

AGENDA

SLO FACULTY-STAFF COUNCIL  
Tuesday, January 11, 1966  
Meeting No. 4  
3:15 p.m. - Staff Dining Room

RECEIVED

JAN 6 1966

OFFICE OF THE VICE PRESIDENT

ORDER OF BUSINESS

I. READING OF MINUTES

II. DISCUSSION ITEMS

1. Selection of Vice President for San Luis Obispo Campus  
(See letter from President McPhee, dated December 23, 1965, attached)
2. Report of Presidential Selection Committee -- Dave Grant

III. BUSINESS

1. Ad Hoc Constitution Committee Report -- LaVerne Bucy
2. Employees' Handbook Change--Section 405.2--Pregnancy and Maternity Leaves (Attachment)

IV. COMMITTEES

1. Personnel (Faculty)
2. Personnel (Non-Faculty) Attachment - R. Tartaglia
3. Curriculum and Instruction
4. Communications
5. Student Affairs
6. Professional Ethics
7. Facilities and Fiscal Affairs - M. Gold
8. Research
9. Report on Academic Senate Meeting - R. Mott

V. ANNOUNCEMENTS

1. Informal meetings with L. Bucy and R. Mott -- First Tuesday of each month at 3 p.m. in the Staff Dining Room.

CALIFORNIA STATE POLYTECHNIC COLLEGE  
San Luis Obispo, California

December 23, 1965

TO: Dr. Glenn Noble, Chairman, Faculty-Staff Council  
Executive Council (SLO) -- Messrs. Smith, Hayes, Fisher, Cummins,  
Chandler, Nelson, C. Young)  
SLO Department Heads -- (Messrs. Chase, Burlingham, LaMouria,  
Bennion, Johnson, Toone, Hyer, Sampson, Brown, Leach,  
Carter, Allen, Davis, McGrath, Hasslein, Bowden, Steuck,  
Potter, Whiting, Osteyee, Wiley, Servatius, Schroeder,  
Pedersen, Pfeiffer, Davidson, Mott, Fellows, McRobbie,  
McKnight, Whitson, Bowls, Smith, Winner, Holley, Stone,  
Rittenhouse, Howard, Lawson, Bostrom, Adams, Rowland,  
Miller, Piuma, Strauss)  
Administrative Personnel -- Messrs. Kennedy, Wilson, Brendlin

FROM: Julian A. McPhee

Subject: Selection of Vice President for San Luis Obispo Campus

In October of 1964, I sent a memo to the chairman of the Faculty-Staff Council, as well as other personnel, informing those concerned of the fact that I had received permission from the Chancellor's Office and the Department of Finance to establish two new vice president positions, one at the San Luis Obispo campus and one at the Kellogg campus, and asking for nominations for these two positions.

Since that time I have been reviewing and interviewing many of the candidates who had been recommended to me for this important position on the San Luis Obispo campus. After a careful evaluation, I have concluded that Dr. Dale W. Andrews best meets the criteria which I set forth in my October, 1964 memo. I believe that he will handle this responsibility with the same effectiveness with which he has carried on the many assignments he has had during his 15 years with the college, both as a faculty member and as an administrator. In comparing his qualifications with those of other individuals that I have considered, both on and off the campus, I have concluded that he is the individual I would like to ask Chancellor Dumke for approval to appoint to this position.

You will recall that in my October, 1964 memo asking for nominations, I indicated that "...before I submit names of individuals I finally nominate to these two positions to Chancellor Dumke for approval, I will submit them to the Faculty-Staff Council on the San Luis Obispo Campus...and to other administrative personnel...to find out whether these candidates would be considered objectionable and if so, for what reason."

This is the procedure which I used at the Kellogg campus in the appointment of Vice President Kramer, and before submitting the name of Dr. Andrews to Chancellor Dumke for approval, I would like to have any objections to this proposed appointment, and the reasons for these objections, from the Faculty-Staff Council and others receiving this memo. It would be appreciated if I could receive responses by January 14 so that I might proceed accordingly.

The following proposed Handbook changes are being submitted to the F-S Council by Dean Andrews for its recommendation:

#### 405.2 Pregnancy and Maternity Leave

Pregnancy is not a conclusive reason for absence on sick leave. With permission of the supervisor, an employee may use vacation credits for additional rest. Frequent absences during pregnancy will not be approved unless a physician certifies that because of a complication in the course of the pregnancy the absence is necessary. ~~Absence after childbirth is authorized as sick leave up to ten days for the amount of time the mother is physically incapacitated for work if employee is on work status. An employee may not work beyond the seventh calendar month of her pregnancy. Determination of the seventh month must be made by a physician.~~

#### Justification

It is the general prevailing attitude and practice in private industry, some city and county government agencies, some state agencies and state colleges in particular to urge an employee not to continue to work beyond the seventh calendar month of her pregnancy as a health precaution.

Generally, during the eighth and ninth month of the pregnancy, the employee is uncomfortable, cannot sustain an eight-hour day standard work level of performance, and in the public service areas does not present an appearance that is compatible with public attitudes.

We feel this policy change is not unreasonable considering the over-all or broad viewpoint concerning pregnancy and maternity leave and its effect on public attitudes of state employment practices. We have considered the fact that the college does hire a good number of student wives and this policy change may create a financial hardship to these families if the employee is unable to continue her work through the full term of her pregnancy and use sick leave and vacation credits for childbirth from the time of delivery of the child.

On one hand, we are considering the sick leave regulation objectively and on the other hand we are considering the issue subjectively in terms of student wives' employment. In either instance we cannot apply a double standard and this one policy would affect all female employees or none.

We are recommending that this revision be approved for inclusion in the EMPLOYEES' HANDBOOK. It is not our intent to create a hardship on any one group of employees but to attempt to act in accordance with general prevailing personnel practices with regard to pregnancy and maternity leave.

MEMORANDUM

TO: Dr. Glen Noble, Chairman  
Faculty-Staff Council

DATE: 12/21/65

FROM: Non-Faculty Personnel Committee  
R. Tartaglia, Chairman, I. Gow, J. Fredericks,  
H. Marquez, P. Dillon, E. Dorrough, S. Johnston

SUBJECT: Committee Report - No Action Recommended

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CALIFORNIA STATE POLYTECHNIC COLLEGE

SAN LUIS OBISPO CAMPUS

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1. Separate Council for Non-Faculty Personnel.

Our Committee met and discussed the possibility of having a separate council. Points indicating a desire for two councils:

- a. Non-faculty will speak more freely in reviewing their problems with personnel in similiar job categories.
- b. Many hidden problems will come to light.
- c. The majority of the items discussed pertain directly to the faculty but are of vital interest to all personnel in maintaining our college's functions and role.

Points favoring our single council:

- a. Two councils will have some duplication of work.
- b. Two separate bodies not as effective as one.
- c. Certain problem areas relate to all college personnel and should be discussed under a single body.

It was pointed out that in the Constitution under Article VI, Section 3, that "The faculty members of the council may meet as a sub-council to consider matters of primarily faculty concern." Section 4, "The non-faculty members of the council may meet as a sub-council to consider matters of primary concern to non-faculty staff members."

The general feeling of the committee is to remain as one body at the present time but to also correspond with our southern branch of Cal Poly who operate under separate councils to obtain their viewpoints of being split away from the faculty personnel.

2. Social Security for El Corral Employees.

Presently our El Corral personnel are not covered under a retirement program and have requested to be under Social Security. In discussion with Mr. Nelson, he indicated that when final approval by the State is granted to merge the El Corral and Foundation, all employees will automatically be under the Social Security program.



CONSTITUTION -- FACULTY-STAFF COUNCIL

PREAMBLE

RECEIVED

JAN 19 1965

We, the faculty and staff members of California State Polytechnic College, San Luis Obispo campus, adopt this Constitution for the purpose of establishing a representative council in conformance with the policy adopted by the Trustees of the California State Colleges which:

Encourages, in general, the maximum delegation of responsibilities to release responsible initiative within the colleges.

Encourages, in academic affairs, the use of democratic processes which involve faculty consultation in policy making.

Encourages, in student activities and student affairs, the use of appropriate democratic procedures for policy making.

Requires that a representative body be established at each college with such powers and duties as the Trustees may in each instance approve.

This Constitution and By-Laws have been developed to assure optimum contribution by all individuals to the objectives of the college as defined by the Education Code of the State of California:

"22606. The primary function of the state colleges is the provision of instruction for undergraduate students and graduate students through the master's degree in liberal arts and sciences, in applied fields and in the professions, including the teaching profession. Presently established two-year programs in agriculture are authorized, but other two-year programs shall be authorized only when mutually agreed upon by the Trustees of the State College System and the State Board of Education. The doctoral degree may be awarded jointly with the University of California. Faculty research is authorized to the extent that it is consistent with the primary function of the state colleges and the facilities provided for that function."

"24751. In addition to the functions provided by Section 22606, the California State Polytechnic College shall be authorized to emphasize the applied fields of agriculture, engineering, business, home economics and other occupational and professional fields. This section shall be liberally construed."

ARTICLE I

Name

Section 1. The name of this organization shall be the Faculty-Staff Council of the California State Polytechnic College, hereinafter referred to as the Council.

ARTICLE II

Objectives

Section 1. The objectives of the Council are:

- a. To provide official representation for all members of the faculty and staff of the College in matters which affect the general welfare of the College and its educational purposes and effectiveness.

(Revised 1-11-66)

- b. To initiate policy and procedural recommendations to the President of the College. The Council may recommend policy on, but not be limited to, the following:
  - (1) Curriculum - To provide advice in the formulation of educational policy and procedures including but not limited to curriculum and criteria for the granting of degrees. To review established and proposed educational policies and procedures.
  - (2) Students - To provide advice in the formulation of policies and procedures related to admissions, guidance, student activities and affairs.
  - (3) Facilities - To provide advice in the formulation of policies and procedures related to College buildings, grounds, and equipment.
  - (4) Personnel - To provide advice in the formulation of personnel policy including but not limited to selection, leaves, tenure, grievances, termination of employment, and promotion.
- c. To receive proposals from faculty and staff members related to policies and procedures - To provide an alternative means other than administrative channels for receiving proposals on policies and procedures from faculty and staff members and to recommend action on such matters to the President of the College.
- d. To provide consultative services to the President of the College - The Council will consider all matters referred to it by the President.
- e. Communications - To serve as a channel through which information of College-wide interest and concern may be freely collected, disseminated, and discussed by faculty and staff members.
- f. Professional ethics - To serve as a means of review and recommendation regarding professional ethics.

### ARTICLE III

#### Membership

##### Section 1. Ex-officio members shall be:

- a. The Dean of the College. 1
- b. The Heads of the Divisions of Agriculture, Applied Arts, Applied Sciences, Engineering, Business Management, and Student Personnel. 6
- c. The College Members of the Academic Senate of the California State Colleges. 2
- d. The Immediate Past President of the Faculty/Staff Council. 1

Section 2. Elected Members:

- a. Elected members of the Council shall be elected from the tenured faculty and staff of the College and from the employees of the College auxiliary enterprises. Members of the Council shall have been employed by the College or its Auxiliary Enterprises for at least four years and be tenured where applicable. All faculty and staff members shall be eligible to vote in such election. The divisions and departments electing members to the Council shall be known as election areas.
- b. The department heads within each of the four instructional divisions shall elect one (1) of their group to the Council. 4
- c. Seven (7) members each shall be elected at large by the full-time (excluding Department Heads and Division Deans) staff of the Agricultural Division, Applied Arts Division, Engineering Division, and Applied Sciences Division. Each department within each division may nominate members to the divisional slate, but no department may have more than two members on the Council at any time. 28
- d. Four (4) members each shall be elected at large by the full-time (excluding Division Heads) staff of the Business Management and the Student Personnel Divisions. Each department within each division may nominate members to the division slate, but no department may have more than two members on the Council at any time. 8
- e. Four (4) members shall be elected by the Auxiliary Services (excluding Foundation Manager) (1) elected by the personnel of the El Corral and three (3) elected by the personnel of the Foundation. 4
- f. One (1) member shall be elected (excluding the Head Librarian) by the Library Staff, 1
- g. One (1) member shall be elected (excluding the Department Head) by the Audio-Visual department staff. 1

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Section 3. Members shall have all the rights and responsibilities of members of a democratic organization.

Section 4. Members shall be elected before the April meeting and installed at June meeting for terms of three academic-years with initial provisions to provide for approximately one-third of the elected members of the Council to be replaced annually.

Section 5. Vacancies in membership shall be filled in the same manner as specified for members except that no department shall have more than two (2) members on the Council.



## ARTICLE IV

### Officers

- Section 1. The officers shall be a chairman, vice chairman, and a secretary elected from the Council members at the May meeting of the Council.
- Section 2. The terms of the officers shall be one year. The officers shall be installed at the June meeting each year after the transaction of regular business.

## ARTICLE V

### Organization

- Section 1. There shall be standing committees, including Executive, Curriculum and Instruction, Student Affairs, Facilities and Fiscal Affairs, Personnel (Academic), Communications, Professional Ethics, Research, Elections, and Personnel (Non-Academic.)
- Section 2. The chairman may appoint special committees from among the members and ask non-members also to serve on such committees.
- Section 3. The chairman of the Council shall be chairman of the Executive Committee.
- Section 4. The responsibility of the Executive Committee is to develop the agenda for each meeting, to allocate studies to various committees, and to approve appointments to all committees.
- Section 5. The action of any committee may be overruled at any time by a majority vote of the Council.

## ARTICLE VI

### Meetings

- Section 1. Meeting shall be held monthly during the academic year and may be held on special call of the chairman, or on petition of 25% of the membership.
- Section 2. The presence of two-thirds of the membership shall constitute a quorum.
- Section 3. The faculty members of the Council may meet as a sub-council to consider matters of primarily faculty concern.
- Section 4. The non-faculty members of the Council may meet as a sub-council to consider matters of primary concern to non-faculty staff members.
- Section 5. Sub-Council meetings may be held on special call of the Chairman of the Council who shall preside at all sub-council meetings. Recommendations may be made by sub-councils.



## ARTICLE VII

### Actions

Section 1. The Council chairman shall report to the College President the Council's activities, recommendations, and suggestions following Council meetings.

## ARTICLE VIII

### Parliamentary Authority

Section 1. The parliamentary authority shall be Roberts' Rules of Order.

## ARTICLE IX

### Amendment

Section 1. Amendment to this Constitution may be made by a two-thirds vote of the Council membership or by a majority vote in a faculty and staff initiative.

BY-LAWS

California State Polytechnic College Faculty-Staff Council - San Luis Obispo Campus

Section 1. - MEMBERSHIP (Article III)

- a. Ex-officio members shall be voting members, and shall have all other rights accorded members of a democratic organization including the right to voting membership on committees, the right to participate in Council discussions and the right to make a motion or second a motion leading to Council action on an issue.
- b. Elected members shall have been employed by the College or Auxilliary Enterprise for at least four years and tenured where applicable. They shall have all of the rights and privileges accorded members of a democratic organization...
- c. Election Procedures--the following election procedures shall be followed for the election of Faculty-Staff Council officers and members and for the election of representatives to the Academic Senate of the California State Colleges.

I. General

1. The Election Committee, appointed by the Council Chairman, shall consist of five members appointed from members of the Council or former Council members. A Past Chairman of the Council shall serve as Chairman of the committee.
2. It is the duty of the Election Committee to:
  - (a) Announce the vacancies to be filled
  - (b) Supervise the election process
  - (c) Certify election eligibility
  - (d) Interpret the election procedures
  - (e) Announce the filling of vacancies

(The above also apply to election of college members of CSC Academic Senate)

3. The Election Committee shall meet not later than February 15 to announce the vacancies and to review the election procedure.
4. Vacancies shall be announced for the members whose terms expire in that year. Special vacancies, such as members who resign during the academic year shall be filled by the appointment of eligible faculty or staff member by the Chairman of the Council, the term of appointment to run until the following regular election.
5. Election Committee member, except the Chairman, shall be assigned the Election areas within the college, as noted in Article III of the Constitution. Each member shall meet with the respective department heads involved and request nominations. These nominations shall be returned to the committee member not later than March 5.

6. Sections II, III, IV, and V of these procedures do not apply to the election of representatives of department heads. Each committee of department heads within the divisions shall use its own procedures to elect its members to the Council. Such elections shall be reported to the Chairman of the Election Committee not later than April 5th to be included in the announcement at the April meeting.
7. The Election Committee shall meet not later than April 8 to announce the filling of vacancies.
8. Members of CSC Academic Senate shall be elected by April 30. All faculty shall participate in electing these individuals.

## II. Nominations

1. All nominations shall be filed with the Chairman of the Election Committee not later than noon on March 5. These nominations shall be announced by the Chairman of the Faculty-Staff Council at the March meeting of the Council.
2. Nominations from a department may exceed the number of members allowed to be elected from that department as set forth in Article III. However, the number of members elected from that department may not exceed the allowed number. If a department has no continuing members, two members may be elected. If one member is continuing, one new member may be elected and if two members are continuing, no new members may be elected.
3. Nomination may be accomplished by departmental committees or by petitions.
4. In the event that there are vacancies to be filled for different lengths of terms (resignation may create a short term) in one election area, separate nominations shall be made for each.
5. The Election Committee shall also serve as a Nominations Committee for the officers of the Faculty-Staff Council and the members to the Academic Senate of the California State Colleges. Academic Senate nominations shall appear on the agenda for the April meeting. Faculty-Staff Council officer nominations shall appear on the agenda for the May meeting.
6. All nominations filed with the Chairman of the Election Committee shall be accompanied by a statement of intention to serve signed by the nominee.

## III. Elections

1. The results of the elections of members shall be reported to the Chairman of the Election Committee not later than April 5.
2. The elections will be by secret ballot. The ballot shall list the names of the nominees and some additional identification such as his department. The ballot shall specify the term of office and the number to be elected. The ballot shall provide a space for write-in candidates. Separate ballots should be provided for filling vacancies with different lengths of terms.



3. The ballots will be distributed to each faculty and staff member in each election area in a manner which assures that one ballot reaches each voter and that each voter may cast his ballot secretly in sufficient time for it to be properly counted.
4. The member of the Election Committee assigned to each election area will receive and count the votes. He will make a written tally of the vote and submit it along with all ballots cast to the Chairman of the Election committee.

#### Section 2 - OFFICERS (Article IV)

- a. The Chairman, Vice Chairman, and Secretary of the Council shall be elected at the May meeting of each year for one year terms of office by and from among the members of the Council.
- b. The Election Committee shall make nominations of officers and provide for receiving further nominations from members at the May meeting of the Council.
- c. To be eligible for nomination and election as an officer a member shall have been elected by his division or department for membership to the Council during the year in which he would be holding office.
- d. It shall be the responsibility of the Chairman to conduct all meetings of the Council and sub-Councils, appoint special committees, serve as chairman of the Executive Committee, and serve as the representative of the Faculty-Staff Council upon call by the President of the College or the Council membership. He shall be a non-voting member of all committees of the Council.
- e. Vice Chairman - It shall be the responsibility of the Vice Chairman to serve in the capacity of the Chairman during his absence.
- f. It shall be the responsibility of the Secretary to record the minutes of all Council and sub-Council meetings, provide copies of the minutes of all meetings to representatives, provide written notices of meetings to representatives and handle correspondence of the Council. The Secretary shall also record the minutes of the Executive Committee.

#### Section 3 - ORGANIZATION (Article V)

- a. Standing committees, with the exception of the Executive Committee, shall have at least five members at least two of whom are members of the Council. The chairman of standing committees, except the Election Committee, shall be a member of the Council. Other committee members from the faculty and staff-at-large may be appointed as needed to provide consultation and resource material.
- b. Unless otherwise provided for by this Constitution and By-Laws, the chairman and members of each Standing Committee shall be appointed by the Chairman of the Council and approved by the Executive Committee. Requests for the appointment of additional committee members shall be directed to the Chairman of the Council.
- c. The Chairman of the Council shall be Chairman of the Executive Committee. The Secretary of the Council shall be secretary of the Executive Committee. The Vice Chairman is also a member of the Executive Committee. There shall be five other members of the Executive Committee elected by secret ballot by members

of the Council at the May meeting each year. One of these shall be one of the College's members of the Academic Senate of CSC, The Election Committee shall make nominations of members for the Executive Committee and provide for receiving further nominations from Council members at the May meeting of the Council.

- d. The Executive Committee shall make recommendations designed to expedite the business of the Council. It shall meet prior to every meeting of the Council and shall prepare and distribute an appropriate agenda in advance of Council meetings.
- e. Special Committees shall be appointed by the Chairman of the Council. The Chairman of a Special Committee shall be a member or former member of the Council. Other members of a Special Committee may be members of the Council or they may be selected from the college faculty and staff-at-large.
- f. The chairman of each standing committee shall submit monthly written reports to the Chairman of the Faculty-Staff Council for distribution with each agenda. These reports should include:
  - (1) Proposals for Faculty-Staff Council recommendations to the President of the College.
  - (2) A statement of other actions taken by the committee. (Confidential items shall be summarized as completely as is proper.)
  - (3) A list of subjects currently under study by the committee.

#### Section 4 - MEETINGS (Article VI)

- a. Regular meetings shall be held on the second Tuesday of each month during the academic year.

#### Section 5 - AMENDMENT OF BY-LAWS

The By-Laws of this Constitution may be amended by a majority vote of the members present in a regular meeting of the Council in a secret ballot.