



WESTERN *Official* NEWS

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October 30, 1973

Trustees Set 1974-1975 Operating Budget Request at \$50,954,000

WESTERN FAMILY

DR. GORDON O. JOHNSON, administrative assistant, College of Applied Sciences, served on the Finance Committee and the Committee for Post Secondary Restructuring of the National and State Officers Leadership Conference of the Vocational Industrial Clubs of America, held at Washington . . . DR. ROBERT A. PALMATIER, chairman, Linguistics Department, has been elected president of the Michigan Linguistics Society . . . JOHN R. PROVANCHER, assistant professor of Instructional Communications and manager of Motion Picture Services, served as chairman of the jury semifinalists in the Kodak Teenage Movie Awards . . . ROBERT P. JOHNSTON, associate professor of Art, is a member of the Commission on Accrediting of the National Association of Schools of Art . . . DR. DOROTHY J. MCGINNIS, director, Reading Center and Clinic, will conduct a workshop as part of the annual meeting of the College Reading Association at Silver Springs, Maryland . . . DR. SHARON A. RATLIFF, assistant professor of Communication Arts and Sciences, gave the keynote address at the opening session of the Nebraska Speech Communication Association at Kearney, Nebraska . . . HELMI MOULTON, associate professor of Art, will show 24 hangings at the Southeastern Arts and Crafts Festival at Macon, Georgia . . . MARC HANSEN, professor of Art, received a purchase award at the Designer Craftsman show at the Columbus (Ohio) Gallery of Fine Arts . . . DELDEE M. HERMAN, associate professor of Communication Arts and Sciences, gave the keynote address at the Iowa Communication Association at Des Moines . . . WILLIAM K. SMITH, assistant professor of Librarianship, is the author of "The Place of Quantitative Techniques in Library Education," a chapter in *Quantitative Methods in Librarianship: Standards, Research, Management*, published by Greenwood Press . . . DR. EDSEL L. ERICKSON, professor of Sociology and Education, is co-author of a research paper, "An Investigation of the Behavioral Dimensions of the Four Tests of Learning Disabilities" which was presented at the International Symposium on Learning Disabilities, held at Miami Beach. His co-authors are DR. JERRY CRITTENDEN of the University of South Florida and DR. LEE JOINER, of Southern Illinois University . . . DR. JEAN LOWRIE, director, School of Librarianship, spoke on "A.L.A. and M.L.A. Meet Each Other" at a general session of the Michigan Library Association held at Troy . . . DR. JOHN LINDBECK, professor of Industrial Education and co-director of the Center for Metric Education, conducted a seminar

GENERAL FUND BUDGET REQUEST

REVENUE	1973/74 Request	1974/75 Request	Increase (Decrease)
Student Fees	\$12,785,500	\$11,736,000	\$(1,049,500)
State Appropriation	32,306,300	37,856,000	5,549,700
Investment Income	300,000	350,000	50,000
Indirect Cost Recovery	265,000	265,000	
Departmental & Other	651,800	747,000	95,200
TOTAL	\$46,308,600	\$50,954,000	\$ 4,645,400
EXPENDITURES			
Instruction	\$23,684,300	\$26,116,000	\$ 2,431,700
Organized Research	294,300	289,000	(5,300)
Public Service	57,700	98,000	40,300
Academic Support	5,573,800	5,882,000	308,200
Student Services	2,356,500	2,948,000	591,500
Financial Aid	2,277,100	2,177,000	(100,100)
Institutional Support	12,064,900	13,444,000	1,379,100
TOTAL	\$46,308,600	\$50,954,000	\$ 4,645,400

inar "Conversion to the Metric System" at Atlanta, Georgia . . . DR. TED KILTY, associate professor of Teacher Education, has been granted permission by the U.S. Justice Department's Bureau of Prisons to conduct a study of the reading programs offered in federal prisons . . . DR. JOHN P. COMAROMI, associate professor of Librarianship, has been named to the Decimal Classification Editorial Policy Committee as a representative of the American Library Association's Resources and Technical Services Division . . . DR. MILTON CUDNEY, professor, Counseling Center, spoke on "Self-Defeating Behaviors in Individuals and Social Systems" at the Michigan School Social Worker Association meeting at Harbor Springs . . . DR. RUSSELL H. GOLDFARB, professor of English, is the author of "Mr. Sludge, the Medium" printed in *Research Studies*, published at Washington State University . . . DR. CHARLES VAN RIPER, Distinguished University Professor, conducted a session on "Stuttering: Were and Whither" at the Detroit convention of the American Speech and Hearing Association. At the same gathering, DR. ROBERT ERICKSON, professor of Speech Pathology and Audiology, headed a session on Clinical Assessment of Voice Disorders. DR. CLYDE WILLIS, associate professor, DR. RALPH BLOCKSMA, adjunct professor, and JAMES PARKER, an alumnus, presented a paper "Evaluation of Teflon Implants in Cases of Velopharyngeal Insufficiency" . . . DR. GLADE WILCOX, professor of Electrical Engineering Technology, discussed "Use of Calculators and Mechanical Aids in Circuit Analysis" and CLARENCE VAN DEVENTER, associate professor of Transportation Technology, spoke on "Aerospace" at a meeting of the

American Technical Education Association held at Indiana State University . . . DR. TILMAN COTH-RAN, associate dean, College of Arts and Sciences, presented four lectures on "Humanizing the Public School System" at a meeting of public school teachers, held at Miles College, Birmingham, Alabama . . . "Korea at the Crossroads: The Birth of the Fourth Republic" by DR. C. I. EUGENE KIM, professor of Political Science, is published in *Pacific Affairs* . . . DR. NANCY E. FALK, chairman, Department of Religion, is the author of "Wilderness and Kingship in Ancient Africa" in *History of Religion* and "An Image of Woman in Old Buddhist Literature: The Daughters of Mara" in *Woman and Religion: 1972* . . . DR. RICHARD N. PASSERO, associate professor of Geology, is co-author with DR. L. J. CHARLESWORTH of Toledo University, of "Physical Modeling in the Geological Sciences: An Annotated Bibliography" . . . DR. LOUIS KIRALDI, professor, Waldo Library, is the author of a review of *Government Reference Books 70/71*, which appears in the *Library Journal* . . . DR. JON STOTT, associate professor of English, is an organizer of an international association of specialists in children's literature. The organization took place at the University of Connecticut . . . DR. DEAN E. BLUMAN, chairman, Department of Mechanical Engineering Technology, has been named Engineering Representative to the Liberal Studies Division Executive Committee, American Society for Engineering . . . L. D. RYAN, assistant professor of Mechanical Engineering Technology, presented a program on "Noise Pollution Control" at the September meeting of the West Michigan chapter, International Material Management Society.

Statement by Trustee Robert D. Caine, Chairman, Budget Committee:

As this proposed budget for fiscal 1974-75 is presented by the Budget Committee of this Board of Trustees, I express for the Trustees, appreciation to the Executive Office and the Legislature for the financial support given our University for the current year. The State appropriation reflected the changing nature of Western where upperclassmen, graduate and graduate-professional students are in preponderance.

It is most appropriate that this recognition of Western's high level programs comes at this time. It brings our University closer to an equitable base and it occurs just as two new programs become of paramount importance. The Budget Committee directs the attention of this Board of Trustees, the Executive Office and the Legislature to the immediate need for a School of Law to serve the West Michigan area, and this Board's action to establish, when funding is approved, a College of Health and Human Services. Funding for both of these programs is included in the proposed budget which we present today.

The accompanying chart shows that we recommend a balanced budget of \$50,954,000. This is an increase of \$4,645,400 over that requested for the current fiscal year. To meet such a budget we are requesting a State appropriation of \$37,856,000. The budget which we are proposing today has been prepared only after hours of review and analysis and we are confident reflects the financial needs of our University.

There are certain items, aside from the usual growth and price factors, that deserve special mention.

Of primary interest are the School of Law and the College of Health and Human Services.

To inaugurate the former, for which Western has been working for the last three years, we are requesting \$350,000. Should we receive early assurance from the Legislature that this will be funded, a School of Law could be in operation at Western in the Fall of 1974. The need for a School of Law in this area of Michigan is well known and has been spread throughout the State by President Miller, by members of this Board and by many friends of the University. It does not need repetition here.

Recently the Trustees gave approval to the concept of a College of Health and Human Services, which combines a number of health and social service programs presently offered in several colleges of the University. These are strong and well developed programs which will be complemented by a new integration and by the community service

(Continued on page 3)

HAYES REPORT SETS PROFESSIONAL/ADMINISTRATIVE GRADES

The Western Michigan University Board of Trustees has adopted the Robert H. Hayes and Associates, Inc. Compensation and Classification Study. The development of the recommendations by Robert H. Hayes and Associates, Inc. has been a result of the work of a number of University staff from all areas under the Study who have provided input to the recommendations finally made. This Study is extensive, and the recommendations are a dramatic step forward to a professionally developed, rationally based, equitable compensation plan for professional members of the University staff. We are now proceeding towards the implementation of these recommendations.

Through a complex point system approximately 200 classifications occupied by 300 people were analyzed and classified, assigned points and then placed in 14 separate salary grades (grades 7 through 20). A salary schedule was then prepared using a survey prepared specifically by Robert H. Hayes and Associates, Inc. for Western Michigan University in which a number of educational, medical, industrial and governmental enterprises were used to obtain relative salary data. Dollars were then assigned to each of the salary grades showing minimum, first quartile, mid-point, third quartile and maximum. A copy of this schedule for fiscal 1973-74 is on page 3.

Although budget limitations for 1973-74 preclude 100 per cent implementation of this schedule in the first year, we have been hard at work determining the individual salaries in accordance with the principles which we describe later. The recommendations for individuals from unit managers, department heads, deans and vice presidents have been considered in the application of these principles. A salary notice will indicate the grade and salary determined for the 1973-74 fiscal year. Since this salary would be effective July 1, 1973, a retroactive check for any salary called for and not yet received will be issued.

In the implementation for 1973-74, personnel under the Study were divided into four groups.

- Below Minimum**
This group includes all members of the staff under the Study who after the addition of the cost-of-living increase were still below the minimum for the grade to which their position was assigned.
- Adjustment Indicated**
One of the recommendations of the Hayes report is that persons move from the minimum to the mid-point progressively over a series of six years. Salary increases beyond the mid-point will be strictly merit increases. This group includes those staff who were at least at the minimum but because of their length of service should have been moved toward or to the mid-point.
- No Special Adjustment Indicated**
These staff after the application of the cost-of-living increase are receiving a salary at least as much as their length of service would call for.
- Over Maximum**
These staff are receiving more than the maximum for the grade to which they are assigned.

The following principles have been followed in the adjustment of salary recommendations for each individual member of the staff:

CLASSIFICATION TITLES

GRADE

- 20 Director Auxiliary Enterprises.
- 19 Dean of Students; Dean of Records, Registration and Admissions; Director Employee Relations and Personnel; Director Physical Plant.
- 18 Assistant Controller/Chief Accountant; Director Budgets and Financial Planning; Director Campus Planning; Director Computer Center; Director Data Processing; Director Office of Research Services; Director Plant Extension; Director Safety and Security.
- 17 Director Admissions; Director Career Planning and Placement; Director Registration and Space Utilization; Director Student Financial Aid and Scholarships; Executive Director Alumni and Development.
- 16 Associate Dean of Students; Business Manager Auxiliary Enterprises; Deputy Chief of Police; Director Institutional Research; Director Internal Audit; Director Records; Manager Food Service; Manager Miller Auditorium; Manager Operations Data Processing; Manager Trades; Manager University Student Center; Senior Development Officer.
- 15 Assistant Dean Housing Programs; Associate Director Career Planning and Placement; Associate Director Instructional Communications; Associate Director Personnel; Associate Director Student Financial Aid and Scholarships; Director Archives and Regional History Collection; Director Minority Programs; Director Purchasing; Manager Bookstore; Manager Computer Center Operations; Manager Grants and Contracts; Manager Married Housing; Manager Printing Services; Manager Residence Hall Housing; Manager Systems Analysis; Manager Systems Research Programming; Program Director; Regional Director Continuing Education; Senior Engineer.
- 14 Assistant Dean Student Activities; Assistant Director Budgets and Financial Planning; Assistant Manager Food Service; Assistant Manager University Student Center; Associate Director Admissions CC; Associate Director Admissions SEC; Associate Director Institutional Research; Associate Director Office Research Services; Compensation Manager; Director Alumni Relations; Engineer Physical Plant; Financial Systems Analyst; Manager Computer Center Applications; Manager Custodial Services; Manager Grounds; Manager Programming; Police Captain; Safety Administrator; Senior Administrative Assistant.
- 13 Administrator Testing and Evaluation Services; Assistant Dean Off Campus Housing; Assistant Manager Bookstore; Assistant Manager Miller Auditorium/Public Relations; Assistant Manager Miller Auditorium/Stage Director; Assistant Manager Residence Hall Housing; Computer Consultant for Academic Research; Coordinator of Concerts; Director Annual Fund; Director Foreign Student Affairs; Director Paper Pilot Plant; Engineer Physics; Manager Accounts Receivable; Manager Audio/Visual Center; Manager News and Publications; Police Lieutenant; Project Director Upward Bound; Project Inspector; Service Lieutenant; Supervisor Maintenance Services; Supervisor Plumbing and Heating/Electrical; Supervisor Radio Station.
- 12 Accountant; Admissions Counselor; Assistant Director Divisional Administration; Assistant Director Registration; Assistant Director Student Financial Aid and Scholarships; Assistant Manager News and Publications; Assistant Manager Operations Data Processing; Director of Continuing Education for Women; Employee Relations Representative; Graphics Designer; Interior Designer; Manager Cashiering; Manager Communications and Transportation; Manager Property Control; Manager University Stores; Minority Student Services Advisor; Payroll Administrator; Placement Officer; Producer News and Public Affairs; Senior Systems Programmer; Sports Information Officer; Staff Benefits Representative; Supervisor Food Service Unit; Supervisor University Student Center Catering/Concessions; Supervisor University Student Center Operations; Systems Analyst.
- 11 Accelerator Engineer; Administrative Assistant II; Admissions Analyst; Advisor II Student Services; Analyst Office Research Services; Assistant Director Records; Assistant Manager Custodial Services; Assistant Manager Grounds; Assistant Manager Married Housing; Assistant Supervisor Maintenance Services; Assistant to the President; Budget Officer; Buyer; Chief Engineer Radio; Chief Engineer Television; Employee Representative/Minority Affairs; Financial Aid Analyst; Financial Aid Officer; Junior Producer; Manager Accounts Payable; Nursing Supervisor; Pharmacist; Plant Accountant; Senior Auditor; Senior Programmer; Supervisor Instructional Laboratory; Supervisor University Student Center Snack Bar; Systems Programmer; Work Planning Coordinator.
- 10 Advisor Foreign Student Affairs; Assistant Administrator Testing and Evaluation Services; Employment Representative; Engineer Technical Services; Engineer I Television; Graphic Artist; Program Coordinator; Purchasing Agent Food Service; Residence Hall Complex Advisor; Senior Bookstore Buyer; Student Advisor.
- 9 Administrative Assistant I; Administrative Program Assistant; Advisor I Student Services; Alumni Records Supervisor; Assistant Management Department; Conference Assistant; Control Accountant; Crafts Assistant; Foreign Student Admissions Counselor; Grant Accountant; News Writer; Night Shift Operations Supervisor; Photographer; Research Assistant Office of Institutional Research; Safety Officer; Senior Medical Technologist; Staff Nurse; Supervisor Centrex; Supervisor Computer Center Operations; Supervisor Custodial Services; Supervisor Delivery Unit; Supervisor Grounds; Supervisor Laboratory.
- 8 Assistant Manager University Stores; Assistant Supervisor Food Service Unit; Audio Services Assistant; Credentials Supervisor; Dispatcher; Junior Bookstore Buyer; Inventory Officer; Programmer; Statistician; Supervisor University Student Center Games Facilities; Technician; Technician Geology; T.V. Traffic Coordinator.
- 7 Assistant Special Events; Editor; Medical Technologist; Registration Assistant.

1. All personnel received a 2.75 per cent basic adjustment to their 1972-73 salary. This adjustment was implemented in September 1973.
2. All persons who after this basic adjustment are below the minimum for their assigned grade were given increases to bring them to at least the minimum.
3. Personnel for whom an adjustment was indicated because of years in grade, in most cases, received an adjustment of 50 per cent of the difference necessary to bring them to the proper place in the schedule.
4. Persons for whom no special adjustment was indicated are eligible for, and in many cases have been assigned, increases above the cost-of-living for merit. These increases are based on recommendations of their unit heads.
5. Persons over the maximum will receive only the basic adjustment.

If you have any questions as to how your salary for 1973-74 was determined, you should see your unit head.

It is our intention to continue the implementation of these recommendations in 1974-75. At this moment we would plan to make available funds to finance the balance of the adjustments indicated for length of service for those people whose department heads determine the performance so merits. Further, we would plan to have an annual basic adjustment factor and the balance of any salary funds available would be assigned according to a merit salary program. The Hayes report recommends in some detail such a merit program. During this year we will be developing specific steps towards the implementation and training to make performance reviews and merit effective and equitable.

Each year the salary schedule will be reviewed and revised in light of changes to the outside comparable data.

The Board of Trustees also approved making the Optional Retirement Program (TIAA-CREF) available to all persons in grades 7 and above. If you wish to make a change in your retirement to TIAA-CREF, you should go to the Personnel Office and complete the appropriate election forms by November 30, 1973.

As questions develop concerning this plan, we will attempt to communicate to all staff answers to their concerns.

Robert B. Wetnight

Vice President for Finance



Western (Official) News is published by the News and Information Department of Western Michigan University. It carries policy and official statements of the University and is published irregularly. Communications should be addressed to Western (Official) News, 2240 Administration Building.

APPEAL PROCESS ESTABLISHED ON CLASSIFICATIONS

Professional and Administrative position classification decisions may be appealed for one of the following reasons:

- Assignment of a position to a classification title.
- Assignment of a classification title to a salary grade.

Appeals against individual salary adjustments within a salary grade are not covered by these classification appeal procedures. Personal salary levels within the salary grade were established by the University through consideration of a number of factors. Appeals of personal salary adjustments are handled by the regular grievance procedures.

A special University wide Classification Appeals Committee has been established to review and resolve classification appeals. This committee is the lowest line of authority that can change a classification assignment made by the study. The decisions of the Appeals Committee may be appealed to an Executive Officer Committee consisting of the five Executive Officers of the University.

All classification appeals must be reviewed first by those in the administrative channels up to and including the Executive Officer of the particular area involved before an appeal can be referred to the Appeals Committee for determination.

The following is a detailed explanation of the steps in the appeals procedure:

First Step—The staff member or a position's immediate supervisor may initiate a classification appeal by completing an appeal form. The reason for the appeal and the nature of the appeal should be explained very specifically on the form. This appeal must be initiated within 15 calendar days after the notification of a classification assignment, or the date of publication of this procedure, whichever is later. (One copy of the initial appeal form must be submitted to the Compensation Manager of the University Personnel Department.) The appellant (staff member or immediate supervisor) must present the appeal form to the first level supervisor for that person's response to the appeal. If the appeal is endorsed by the supervisor, or if the appellant is not satisfied with the supervisor's response, the appellant can forward the appeal form to the next level of supervision within five working days of the previous supervisory response. If an appeal is not received by the next level of supervision within five days, the original classification decision is affirmed.

The appeal form must receive a response and be signed by each level of supervision up to and including the Executive Officer of the area. In some instances this may entail three or four reviews and in other instances only one.

Second Step—The Executive Officer (Vice President or Secretary to the Board) will review each appeal submitted from their area. If the Executive Officer endorses the appeal, he can refer it to the Appeals Committee for review and determination. If the Executive Officer does not endorse the appeal, the appeal form is to be returned to the appellant with the appropriate reasons for disagreement with the appeal. If the appellant still desires to continue the appeal process, it is then

PROFESSIONAL & ADMINISTRATIVE SALARY SCHEDULE

SALARY GRADE	Minimum	First Quartile	Midpoint	Third Quartile	Maximum
20	20,800	22,925	25,050	27,175	29,100
19	19,300	21,275	23,250	25,225	27,000
18	17,800	19,575	21,350	23,125	24,900
17	16,500	18,150	19,800	21,450	23,100
16	15,300	16,825	18,350	19,875	21,400
15	14,100	15,500	16,900	18,300	19,700
14	13,100	14,400	15,700	17,000	18,300
13	12,100	13,800	14,500	16,200	16,900
12	11,200	12,300	13,400	14,500	15,600
11	10,300	11,325	12,350	13,375	14,400
10	9,600	10,550	11,500	12,450	13,400
9	8,800	9,675	10,550	11,425	12,300
8	8,200	9,000	9,800	10,600	11,400
7	7,600	8,350	9,100	9,850	10,600

the appellant's personal responsibility to refer the appeal form to the Appeals Committee within five days of the Executive Officer's response. This is done by filing the appeal with the Compensation Office of the Personnel Department.

Third Step—When an appeal is formally received by the Appeals Committee, a job audit will be performed by the Compensation Manager. The results of the job audit will be presented to the Appeals Committee. The appellant, or a designated representative, may request to appear before the Appeals Committee to present the reasons for the appeal of the original classification decision.

The Appeals Committee will issue a determination on the classification appeal. Decisions of the Appeals Committee can be reviewed only by the Executive Officers Committee. Appeals of Appeals Committee decisions to the Executive Officers Committee can be made for the following reasons:

A. The appellant is not satisfied with the decision and requests that it be reviewed by the Executive Officers Committee.

B. The Executive Officer of the area involved requests that the Appeals Committee decision be reviewed by the Executive Officers Committee.

C. The Compensation Section of the Personnel Department may request that the decision be reviewed by the Executive Officers Committee.

D. If the Appeals Committee is not able to reach a consensus on the matter, the Appeals Committee itself will refer the appeal to the Executive Officers Committee.

Fourth Step—A copy of the appeal form, job audit results and a summary of the Appeals Committee decision will be referred to the five Executive Officers for final determination. Agreement by three of the five Executive Officers constitutes a final decision on a classification appeal.

Trustees Set 1974-75 Operating Budget

(Continued from page 1)

potential afforded by such a college. Integrated and coordinated field experiences and internships, coupled with the new curricular emphases made possible by this organization, give this program a high priority.

In considering faculty salaries, the Budget Committee plans to continue its program to bring our salary range in line with those of our sister institutions. Comparable salary increases are contemplated for other University personnel.

Some of the other increases in the amount of \$2,580,000, which do not show as single items in the proposed budget are:

\$550,000 for the first third of a three-year program of financial support for instructional equipment and supplies. So that Western graduates are capable of meeting the challenges of the present and the immediate future in the world of business and industry, it is imperative that we have a continuing program of modernization of our instructional equipment.

\$280,000 to replace federal funding which has terminated for Social Work, Occupational Therapy and Blind Rehabilitation.

\$361,000 for academic support including the Libraries and Archives, Computer Center, Instructional Communications and Testing Services.

\$81,000 for Student Services activities of Career Planning and Placement and the Counseling Center.

\$256,000 for Student Financial Aid, including the Better Opportunity Grant, the University Scholarship programs and for Financial Aid administration.

\$1,052,000 for Institutional Support, including \$345,000 for stepped up and expanded maintenance, \$100,000 for completion of the conversion of the Safety and Security Department; \$192,000 for heating, lighting and maintenance of Sangren and Moore Halls and the new all purpose Recreation Building; and lesser amounts for miscellaneous functions such as Executive Management and Fiscal Operations; Records, Registration and Admissions; Academic Advising; Alumni and Development Offices among several others.

On behalf of all the Trustees, my Committee colleagues, Trustees Philip N. Watterson and Charles H. Ludlow, I express deep appreciation to the capable staff of the University for the untiring efforts and the assistance they provided the Committee as this budget was being prepared.

October 26, 1973

LOANS FOR VETERANS

Statement of Dr. Myron Coulter, Vice President for Institutional Services:

Western Michigan University has made available short-term, no interest loans for veterans of the U.S. Armed Services who have not received advanced payments for which they applied. A loan may not exceed the amount of the expected advanced payment check. Loans are for thirty days or upon receipt of the advanced payment check, whichever is sooner.

To make arrangements for such a loan, contact Stanley Coleman, Coordinator of Veterans Affairs, 3210 Administration Building.



TRUSTEES APPROVE FIVE-YEAR CAPITAL OUTLAY PROGRAM

Statement by Trustee Fred W. Adams, Chairman, Capital Outlay Committee:

For the last several years, as Western's enrollment increased at a rate close to phenomenal, there was a need for new buildings to house the greater number of students and the greater number of programs. Our enrollment has now leveled off and it is an appropriate time to give attention to those areas and departments which are ill housed and in dire need of modern buildings.

The Capital Outlay Committee of this Board of Trustees is recommending a capital outlay budget request of \$45,350,000 to finance projects proposed for a five-year period starting with fiscal 1974-75 and to complete the financing of projects started under previous capital outlay budgets. The amount requested for the coming fiscal year is \$7,850,000. Amounts and projects for succeeding years are shown in the

accompanying chart. One big step is being taken this year with the planning of and the probable start of a Fine Arts Building to house the Music and Dance Departments. We would hope this building, a part of the Fine Arts-Liberal Arts-Auditorium complex, will be completed in the 1974-75 fiscal year. It is appropriate that as this first Fine Arts building is getting underway that we should request for next year planning money for a second building, this one to house the Art Department. Construction of a second Fine Arts building would complete the plaza complex which is designed to be the cultural center of the campus.

We are asking the Legislature for funds which would allow a start on a College of Business complex on the West Campus next year. The College of Business is housed in the University's oldest structures, a situation unbecoming its enrollment growth and program expansion.

To advance the campus development plan, we are seeking funds for

land acquisition. With the completion of Howard Street to Kendall, the closing of VandeGeissen and Gilkinson Streets, the development of a pedestrian mall in the center of the West Campus, it is imperative, for the University and the property owners involved, that this land be obtained in the immediate future.

We are asking funds to complete in 1975 the air conditioning of Sangren Hall and the Speech and Hearing Center, the first phase of which was originally approved by the Legislature in 1970.

Looking to the future, under a five-year planning program, we are requesting funds in the coming fiscal year to finance the preparing of plans for increased University Library facilities. This request is based on recent reports of the North Central Association of Colleges and Secondary Schools which points out that library space is insufficient and by the American Library Association which points out that reader stations are only 25 per cent of our enrollment. We are also seeking

planning money for air conditioning of the Administration Building, a first time request.

Listed as future projects, for which funds will be requested later in the University's Five Year Plan are two additional instructional facilities, a Women's Health, Physical Education and Recreation Building, and a Rehabilitation Education structure.

The Capital Outlay Committee has deliberated at length on these recommendations. Those which are repeated because funding was not provided in earlier years are even more urgently needed now. Those which are listed for the first time are of vital importance to the momentum of Western, particularly on the graduate and professional level, and in no sense constitute an "overbuilt" campus.

The Capital Outlay Committee recommends favorable action by this Board of Trustees and urges that every reasonable effort be made to secure approval by the State Legislature.

	FY 74-75	FY 75-76	FY 76-77	FY 77-78	FY 78-79	TOTAL
NEW CONSTRUCTION						
Fine Arts (Music/Dance)	\$3,500,000	\$3,500,000	\$ 1,500,000			
Land Acquisition	600,000	400,000				
College of Business	750,000	2,500,000	3,500,000	\$1,250,000		
Utilities Expansion	750,000	550,000	450,000			
Fine Arts (Art)	300,000	1,500,000	2,800,000			
University Library (Planning Funds)	250,000					
Instructional Facility #2 (Social Science)		250,000	2,000,000	2,500,000	\$1,750,000	
Instructional Facility #3 (Biological Science)			250,000	2,000,000	2,500,000	
Women's Health, Physical Education and Recreational Building			250,000	2,500,000	2,500,000	
Rehabilitation Education				200,000	2,500,000	
REMODELING AND ADDITIONS						
Sangren Hall Air Conditioning	850,000					
Speech and Hearing Center	300,000					
Site Development	200,000	200,000				
Physical Plant Expansion	250,000	150,000				
Administration Building Air Conditioning (Planning Funds)	100,000					
	\$7,850,000	\$9,050,000	\$10,750,000	\$8,450,000	\$9,250,000	\$45,350,000

ANNOUNCE REVISION OF POLICY GOVERNING CLEP TESTS

The revision of policy governing the application of the College Level Examination Program (CLEP) tests incorporates University policies and practices initiated since Western first associated itself with the CLEP program in 1968. It is now in effect and applies to persons who have qualified for credit and/or waiver since the beginning of the current semester.

Policy is:

Thirty semester hours of credit toward graduation—to be designated as General Education credit in the College of Arts and Sciences—will be awarded for scoring at the 50th percentile or above on all five

CLEP General Examinations. For that achievement, the full freshman-sophomore level General Education requirement (27 semester hours) will be waived.

If a score at the 50th percentile or above is achieved on fewer than all five of the CLEP General Examinations, then for each individual examination scored at that level, graduation credit and waiver of the appropriate General Education requirement will be granted as follows:

1. If the student scores at the 50th percentile or above on the Social Sciences-History examination, six hours of credit will be

awarded and the six-hour Social and Behavioral Science requirement will be waived.

2. If the student scores at the 50th percentile or above on the Humanities examination, six hours of credit will be awarded and the six-hour Humanities and Fine Arts requirement will be waived.

3. If the student scores at the 50th percentile or above on the English Composition examination, six hours of credit will be awarded and one-half of the six-hour Humanities and Fine Arts requirement will be waived.

4. If the student scores at the 50th percentile or above on the Natural Science examination, six hours of credit will be awarded and the six-hour Natural Science and Mathematics requirement will be waived.

5. If the student scores at the 50th percentile or above on the Mathematics examination, six hours of credit will be awarded and one-half of the Natural Science and Mathematics requirement will be waived.

October 9, 1973