

1-27-1983

Board of Trustees Minutes, January 27, 1983

Eastern Washington University

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Agenda

Board of Trustees Eastern Washington University

January 27, 1983

9:00 a.m., Pence Union Building, Council Chambers

I. Presidents' Reports

- A. Dr. H. George Frederickson
- B. Dr. Lula Schroder, President, Faculty Organization
- C. Mr. Dave Rudy, President, Associated Students
- D. Mr. Ray Liberg, President, Alumni Association

II. Consent Items

- A. Approval of Minutes of Regular meeting of Nov. 18 (Attachment II.A.)

III. Policy Issues

- A. Special Fee, Certification Processing (Attachment III.A.)
- B. A.S. Request for Funding in Excess of \$3,000 - Student I.D. Card System (Attachment III.B.)
- C. Acceptance of Capital Projects - HPERA Woodward Field Track Improvements (Attachment III.C.)

IV. Information Items

- A. Student Health Services Update (Attachment IV.A.)
- B. Management Response to Arthur Anderson Report (Attachment IV.B.)
- C. Briefing on Governor's Budget (Attachment IV.C.)
- D. Contractor's Minority Employment Report (Attachment IV.D.)
- E. Contracts Awarded Under \$17,500 (Attachment IV.E.)
- F. Management Reports
 - 1. Quarterly Reports, Fall 1982 (Attachment IV.F.1.)
 - 2. Financial Report, 1981-82 (Attachment IV.F.2.)
 - 3. Faculty Tenure Status Report (Attachment IV.F.3.)

G. Spokane Center Remodeling Plans

V. Old Business

VI. New Business

VII. Executive Session

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

VIII. Personnel Actions

(Attachment VIII.)

The next regular meeting of the Board of Trustees will be held on February 24, 1983, at 9:00 a.m. in the PUB Council Chambers.

EASTERN WASHINGTON UNIVERSITY

Board of Trustees
Minutes
January 27, 1983

The regular meeting of the Board of Trustees of Eastern Washington University was held on January 27, 1983, at 9:30 a.m. in the Pence Union Building Council Chambers.

BOARD MEMBERS PRESENT

Mrs. Eleanor Chase, Chairwoman
Mr. Bert Shaber, Vice Chairman
Mr. Andrew P. Kelly
Mr. James D. Ray

BOARD MEMBERS ABSENT

Mr. Fred Enlow

STAFF PRESENT

Dr. H. George Frederickson, President
Mr. Kenneth R. Dolan, Secretary, Board of Trustees
Mr. Mark Cassidy, Assistant Attorney General
Dr. Duane Thompson, Vice President & Provost for Academic Affairs
Dr. Gordon Martinen, Vice President for Extended Programs
Mr. Russell Hartman, Vice President for Business & Finance
Dr. Richard Flamer, Provost for Student Services
Mr. F. Skip Amsden, Director, Career Planning & Placement
Dr. Phil Beukema, Dean, School of Business
Dr. William Katz, Dean, School of Human Learning & Development
Dr. Greg Hawkins, Acting Dean, School of Fine Arts
Dr. Wayne Hall, Vice President, Faculty Organization
Dr. Lula Schroder, President, Faculty Organization
Ms. Kathy Sawtells, Controller
Mr. Al Whiteside, Budget Officer
Mr. Bill Shaw, Director, Financial Services
Mr. Robert Graham, Director of Facilities
Mr. Gene Spooner, Chairman, WFSE

STUDENTS PRESENT

Mr. Dave Rudy, President, Associated Students
Mr. Steve Zander, Finance Vice President, Associated Students

MEDIA PRESENT

Mr. Rod Everhart, Cheney Free Press
Mr. Bart Preecs, Spokane Review-Chronicle
Ms. Rochelle Ogershock, KREM
Ms. Kathleen McCormick, KHQ

BUSINESS MEETING

Chairwoman Chase called the business meeting to order at 9:35 a.m.

PRESIDENTS' REPORTS

1. Dr. H. George Frederickson. The academic planning report is nearing completion and is currently in draft form. The report will be available for campus-wide distribution by mid-February. The Northwest Institute for Advanced Studies has recently begun the publication of the "EWU Explorer". The "Explorer" will contain articles written by EWU faculty and staff. This publication should serve to highlight the research activity of the EWU faculty.

The legislature is now in session. Organizational matters and the state's revenue problems dominate the legislature's thinking at this time. The Governor's budget, as proposed, would restore the academic staffing formula to 71%, and restore most other formulae to previous levels. EWU would also be authorized an additional 200 FTE students, which would bring our contract to 7,000 students. Higher education is generally pleased with the Governor's proposals.

The final enrollment for winter quarter is 7,700 headcount, and 7,200 FTE. Both these figures are up slightly over last year. The FTE contract for this year is 6,800, so enrollment continues to exceed FTE contract by a significant amount. The Governor's proposed budget for next biennium would close this gap, but still leave some unfunded FTE enrollment.

The ABC Speaker Series for Spring, 1983, is nearly completed. Scheduled to speak are Kenneth Howard, Executive Director of ACIR, and Walter Mondale, former Vice President. Still to be named is one additional speaker for this series and the commencement speaker.

The Keith Kelly Memorial Fund now stands at \$2,700, and continues to grow. The proceeds from this fund will be used to sponsor a fellowship in the Department of Radio-Television.

2. Dr. Lula Schroder, President, Faculty Organization. Dr. Schroder reported on various actions of the senate council structure. The senate has passed a motion to accept the shared governance document that was drafted by the Shared Governance Committee and has requested that the administration agree to work with the Conference Committee to create a version of the report which would be recommended to the Board of Trustees. The senate is continuing to work on the development of a salary plan. The Rules Committee has established a committee which will review inconsistencies

between senate by-laws, Faculty Organization constitution, and Robert's Rules of Order. Rules has also asked that the Faculty Organization president, Lula Schroder, contact Board of Trustees chairwoman, Eleanor Chase, and schedule another Board of Trustees/Faculty breakfast. Rules also passed a committee charge and list of nominees who will be recommended for the Conference Committee on Shared Governance.

In council actions, the Undergraduate Affairs Council approved revisions to the programs in government, physical education, and applied psychology. Graduate Affairs Council approved modifications to the Masters of Public Administration. Faculty Affairs Council has passed two recommendations, one dealing with equity and the distribution of available travel funds, and the second recommendation for establishment of an academic computing committee.

3. Mr. Dave Rudy, President of the Associated Students. Mr. Dave Rudy reported on activities of the Washington Student Lobby. The petition drive is underway on the EWU campus. A.S. hopes to have 50% of all enrolled students sign this petition in support of the WSL.

The Boost Alcohol Consumption Consciousness in the Health of University Students (BACCHUS). A.S. has been working with BACCHUS on how to establish a local chapter of this organization. The purpose of the organization is to increase the awareness of the abuse of alcohol. If a chapter is established at Eastern, it will be the first university in the state of Washington to promote this kind of a program.

Rudy also reported on the possibility of starting a lecture notes service on campus, and a plan to involve clubs and organizations which would make them more visible on campus, promote cooperation among the clubs, and more active involvement in A.S. government structure and campus-wide activities. He also reported on the appointment of Lori Sue Hansen and Fred Barney to fill vacant positions on the ASEWU Council.

4. Ray Liberg, President of the Alumni Association. President Liberg reported on alumni activities, including the February 26th Casino Night in the Pence Union Building on the EWU campus, the All-University & Community College Legislative Reception which will be held on March 28th in Olympia, and the selection of the Alumni scholarship recipients, which will be completed in March and April.
5. Dr. Gordon Martinen, Vice President for Extended Programs, reported on activities in the EWU Foundation. The fall phone-a-thon and related fund raising activities produced a total of \$11,247.

The Foundation's quarterly meeting is now scheduled for March, and the annual meeting will be held in May.

Mr. Ray reminded Dr. Martinen of Mr. Shaber's request that the Board of Trustees be advised of the exact legal relationship between the Board of Trustees and the EWU Foundation, and of that same relationship between the Board and the EWU Alumni Association. Martinen responded that at the last Foundation meeting the By-Laws had been revised to provide the appropriate separation between the two Boards.

MINUTES OF THE NOVEMBER 28TH MEETING OF THE BOARD OF TRUSTEES, Agenda Item II.A.

Motion #1-01-83: "I move that the minutes of the regular meeting held November 18, 1982, be approved."

Motion by Mr. Kelly, seconded by Mr. Shaber, approved unanimously.

CERTIFICATION FEE, Agenda Item III.A.

Motion #1-02-83: "I move that the Board establish a special fee of \$5 for processing applications for teacher certification."

Motion by Mr. Shaber, seconded by Mr. Ray, approved unanimously.

A.S. REQUEST FOR FUNDING OF STUDENT I.D. CARD SYSTEM, Agenda Item III.B.

Motion #1-03-83: "I move that the Associated Students request for \$3,586 for funding of the student I.D. card system be approved."

Motion by Mr. Kelly, seconded by Mr. Ray, approved unanimously.

As part of the final S&A Fee budgeting process, the Board of Trustees established a \$30,000 reserve account. Expenditures of \$3,000 or more require formal Board of Trustee action.

WOODWARD FIELD TRACK IMPROVEMENTS, Agenda Item III.C.

Motion #1-04-83: "I move that the Board accept the Woodward Field track improvements project as completed."

Motion by Mr. Kelly, seconded by Mr. Shaber, approved unanimously.

This project has been completed to the satisfaction of the University engineering staff. The total final construction costs were \$22,502.37. This reflected an increase of \$5,542.37 in contract changes brought about as a result of unacceptable subsurface conditions of the track, which were unknown prior to the award of the contract.

INFORMATION ITEMS, Agenda Item IV.

All items under Agenda Item IV are informational only.

OLD BUSINESS, Agenda Item V.

There was no old business for the Board of Trustees.

NEW BUSINESS, Agenda Item VI.

Mr. Andrew Kelly asked for an explanation of the new registration procedures. Vice President Thompson explained that under the new procedures, priority periods had been eliminated. Beginning with spring quarter the university has adopted an alphabetical registration system. Under this system, students register in simple alphabetical order according to the time slot assigned. This will provide for a more orderly advising process, and should cut down on the length of lines at registration.

Mr. Kelly also requested a report on campus security. This report will be presented at the February Board of Trustees meeting.

Mr. Shaber raised the question of quality of instruction. He feels that we should develop a system for self-evaluation. Outside agencies, such as accrediting agencies, cannot do a proper job. The evaluation should include students, faculty, administration, department chairmen, etc. The Faculty Organization might wish to take on such a project. It would not be necessary to report the results to anyone except the individuals being evaluated. His concern is that a faculty member may not be aware that he is deficient in his teaching effectiveness, and such a report would provide the necessary information.

EXECUTIVE SESSION

Chairwoman Chase called an executive session at 12:00 noon for the purpose of discussing personnel matters. She called the meeting back into regular session at 1:20 p.m.

PERSONNEL ACTIONS, Agenda Item VIII.

Motion #1-05-83: "I move that the personnel actions be approved as submitted."

Motion by Mr. Kelly, seconded by Mr. Shaber, approved unanimously.

Motion #1-06-83: "I move that the Board, having reviewed and evaluated the President's performance during the past year, and pursuant to the provisions of his contract, hereby grants the President a 3% increase in his salary, effective January 1, 1983, and renews his contract for an additional year commencing January 1, 1983, through December 31, 1983.

Motion by Mr. Kelly, seconded by Mr. Shaber, approved unanimously.

MARTIN HALL REMODEL CONTRACT

Motion #1-07-83: "I move that the Board authorize Dr. H. George Frederickson, President of EWU, to enter into an agreement with the Neal H. Russell Company, which provides that certain change orders for the Martin Hall project be reexecuted to eliminate conditions relating to a delay claim for damages and subject to the university's architect providing a final list of items to be completed on the project, which is to be attached as Exhibit A, and incorporated into this agreement."

Motion by Mr. Ray, seconded by Mr. Kelly, approved unanimously.

ADJOURNMENT

Chairwoman Chase adjourned the meeting at 1:25 p.m.

NEXT MEETING DATE

The next regular meeting of the Board of Trustees will be held on February 24, 1983, in the Pence Union Building Council Chambers.

Eleanor Chase, Chairwoman
Board of Trustees

Kenneth R. Dolan, Secretary
Board of Trustees

EWU

Memorandum

To: H. George Frederickson, President

From: Duane G. Thompson, Vice President and Provost for Academic Affairs

Date: January 18, 1983 *DGT*

Subject: Certification Processing Fee

Attached is a memorandum from Dr. William Katz, Dean, School of Human Learning and Development, requesting authority to implement a certification processing fee of \$5. I concur with his assessment of the need for such a fee, and I recommend its approval.

DGT:v

EWU

Memorandum

RECEIVED

JAN 17 1983

ACADEMIC AFFAIRS

To: Dr. Duane Thompson, Provost, Academic Affairs

From: Bill Katz, ^{WKK}Dean, School of Human Learning and Development

Date: January 17, 1983

Subject: Request for Certification Processing Fee

I am recommending that Eastern Washington University establish a \$5 certificate processing fee. The fee would be charged to all students who use the Certification Office to obtain teaching certificates. Currently the University has no charge for its services although students do pay \$15 for a certificate from the Superintendent of Public Instruction. The proposed certificate processing fee would help defray the cost of providing applications, listed requirements, program plans, check lists, evaluation forms, and information sheets. The fee would also help defray the costs of travel required by the staff of the Certification Office to meet with State Certification Officers to develop and interpret regulations.

The Certification Office processes approximately one thousand certificates a year although the numbers have been declining as the number of people seeking certification has declined. The budget at the Certification Office was reduced when the University suffered its last budget cut.

WKK/jb

cc: Dr. Robert Morrow

EWU

Memorandum

To: President H. George Frederickson
From: *Dick Flamer*
Dick Flamer, Provost for Student Services
Date: January 17, 1983
Subject: Associated Students' Budget Request

I recommend approval of the AS budget request for student ID cards.

The student leadership is to be commended for realizing the fiscal shortfalls of the University and stepping forward to help share the burden.

ds

EWU

Memorandum

To: Board of Trustees

From: Stephen A. Zander, ASEWU Finance Vice President

Date: January 7, 1983

Subject: BUDGET REQUEST FOR STUDENT I.D. CARDS

As agreed upon per the request of the ASEWU at the October 28, 1982 Board of Trustees meeting, budget requests that are equal to or exceed \$3000 must be presented individually to the Board for approval. On November 30, 1982 the ASEWU Council approved a request for special relief funding of \$3,586 for the Student I.D. Card system.

As you are undoubtedly aware, state budget cuts have affected all realms of the University. Due to such budget reductions in the Registrar's Office, the continuation of the current Student I.D. Card system was in jeopardy. In response, the ASEWU agreed to financially assist the Registrar's Office to assure the continuation of this service for the rest of the fiscal year.

Our request for \$3,586 can be broken down in the following manner:

New Student Issuance	\$ 450
Continuing Student I.D. Card Validation	2920
Name changes and S.S.# corrections	126
International Students in English as a second language	<u>90</u>
GRAND TOTAL	\$ 3586

The ASEWU realizes the repercussions that other facets of the University (such as the library and the athletic department) would suffer if the Student I.D. Card system were discontinued. Therefore, in order to avoid these repercussions and the resulting disservice to the students of EWU, we would like to supplement the Student I.D. Card system with an appropriation of \$3586.

EWU

Memorandum

To: H. George Frederickson, President

From: Russ Hartman, Vice President for Business & Finance

Date: January 11, 1983

Subject: Acceptance of Capital Projects



It is recommended that the Board of Trustees at its January 27th meeting accept the following project as 100% complete:

Project: HPERA Woodward Field Track Improvements

Project No: ES-82-04

Design By: Adkinson, Leigh, Sims, Cuppage, Architects, P.S.

Construction By: Hamre Construction, Inc., Spokane, Washington

History: Public Works Contract awarded in August, 1982.
On-site construction initiated in September, 1982,
and substantially completed in December, 1982.

Original Contract Amount:	\$16,960.00
Contract Changes:	5,542.37
Final Total Construction Cost:	<u>\$22,502.37</u>

Contract changes required due to unacceptable sub surface conditions unknown prior to award of contract.

Description: This project provides various track and field improvements including the resurfacing and widening of the long jump runway, and the resurfacing of the steeple chase and pole vault runways.

Minority Employment Status During Construction:

	<u>Total Staff</u>	<u>Minorities</u>	<u>Percent</u>
September, 1982	7	1	14
October, 1982	7	1	14
November, 1982	4	1	25
December, 1982	4	1	25

EWU

Memorandum

To: President H. George Frederickson
 From: Dick Flamer, Provost for Student Services
 Date: January 17, 1983
 Subject: Information Item for the Board of Trustees Regarding Mandatory Student Health Fees

The University's policy of providing free student health care to its full time students can no longer be continued. The rapid escalation of medical care costs plus the need for a widening scope of delivery of medical services to the students -- for example, commuter students wish to obtain care in Spokane -- will lead to costs which will be beyond the capability of our State funding budget. Consequently, it is probable that Eastern will have to charge a mandatory student health fee.

Fees of this type are currently being charged by some of our sister institutions. For example:

<u>SCHOOL</u>	<u>YEAR</u>	<u>FEE PER STUDENT</u>	<u>HOURS ENROLLED</u>	<u>INSTITUTIONAL CONTRIBUTION</u>
WSU	82-83	\$10/semester	unknown	\$503,000
	83-84	\$20/semester		
	84-85	\$30/semester		
Evergreen	82-83	\$15/quarter	10 or more	\$ 47,000
Western	82-83	\$ 5/quarter	6 or more	\$110,000
Central	82-83	\$ 3/quarter	2 or more	\$203,000
UW	There are no direct per student charges for health service; however, students contribute \$1.7 million annually from the Student Activities fees. These fees represent the total budget for operation of the Student Health Center.			

The institutional contribution at Eastern for the 1982-83 academic year is \$324,767.


It is unfortunate that a mandatory student health fee is under serious consideration. However, we believe the students have and will continue to receive quality health care at a fraction of the cost of medical care to the private consumer.

ds

EWU

Memorandum

To: H. George Frederickson, President

From: Russ Hartman, Vice President for Business & Finance 

Date: January 18, 1983

Subject: 1981-82 Auxiliary Audit Report

The Board of Trustees has received copies of the audit of auxiliary enterprises completed by Arthur Anderson and Company in compliance with the bond agreements. In addition to the audit reports, the company provides a management letter with comments and recommendations on the University's financial management of the enterprise system.

The attached letter from Ron Hall outlines our response to each of the comments or recommendations included in the management letter. As you can see, we have taken no exception to the auditor's comments, and our responses will be tracked through the audit report that goes to the Board of Trustees every quarter.

1f/8 M

EWU

Memorandum

To: Fred S. Johns, Vice President for Business & Finance

From: Ron Hall, Internal Auditor

Date: December 21, 1982

Subject: Management Response to Arthur Andersen & Co., CPA Audit Report

As part of Arthur Andersen & Company's examination of the financial statements for the year ended June 30, 1982, they also included a study and evaluation of the Auxiliary Enterprises system of internal accounting controls. The following items, or potential problem areas, were identified in the report. The response was assigned to the different departments responsible for corrective action.

Expand Internal Auditor's Activities Covering Computer Operations

The Internal Audit department is not highly involved in the University's computer operations. Typically, an internal audit department would be involved in periodic reviews and evaluations of controls and procedures on all EDP related areas as well as performing tests of computer programs and new applications. Internal audit involvement in the University's computer operations could have several benefits. Management will have a convenient source of knowledge about the University's computer operations and will have confidence in the results of computer applications due to the testing done by the internal auditors. The results of the internal audit reviews and implementation of their recommendations on controls and procedures can only strengthen the control environment at the University and help ensure that management is receiving timely and accurate information.

We understand that the internal audit department is planning to obtain additional training in this area and to include EDP auditing in its program of work. We concur with these steps and encourage expansion of their activities in this area.

Response - By: Vice President for Business & Finance

Within the present computerized environment at Eastern Washington University and plans for updating current systems as well as expansion to functions not presently computerized, we recognize the importance of an independent ongoing review of computer operations to give us assurance that management is receiving accurate and timely information. Presently internal auditing is using the computer as a clerical tool for audit confirmations and extracting samples from data files for audit use. In order to expand internal audit activities into testing of computer programs and new applications, as well as determining the adequacy of internal controls, we will plan to increase their activities in this area.

Develop Written Inventory Procedures

Currently, the auxiliary enterprises do not have written procedures covering the taking of the physical inventories, although the majority of employees involved in the inventories are well versed in the inventory counting methods. One area where this caused difficulty was in the directional flow of inventory counts in the supplies area of the bookstore. As the direction of counts was inconsistent, it would have been impossible to recreate the count had the count team become disoriented or have to become replaced

for some reason. Written procedures for inventories will ensure their consistent application and aid in training new personnel from year-to-year. We recommend detailed written procedures be developed for use in all physical inventories to ensure a complete and accurate physical count.

Response - By: Director, Pence Union Building

Inventory Control--All inventory is locked in the inventory room, number 123A, except what is displayed in the Eagle Shop area.

A count of the inventory in the inventory room is maintained on an ongoing record. When merchandise is needed for display, it is subtracted from the inventory and added to the display area.

A complete inventory is taken at the end of each month and is forwarded to the PUB accountant.

Response - By: Bookstore Manager

Inventory procedures will be written for each major department of the Bookstore, i.e., textbooks, general books, and supplies. Teams will continue to write the shelf numbers and section numbers on each inventory sheet to preclude disorientation if a team is replaced. The estimated completion date is November 19, 1982.

Response - By: Director of Housing & Dining

Inventory procedures will be documented and completed before the end of November, 1982.

Verify Cost Coding for Books

Textbooks and general books are coded for price and discount (and, therefore, cost) upon arrival at the receiving area by bookstore employees. There is no supervisory review of this procedure. Although coding errors have not been material, we did note that errors were occurring. Since this coding is the basis for the valuation of inventory and cost of sales, we believe a periodic check of the coding should be made by a supervisor prior to placing the books on the sales shelves or storage. This periodic check will verify the accuracy of the coding.

Response - By: Bookstore Manager

General and textbooks will be checked periodically by a supervisor. The invoice will be compared with the book price and cost code before the books are shelved or stored. The receiving copy's upper right hand corner will be coded with a star, dated, and initialed by the supervisor; each individual title checked on that receiving copy will also be coded. This procedure will start at once.

Improve Purchasing Controls in Eagle Shop

Due to the small size of the Eagle Shop, the supervisor is responsible for several functions, including preparation of orders, pricing and costing the inventory, taking the monthly physical inventory counts and, in some cases, receiving shipments of goods. These functions place a large burden over the security and reporting of inventories on one person, without verification by an independent party. To improve the internal controls in this area, we suggest that all receiving of shipments be performed by a person with no ordering or inventory functions. In addition, an independent party should periodically verify the quantities and prices used in the monthly inventories.

Response - By: Director, Pence Union Building

Purchasing Control

1. Eagle Shop -- All merchandise for the Eagle Shop is purchased from the Bookstore at EWU. This is prepared by the Eagle Shop Manager on an Interdepartmental Purchase Order and is approved by the Director of the Pence Union Building. This IDPO is forwarded to the Bookstore and the order is filled and the merchandise delivered to the Eagle Shop.

Upon receiving the merchandise, the manager or retail clerk will count the merchandise and compare with the amount ordered.

The merchandise is then priced by the manager and added to the inventory in room 123A, or placed on display.

2. Info Desk -- The merchandise is ordered weekly by the manager of the Eagle Shop and is received every Thursday. The merchandise is then checked as to proper quantity by the manager or retail clerk and signed. Since this merchandise is prepriced, it is placed immediately into the inventory cabinets and displayed as needed, using the first in, first out method.

Effect of Budget Restraints on Internal Controls

The current economic problems in the State have caused severe budget constraints upon the University, causing high priority computer enhancements to be delayed, the consolidation of several jobs into one position, and other cutbacks. An example of the control problems that these budget cuts can raise can be seen in computer operations. Due to budgeting cutbacks, operators have not been working on the night shift. As a result, systems programmers have access to operating the computer during this shift, weakening control over computer operations.

While these external constraints are beyond the control of the University and budget cutbacks are mandatory, the University needs to remain cognizant of the effect of these cutbacks on the effectiveness of internal controls and procedures. Lack of segregation of duties, delayed enhancements and controls, even with mitigating circumstances, could have a detrimental effect on the accuracy of management reports and the overall security of University assets. We recommend that maintenance of the University's strong internal controls be given high priority in determining how to implement future budget cuts. This can be done by asking internal audit to review implementation plans to ensure that they do not materially effect controls.

Response - By: Vice President for Business & Finance

We concur. In those situations where it is deemed practical to do so, the Internal Audit department will be directed to review implementation plans designed to counter budget cutbacks to ensure that they do not materially effect controls.

Use a Computer

We noted several manual accounting functions or processes which we believe could be more efficiently and effectively performed using a computer. These tasks, described below, require an amount of manual effort, directing personnel away from performing analysis and review functions. The manual effort involved also slows the normal accounting process and can be prone to clerical errors.

We suggest that the University consider mechanizing the following functions, either through the use of a microcomputer or through development of main frame computer applications.

- The auxiliary enterprises' physical inventory counts are manually coded and extended, a process which often takes several days during and after the physical count. A computer can be programmed to automatically list, code, and extend these inventory counts.
- Comparisons of actual financial results to budget and prior year amounts are currently being manually prepared. A computer can prepare these reports as well as calculate variation percentages, gross margin percentages, and other appropriate statistics.
- Subsidiary accounts receivable ledgers are currently manually prepared and aged. A computer could perform this function automatically as well as calculate percentages past due and variations from month-to-month and year-to-year.
- Several other worksheets and ledgers are being manually prepared due to differences between user need and what the FAS provides. These worksheets could be more efficiently prepared using a computer.

Response - By: Director of Auxiliary Enterprises

- A. Auxiliary Enterprises Physical Inventory--As soon as the University Conference Center event cost system is completed (February, 1983), we will begin developing a perpetual inventory system for the Enterprise areas, Central Stores, Physical Plant, and Office Machines Maintenance. The initial plan is to purchase software. If that does not materialize, then we will develop systems in-house. I am unable to specify a due date for this project at this time. It is a high priority project.
- B. Comparing actual financial results to budget and prior year--We are now working with general accounting staff to develop special financial comparative reports as output of the FAS system. These reports should begin to be available in December or January and current manually prepared reports will be discontinued.
- C. Subsidiary Accounts Receivable Ledgers--An attempt will be made to use the special capabilities of the FAS system. We will need to work with general accounting staff on this project.
- D. Other worksheets and ledgers--If the FAS cannot provide our needs, we will use our microcomputer and SUPERCALC software to produce special worksheets, etc. We are aggressively pursuing alternatives to manual preparation of financial/accounting type data and statistics.

Plan for Capital Recovery

We understand that the auxiliary enterprises are not designed to operate at a profit. As these are primarily service-related activities, it is the University's policy that these enterprises operate on a break-even basis. Annual budgets are prepared identifying direct revenues and costs of each activity, and prices are set to enable all such identified costs to be recovered.

We believe that it is appropriate and extremely important to consider all costs of operation, including capital costs, when determining auxiliary enterprise budgets and pricing policies. The University invests its capital in equipment, buildings, and working capital necessary to operate these enterprises. Current budgeting and pricing policies do not recognize these costs entirely, and so, what is now viewed as a "break-even" operation is in fact not recovering all costs. We suggest that the University consider all costs, including capital costs, in determining budgets and setting prices for the auxiliary enterprises.

Response - By: Director of Auxiliary Enterprises

I believe we agree in principle on the University approach to the auditor's concern. Pricing auxiliary services to fully recover capital costs would mean higher prices to our students for room and board and books. One of our primary goals is to keep costs to students as low as possible within fiscally sound limits. Our limits are often established by deliberate management decisions related to the economy, financial aid availability, University funding of part-time employment, our competitive price comparison, and funding obligations of the various enterprises for specific University and student priorities.

Many factors influence the development of our financial plans and budgets which ultimately lead to the establishment of prices to students. One of these factors is certainly capital costs. Some capital costs are now built into enterprise financial plans, such as provision for minor capital improvements and debt retirement. Capital costs such as University support in the form of payroll and accounting services, rental to the University from the Bookstore, and depreciation are not now included in expenditure planning.

We are continually reviewing our financial status to minimize pricing and insure a sound financial status for each auxiliary enterprise operation. Recent (last two years) developments in institutional and student priorities preclude total capital cost recovery at this time. That is not to say it is not a desirable fiscal goal or is not planned in the future.

New Tax Incentive for Corporate Grants and Gifts

The Economic Recovery Tax Act of 1981 contains provisions allowing special tax incentives to corporations for amounts paid for "basic research" and certain gifts of scientific property. Payments to a non-profit University such as Eastern Washington University, including gifts and grants, for basic research qualify for a 25% research and development credit, over and above a current deduction for such payments. Donations of scientific equipment to Universities and other tax-exempt organizations also provide special tax benefits.

These incentives provide substantial tax benefits to corporations, and may influence corporations toward greater funding of research projects at Universities.

We understand that two major Universities have recently entered into significant research contracts with major corporations. We suggest that the University consider these tax law changes in developing its plans and strategies for financing research projects.

Response - By: Vice President for Business & Finance

We are exploring the possibility of applying for gifts for use where we have basic research planned or in progress. Due to the amount of research that is presently occurring at the institution, this tax law has only limited applications.

Recording of Returned Checks

During the year, the University began recording amounts for returned checks as an offset to revenue. While the amount of these returned checks was not material, the appropriate accounting treatment for returned checks is to record these items as accounts receivable. After appropriate collection efforts and approval, any remaining amounts should be expensed as a bad debt. This will allow for proper accounting recognition as well as providing a means of monitoring and tracking amounts due, and losses incurred, from returned checks.

Response - By: Controller

The current practice of recording the amounts for returned checks follows the procedure which is used at the University of Washington. This process was adopted in order to get the immediate attention of the managers in charge of the appropriate business activities. By recording these returned checks as an offset to revenue, it reduces the net revenue for the operations. Because of this effect, the manager should take immediate action to collect the amount owing.

Because of the auditor's finding on the recording of returned checks, a review of our handling and the handling of returned checks at the University of Washington will be conducted to determine if our practice should be revised.


Audit Follow-Up

To determine the adequacy of implementation, we have set up these recommendations as part of the program for Quarterly Audit Followup review.

EWU

Memorandum

To: H. George Frederickson, President

From: Russ Hartman, Vice President for Business & Finance 

Date: January 18, 1983

Subject: 1983-85 Governor's Budget Recommendation

Attached is the information report for the Board of Trustees on the 1983-85 Governor's budget recommendation for Eastern Washington University.

The package includes a comparison of the Governor's budget to our current budget and our request, a table on the budget by program, a brief statement of budget highlights, a tuition and fee breakdown as outlined in the Governor's budget document. A complete copy of that portion of the Governor's executive request document that pertains to Eastern is sent to Board members separately.

The legislative staff has not started the serious work of preparing the legislative budget. We aren't sure of the extent to which the Governor's recommendation will be used as a basis for beginning legislative deliberations, but it's probable that they'll begin the process from scratch as they try to balance against available revenues.

There appears to be consensus among the six four-year institutions that we will:

1. Support the general level of the Governor's recommended budget for higher education.
2. Recommend that the salary increase package be increased if possible within available revenues in order to keep State employee's salaries from falling further behind their competitive markets. We will place particular emphasis on Faculty salaries.
3. Commit ourselves to support of advances in technological education as an incentive to economic growth for the State.

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EASTERN WASHINGTON UNIVERSITY
Financial Services - Budget Services
1983-85 Governor's Budget Recommendation
(Executive Request)

January, 1983

Program	1. Total Dollars		2. As a Percentage of Dollars Actually Budgeted in the Current Year		3. As a Percentage of the Same Current Year Budget, but Deleting Funding for Inflation		4. As a Percentage of Eastern's Request Budget	
	1983-84	1984-85	1983-84	1984-85	1983-84	1984-85	1983-84	1984-85
Instruction	\$18,138,629	\$18,134,733	120.7%	120.7%	114.3%	113.3%	84.3%	80.7%
Research	48,023	48,598	105.4%	106.7%	100.8%	100.7%	31.5%	31.7%
Public Service	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Primary Support	1,776,687	1,798,583	82.9%	84.0%	77.3%	76.9%	62.6%	62.6%
Libraries	2,180,449	2,304,517	120.3%	127.2%	114.3%	116.6%	79.1%	76.3%
Student Services	1,863,796	1,902,502	100.6%	102.7%	95.2%	95.3%	76.8%	72.4%
Institutional Support	3,523,575	3,761,993	115.8%	123.7%	109.8%	109.8%	85.9%	86.1%
Plant Operations and Maintenance	6,582,023	7,317,981	136.4%	151.7%	120.9%	128.0%	84.2%	84.9%
TOTALS	<u>\$34,113,182</u>	<u>\$35,268,907</u>	118.5%	122.5%	110.8%	115.1%	81.8%	79.7%

EASTERN WASHINGTON UNIVERSITY
Financial Services -- Budget Services
Governor's 1983-85 Operating Budget

January, 1983

HIGHLIGHTS

- *** Each year the Governor's budget includes the seven percent salary increase effective June 30, 1983.
- *** The Governor has recommended an additional 5 percent salary increase effective January 1, 1985. The dollars for this increase are not included in the Governor's budget figures.
- *** The Governor's budget provides funding for 7,000 full-time equivalent students. Eastern requested funding for 7,200 in 1983-84 and 7,300 in 1984-85. The 1982-83 estimate is 7,185.
- *** The equipment replacement formula was funded at fifty percent. The dollar amount is \$706,000 for the biennium.
- *** The Governor is recommending an eight percent increase in tuition and fees for resident, undergraduate students. A schedule of all fees is attached.
- *** The Governor's approach to higher education budgets was to restore most of the formula programs to their beginning 1981-83 funded levels. Non-formula programs were funded at the 1982-83 revised budget levels plus inflation at 5.6 percent for 1983-84 and 6.0 percent for 1984-85.

EASTERN WASHINGTON UNIVERSITY
Financial Services -- Budget Services
Governor's 1983-85 Operating Budget

January, 1983

Program	1981-82 Actual	1981-82 Revised Budget	1983-84 Request Budget	1984-85 Request Budget	1983-84 Governor's Budget	1984-85 Governor's Budget
Instruction	\$15,386,965	\$15,030,145	\$21,522,289	\$22,481,354	\$18,138,629	\$18,134,733
Research	58,370	45,547	152,497	153,417	48,023	48,598
Public Service	90,371	33,983	93,093	98,953	0	0
Primary Support	2,283,579	2,142,473	2,835,673	2,874,484	1,776,687	1,798,583
Libraries	1,798,821	1,812,460	2,756,757	3,021,905	2,180,449	2,304,517
Student Services	1,903,329	1,852,584	2,425,873	2,629,218	1,863,796	1,902,502
Institutional Support	3,226,574	3,041,692	4,103,962	4,370,462	3,523,575	3,761,993
Plant Operations & Maintenance	5,038,297	4,825,170	7,818,330	8,616,057	6,582,023	7,317,981
Subtotal	\$29,786,306	\$28,784,054	\$41,708,474	\$44,245,850	\$34,113,182	\$35,268,907
Grants & Contracts	2,813,288 *	3,586,712	3,200,000	3,200,000	3,200,000	3,200,000
Fiscal Year Total	\$32,599,594	\$32,370,766	\$44,908,474	\$47,445,850	\$37,313,182	\$38,468,907
Biennium Total		\$64,970,360		\$92,354,324		\$75,782,089

Fund Source						
General Fund - State	\$28,201,230	\$26,841,167	\$41,224,824	\$43,762,200	\$33,570,320	\$34,726,045
General Fund - Local	552,076	909,887	483,650	483,650	542,862	542,862
Capital Building Account	1,033,000	1,033,000	0	0	0	0
Grants & Contracts	2,813,288	3,586,712	3,200,000	3,200,000	3,200,000	3,200,000

EASTERN WASHINGTON UNIVERSITY
Financial Services -- Budget Services
Governor's 1983-85 Operating Budget

January, 1983


SCHEDULE OF TUITION AND FEES

	<u>TUITION</u>		<u>OPERATING</u>		<u>SERVICE & ACTIVITY</u>		<u>TOTAL</u>	
	1982-83	1983-85	1982-83	1983-85	1982-83	1983-85	1982-83	1983-85
UNIVERSITIES								
<u>Undergraduate</u>								
Resident	120	120	918	1,038	138	150	1,176	1,308
Nonresident	354	354	2,763	3,120	138	150	3,255	3,624
<u>Graduate & Law</u>								
Resident	120	120	1,443	1,620	138	150	1,701	1,890
Nonresident	354	354	3,720	4,188	138	150	4,212	4,692
<u>MD/DDS/DVM</u>								
Resident	342	342	2,265	2,562	138	150	2,745	3,054
Nonresident	555	555	6,249	7,029	138	150	6,942	7,734
REGIONAL UNIVERSITIES/ THE EVERGREEN STATE COLLEGE								
<u>Undergraduate</u>								
Resident	77	77	681	747	184	193	942	1,017
Nonresident	296	296	2,730	2,997	184	193	3,210	3,486
<u>Graduate</u>								
Resident	77	77	1,059	1,158	184	193	1,320	1,428
Nonresident	296	296	3,402	3,729	184	193	3,882	4,218
COMMUNITY COLLEGES								
Resident	127.50	127.50	327	381	72.50	72.50	519	581
Nonresident	403.50	403.50	1,569	1,809	72.50	72.50	2,037	2,285

EWU

Memorandum

To: H. George Frederickson, President

From: Russ Hartman, Vice President for Business & Finance 

Date: January 17, 1983

Subject: Contractor's Minority Employment Report

The Contractor's Minority Employment Report for the month of January 1983 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.

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Attachment

CONTRACTOR/CONSULTANT MINORITY EMPLOYMENT STATUS REPORT
January 1983

CONTRACTOR/CONSULTANT	Total Workers	Minority Workers (Included in Total)								
		#	Women %	Black	Asian Am.	Native Am.	Spanish Surname	Other	Total	% of Total
Tan/Brookie/Kundig, Architects Student Services, Dorm Line Safety A. First Billing B. Last Billing (11/25/82)	13 10	4 2	31 20	0 0	2 2	0 0	0 0	0 0	2 2	15 20
STAEFA Controls System, Vendor EMCS A. First Billing B. Last Billing (9/30/82)	56 68	18 21	32 31	2 3	2 7	0 0	4 5	0 1	8 16	14 24
Thomas J. Gerard & Associates, Mech. Engr. - Tawanka HVAC A. First Billing B. Last Billing (11/21/82)	32 39	4 6	13 15	0 0	1 1	1 1	0 0	0 0	2 2	6 5
Neal H. Russell, Gen. Contractor Martin Hall A. First Billing B. Last Billing (3/31/82)	61 66	8 7	13 11	0 0	0 0	0 0	1 3	0 0	1 3	2 5
Brooks/Hensley/Creager, Architects PUB Addition A. First Billing B. Last Billing (10/31/82)	14 8	5 2	36 25	0 0	2 1	1 1	0 0	0 0	3 2	21 25


CONTRACTOR/CONSULTANT MINORITY EMPLOYMENT STATUS REPORT
January 1983

CONTRACTOR/CONSULTANT	Total Workers	Minority Workers (Included in Total)								
		#	Women %	Black	Asian Am.	Native Am.	Spanish Surname	Other	Total	% of Total
Adkinson/Leigh/Sims/Cuppige Architects - Baseball Field Reloc. A. First Billing B. Last Billing (12/10/82)	20 23	5 7	25 30	0 0	1 1	0 0	0 0	0 0	1 1	5 4
Michael A. Kennedy, Consultant Comprehensive Water Plan A. First Billing B. Last Billing (12/2/82)	21 21	2 3	10 14	0 0	2 3	0 0	0 0	0 0	2 3	9 14
McClintock & Turk, Inc., Contractors Tawanka Hall HVAC Renovation A. First Billing B. Last Billing (11/1/82)	6 8	1 1	17 13	0 0	0 0	1 1	0 0	0 0	1 1	17 13
Energy Production Systems, Inc. Contractors - Aquatics Bldg. Solar System A. First Billing (9/30/82) B. Last Billing (11/30/82)	9 11	4 2	44 18	0 0	0 0	0 0	0 0	1 1	1 1	11 9
Hamre Construction, Inc. Woodward Field Track Improvements A. First Billing (9/30/82) B. Last Billing (10/31/82)	7 7	2 2	29 29	0 0	1 1	0 0	0 0	0 0	1 1	14 14
Turn-Key Incorporated Surbeck Storage Building Addition A. First Billing (12/13/82)	29	1	3	1	1	9	0	0	11	37

EWU

Memorandum

To: H. George Frederickson, President

From: Russ Hartman, Vice President for Business & Finance 

Date: January 11, 1983

Subject: Contract Awards Less than \$17,500

No Public Works Contracts less than \$17,500 have been awarded since the November Board meeting.

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Eastern Washington University

Management Reporting System

Quarterly Reports
December 1983

Prepared by:

Business & Finance

January 1983

EASTERN WASHINGTON UNIVERSITY
QUARTERLY REPORT, Fall 1982

	<u>Fall Quarter 1982</u>	<u>Fall Quarter 1981</u>	<u>% Change</u>
A. STUDENT AND ENROLLMENT INFORMATION			
1. Contract Enrollment (Average Annual FTE):	6800		
2. Average FTE in Remaining Quarters Required to Meet Contract:	6465		
3. Actual FTE Enrollment	7470	7388	1.1
4. Actual Headcount Enrollment	8155	7862	3.7
By Class Level:			
Freshman	2063	2025	1.9
Sophomore	1338	1411	-5.2
Junior	1808	1682	7.5
Senior	1660	1599	3.8
Graduate	1286	1145	12.3
By Sex:			
Male	3945	3826	3.1
Female	4210	4036	4.3
By Category:			
New Freshman	1126	1175	-4.2
Transfer	1210	1270	-4.7
Former Student Returning	777	589	31.9
Continuing	5037	4827	4.4
Non-Matriculated	5	1	400.0
By Residence:			
On Campus - Residence Hall	1597	1640	-2.6
Cheney	1437	1589	-9.6
Spokane	4839	4344	11.4
Other	282	289	-2.4
5. Number of Students on Financial Aid	2637	2562	2.9
6. Number of Students on EWU payroll	1388	1318	5.3
7. Average Student Load - Credit Hours	13.41	13.83	-3.0
8. Percentage of Students Confirmed for 1st or 2nd Program Choice	83%	83%	0

COMMENTS:

B. ACADEMIC PROGRAM INFORMATION		Fall Quarter 1982	Fall Quarter 1981	% Change
1. Student Credit Hours		109,375	108,699	0.6
By Level:	100-200	53,117	53,428	-0.6
	300-400	50,827	50,198	1.3
	500 & Above	5,431	5,073	7.1
By Location:	On Campus	96,603	96,913	-0.3
	Spokane	11,096	11,438	-3.0
	Other	1,676	348	381.6
2. Number of Classes Offered		1,051	989	6.3
By Level:	100-200	427	431	-0.9
	300-400	533	464	14.9
	500 & Above	91	94	-3.2
By Location:	On Campus	904	883	2.4
	Spokane	120	103	16.5
	Other	27	3	800.0
3. Average Class Size		24.4	25.3	-3.6
4. Student/Faculty Ratio		20.1	19.9	1.0
5. Average Credit Hours per FTE Faculty		293.6	291.3	0.8

COMMENTS:

Section B.1.: Health Sciences and Military Science are included.

Sections B.1. and B.2.: Spokane classes consist of both day and evening classes and Nursing classes.

A "class" is defined as a course with nonzero enrollment which has a designated meeting time and is not a seminar, directed study, thesis, or research report.

Sections B.4. and B.5.: The SCH and Faculty for Military Science and Health Sciences are excluded.

FTEF for Fall 1982 = 358.58; for Fall 1981 = 356.18

EASTERN WASHINGTON UNIVERSITY

STAFFING REPORT

(12 Month Equivalents)

Fall, 1982

Program Group	FACULTY			ADMINISTRATIVE			CIVIL SERVICE			PART-TIME		
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance
General Fund	448	453	5	72	72	0	350	351	1	110	88	(22)
Grants & Contracts	15	28	13	23	21	(2)	16	15	(1)	100	138	38
Service Funds	2	2	0	0	0	0	36	37	1	16	8	(8)
Auxiliary Enterprises	0	0	0	13	14	1	61	61	0	97	157	60
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
Totals	465	483	18	108	107	(1)	476	464	1	323	391	68

Eastern Washington University
Office of Controller - General Accounting
1982-83 Financial Plan for Current Funds
Quarterly Report, December 31, 1982

	1982-83 Original Estimate/Budget	1982-83 Revised Estimate/Budget	1982-83 Actual To Date	Percentage Received/ Expended
<u>Revenues, Transfers, and Other Additions:</u>				
Current Funds:				
Unrestricted:				
General Fund Programs	\$29,842,390	\$29,040,545	\$13,307,224	45.8%
Service Activities	440,000	440,000	137,434	31.2%
Auxiliary Enterprises	7,475,000	7,475,000	2,633,518	35.2%
Subtotal Unrestricted	<u>37,757,390</u>	<u>36,955,545</u>	<u>16,078,176</u>	<u>43.5%</u>
Restricted:				
Grants and Contracts	3,200,000	3,200,000	1,832,217	57.3%
Student Assistance Programs	2,500,000	2,500,000	1,621,465	64.9%
Subtotal Restricted	<u>5,700,000</u>	<u>5,700,000</u>	<u>3,453,682</u>	<u>60.6%</u>
Total Current Funds Revenues	<u>\$43,457,390</u>	<u>\$42,655,545</u>	<u>\$19,531,858</u>	<u>45.8%</u>
<u>Expenditures and Other Deductions:</u>				
Current Funds:				
Unrestricted:				
General Operations	\$29,842,390	\$29,040,545	\$13,412,474	46.2%
Service Activities	434,470	434,470	122,280	28.1%
Auxiliary Enterprises	7,796,528	7,796,528	3,412,305	43.8%
Subtotal Unrestricted	<u>38,073,388</u>	<u>37,271,543</u>	<u>16,947,059</u>	<u>45.5%</u>
Restricted:				
Grants and Contracts	3,200,000	3,200,000	1,832,217	57.3%
Student Assistance Programs	2,500,000	2,500,000	1,621,465	64.9%
Subtotal Restricted	<u>5,700,000</u>	<u>5,700,000</u>	<u>3,453,682</u>	<u>60.6%</u>
Total Current Funds Expenditures	<u>\$43,773,388</u>	<u>\$42,971,543</u>	<u>\$20,400,741</u>	<u>47.5%</u>

Report reflects revenues and expenditures for period of July 1, 1982 through December 31, 1982.
Actual figures include encumbrances.

STATUS OF CAPITAL IMPROVEMENTS

Project Name	Estimated Project Cost	Expenditures to 12/31/82	Current Phase 1	Project Phase Percent Completed	Estimated Completion Date 2	Architect/Contractor
<u>Major Projects:</u>						
Aquatics Building	1,765,000	1,753,012	Equipment Purchase	85%	3/83	Artistic Consultants/Vendo
Martin Hall Remodel	3,725,000	3,519,572	Construction/Equip. Purch.	95%	3/83	Neal H. Russell/Equip. Ven
PUB Addition	3,300,000	229,009	Design	100%	-	Brooks/Hensley/Croager
Fieldhouse Solar	285,000	122,544	Construction	85%	3/83	Energy Production Systems
Computer Center	2,581,000	371,480	Design	65%	3/83	Tan-Brookie-Kundig
Sutton Hall Remodel	2,650,000	7,449	Design	5%	7/83	Tan-Brookie-Kundig
Dormitory Fire Safety	2,750,000	36,642	Master Planning	75%	3/83	Tan-Brookie-Kundig
Tawanka HVAC	650,000	428,053	Construction	85%	2/83	McClintock & Turk
<u>Minor Improvements:</u>						
1. HPE Elevator	175,000	131,830	Project Completed	100%	-	-
2. Showalter HVAC Renovation	50,000	34,659	Schematic Design Completed	100%	-	-
3. Pavilion Soffits	30,000	605	Const. Pending/Weather	0%	-	A.L.S.C.
4. Biology Greenhouse	58,000	73,485	Project Completed	100%	-	-
5. Tunnel Egress	195,000	11,490	Project Canceled	-	-	-
6. Cadet Hall Fire Alarm	30,000	11,826	Project Completed	100%	-	-
7. Rozell Chemical Storage	40,000	3,761	Design Compl/Proj On-Hold	100%	-	-
8. Arts Meadow Planning	20,000	16,510	1st Phase Completed	100%	-	Toribara & Ressa
9. Energy Management	240,000	147,884	Installation	95%	6/83	Environment Mgmt Systems
10. Waterproof Tunnel	7,000	0	Project Canceled	-	-	-
11. Central Air Control	55,000	16,343	Design Completed	-	-	-
12. Boiler Economizer	280,000	290,431	Project Completed	100%	-	-
13. President's House HP	20,000	0	Project Canceled	-	-	-
14. Patterson Insulation	19,000	5,303	Project Completed	100%	-	-
15. Rozell Pump Replace	35,000	0	Project Canceled	-	-	-
16. Comprehensive Water Plan	11,000	8,991	Study	99%	3/83	Kennedy Associates
17. RTV Chill Water	75,000	0	Project Canceled	-	-	-
18. IMC Darkroom	2,100	28,346	Project Completed	100%	-	-
19. Senior Hall Utilador	20,000	39,358	Project Completed	100%	-	-
20. Isle Hall Entry Vestibule	9,000	10,714	Project Completed	100%	-	-
21. PUB Computer Lounge Door	2,500	2,083	Project Completed	100%	-	-
22. Entry Alarms	5,000	0	Project Completed	100%	-	-
23. Fire Report System	20,000	0	Project Completed	100%	-	-
24. Art Building Electrical	10,000	159	Project Completed	100%	-	-
25. Baseball Field Relocation	100,000	87,154	Pre-design	0%	6/83	Physical Plant
26. Track Facilities Improvements	30,000	25,867	Construction	99%	-	ALSC/IBEX Construction
27. Library Shelving	20,000	20,212	Construction	95%	1/83	ALSC/Hamre Construction
28. Isle Hall Remodel	20,000	1,053	Project Completed	100%	-	-
29. Transcript Security	15,000 R*	0	Project On-Hold	-	6/83	Physical Plant
30. Personnel Office Remodel	20,000	20,708	Project On-Hold	-	-	-
31. Education Lab Remodel	0 R	23	Project Completed	-	-	-
32. Maintenance Shop Relocation	180,000 R	75,672	Project Canceled	-	-	-
33. Art Dust Collector	25,000	0	Construction	25%	3/83	Turn-Key Incorporated
34. Cheney Ground Fault Interrupters	1,400	136	Pre-design	0%	6/83	Engineering Services
35. Cheney Exhaust	25,000	1,625	Construction	25%	6/83	Physical Plant
36. Science 202 Exit	5,000	136	Design	5%	3/83	Engineering Services
37. Fire-Security	50,000	16,384	Project On-Hold	-	-	-
38. AA Spectro Ventilate	4,300	5,686	Equipment Purchase	80%	6/83	Physical Plant
39. Tawanka Mall	80,200 R	80,201	Project Completed	100%	-	-
40. Steam Joint Repair	55,000 R	52,278	Project Completed	100%	-	-
			Equipment Installation	0%	6/83	Physical Plant

* "R" represents REVISED

Project Name	Estimated Project Cost	Expenditures to 12/31/82	Current Phase 1	Project Phase Percent Completed	Estimated Completion Date 2	Architect/Contractor
Minor Improvements: (Cont.)						
41. Boiler Recover	0 R	0	Project Canceled	-	-	-
42. Patterson Steam	20,000 R	16,931	Project Completed	100%	-	-
43. Senior Steam	20,000 R	1,982	Project Completed	100%	-	-
44. Monroe Steam	30,000 R	193	Project Canceled	-	-	-
45. Security Lighting	5,000	3,840	Material Purchase	75%	6/83	Physical Plant
46. Central Mgmt Control Systems	41,300	28,628	Equipment Purchase	100%	-	-
47. Cheney Electrical	5,000 R	2,046	Construction	25%	3/83	Physical Plant
48. Drafting Lighting	0 R	0	Project Canceled	0%	-	-
49. Masonry Repair	15,000 R	889	Construction	5%	6/83	Physical Plant
50. Brick Paver Repair	25,000 R	20,029	Construction	75%	3/83	Physical Plant
51. Campus Signage	25,000 R	20,985	Construction	75%	6/83	Physical Plant
52. Floor Coverings	30,000	28,720	Purchase/Install	95%	6/83	Physical Plant
53. Safety Contingency	8,000	87	-	-	6/83	Physical Plant
54. Project Contingency	6,000	516	-	-	6/83	-
55. Planning Projects	25,000	3,818	Completed	100%	-	-
56. Replace Senior Hall Xfms	20,000 R	35,118	Project Completed	100%	-	-
57. Campus Preplan	50,000	7,565	Preplanning	-	6/83	-
58. Science Building Still	14,000	8,166	Project Completed	100%	-	-
59. Greenhouse Still	5,000	6,845	Project Completed	100%	-	-
60. Alber's Court Glass	12,000	10,643	Project Completed	-	-	-
61. Monroe Hall Partitions	3,300	2,489	Project Completed	-	-	-
62. Dance Studio Structural Analysis	1,000	57	Project Completed	-	-	-
63. Cheney Hall Rms 106/107 Vent.	2,500	0	Project Canceled	-	-	-
64. Phys Optics Lab-Science Vent.	15,000	0	Health/Safety Investigation	100%	-	Eng Svcs/Phys Plant
65. Science Room 140 Vent.	1,500	0	Health/Safety Investigation	100%	-	Eng Svcs/Phys Plant
66. Cheney Hall Room 3 Vent.	2,000	0	Project Canceled	-	-	-
67. Geochemistry Lab-Sci Eyewash	1,500	514	Project Completed	100%	-	-
68. Art Lab Ventilation	15,000	0	Health/Safety Investigation	100%	-	Eng Svcs/Phys Plant
69. Science Room 142/143 Vent.	8,000	0	Health/Safety Investigation	100%	-	Eng Svcs/Phys Plant
70. Pavilion Wt Rm Floor Replacemt	9,000	8,740	Project Completed	-	-	Eng Svcs/Phys Plant
71. Dental Hygiene Office Remodel	3,000	0	Pre-design	0%	6/83	-
72. Library Dock Renovation	3,000	0	Construction	25%	3/83	Eng Svcs/Phys Plant
73. Fac. Org. Off. 309/309A Remodel	3,000	2,356	Project Completed	-	-	Physical Plant
74. Tawanka Hall Sprinkler Sys	15,000	11,799	Project Completed	-	-	-
75. SHW 310 Ceiling Vent.	6,000	123	Project Canceled	-	-	-
76. SHW 4th Floor Insulation	20,000	910	Design	90%	2/83	Eng Svcs
77. Patterson Office Storm Windows	10,000	387	Design	25%	6/83	Eng Svcs/Phys Plant
78. Kingston Office Storm Windows	10,000	0	Design	25%	6/83	Eng Svcs/Phys Plant
79. SHW 109 Storm Windows	10,000	6,820	Design	25%	6/83	Eng Svcs/Phys Plant
80. Patterson 358 Office Remodel	3,000	0	Project On-Hold	0%	-	Eng Svcs/Phys Plant
81. Biology Lab 254 Sink	1,000	339	Project Completed	100%	-	-
82. RTV Office Construction	1,500	472	Pre-design	0%	3/83	Eng Svcs/Phys Plant
83. HPE Exterior Doors	18,000	13,586	Construction	10%	3/83	Eng Svcs/Phys Plant
84. Patterson Ext. Cornices Repair	7,500	25	Construction	0%	3/83	Physical Plant
85. Industrial Ed. Foundation Repair	5,000	3,929	Completed	100%	-	-
86. Existing Baseball Field Repairs	15,000	28,222	Project Completed	-	-	-
87. Vent. of Spirit Duplicators	8,000	20,523	Construction	-	6/83	Physical Plant
88. Surbeck Utilities Expansion	20,000	7,317	Construction	30%	3/83	Physical Plant

¹ See 1981-82 Capital Projects Plan for full schedule.

² Denotes estimated completion date for current phase of the project.

Eastern Washington University
Management Reporting System
Report Number Sixty-Five
1981-82 Financial Report
(Submitted Under Separate Cover)

Prepared by:

Business & Finance

January 1983

Eastern Washington University

Management Reporting System

Report Number Sixty-Six

Faculty Tenure Status Report

Prepared by:

Academic Affairs

January 1983

FACULTY TENURE STATUS REPORT

	Fall 1980-81	Fall 1981-82	Fall 1982-83	(Current) Wtr. Qtr. 1983	Projected as of 9/1/83
Tenured teaching faculty	280	278	278	259	266
Tenured faculty on leave w/o pay	3 (69.9%)	1 (69.2%)	3 (71.3%)	3 (69.4%)	(65.2%) (a)
Tenured faculty on Montana Plan				1	
Probationary teaching faculty	31	28	23	23	27
Proba. faculty on leave w/o pay	2 (8.1%)	1 (7.2%)	1 (6.0%)	1 (6.3%)	(6.6%) (b)
Faculty on term and other non- tenure track contracts	64 (15.8%)	70 (17.6%)	58 (14.7%)	60 (15.8%)	83 (20.3%) (c)
Term faculty on leave w/o pay		1			
Part-time credits equated at 12 per quarter	25 (6.2%)	24 (6.0%)	32 (8.1%)	32 (8.5%)	32 (7.8%)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	405 (100.0%)	403 (100.0%)	395 (100.0%)	379 (100.0%)	408 (100.0%)

SUMMARY:

- Tenured and tenure-track	78.0%	76.4%	77.3%	75.7%	71.8%
Non-tenured	15.8%	17.6%	14.7%	15.8%	20.3%
Part-time	<u>6.2%</u>	<u>6.0%</u>	<u>8.1%</u>	<u>8.5%</u>	<u>7.8%</u>
	100.0%	100.0%	100.0%	100.0%	100.0%

(a) Assumes 6 more faculty granted tenure.

(b) Assumes 6 current faculty moved to probationary appointments, and 6 new faculty hired under probationary contracts.

(c) Assumes 25 new faculty hired under term contracts.