  
September 20, 1983

I. Announcements: Chairman Simmons distributed several memos as information items, including one from President Baker concerning selection of a Director of Personnel and Employee Relations. Specifically, two or more qualified candidates are to be selected by a committee composed of three administrators and the Affirmative Action Officer. Names of those applicants then will be submitted to a selection committee for further evaluation and recommendations. Chairman Simmons recommended Susan Currier (Long Range Planning) to serve on the selection committee. (See II-A for further action).

II. Business Items

A. Nominees for Consultative Committee to make recommendations of candidate(s) for Vice President, University Relations. M/S/P (unanimously) (Kersten, Burroughs) that we request consultation with President Baker regarding the composition and responsibilities of committees to select both the Director of Personnel and Employee Relations and the Vice President for University Relations.

Some concerns were expressed regarding job responsibilities/duties of the Personnel Officer, as well as possible responsibilities envisioned for the Vice President, University Relations.

Chairman Simmons will withdraw the nomination of Susan Currier pending receipt of appropriate requested information.

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

Attendance: Gamble, Burroughs, McCorkle (Rutherford & Crabb), Johnson, Gay, Kersten, Lewis, Henry, Simmons, Weatherby, Weber, Howard.

# Memorandum

: Executive Committee

Date : September 16, 1983

File No.:

Copies :

From : James E. Simmons  
Chair, Academic Senate

Subject: Executive Committee Meeting--September 20, 1983

The Executive Committee will meet on Tuesday, September 20, 1983 from 3:00 to 5:00 p.m. in FOB 24-B. The sole business item will be the selection of nominees for a consultative committee (to select a Vice President, University Relations).

Please come prepared to discuss possible nominees.

Attachment

# Memorandum

: Jim Simmons

Date : September 15, 1983

File No.:

Copies : Provost Fort  
Mike Suess  
Larry Voss  
Smiley Wilkins

From : Warren J. Baker 

Subject: VICE PRESIDENT, UNIVERSITY RELATIONS

As a follow-up to the materials I sent you earlier this summer and our discussion, please find attached the final version of the CAM revision relating to the appointment of Vice President, University Relations. This final version parallels very closely the earlier materials--there is a slight change and shortening of the position title as well as the addition of a student representative.

In accordance with Item A.2. of the attachment, I would appreciate it if you would make arrangements to forward to me the list of faculty nominees called for to serve on this consultative committee.

Attachment

### 315.3 Appointment of Vice President, University Relations

When a vacancy occurs in the Vice President, University Relations position, the president will appoint a consultative committee.

- A. The committee will be composed of tenured faculty and staff and a student as follows: one member from the Development/ University relations area (Development, Alumni, Annual Giving, Public Affairs); one member from Business Affairs Division, one member from Academic Affairs and one from Student Affairs; two tenured faculty with no more than one from any one school, one school dean, one student, and the Director of Personnel Relations and the Affirmative Action Coordinator who will serve as staff support to the committee.
  1. The president will appoint staff members to the committee.
  2. The president will send notice of the position vacancy to the chairperson of the Academic Senate requesting that members of the tenured faculty be nominated to serve on the consultative committee. Upon receipt of the notice of the position vacancy, the chairperson of the Academic Senate will consult with the Executive Committee and forward four names to the president. From the list of four, the president will name two.
  3. The president of ASI, after appropriate consultation, will nominate two students as candidates to serve and the University president will name one.
- B. The president will name the committee chair.
- C. Formal announcement of the vacancy will be made following the usual personnel practices in giving notice of professional vacancies.
- D. The president or a designee will receive all applications. The president will forward to the consultative committee along with the full information available on each candidate's educational and professional qualification all candidates who are considered acceptable for the position.
- E. The president or a designee will meet with the consultative committee in order to hear its advice on each candidate. Every effort will be made to reduce the list of candidates to those who are mutually acceptable. The consultative committee will participate in the interviewing of those candidates brought to the campus for interview. All qualified on-campus applicants will be interviewed by the committee or the president.
- F. It is not anticipated that a candidate will be considered for appointment unless deemed acceptable to the consultative committee; however, the final responsibility is given to the president. (See 5 Cal. Adm. Code 42702.)