

9-26-1985

## Board of Trustees Minutes, September 26, 1985

Eastern Washington University

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## Agenda

Board of Trustees  
Eastern Washington University

September 26, 1985  
9:00 a.m., P.U.B. Council Chambers

### I. Trustees' Report

A. Eleanor E. Chase, Chairwoman, Board of Trustees

### II. Presidents' Reports

- A. Dr. H. George Frederickson, President, EWU
- B. Dr. Robert Gibbs, President, Faculty Organization
- C. Mr. Patrick Davidson, President, Associated Students
- D. Dr. Gordon Martinen, Foundation/Alumni Association

✓ III. Approval of Minutes (Attachment III.)

### IV. Action Items

✓ A. Agreement with Defense Logistics Agency (Attachment IV.A.)

### V. Information Items

✓ A. Annual Affirmative Action Report (Attachment V.A.)

✓ B. Public Works Contract Award less than (Attachment V.B.)  
\$17,500 for the following capital  
project: Tawanka Commons HVAC Renova-  
tions, amount of contract, \$5,500

✓ C. Negotiated A/E agreements less than (Attachment V.C.)  
\$17,500 for the following capital  
projects:  
1. HPE brick paver replacement,  
amount of award, \$3,480  
2. PUB/Tawanka transformers replace-  
ment, amount of award, \$15,050

✓ D. Campus Buildings re-roofing contracts (Attachment V.D.)  
change orders

✓ E. Budget Information/Budget Decision (Attachment V.E.)  
System

F. Center for Extended Learning Report

VI. Old Business

VII. New Business

VIII. Executive Session

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

IX. Personnel Actions

(Attachment IX.)

A. Faculty and Exempt Administration

B. Election of Board of Trustee Officers

## Minutes

### Eastern Washington University

Board of Trustees  
September 26, 1985

The Board of Trustees of Eastern Washington University held its regular meeting on September 26, 1985, at 9:00 a.m., in the P.U.B. Council Chambers.

#### BOARD MEMBERS PRESENT

Mrs. Eleanor E. Chase, Chairwoman  
Mrs. Jean L. Beschel, Vice Chairwoman  
Mr. Joe Jackson  
Mr. Michael Ormsby  
Mr. Bert Shaber

#### STAFF PRESENT

Dr. H. George Frederickson, President, EWU  
Mr. Kenneth R. Dolan, Secretary, Board of Trustees  
Mr. Russell Hartman, Vice President, Business & Finance  
Dr. Duane Thompson, Vice President, Academic Affairs  
Dr. Gordon Martinen, Vice President, Extended Programs  
Dr. Frank Borelli, Vice President, Student Services  
Ms. Beth Ann Carr, Interim Director, Foundation  
Dr. William Katz, Dean, School of Human Learning & Development  
Dr. Gerald Tunheim, Dean, School of Mathematical Sciences & Tech.  
Dr. Phillip Beukema, Dean, School of Business  
Dr. John Douglas, Vice Provost for Graduate Affairs  
Dr. Steven Christopher, Vice Provost, Undergraduate Studies  
Dr. Charles Baumann, University Librarian  
Mr. William Shaw, Director, Financial Services  
Ms. Mary Rubright, Director, Women's Athletics  
Mr. Mitch Silver, Acting Director, Center for Extended Learning  
Mr. Don Manson, Business Manager, Physical Plant  
Mr. Jack Swan, Vice President, Faculty Organization  
Mr. Skip Amsden, Director, Career, Planning and Placement  
Dr. Robert Gariepy, Director, University Honors  
Dr. William Slater, Dean, School of Fine Arts  
Dr. Niel Zimmerman, Dean, Public Affairs  
Mr. Terry Mauer, Director, News Services  
Dr. Henry York-Steiner, Chairman, AAUP  
Dr. Robert Gibbs, President, Faculty Organization  
Mr. Owen Clarke, Senior Assistant Attorney General  
Mr. Robert Graham, Director, Planning Facilities

#### GUESTS PRESENT

Mr. James Shideler, Chairman, EWU Foundation  
Mr. John Fishback, Alumni Association

#### STUDENTS PRESENT

Mr. Patrick Davidson, President, Associated Students

#### MEDIA PRESENT

Mr. Ed Springer, KHQ TV  
Ms. Holly Houston, KHQ TV  
Mr. Jim Sparks, Spokesman Review-Chronicle  
Mr. Chris LaBlanc, The Easterner  
Mr. Bob Siler, Cheney Free Press

#### BUSINESS MEETING

Chairwoman Chase called the business meeting to order at 9:15 a.m.

#### TRUSTEES' REPORT

Mrs. Chase announced that two new members have been appointed to the EWU Board of Trustees by the Governor. They are, Kathryn Bannai, an attorney with the King County Public Defenders Office and Jack Geraghty a local Spokane businessman.

Mrs. Beschel noted that Eleanor Chase has been re-appointed for another term with the Board of Trustees. Mrs. Beschel made the following statement with respect to the EWU 2000 planning process:

"It is particularly appropriate at the start of this new academic year and at the start of a major re-defining of EWU's future, 'EWU 2000', that one of the personnel items that the Board will be considering this morning involves the Honors program. Students in this program strive to achieve a cultural perspective, a well-rounded education with an emphasis on liberal arts and the humanities. This affords the recipient not only the opportunity for a lifetime of pleasure in continuing his or her broadening, growing wealth of knowledge, but it also helps to ensure a foundation, a perspective, on which to cope with change, to base future decision-making.

"Because of my commitment to this belief, I will try to assure that EWU will continue to emphasize particularly a strong liberal arts undergraduate education, while balancing the need to provide students with a profession that will lead to future employment."

Mr. Bert Shaber reported that the Association of Governing Boards (AUB) met in Seattle on August 26. The Association formalized and approved guidelines for the organization. They discussed the reluctance of the WSU and UW to join and decided to leave the door open for their eventual participation. Officers were elected with Sue Gould, Central Washington University elected as Chair and Bert Shaber, Eastern Washington University, elected as Vice Chair.

#### PRESIDENTS' REPORTS

1. Dr. H. George Frederickson, President, EWU

Dr. Frederickson reported that the Annual Cheney Chamber of Commerce/EWU Faculty Breakfast was attended by 450 people. Senator Jim McDermott was the guest speaker.

The football team is experiencing a successful season with a win-loss record of 3 & 0. The Dallas Cowboy Cheerleaders made appearances in Spokane and at the game to help promote intercollegiate athletics. Their expenses for travel and lodging only totaled \$13,242. Cavanaugh's, Midas Muffler and KXXR Radio sponsored the cheerleaders and no university funds were used.

The Water Quality Conference was held on September 20 at the North Shore Resort Hotel in Coeur d'Alene, Idaho. EWU was one of the principle sponsors. 120 people attended from 3 states.

A reception will be held on October 4 at 7:00 p.m. at the EWU Spokane Center to mark the opening of the Ann Harder Wyatt Art Exhibit. The exhibit will be open to the public on Sunday, October 6.

The Physical Therapy program has enrolled 24 students.

Enrollment for Fall quarter is approximately 7400 FTE which is well within the 7000 FTE contract level for the year because enrollment usually drops for winter and spring quarters.

2. Dr. Robert Gibbs, President, Faculty Organization

(See Appendix I for full report).

3. Mr. Patrick Davidson, President, Associated Students

(See Appendix II for full report).

4. Dr. Gordon Martinen, Alumni/Foundation

Dr. Martinen introduced Mr. John Fishback who is a member of the Alumni Association Board. Mr. Fishback asked the Board to please consider some members of the Alumni Association to be included in the EWU 2000 plan.

Dr. Martinen introduced Mr. Jim Shideler, President of the EWU Foundation. Mr. Shideler reported that the Foundation is growing everyday under the guidance of the new interim director, Beth Ann Carr. Mr. Shideler presented the Board of Trustees with a check in the amount of \$10,621.61.

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING OF JULY 25, 1985, Agenda Item III.

Motion #09-01-85: "I move that the minutes of the July 25, 1985 Board of Trustees meeting be approved".

Motion by Mrs. Beschel, seconded by Mr. Shaber, approved unanimously.

AGREEMENT WITH DEFENSE LOGISTICS AGENCY, Agenda Item IV.A.

Dr. Gerald Tunheim, Dean, Mathematical Sciences and Technology, explained that the Defense Logistics Agency has equipment to loan to institutions of higher education. The equipment is needed, is in good working order and is not obsolete. This program provides for large expensive equipment, which is used mainly for research. EWU will not get sufficient state money to meet all the department's needs and these loan programs help supplement limited state funding.

Motion #09-02-85: "I move that the Board approve the enclosed resolution authorizing the loan agreement with the Defense Logistics Agency".

Motion by Mrs. Beschel, seconded by Mr. Shaber, approved unanimously.

INFORMATION ITEMS, Agenda Items V.

ANNUAL AFFIRMATIVE ACTION REPORT, Agenda Item V.A.

Mr. Ken Dolan reported that EWU is making progress toward achieving its goals for the employment of women, minorities and other protected groups.

PUBLIC WORKS CONTRACT AWARD LESS THAN \$17,500 FOR THE  
FOLLOWING CAPITAL PROJECTS: TAWANKA COMMONS HVAC RENOVA-  
TIONS, AMOUNT OF CONTRACT, \$5,500, Agenda Item V.B.

This project provides for the removal and replacement of defective HVAC control dampers, damper actuators and related ductwork repairs. The funds for the project are provided from the Dining Services improvements budget. The contract has been awarded to McClintock & Turk, Inc. for \$5,500.

NEGOTIATED A/E AGREEMENTS LESS THAN \$17,500 FOR THE FOLLOWING  
CAPITAL PROJECTS:

1. HPE BRICK PAVER REPLACEMENT, AMOUNT OF AWARD, \$3,480,  
Agenda Item V.C.1

This project will remedy the water leak in the HPERA facilities' exterior brick paver walkway. The consultant will explore several design concepts and study the feasibility of each before making a recommendation on how to proceed. Funding for the project is provided from preappropriated 1983-85 Minor Capital Improvements account. The contract has been awarded to Northwest Architectural Company of Spokane in the amount of \$3,480.

2. PUB/TAWANKA TRANSFORMERS REPLACEMENT, AMOUNT OF AWARD,  
\$15,050, Agenda Item V.C.2

This project will provide for the removal, disposal, and replacement of PCB transformers presently serving the PUB and Tawanka Commons. Funding for the project is from the reappropriated 1983-85 Minor Capital Improvements account. The contract for architect/Engineering services has been awarded to Bovay Engineering, Incorporated in the amount of \$15,050.

CAMPUS BUILDINGS RE-ROOFING CONTRACTS CHANGE ORDERS, Agenda  
Item V.D.

Mr. Hartman asked the Board to approve two Change Orders in the contract with Spokane Roofing Company, Inc. for the re-roofing of certain campus buildings. Change Order No. 4 is in the amount of \$25,012.13 and Change Order No. 5 is in the amount of \$18,070. Usually, change orders over \$17,500 are approved by the Board before work can begin. In these cases additional problems were discovered after the original contract work began. Mr. Hartman explained that he authorized the change orders because of the need to finish the work during good weather.

Motion #09-03-85: "I move that the Board approve, retroactively, the two Change Orders for the re-roofing work that had been authorized by the administration."



Motion by Mr. Ormsby, seconded by Mrs. Beschel, approved unanimously.

BUDGET INFORMATION/BUDGET DECISION SYSTEM, Agenda Item V.E.

At the July Meeting some questions were raised regarding the "quality dollars" being spent at EWU compared with the other regional universities. (See Appendix III).

A second item is regarding the percentage of the University budget that is allocated to various programs and responsibility centers. At the July Board meeting, questions were raised about what appeared to be a reduction in the percentage of the University budget being allocated to Academic Affairs. The data show that the reduction in the percentage of the budget allocated to Academic Affairs for the 1985-86 budget year, can be traced directly to our change in enrollment policy and to the reorganization that moved athletics to Business & Finance and the registrar and advising to Student Services.

A third item is the presentation of a preliminary draft of the proposed Budget Decision System that will replace our existing budgetary process, perhaps as early as next year.

The new budget decision system will be an improvement over the current budget procedure and decision-making process. The system provides for allocating funds to specific functions of the University and then measuring changes in budget allocations in terms of ratios, percentages or some other indicator. The budget plan encourages direct involvement by the Business Affairs Council and review of the decision process as the budget is developed. It also provides for total automation of the "continuing level" process so that budgetary decisions can be concentrated on specific changes for increases, the "decision package" concept. The new budget decision system should be ready for developing the 1986-87 operating budget.

CENTER FOR EXTENDED LEARNING REPORT, Agenda Item V.F.

Mr. Mitch Silver, Acting Director for the Center of Extended Learning reported on cooperative education, international placement, credit through evaluation, general studies, weekend campus, and professional studies degree. (See Appendix IV for full report).

RECESS

Chairwoman Chase called a recess at 11:20 a.m.

The meeting was called back into session at 11:30 a.m.

OLD BUSINESS, Agenda Item VI.

Mr. Shaber expressed his concern over the recommendation provided through a consultation study that the Science Center be moved from Riverfront Park.

Dr. Frederickson explained that the building housing the Science Center is not adequate and parking is not sufficient. A location should be found that would make the Center more year-around, not just for the tourist trade in the summer months. There may be a way to stay in Riverfront Park, but closer to a parking area.

Dr. Frederickson reported that the Joint Center for Higher Education Coordinating Board will coordinate programs to benefit the Spokane area. It will not change, at this point, any ongoing programs offered by EWU or WSU in Spokane.

NEW BUSINESS, Agenda Item VII.

Dr. Frederickson reported that the EWU 2000 plan was discussed at the annual administration retreat. The recommendation resulting from these discussions is a 2 stage process:

I. Preliminary planning stage (Fall term this year)

- A. To define scope of planning effort
- B. Time lines
- C. How to manage or govern planning process
  - 1) Steering committee
- D. How to generate grass roots participation by all university constituencies
- E. Present design to the Board of Trustees

II. EWU 2000

The preliminary planning stage should involve 2 faculty members, 2 students, 2 administrators, 2 interested persons from the community, and one classified staff member (and perhaps a Trustee).

Mr. Ormsby suggested now that we are at this point we need to move quickly. He suggested that 1 or 2 Board members should be involved to coordinate the committee's views with the expectations of the Board. This way the planning committee will not come up with something unacceptable to the Board of Trustees.

Mr. Shaber disagreed and stated that participation in the pre-planning process is outside the Board's role.

Mr. Jackson stated that he feels that it is most appropriate for the success of the planning committee that the Board not be involved. The Board's role should be to charge the committee with guidelines.

Motion #09-04-85: "I move that the Board be involved formally with the pre-planning committee and later determine the appropriate involvement of the Board with the planning committee (EWU 2000)".

Motion by Mr. Ormsby, seconded by Mrs. Beschel, approved with Mrs. Chase voting yes, Mrs. Beschel voting yes, Mr. Ormsby voting yes, Mr. Shaber voting no and Mr. Jackson voting no.

Dr. Frederickson asked the Board for approval to designate two people from the community, possibly 1 from Cheney and 1 from Spokane to serve on the pre-planning committee. These would be people who have influence in the community and possibly alumni.

Motion #09-05-85: "I move that Dr. Frederickson appoint two people from the community to serve on the pre-planning committee".

Motion by Mr. Ormsby, seconded by Mrs. Beschel, approved unanimously.

#### EXECUTIVE SESSION, Agenda Item VIII.

Chairwoman Chase called an executive session at 1:15 p.m. for the purpose of discussing personnel matters. Chairwoman Chase called the meeting back into regular session at 2:00 p.m.

#### PERSONNEL ACTIONS, Agenda Item IX.

Motion #09-06-85: "I move that the personnel items be approved as submitted with the exception that the leave of absence for Professor Correen Morrill be deleted".

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

Chairwoman Chase called for the election of officers. Mr. Ormsby nominated Jean Beschel for the Chair position. No other nominations were prepared, Mrs. Beschel was elected Chair.

Mrs. Beschel nominated Michael Ormsby for the Vice Chair position. No other nominations were prepared, Mr. Ormsby was elected Vice Chair.

ADJOURNMENT

The meeting was adjourned at 2:15 p.m.

NEXT MEETING DATE

The next regular meeting date of the Board of Trustees will be October 24, 1985.

ELEANOR E. CHASE, Chairwoman  
Board of Trustees

KENNETH R. DOLAN, Secretary  
Board of Trustees



August 22, 1985

Owen F. Clark  
Senior Assistant Attorney General  
W. 1116 Riverside  
Spokane, Wa. 99201-1194

RE: Contract with Defense Logistics Agency

Dear Fritz:

Please find the enclosed materials relating to an agreement between Eastern Washington University and the Defense Logistics Agency. I am submitting the agreement to you for review and approval as to form and as an item that will be submitted to the Board of Trustees at its meeting on September 24, 1985, for the vote on a resolution approving the same.

The Defense Logistics Agency has requested a letter of opinion from counsel; it is my understanding that The Attorney General's office typically does not like to submit such a legal opinion. In the event that you can, I have prepared a rough draft of a letter itemizing the items to be discussed in the legal opinion. Feel free to modify it in any way that suits your need. Since I will be out of town for the next week or so, any questions that you might have concerning this matter should be directed to Dr. Dean Martin at Extension 7000.

Sincerely,

A handwritten signature in cursive script that reads 'Mark R. Cassidy'.

Mark R. Cassidy  
Director of Governmental Relations

cc: Dr. W. Dean Martin  
Ken Dolan

RESOLUTION

BE IT RESOLVED by the Board of Trustees of Eastern Washington University that the Vice President for Business and Finance, Mr. Russell A. Hartman, is hereby authorized to execute on behalf of Eastern Washington University Loan Agreement No. S-B39 between the United States of America and Eastern Washington University in the name of Eastern Washington University and on its behalf, and to execute any amendments to the agreement and to perform all things in connection therewith.

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Moved and seconded by:

---

That the foregoing resolution be adopted. Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

Motion carried.

The undersigned being duly appointed, qualified and acting secretary of the Board of Trustees of Eastern Washington University with its place of business at Cheney, Spokane County, Washington, hereby certifies that the foregoing is a true and accurate and complete copy of a resolution unanimously adopted by the Board of Trustees of Eastern Washington University at its meeting on the 24th day of September, 1985.

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pm/4H

EEO POLICY AND AFFIRMATIVE ACTION PROGRAM

INTERIM YEAR REPORT  
1984

Adherence to affirmative action and equal employment practices as a standard practice in the recruitment and evaluation of applicants for potential employment appears to have improved the compliance of hiring women and minority persons in the faculty and sustained progress made in employment of women and minority persons in exempt and civil service. AA/EEO standards have been more readily applied to personnel responsible for the recruitment of potential employees, the composition of evaluation committees and the selection of employees. This solicitation of information by the administrators, deans and departmental chairpersons having a role in affirmative action and equal employment opportunity responsibilities has contributed greatly to increased compliance. It has enabled the University to attain the goals of placing 30% women in new positions and 10% minority in new positions in faculty, administrative and civil service. Only in civil service 8% minority were placed, which is 91% greater than the availability of minority persons in the local labor market.

The federal affirmative action and equal opportunity requirements are kept current and contact is maintained with the Equal Employment Opportunities Commission, Region X, Seattle, and the Higher Education Personnel Board, the Interinstitutional Committee of Affirmative Action Officers and Council of Presidents. Changes in state requirements are followed through the legislative actions and the Interinstitutional Committee of Affirmative Action Officers. Information from any source that is of specific interest to employees of the University is posted or published as it is obtained from the various agencies.

As a part of adjustment to changes in AA/EEO requirements, and to maintain current information, WAC 172-148, Equal Opportunity Policy and Affirmative Action Program, 12-31-72 had been repealed. WAC 172-150, Equal Opportunity Police and Affirmative Action Policy, 6-16-75, has been amended and is being distributed by the university Personnel Office.

This regulation has been revised to replace obsolete titles, language and specifications to provide a more functional instrument for the administration of the university program.

The University's "Policy on Sexual Harassment" has also been revised and is being reviewed by the Sexual Harassment Study Committee. The revision, in addition to indicating what may constitute an act of sexual harassment also proposes specific reporting procedures, informal and formal, and specific university officers to deal with complaints. A proposed appeals/complaint procedure for all university employees and students, has also been incorporated into the policy. Upon official approval of the revised policy, it will be published for the benefit of all employees and students of the university.

The basis for labor market availabilities and number of employees at the university, is the National Faculty Availabilities, University of Washington and the 1980 census, Department of Labor, Equal Employment Indicators for the state of Washington, Spokane, Stevens, Lincoln, Pend O'Reille and Whitman counties. Washington Community College Computing Consortium Personnel/Payroll System and the university Statistician Office have furnished data on numbers of employees, class titles, salaries and term of appointment. Availabilities are from the 1980 census and employee count is from Employee Distribution Report published closest to



to the date of October 10, 1984. A summary report of "Positions Filled", "Applicant Flow" and "Utilization" are a part of this narrative preface. The complete reports are attached.

The Utilization Analysis Report (Exhibit V) is a study of how closely the university work force compares with the available labor market. The analysis is broken down into the academic schools and colleges, for faculty, and into EEO categories for all other employees, such as administrators, professional non-faculty, secretarial/clerical, technical/paraprofessional, skilled crafts, and service/maintenance. Faculty availabilities are based on a national recruiting area for employees and all other categories are based upon the availability of the local Spokane area.

Compliance, or non-compliance, in terms of the university work force and the available labor force is expressed by a positive (+) value when in compliance and a negative (-) value when in non-compliance. A negative value of -.5 to -1.4 indicated non-compliance by one staff person, a value of -1.5 to -2.4 indicates two persons, et. seq.. The first three pages of Exhibit V are: (1) Work force availability for faculty and all other employees; (2) a summary of over/under utilization by academic departments and EEO categories; and (3) a summary of under utilization by academic departments and EEO categories.

It appears that, at the present time that there is a continuing progressive utilization of women. The number of instructional departments in compliance for female employees has increased by 27%, and the utilization of minority workers has increased approximately 7%, on the average. The departmental administrators should be commended for their efforts in the employment of minority people.

The EEO 6 report displays the University work force by class title, racial origin, salary ranges and length of appointment. The time frame for the interim EEO 6 Reports is from November 30, 1984 to October 31, 1984. The Employee Distribution Report displays the university work force by department/EEO category, class title and by salary. The report is the resource data for part, or in whole, of the other reports.

Overall, during the last biennium the Affirmative Action Program has shown steady and positive improvement. In 1984, one formal discrimination complaint was filed against the university through the Human Rights Commission. The complaint was withdrawn at a later date. It is not that the Affirmative Action Program is without problems, but that the problems are being identified and resolved in a positive manner within the university system.

The problem of refusing information and developing a system to enable the computer production of the EEO 6 and Employee Detail Report has been very nearly resolved. Plans have been discussed whereby the University will have the capability to track upward mobility of women and minority persons in faculty, administration and civil service.

Summary of Positions Filled (New Hires) and Applicant Flow Data Reports follows:

REPORT OF POSITIONS FILLED SUMMARY

	<u>TOTAL FILLED*</u>	<u>TOTAL WOMEN</u>	<u>% OF WOMEN</u>	<u>TOTAL MINORITY</u>	<u>% OF MINORITY</u>	<u>TOTAL MEN</u>	<u>% OF MEN</u>
<u>FACULTY:*</u>							
1984	47	17	47%	4	11%	19	53%
<u>ADMINISTRATIVE:</u>							
1984	12	3	25%	2	17%	9	75%
<u>CLASSIFIED:</u>							
1984	64	40	63%	5	8%	24	37%

Total number of positions filled may vary from other reports because of time frames. \*Faculty new hires on hiring from July 1 to September 30.

Minority figures have been extrapolated from total (100%) of women and men hired.

APPLICANT FLOW DATA REPORT SUMMARY\*

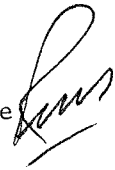
<u>TOTAL POSITIONS</u>	<u>TOTAL APPLICANTS</u>	<u># OF WOMEN</u>	<u>% OF WOMEN</u>	<u># OF MINORITY</u>	<u>% OF MINORITY</u>	<u># OF MEN</u>	<u>% OF MEN</u>	<u># OF VETERANS</u>	<u>% OF VETERANS</u>
<u>FACULTY:</u>									
36	994	195	20%	165	17%	799	80%	4	.04%
<u>ADMINISTRATIVE:</u>									
12	460	128	28%	30	7%	332	72%	7	2%
<u>CLASSIFIED:</u>									
64	1387	699	50%	69	5%	688	50%	5	2%
<u>TOTAL UNIVERSITY</u>	2841	1022	36%	264	9%	1819	64%	77	3%

\*This report is generated from volunteered information.

# EWU

## Memorandum

To: Dr. H. George Frederickson, President

From: Russ Hartman, Vice President for Business and Finance 

Date: September 16, 1985

Subject: Public Works Contract Award Less Than \$17,500

Attached is background information on a Public Works Contract awarded to McClintock & Turk, Inc. for \$5,500 for Tawanka Hall HVAC Renovation, Task II.

RAH:ms

Attachment

September, 1985

Facilities Planning  
Rozell Plant  
Eastern Washington University

PUBLIC WORKS CONTRACT AWARD LESS THAN \$17,500

PROJECT: Tawanka Hall HVAC Renovation, Task II

DESCRIPTION: The contract for this project will provide for the removal and replacement of defective HVAC control dampers, damper actuators, and related ductwork repairs.

PROJECT FUNDING: Funding for this project is provided from Dining Services Improvements budget

ARCHITECT/ENGINEER: Facilities Planning, E.W.U.

CONSTRUCTION SCHEDULE:

Notice to Proceed: July 22, 1985  
Completion Time: Oct. 20, 1985


BID TABULATION

Bidder	Base Bid Amount	% MBE	% WBE	Total Staff	Minority Staff	Percent Minority
McClintock & Turk, Inc.	\$5,500	0%	0%	16	2	12.5%

# EWU

## Memorandum

To: Dr. H. George Frederickson, President

From: Russ Hartman, Vice President for Business and Finance 

Date: September 16, 1985

Subject: A/E Consultant Agreement Less Than \$17,500

Attached is background information concerning the award of a contract to Northwest Architectural Company, Spokane, in the amount of \$3,480 for architect/engineering services in connection with the HPERA brick paver replacement.

RAH:ms

Attachment

September, 1985

Facilities Planning  
Rozell Plant  
Eastern Washington University

A/E CONSULTANT AGREEMENT LESS THAN \$17,500

PROJECT: HPERA Brick Paver Replacement

AGREEMENT NO.: FP-84-15 A

DESCRIPTION: This project will provide a remedy for the leaking water problems of the HPERA facilities' exterior brick paver walkway. The consultant will initially explore several design concepts and study the feasibility of each:

PROJECT BUDGET: Funding for this project is provided from the reappropriated 1983-85 Minor Capital Improvements account.

Current Project Budget: \$57,000


A/E CONSULTANT: Northwest Architectural Company, Spokane

CONTRACT AMOUNTS:	Basic Services	\$2,780
	Reimbursable Expenses	- 0 -
	Contingency	<u>700</u>
	Total Contract Amount	\$3,480

# EWU

## Memorandum

To: Dr. H. George Frederickson, President

From: Russ Hartman, Vice President for Business and Finance 

Date: September 16, 1985

Subject: A/E Consultant Agreement Less Than \$17,500

Attached is background information on the award of a contract for architect/engineering services to Bovay Engineering, Incorporated in the amount of \$15,050.

RAH:ms

Attachment



September, 1985

Facilities Planning  
Rozell Plant  
Eastern Washington University

A/E CONSULTANT AGREEMENT LESS THAN \$17,500

PROJECT: PUB/Tawanka Commons Transformers Replacement

AGREEMENT NO.: FP-84-19 A

DESCRIPTION: This project will provide for the removal, disposal, and replacement of PCB (polychlorinated biphenyls) transformers presently serving the Pence Union Building and Tawanka Commons.

PROJECT BUDGET: Funding for this project is provided from the reappropriated 1983-85 Minor Capital Improvements account.

Current project budget: \$85,000


A/E CONSULTANT: Bovay Engineering, Incorporated, Spokane

CONTRACT AMOUNTS:	Basic Services	\$12,800
	Reimbursable Expenses	250
	Contingency	<u>2,000</u>
	Total Contract Amount	\$15,050

# EWU

## Memorandum

To: Dr. H. George Frederickson, President

From: Russ Hartman, Vice President for Business and Finance 

Date: September 16, 1985

Subject: Change Orders Over \$17,500

The attached information describes two Change Orders in the contract with Spokane Roofing Company, Inc. for the reroofing of certain campus buildings. Change Order No. 4 is in the amount of \$25,012.13 and Change Order No. 5 is in the amount of \$18,070.

Normally, change orders for over \$17,500 are approved by the Board of Trustees before work can begin. In this case, the additional requirement was discovered after the original contract work began, and I authorized the change orders because of the need to finish the work during good weather.

RAH:ms

Attachment

September, 1985

Facilities Planning  
Rozell Plant  
Eastern Washington University

CHANGE ORDERS OVER \$17,500

PROJECT: Reroofing - Campus Buildings  
CONTRACT NO.: FP-84-03 R  
CONTRACTOR: Spokane Roofing Company, Inc., Spokane  
DESCRIPTION: Provides for the removal and replacement of the Kingston Hall, Higher Education Center, Streeter Hall and Holter House roofing systems and related work.

CHANGES IN THE WORK OVER \$17,500:

CHANGE ORDER NO. 4

Provides for the reroofing of the Streeter Hall lower east and west side roofs in addition to several minor changes in conjunction with the Streeter Hall base bid work.

Change Order Amount: \$25,012.13

CHANGE ORDER NO. 5

Provides for the removal and replacement of the northwest roof deck's surface and subsurface materials.

Change Order Amount: \$18,070.00


CONTRACT HISTORY TO DATE:

Original Contract Amount:	\$215,595.00
Adjusted Contract Amount (add)	<u>39,078.81</u>
Current Contract Amount	\$254,673.81

# EWU

## Memorandum

To: Dr. H. George Frederickson, President

From: Russ Hartman, Vice President for Business and Finance 

Date: September 16, 1985

Subject: Budget Information/Budget Decision System

The attached information is recommended for presentation as an information item to the Board of Trustees at its September 1985 meeting. There are three separate budget-related matters that are of interest to the Board of Trustees:

1. Attachment 1 provides information regarding the "quality dollars" for the three regional universities in the 1983-85 biennium. There have been some questions about Eastern's status in this respect, and I told the Board in July that we would have the final information ready for them this month.
2. Attachment 2 provides a series of data sheets that attempts to clarify the confusion that has arisen regarding the percentage of the University budget that is allocated to various programs and responsibility centers. At the July Board meeting, questions were raised about what appeared to be a drastic reduction in the percentage of the University budget being allocated to the instruction program and to the Academic Affairs responsibility center. At that meeting, I told the members of the Board of Trustees that the information in the July presentation did not provide comparable data and should not be used for comparison purposes. I also told the Board that we would have comparable information ready for the September meeting in the event that the debate regarding the allocation of the budget should continue. As we expected, the comparable data "smooths out" what appeared to be drastic changes in the allocation of funds, but it continues to be obvious that there has been a reduction in the percentage of the budget allocated to the instruction program and to the Academic Affairs responsibility center for the 1985-86 budget year. This reduction is traced directly to our change in enrollment policy. Again, these tables can be discussed at the Board of Trustees meeting and should be used for any future comparisons in terms of percentage allocation of the legislative budget. The attachment consists of four pages:
  - a. A distribution of the legislative budget by program giving percentages only.
  - b. A distribution of the legislative budget by program giving percentages and dollars allocated.

- c. A distribution of the legislative budget by responsibility center giving percentages only.
  - d. A distribution of the legislative budget by responsibility center giving percentages and dollars allocated.
3. Attachment 3 presents the "preliminary draft-draft" of the proposed Budget Decision System that will replace our existing budgetary process, perhaps as early as next year. This system was presented as an information item at the Fall Planning Session and seemed to produce no negative response from the deans or faculty representatives. The cover memo describes this item and our plans for implementation.

RAH:ms

Attachments

Eastern Washington University  
Instructional Dollars Per Full-Time Equivalent Student  
(Quality Dollar Calculation)

September, 1985

1983-85 Biennium Averages

	Eastern Washington University -----	Western Washington University -----	Central Washington University -----
Funded Dollars			
-----			
Direct Instruction	\$2,257	\$2,098	\$2,122
Instruction Support	\$824	\$746	\$907
	-----	-----	-----
Total	\$3,081	\$2,844	\$3,029
Actual Dollars			
-----			
Direct Instruction	\$2,280	\$2,094	\$2,174
Instruction Support	\$880	\$729	\$950
	-----	-----	-----
Total	\$3,160	\$2,823	\$3,124
Difference			
-----			
Direct Instruction	\$23	(\$4)	\$52
Instruction Support	\$56	(\$17)	\$43
	-----	-----	-----
Total	\$79	(\$21)	\$95
	=====	=====	=====
Enrollments			
-----			
Funded	7,000	8,250	5,955
Actual	7,179	8,435	6,036
	-----	-----	-----
Difference	179	185	81
	=====	=====	=====

Eastern Washington University  
Historical Comparison of Legislative Budget by Program  
Educational and General Operations  
(Does not include Dedicated and Equipment Funds)

September, 1985

UNADJUSTED	-----ACADEMIC PROGRAMS-----						-----NON-ACADEMIC PROGRAMS-----				Total 010 - 090
	010 Instruction	020 Research	030 Public Serv	040 Prim Support	050 Libraries	Subtotal 010 - 050	060 Student Serv	080 Inst Support	090 Plant O & M	Subtotal 060 - 090	
1979-80 Actuals	50.22%	0.14%	0.81%	6.76%	5.89%	63.82%	6.31%	11.71%	18.16%	36.18%	100.00%
1980-81 Actuals	49.93%	0.14%	0.98%	6.97%	6.28%	64.30%	5.99%	12.43%	17.28%	35.70%	100.00%
1981-82 Actuals	51.43%	0.20%	0.30%	7.70%	6.07%	65.70%	6.42%	10.88%	17.00%	34.30%	100.00%
1982-83 Actuals	52.02%	0.17%	0.15%	7.63%	6.19%	66.16%	6.25%	11.65%	15.94%	33.84%	100.00%
1983-84 Actuals	52.33%	0.17%	0.00%	6.99%	5.91%	65.40%	6.16%	11.02%	17.42%	34.60%	100.00%
1984-85 Actuals	50.95%	0.17%	0.00%	6.85%	6.02%	63.99%	5.93%	11.49%	18.59%	36.01%	100.00%
1985-86 Budget	49.58%	0.77%	0.00%	5.51%	6.16%	62.02%	7.16%	12.13%	18.69%	37.98%	100.00%

ADJUSTED	-----ACADEMIC PROGRAMS-----						-----NON-ACADEMIC PROGRAMS-----				Total 010 - 090
	010 Instruction	020 Research	030 Public Serv	040 Prim Support	050 Libraries	Subtotal 010 - 050	060 Student Serv	080 Inst Support	090 Plant O & M	Subtotal 060 - 090	
1979-80 Actuals	49.93%	0.14%	0.00%	6.09%	5.89%	62.05%	8.08%	10.93%	18.94%	37.95%	100.00%
1980-81 Actuals	49.77%	0.14%	0.00%	6.49%	6.29%	62.69%	7.60%	11.58%	18.13%	37.31%	100.00%
1981-82 Actuals	51.26%	0.20%	0.00%	6.69%	6.07%	64.22%	8.00%	10.78%	17.00%	35.78%	100.00%
1982-83 Actuals	51.19%	0.17%	0.00%	6.84%	6.19%	64.39%	8.05%	11.62%	15.94%	35.61%	100.00%
1983-84 Actuals	51.30%	0.17%	0.00%	6.01%	5.91%	63.39%	8.29%	10.90%	17.42%	36.61%	100.00%
1984-85 Actuals	50.01%	0.17%	0.00%	6.09%	6.01%	62.28%	7.76%	11.37%	18.59%	37.72%	100.00%
1985-86 Budget	49.58%	0.77%	0.00%	5.51%	6.16%	62.02%	7.16%	12.13%	18.69%	37.98%	100.00%

The 1985-86 Instruction budget includes the \$165,000 increase to fund Campus School.

Eastern Washington University  
Historical Comparison of Legislative Budget by Program  
Educational and General Operations  
(Does not include Dedicated and Equipment Funds)

September, 1985

UNADJUSTED	-----ACADEMIC PROGRAMS-----						-----NON-ACADEMIC PROGRAMS-----				Total 010 - 090
	010 Instruction	020 Research	030 Public Serv	040 Prim Support	050 Libraries	Subtotal 010 - 050	060 Student Serv	080 Inst Support	090 Plant O & M	Subtotal 060 - 090	
1979-80 Actuals	\$12,328,010	\$34,828	\$195,538	\$1,660,623	\$1,446,460	\$15,665,459	\$1,549,872	\$2,874,376	\$4,458,300	\$8,882,548	\$24,548,007
Percent of Total	50.22%	0.14%	0.81%	6.76%	5.89%	63.82%	6.31%	11.71%	18.16%	36.18%	100.00%
1980-81 Actuals	13,369,575	38,500	259,111	1,866,870	1,681,564	17,215,620	1,604,182	3,329,050	4,625,173	9,558,405	26,774,025
Percent of Total	49.93%	0.14%	0.98%	6.97%	6.28%	64.30%	5.99%	12.43%	17.28%	35.70%	100.00%
1981-82 Actuals	15,245,145	58,370	90,371	2,283,579	1,798,821	19,476,286	1,903,329	3,226,574	5,038,297	10,168,200	29,644,486
Percent of Total	51.43%	0.20%	0.30%	7.70%	6.07%	65.70%	6.42%	10.88%	17.00%	34.30%	100.00%
1982-83 Actuals	14,870,653	48,476	44,332	2,182,052	1,770,294	18,915,807	1,786,677	3,330,711	4,555,888	9,673,276	28,589,083
Percent of Total	52.02%	0.17%	0.15%	7.63%	6.19%	66.16%	6.25%	11.65%	15.94%	33.84%	100.00%
1983-84 Actuals	17,778,472	57,875	0	2,375,725	2,007,667	22,219,739	2,093,304	3,742,447	5,920,099	11,755,850	33,975,589
Percent of Total	52.33%	0.17%	0.00%	6.99%	5.91%	65.40%	6.16%	11.02%	17.42%	34.60%	100.00%
1984-85 Actuals	17,933,469	59,716	0	2,409,473	2,119,211	22,521,869	2,087,990	4,045,044	6,541,887	12,674,921	35,196,790
Percent of Total	50.95%	0.17%	0.00%	6.85%	6.02%	63.99%	5.93%	11.49%	18.59%	36.01%	100.00%
1985-86 Budget	18,046,002	282,073	0	2,004,515	2,240,554	22,573,144	2,605,084	4,416,905	6,801,694	13,823,683	36,396,827
Percent of Total	49.58%	0.77%	0.00%	5.51%	6.16%	62.02%	7.16%	12.13%	18.69%	37.98%	100.00%
ADJUSTED	-----ACADEMIC PROGRAMS-----						-----NON-ACADEMIC PROGRAMS-----				Total 010 - 090
	010 Instruction	020 Research	030 Public Serv	040 Prim Support	050 Libraries	Subtotal 010 - 050	060 Student Serv	080 Inst Support	090 Plant O & M	Subtotal 060 - 090	
1979-80 Actuals	\$12,255,651	\$34,828	\$0	\$1,494,842	\$1,446,460	\$15,231,781	\$1,983,550	\$2,682,650	\$4,650,026	\$9,316,226	\$24,548,007
Percent of Total	49.93%	0.14%	0.00%	6.09%	5.89%	62.05%	8.08%	10.93%	18.94%	37.95%	100.00%
1980-81 Actuals	13,325,713	38,500	0	1,738,966	1,681,564	16,784,743	2,035,061	3,099,418	4,854,803	9,989,282	26,774,025
Percent of Total	49.77%	0.14%	0.00%	6.49%	6.29%	62.69%	7.60%	11.58%	18.13%	37.31%	100.00%
1981-82 Actuals	15,195,390	58,370	0	1,984,686	1,798,822	19,037,268	2,372,389	3,196,532	5,038,297	10,607,218	29,644,486
Percent of Total	51.26%	0.20%	0.00%	6.69%	6.07%	64.22%	8.00%	10.78%	17.00%	35.78%	100.00%
1982-83 Actuals	14,633,694	48,476	0	1,956,180	1,770,291	18,408,641	2,301,813	3,322,744	4,555,885	10,180,442	28,589,083
Percent of Total	51.19%	0.17%	0.00%	6.84%	6.19%	64.39%	8.05%	11.62%	15.94%	35.61%	100.00%
1983-84 Actuals	17,429,753	57,875	0	2,040,991	2,007,668	21,536,287	2,817,356	3,701,847	5,920,099	12,439,302	33,975,589
Percent of Total	51.30%	0.17%	0.00%	6.01%	5.91%	63.39%	8.29%	10.90%	17.42%	36.61%	100.00%
1984-85 Actuals	17,600,601	59,716	0	2,142,585	2,119,211	21,922,113	2,731,547	4,001,243	6,541,887	13,274,677	35,196,790
Percent of Total	50.01%	0.17%	0.00%	6.09%	6.02%	62.28%	7.76%	11.37%	18.59%	37.72%	100.00%
1985-86 Budget	18,046,002	282,073	0	2,004,515	2,240,554	22,573,144	2,605,084	4,416,905	6,801,694	13,823,683	36,396,827
Percent of Total	49.58%	0.77%	0.00%	5.51%	6.16%	62.02%	7.16%	12.13%	18.69%	37.98%	100.00%

The 1985-86 Instruction budget includes the \$165,000 increase to fund Campus School.



Eastern Washington University  
Historical Comparison of Legislative Budget by Responsibility Center  
Educational and General Operations  
(Does not include Dedicated and Equipment Funds)

September, 1985

UNADJUSTED	-----RESPONSIBILITY CENTERS-----					Total Responsibility Centers
	Academic Affairs	Extended Programs	Student Services	Business & Finance	President	
1979-80 Actuals	63.82%	3.88%	2.39%	28.94%	0.97%	100.00%
1980-81 Actuals	64.51%	3.61%	2.04%	28.72%	1.12%	100.00%
1981-82 Actuals	65.39%	3.36%	2.20%	27.65%	1.40%	100.00%
1982-83 Actuals	66.16%	3.70%	2.08%	26.91%	1.15%	100.00%
1983-84 Actuals	66.61%	3.96%	2.02%	26.48%	0.93%	100.00%
1984-85 Actuals	63.60%	3.47%	1.92%	30.15%	0.86%	100.00%
1985-86 Budgets (1)	62.03%	2.83%	4.37%	29.88%	0.89%	100.00%

ADJUSTED	-----RESPONSIBILITY CENTERS-----					Total Responsibility Centers
	Academic Affairs	Extended Programs	Student Services	Business & Finance	President	
1979-80 Actuals	61.24%	2.97%	4.54%	30.28%	0.97%	100.00%
1980-81 Actuals	62.08%	2.68%	4.12%	30.00%	1.12%	100.00%
1981-82 Actuals	62.82%	2.41%	4.45%	28.92%	1.40%	100.00%
1982-83 Actuals	63.33%	2.69%	4.44%	28.39%	1.15%	100.00%
1983-84 Actuals	63.26%	2.92%	4.38%	28.51%	0.93%	100.00%
1984-85 Actuals	62.32%	2.49%	4.30%	30.03%	0.86%	100.00%
1985-86 Budgets (1)	62.03%	2.83%	4.37%	29.88%	0.89%	100.00%

(1) Includes the \$165,000 increase to fund Campus School.

Eastern Washington University  
Historical Comparison of Legislative Budget by Responsibility Center  
Educational and General Operations  
(Does not include Dedicated and Equipment Funds)

September, 1985

UNADJUSTED	-----RESPONSIBILITY CENTERS-----					Total Responsibility Centers
	Academic Affairs	Extended Programs	Student Services	Business & Finance	President	
1979-80 Actuals	\$15,667,262	\$952,631	\$584,582	\$7,104,803	\$238,729	\$24,548,007
Percent of Total	63.82%	3.88%	2.39%	28.94%	0.97%	100.00%
1980-81 Actuals	17,272,329	967,101	543,624	7,690,706	300,265	26,774,025
Percent of Total	64.51%	3.61%	2.04%	28.72%	1.12%	100.00%
1981-82 Actuals	19,384,874	995,522	653,026	8,195,305	415,759	29,644,486
Percent of Total	65.39%	3.38%	2.20%	27.65%	1.40%	100.00%
1982-83 Actuals	18,915,273	1,057,335	593,522	7,693,093	329,860	28,589,083
Percent of Total	66.16%	3.70%	2.08%	26.91%	1.15%	100.00%
1983-84 Actuals	22,629,705	1,345,188	686,771	8,997,770	316,155	33,975,589
Percent of Total	66.61%	3.96%	2.02%	26.48%	0.93%	100.00%
1984-85 Actuals	22,386,566	1,221,879	673,459	10,611,351	303,535	35,196,790
Percent of Total	63.60%	3.47%	1.92%	30.15%	0.86%	100.00%
1985-86 Budgets (1)	22,577,117	1,030,828	1,589,286	10,874,255	325,341	36,396,827
Percent of Total	62.03%	2.83%	4.37%	29.88%	0.89%	100.00%

ADJUSTED	-----RESPONSIBILITY CENTERS-----					Total Responsibility Centers
	Academic Affairs	Extended Programs	Student Services	Business & Finance	President	
1979-80 Actuals	\$15,033,174	\$727,985	\$1,115,292	\$7,432,827	\$238,729	\$24,548,007
Percent of Total	61.24%	2.97%	4.54%	30.28%	0.97%	100.00%
1980-81 Actuals	16,622,254	716,935	1,102,988	8,031,583	300,265	26,774,025
Percent of Total	62.08%	2.68%	4.12%	30.00%	1.12%	100.00%
1981-82 Actuals	18,622,633	713,606	1,319,694	8,572,794	415,759	29,644,486
Percent of Total	62.82%	2.41%	4.45%	28.92%	1.40%	100.00%
1982-83 Actuals	18,105,272	768,812	1,268,481	8,116,658	329,860	28,589,083
Percent of Total	63.33%	2.69%	4.44%	28.39%	1.15%	100.00%
1983-84 Actuals	21,491,865	991,888	1,488,437	9,687,244	316,155	33,975,589
Percent of Total	63.26%	2.92%	4.38%	28.51%	0.93%	100.00%
1984-85 Actuals	21,935,387	875,656	1,512,531	10,569,681	303,535	35,196,790
Percent of Total	62.32%	2.49%	4.30%	30.03%	0.86%	100.00%
1985-86 Budgets (1)	22,577,117	1,030,828	1,589,286	10,874,255	325,341	36,396,827
Percent of Total	62.03%	2.83%	4.37%	29.88%	0.89%	100.00%

(1) Includes the \$165,000 increase to fund Campus School.

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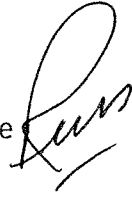
SEP 10 1985

PRESIDENT'S OFFICE

# EWU

## Memorandum

To: Dr. H. George Frederickson, President

From: Russ Hartman, Vice President, Business and Finance 

Date: September 9, 1985

Subject: Budget Decision System

At the July meeting, I made a commitment to the Board of Trustees that we would begin development of a new budget decision system which would remedy some of the problems that have shown up under our current "responsibility center" concept.

The attachment to this memo is a preliminary and rough outline of a concept that I think would be a significant improvement over the current budget procedure and decision-making process. I anticipate discussing this approach at the fall retreat, going over it with the Board of Trustees at the September meeting, and using fall quarter to work the whole thing through the Business Affairs Council and the various campus groups that need to have a crack at it. Undoubtedly, the final product will look a lot different, but we needed a place to start.

Basically, the system provides for allocating funds to specific functions of the University and then measuring changes in budget allocations in terms of ratios, percentages or some other indicator that reflects impacts more satisfactorily than past budget dollars. The budget schedule provides for direct involvement by the Business Affairs Council and structure review of the decision process as it goes along. It also provides for virtually total automation of the "continuing level" process so that budgetary decisions can be concentrated on specific changes for increases -- the "decision package" concept.

If we can work the new system through the process during fall quarter, we should be able to take two or three months to reassemble our data and then use the new budget decision system for putting together the 1986-87 operating budget. Needless to say, this will be a major effort that will involve a lot of people. I believe that this new system will fold in very well with the "EWU 2000" planning effort and that it will allow us to measure our effectiveness in implementing recommendations or decisions that come out of that process.

Attachment

cc: Vice Presidents  
Business and Finance Administrators  
Bruce Throckmorton, Chair, BAC  
Bob Gibbs, BAC  
Pat Davidson, President, AS

pm/1DDm

## BUDGET DECISION SYSTEM

### COMPONENTS

#### OBJECTIVES

CONCEPT

FORMAT

SCHEDULE

## BUDGET DECISION SYSTEM

### OBJECTIVES

- \* INCREASE VISIBILITY OF THE IMPACT ON BUDGET DECISIONS
- \* FOCUS ON GOALS AND ACCOMPLISHMENTS
- \* PROVIDE SUMMARY INFORMATION IN TERMS OF RATIOS AND PERCENTAGES
- \* DEMONSTRATE CHANGE EFFECTED BY BUDGETARY DECISIONS
- \* MINIMIZE PAROCHIALISM AND SELF-INTEREST
- \* PROVIDE FOR EFFECTIVE REVIEW PRIOR TO BOT RECOMMENDATION
- \* PROVIDE FOR CONTINUOUS INVOLVEMENT BY BUSINESS AFFAIRS COUNCIL
- \* PROVIDE FOR DEPARTMENTAL FEEDBACK
- \* PROVIDE FOR PLAN/ACTUAL COMPARISONS
- \* PROVIDE DATA/INFORMATION FOR BIENNIAL BUDGET REQUEST
- \* REDUCE UNNECESSARY DRILLS
- \* UTILIZE EXISTING ACCOUNTING/COMPUTER SYSTEMS TO THE EXTENT APPROPRIATE

## BUDGET DECISION SYSTEM

### CONCEPT

THE BUDGET DECISION SYSTEM IS INTENDED TO ILLUSTRATE AND MEASURE SPECIFIC IMPACTS OF RESOURCE ALLOCATIONS. SUMMARY-LEVEL INFORMATION IS PRESENTED IN TERMS OF RATIO/PERCENTAGES TO THE EXTENT POSSIBLE, RELATED TO MAJOR UNIVERSITY FUNCTIONS, AND SUPPORTED BY DETAILED INFORMATION THAT CONFORMS TO OFM REQUIREMENTS AS WELL AS GENERALLY ACCEPTED ACCOUNTING PRINCIPLES.

AT THE SUMMARY LEVEL, BUDGETARY DECISIONS ARE REFLECTED AS IMPACTS ON MAJOR UNIVERSITY FUNCTIONS, WITH SECOND-LEVEL IMPACTS ON BUDGET COMPONENTS.

THE BUDGET DECISION SYSTEM WILL PROVIDE NECESSARY INFORMATION FOR TRANSLATION TO THE UNIVERSITY'S BIENNIAL ESTIMATE TO THE GOVERNOR/LEGISLATURE AND TO AN ANNUAL FINANCIAL PLAN.

## BUDGET DECISION SYSTEM

### FORMAT

THE FORMAT OF THE BUDGET DECISION SYSTEM INCLUDES SIX LEVELS OF REPORTING:

1. BOARD OF TRUSTEES LEVEL: SUMMARIZES ALLOCATIONS TO MAJOR UNIVERSITY FUNCTIONS IN TERMS OF DOLLARS AND PERCENTAGE OF TOTAL BUDGET.
2. SUMMARY LEVEL: PROVIDES RATIOS AND PERCENTAGES USED FOR BACKUP TO BOT PRESENTATION AND ANALYSIS OF IMPACT OF RESOURCE ALLOCATION.
3. ANALYSIS LEVEL: PROVIDES INFORMATION REQUIRED TO SUPPORT CALCULATION OF RATIOS AND PERCENTAGES USED IN SUMMARY-LEVEL PRESENTATION.
4. FUNCTIONAL LEVEL: PROVIDES "LUMP SUM" INFORMATION FOR ACTIVITIES OR DEPARTMENTS SUPPORTING A BUDGET OBJECTIVE.
5. DETAIL LEVEL: PROVIDES DETAILED INFORMATION ON THE ACTIVITIES OR DEPARTMENTS SUPPORTING A BUDGET OBJECTIVE.
6. SPECIAL REPORTS: PROVIDES DETAILED OR ANALYTICAL INFORMATION ON A BUDGET OBJECTIVE OR MAJOR UNIVERSITY FUNCTION THAT NEEDS TO BE HIGHLIGHTED.

ALL REPORTING LEVELS INCLUDE BUDGET AND ACTUAL DATA WHEN AVAILABLE.

THE BUDGET DECISION SYSTEM FORMAT WILL BE IMPLEMENTED FOR THE 1986-87 FISCAL YEAR. PRIOR YEAR BUDGETS AND FINANCIAL DATA WILL NOT BE RESTRUCTURED TO THE BDS FORMAT.

BUDGET DECISION SYSTEM

SAMPLE FORMAT: BOT LEVEL

MAJOR UNIVERSITY FUNCTIONS

	<u>First Year</u>		<u>Second Year</u>		<u>Third Year</u>	
	<u>Dollars</u>	<u>%</u>	<u>Dollars</u>	<u>%</u>	<u>Dollars</u>	<u>%</u>
1. PROVIDE FOR EFFECTIVE CLASSROOM TEACHING						
2. PROVIDE FOR APPROPRIATE DIRECT INSTRUCTIONAL SUPPORT SERVICES						
3. PROVIDE FOR CENTERS, CLINICS, ETC., THAT SUPPORT THE TEACHING FUNCTION						
4. PROVIDE FOR APPROPRIATE LIBRARY RESOURCES AND SERVICES						
5. PROVIDE FOR ESSENTIAL ADMINISTRATIVE SERVICES						
6. PROVIDE FOR ESSENTIAL STUDENT SERVICES						
7. PROVIDE FOR AN APPROPRIATE CAMPUS PHYSICAL ENVIRONMENT						
8. PROVIDE FOR MAINTENANCE OF BUILDINGS AND FACILITIES						
9. PROVIDE FOR LOGISTICAL SUPPORT SERVICES						
10. PROVIDE FOR EXECUTIVE DIRECTION						
11. PROVIDE FOR ACTIVITIES THAT SERVE SEVERAL FUNCTIONS						
12. PROVIDE FUNDING FOR CONTINGENCY						
TOTAL BUDGET:	_____	_____	_____	_____	_____	_____



# Budget Decision System

## SAMPLE FORMAT: SUMMARY LEVEL

MAJOR UNIVERSITY FUNCTION: PROVIDE FOR EFFECTIVE CLASSROOM TEACHING

### COMPONENTS:

	1st Year				2nd Year				3rd Year			
	Planned		Actual		Planned		Actual		Planned		Actual	
	Ratio	Cost	Ratio	Cost	Ratio	Cost	Ratio	Cost	Ratio	Cost	Ratio	Cost
A. FTE STUDENTS PER FTE FACULTY	x	x										
B. CLERICAL/SUPPORT STAFF PER FTE FACULTY	x	x										
C. TRAVEL DOLLARS PER FTE FACULTY	x	x										
D. STUDENT HELP HOURS PER FTE FACULTY	x	x										
E. EQUIPMENT EXPENDITURES AS % OF EQUIPMENT REPLACEMENT MODEL	x	x										
TOTAL FUNCTION COST		x										
AS % OF LEGISLATIVE BUDGET	x											
AS % OF TOTAL OPERATING BUDGET	x											
EXPENDITURES PER FTE STUDENT	x											
EXPENDITURES PER FTE FACULTY	x											
FTE STUDENTS--AVERAGE ANNUAL FTE FACULTY	x											
AVERAGE FACULTY SALARY (FTE)	x											
AVERAGE SUPPORT STAFF SALARY	x											
STAFF BENEFITS AS % OF SALARY	x											

x - indicates data

## BUDGET DECISION SYSTEM

### SAMPLE FORMAT: ANALYSIS LEVEL

MAJOR UNIVERSITY FUNCTION: PROVIDE FOR EFFECTIVE CLASSROOM TEACHING

A. CALCULATION OF STUDENT/FACULTY RATIO AND FACULTY COST

1. STUDENT ENROLLMENTS
2. RATIO
3. FACULTY STAFFING
4. AVERAGE FACULTY SALARY
5. BENEFITS COST AS % OF SALARY
6. COST OF BUDGET OBJECTIVE

B. CALCULATION OF SUPPORT STAFF RATIO AND COST

1. FACULTY STAFFING (A3 ABOVE)
2. RATIO
3. FTE CLERICAL/SUPPORT STAFF
4. AVERAGE SALARY
5. BENEFITS COST AS % OF SALARY
6. COST OF BUDGET OBJECTIVE

C. ETC.

# BUDGET DECISION SYSTEM

## SAMPLE FORMAT: FUNCTIONAL LEVEL

MAJOR UNIVERSITY FUNCTION: PROVIDE FOR EFFECTIVE CLASSROOM TEACHING

<u>DEPARTMENT/ACTIVITY</u>	<u>TOTAL COST</u>
SCHOOL OF BUSINESS:	
DEPARTMENT OF MANAGEMENT	\$ 50,000
DEPARTMENT OF ACCOUNTING AND DEC. SCI.	50,000
DEPARTMENT OF _____	<u>50,000</u>
SUBTOTAL	\$150,000

SCHOOL OF \_\_\_\_\_

ETC.

BUDGET DECISION SYSTEM

SAMPLE FORMAT: DETAIL LEVEL

MAJOR UNIVERSITY FUNCTION: PROVIDE FOR EFFECTIVE CLASSROOM TEACHING

DEPARTMENT OF MANAGEMENT

FTE FACULTY

FACULTY COST

FTE SUPPORT STAFF

SUPPORT STAFF COST

STUDENT HELP HOURS

BUDGET BY OBJECT

SALARIES

BENEFITS

STUDENT HELP

GOODS/SERVICES

TRAVEL

EQUIPMENT

SIMILAR PAGE WILL BE INCLUDED FOR EACH BUDGET.

BUDGET DECISION SYSTEM

SPECIAL REPORTS PRESENTATION

MAJOR UNIVERISTY FUNCTION: PROVIDE FOR EFFECTIVE CLASSROOM TEACHING

SPECIAL REPORT TOPICS (AS REQUESTED)

POSSIBILITIES:

DISTRIBUTION OF FACULTY FTE BY DEPARTMENT/SCHOOL

STUDENT/FACULTY RATIO BY DEPARTMENT/SCHOOL

CREDIT HOUR PRODUCTION BY DEPARTMENT/SCHOOL

DISTRIBUTION BY FACULTY RANK

TENURE REPORT

COST PER CREDIT HOUR BY DEPARTMENT/SCHOOL

DECISION PACKAGES FUNDED

DECISION PACKAGES UNFUNDED

ETC.

## BUDGET DECISION SYSTEM

### SCHEDULE

#### I. EVEN YEARS (BIENNIAL BUDGET PRESENTATION)

- 1/1 : BUDGET OFFICE DISTRIBUTES "CONTINUING LEVEL" BUDGET PROJECTION FOR THREE YEARS AND REQUESTS PREPARATION OF DEPARTMENTAL DECISION PACKAGES.
- 2/1 : DEPARTMENTAL DECISION PACKAGES DUE BACK TO BUDGET OFFICE. PLANNING/BUDGETING COMMITTEE REVIEWS AND APPROVES OR CHANGES "CONTINUING LEVEL" ASSUMPTIONS.
- 2/15 : BUDGET OFFICE DISTRIBUTES "CONTINUING LEVEL PLUS DECISION PACKAGE" SUMMARY AND DETAIL IN BDS FORMAT, USING ASSUMPTIONS APPROVED BY PBD.
- 2/15 - 3/15 : REVIEW PERIOD FOR DEANS, SENIOR ADMINISTRATORS, AND BUSINESS AFFAIRS COUNCIL.
- 4/1 : BUDGET OFFICE DISTRIBUTES SEMI-FINAL "CONTINUING LEVEL PLUS DECISION PACKAGE" SUMMARY AND DETAIL IN BDS FORMAT, AND ADVISES DEPARTMENTS OF DECISION PACKAGE OUTCOMES. BUSINESS AFFAIRS COUNCIL BEGINS PREPARATION OF ANALYSIS AND RECOMMENDATION.
- 4/1 - 5/15 : REVIEW PERIOD FOR UNIVERSITY PLANNING AND BUDGETING COMMITTEE AND PRESIDENT. BAC CONTINUES ANALYSIS.
- 5/15 - 6/20 : BUDGET OFFICE PREPARES ADMINISTRATION RECOMMENDATION FOR BOARD OF TRUSTEES, WITH ADVICE TO DEPARTMENTS. BAC COMPLETES REVIEW AND RECOMMENDATION. BOTH GO TO BOT FOR ACTION.
- 7/1 - 7/15 : BUDGET OFFICE INITIATES ANNUAL BUDGET IN ACCOUNTING SYSTEM, AND NOTIFIES BAC/DEPARTMENTS OF BOT ACTION.
- 7/15 - 9/1 : BUDGET OFFICE PREPARES REQUEST FOR BIENNIAL APPROPRIATION, PRESENTS TO BOT AS INFORMATION ITEM IN SEPTEMBER.

#### II. ODD YEARS (NO BIENNIAL BUDGET PRESENTATION)

SAME SCHEDULE AS ABOVE, EXCEPT THAT INFORMATION IS DISTRIBUTED/ COLLECTED FOR ONE YEAR ONLY. THERE WILL BE A PROCEDURE FOR CONSIDERATION OF A SUPPLEMENTAL BUDGET REQUEST IN THE NEXT EVEN-YEAR LEGISLATIVE SESSION.

#### III. BOARD ACTION (APPROVAL) - JUNE MEETING

- EVEN YEARS: BOT APPROVES NEXT YEAR BUDGET AND BIENNIAL REQUEST FOR OLYMPIA.
- ODD YEARS: BOT APPROVES ONLY NEXT YEAR BUDGET.

PERSONNEL ACTIONS

September 26, 1985

Academic

1. Appointments - 1985-86 Academic Year

Sletten, Carlton, D. (Major), Assistant Professor of Military Science.  
B.S., University of North Dakota

Taylor, Michael, Director of Basic Skills in Mathematics Program and  
Mathematics Instructor, academic year, term contract. Salary:  
\$18,000.  
(B.A., Reed College; M.A., Georgetown University; M.Div., Jesuit  
School of Theology).

Wemer, Joyce L., Catalog Librarian-Librarian I, for the period  
September 2, 1985 through June 30, 1986, term contract. Salary:  
\$17,718 (annual).  
(B.A., Glassboro State College; M.L.S., Indiana University)

2. Change of Status/Continuation of Special Appointment

Mills, Hubert P., Professor of Management, reappointment as Chairman,  
Department of Management, for the period September 1, 1985 through  
August 30, 1988.

Rottmayer, William A., Assistant Professor of Philosophy, appointment  
as Chairman, Department of Philosophy for a two-year term effective  
summer quarter, 1985.

Ruotsalainen, Robert W., Assistant Professor of Physics, appointment  
as Chairman, Department of Physics, for a one-year term beginning  
September 1, 1985.

Swan, Jack A., Professor of Mathematics, appointment as Chairman  
Department of Mathematics, for a two-year term beginning September 1,  
1985.

3. Resignations

Dennler, Debra, Assistant Professor of Communication Disorders, ef-  
fective August 16, 1985.

Sterner, Dennis W., Assistant Professor of Education, effective  
September 1, 1985.

4. Retention of Non-Tenured Faculty

Jenson, Vanpen, Visiting Instructor of English as a Second Language  
- term contract (grant funded)

McKinstry, David M., Assistant Professor of Physics  
- probationary contract

Sen, Achin, Assistant Professor of Physics  
- probationary contract

5. Sick Leave

Miller, Charles E., Professor of Education, paid sick leave for Fall  
quarter, 1985.



PERSONNEL ACTIONS

September 26, 1985

Administrative

1. Appointments:

Leona Mukai, Administrative Assistant, Extended Programs, 12-month position, October 1, 1985 - June 30, 1986; \$23,000 annual salary rate.

John Vickrey, Student Exchange Program Administrator beginning September 1, 1985 through June 30, 1986; salary \$28,166.

Olivia Keown-Camp, Cooperative Education Coordinator, 10 months beginning September 1, 1985; salary, \$15,731 (grant funded).

Berta Tatt, Cooperative Education Coordinator, 11 months beginning September 19, 1985; salary, \$17,435.

Kay Poff, Administrative Secretary, Student Services, 12-month position, \$18,000 annually, effective August 19, 1985.

2. Change of Status:

Robert E. Salsbury, from Assistant Provost for Continuing Education to Professor of Education, effective 8/31/85.

Hugh Sullivan, from Interim Dean, School of Mathematic Sciences and Technology to Director of the Institute of Technological Development and Professor of Mathematics and Computer Science, effective 8/31/85.

3. Resignation;

Diane Showalter, Coordinator for Foundation and Alumni Events, effective September 25, 1985.

Academic

1. Change of Status/Continuation of Special Appointment

Gariepy, Robert J., Professor of Humanities and English, appointment as Dean of University Honors, effective Fall Quarter, 1985.

Administrative Exempt

1. Appointment

Perez, James, Assistant Director, Chicano Education, appointment as Acting Director, Chicano Education, effective July 1, 1985.  
Salary: \$27,500 (12 months).