

11-20-1980

## Board of Trustees Minutes, November 20, 1980

Eastern Washington University

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## Agenda

Board of Trustees  
Eastern Washington University

November 20, 1980  
10:00 a.m., Pence Union Building, Commuter Lounge

### I. Presidents' Reports

- A. Dr. H. George Frederickson, President, EWU
- B. Mr. C. Lynn Smith, President, Alumni Association
- C. Dr. Ray Soltero, President, Faculty Organization
- D. Mr. Terry Ross, President, Associated Students

### II. Consent Items

- A. Approval of Minutes of the October Board of Trustees Meetings (10/23/80 & 10/31/80) (Attachment II.A.)

### III. Policy Issues

#### A. Business & Financial Items

- 1. Revision of Part-Time Hourly Wage Scale (Attachment III.A.1.)
- 2. Revision of Holiday Schedule for 1981 (Attachment III.A.2.)
- 3. Supplementary Budget - S&A Fee Accounts (Attachment III.A.3.)
- 4. Student Housing
  - a. Mid-Year Administrative Procedures, Housing System - Information Item (Attachment III.A.4.a.)
  - b. Training of the RA's & Head Residents- Information Item
    - 1) RA Selection & Training (Attachment III.A.4.b.1)
    - 2) Head Resident Selection & Training (Attachment III.A.4.b.2)
  - c. Administrative Procedures for the Future - Housing System - Information Item (Attachment III.A.4.c.)
  - d. Recommendations for Utilization of Louise Anderson Hall
    - 1) Administration (Attachment III.A.4.d.1)
    - 2) Students (Attachment III.A.4.d.2)

Agenda  
Board of Trustees, EWU  
November 20, 1980  
Continued, Page 2

IV. Information Items

- A. Contractors' Minority Employment Report (Attachment IV.A.)
- B. Management Reporting Systems Annual Reports
  - 1. Freshman Class Profile (Attachment IV.B.1.)
  - 2. Financial Aid (Attachment IV.B.2.)
  - 3. Equal Opportunity (Attachment IV.C.3.)
  - 4. Graduate Class Profile (Attachment IV.C.4.)

V. Executive Session

An executive session will be called for the purpose of discussing personnel matters

VI. Personnel Actions (Attachment VI.)

The next regular meeting of the Board of Trustees will be held on Thursday, December 18, at 10:00 a.m. in the PUB Council Chambers

EASTERN WASHINGTON UNIVERSITY

Board of Trustees  
Minutes

November 20, 1980

The Board of Trustees of Eastern Washington University held a regular meeting on Thursday, November 20, 1980, at 10:00 a.m. in the Pence Union Building Commuter Lounge.

BOARD OF TRUSTEES PRESENT

Mr. Bruce McPhaden, Vice Chairman  
Mrs. James Chase  
Mr. Andrew Kelly  
Mrs. Frederick Wilson, Jr.

BOARD MEMBER ABSENT

Mr. Fred Enlow, Chairman

STAFF PRESENT

Dr. H. George Frederickson, President  
Dr. Duane Thompson, Acting Provost for Academic Affairs  
Mr. Fred Johns, Vice President for Business and Finance  
Mr. Russ Hartman, Director, Planning and Budgeting Services  
Mr. Ken Dolan, Secretary, Board of Trustees  
Mr. Richard Flamer, Acting Provost for Student Services  
Dr. Gordon Martinen, Vice President for Extended Programs  
Ms. Monica Wasson, Assistant Attorney General  
Dr. Raymond Soltero, President, Faculty Organization  
Ms. Shanon Bowen, Representative, Alumni Association  
Mr. Terry Maurer, EWU News Bureau Director

STUDENTS PRESENT

Mr. Terryl Ross, President, Associated Students  
Mr. Greg Fazzari, ASEWU Executive Vice President  
Mr. Tim Shields, ASEWU Council

MEDIA PRESENT

Mr. Steve Sharp, Cheney Free Press  
Mr. Mike Decesarie, KREM T.V.  
Ms. Bev Montgomery, KHQ T.V.  
Ms. Alice Feinstein, Spokane Daily Chronicle

BUSINESS Meeting

Vice Chairman McPhaden called the meeting to order at 10:03 a.m.

PRESIDENTS' REPORTS

Presidents' reports were presented to the Board of Trustees by EWU President H. George Frederickson; Ms. Shanon Bowen, Alumni Association Representative;

Dr. Ray Soltero, President, Faculty Organization; Mr. Terryl Ross, President of Associated Students.

MINUTES OF THE OCTOBER BOARD OF TRUSTEES MEETINGS, Agenda Item II. A.

Motion #11-01-80: "I move that the minutes of the regular Board of Trustees meeting of October 23, 1980, and the special Board of Trustees meeting of October 31, 1980, be approved as submitted."

Motion by Mr. Kelly, seconded by Mrs. Wilson, approved unanimously.

REVISIONS OF PART-TIME HOURLY WAGE SCALE, Agenda Item III. A. 1.

Motion #11-02-80: "I move that the proposed revisions to the part-time hourly wage scale be approved."

Motion by Mrs. Wilson, seconded by Mrs. Chase, approved unanimously.

REVISION OF HOLIDAY SCHEDULE FOR 1981, Agenda Item III. A. 2.

Motion #11-03-80: "I move that the proposed revisions of the holiday schedule for 1981 be approved."

Motion by Mr. Kelly, seconded by Mrs. Chase, approved unanimously.

SUPPLEMENTARY BUDGET - S&A FEE ACCOUNTS, Agenda Item III. A. 3.

Motion #11-04-80: "I move that the Board of Trustees establish a supplementary reserve account of \$30,000 for the Associated Students. Further, that all expenditures be reported to the Board of Trustees and any expenditure from this account in excess of \$3,000 have Board approval."

Motion by Mr. Kelly, seconded by Mrs. Wilson, approved unanimously.

STUDENT HOUSING, Agenda Item III. A. 4.

Agenda items a., b., and c. required no Board of Trustees action.

RECOMMENDATIONS FOR THE UTILIZATION OF LOUISE ANDERSON HALL, Agenda Item III.A.4.d.1.

Motion #11-05-80: "I move that the joint statement on proposals for student housing proposed by the administration be approved."

Motion by Mrs. Wilson, seconded by Mr. Kelly, approved unanimously.

It is the Boards understanding that the administration's proposal has been thoroughly reviewed by students and the university administration. While some portions of the agreement may not be entirely satisfactory, the compromise reflects an acceptable position for both sides. Therefore, the Board of Trustees expects the students and the administration to work closely to resolve any differences which may occur over joint occupancy of the facility, and to develop a university housing program which includes a Regional Center for Continuing Education as well as adequate student housing for dormitory residents.

EXECUTIVE SESSION

Vice Chairman McPhaden called an executive session at 11:55 a.m. for the purpose of discussing personnel matters. The executive session ended at 12:35 p.m. Vice Chairman McPhaden reconvened the regular board meeting at 12:40 p.m.

PERSONNEL ACTIONS, Agenda Item VI.

"I recommend that the personnel actions be approved as submitted."

Motion by Mr. Kelly, seconded by Mrs. Chase, approved unanimously.

ADJOURNMENT

Vice Chairman McPhaden adjourned the meeting at 12:40 p.m.

NEXT MEETING DATE

The next meeting date of the Board of Trustees will be held on Thursday, December 18, 1980, at 10:00 a.m. in the Pence Union Building Council Chambers.

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Bruce McPhaden, Vice Chairman  
Board of Trustees

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Kenneth R. Dolan, Secretary  
Board of Trustees

# Memo



To: H. George Frederickson, President  
From: Fred S. Johns, Vice President for Business and Finance *FSJ*  
Date: November 13, 1980  
Subject: Revision of Wage Scale for Part-Time Employees

I recommend that the part-time wage schedule on Attachment I be approved by the Board of Trustees, to become effective December 16, 1980. This proposal has been reviewed with the Associated Students leadership and has their concurrence.

Congress has passed and the President has signed the Education Amendments for 1980, which became effective October 1. One of the new provisions is that students employed in the college workstudy program must be paid the Federal minimum wage, with no provision for exceptions as there were in the past. We are presently paying a base rate of \$3.10 per hour, which is the current minimum wage, but the Federal minimum wage increases to \$3.35 per hour on January 1, 1981.

This means that we must pay not less than \$3.35 to Federal workstudy students, and, as a matter of practicality, equity, and probably legality, we must also increase the pay rates for all part-time employees.

The increase from \$3.10 to \$3.35 is an 8.1% increase. If we were to increase each of the steps in part-time pay ranges by that amount, to preserve the existing structure of the pay plan, the result would be an 8.1% increase in part-time wage costs. Since funds are not available to increase part-time budgets (which have in fact been partially reduced due to the 5% budget cut), the number of hours worked would have to be reduced by 7.5%. In order to minimize the reduction in hours worked, we are proposing to revise the structure of the part-time pay plan by eliminating the fourth step of the H-1 and H-2 pay ranges. The proposed revision will increase the average cost of part-time employment by 5.45% and will require a reduction of 5.2% in hours of employment.

FSJ:byw

Attachments: 2

PROPOSED ADJUSTMENT OF HOURLY PAY SCHEDULES  
EFFECTIVE DECEMBER 16, 1980

I. Current Schedule (See attached explanation)

<u>Hourly Range</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>
H-1	\$3.10	\$3.24	\$3.39	\$3.54
H-2	\$3.39	\$3.54	\$3.70	\$3.86
H-3 Special Rates	\$4.04	\$4.22	\$4.41	\$4.61
H-4 Special Rates				

II. Proposed Schedule

<u>Hourly Range</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>
H-1	\$3.35	\$3.50	\$3.65
H-2	\$3.65	\$3.80	\$4.00
H-3	No change		
H-4	No change		

III. Implementation Plan

- A. Employees at Step A remain at Step A.
- B. Employees at Step B move to Step A.
- C. Employees at Step C move to Step B.
- D. Employees at Step D move to Step C.

## IV. Number of Employees at Each Step (March, 1980 Payroll)

<u>Hourly Range</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Total</u>
H-1	459	67	58	16	600
H-2	222	35	13	40	310
H-3	7	41	3	1	52
H-4					169
					<u>1,131</u>



EASTERN WASHINGTON UNIVERSITY

EXPLANATION OF WAGE SCALE FOR PART-TIME EMPLOYEES:

Effective September 16, 1980

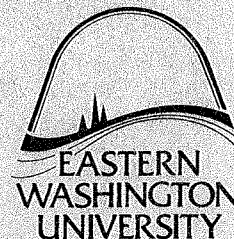
<u>Hourly range</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>
H-1	\$3.10	\$3.24	\$3.39	\$3.54
H-2	\$3.39	\$3.54	\$3.70	\$3.86
H-3 Special Rates	\$4.04	\$4.22	\$4.41	\$4.61
H-4 Special Rates				

The H-1 and H-2 hourly ranges will be automatically incremented. After 450 hours, the employee is raised to the Step B rate. When the employee has reached another 450 hours, he is raised to Step C and an additional 450 hours or total of 1350 hours to the Step D. The H-3 and H-4 special rates are not raised automatically. If a department would like to raise an employee in the H-3 and H-4 range, the employee's supervisor sends a memo to the Student Employment Office to justify the increment.

Ranges:

- H-1 Part-time work of routine nature, while instruction is necessary, supervision is readily available and a satisfactory worker can learn the assignment in a comparatively short time. Errors in work will probably be detected and not result in embarrassment to the department, nor have other serious impact on the operation. May operate simple equipment.
- H-2 Employees in this position usually have some skills to bring to the job and some applicable experience and while still requiring direction, can work somewhat independently.
- H-3 This work that approaches the level of proficiency required for regular university employment. Machine skills, when required, are at the journey level. Errors in the work may go undetected and cause embarrassment to the department, or have serious impact on the operation. Considerable experience or training is required to understand the full detail of the assignments. May provide supervision to the hourly employee. Work requires specialized education, skills or work experience. Very little supervision required, considerable operating freedom, errors in work or decisions have serious impact.
- H-4 Special rate. Negotiated.

# Memo



To: H. George Frederickson, President  
From: Fred S. Johns, Vice President for Business and Finance *71*  
Date: November 13, 1980  
Subject: Revision of Holiday Schedule for 1981

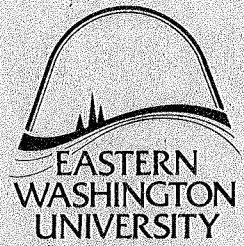
The Board of Trustees had previously adopted a holiday calendar schedule for calendar year 1981 and had filed the plan with the Higher Education Personnel Board as required by the HEPB rules. In addition to Friday, December 25, the plan included Monday, December 28, the latter being in lieu of Lincoln's birthday. The classified employees' union has requested that the extra day be observed on Thursday, December 24, rather than Monday, December 28. Management concurs with this request.

A memorandum from Ivan Zarling and the revised holiday schedule is attached.

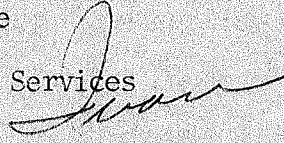
FSJ:bw

Attachments: 2

# Memo



To: F.S. Johns, V.P., Business & Finance  
From: Ivan Zarling, Director of Personnel Services  
Date: October 31, 1980  
Subject: 1981 Christmas Holiday Change



I have received a report from June Hopkins, President of Local 931, WFSE, that of the 142 union members polled, 119 favored changing the "in lieu of" Christmas Holiday currently scheduled for December 28, 1981, to December 24, 1981.

I would recommend that this change be proposed to the Board of Trustees at their November meeting. There does not appear to be any inconvenience in the change, from a management viewpoint, other than processing the change through the B.O.T.

The 1981 holiday schedule, with the proposed change, is attached.

IZ:1m

cc: June Hopkins, President, Local 931, WFSE

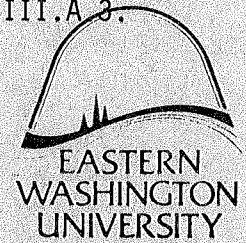
EASTERN WASHINGTON UNIVERSITY

1981 Holiday Schedule

(Proposed Modification)

1. January 1, 1981 (Thursday) New Year's Day
2. February 16, 1981 (Monday) Washington's Birthday
3. May 25, 1981 (Monday) Memorial Day
4. July 3, 1981 (Friday)\* Independence Day (WAC 251-22-040)
5. September 7, 1981 (Monday) Labor Day
6. November 11, 1981 (Wednesday) Veteran's Day
7. November 26, 1981 (Thursday) Thanksgiving Day
8. November 27, 1981 (Friday) Thanksgiving Holiday
9. December 24, 1981 (Thursday) Christmas Eve [In lieu of Lincoln's Birthday, February 12, 1981 (WAC 251-22-040)]
- 9-10. December 25, 1981 (Friday) Christmas Day
10. ~~December 28, 1981 (Monday)~~ Christmas-Holiday {in-lieu-of Lincoln's-Birthday; February-12-(WAC-22-040)}
11. Personal Holiday Upon Employee Request (WAC 251-22-045)

# Memo



To: Board of Trustees Agenda Committee

From: Dick Flamer, Acting Provost for Student Services



Date: November 13, 1980

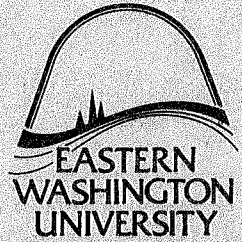
Subject: S & A Fees Reserve Account

Last year the Board of Trustees approved a supplementary reserve account of \$30,000. The ASEWU is now requesting that \$30,000 be transferred from the general fund to a reserve account to reestablish the account for the 1980-81 academic year.

I recommend the Board approve this request with the same terms as last year, which were: ". . . all expenditures be reported to the Board of Trustees and any expenditures over \$3,000 must have Board of Trustees approval."

DF:dh

# Memo



**To:** Board of Trustees  
**From:** Marc Appel, ASEWU Finance Vice President *MA*,  
**Date:** November 5, 1980  
**Subject:**

It has come to the attention of the Associated Students that our budget has no fund from which additional monies may be distributed. This is needed for smaller non-budgeted groups or larger allocated areas in which unforeseen costs have, and are, anticipated to occur.

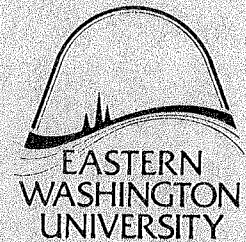
It is the decision of the Associated Student Government that the amount of thirty thousand dollars (\$30,000) be used for supplementary areas serving students. As the Associated Students Finance Vice President, I now recommend to this Board that from the approximate eighty thousand dollars (\$80,000) in Associated Students reserves that thirty thousand dollars (\$30,000) be incorporated into the 80-81 student budget. I would suggest that this additional funding be referred to as the Supplementary Budget Fund, under the complete control of the Associated Student Government available to be spent on any legal purpose. I would also suggest that the Associated Students impose upon itself a ceiling of three thousand dollars (\$3,000) in approving requests without prior approval of this Board.

You may expect a complete oral report on the reason and manner in which the thirty thousand dollars (\$30,000) was arrived at.

MA:ssp

*oct 19*

# Memo



To: H. George Frederickson, President

From: Dick Flamer, Acting Provost for Student Services *Dick Flamer*

Date: November 13, 1980

Subject: Mid-Year Administrative Procedures

The following are my recommendations for the management of the housing system for the remainder of the 1980-81 academic year.

## Outline for Winter Quarter:

- November 17-21: Present residents come to the Housing Office to make written requests for winter quarter room changes or cancellations.
- November 21: Contract date for deadline to cancel for winter quarter and receive full refund of deposit.
- November 24-25: Process room change requests for winter quarter. This is done by staff in the Housing Office in order to insure accurate information on vacancies.
- December 3: Notify present residents of new assignments for winter quarter.
- December 12: Students must complete room changes before leaving on vacation.
- December 15: Computer input deadline for all cancellations and changes.
- December 19: Send assignment letters and computer input for all new winter quarter residents who may be accepted to insure full capacity of designated bed space.
- December 24: Send advance billing statements for winter room and board to all residents.
- January 4: Halls officially open for winter quarter at 9:00 a.m.
- January 6: Students who have not checked in by 5:00 p.m. are cancelled as "no shows" according to the contract.
- January 5-7: Students may submit written requests for room changes.
- January 8: Staff meets to process room change requests.
- January 9: Students are notified of room changes.

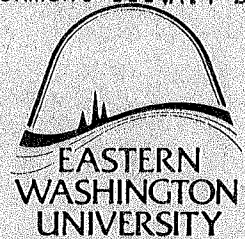
- January 11: Deadline for completing room changes.
- January 15: Computer input due to meet Registrar's 10th day report deadline.

Outline for Spring Quarter

- February 13: Contract date for deadline to cancel for spring quarter.
- February 23-27: Present residents come to the Housing Office to make written requests for spring quarter room changes or cancellations.
- March 2-3: Process room change requests for spring quarter. This is done by staff in the Housing Office in order to insure accurate information on vacancies.
- March 11: Notify present residents of new assignments for spring quarter.
- March 13: Computer input deadline for all cancellations and changes.
- March 18: Send assignment letters and computer input for all new spring quarter residents.
- March 20: Students must complete room changes before leaving on vacation so that space will be available for new students when they arrive.
- March 23: Send advance billing statements for spring room and board to all residents.
- March 29: Halls officially open for spring quarter at 9:00 a.m.
- March 30 -  
April 1: Students may submit written requests for room changes.
- March 31: Students who have not checked in by 5:00 p.m. are cancelled as "no shows" according to the contract.
- April 2: Staff meets to process room change requests.
- April 3: Students are notified of room changes.
- April 5: Deadline for completing room changes.
- April 9: Computer input due to meet Registrar's 10th day report deadline.



# Memo



To: President H. George Frederickson

From: Dick Flamer, Acting Provost for Student Services *Dick Flamer*

Date: November 13, 1980

Subject: Board of Trustees Request

At the request of the Board of Trustees, I am submitting the Resident Advisor Selection and Training process guidelines.

## RESIDENT ADVISOR SELECTION AND TRAINING

The Resident Advisor (R.A.) position is a challenging and demanding one. Among other things, the role may include being a counselor, friend, organizer, mediator, disciplinarian, and resource person. As a paraprofessional, the R.A. is called upon to exercise skills that require years of training for the professional. Consequently, in reviewing applicants, it is necessary to search for potential. Such characteristics include confidence, enthusiasm, maturity, flexibility, and ability for honest self-assessment.

### Selection

Selection is a three-step process. First, an individual must complete the application form, submit a copy of college transcripts, and supply two letters of recommendation. An application packet is attached.

In screening the application forms, we largely concentrate on expressiveness and the ability to follow directions neatly and efficiently. A minimum 2.5 cumulative grade point average is required. Transcripts are evaluated for indications of study habits and time-management skills. Both areas need to be well-developed to handle the intensity and frequency of interruptions which so characterize the position.

In the second step qualified individuals are invited to attend Selection Workshops which are held 3 to 5 times per quarter. These last approximately 5 hours and a maximum of 15 applicants participate. The Head Resident and at least one R.A. represent each dormitory as observers. Beginning with a brief explanation of format, agenda, and expectations, the entire group participates in an icebreaking exercise for the purpose of assessing ease of initial encounters and speaking abilities. Then the applicants are randomly split into two groups. Behind one-way mirrors, observers view the applicants address designated topics involving morals and attitudes, noting group dynamics, tactfulness, and listening skills. The applicants are then regrouped according to perceived dominance and given a consensus task, designed to assess cooperation and flexibility. During the last session, applicants answer and discuss

a set of questions, assessing their anticipated behavior as an R.A., as well as personal strengths and areas for improvement.

After each of these sessions, applicants fill out sociograms on one another according to the following dimensions: personableness, task orientation, counseling or "helping skills," and leadership abilities. These are collected and later tabulated. Results indicate perceptions the applicants form of one another.

Upon finishing, observers remain to discuss each applicant and compare "notes." The viable candidates are identified.

The data is then compiled, comparing sociogram results, the observers' discussions, and the applications. Selections are made by the Residential Life Coordinator and the participants are notified whether or not they are to be given personal interviews.

In the third step, candidates are interviewed by the prospective dormitory staffs. The Head Residents make the final decision of who to place on each staff.

### Training

Resident Advisors receive no training prior to selection. Training begins one week before each fall quarter. All R.A.'s are required to attend, whether returning or newly hired. The schedule includes:

Communication skills	Time management
Confrontations	Assertive training
Discipline	Expectations
Administrative procedures	Goals
Campus and community resources	Burn-out

At this time each also receives the R.A. handbook, a written summary of all information presented during the orientation week.

This week of training is considered a beginning; skills such as those required cannot possibly be addressed sufficiently in so short a period of time. However, team building and establishing a level of trust among staff members is a major goal during orientation week. These areas of concentration are continued throughout the year during the weekly staff meetings.

In addition, during winter and spring quarters the R.A.'s are required to attend four hour workshops. The varying topics include: assertive training, stress, establishing trust, burn-out, and crisis intervention. Two or more presentations are scheduled each quarter, with the R.A. choosing one. Follow-up and implementation of skills occurs during the weekly staff meetings.

All R.A. training is accredited through the Psychology Department.

Evaluations are conducted quarterly. Each R.A. is evaluated anonymously

by the floor residents. This information is compiled along with a Head Resident evaluation and peer evaluations and presented by the Head Resident to the Housing Office. Continued employment is contingent upon evaluation results from these three sources.

#### Future Plans

These procedures have been developed over a 4 year period. The staff is continually seeking means for further improvement of the selection and training process. Consequently, the Housing staff and Psychology Department are collaborating on the development of an accredited Leadership Class, which would be a prerequisite to selection. This class would cover topics already included in training, but in more depth. Resident Advisor candidates would be selected on the basis of performance in the class. This class is to begin Spring Quarter 1981.

DF:dh

enc.



## Housing Office

122 Showalter Hall

Cheney, Washington 99004  
509-359-2451

TO: Resident Advisor Applicants

Hi! So you want to apply for the position of Resident Advisor (R.A.). Well, there are a few things you should know before you meander through the maze of paperwork. First, are you a sophomore or will you be next quarter? All R.A.s' must be at least a first quarter sophomore.

Second, ask yourself if you have an understanding of the job and responsibilities. Enclosed is a brief description of the position and areas of involvement. This does not encompass all areas in which an R.A. becomes involved, but does present an indication of the scope and range.

Third, what about time commitments? An R.A. is "on duty" 24 hours a day, whenever in the dorm. What do we mean by that? It's simple, really. As an R.A. you deal with people and their problems. This may mean staying up until 3:00 a.m. lending a supportive ear, or being awakened in the middle of the night to let a student into their room because they forgot to take their room key. Also, you will generally work 5 hours a week at the front desk plus every other weekend in the dorm.

Next, if you wish to be an R.A. for one or two quarters, stop here. The requirement is for three full quarters. Still interested? Okay, but what about compensation? For your prodigious endeavors you will receive room and board for each quarter on the job.

Let's go further. Does the job still look rosey from here? The position has negative as well as positive sides. It can be time-consuming, boring, and frustrating. At times you may find yourself under extreme pressure because of job, school, and personal commitments. It is challenging and demanding. On the other hand, as an R.A., you will be working with and assisting fellow students. You will increase your communication skills while developing a greater understanding of yourself and others. And as you expand your involvement with a range of people and personalities, you increase your own personal and emotional development.

Furthermore, the job parallels your own educational and career goals. How is that you ask? Suffice it to say that once you leave this university and enter the world of work, the first thing employers ask is what "kinds" of experience you possess. And the greatest experience to have is the ability to work effectively across the ethnic, cultural, and social levels associated with people and personalities. As an R.A. you face this challenge daily, and in facing a challenge, you develop new skills and grow as a person. Not bad attributes to have as you walk into a job interview.

Finally, along with the application form are two letters of recommendation which must be submitted to the Housing Office prior to completion of the application process. Also enclose a copy of all college transcripts. Please direct any questions to Sue Schaden, Residential Life Coordinator, Housing Office.

Once all forms have been received, they will be screened. At that time you will be notified if your application has been accepted. If so, you will be advised of the time and date for the Resident Advisor Selection Workshop. Should your application be rejected, please do not assume it is a negative reflection upon yourself. We are limited to the number of applicants that can be processed in the Selection Workshops, consequently an initial screening is necessary.

Good luck!

R E S I D E N T   A D V I S O R   A P P L I C A T I O N

Eastern Washington University

Return to: Housing Office, Showalter 122. 359-2451

The following items must be submitted to the Housing Office prior to completing the initial evaluation process:

-Completed application form

-Two letters of recommendation which must be completed by a former employer and an individual besides a relative that has known you for a minimum of two years. In the event you have no previous work experience, a previous social group or club advisor may be replaced in lieu of an employer.

-One copy of your college grade transcripts

It is your responsibility to notify us of any change in address or telephone number.

NAME (last) \_\_\_\_\_ (first) \_\_\_\_\_ SS# \_\_\_\_\_

LOCAL ADDRESS \_\_\_\_\_ (city) \_\_\_\_\_ Phone (   ) \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_ (city) \_\_\_\_\_ (zip) Phone (   ) \_\_\_\_\_

DATE COMPLETED \_\_\_\_\_ SEX \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ YEAR IN SCHOOL \_\_\_\_\_

MAJOR \_\_\_\_\_ MINOR \_\_\_\_\_ QTRS. AT EASTERN \_\_\_\_\_ CUMULATIVE GPA \_\_\_\_\_

LAST QTR. GPA \_\_\_\_\_ HOW MANY QUARTERS WILL YOU BE ON CAMPUS? \_\_\_\_\_

WILL YOU HAVE ANY COMMITMENTS WHICH MIGHT TAKE YOU AWAY FROM CAMPUS DURING THE ACADEMIC

YEAR (e.g., internships, music programs, field trips, student teaching, athletics)? IF

SO, WHEN? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

HAVE YOU LIVED IN COLLEGE RESIDENCE HALLS? \_\_\_\_\_ LIST DATES AND SPECIFIC DATES \_\_\_\_\_

LIST THE NAMES AND ADDRESSES OF THE TWO PERSONS WHO WILL BE SUBMITTING LETTERS OF

RECOMMENDATION:

NAME

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LIST PRESENT UNIVERSITY ACTIVITIES AND ORGANIZATIONS - GIVE OFFICES HELD AND RESPONSIBILITIES.

LIST PREVIOUS ACTIVITIES AND ORGANIZATIONS OUTSIDE THE UNIVERSITY - GIVE OFFICES HELD AND RESPONSIBILITIES.

PRESENT AND PREVIOUS EMPLOYMENTS - INDICATE DUTIES AND RESPONSIBILITIES.

HOW HAVE YOUR EXPERIENCES IN ORGANIZATIONS, EMPLOYMENT, AND ACTIVITIES PREPARED YOU TO WORK EFFECTIVELY WITH A VARIETY OF PEOPLE AND PERSONALITIES?

HOW CAN RESIDENCE HALL LIVING CONTRIBUTE MORE EFFECTIVELY TO YOUR TOTAL EDUCATIONAL EXPERIENCE?

WHICH ASPECTS OF THE RESIDENT ADVISOR POSITION DO YOU CONSIDER THE MOST DIFFICULT? REWARDING? WHY?



WHAT "TYPE" OF INDIVIDUAL DO YOU FIND IT MOST DIFFICULT TO RELATE TO?

WHAT DO YOU CONSIDER YOUR PERSONAL WEAKNESSES IN INTERACTING WITH PEOPLE? WHAT ARE YOUR STRONG POINTS?

WHAT IS YOUR PERSONAL PHILOSOPHY ON LIFE?

EASTERN WASHINGTON UNIVERSITY  
DEPARTMENT OF HOUSING  
Showalter 122  
Cheney, WA 99004

LETTER OF RECOMMENDATION

\_\_\_\_\_ has recently applied for the position of Resident Advisor at Eastern Washington University. This position requires a mature, dependable and communicative person. Enclosed is a description of the position and responsibilities. Would you please complete the following questions and return via the self-addressed envelope. Your responses will be retained in full confidence. Thank you.

1. Is this person confident and effective in carrying out specified tasks?
2. How receptive is the individual to both receiving and dispensing constructive criticism?
3. How well does this person handle himself/herself in emotionally-charged situations?

(over)

4. How sensitive and responsive is this person to the feelings and needs of others in meeting commitments, i.e. attending meetings, being to work on time, etc.

5. Creativity and ingenuity are essential components in obtaining objectives. To what extent is this reflective of the individual?

6. What do you consider their weak points? Strong points?

## RESIDENT ADVISOR

### DESCRIPTION OF POSITION

A Resident Advisor will work as an advisor to individual students, student groups, and an assistant in the general management of the residence hall. Specific responsibilities will depend upon the needs of the particular hall and the area to which the person has been assigned. A Resident Advisor is a member of the hall staff and is directly responsible to the Head Resident.

### GUIDELINES FOR A RESIDENT ADVISOR

#### INDIVIDUAL

- A. Complete a full course load (10 hrs.) each quarter and maintain a 2.5 quarterly G.P.A.
- B. Shall not be convicted of state law and/or University code violations.
- C. Accept no other simultaneous remunerative work without prior approval from the Housing Office.
- D. Do not abuse or show negligence in using a master key.
- E. Do not absent yourself from your job responsibilities without permission from the Head Resident (including dorm opening and closing).
- F. Participate in all R.A. orientations and inservice training requirements.

#### ADMINISTRATIVE

- A. Be familiar with the desk operation and procedure, i.e. checking out kitchen and recreational equipment, distributing mail, completing forms, etc.
- B. Assume evening and weekend duty as scheduled.
- C. Assist with opening and closing of hall, room changes and assignments, check-in and check-out.
- D. Report violations of hall and university regulations to the appropriate official.
- E. Pick up mail at the Housing Office and PUB Post Office daily.
- F. Attend regularly scheduled meetings with the Head Resident.
- G. Conduct regularly scheduled floor meetings.

#### DORM COUNCIL

- A. Act as advisor and resource person for student groups and committees at the floor and hall level.
- B. Attend Dorm Council meetings.

EASTERN WASHINGTON UNIVERSITY  
DEPARTMENT OF HOUSING  
Showalter 122  
Cheney, WA 99004

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(over)

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5. Creativity and ingenuity are essential components in obtaining objectives. To what extent is this reflective of the individual?

6. What do you consider their weak points? Strong points?

- C. Encourage floor representation to the Dorm Council through the election of interested floor officers.
- D. Keep the Dorm Council and floor representatives informed on the latest information and events.
- E. Participate in floor and hall activities.

#### MAINTENANCE AND FACILITIES

- A. Encourage among your floor members consideration for the physical facilities and condition of the building.
- B. Confront and report students when they have abused furnishings and facilities.
- C. Report damages that occur on your floor to the Head Resident.
- D. Report any needed repairs for your floor with a work-order form and follow up on maintenance needs submitted by students.

#### SAFETY AND SECURITY

- A. Be familiar with the building fire alarm system and familiarize residents with building evacuation and other emergency procedures.
- B. Educate students about personal security measures and their individual responsibility.
- C. Enforce safety and security regulations.

#### AVAILABILITY AND APPROACHABILITY

- A. Availability
  - 1. Be visible and available to the members of your floor, especially during evening hours and weekends on.
  - 2. Leave your door open regularly to encourage interaction with students.
  - 3. Let students know who to contact in case of emergency during your absence.
- B. Approachability
  - 1. Provide students with the opportunity to talk about themselves, their interests, and ideas.
  - 2. Know the residents on your floor, be aware of their concerns and try to respond positively.
  - 3. Dine with the students on your floor occasionally.
  - 4. Treat personal conversation with confidentiality.
  - 5. Deal with personal concerns and difficulties of residents on both an individual and group basis. Consult with your Head Resident on problems or situations which may require prolonged or professional attention.

### INTERVENTION IN PROBLEM SITUATIONS

- A. Encourage students to accept responsibility in dealing directly with other floor members.
- B. Offer yourself as mediator if needed.
- C. Intervene on your own initiative if the circumstances warrant it.
- D. React in the same manner in similar situations.
- E. Handle situations objectively, without favoritism or bias.

### COMMUNICATION AND RESOURCE REFERRAL

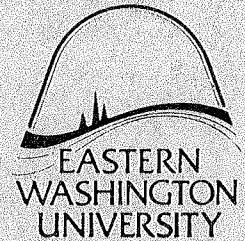
- A. Keep Head Resident up-to-date as to "what's happening" on your floor.
- B. Keep an updated variety of information about the University through the use of bulletin boards, posting signs, etc.
- C. Be familiar with services available such as Student Health Center, Campus Safety, Counseling and Advising Centers, etc. Refer students to the appropriate resources.

### TIME COMMITMENTS

- A. Approximately 4-5 hours of office duty Monday through Friday.
- B. Every other weekend on duty within the dorm. Plus office hours while on weekend duty.
- C. Must be present for opening and closing of dorms each quarter.
- D. One week orientation prior to the opening of dorms for fall quarter.
- E. Inservice training each quarter.
- F. Weekly staff meetings.
- G. A certain amount of time on your floor each day, generally determined by the Head Resident.



# Memo



To: President H. George Frederickson

From: Dick Flamer, Acting Provost for Student Services *Dick Flamer*

Date: November 13, 1980

Subject: Board of Trustees Request

At the request of the Board of Trustees, I am submitting the Head Resident Selection and Training process guidelines.

## HEAD RESIDENT SELECTION AND TRAINING

The head resident is a full time administrative staff member of the University. A bachelors degree is required, preferably in one of the behavioral sciences. Other qualifications include training and experience which prepare the person for work as a counselor-advisor to students and as a supervisor of student staff. Previous residence hall experience is desirable. The recruitment and selection procedures comply with all affirmative action/equal opportunity requirements.

### Selection

The selection of head residents involves a three-part process. Each candidate submits a written application including answers to essay questions and letters of reference. A screening committee composed of faculty, administrators, and students reviews the documents and each committee member evaluates the applicant according to standard rating form, using a point system.

The highest scoring applicants are invited to an interview, with a minimum of three candidates being considered for each vacancy. Previous employers and references are contacted by telephone after the interview.

### Training

A two-week orientation program is conducted prior to the opening of fall quarter. The staff meets personnel in other departments, learns administrative procedures, and becomes knowledgeable about campus resources. Also, individual abilities are assessed and time is devoted to learning/sharing personal skills necessary to the head resident role: active listening, counseling, handling confrontations, giving feedback, problem solving.

The basic resource textbook is Student Development and Education in College Residence Halls edited by David DeCoster and Phyllis Mable.

In-service training occurs in two primary ways:

1. Weekly head resident staff meetings utilize discussion of relevant problems and topics.
2. The Residential Life Coordinator attends the weekly meetings each head resident conducts with the resident advisors and provides feedback to the head resident.

Special workshops are conducted for the head resident's staff when appropriate to focus on specific needs such as crises intervention, health problems, and disciplinary situations.

Also, a graduate program leading to an M.S. in Psychology with an emphasis on college student development is available. Individual practicum credit can be arranged as part of this program.

### Evaluation

Formal evaluations are conducted in addition to informal feedback. During fall quarter the evaluation includes information from residents, resident advisors and dorm government officers. The purposes of the fall quarter evaluation are to assist the head resident in assessing strengths and weaknesses, set goals, and develop a plan for continued professional growth.

A similar evaluation at the beginning of spring quarter assists in making staff decisions for the following year.

DF:dh

# Memo



To: H. George Frederickson, President

From: Dick Flamer, Acting Provost for Student Services *Dick Flamer*

Date: November 13, 1980

Subject:

The following are my recommendations for the management of the housing system for the 1981-82 academic year:

1. Increase the deposit for housing from the current \$40.00 to \$80.00 with the following refund dates:

July 31 - full refund  
 August 31 - 50% refund  
 September 15 - 25% refund  
 After that date, no refund

The increased amount will encourage students to be serious about their application. Special care must be made to accommodate the needs of financial aid recipients. These arrangements will be coordinated with the Financial Aid Office.

2. Reservations will be cancelled if students do not claim their reserved rooms by 5:00 p.m. on the first day of classes unless prior arrangements have been made with the Housing Office.
3. No applications for housing will be accepted unless accompanied by a full deposit.
4. Because of the impact housing payments have on various campus agencies, students will be required to strictly adhere to the payment guidelines.
5. No intersystem or intraroom changes will be allowed until the third class day. Room changes must be completed by the sixth class day. All rooms designed for double occupancy will be utilized to their designed capacity, with the exception that RA's will not be required to have roommates.

Priority for housing:

1. Entering freshmen
2. Students who resided in university housing for at least the winter and spring quarters of the previous academic year.

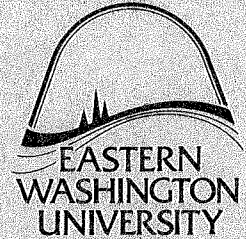
3. Transfer students

4. All others on a date of application basis.

University policy is intended to guarantee housing for incoming freshmen and prevent their being assigned to temporary housing.

DF:dh

# Memo



To: President H. George Frederickson  
 From: Dick Flamer, Acting Provost for Student Services  
 Date: November 13, 1980  
 Subject: Joint Statement and Proposals on Student Housing

This statement is prepared by a special study group of students and administrators whose names and titles are listed below. The statement is endorsed by ASEWU and the University administration, and is to be presented to the Board of Trustees at the November 1980 meeting.

Study group members are:

Marc Appel, A. S. Vice President, Finance  
 Greg Fazzari, A. S. Executive Vice President  
 Tim Shields, A. S. Council Member  
 Dick Flamer, Acting Provost for Student Services  
 Russ Hartman, Director, Planning and Budgeting Services

## Basic Assumptions

The framework of this statement is based on two general policy assumptions:

1. The University is responsible for providing adequate housing for the traditional student to the extent possible using all available facilities.
2. The provision of housing to support the concept of the RCCE is necessary to the long term development of the University.

## Statement of the Problem

The University does not own or control sufficient housing to satisfy the needs of the traditional full time students and still provide for the reasonable growth of the Regional Center. This has led to competition for available space, and an adversary relationship has developed between the administration and ASEWU regarding the use of Louise Anderson Hall. The basic positions in the controversy can be stated as follows:

1. ASEWU asks that the development of the Regional Center be a separate issue, and that the first priority for all housing space originally designed as dormitories be given to traditional full time students. If additional housing is required to support the RCCE, it should

be planned and constructed for that specific use following a comprehensive study of the alternatives. Status report of this study will be submitted to the Board of Trustees.

2. The administration wants to establish some joint use arrangement of existing facilities, and hopes to defer new construction until demand is more firm and/or financial conditions improve. Specifically, Anderson Hall should be committed to support of the RCCE, and all other housing facilities should be committed to traditional full time students. Some arrangement should be made to accommodate the unique nature of fall quarter demand.

### Points of Agreement

1. An adversary relationship between ASEWU and the administration on this problem is of no benefit and needs to be replaced by a common effort to arrive at an acceptable solution.
2. There is no long term advantage in overcrowding facilities, and maximum occupancy will be based on the following policy:

All residence hall spaces will be used as planned in their original construction (doubles as doubles, singles as singles, etc.), except that RA's will not be required to have roommates and those areas in Dryden Hall converted from study lounges to student rooms in Fall 1980 will be returned to use as lounges.
3. Students currently residing in Anderson Hall must be allowed to remain there at least until the end of Fall Quarter 1980. All facilities in the building, with the exception of RCCE administrative space and the area known as "Primrose Lane," will be available for their use.
4. The University needs to continue attempts to arrange short to medium term leases on apartment facilities in Cheney. This will provide a growing inventory of well-managed facilities reserved for student use and will influence the rental rate structure throughout the community. It will not provide new housing for students. Regulations and living arrangements will be discussed if this position is adopted. This is a separate item and is not to be considered as a means to resolve the current issue. It will not provide additional student housing.
5. Much of the current controversy has centered on numbers - their dimension and interpretation. For purposes of this statement, the following numbers are agreed upon as common ground:

a) For traditional full time students	Spaces
Maximum occupancy, Anderson Hall	202

Maximum occupancy, other five halls	1,749
Maximum occupancy, system	1,951
1980 demand, fall quarter	1,887
1980 demand, annual	1,736
Unmet fall demand, five halls committed	138
Unused fall capacity, Anderson committed	64
Unused annual demand, five halls committed	13
Unused annual capacity, Anderson committed	215
Projected 1981 demand, fall quarter	2,072 (linear regression)
Projected 1981 demand, annual	1,911

b) For RCCE participants

1979-80 capacity, Anderson Hall	191
Total bed nights available, 1979-80 academic year	49,621
Bed nights used	8,513
Percent of occupancy	17.2%
Bed nights available, Winter/Spring 1981	32,431
Projected - bed nights used	4,733 (14.6%)
Projected - maximum occupancy at one time	Winter and Spring Quarters full
Bed nights available, 1981-82 academic year	49,621
Projected - bed nights used	9,000
Projected - percent of occupancy	18.4%
Projected - maximum occupancy at one time	Winter and Spring Quarters full

c) Cost information

Cost of building a new residence hall (200 beds)	\$1.9 million
Cost of building a new RCCE (100 beds)	\$1.9 million
Cost of including an RCCE in the PUB expansion (100 beds)	\$1.9 million
Cost of refurbishing LA as an RCCE	\$800,000.00
Projected annual RCCE revenues	\$235,000.00

Long Term Alternatives

The administration and ASEWU are in agreement on a long term recommendation. Although this recommendation is not in concrete form at this time, it is agreed that the long term solution should (must):

1. Be based on an objective and comprehensive study by a group of students and administrators.
2. Be endorsed by the administration and ASEWU
3. Be presented to the Board of Trustees by the end of Spring Quarter 1981.

4. Use all available financial assistance in planning and construction.
5. If the chosen alternative should be the construction of a conference center, it may be funded through the bonding capacity of the housing system if it will pay for its own debt service. Its financing shall be designed so that student housing and bond payments will be unaffected.

Assuming that construction of new facilities is feasible for Fall 1982, the long term alternatives are:

- a) Extend the chosen short term alternative indefinitely.
- b) Procure facilities elsewhere.
- c) Defer new construction until financial conditions permit, but complete program planning and design as soon as possible so that we can move quickly when opportunity arises.
- d) Put a project into motion, with firm plans for completion by Fall 1982.

With either of the latter alternatives, the question of whether to build a residence hall/apartment complex or a continuing education center must be resolved. If construction of a continuing education center is recommended, the questions of configuration and location must be addressed.

#### Short Term Alternatives

Construction of new facilities cannot be completed until after the 1981-82 academic year begins, so short term alternatives must be developed for the period from Winter 1981 through Spring 1982. These alternatives are:

- a) Commit all existing facilities to the traditional full time student.
- b) Continue the assignment of Anderson Hall to the RCCE, and limit traditional full time student housing to that available in the balance of the system.
- c) Provide for some compromise on the use of Anderson to accommodate both types of students.
- d) Procure needed facilities elsewhere (for instance, lease an apartment complex adjacent to the campus to house the conferees).
- e) It may be feasible to use the bonding capacity



of the housing system to finance a new conference facility, provided the new facility can cover debt service costs.

### Recommendation

In the preceding joint statement, the position of the University administration is stated as follows:

"The administration wants to establish some joint use arrangement of existing facilities, and hopes to defer new construction until demand is more firm and/or financial conditions improve. Specifically, Anderson Hall should be committed to support of the RCCE, and all other housing facilities should be committed to traditional full time students. Some arrangement should be made to accommodate the unique nature of fall quarter demand."

After extensive discussions with ASEWU, the administration recommends that short term alternative "C" from the joint statement be implemented at the start of Winter Quarter 1980 and that Anderson Hall be utilized to accommodate both traditional and non-traditional students after that time. In attempting to design the best arrangement to meet the needs of both programs, the following objectives were considered:

1. Elimination of the need to move students within the system to respond to the needs of the RCCE.
2. Establishment of a permanent residence hall environment within the space allocated to traditional students.
3. Maximum separation of the two programs.
4. Provision of approximately 100 spaces for firm scheduling of RCCE activities.

After studying various layouts and combinations of space assignments, the recommendation of the administration is as follows:

That all space in Anderson Hall, including both large lounges and the second floor area known as "Primrose Lane" be assigned to traditional student housing, with the exception of the space currently used as RCCE administrative offices, the three floors of the north-west wing, and guest rooms 113, 114, 121, and 124, all of which shall be assigned to the RCCE. Please refer to the attached floor plans, on which RCCE space is totally within the shaded areas.

That if it is necessary to make one more move of students to implement this recommendation for Winter Quarter 1980, students shall be moved by preference or by date of application, if necessary.

That the financial arrangements between the RCCE and the housing system shall be reviewed and a revised structure available for Board of Trustees' review prior to the end of Winter Quarter 1980.

That this arrangement be planned for termination at the end of Spring Quarter 1981 in accordance with the joint statement.

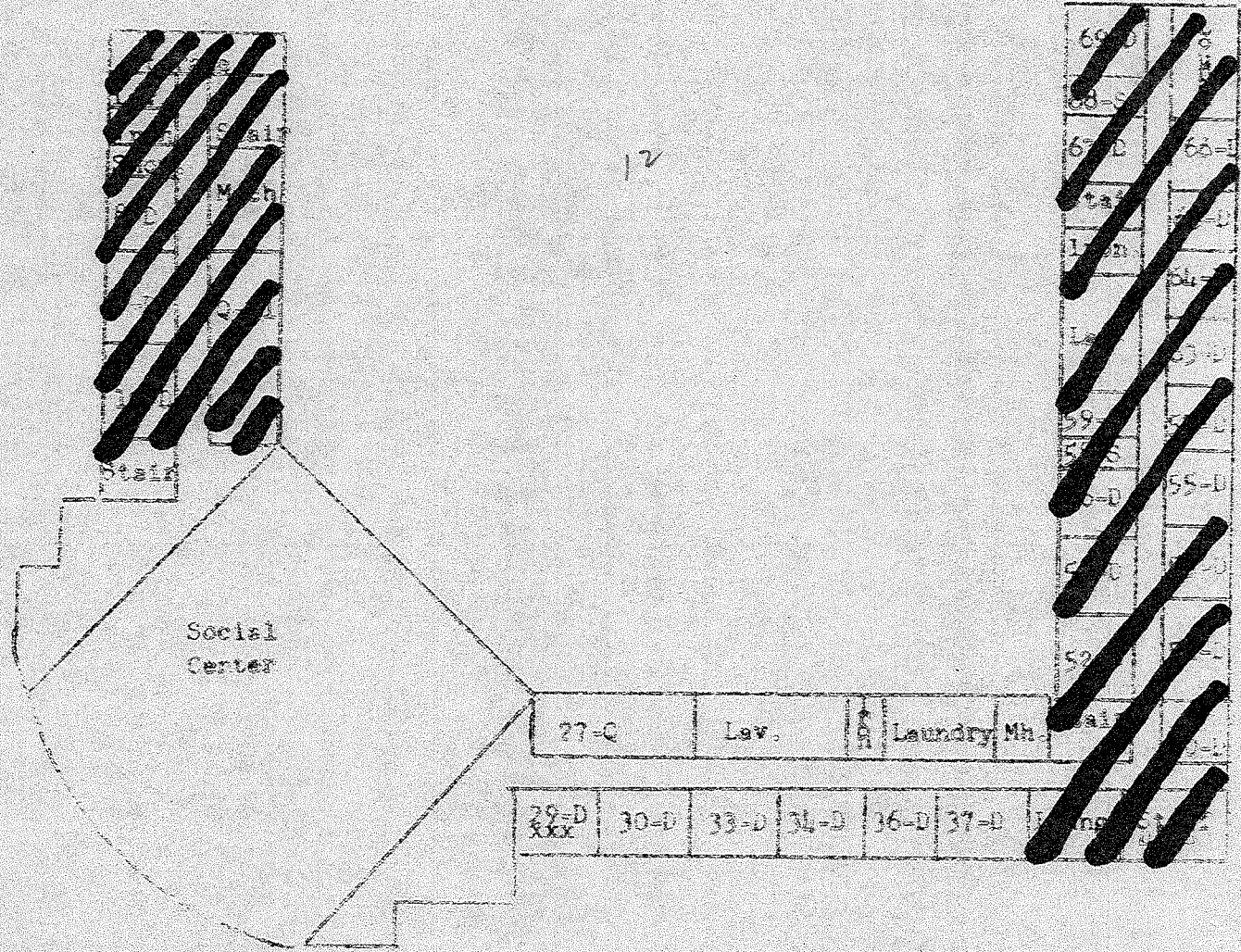
The student position is attached.

dh

Southern Washington State College

Louisa Anderson Hall

Ground Floor

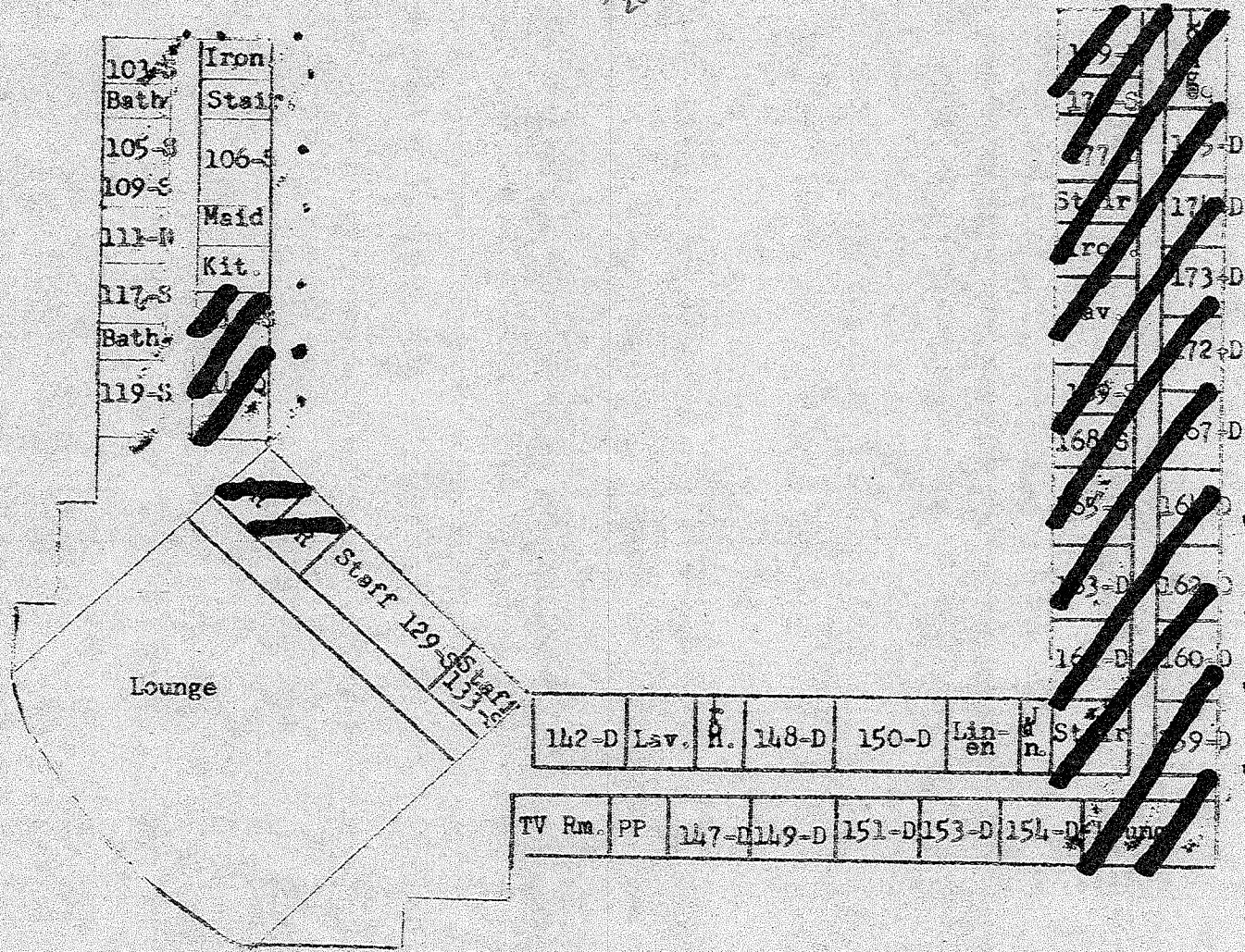


Eastern Washington State College

Louise Anderson Hall

First Floor

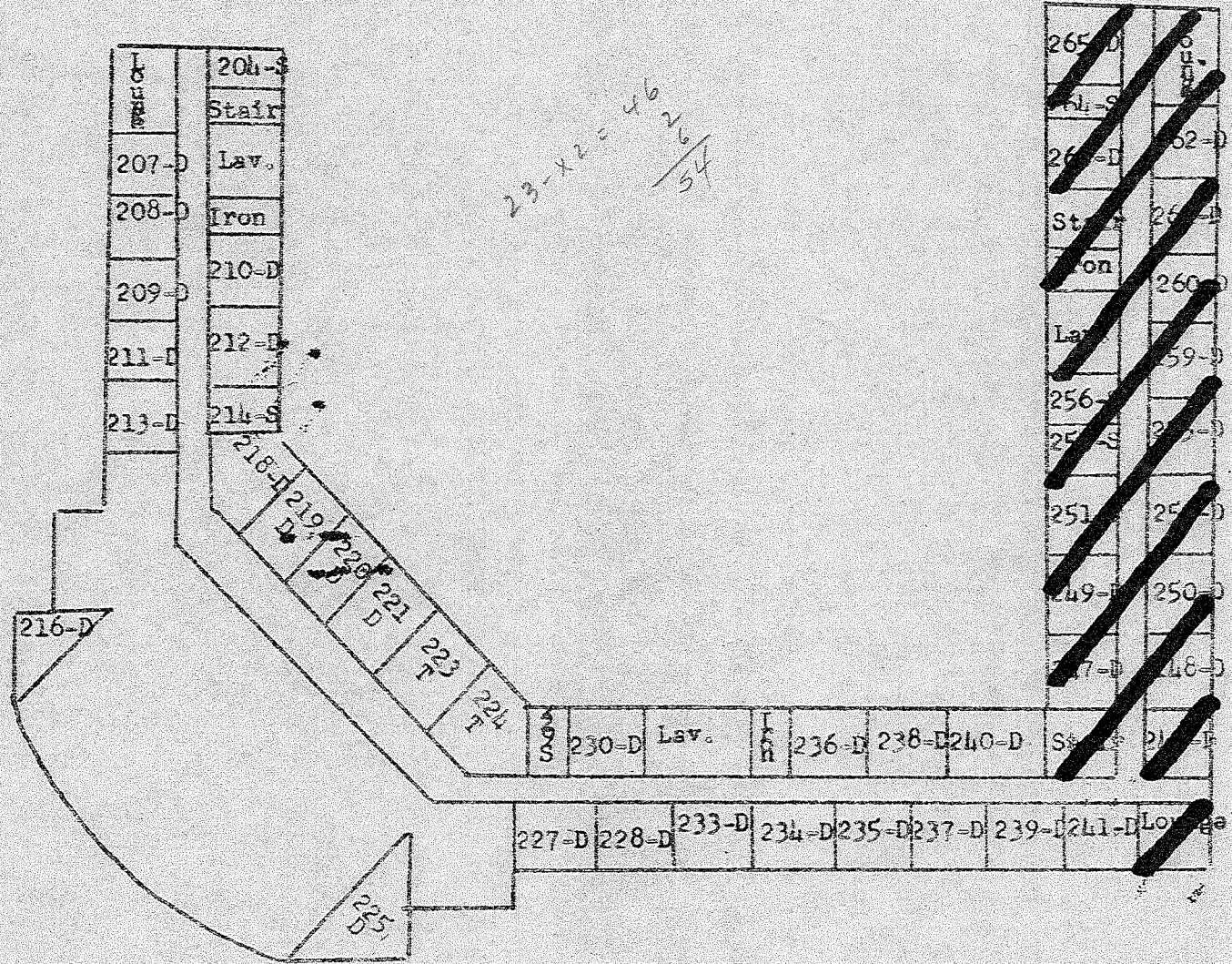
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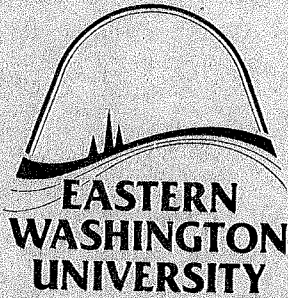


Eastern Washington State College

Louise Anderson Hall

Second Floor





## Associated Students

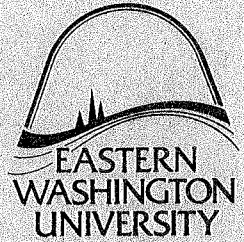
Pence Union Building

Cheney, Washington 99004  
Phone (509) 359-2514

### The Associated Students Perspective EASTERN WASHINGTON UNIVERSITY--THE CROSSROADS

Is Eastern Washington University's traditional student in the twilight of its priority position at the benefit of a Conference Center? The rampant and sometimes incomplete planning of our administration and their expansion wishes are jeopardizing the continued growth of the traditional student. The survival of these students is now in the hands of the Board of Trustees. The gradual movement of our administration away from student input on decisions concerning them has created a polarized campus environment: Administration versus Students. It is the responsibility of Student Government to battle the encroachment of any entity attempting to supercede students' long term goals of housing traditional students. We understand that the administration is charged with the duty of improving Eastern, but we question the philosophy of growth at any cost. The housing system's properties are being competed for by our administration and the future needs of students. It is necessary for this Board to show the leadership needed in this dual plight for the space available. Eastern's long standing commitment to its students' well-being has been the foundation of our University's integrity. This commitment has historically included a comfortable, stimulating, and secure environment in which students pursue a dignified education. The traditional student environment at Eastern is being undermined in subtle yet significant ways. Indeed this educationally compatible environment may be entering its twilight days. We certainly hope that as Eastern approaches the century mark, we will not abandon those values which have supported our long and proud existence.

# Memo



To: H. George Frederickson, President  
From: Russ Hartman, Director of Planning and Budgeting Services  
Date: November 13, 1980  
Subject: Contractor's Minority Employment Report

A handwritten signature in cursive script, appearing to read "Russ Hartman".

The Contractor's Minority Employment Report for the month of November 1980 is attached for the information of the Board of Trustees.

The report reflects the minority employment status of each contractor/engineer/architect firm engaged in major projects on the campus. The numbers shown are from the most recent billing from each firm.

js

Attachment

CONTRACTOR'S EMPLOYMENT REPORT  
Month of November 1980

CONTRACTOR	Total Workers		Minority Workers (Included in Total)					% of Total
	Men	Women	Black	Asian American	Native American	Spanish Surname	Other	
<b>H. Halvorson, Inc.</b>								
General Contractor, Aquatics								
A. 1st Billing	96	6	0	1	1	3	0	5
B. No Billing since 8/31/80	200	6	1	2	2	3	1	4
<b>Warren, Little &amp; Lund, Inc.</b>								
Mech. Contractor, Economizer-Boiler #3								
A. 1st Billing	150	8	3	2	1	2	0	5
B. Current Month (10/22/80)	109	7	3	2	1	2	0	7
<b>Tan/Brookie/Kundig Architects - Martin Hall</b>								
A. 1st Billing	9	4	0	2	0	0	0	15
B. Current Month (10/07/80)	10	4	0	2	0	0	0	14
<b>Kolbar Construction Co.</b>								
Martin Hall Task 1 - General Contractor								
A. 1st Billing (8/22/80)	7	0	0	1	0	0	0	14
B. No Billing since (9/15/80)	9	0	0	1	1	0	0	22
<b>Garco Construction Co.</b>								
Greenhouse - General Contractor								
A. 1st Billing current month (10/24/80)	41	2	0	1	1	0	0	5
<b>Levernier-Shea</b>								
Drama Elevator Addition - General Contractor								
A. 1st Billing current month (9/26/80)	93	3	0	2	0	1	0	3



Eastern Washington University  
Management Reporting System

Report Number Thirteen

Freshman Class Profile

Prepared by:  
Director, Admissions  
November 1980

# Memo



To: Russ Hartman, Director, Planning & Budgeting  
Gordon Martinen, Vice President, Extended Programs

From: Glenn Fehler, Director of Admissions

Date: November 6, 1980

Subject: Freshman Class Profile

The following information has been compiled using a variety of data elements in order to establish a profile of the 1980 Fall quarter entering freshman class. The source of information for some of the subgroup reports have been derived from standard reports routinely available to the Admissions Office. Other subgroup reports have been compiled using closely related data extracted from other special sources. For this reason, the total population of some of the subgroup reports may vary slightly, since not all were computer generated on the same date.

EASTERN WASHINGTON UNIVERSITY  
FALL 1980 FIRST QUARTER FRESHMAN CLASS PROFILE  
Compiled by the Office of Admissions

Total Number (N=1157)

Male 537/46.4%  
Female 620/53.6%

Age (N=1132)

<u>Age</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>	<u>Percent</u>
18 or under	232	380	612	54%
19	169	130	299	26.4
20	27	19	46	4.1
Total under 21	428	529	957	84.5
21	17	11	28	2.5
22	11	8	19	1.7
23	15	8	23	2.0
24	9	6	15	1.3
Total 21-24	52	33	85	7.5
25	5	2	7	0.6
26	4	2	6	0.5
27	4	0	4	0.4
28	3	4	7	0.6
29	2	3	5	0.4
Total 25-29	18	11	29	2.6
Total 25 and over	46	44	90	8.0
Total 30 and over	28	33	61	5.4

Ethnic Origin (N=1166)

American Indian	23	(1.9%)
Asian American	12	(0.8%)
Black American	10	(0.8%)
Chicano, Mexican-American	26	(2.2%)
White American	980	(84.%)
Other	115	(9.8%)

Commute Status (N=1166)

On Campus	495	(42.5%)
Off campus Cheney	57	(4.9%)
Commute from Spokane	607	(52%)
Commute from other WA city	7	(0.6%)
Commute from Idaho	0	(0%)

A summary of geographical origin follows showing Washington county origin, out-of-state origin, and foreign country origin. The total population of the geographical study is N=1159.

Washington County Origin (N=1066 or 92.1% of total population)

While virtually every county is represented, only the top 10 are listed.

<u>County</u>	<u>Number of Students</u>	<u>Percent of Washington Total</u>	<u>Percent of Total Freshman Class (N=1159)</u>
Spokane	513	48.1%	44.3%
Yakima	65	6.1	5.6
King	61	5.7	5.3
Benton	57	5.3	4.9
Grant	35	3.3	3.0
Pierce	33	3.1	2.9
Walla Walla	29	2.7	2.5
Whitman	27	2.5	2.3
Clark	24	2.3	2.1
Lincoln	24	2.3	2.1
Okanogan	24	2.3	2.1
Stevens	23	2.2	2.0

Out-of-State Origin (N=56 or 4.8% of total population)

While 18 states are represented, only the top 5 are listed.

Montana	16
Idaho	7
Oregon	5
Alaska	5
Illinois	4

Foreign Country Origin (N=37 or 3.1% of total population)

There are 13 countries represented.

Nigeria	15
Canada	8
Malaysia	3
Saudi Arabia	2
Nine other countries	with 1 each

High School Origin

Entering freshmen from Washington high schools represent 198 different sources throughout the state. Those with 10 or more students are listed below.

Shadle Park	53	Medical Lake	22
Cheney	49	West Valley (Spokane)	18
Mead	48	Moses Lake	15
University	38	Grandview	14
Ferris	33	Prosser	14
Central Valley	29	Colville	13
Lewis & Clark	28	Rogers	12
Walla Walla	26	East Valley (Spokane)	11
Gonzaga Prep	25	Kamiakin	10
North Central	23	Kennewick	10
		Wilbur	10

Entering Grade Point Average (N=957 retrievable from computer data file)

<u>GPA Range</u>	<u>Number of Students</u>	<u>Percent of N=957</u>	<u>Percent of N=1149</u>
3.50-4.00	231	24.1%	20.1
3.00-3.49	297	31.0	25.8
2.50-2.99	286	29.9	24.9
2.00-2.49	135	14.1	11.8
less than 2.00	8	0.8	0.7
			83.3
			16.7
			100%

No GPA data retrievable from computer data file=192

An analysis of the first percentage column above reveals that approximately one-fourth of the entering class earned 3.50 or better in high school, fifty-five percent earned 3.00 or better, and eighty-five percent earned 2.50 or better.

GF:sm

Eastern Washington University  
Management Reporting System

Report Number Fourteen

Financial Aid

Prepared by:  
Director, Financial Aid  
November 1980

We will experience a total of approximately 31.5% increase in the number of students assisted and 66.1% increase in the dollars awarded in the two year period from Fiscal Year 1979 to Fiscal Year 1981. We are also experiencing a 70.5% growth in the number of Emergency Student Loans since 1979.

The anticipated unduplicated number of financial aid recipients for this year is approximately 2,800. This represents 44.9% of our student body with ten or more credit hours.

Of all aid awarded, 42.6% is in the form of long-term loans, 42.4% is grants, 8.9% is work-study and 6.1% is in the form of scholarships.

### The Future of Financial Aid

Several things have happened in the recent past and will happen in the very near future which will dramatically alter the future of financial aid. In 1979, Congress passed the Middle Income Assistance Act which made it possible for thousands of middle-income families to qualify for financial assistance. The inception of the Higher Education Assistance Authority in the State of Washington increased the dollars available to middle-income families under the Guaranteed Student Loan program. Eastern students experienced a 308% increase in two years under this program. The re-authorization of the financial aid programs which became effective October 1, 1980, further relaxes the financial needs test which determines eligibility for aid and also allows a percentage of the aid to be awarded to less than half-time students.

The affect of this legislation is a shift toward attempting to provide Federal aid to students in the middle and upper-middle income groups and greatly expanding the population of potentially eligible financial aid recipients. This legislation will, and has, greatly increased students' expectations to receive aid. The anticipated increase in tuition and fees and double-digit inflation, combined with recession will also prompt more middle and upper-middle income families to apply for financial assistance.

This all comes at a time when, in an attempt to balance the budgets, appropriations for the financial aid programs will not be increasing at a level which will keep pace with the increasing demand of eligible students.

Our objectives in the Financial Aid Office will be to endeavor to keep pace with the escalating number of applications, monitoring and reporting requirements; to develop a policy for rationing limited aid to a much larger potentially eligible pool of students; to maintain sound fiscal accountability and program integrity; and to provide as many services to our students and the community as possible.

FINANCIAL AID REPORT  
for  
BOARD OF TRUSTEES

The following chart indicates the number of students assisted, the dollar volume, the growth rate, and the financial aid programs for fiscal years 1979 and 1980, and the projections for 1981.

	1979		1980		1981 (Projected)		% Increase/Decrease from FY '79	
	NUMBER ASSISTED	AMOUNT AWARDED	NUMBER ASSISTED	AMOUNT AWARDED	NUMBER ASSISTED	AMOUNT TO BE AWARDED	NUMBER ASSISTED	AMOUNT AWARDED
National Direct Student Loan	1,025	\$915,584	1,049	\$890,926	975	\$848,423	<4.9%>	<7.3%>
Supplemental Educational Opportunity Grant	708	342,489	694	365,152	658	361,835	<7.0%>	5.6%
College Work Study Program	345	234,900	580	427,588	449	359,156	30.1%	52.9%
State Work Study Program	61	115,627	86	127,645	119	176,676	95.1%	52.8%
Tuition & Fee Waiver	247	114,615	363	142,188	337	132,000	36.4%	15.2%
Nursing Student Loan	66	72,800	68	71,741	66	70,000	0	<3.8%>
Nursing Student Scholarship	37	23,700	35	21,717	34	21,000	<8.1%>	<11.4%>
Basic Educational Opportunity Grant	1,123	897,059	1,789	1,528,634	1,966	1,680,000	75.1%	87.3%
State Need Grant	700	305,734	698	345,807	667	364,120	<4.7%>	19.1%
Law Enforcement Education Program	21	9,347	7	3,980	5	3,090	<76.2%>	<66.9%>
Guaranteed Student Loan	276	404,061	609	1,094,268	715	1,651,650	159.0%	308.7%
Scholarships	387	201,111	446	271,220	578	371,893	49.4%	84.9%
<b>TOTALS</b>		<b>\$3,637,027</b>		<b>\$5,290,866</b>		<b>\$6,039,843</b>	<b>31.5%</b>	<b>66.1%</b>

Eastern Washington University  
Management Reporting System

Report Number Fifteen

Equal Opportunity Program

Prepared by:  
Office of Equal Opportunity  
November 1980



# Memo

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To: H. George Frederickson, President

From: Ken Dolan

Date: November 14, 1980

Subject: Equal Opportunity Report

The Equal Opportunity Report scheduled for this meeting will be delayed until December. Mr. Enlow, who will not be in attendance at this meeting, asked that the report be rescheduled. As no deadlines are involved, we can easily reschedule the report for the December meeting.

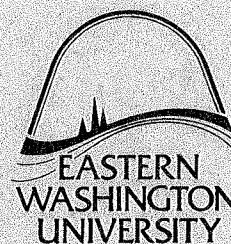
KD:ns

Eastern Washington University  
Management Reporting System

Report Number Sixteen  
Graduation Class Profile 1979-80

Prepared by:  
Registrar  
November 1980

# Memo



To: Russ Hartman, Director, Planning and Budgeting Services

From: Duane G. Thompson, Acting Provost for Academic Affairs

Date: November 13, 1980 *DG*

Subject: Board of Trustees Management Report: Graduation Class Profile 1979-80

Attached is a copy of the statistical report profiling Eastern's baccalaureate and masters degrees as prepared by Registrar Melanie Bell. The report includes a detailed breakdown for each item by each quarter; however, there are a number of characteristics which should be highlighted.

New degree programs authorized in recent years are beginning to show graduates. The Master of Urban and Regional Planning Program graduated two students; the Master of Music graduated three students; and, the recently approved Master of Fine Arts in Creative Writing is too recent to have graduated any students.

A rather startling statistic is that 26 percent of the students graduating with the baccalaureate degree started their academic programs at Eastern. Stated conversely, 74 percent of the students graduating with the baccalaureate degree transferred from another college or a university. On the other hand, 41 percent of the students completing masters degrees are students who were granted baccalaureate degrees at Eastern.

The percentage of women graduating is very similar with 53 percent of the baccalaureate graduates and 54 percent of the masters level graduates being women.

The number of minority students, based on self-report, indicates that 8 percent of the baccalaureate degrees and 3 percent of the masters degrees were awarded to minority individuals.

The data display for the range of ages of graduates shows the average age for baccalaureate students to be 25.8 years compared with 32.9 years for masters degrees. However, it should be noted that 37 percent of the baccalaureate degree students were older than 25. Further examination of the table illustrates the extensive age range for students with the oldest student earning a baccalaureate degree being age 74.

Russ Hartman, Director, Planning and Budgeting Services  
November 13, 1980  
Page Two

Data showing the range of years to complete a degree demonstrates conclusively that the traditional four years to degree completion is a myth. In fact, only 35 percent of the baccalaureate students completed a degree in four years or less. Forty-five percent took five to eight years for degree completion with 20 percent taking nine years or more. Masters degree students for the most part complete their degrees in six years or less.

DGT:v

Board of Trustees  
November 1980

Melanie Bell  
Registrar

EASTERN WASHINGTON UNIVERSITY  
Graduation Class Profile  
Fall 1979 - Summer 1980

I. GRADUATES BY CATEGORY

TOTAL STUDENTS BY QUARTER

	TOTAL GRADUATES	Fall 1979	Winter 1980	Spring 1980	Summer 1980
<u>BACCALAUREATE</u>					
BA	380	63	64	196	57
BA (BUS)	206	39	26	106	35
BM	12	-	-	10	2
BFA	3	-	-	3	-
BA/ED	346	76	52	150	68
BS	101	14	14	62	11
BS-Nursing	81	8	3	61	9
BS-DH	26	-	1	25	-
TOTALS	1155	200	160	613	182
<u>MASTERS</u>					
MA	22	4	2	6	10
MBA	23	4	4	10	5
MED	81	10	4	14	53
MFA	-	-	-	-	-
MM	3	1	1	1	-
MPA	13	1	2	7	3
MS	67	19	8	22	18
MSW	50	-	23	25	2
MURP	2	-	2	-	-
TOTALS	261	39	46	85	91

II. MATRICULATION  
DATA:

BACCALAUREATE

Native EWU Students	300	56	38	161	45
AA Degree Transfers	262	41	36	140	45
Transferred Without AA	593	103	86	312	92

<u>MASTERS</u>	TOTAL GRADUATES	Fall 1979	Winter 1980	Spring 1980	Summer 1980
Native EWU Students	107	16	16	30	45
Other Masters	154	23	30	55	46

III. AVERAGE GPA	CUMULATIVE GPA	Fall 1979	Winter 1980	Spring 1980	Summer 1980
<u>BACCALAUREATE</u>	3.04	3.03	3.04	3.11	2.98
<u>MASTERS</u>	3.6	3.55	3.58	3.58	3.66

IV. BIOGRAPHICAL DATA:

<u>BACCALAUREATE</u>	TOTAL GRADUATES	Fall 1979	Winter 1980	Spring 1980	Summer 1980
Women	615	98	77	348	92
Men	540	102	83	265	90
<u>MASTERS</u>					
Women	140	24	33	39	44
Men	121	15	13	46	47
<u>BACCALAUREATE</u>					
Single	713	129	65	417	102
Married	442	71	95	196	80

Ethnic Status	<u>BACCALAUREATE</u>	<u>MASTERS</u>
American Indian	17	-
Asian American	22	2
Black Afro-American	42	3
Chicano-Mexican American or other Spanish Surname	8	3
White-American	1066	237
Other		16

V. AVERAGE AGE OF GRADUATES

	CUMULATIVE AGE	Fall 1979	Winter 1980	Spring 1980	Summer 1980
<u>BACCALAUREATE</u>	25.8	25.5	26.4	24.5	27.0
<u>MASTERS</u>	32.9	32.0	33.0	33.1	33.5

VI. RANGE OF AGES

AGES	TOTAL GRADUATES BY AGE	<u>BACCALAUREATE</u>	<u>MASTERS</u>	AGES	TOTAL GRADUATES BY AGE	<u>BACCALAUREATE</u>	<u>MASTERS</u>
20	1	1	-	46	12	8	4
21	10	10	-	47	8	4	4
22	228	228	-	48	2	1	1
23	254	253	1	49	5	1	4
24	155	143	12	50	2	-	2
25	106	93	13	51	9	4	5
26	90	69	21	52	1	-	2
27	92	69	23	54	1	-	3
28	59	40	19	55	1	-	1
29	39	25	14	57	1	-	1
30	46	31	15	59	2	1	1
31	44	31	13	61	1	1	-
32	37	18	19	63	1	1	-
33	39	20	19	74	1	1	-
34	33	20	13				
35	23	15	8				
36	15	7	8				
37	19	8	11				
38	12	8	4				
39	10	7	3				
40	11	6	5				
41	10	6	4				
42	8	6	2				
43	14	10	4				
44	6	5	1				
45	5	4	1				

VII. RANGE OF YEARS TO COMPLETE DEGREE

# OF YEARS	TOTAL GRADUATES	<u>BACCALAUREATE</u>	<u>MASTERS</u>	# OF YEARS	TOTAL GRADUATES	<u>BACCALAUREATE</u>	<u>MASTERS</u>
1	38	-	38	23	4	4	-
2	120	4	116	24	4	4	-
3	85	38	47	25	1	1	-
4	380	358	22	26	1	1	-
5	277	264	13	27	4	4	-
6	138	123	15	28	4	4	-
7	79	73	6	33	1	1	-
8	81	61	2	40	1	1	-
9	61	50	1				
10	31	31	-				
11	27	26	1				
12	18	18	-				
13	22	22	-				
14	13	13	-				
15	16	16	-				
16	10	10	-				
17	9	9	-				
18	4	4	-				
19	5	5	-				
20	4	4	-				
21	4	4	-				
22	2	2	-				



November 20, 1980

## PERSONNEL ACTIONS

## A. Administrative Exempt

1. Appointments

Martin, Randy B., Training Instructor, Comprehensive Mine Safety and Health Program, from Dec. 1, 1980 through September 30, 1981. Annual salary: \$24,000 (grant funded)

Michaelson, Karen L., Grants Administrator (replacing Sonia Cowen on leave of absence), from Dec. 8, 1980, through Dec. 31, 1981. Annual salary: \$23,500

Somday, James B., Curriculum Research Specialist-- Indian Education, effective Oct. 20, 1980, through Sept. 30, 1981. Salary: \$19,058 (grant funded)

2. Change in Status

Hazeltine, Diane, from Acting Administrative Secretary to Administrative Secretary, Student Services Office, effective Dec. 1, 1980

## B. Academic

1. Retention of Second-Year Probationary Faculty - 1981-82

Balderrama, Justino, Associate Professor of Social Work (1979)

Barnes, Rey L., Professor of Radio-TV (1979)

Cates, Rita Takahashi, Assistant Professor of Social Work (1979)

Chapman, Gordon L., Associate Professor of Accounting (1979)

2. Salary Change

Cates, Rita Takahashi, Assistant Professor of Social Work; salary base changed from \$18,362 to \$19,583 effective Oct. 1, 1980, in recognition of completion of requirements for the Ph. D. in Social Work from the University of Pittsburgh on Sept. 19, 1980

3. Promotion

Hasan, Syed M. Jameel, from Associate Professor of Management to Professor of Management, retroactive to academic year 1977-78

4. Sick Leave (with pay)

Hahn, Patricia Ann, Professor of Speech; sick leave from Nov. 12 to Dec. 1, 1980

Leighton, Jack R., Professor of Physical Education; sick leave from Oct. 27, 1980, through Dec. 12, 1980