

# An Administrative History of the Palmer College of Chiropractic/West, 1980-1990

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8/17/91



## CHRONOLOGY of "Benchmarks" of PCCW Board of Trustee Meetings

- 1980 (Sept 18): Charge: Board sets policy for institution, then charges president with responsibility for implementation of these policies
- 1981 (Jan 14):
- Notification received from OPPE re: eligibility to apply for various federal assistance programs;
  - approved Articles of the Palmer College Federation;
  - children of the College President granted full tuition waiver
- 1981 (Apr 8): Administrative Officer (takes Board minutes, assists Board Secretary) and Corporate Officer (finance person) for the college. These serve Board of Trustees, hold no vote....retroactive to 1/14/81
- 1981 (Sept 16):
- attainment of Recognized Candidate for Accreditation status by COA of CCE;
  - Faculty Handbook approved, open to review as institution matures,
  - PCCW Academy established for recognition of an individual's dedication, contribution and service to PCCW;
  - President authorized to grant fellowship memberships in PCCW Academy
- 1981 (Sept 17): unanimous consent to abolish Palmer College Federation as of this date
- 1982 (Jan 31):
- Board directs President to present report including plans, proposed processes and implementation for chiropractic research, one of the primary goals and concerns of the Board of Trustees;
  - application submitted to US Dept of Immigration for eligibility to enroll foreign students;
  - USDE to certify PCCW for participation in Pell Grant Program and the Guaranteed Student Loan Program;
  - Policy - Ethics of Supportive and/or Ancillary Therapeutic Procedures and Practices
- 1982 (Feb 16): authorized procurement of Letter of Credit for the sole exclusive purpose of obtaining a performance bond for satisfying requirements of the USDE in obtaining various federal financial aid programs
- 1982 (Aug 11):
- Board instructs administration to apply for affiliate membership in CCE (Canada) and to support the principles of CCE;
  - Student (Policies & Procedures) Handbook;
  - Continuing Education program guidelines accepted as presented;
  - Research policies;
  - Senior Year Residency Requirement Plan (to be adopted);
  - Five Year Plan to be continually subject to review and revision
- 1982 (Nov 4): Three meetings per year
- 1983 (Feb 1): 1) Board names five standing committees; 2) Personnel Policies & Procedures Handbook
- 1983 (May 14):
- mandate of student intern malpractice insurance at expense of the student. Administration to establish mechanism by which student interns may acquire such coverage;
  - definition of chiropractic;
  - approve publication/distribution of Annual Report
- 1983 (Sept 29): Acceptance of Recruitment Plan
- 1984 (Jan 22):
- intercollegiate cooperation and communication between the colleges directed by the Board;
  - also directed by the Board to pursue establishment of an association of chiropractic colleges for the purpose of discussion of mutual interests and concerns and to establish intercollegiate cooperation
- 1984 (May 23):
- Statement of Mission (refined from "goal"): "Resolved, that the mission of Palmer College of Chiropractic-West is to contribute to the well-being of humankind by advancing the knowledge of chiropractic health science and by developing the skills and nurturing the intellect of students and practitioners";
  - reaffirm subscription to standards, rules and policies of the CCE
- 1985 (Jan 18): Board endorses Statement on Copyrights and Patents pending legal review and adoption

1985 (June 5): Clinical Competencies document adopted

1985 (Sept 13):

- a) adoption of Palmer crest with word "West";
- b) authorize PCCW to officially associate the college with the Pacific Consortium for Chiropractic Research;
- c) Board commends PCCW administration for success in obtaining initial accreditation with CCE

1986 (Jan 25):

- a) Board approved joint sponsorship of a conference on the spine with the American Back Society;
- b) Board establishes Harvey Lillard Scholarship Fund in the amount not to exceed one year's tuition, to be done annually (black students);
- c) Board authorizes President to offer Presidential Scholarships, not to exceed the amount of three (3) tuitions annually. Scholarships to be unearmarked and not to include Harvey Lillard Scholarship

1986 (Sept 13):

- a) Board authorizes administration to enter into a retirement plan;
- b) raises salaries of staff classified Level 5 by \$1,300/year and staff classified Level 6 by \$600/year. Everything else is to remain the same

1987 (Feb 28): Administration requested to plan for and pursue regional accreditation

1987 (June 6): Board accepts position paper on mission of the college

1987 (Oct 15):

- a) PCC/PCCW Relationship-Policy Statement;
- a) grant HCD to Dr. Pedigo and George McAndrews Esq on 10/17/87;
- c) faculty layoff policy - for inclusion in Faculty Reference Manual;
- d) establish Harvey Lillard Scholarship

1988 (Feb 6): Continuing Education - Mission Statement

1988 (June 3):

- a) HCD award to be given to Lorraine M. Golden, DC Founder and Executive Administrator of Kentuckiana Children's Center;
- b) five year plan approved for 1987-1992;
- c) policy on tenure defined in Faculty Reference Manual providing for term and continuing contracts for full time faculty and which provides for term contracts for part time faculty

1989 (Feb 3):

- a) revision in Staff Policies;
- b) Policies & Procedures Manual/Postgraduate & Continuing Education adopted by Board

1989 (July 3): Classified policies & Procedures Handbook Revision adopted by Board

1989 (Sept 17): Board approves finalized agreement between Palmer College Foundation and PCCW subject to receiving a satisfactory opinion from PCCW legal counsel

1990 (Feb 3):

- a) thirteenth quarter added to curriculum;
- b) faculty and staff tuition remission policy for chiropractic degree

1990 (June 9):

- a) Employee Pension Plan - additional 2% matching contribution to the employee pension plan for a total matching contribution of 4%
- b) Transfer of Funds Policy - Internal
- c) President's Retirement Benefit
- d) Bylaws/Acceptance of Palmer College/Davenport Bylaws Sections I thru X, except for Article III, Section A & H and Article XII

1990 (Sept 26):

- a) Sinking Fund Policy/ Renewals & Replacements
- b) endorsement of NACUBO Model for strategic planning

1990 (Oct 20): President John L. Miller DC granted PCCW Fellowship

1991 (Feb 7):

- a) Clinic Marketing Plan approved
- b) Board requires a plan be formulated by PCCW to mitigate and control the effects of a severe catastrophe or natural disaster such as, but not limited to, fire, earthquake, aircraft crash, civil disobedience, and acts of criminal violence
- c) recommend to Certificate Holders appropriate action to cause merger of PCCW into Palmer Foundation....Foundation being survivor
- d) encourage Palmer Foundation to use assumed name of Palmer Chiropractic University and to continue use of Palmer College of Chiropractic West name and to continue use of Palmer College of Chiropractic name
- e) authorize position of Chancellow within corporate structure

1991 (Feb 8): approve hiring of Michael E. Crawford for position of Chancellor of Palmer Chiropractic University

[filed: brdpol.wps; created by hm for file: 2/91]

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# Palmer College of Chiropractic/WEST

a division of  
**Palmer Chiropractic University**  
1095 Dunford Way, Sunnyvale CA 94087  
Telephone: (408) 983-4000

## memo:



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Date: August 17, 1991  
To: Hazel Morvay  
From: Joe Keating, Ph.D.  
Re: Proposed history of Palmer/West

Attached find my retyped inventory of Board meeting minutes and a copy of an administrative/trustee history of the Canadian Memorial Chiropractic College which might serve as a model for a similar work on PCCW. Also attached is a copy of the Notes and preliminary manuscript for a paper I'm doing on an early chiropractic pioneer, which will give you some sense of my strategies in this sort of work. Hope this helps.

Please do let me know when you'd like to visit Palmer/West/West for a tour of the history displays in the library.

I look forward to your comments.

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