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

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

As this proposed budget for fiscal 1974-75 is presented by the Budget Committee, for the information and advice of the Board of Trustees, I express for the Trustees, appreciation to the Executive Office and the Legislature for the financial support given us 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 statement of our by and project, the student level programs comes at this time. It brings our University closer to an equitable basis 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 becomes available, a School of Health and Human Services.

For the purpose of both these programs is included in the proposed budget which we present today.

The accompanying chart shows that we recommended a Balanced Budget of $50,954,000. This is an increase of $4,645,400 over that recommended for the current fiscal year. To meet such a budget we are requesting a school percentage cut in Student Revenue of $37,856,000. The budget which we are proposing today has been prepared 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 Education.

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 specifically requested by 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 need for a School of Law in this area of Michigan is well known and has been specifically requested by the State by President Miller, by members of this Board and by many friends of the University. It does not need repetition here.

(Continued on page 3)
The Western Michigan University Board of Trustees has adopted the Robert H. Hayes and Associates, Inc., report on the classification and grading of professional and administrative staff. This development of the recommendations made by Robert H. Hayes and Associates, Inc., has been a result of the work of a number of University committees, the data gathered during the study under the direction of the University staff who have provided input to the recommendations finally made. The recommendations are of a comprehensive and detailed nature, and the recommendations are a dramatic step forward to a professionally developed compensation plan for professional and administrative 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 point of the salary grades showing minimum, first quartile, mid-point, third quartile, and maximum. A schedule of this sort for fiscal 1973-74 is on page 3.

Although budget limitations for 1973-74 will preclude 100 per cent implementation of the salary schedule in the first year, the plan provides a basis for determining the individual salaries in accordance with the principles which we describe later. The recommendations for individuals from unit heads, department heads, and vice presidents have been considered in the application of these principles. A salary notice will indicate the grade and salary determined for each person.

In the implementation for 1973-74, personnel under the schedule will be assigned.

1. Below Minimum
   - This group includes members of the staff who after the addition of the cost-of-living increase for 1973-74 are below the minimum for the grade to which their position is assigned.

2. 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 years. Salary increases beyond the mid-point will be strictly merit increases. This group includes persons whose salaries have been below the minimum in the past but who are at least at the minimum but because of their length of service will not be at the mid-point when their current year's merit adjustment is applied.

3. No Special Adjustment
   - These employees have been in the position for which they were hired, and have maintained an acceptable level of performance. They will receive an annualized increase sufficient to bring their salary to an equitable position.

4. Over the Maximum
   - This group has received more than the mid-point increase for a 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.

   1. All personnel received a 2.75 per cent basic adjustment to their 1972-73 salaries. This adjustment was implemented in September 1973.

   2. All persons who after this basic adjustment 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 increase of 5.5 per cent of the difference necessary to bring them to the proper grade.

   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 performance evaluations 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 the recommendations made in 1973-74. 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 meritoriously. 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 yearto the salary schedule will be reviewed and specific changes to the outside comparable data.

The Board of Trustees also approved the Salary Plan and Salary Schedule of the 1973-74 fiscal year for all professional and administrative employees. This plan is designed to provide a framework for equitable and competitive salaries and to establish relationships among all employees at Western Michigan University. If the above salary plan is implemented, we feel it is in the best interests of the University. Wolters (Offical) News is published by the News and Information Department of Western Michigan University. If any changes or additional information is included in this issue, supervision of circulation and errors. Subscriptions are closed to the Personnel Office and complete the appropriate election forms by November 30, 1973. At questions develop concerning this plan, you should send your employees to the Personnel Officer for further information.

Robert B. Wetnight
Vice President for Finance
An 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 lower 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 appeal procedure:

**First Step**—The staff member or a person with immediate supervision 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 form must be submitted to the Personnel Department. The appeal form must be submitted to the Personnel Department. A copy of all forms must be submitted to the Compensation Office of the Personnel Department. The appeal form must receive a determination.

**Second Step**—The appeals committee (Vice President or Secretary to the Board) will review each appeal, the reason for the appeal and a copy of the appeal form, job audit results and a self statement of the person involved requesting that the appeal be reviewed by the appeals committee.

**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.

**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 of the appeals committee for final determination. Agreement by three of the five Executive Officers constitutes a final decision on a classification appeal.

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 make a decision.

C. The Compensation Section of the Personnel Department may refer the appeal to 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.

E. If the Appeals Committee appeals to the Executive Officers Committee for final determination. Agreement by three of the five Executive Officers constitutes a final decision on a classification appeal.

**Salary Structure**

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<th>Grade</th>
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Western News • Tuesday, October 30, 1973 • Three
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 $49,500,000 for 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. We are requesting funds to complete the West Campus next year. The 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.

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.

### NEW CONSTRUCTION

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<td>Fine Arts (Music/Dance)</td>
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<tr>
<td>Women's Health, Physical Education and Recreational Building</td>
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<tr>
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### REMODELING AND ADDITIONS

- Sangren Hall Air Conditioning: 850,000
- Speech and Hearing Center: 300,000
- Site Development: 200,000
- Physical Plant Expansion: 225,000
- Administration Building Air Conditioning: 100,000

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 will 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-examinations, 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 the six-hour Natural Science and Mathematics requirement will be waived.

October 9, 1973