

7-27-1978

Board of Trustees Minutes, July 27, 1978

Eastern Washington University

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Agenda

Jay Rea - Archives

Board of Trustees
Eastern Washington University

July 27, 1978

6 p.m., Washington State Community College District #17
N. 2000 Greene Street, Spokane, Washington

I. Presidents' Reports

II. Consent Items

- A. Approval of the Minutes of the June Board of Trustees Meeting (Attachment II. A.)
- B. Building & Planning
 - 1. Appointment of Design Architect for University Theatre Elevator (Attachment II. B. 1.)
 - 2. Rebid of Science Hall Renovation (Attachment II. B. 2.)
- C. Policies & Procedures
 - 1. Naming of Martin Hall Addition (Attachment II. C. 1.)
 - 2. Amendments to WAC 172-114, Constitution of Associated Students - Permanent Adoption (Attachment II. C. 2.)

III. Policy Issues*

- A. University Reorganization - Action Item
 - 1. University Advancement (Attachment III. A. 1.)
 - 2. Planning & Budgeting Unit (Attachment III. A. 2.)
- B. Operating Budget 1978-79 - Action Item (Attachment III. B.)
- C. Biennial Operating Budget 1979-81 - Information Item (Attachment III. C.)
- D. Proposed Contract with Council 28, Washington Federation of State Employees, Bargaining Unit #1 - Action Item (Attachment III. D.)

IV. Personnel Actions (Attachment IV.)

* Please note that some policy issues are submitted to the Board of Trustees for action at this meeting, some for information and some for action at a later date.

EASTERN WASHINGTON UNIVERSITY

Board of Trustees
Minutes

July 27, 1978

The Board of Trustees of Eastern Washington University held a regular meeting on Thursday, July 27, 1978, in the Washington State Community College District #17 conference room, N. 2000 Greene Street, Spokane, Washington.

BOARD OF TRUSTEES PRESENT

Mrs. Frederick Wilson, Jr., Chairman
Mr. Bruce McPhaden, Vice Chairman
Mr. Jerome W. Page
Mr. Fred Enlow
Mr. Andrew Kelly

STAFF PRESENT

Dr. H. George Frederickson, President
Dr. Philip R. Marshall, Executive Vice President
Mr. Fred S. Johns, Vice President for Business & Finance
Dr. Katherine S. Sherman, Provost for Academic Affairs
Dr. Daryl Hagie, Provost for Student Services
Mr. John Lamp, Senior Assistant Attorney General
Mr. Kenneth R. Dolan, Secretary, Board of Trustees
Mr. Orland Killin, President, Faculty Organization
Dr. Wayne Loomis, Director, Facilities Planning
Mr. Phillip Briggs, Director, University News Bureau
Mr. John Fahey, Director, University Advancement
Dr. Neil Zimmerman, Acting Director, School of Public Affairs
Dr. Lula Hepton, President, Association for Higher Education
Ms. Isabelle Green, Director, Alumni Relations

PRESS PRESENT

Mr. Bob Mims, Cheney Free Press

STUDENTS PRESENT

Mr. Ron Weigelt, President, Associated Students

BUSINESS MEETING

Chairman Wilson called the meeting to order at 6:25 p.m.

MINUTES

Motion #7-01-78: "I move that the minutes of the June Board of Trustees meeting be approved."

Motion by Page, seconded by Kelly, approved unanimously.

CONSENT ITEMS

Motion #7-02-78: "I move that the consent items be approved as follows with the exception of agenda items II. B. 1., Appointment of Design Architect for University Theatre Elevator, and II. B. 2., Rebid of Science Hall Renovation."

Agenda Items

II. C. 1. Naming of Martin Hall Addition

II. C. 2. Amendments to WAC 172-114, Constitution of Associated Students - Permanent Adoption

Motion by Kelly, seconded by Page, approved unanimously.

APPOINTMENT OF DESIGN ARCHITECT FOR UNIVERSITY THEATRE ELEVATOR, Agenda Item II. B. 1.

The appointment of the design architect for the University Theatre elevator was delayed until the August Board of Trustees meeting on the advice of Senior Assistant Attorney General John Lamp.

REBID OF SCIENCE HALL RENOVATION, Agenda Item II. B. 2.

Approval of the rebid of the Science Hall renovation was not considered as a consent item because the Board of Trustees did not receive information regarding this item prior to the Board meeting. Therefore, it was voted on independent of the consent items.

Motion #7-03-78: "I move that the construction contract for the Science Hall renovations be awarded to Stevens & Sons Construction."

Motion by Kelly, seconded by McPhaden, approved unanimously.

UNIVERSITY REORGANIZATION - UNIVERSITY ADVANCEMENT AND PLANNING & BUDGETING UNIT, Agenda Items III. A. 1. and 2.

Motion #7-04-78: "I move that the formation of the Office for University Advancement and the planning and budgeting unit be approved as part of the University reorganization."

Motion by McPhaden, seconded by Page, approved unanimously.

OPERATING BUDGET, 1978-79, Agenda Item III. B.

Motion #7-05-78: "I move that the proposed operating budget for 1978-79 be approved."

Motion by Enlow, seconded by McPhaden, approved unanimously

BIENNIAL OPERATING BUDGET, 1979-81, Agenda Item III. C.

The Board of Trustees accepted a preliminary report on the biennial operating budget for 1979-81. A Board of Trustees Budget and Finance Committee meeting will be scheduled for Thursday, August 24, and the biennial operating budget for 1979-81 will be presented to the Board for approval at the August meeting.

PROPOSED CONTRACT WITH COUNCIL 28, WASHINGTON FEDERATION OF STATE EMPLOYEES, BARGAINING UNIT #1, Agenda Item III. D.

Motion #7-06-78: "I move that the proposed contract with Council 28 of the Washington Federation of State Employees, Bargaining Unit #1, be approved."

Motion by Kelly, approved by Enlow, approved unanimously.

EXECUTIVE SESSION

Chairman Wilson called an executive session at 7:50 p.m. for the purpose of discussing personnel matters. She called the meeting back into regular session at 8:10 p.m.

Motion #7-07-78: "I move that the personnel actions be approved as submitted.

Motion by Enlow, seconded by Page, approved unanimously.

NEXT MEETING DATE

The Board scheduled a special Board of Trustees meeting for Thursday, August 24, 1978 at 6:00 p.m. in the Pence Union Building Council Chambers on the Eastern Washington University campus.

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July 27, 1978
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ADJOURNMENT

Chairman Wilson adjourned the meeting at 8:15 p.m.

Mrs. Frederick Wilson, Jr.
Chairman, Board of Trustees

Mr. Kenneth R. Dolan
Secretary, Board of Trustees

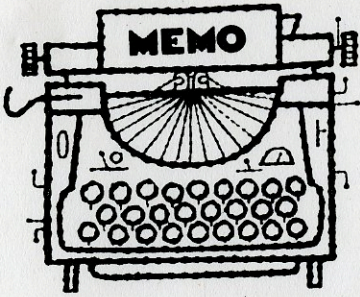
University Theatre Elevator

The 1977 Legislature appropriated funds for various handicapped access improvements about the campus. Installation of an elevator at the University Theatre is one of the projects funded through this appropriation. A design architect needs to be appointed in order that this project may get underway. The maximum allowable construction cost has been established at \$85,000 for design purposes. We recommend that the Board of Trustees appoint Rundquist and Associates as the design architect for the University Theatre elevator installation. Mr. Rundquist recently designed the addition of an elevator at Cheney Hall, and we have found his work and attention to the project to be excellent in every respect. We believe that the level of service he has provided to the university is fully deserving of a repeat project of a similar nature. If the Board wishes to consider other firms as well, any of the following firms would be acceptable to us.

1. Rundquist & Associates - three employees, of which one is an Oriental draftsman.
2. Steve Ronald & Associates - four employees, of which one is an Oriental designer.
3. Ressa & Company - eight employees, of which two are minorities (one Japanese architect, and one Japanese draftsman).

Science Hall Renovations - Rebid

At the June 22, 1978 meeting, the Board authorized the receipt of bids and award of contract on the above project. However, upon receipt of bids on June 29, the low bid was nearly \$100,000 over the established MACC of \$310,000. Because of the wide spread between the MACC and the low bid, we did not believe it advisable to attempt to negotiate the difference with the bidder. Accordingly, the scope of the work has been redefined and new bidding documents issued. New bids will be received on July 26, 1978 and a recommendation will be presented to the Board for consideration at the meeting on July 27.



Eastern Washington State College

To: H. George Frederickson, President
From: Ray Soltero, Chairman, Business Affairs Council (BAC)
Date: June 30, 1978
Subject: Obed Williamson Naming Petition

A handwritten signature in black ink, consisting of the letters "RWS" followed by a horizontal line extending to the right.

Appended please find the properly executed petition for your consideration in naming the Martin Hall Addition the Obed J. Willaimson Hall. The Campus Planning Committee, in their meeting of June 26, 1978, approved the petition. The BAC also acted favorably on this request at their meeting of June 28, 1978.

cc: Joseph Luther, CPC Chairman
Orland B. Killin, Faculty Organization President



Memo

To: H. George Frederickson, President
From: Kenneth R. ^{ex}Dolan, Assistant to the President
Date: July 19, 1978
Subject: Permanent Adoption of Amendments to Constitution of Associated Students

The amendments to the Constitution of the Associated Students were approved under emergency procedures at the February Board of Trustees meeting. The emergency rules are in effect for ninety days, and we had planned to adopt the amendments under permanent rules at the May Board meeting. However, due to the date change of the May meeting, there was not sufficient time to notify the Code Reviser of the change as required by law so the amendments were again adopted under emergency procedures. We are now asking that the Board of Trustees approve the amendments to the Constitution of the Associated Students under permanent procedures.

KRD:js

Chapter 172-114

CONSTITUTION OF ASSOCIATED STUDENTS

WAC

172-114-010	Preamble
172-114-120	Article I: Name, Definitions and Membership
172-114-030	Article II: Student Rights and Responsibilities
172-114-040	Article III: Legislation
172-114-050	Article IV: Executive
172-114-060	Article V: Elections
172-114-070	Article VI: Judicial
172-114-080	Article VII: Rescind, Recall, Initiative, Referendum and Inspection of Records
172-114-090	Article VIII: Budgeting
172-114-100	Parliamentary Authority
172-114-110	Amendments

AMENDATORY SECTION (Amending Order 72-9, Filed September 20, 1972)

WAC 172-114-010 PREAMBLE. We, the Associated Students of Eastern Washington ((~~State-College~~)) University, in order to develop in the students the concept of self government; an appreciation and understanding of democratic values and processes; to strengthen in the student the realization of his rights, responsibilities, and common interest with the community as a citizen, to represent student interests, needs and welfare; to develop in the students an understanding and appreciation of their personal, social, and vocational relationship to the society in which they live; develop in the students fellowship and understanding; and to provide a physical and social environment in which to achieve the above objectives do affirm and establish this Constitution subject to the authority vested in the Associated Students by the Board of Trustees of Eastern Washington ((~~State-College~~)) University.

AMENDATORY SECTION (Amending Order 74-8, Filed October 1, 1974)

WAC 172-114-020 ARTICLE I: NAME, DEFINITIONS AND MEMBERSHIP.

(1) The name of this organization shall be the "Associated Students of Eastern Washington ((~~State-College~~)) University", referred to herein as "A.S.".

(2) When used in this Constitution, the following terms shall mean:

(a) "((~~College~~) University" means Eastern Washington ((~~State-College~~)) University and, collectively those responsible for its control and operation.

(b) "Student" includes all persons enrolled in any course at the ((~~college~~)) university.

(c) "Instructor" means all persons hired by the (~~college~~) university to conduct classroom activities. In certain situations a person may be both "student" and "instructor". Determination of his status in a particular situation shall be determined by the surrounding facts.

(d) "Legal compulsion" means a state or federal judicial or legislative order which requires some action by the person to whom it is directed.

(e) "Organization" means a number of persons who have complied with the formal requirements of (~~college~~) university recognition as in WAC 172-114-030(5).

(f) "Group" means members of the (~~college~~) university community who have not yet complied with the formal requirements for becoming an organization.

(g) "Student press" means either an organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of a campus organization.

(h) "Shall" is used in the imperative sense.

(i) "May" is used in the permissive sense.

(j) All other terms have their natural meaning unless the context dictates otherwise.

(3) All students who are registered for one (1) credit hour or more at Eastern Washington (~~State-College~~) University shall be members of this organization for the period of time covered by the fee.

AMENDATORY SECTION (Amending Order 74-8, Filed October 1, 1974)

WAC 172-114-030 ARTICLE II: STUDENTS RIGHTS AND RESPONSIBILITIES.

(1) The following enumeration of rights shall not be construed to deny or disparage others retained by students in their capacity as members of the student body or as citizens.

(2) Access to higher education. Within the limits of its facilities and budget, the (~~college~~) university shall be open to all applicants who are qualified according to its admission requirements. No person once enrolled may be denied attendance or academic advancement except for disqualification on academic grounds or conviction of violating (~~college~~) university rules.

(3) Education.

(a) Students are free to pursue their educational goals within existing (~~college~~) university programs; appropriate opportunities for learning shall be provided by the state within its financial resources and the student's ability. This shall include the knowledge, imagination, and dedication of faculty and administrators through excellent teaching and readily available and adequate advice and counsel.

(b) Discussion and expression of all views relevant to the subject matter is permitted in the classroom subject only to the responsibility of the instructor to maintain order and to present course content. Students are responsible for learning the content of any course for which they are enrolled. Requirements for participation in classroom discussion and submission of written exercises are not inconsistent with this section.

(c) Academic evaluation of student performance shall be neither prejudicial nor capricious. Information about student views, beliefs, and political associations acquired by professors in the course of their work as instructors, advisers, and counselors, is confidential and is not to be disclosed to others unless under legal compulsion. Questions relating to intellectual or skills capacity are not subject to this section.

(4) Campus Expression.

(a) Free inquiry, expression, petition, and assembly are guaranteed to all students. Support of any cause by lawful means which do not disrupt the operation of the ((college)) university is permitted. Students, groups, and campus organizations may invite and hear any persons of their own choosing subject only to the requirements for use of ((college)) university facilities.

(b) The right of peaceful protest is granted within the ((college)) university community. The ((college)) university retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process.

(c) Orderly picketing and other forms of peaceful protest are permitted on ((college)) university premises. Interference with ingress to and egress from ((college)) university facilities, interruption of classes, or damage to property exceeds permissible limits. Even though remedies are available through local enforcement bodies, the ((college)) university may choose to impose its own disciplinary sanctions.

(d) Every student has the right to be interviewed on campus by any legal organization desiring to recruit at the ((college)) university. Any student, group, or organization may protest against any such organization provided that protest does not interfere with any other student's right to have such an interview.

(5) Campus Organizations.

(a) Organizations and groups may be established within the ((college)) university for any legal purpose. Affiliation with an extramural organization shall not, in itself, disqualify the ((college)) university branch or chapter from ((college)) university privileges. Any organization which engages in illegal activities may have sanctions imposed against it including withdrawal of ((college)) university recognition for a period not exceeding one (1) year.

(b) A group shall become an organization when formally recognized by the ((college)) university. All groups that meet the following requirements shall be recognized:

(i) Submission of a list of officers and copies of the constitution and by-laws to the appropriate ((college)) university official or body. All changes and amendments shall be submitted within one (1) week after they become effective.

(ii) Where there is affiliation with an extramural organization, that organization's constitution and bylaws shall be filed with the appropriate ((college)) university official or body. All amendments shall be submitted within a reasonable time after they become effective.

(iii) All sources of outside funds shall be disclosed.

(c) Membership in all ((college)) university related organizations, within the limits of their facilities, shall be open to any member of the ((college)) university community who is willing to subscribe to the stated aims and meet the stated obligations of the organization.

(d) ((College)) University facilities shall be assigned to organizations, groups, and individuals within the ((college)) university community for regular business meetings, for social programs, and for programs open to the public; provided:

(i) Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance.

(ii) Preference may be given to programs designed for audiences consisting primarily of members of the ((college)) university community.

(iii) Allocation of space shall be made based on priority of requests and the demonstrated needs of the organization, group or individual.

(iv) The ((college)) university may delegate the assignment function to an administrative official or a student committee or organization.

(v) Charges may be imposed for any unusual costs for use of facilities.

(vi) Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damages.

(vii) The individual, group, or organization requesting space must inform the ((college)) university of the names of outside speakers and indicated subject.

(e) No individual, group, or organization may use the ((college)) university name without the express authorization of the ((college)) university, except to identify the ((college)) university affiliation. ((College)) University approval or disapproval of any policy may not be stated or implied by any individual, group, or organization.

(6) Publications

(a) A student, group, or organization may distribute written material on campus without prior approval providing such distribution does not disrupt the operations of the ((college)) university and the material clearly states the publisher.

(b) The student press is to be free of censorship. The editors and manager shall not be arbitrarily suspended because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. Similar freedom is assured oral statements of views on a ((college)) university controlled and student-operated radio or television station. This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.

(c) All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the ((college)) university or its student body.

(7) ((College)) University Government.

(a) All constituents of the ((college)) university community are free, individually and collectively, to express their views on issues of ((college)) university policy and on matters of interest to the student body. Clearly defined means shall be provided for student expression on all ((college)) university policies affecting academic and student affairs.

(b) The role of student government and its responsibilities shall be made explicit. Student government actions reviewed by the ((college)) university shall only be reviewed through procedures agreed upon in advance.

(c) On questions of education policy, students are entitled to a participatory function. Faculty-student committees shall be created to consider questions of policy affecting student life. Students shall be designated as members of standing and special committees concerned with ((college)) university policy affecting academic and student affairs, including those concerned with curriculum, discipline, admissions, and allocation of student fees.

(8) Privacy.

(a) The right of students to be secure in their persons, living quarters, papers, and effects against unreasonable searches and seizures is guaranteed. These rights of privacy extend to ((college)) university-owned housing. Nothing in the ((college)) university relationship or housing contract may expressly or by implication give the ((college)) university or housing officials authority to consent to a search of a student's room by police or other government officials, or anyone else.

(b) When the ((college)) university seeks access to a ((college)) university-owned student room to determine compliance with provisions of applicable multiple dwelling unit laws or for improvement or repairs, the occupant shall be notified of such action not less than twenty-four (24) hours in advance. There may be entry without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared.

(9) Student Records.

(a) The privacy and confidentiality of all student records shall be preserved. Official student academic records, supporting documents, and other student files shall be maintained only by full time members of the ((college)) university staff employed for that purpose. Separate files shall be maintained of the following: academic records, supporting documents, and general educational records; records of discipline proceedings; medical and psychiatric records; and financial aid records.

(b) No entry may be made on a student's academic record and no document may be placed in his file without actual or constructive notice to the student. All matters placed in a student's file in accordance with published customary and ordinary policies, procedures, and regulations, shall constitute constructive notice.

(c) Access to his official, institutional records and files is guaranteed every student subject only to reasonable regulations as to time, place, and supervision. A student may challenge the accuracy of any entry or the presence of any item by bringing the equivalent of an equitable action against the appropriate person.

(d) No information in any student file may be released to anyone except with the prior written consent of the student concerned or as stated below:

(i) Members of the faculty with administrative assignments may have access for internal educational purposes as well as routinely necessary administrative and statistical purposes.

(ii) The following data may be given an inquirer: school or division of the enrollment, periods of enrollment, degrees awarded, honors, and major field.

(iii) If any inquiry is made in person or by mail, the following information may be given in addition to that in subsection (ii) immediately above: address and telephone number, date of birth, and unless the student has instructed the registrar's office not to release copies of his transcript without his written authorization, academic information from the transcript will be released when it is clear the institution is being cited as an educational reference.

(iv) Properly identified officials from federal, state, and local government agencies may be given the following information upon express request in addition to that in subsections (ii) and (iii) immediately above: name and address of parent or guardian if student is a minor, and any information required under legal compulsion.

(v) Unless under legal compulsion, personal access to a student's file shall be denied to any person making an inquiry.

(e) Upon graduation or withdrawal from the ((college)) university, the records and files of former students shall continue to be subject to the provisions of this section

(10) Procedural Standards in Disciplinary Proceedings. Disciplinary proceedings must guarantee fundamental concepts of fair play (due process). The procedural requirements of due process may vary with the seriousness of the charge. In every proceeding in which a major disciplinary action is contemplated, the student shall have the rights of due process, including at least:

(a) The student shall be informed, in writing, of the reasons for the proposed disciplinary action, including charges, with sufficient time to ensure opportunity to prepare for the hearing.

(b) The burden of proof shall rest upon the official bringing the charge.

-- (c) Upon request, the right to: closed proceedings, confrontation and cross examination of witnesses, be present, challenge any member hearing the case and witnesses, a record of the appeal at least one (1) step beyond the initial determination.

(d) All matters upon which the decision may be based must be introduced into evidence at the proceeding. The decision shall be based solely upon such matter. Illegally acquired evidence may not be admitted.

(e) No person who is otherwise interested in the particular case may sit in judgment during the proceeding.

(f) The decision shall be final subject only to the student's right to appeal.

(11) Procedural Standards in Student Complaint Proceedings. If students have complaints of infringement of their rights, they shall, on request, have a hearing. Minimum requirements of procedural due process for all persons shall include those in WAC 172-114-030(10) and:

(a) The ((~~hearing-committee~~)) University Disciplinary Committee should include both faculty and student members.

(b) The decision of the ((~~hearing-committee~~)) University Disciplinary Committee should be final, subject only to the right of appeal by parties concerned.

(12) Dual Membership. Activities of students may upon occasion result in violation of law. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

AMENDATORY SECTION (Amending Order 75-8, Filed July 24, 1975)

WAC 172-114-040 ARTICLE III: LEGISLATION

(1) The legislative powers of the A.S. shall be vested in the Legislature and may not be transferred.

(2) All legislation shall include: the names of the sponsor(s), date of introduction, committee referred to -- if any, disposition, and date of disposition, signatures of A.S. Speaker and A.S. President; take effect immediately upon ((~~passage, unless a later date is specified~~)) signature by the A.S. President or override of his veto by the A.S. Legislature; and shall continue in effect until five (5) years from the last date of ((~~passage~~)) signature or override or until rescinded.

(3) The voting members of the Legislature shall consist of fifteen (15) representatives known as legislators, elected by numbered, at-large positions for one (1) year terms. The legislators shall take office on the last day of the quarter in which they are elected, as follows: Positions 1 through 5, elected Fall Quarter; Positions 6 through 10, elected Winter Quarter; Positions 11 through 15, elected Spring Quarter. Provided, that no person may hold more than one (1) voting seat in the Legislature, and the A.S. President and A.S. Vice President may not hold ((a)) voting ((~~seat~~)) seats in the Legislature.

(4) Candidates/members for/of the Legislature shall be members of the A.S. and have/maintain a two point (2.00) cumulative grade point average, be enrolled for and complete six (6) credit hours in the previous quarter (excluding summer quarter), and have at least one (1) quarter in residence. A legislator's office shall become vacant upon the incumbent's death, resignation, recall, withdrawal from membership in A.S. (excluding summer quarter), or declaration of non-performance of duties stated in this constitution, or violation of this constitution, by the A.S. Superior Court. ~~((Should there be a vacancy in a legislative position, the Student Welfare Committee, with the approval of the Legislature, shall recommend three (3) students to the A.S. President, who shall select one (1) of the three (3) to fill the vacancy.))~~ Legislators who miss three (3) full regularly scheduled consecutive meetings or four (4) full regularly scheduled meetings during a quarter shall have their seat declared vacant by the A.S. Speaker. All vacancies shall be filled for the balance of the term at the next regularly scheduled election.

(5) The Legislature shall be the judge of all of the A.S. election returns and of the qualifications of its legislators and a majority of its legislators shall constitute a quorum; ~~((it may compel the attendance of absent legislators in such manner and under such penalties as it may provide, and))~~ there shall be no proxy voting; and there shall be no secret balloting.

(6) The Legislature shall meet not less than ~~((twice))~~ once each month during Fall, Winter, and Spring Quarters, and at special meetings called by the Speaker, one third (1/3) of its legislators, or by the presentation to the President of a petition signed by five per cent (5%) of the A.S. All meetings shall be open to the public, a record shall be kept of the votes taken therein, and copies of the minutes shall be available to any member of the ~~((college))~~ university community upon request.

(7) The Legislature shall have the following powers and duties:

(a) Be responsible for its own organization, election of legislative committees, the employment and supervision of those employees whom it deems necessary to assist it or individual legislators in the exercise of their legislative duties and powers, provided it budgets for same, and said salaries shall not exceed a cabinet member's salary.

(b) Elect an A.S. legislator to the position of Speaker the third (3rd) meeting of Fall, Winter, and Spring Quarters, who shall serve one (1) quarter not counting Summer Quarter. Vacancies occurring in the Speaker's office shall be filled in the same manner for the balance of the unexpired term.

(c) Elect an A.S. legislator to the position of Speaker Pro-Tem the third (3rd) meeting of Fall, Winter, and Spring Quarters who shall serve one (1) quarter not counting Summer Quarter. Vacancies occurring in the Speaker Pro-Tem's office shall be filled in the same manner for the balance of the unexpired term.

(d) The Legislature shall elect from among its members a Legislative Coordinator to serve during Summer Quarter who may receive a salary not to exceed that of a Cabinet Member.

~~((d))~~ (e) Shall enforce this Constitution.

~~((e))~~ (f) May remove a cabinet officer for nonperformance of duties or violation of this Constitution.

~~((f))~~ (g) May request the A.S. Superior Court to find the A.S. President guilty of nonperformance of duties stated in this Constitution or violation of this Constitution.

~~((g))~~ (h) Upon a two-thirds (2/3) vote of the A.S. Legislature, the A.S. President may be recalled as described in WAC 172-114-080(5).

((h)) (i) No legislative committee shall have the authority to delay presentation to the full Legislature legislation referred to it for more than two (2) meetings without permission of the sponsor.

((i)) (j) Budget and disbursement of all funds on behalf of A.S.

((j)) (k) Cause to have published an annual Financial Statement and Audit.

((k)) (l) Establish policies for and have supervision of all officials, budgets, committees, and organizations.

((l)) (m) Render advice upon and approve or reject all appointments made by officials of the Associated Students of Eastern Washington ((State-College)) University.

((m)) (n) Publish the A.S. Committee Manual stating the membership, eligibility, purpose, and duties of each committee.

((n)) (o) Approve and remove persons to and from committees.

((o)) (p) Enact all legislation necessary to ensure that its policies are enforced.

((p)) (q) Do anything else necessary or convenient to carry out this Constitution.

(r) By a two-thirds (2/3) vote of the A.S. Legislature, the A.S. Legislature may override a veto by the A.S. President.

(8) The Speaker shall have the following powers and duties: Prepare the agenda for and chair all meetings of the Legislature; call meetings of the Legislature; prepare a schedule of regular meetings at the beginning of Fall, Winter, and Spring Quarters for the advice and consent of the A. S. Legislature; appoint a clerk and other assistants which may be beneficial to the performance of his office or the functioning of the Legislature, with its advice and consent, and to request salaries for the same, not to exceed a cabinet member's salary; shall be responsible for executing legislative decisions; all administrative matters of the Legislature; make all legislative appointments, except as otherwise provided in this Constitution, subject to the advice and consent of the Legislature; assume the duties of the Vice President during the Vice President's absence or disability or vacancy of the office of Vice President until the Vice Presidential vacancy is filled as provided for in Article ((##)) IV, section 2 (WAC 172-114-((030)) 050(2); and to do all things necessary or convenient to carry out such duties not in conflict with this Constitution.

AMENDATORY SECTION (Amending Order 75-8, Filed July 24, 1975)

WAC 172-114-050 ARTICLE IV: EXECUTIVE.

(1) The executive power of the A.S. shall be vested in the A.S. President and A.S. Vice President and may not be transferred.

(2) Candidates for the ((office)) offices of and the A.S. President and A.S. Vice President shall be members of the A.S., shall have/maintain a two point (2.00) cumulative grade average, be enrolled for and complete six (6) credit hours in the previous quarter (excluding Summer Quarter for the A.S. Vice President), shall have a minimum of five (5) quarters as a full time student, at least ((two-(2)) three (3) of which shall be in residence at the ((college)) university immediately prior to election for office. The A.S. President's and A.S. Vice President's office shall become vacant upon the incumbent's death, resignation, recall, withdrawal from membership in A.S. (excluding Summer Quarter for the A.S. Vice President), or declaration of nonperformance of duties states in this Constitution or violation of this Constitution, ((by-a-two-thirds-(2/3)-vote-of-the-A.S.-Legislature.

Vacancies-occurring-in-the-President's-office-shall-be-filled-at-the-next-regular election-for-the-balance-of-the-unexpired-term-)) by the A.S. Superior Court. In case of vacancy in the office of the Presidency, the Vice President shall assume the Presidency for the balance of the unexpired term.

(3) The President and Vice President shall serve one (1) year terms, or until ~~((his))~~ a successor takes office, taking office on the ~~((sixth-(6th)-Wednesday))~~ ninth (9th) Thursday of the quarter in which ~~((he-is))~~ they are elected, which shall be Spring Quarter.

(4) The President shall serve as the chief executive officer and representative of A.S.; shall enforce this Constitution; shall be responsible for executing legislative and judicial decisions; shall present to the Legislature, at its first meeting of each quarter, his executive request legislation; may veto any Legislative Bill or Supplemental Budget passed by the A.S. Legislature within three (3) working days of passage; shall sign all Legislation within three (3) working days of passage or override of veto by the A.S. Legislature; may create cabinet positions and appoint cabinet officers with the advice and consent of the Legislature, who will serve at his pleasure except as provided for in Article III, Section 7 ~~((e))~~ (f) (WAC 172-114-040 (7) ~~((e))~~ (f)), and request salaries for such cabinet officers not to exceed the limit in Article VIII, section ~~((6))~~ 7 (WAC 172-114-090 ~~((6))~~ (7)); make all appointments in an expeditious manner, except as otherwise provided for in this Constitution, subject to the advice and consent of the Legislature; shall hold twice a month executive meetings with the A.S. Vice President, Cabinet, Speaker, and Speaker Pro-Tem while the university is in session; all administrative matters and programs of A.S. except as otherwise provided for in this Constitution; may request the A.S. Superior Court to find an A.S. Legislator guilty of nonperformance of his duties stated in this Constitution or violation of this Constitution; and do all things necessary or convenient to carry out such duties not in conflict with this Constitution.

(5) The Vice President shall assume the office of A.S. President upon that position being vacant as provided for in Article IV, Section 2 (WAC 172-114-050 (2)); assume any duties delegated by the President; shall supervise all A.S. elections; shall be responsible for validating all petitions; and assume the duties of the President during the President's absence or disability.

AMENDATORY SECTION (Amending Order 75-8, Filed July 24, 1975)

WAC 172-114-060 ARTICLE V: ELECTIONS.

(1) There shall be a regular A.S. election on the ~~((fifth-(5th)-Wednesday))~~ eighth (8th) Thursday of Fall, Winter, and Spring quarters; it shall be preceded by a primary election one (1) week prior; filing shall close one (1) week prior to the primary election and shall open one (1) week prior to closing.

(2) The positions of legislators, President, Vice President, and vacancies therein shall be filled through regular elections with a majority of ballots cast being required for election.

(3) All those candidates who filed in the A.S. office by 5:00 o'clock p.m. on the last day of filing and are qualified shall have their names entered on the primary election ballot. The two (2) candidates receiving the most votes for each office in the primary, who are qualified, shall have their names entered on the final election ballot; provided, however, that in case of a tie for the second most votes in the primary, the three (3) candidates receiving the most votes for that office who are qualified shall have their names entered on the final election ballot.

(4) Should no candidate receive a majority in the final election, a run-off election shall be held one (1) week after the final election between the two (2) persons receiving the most votes in the final election, who are qualified, and only ballots for those two (2) persons shall be counted; provided, however, that in case of a tie for the second most votes in the final election, the run-off election shall be between the three (3) candidates receiving the most votes for the office, and only ballots for those three (3) persons shall be counted.

(5) Should no candidate receive a majority in a run-off election, the Legislature shall select the winner from between those entered on the run-off election ballot, by a majority of the legislators at its next meeting.

(6) All votes shall be cast by secret ballot. The names of the candidates shall appear on the ballot in the order in which filed. All ballots shall be kept under lock and key for six (6) months after each election.

(7) The polls shall be located at:

(a) Pence Union Building;

(b) Tawanka Commons; and

(c) As otherwise provided for by the Legislature.

The polls shall be open from 8:00 o'clock a.m. until 7:00 o'clock p.m., and members of A.S. shall be allowed to vote upon presentation of suitable identification, providing that they shall be allowed to vote but once in each election.

(8) Any member of A.S. may present an "Application of Absent Voter" form to the Office of A.S. (~~(Executive)~~) Vice President or his/her designee for an absentee voter ballot.

(9) Two (2) election clerks shall be assigned to each polling place and they shall be solely responsible for supervising the ballots, ballot boxes, and voting at the polling place. They may not be, nor related to, any current student. They shall be employed through the office of the A.S. (~~(Executive)~~) Vice President.

AMENDATORY SECTION (Amending Order 72-9, Filed September 20, 1972)

WAC 172-114-070 ARTICLE VI: JUDICIAL.

(1) The judicial authority of the A.S. shall be vested in a Superior Court and such lesser courts as the A.S. Legislature may from time to time establish. The judges, both of the Superior and lesser courts, shall be members of the A.S., (~~(and)~~) have (~~(and)~~) maintain a two point (2.00) cumulative grade average, and be enrolled for and complete six (6) credit hours in the previous quarter (excluding Summer Quarter). Members of the Superior Court and lesser courts shall serve until they resign, cease to be a member of A.S. (excluding Summer Quarter), (~~(have-less than-a-two-(2.00)-cumulative-grade-average,)~~) or shall be impeached and convicted for cause brought by a petition signed by at least three-fourths (3/4) of the Legislators and tried by the (~~(college-hearing-board)~~) University Disciplinary Committee.

(2) The Superior Court shall serve as a court of equity, the highest appellate court in the student judicial system, and shall have full powers of Judicial Review.

(3) No court may render an opinion, hear evidence, nor pass judgment in the absence of a quorum, which shall be a majority of the court.

(4) The Superior Court shall consist of seven (7) Justices who shall select from their members one (1) who shall serve as Chief Justice, the others serving as Associate Justices. It shall be the duty of the Chief Justice to preside as chairman and chief officer at all meetings of the Superior Court and may appoint a court clerk and other assistants which may be beneficial to the functioning of the Superior Court, with the advice and consent of the Legislature, and to request salaries for the same, not to exceed a cabinet member's salary.

(5) The Justices of the Superior Court shall be appointed by the President with the advice and consent of the Legislature. Vacancies shall be filled in the same manner.

(6) The procedure of the judicial shall follow those principles of United States Law insofar as deemed practical and advisable by the bodies, and all proceedings of the judicial shall be recorded. All decisions shall be accompanied by a written opinion expressing the majority opinion and may be accompanied by dissenting or concurring written opinions. A copy of all Superior Court case records and court decisions and opinions shall be maintained in the ((College)) University Library.

(7) The Superior Court and lesser courts shall hear all cases and render opinions in as expeditious manner as is possible.

AMENDATORY SECTION (Amending Order 74-8, Filed October 1, 1974)

WAC 172-114-090 ARTICLE VIII: BUDGETING.

(1) The budgeting authority of the A.S. shall be vested in the Legislature and may not be transferred.

(2) The budget shall include all funds, revenues, and reserves; shall be divided into programs, sub-programs, and objects of expense and shall include supporting data; shall indicate as to each program, sub-program, or object of expense the actual expenditures of the preceding two (2) fiscal years and requested appropriations for the next fiscal year; and shall include any proposed capital improvement program for the next six (6) fiscal years.

(3) Copies of the budget shall be delivered to each member of the Legislature and be available to any member of the ((college)) university community upon request.

(4) Unless otherwise provided by the appropriation legislation, all unexpended and unencumbered appropriations in the current expense appropriation legislation shall lapse at the end of the fiscal year. An appropriation in the capital budget appropriation legislation shall lapse when the project has been completed or abandoned or when no expenditure or encumbrance has been made for three (3) years.

(5) Any expenditure in excess of an appropriation shall be null and void; and any official, agent, or employee knowingly responsible shall be personally liable to anyone damaged by his action; providing the Legislature may permit the A.S. to enter into contracts requiring the payment of funds from appropriations of subsequent fiscal years.

~~(6) ((The A.S. President and A.S. Legislature's Speaker shall receive salaries at a rate of Five Hundred Dollars (\$500.00) per quarter that they are enrolled and in office except the Speaker shall not be paid for Summer Quarter. Cabinet Officers may be paid no more than one-half (1/2) of an elected officer's salary.))~~
Regular budgets shall be those budgets adopted during Spring Quarter for the following fiscal year. Supplemental budgets shall be all other budget requests made throughout the year.

(7) The A.S. President and A.S. Speaker shall receive quarterly salaries based upon the following formula: Quarterly cost of in-state tuition, double occupancy room and board, and \$100 for expenses. The A.S. Vice President shall receive a quarterly salary, except for Summer Quarter, based upon the following formula: Quarterly cost of in-state tuition and double occupancy room and board. Cabinet officers may be paid no more than one-half (1/2) of the A.S. President's salary.

AMENDATORY SECTION (Amending Order 74-5, Filed June 5, 1974)

WAC 172-114-110 AMENDMENTS.

(1) This Constitution may be amended by a two-thirds (2/3) vote of those voting on the proposed modification at any regular election ~~((and))~~ provided that 15% of the members of A.S. vote in that election. ~~((if))~~ If adopted, it shall become effective upon approval, as prescribed under Administrative Procedures Act hearing rules, by the Board of Trustees.

(2) Proposed constitutional amendments shall be presented to the members of the A.S. for approval upon the request of at least two-thirds (2/3) of the voting members of the Legislature or upon petition of at least ten percent (10%) of the A.S.

(3) The By-Laws may be amended by a two-thirds (2/3) vote of the voting members of the Legislature providing that previous written notice of such amendment has been given at the previous meeting, or by a majority of those voting on the proposed modification at any regular election and if so adopted shall become effective immediately.

(4) Proposed By-Laws amendments shall be presented to the members of the A.S. for approval upon the request of at least one-half (1/2) of the voting members of the Legislature or upon at least ten percent (10%) of the members of the A.S.

(5) Approved constitutional and By-Laws amendments shall be incorporated into the article, section, and clause of the Constitution or By-Laws to which they refer.

Office for University Advancement

In order to fulfill student, faculty, and public expectations for Eastern as a regional university, we propose to adopt a modern model for communicating the University's business to its diverse constituencies. The model--a marketing model--is gaining acceptance among higher institutions as a responsive system for achieving specified communication objectives, integrating modes of communication, and testing the effectiveness of its efforts.

Our new unit will be called--again in step with changing attitudes in higher education--the Office for University Advancement, in recognition of its primary function of assisting the University to progress toward meeting expectations for education, research, and educational services. The Office for University Advancement will assist faculty and administration to communicate the purposes, achievements, and activities of the academic community to various publics, and in so doing, the Advancement program will select and experiment. Effective communication requires that we listen as well as speak, and the Advancement office proposes to serve as one of Eastern's ears in the region.

The key concepts of the marketing model are selection and testing to direct our resources in the most effective ways. The marketing model suggests that a series of shifts in method and emphasis will occur based on purposes and evaluative data.

The marketing model further suggests that the Office for University Advancement not function as communicator but rather that it assist key faculty and administrators to carry out their appropriate roles in a design for internal and external communications. Marketing, in this mode, should not be mistaken for communicating in a manner that will demean the high standards of our community and University.

In its initial organization, the Advancement office will administer a cluster of operations amenable to consolidation (e.g., publications and word processing) and to

coordination (fund-raising and alumni). It will consist of three sections: Communications, the University Foundation, and Alumni.

The Communications section will consolidate the news bureau, sports information, copy center, University editor, and word-processing activities. These frequently share equipment, rely on one another's services, and offer economies in cross-training personnel; they are all concerned with the intellectual and physical production of printed materials. The Communications section will be assisted by an advisory Publications committee.

The Foundation has been incorporated, has applied for tax-exempt status, and will soon begin its search for an executive. A Board of Foundation Trustees will direct policy and assist in raising funds for the University. The Foundation executive will report to the Director of University Advancement for administrative purposes and will share an office coordinator and records clerk with Alumni.

The Alumni section will continue to maintain relations with former students, develop financial support for University programs, and administer its scholarship program.

In the Advancement model, as the testing program falls into place over time, certain functions of these sections may be revised, extended, or exchanged. The Advancement office should be flexible in the sense that it discards less effective means and selects targets both for long and short-term emphasis.

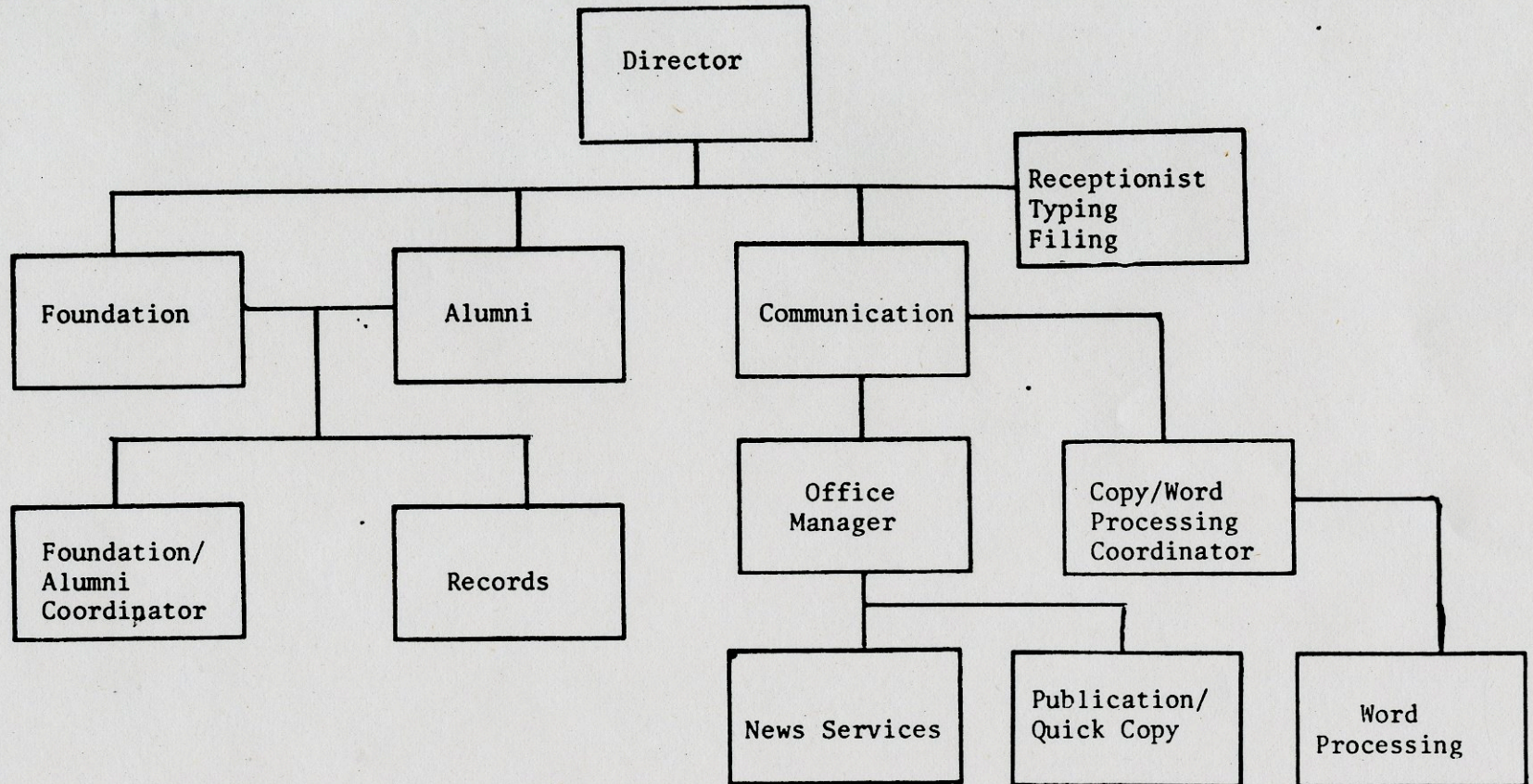
The Office for University Advancement will work closely with all segments of the University community. Some relationships are more readily apparent than others: For example, close liaison will be necessary among the Communications section and Admissions and Conferences and Activities office, and among the Foundation, Alumni, and Grants offices.

One notable departure from the previous University Relations organization: The Office for University Advancement will assist in the design of legislative

communications and will support legislative liaison, but will no longer be charged with representing the University to the Legislature and State Government.

The grants and contracts function of University Relations will transfer to the Provost for Academic Affairs.

A proposed schema for the Office for University Advancement is attached.



Eastern Washington University
Director of University Advancement

TITLE: Director of University Advancement

Basic Function and Responsibility: To initiate, coordinate, and promote favorable relationships with all constituents of the University; to coordinate University fund-raising activities; to provide administrative direction to the directors of the University Foundation, Alumni Relations, and Communications Services.

Characteristic Duties and Responsibilities: Direct the budgetary, personnel, and operational activities of the University Foundation, Alumni Office, and Communications Services.

Design, supervise, and evaluate a marketing program for the University.

Assist key faculty and administrative personnel in carrying out their appropriate roles as communicators of the University's purposes, achievements, and activities.

Provide information to the University about attitudes and activities of constituents that affect University procedures and policies.

Supervision Exercised: Functional and administrative supervision over the University Foundation, Alumni Office, and Communications Services. Foundation policy is established by the Foundation Board of Trustees.

Supervision Received: Direction from the President of the University.

Minimum Qualifications: A bachelor's degree or equivalent combination of education and experience. Eight years experience in higher education and public relations or closely related fields.

Eastern Washington University

Director of University Communications Services

TITLE: Director of University Communications Services

Basic Function and Responsibility: To supervise the operation of the news service, publications and copying services, and word processing unit; maintain liaison with media; seek appropriate public attention for University achievements and activities; participate in the design, operation, and testing of communications activities, internal and external, intended to advance the marketing program of the University; and represent the University in associations, civic organizations, and meetings as its media liaison representative.

Characteristic Duties and Responsibilities: Direct the budgetary, personnel, and operational activities of University employees involved in providing word-processing and copying services, editorial and design services for University publications, and news services; to arrange for media coverage of newsworthy University events and personnel; to establish and maintain an internal communications system for the University; and to advise and counsel University faculty and administrative personnel on media relations, publications, and communications processes and services.

To select, train, and evaluate University personnel engaged in the activities listed above.

Supervision Exercised: Administrative and functional supervision of personnel involved in word processing, copying, editorial and design services for publications, and media services.

Supervision Received: Direction from the Director of University Advancement.

Minimum Qualifications: A bachelor's degree and significant professional experience with a metropolitan newspaper, radio, or television station, a news magazine, or university in positions of increasing responsibility.

UNIVERSITY PLANNING AND BUDGETING UNIT

University planning and budgeting, under the direction of the President, is the responsibility of the Executive Vice President. The staff of the unit, which includes the University budget office, institutional research and facilities planning, reports to the Business Manager. The unit will be responsible for the submission of all annual and biennial operating and capital budgets; collection, maintenance and analysis of institutional data including that submitted to external agencies such as the legislature and Council for Postsecondary Education; analysis of campus space requirements; long-range planning including enrollment trend analyses and the impact of change in these data on academic programs and the demand for other support services. The planning and budgeting unit will be advised by a University-wide committee known as the Planning and Budgeting Committee and composed of the following individuals:

- Executive Vice President
- Vice President for Business and Finance
- Provost for Academic Affairs
- Provost for Student Services
- Business Manager
- Chairman, Academic Senate
- Chairman, Business Affairs Council
- President, Associated Student Body
- Assistant to the President

The role of the Planning and Budgeting Committee and of the existing Business Affairs Council will be to serve in an advisory capacity to the administration of the University in the budgeting process. The members of the Planning and Budgeting Committee represent the constituent bodies of the institution and are expected to represent the viewpoints of these bodies in budgetary deliberations. The impact of a particular decision affecting the budgets of one or more of these units can, in this way, be considered before decisions are actually implemented. The Business Affairs Council has a special position with regard to University budgets. Faculty concerns are voiced through the chairman of the Council who sits on the Planning and Budgeting Committee, and the Council serves as a monitor of University budgets on behalf of the entire faculty and reports directly to the faculty through the Academic Senate. In addition, one of the functions of the Business Affairs Council is to analyze University budgets, to study their history and make recommendations with regard to future budgets and budget requests. The role of the Business Affairs Council will be invaluable in the planning and budgeting process as it evolves.

Eastern Washington University

Executive Vice President

TITLE: Executive Vice President

The Executive Vice President is the principal internal administrator of the University with major responsibility for long-range planning. The Executive Vice President reports directly to the President. If the President is away from the campus, the Executive Vice President shall assume the power and duties of the President. This is a twelve-month position with thirty days of annual leave as per By-Law 310.10.25.

Supervision:

Under the direction of the President, the Executive Vice President exercises general administrative supervision over the Provost for Academic Affairs, Provost for Student Services, University Librarian, Director of the Computer Center, Affirmative Action Officer and the members of the planning and budgeting unit (see below).

Duties and Responsibilities:

Planning and Budgeting - The Executive Vice President is responsible, under the direction of the President, for institutional planning and budgeting. This shall include:

1. Preparation of the annual operating budget for appropriated funds.
2. Coordination of operating budgets for all University activities.
3. Preparation of the biennial operating budget request for the Governor and Legislature.
4. Development of budget planning priorities, including the utilization of all University funds.
5. Preparation of the biennial capital budget request.
6. Collection, maintenance and analysis of institutional data, in particular the data supplied to external agencies.
7. Analysis of campus space requirements and the assignment of all University facilities.
8. Long-range planning including analysis of enrollment trends, enrollment projections, provisions for adapting to changes in academic programs, provision for computer support for academic and administrative changes, etc.

Planning and budgeting shall be conducted within a specific unit designed for this purpose. The unit shall include the Business Manager, the Director of Facilities Planning, the Budget Director and the Director of Institutional Research. The Business Manager will report to the Executive Vice President on planning and budgeting issues and to the Vice President for Business and Finance for line management of units assigned to him. All of the others will report through the Business Manager to the Executive Vice President.

The Executive Vice President and the planning unit will work with a University-wide committee in the planning process. The committee will be composed of:

Executive Vice President, Chairman
Vice President for Business and Finance
Provost for Academic Affairs
Provost for Student Services
Business Manager
Chairman, Academic Senate
Chairman, Business Affairs Council
President, Associated Student Body
Assistant to the President

Individuals serving in a staff/advisory capacity to the committee will include the staff members of the planning units plus: Director of Computer Center, Vice Provost for Graduate and Undergraduate Studies, and others as required.

The Executive Vice President will report to the President and to the Planning and Budgeting Committee on a monthly basis and more often as necessary during the various budgeting processes.

Academic Programs - As the supervisor of the Provost for Academic Affairs, the Executive Vice President has general responsibility for faculty and curriculum development within the University. Working primarily in a planning and support role, the Executive Vice President will assist the Provost in all areas of academic life.

Student Life - In concert with the Provost for Student Services, the Executive Vice President will work to continue the development of student life activities on the campus. This will include, but not be limited to, traditional student activities, health services, counseling, etc., as well as new recreational activities, the development of new programs in career counseling and placement, programs for the handicapped and others as needs are identified.

Library - Working through the University Librarian, the Executive Vice President will strive to provide the necessary support and funding to meet the needs of improved quality and diversity of holdings incumbent upon a modern university.

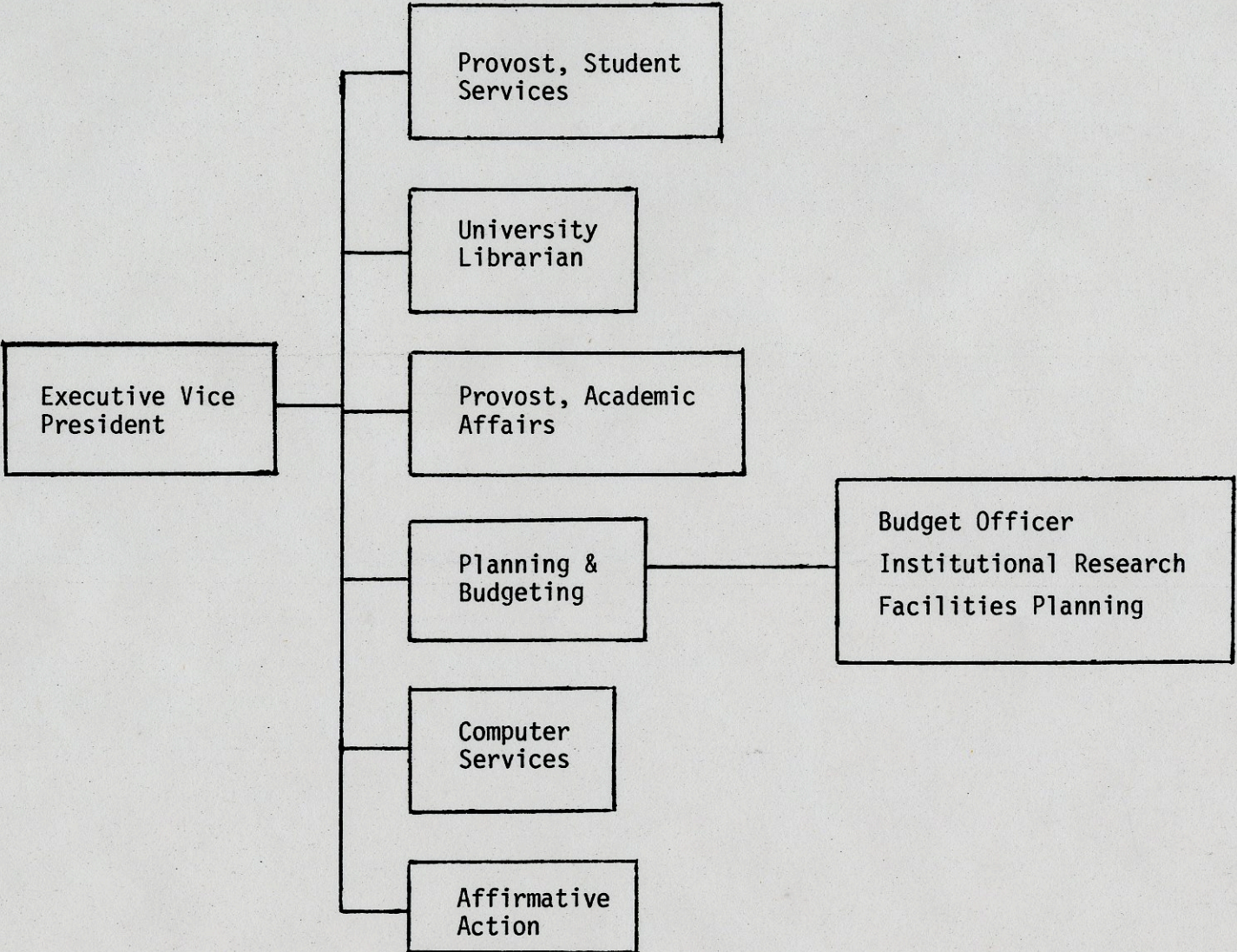
Computer Center - Working with the Director of the Computer Center and all Computer Center users, the Executive Vice President will strive to improve the efficiency and effectiveness of computer usage. The Executive Vice President will be responsible for prioritizing and processing needs of the various users and will assist in the resolution of any conflicts.

Affirmative Action - The Executive Vice President is the University officer responsible for overall compliance with federal and state affirmative action regulations. The Executive Vice President will strive to create an atmosphere of understanding, support and commitment so that goals of affir-

mative action can be realized and will work with the Affirmative Action Officer in assisting the various departments to comply with the letter and spirit of the University's affirmative action regulations.

Community Relations - The Executive Vice President will assist the President and other representatives of the University in dealing with various publics of the institution. In particular, the Executive Vice President will serve as the University representative to the Interinstitutional Committee of Legislative Officers. The Executive Vice President will serve as an institutional representative to other state, regional and national agencies upon the request of the President.

7-11-78



Memo



To: H. George Frederickson, President
From: Philip R. Marshall, Executive Vice President
Date: July 21, 1978
Subject: 1978-79 Operating Budget

I recommend that the 1978-79 operating budget as contained under the column headed "1978-79 Projected" on the attached displays be submitted for approval to the Board of Trustees at the July 27, 1978, meeting.

For information purposes, I have included data on enrollment, faculty staffing and expenditures by program and category for three prior years. The last two pages of the document provide a brief description of the budget format and an indication of the various units included in each of the budget categories.

It should be noted that the projected budget figures for 1978-79 do not include the salary increases authorized by the legislature. Therefore, any changes from the previous year (1977-78) are readily apparent. It would be misleading to include salary increases since they have not yet been allocated by the Office of Financial Management, and it is entirely possible that the allocations, when received (according to past history sometime in October, 1978), will not equal the amounts calculated by us and some adjustments will be necessary. The total expenditures in constant dollars indicated on the bottom line for 1978-79 on the first page does include salary increases as estimated by our budget office. It is included for comparison purposes so that constant dollar increase rates may be observed.

The program budgets are approximately as indicated in the tentative 1978-79 allotments distributed to the Board of Trustees at the meeting of June 22, 1978. The budgets for public service, library and student services are identical to those tentative allotments. The other budgets show small variations. However, several categories within each of the programs reflect substantial budget changes from the values which might be expected according to actual expenditures in 1977-78. While the entire University budget shows an increase, the categories themselves show both increases and decreases. This results from a wide variety of factors including the recent institutional reorganization, several retirements and resulting management changes, and an effort to introduce a maximum of dollars into the purchase of instructional equipment.

H. George Frederickson
July 21, 1978
Page two

The budget itself has been prepared in response to departmental requests which were considered by the planning unit, and this budget has been presented to the Planning and Budgeting Committee of the University for its consideration. It is submitted to you with the approval of the Committee.

I will be available at the meeting of the Budget and Finance Committee and at the Board meeting itself along with Russ Hartman, Al Whiteside and others of the administrative staff to answer any questions relating to this proposed budget.

PRM:js

EASTERN WASHINGTON UNIVERSITY
ENROLLMENTS AND MAJOR PROGRAM BUDGETS 1975-1978

	1975-76 <u>Actual</u>	1976-77 <u>Actual</u>	1977-78 <u>Actual</u>	1978-79 <u>Projected</u>
Enrollment Information				
Headcount Enrollment - Full Time	5,724	5,514	5,444	
Part Time	1,008	1,496	1,693	
Total	6,732	7,010	7,137	6,836
Full Time Equivalent Students				
Comparable	6,245	6,148	6,121	6,204
Non-Comparable	191	174	159	197
Total	6,436	6,322	6,280	6,401
Student Credit Hours				
Comparable - Lower Division	42,961	41,317	41,235	41,558
Upper Division	43,292	44,001	43,148	43,381
Graduate-500 Level	4,567	3,825	4,151	4,586
Graduate-600 Level	378	774	799	825
Non-Comparable - Upper Division	2,858	2,611	2,387	2,950
Total	94,056	92,528	91,720	93,300
Faculty Staffing - Full Time Equivalents				
Regular Formula	343.3	349.8	347.9	342.9
Health Sciences	9.9	13.5	9.3	8.3
Major Program Budget Expenditures				
Instruction	8,381,088	9,026,189	10,446,065	10,579,404
Research	24,955	60,376	64,528	66,328
Public Service	170,195	188,646	131,811	159,479
Primary Support	1,235,240	1,371,549	1,341,452	1,377,539
Libraries	953,524	1,123,407	1,197,502	1,279,223
Student Services	1,004,376	1,085,396	1,266,038	1,311,886
Institutional Support	2,014,607	2,176,670	2,384,122	2,394,375
Plant Operations and Maintenance	2,479,509	2,940,394	3,655,448	3,859,889
Grants and Contracts Activities	1,458,946	1,741,054	2,333,820	2,000,000
Total - Excluding Grants and Contracts	16,888,381	17,972,627	20,486,966	21,028,123
Total Expenditures in Constant 1978-79 Dollars* (Including 1978-79 Salary Increases)	20,357,000	20,356,000	21,804,000	21,761,423

*Using Higher Education Price Index projected to 1978-79 at 6.4%

EASTERN WASHINGTON UNIVERSITY

OPERATING BUDGET EXPENDITURES BY CATEGORY 1975-1978

	1975-76 <u>Actual</u>	1976-77 <u>Actual</u>	1977-78 <u>Actual</u>	1978-79 <u>Projected</u>
Instruction - General	7,482,565	8,098,426	9,315,634	9,415,205
Health Sciences	163,428	220,156	222,399	206,016
Special Session	620,816	625,337	822,138	829,100
Continuing Studies	114,279	82,270	85,894	129,083
Research Centers	11,317	13,129	14,905	13,890
Individual or Project Research	13,638	47,247	49,623	52,438
Community Services	170,195	188,646	131,811	159,479
Academic Computing Services	224,840	225,340	224,840	224,840
Ancillary Support Services	421,716	529,094	548,451	527,812
Academic Administration	588,684	617,115	568,161	624,887
Learning Resources	934,078	1,092,713	1,166,845	1,235,723
Specialty Libraries and Services	19,446	30,694	30,657	43,500
Basic Student Services	869,168	885,279	977,085	991,101
Educational Opportunities Program	81,794	144,406	204,700	236,560
Other Student Service Programs	53,414	55,711	84,253	84,225
Institutional Management	246,707	310,334	313,069	324,300
Fiscal Operations	341,918	368,656	445,309	417,026
General Support Services	791,082	816,524	885,629	809,769
Logistical Services	462,379	470,056	506,073	546,216
Community Relations & Development	172,521	211,100	234,042	297,064
Utilities and Other Fixed Costs	693,168	870,629	919,587	1,066,617
Maintenance and Janitorial Services	1,256,367	1,359,861	1,973,473	1,915,172
Operations and Maintenance Support	529,974	709,904	762,388	878,100

EASTERN WASHINGTON UNIVERSITY
BUDGET SUMMARY-CATEGORY 011, GENERAL INSTRUCTION

	<u>1975-76</u> <u>Actual</u>	<u>1976-77</u> <u>Actual</u>	<u>1977-78</u> <u>Actual</u>	<u>1978-79</u> <u>Budget</u>
FTE Faculty, Academic Year	343.3	349.8	347.9	342.9
Faculty Salaries, Academic Year	5,699,546	6,138,106	6,633,796	6,579,391
Departmental Support by School:				
Business Administration	38,048	45,719	71,421	65,799
Human Learning and Development	178,954	242,905	287,758	292,397
Fine Arts	107,444	118,279	108,148	104,283
Letters and Sciences	334,321	344,807	520,220	555,550
Public Affairs	26,757	31,272	38,821	37,071
Social Work	---	4,914	30,114	28,600
Health Sciences (formula)	7,586	6,271	9,213	7,938
Program Expense	98,705	55,211	133,287	218,600
Sub-Total	6,491,361	6,987,484	7,832,778	7,889,629
Non-Formula Activities	149,067	178,711	195,959	183,776
Staff Benefits	842,137	931,931	1,286,897	1,341,800
Total-Category	7,482,565	8,098,426	9,315,634	9,415,205

EASTERN WASHINGTON UNIVERSITY

PROGRAM AND CATEGORY BUDGET DESCRIPTIONS

<u>Budget Code</u>	<u>Program - Category</u>	<u>Description of Budgets or Costs Included</u>
011	Instruction - General	All regular academic department budgets, including faculty salaries, travel, supporting staff (secretaries, etc.), goods and services, equipment and payroll fringe benefits. Also includes Central Advising and Administration or Extended Programs.
012	Health Sciences	Respiratory/Occupational Therapy, Dental Hygiene, and Inter-disciplinary Health Science Support. (The direct operating budget for the Intercollegiate Nursing Program is carried at WSU.
013	Special Session	Summer Quarter administration and faculty salaries.
014	Continuing Studies	Direct costs of non-credit classes and programs. This category is completely supported by special fees.
022	Research Centers	Primate Center Budget.
023	Individual or Project Research	Direct cost of research by E. Gilmour (Geology) and R. Soltero (Biology-Turnbull Research Facility).
031	Community Services	Budgets for the Artist and Lecture Series, Urban-Regional Planning Center, Safety Education Center, and Educational Development Services (liaison with school districts, etc.).
041	Academic Computing Services	Prorated share of the cost of operation of the University Computer Center (State Service Center #4).
042	Ancillary Support Services	Speech Clinic, Nursery School, Child Development Center, Center for Northwest Studies, Reid Laboratory School, Mental Health Clinic, Athletics and Grants Administration.
043	Academic Administration	Deans, Associate/Vice Provosts, Coordinator of Teacher Education. Generally provides for costs associated with an entire school rather than an individual department.
051	Learning Resources	Basic Library services, Instructional Media Center, and costs associated with maintaining the Library Network.

<u>Budget Code</u>	<u>Program - Category</u>	<u>Description of Budgets or Costs Included</u>
052	Specialty Libraries and Services	Costs associated with the role of the University as a State Archive.
061	Basic Student Services	Admissions, Registration, Financial Aids, Counselling, Placement, Health Services, and all other traditional student service activities.
062	Educational Opportunities Program	Budgets for the Black Education Program, the Indian Education Program, and the Chicano Education Program.
063	Other Student Service Programs	Summer Recreation, Pre-college Testing, Women's Programs, Lease of Health Services Facility.
081	Institutional Management	Budgets for the Board of Trustees, President, Vice Presidents, and Academic Provost.
082	Fiscal Operations	Financial accounting and reporting, financial and fiscal operations (payroll, accounts payable, accounts receivable, cashiering, etc.), auditing, and budget control.
083	General Support Services	Administrative services such as Personnel, Institutional Research, Facilities Planning, Benefits Administration, etc.
084	Logistical Services	Postal and telephone costs, purchasing, warehouse and trucking services.
085	Community Relations and Development	Budgets for the University Advancement Unit (Alumni, Foundation, Communications).
091	Utilities and Other Fixed Costs	Cost of fuel, electricity and water/sewer. Also covers the operating cost of the central utility plant and heating/cooling/electrical distribution systems.
092	Maintenance and Janitorial Services	Maintenance of buildings, building systems, and grounds. Also provides for janitorial services to all campus facilities.
093	Operations and Maintenance Support	Engineering/Architectural services, facilities rental, refuse disposal, police and fire protection services.

The information on the operating budget request for 1979-81 will be presented to the Board of Trustees at its meeting on July 27, 1978.

A copy of this contract will be available in the Business and Finance Office after the Board meeting, July 27, 1978.

PERSONNEL ACTIONS

A. Administrative

1. Appointments

Amsden, Forrest, Director of Career Planning and Placement, effective July 1, 1978. Salary: \$24,200.

Fahey, John, Director, University Advancement, effective July 1, 1978. Salary: \$29,000.

Jones, Brenda, Head Resident, effective September 1, 1978 through June 15, 1979. Salary: \$5,976.

Powers, Robert, Head Resident, effective September 1, 1978 through June 15, 1979. Salary: \$5,976.

Propst, Jenipher, Head Resident, effective September 1, 1978 through June 15, 1979. Salary: \$5,976.

Thompson, William, Head Resident, effective September 1, 1978 through June 15, 1979. Salary: \$5,976.

Jorgensen, Randy, Staff Development Coordinator (Housing), effective August 21, 1978 through June 20, 1979. Salary: \$12,000.

Zimmerman, Neil, Associate Professor of Government; appointment as Interim Dean, School of Public Affairs, 11½ month appointment effective August 15, 1978. Salary base: \$29,000.

2. Change of Status

Bell, Melanie, Associate Registrar, effective July 1, 1978
Salary: \$19,850.

3. Resignations

Desautel, Victoria, Indian Education Counselor, effective June 9, 1978.

Hornbeck, Donald, Outreach Worker, effective May 31, 1978.

Schuster, Sharon, Assistant Director of Admissions, effective July 24, 1978.

B. Academic

1. Change of Status, Renewal of Special Appointment

Bown, Charles, Professor of Finance; appointment as Chairman, Department of Management, for a two year term beginning September 1, 1978 through August 31, 1980.