

SPECIAL
MEETING OF THE BOARD OF TRUSTEES
OF THE EVERGREEN STATE COLLEGE

Thursday, October 16, 1975
The Evergreen State College Campus
Daniel J. Evans Library, Room 3112

The meeting was called to order by Chairman Halvorson at 10:45 AM.

Trustees Present: Thomas Dixon
Herbert D. Hadley
Halvor M. Halvorson
Trueman L. Schmidt

Staff Present: Walker Allen, Registrar
Judy Annis, Information Specialist
Dean Clabaugh, Administrative Vice President
Arnie Doerksen, Director of General Services
Suzanne Feeney, Director of Development
Rita Grace, Recording Secretary
Sally Hunter, Administrative Assistant to the
Vice President and Provost
James Johnson, Acting Director of Computer Services
Rindetta Jones, Affirmative Action Officer
Edward Kormondy, Vice President and Provost
Charles McCann, President
Doris McCarty, Bookstore Manager
Don Meyer, Budget Officer
Jerry Schillinger, Director of Facilities
McDonald Smith, Security Chief
Larry Stenberg, Dean of Student Developmental
Programs
See permanent roster for others attending

Others Present: Richard Montecucco, Assistant Attorney General
Alice Watts, The Daily Olympian
See permanent roster for others attending

APPROVAL OF MINUTES - Action

Motion Mr. Schmidt moved approval of the minutes of the September 11,
75-63 1975 meeting as submitted. Seconded by Mr. Dixon and passed.

BID AWARD: LIGHTING ON SERVICE ROAD - Action

Mr. Clabaugh recommended formal approval of the low bidder for this project.

Motion Mr. Schmidt moved formal approval of the low bid submitted
75-64 by Carl T. Madsen of Tacoma, Washington, of \$6,100 for lighting
that section of the service road between Overhulse and the
Modular Housing. Seconded by Mr. Hadley and passed.

1975-77 SUPPLEMENTAL BUDGET REQUEST - Action

Mr. McCann presented the supplemental budget request to the Trustees; the major part of the operating budget request is due to inflationary costs; it also requests keep-up costs for faculty and staff salaries. The capital budget request resubmits the gymnasium construction proposal. Staff responded to Trustee Hadley's questions.

Motion
75-65

Mr. Dixon moved approval of submitting a supplemental capital budget request for construction of Phase II, College Recreation Center (gymnasium), in the amount of \$4,514,600; and a supplemental operating budget request to fund cost increases associated with inflationary pressures in communications (telephone and postage), books, and fuel; full funding of unemployment compensation costs; and additional program support for student services, in the total amount of \$244,764.

Seconded by Mr. Schmidt and passed with Mr. Hadley voting negatively.

CAMPUS HABITATION POLICY - Action

The staff asked the Trustees to schedule a public hearing under the Administrative Procedures Act to consider a facilities use policy addition prohibiting overnight habitation on campus other than for specific exceptions. Student Phil Hamilton requested an exception to the proposed policy to provide for habitation in F parking lot. Staff viewpoints were expressed regarding sanitation, use of college paid electricity and facilities, etc. The Trustees requested Mr. Schillinger to report at the next meeting regarding availability of trailer parks and the costs of an on-campus park.

Motion
75-66

Mr. Dixon moved to place on the agenda at the next meeting a public hearing under the Administrative Procedures Act to consider a new policy on campus habitation, WAC 174-136-040, 042.

Seconded by Mr. Schmidt and passed.

PUBLIC HEARING: HUMAN RIGHTS DOCUMENT - Action

With consent of the audience, the Trustees delayed commencing the human rights document public hearing scheduled for 11 AM to 11:30 AM. Mr. McCann and Mr. Kormondy reviewed the proposed changes needed to dovetail exempt administrative personnel procedures with affirmative action. Other changes reflect change in federal and state guidelines.

Motion
75-67

Mr. Dixon, in accordance with Administrative Procedures Act requirements, moved approval of the attached revisions to the human rights document (equal opportunity policy and affirmative action program), WAC 174-148. Seconded by Mr. Hadley and passed.

The public hearing ended at 11:36 AM; the special meeting was then resumed.

HIGHER EDUCATION PERSONNEL BOARD PROPOSAL REGARDING LAYOFF - Action

Mr. Montecucco advised the Trustees of the Higher Education Personnel Board rule providing for maintaining the level of minority personnel during a reduction in force, invalidated by Thurston County Superior Court ruling. The HEP Board may appeal the ruling or propose legislation in January; Mr. Montecucco asked Trustee permission to appear as amicus curiae in support of the HEP Board rule should that Board appeal.

Motion
75-68

Mr. Dixon moved to approve Evergreen's participating as amicus curiae in support of the Higher Education Personnel Board proposal regarding maintenance of minority staff percentages in the event of a reduction in force. Seconded by Mr. Hadley and passed.

OTHER BUSINESS

System Improvement Study: Mr. Clabaugh briefed the Trustees on the status of discussions with WOFAC, a consulting firm studying systems improvement for increased productivity. Mr. Halvorson requested that Mr. Clabaugh report at the next meeting, after having interviewed other firms.

Regarding the HEP Board proposal, Rindetta Jones suggested that the idea was to maintain the balance of third world people in case of reduction in force rather than giving preferential treatment to third world people.

Housing: Trustees were informed that on-campus housing had an 89 percent occupancy rate, and that the unit lease approach to housing contracts had apparently been successful.

Items for next agenda: Mr. Hadley asked for a report on plans for admission efforts.


Personnel: Mr. McCann introduced Suzanne Feeney, new Director of Development, and informed the Trustees of Don Meyer's decision to leave to accept a position with OPP&FM.

DATE OF NEXT MEETING AND ADJOURNMENT

The date of the next meeting was set for Thursday, November 13.

The meeting adjourned at 12:07 PM.


HALVOR M. HALVORSON, Chairman


TRUEMAN L. SCHMIDT, Secretary

THE EVERGREEN STATE COLLEGE
1975-77 Supplemental Budget Request

<u>EXISTING BUDGET BY PROGRAM</u>	<u>Current Biennium 1975-77</u>	<u>Revised Request 1975-77</u>	<u>Amount of Increase 1975-77</u>
Admin. & General Expense	\$ 2,187,241	\$ 2,288,693	\$101,452
Student Services	906,451	935,927	29,476
Plant Oper. & Maintenance	3,367,593	3,444,877	77,284
Libraries	1,944,583	1,981,135	36,552
Astr. & Dept. Research	7,255,208	7,255,208	---
Organ. Activ. Rel. to Ed. Dept.	<u>637,736</u>	<u>637,736</u>	<u>---</u>
TOTAL	<u>\$16,298,812</u>	<u>\$16,543,576</u>	<u>\$244,764</u>

ADDITIONAL BUDGET

Large Recreation Center-Phase II
(basium)

\$4,514,600

THE EVERGREEN STATE COLLEGE

Explanation of 1975-77 Supplemental Budget Request

ADMINISTRATION AND GENERAL EXPENSE PROGRAM

AMOUNT REQUESTEDUnemployment Compensation

\$18,273

This supplemental budget request will correct an underfunding problem in our biennial budget. The Governor and the Legislature budgeted \$67,000 for unemployment compensation costs (General Fund-Treasury) incurred during the 1973-75 Biennium but to be paid for in this fiscal year. Our actual costs, however, are \$85,273 which amounts to \$18,273 more than was originally budgeted.

Communications (Telephone and Postage)

\$83,179

Our biennial budget for the Administration and General Expense Program was funded at exactly the 1974-75 budgeted level. This means, among other things, we did not receive funding for any price increases which occurred during the 1974-75 fiscal period and which will carry forward into this biennium nor did we receive funding for any known or anticipated price increases which will occur during this biennium. This funding policy obviously limits the institution's ability to maintain a reasonable level of service especially in areas like communications that have experienced strong inflationary pressures.

To partially resolve some of the problems resulting from this funding policy, we are requesting supplemental funding of \$39,303 for telephones and \$43,872 for postage. Based on a Pacific Northwest Bell study for the Department of General Administration, we anticipate Centrex rates and Scan rates will increase by 16.9% and 33.6% respectively in

approximately eleven months. In the meantime, Pacific Northwest Bell has requested a 4% surcharge to provide immediate relief. In the case of postage, we anticipate a rate increase which will become effective January 1, 1976. This increase would raise first class mail costs by 30% and other classes of mail by varying amounts - the overall impact is estimated to be a 25% increase.

\$29,476

STUDENT SERVICES PROGRAM

Increase Formula Funding by 5% in 1976-77

All of the other four-year institutions were funded in the formula portion of the Student Services Program at 75% of formula in both years of this biennium. This institution, however, was funded at 85% of formula in the first year and 75% of formula in the second year. This was because our contracted student enrollment in the first year was not large enough to fit inside the formula parameters therefore we were funded at a higher percentage. In the second year we just barely fall within the formula guidelines and are at the same formula position as the other institutions. It is in this second year where the problem exists. Not only do we just barely fit within the formula but we are also losing 10% of our formula funding at the same time. We feel this will drastically affect our overall level of service and will probably result in the direct curtailment of some counseling services.

To resolve this problem we are requesting 80% of formula funding in the second year. This means we will be on a 5% decrease pattern instead of a 10% decrease going from the first year to the second year.

AMOUNT REQUESTED

The additional funds will be utilized primarily for personnel - a part-time credit evaluator in the Registrar's Office, student help in the Veteran Affairs Office and restoration of a counselor's position and additional clerical help in Counseling Services. The remaining funds (approximately \$4,300) will provide additional general support to all of the activities within this program.

PLANT OPERATIONS AND MAINTENANCE PROGRAM

\$77,284

Utilities - Fuel

Given the spiraling increase in fuel costs this institution like all other institutions in both the private and public sectors is constantly faced with the ever-increasing problem of securing adequate resources to maintain and heat its physical plant. When comparing our funded level to our current estimated expenditure level we need an additional \$77,284 in this biennium to fund the expected price increases for natural gas and the increased use of secondary fuel.

LIBRARIES PROGRAM

\$36,552

Library Resources - Books

This supplemental request is to fund the acquisition of books at our projected inflation rate. All of the four-year institutions were funded with a 9% inflation rate for periodicals and serials and a 10% inflation rate for books. Utilizing the cost data in the Publishers Weekly as the basis for our projections, the 9% inflation rate for periodicals and serials appears to be appropriate. The 10% inflation rate for books, however, is low by 5.5%. The projected rate is at 15.5%.

00466

CAPITAL BUDGET

AMOUNT REQUESTEDCollege Recreation Center - Phase II

\$4,514,600

This project was requested in our 1975-77 Biennial Capital Budget request. The Governor approved this project but it was not included in the Legislative Budget. This supplemental request is based on July 1, 1976, construction costs and is approximately \$1.5 million higher than the previous request.

This phase of the College Recreation Center will compliment Phase I Activities and will provide (1) high ceiling space for such activities as basketball, volleyball, badminton and gymnastics (2) other specialized space not included in Phase I, and (3) minimal expansion of certain functions and activities provided in Phase I.

THE EVERGREEN STATE COLLEGE

WAC 174-148 HUMAN RIGHTS POLICY

Equal Opportunity Policy and Affirmative Action Program

WAC 174-148-010 General

The Equal Opportunity Policy of The Evergreen State College requires that its faculty, administration, staff, students, and persons who develop programs at the college; and all contractors, individuals and organizations who do business with the college; comply with the letter and spirit of all federal, state, and local equal employment opportunity statutes and regulations.

The college expressly prohibits discrimination against any person on the basis of race, sex, age, religion, national origin, ~~or physical disability (except where physical disability is a bona fide occupational qualification)~~. This policy requires recruiting, hiring, training, and promoting persons in all job categories without regard to race, sex, age, religion, national origin, ~~or physical disability (except where physical disability is a bona fide occupational qualification)~~. All decisions on employment and promotion must utilize only valid job-related requirements.

The college requires: that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, college sponsored training, education, tuition assistance, social and recreation programs; and that all student recruiting and admissions, student services (such as financial aid, placement, counseling, housing, student activities, physical recreation), and facilities usage, be administered without discrimination based on race, sex, age, religion, national origin, ~~or physical disability (except where physical ability is a bona fide occupational qualification)~~.

The Evergreen State College is committed to an affirmative action program--a goal-oriented program through which it makes specific additional efforts to recruit, hire, train, and promote non-whites and women; and to recruit, admit, and educate non-white and women students. The affirmative action program is designed to overcome and prevent the effects of systemic institutional discrimination and benign neutrality in employment and educational practices. The college will take affirmative action to solicit bids on goods and services contracts from non-white and women vendors and contractors.

The college's Affirmative Action Office has responsibility for preparing the college's affirmative action program, including procedures for reporting and monitoring.

Each employee's support and implementation of this policy will be evaluated during employee performance evaluations.

ATTACHMENT II

marital status or the presence of any sensory, physical or mental handicap unless based upon

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*(except for assignments in college housing facilities
consistent with Chapter 145, Laws of 1975, 1st Ex. Sess.)*

marital status or the presence of any sensory, physical or mental handicap unless based upon

WAC 174-148-020 Policy and Program Dissemination

- (1) The purpose of this section is to ensure that anyone who needs or wants to know about the college's Equal Opportunity Policy and/or Affirmative Action Program receives appropriate information.
- (2) Appropriate college offices will deliver a copy of WAC 174-148-010 to each person connected with the college in one or more of the following categories:
 - (a) Employee
 - (b) Student
 - (c) Contractor or vendor from whom the college purchases goods and services
 - (d) Recruiting sources
 - (e) Agency, organization or business establishment with which the college has internship agreements or relationships
 - (f) Applicant for employment at or student admission to The Evergreen State College
 - (g) Off campus persons or groups who schedule the use of college facilities for conventions, seminars, conferences or other group activities
- (3) Appropriate college offices will insure publication of the Equal Opportunity Policy and Affirmative Action Program in the "Evergreen Administrative Code," the catalog, the "Faculty Handbook," and, at least once annually, the "Newsletter."
- (4) Appropriate college offices will request at least annual publication of the Equal Opportunity Policy and Affirmative Action Program in the "Cooper Point Journal" and at least annual airing of the policy and program on radio station KAOS.
- (5) College admissions recruiters will inform potential applicants about the policy and plan when visiting high schools and community colleges.
- (6) Each college committee or task force which deals with issues affecting personnel actions or student welfare will review the policy and plan as they relate to performance of its charge.
- (7) Appropriate college offices will inform students, faculty and staff members regarding the policy and program at every orientation session.

- (8) Federal equal opportunity posters and copies of WAC 174-148-010 will be displayed continuously on all major campus bulletin boards.
- (9) Appropriate college offices will deliver a copy of WAC 174-148-010 through 120 to each of the following at the time of adoption and upon his/her/its appointment, creation, or request:
 - (a) Members of the Board of Trustees
 - (b) Budgetary unit heads
 - (c) Campus organizations
 - (d) Employee organizations
 - (e) Other persons

WAC 174-148-030 Additional Communication of Policy and Program

- (1) The purpose of this section is to ensure the inclusion of appropriate statements regarding the college's Equal Opportunity Policy and Affirmative Action Program in collective bargaining agreements, orders, leases, contracts, and goal statements.
- (2) In addition to the provisions for dissemination contained in WAC 174-148-020:
 - (a) College management representatives to employee organization contract negotiation will insure that any collective bargaining agreement covering members of the college faculty and/or staff provide for equal employment opportunity and include non-discriminatory clauses.
 - (b) The college will incorporate the equal opportunity clause contained in Executive Order 11246 (subpart B, contractor agreement, section 202), in whole or by reference, in all purchase orders, leases, contracts, and other agreements for the securing of goods and services issued by the college.
 - (c) The college administration will incorporate appropriate equal opportunity provisions in all its goal statements.

WAC 174-148-040 Responsibilities for Implementation

- (1) The purpose of this section is to assign responsibilities for carrying out certain activities under the college's Equal Opportunity Policy and Affirmative Action Plan to respective employees of the college.

(2) The president of The Evergreen State College is responsible for the implementation of the Equal Opportunity Policy and Affirmative Action Program, and reporting achievements thereunder to the Board of Trustees. The president delegates specific authority and responsibility as follows:

- (a) The Affirmative Action Officer is responsible to the president for, over view of, monitoring, ensuring compliance with, and developing the policy and program. He/she shall design and implement audit and reporting systems to measure effectiveness of the policy and program and degree of goal achievement; prepare and submit reports to appropriate state and federal agencies; annually analyze affirmative action efforts and make recommendations to the president; keep the president and others informed regarding latest affirmative action developments; work with unit heads and their staffs to identify affirmative action problems and problem areas, and to develop solutions; serve, regarding matters of equal opportunity and affirmative action, as primary liaison between the college and non-white and women's groups, and others concerned with affirmative action; receive discrimination complaints; investigate complaints and participate in discrimination complaint and grievance resolution; establish and periodically audit training programs for upward mobility of non-whites and women; serve as a campus resource specialist on affirmative action and equal opportunity; conduct forums, discussions, and other educational activities to increase college awareness of the intent and purpose of affirmative action; and ensure that all contractors with the college are equal opportunity employers.
- (b) Each vice president, dean and director is responsible for filling job vacancies only from respective non-discriminatory applicant pools; working with the Affirmative Action Officer continually to identify affirmative action problems in his/her respective unit and develop solutions for them; implementing affirmative action to achieve each goal for which he/she is responsible as outlined in the policy and plan; periodically (at least annually) reviewing the affirmative action program with his/her staff to assure their understanding of its intent and their role in its implementation; ensuring that all services and opportunities provided by his/her unit are provided without discrimination based on race, sex, age, religion, national origin, or physical disability; evaluating the equal opportunity and affirmative action effort and participation of each person he/she supervises during the performance evaluations; and ensuring that all existing and new policies and procedures conform to equal opportunity principles.

interpretation of,

- i. In filling job vacancies by any means including promotion, the process to be used for recruiting and screening must be approved in writing by the Affirmative Action Officer before said process can be initiated. This approval does not apply to positions covered by Higher Education Personnel Board regulations.
- ii. In the process for recruiting and screening exempt administrators, the appointing officer will confer with the Affirmative Action Officer, and the Affirmative Action Officer will assist the appointing officer by identifying possible sources of applicants towards maximizing the obtaining of an applicant pool proportionate to the pool of available women and non-whites within the market force by job category (e.g., if the job search is restricted to particular boundaries, the pool of available women and non-whites in the market work force by job category within that boundary would be the referrant). The Affirmative Action Officer shall review the applicant pool; if the pool is determined to be discriminatory, the Affirmative Action Officer may require additional recruiting efforts, including extending the position's advertising for a period not exceeding 60 days.
- iii. Prior to proceeding to the final selection from the candidate pool, the appointing official will certify that the criteria used for selection of those in the final candidate pool are those described in the recruitment and selection plan as approved by the Affirmative Action Officer. The Affirmative Action Office may at this point advise, in writing, the appointing official of any concerns he/she may have with the final candidate pool.
- iv. If the appointing official establishes a group (e.g., DTF, consultative pool, etc.) to assist in recruiting and screening, he/she will take responsibility for ensuring representation by women and non-whites employed or enrolled in the college.

- (c) In addition to the responsibilities of vice presidents, deans and directors set out in WAC 174-148-040(2)(b), the following specific duties under the policy and plan are assigned:

- (i) The Director of College Relations shall ensure, that all official college publications and audio-visual presentations he/she produces which contain a number of photographs of college people, include pictures of non-whites and women. The Director of College Relations also will work in cooperation with other budgetary units to ensure that all official college publications and audio-visual presentations they produce, which contain a number of photographs of college people, include pictures of non-whites and women.
- (ii) The Dean of Library Services, in cooperation with appropriate persons, groups, and budgetary units, shall use library resources including the collection, facilities, exhibits, etc., to help create a positive, campus-wide, multi-ethnic awareness and an awareness regarding the roles of women in society.
- (iii) The Director of Cooperative Education shall ensure that persons, organizations, or businesses with whom the college establishes internship agreements, do not discriminate against students on the basis of race, sex, age, religion, national origin, or physical disability.
- (iv) The Academic Deans shall ensure that curriculum planning, teaching assignment and resource allocation conform to equal opportunity and affirmative action principles. In order to respond to the enrollment goal of 25% non-white students, the College must: offer work in all of its modes that will help non-white students develop academic skills; offer regular work in contracts and coordinated studies that will be first rate studies of non-white cultures; recognize its obligation to the non-white communities it serves by providing leadership and resources in continuing action programs that directly address the expressed needs of those communities.
- (v) Academic Deans and the faculty shall ensure that students are not discriminated against in academic matters and evaluation on the basis of race, sex, age, religion, national origin or physical disability.

- (vi) The Director of Admissions shall deploy human and other resources at his/her disposal to ensure the taking of affirmative action to recruit and admit non-whites and women to meet student enrollment goals.
- (vii) The Business Manager, the Director of Facilities, and other unit heads involved, shall implement affirmative action when soliciting bids on all contracts for facilities, goods, and services by active solicitation of, and encouragement of bids by, non-white and women vendors and contractors.
- (viii) The Business Manager, the Director of Facilities, and other unit heads involved, shall ensure that each contractor doing business with the college is an equal opportunity employer and may require the submission of substantiating evidence (e.g., written policy and personnel profiles), satisfactory to the college's Affirmative Action Officer, with contract bids, excepting contracts awarded by Division of Engineering and Architecture (DEA).
- (ix) The Director of Computer Services, in cooperation with appropriate unit heads, shall work towards computerizing, where practical, the processing of all data needed to monitor effectively the college's affirmative action efforts.

WAC 174-148-050 Monitoring and Auditing.

- (1) The purpose of this section is to provide for the Affirmative Action Officer's monitoring and auditing the following in order to assess results, determine deficiencies, and recommend appropriate actions: staff and faculty recruitment, selection, and other personnel actions; student recruitment, admissions, and services; progress toward established numerical goals; progress toward correcting practices; efforts to attract non-white and women vendors and contractors; compliance of contractors and vendors; and complaints of discrimination.
- (2) The Affirmative Action Officer, in his/her monitoring of the implementation and progress of the Equal Opportunity Policy and Affirmative Action Program, will review and analyze information in reports from vice presidents, deans, and directors, unit heads, students, and other campus groups as required in this section WAC 174-148-050 or as otherwise submitted to him/her. The Affirmative Action Officer will determine if adequate results are being achieved to

reach affirmative action goals, identify areas needing additional effort and improvement, and recommend in writing courses of action to the appropriate person to implement required improvements.

Monitoring reports will be submitted to the Affirmative Action Officer at the times specified by this section by the following persons:

- (a) Director of Personnel: Quarterly reports regarding applications received, number of persons tested, number of persons certified for vacancies, number of persons hired, number of persons promoted, number of persons transferred, number of persons terminated, starting salaries of new employees and employee turnover rates, all by race and sex.
- (b) Director of Admissions: Quarterly reports regarding the flow of applications from prospective students, the current status of those applications, and the number of students admitted, all by race and sex.
- (c) Director of Financial Aid and Placement: Quarterly reports regarding financial aid awards by race, sex, and dollar amounts; and annual reports regarding placement of Evergreen graduates by race, sex, and type of position secured.
- (d) Director of Facilities: The Director will submit a quarterly report stating which public works contracts under ~~\$10,000~~ were opened for bid by that office and show for each bid opening, the names of contractors or contractor organizations from which bids were solicited. All other contracts are opened for bid by the Department of General Administration, Division of Engineering and Architecture (DEA). The college is not its own contracting agency. DEA is the contracting agency for all public works contracts and monitors the affirmative action compliance of all public works contractors at the college.
- (e) Director of Housing: Quarterly reports showing the number of students by race and sex, in on-campus housing and any other housing contracted by the college.
- (f) Director of Recreation and Campus Activities: Quarterly reports showing the number of students by race and sex, registering to participate in college sponsored recreational activities.

\$2500

- (a) Each personnel appointing authority and/or, the Director of Personnel:

- (i) Prior to disseminating a position vacancy announcement, a list of proposed recruiting sources who can refer non-whites and women, for review and recommendation by the Affirmative Action Officer.
- (ii) Prior to disseminating a position vacancy announcement, a list of specific job-related criteria, and a description of how each criterion will be measured in the candidates, for review and recommendation by the Affirmative Action Officer.
- (iii) Prior to final screening of applicants, a list of non-whites and women who are included among candidates considered, for review and recommendation by the Affirmative Action Officer.
- (iv) After completion of screening to determine the final candidates, a list of applicants screened in and out, by race and sex, and the reasons therefor.

If the appointing authority employs a personnel search committee to assist in recruiting and screening, he/she shall take responsibility for ensuring that the committee adhere strictly to the requirements of this section WAC 174-148-050(f).

- (b) Each Vice President: Quarterly reports reflecting his/her progress in achieving the affirmative action goals for which responsible.
- (i) Director of College Relations: Prior to publication, a copy of each official college publication and each audio-visual presentation for which he/she is responsible for producing and which are primarily intended for representation of the college to off-campus public. This requirement shall also pertain to any other persons producing official college publications and/or audio-visual presentations primarily intended for representing the college to off-campus public.
- (j) Director of Cooperative Education: Quarterly reports showing number of students, student placement, type of internships, and field experience education by race and sex.

WAC 174-148-060 Practices Problem Areas Identification

- (1) The purpose of this section is to provide for the identi-

- (1) Upon completion of the recruitment and screening process in filling a job vacancy will submit to the Affirmative Action Officer a statistical summary of the process. The Affirmative Action Office will develop a form to be used for this purpose.

replaced by section 040-(2)(b)iv under implementation.

nician II, Central Services Supervisor, Data Control Technician II, Instructional Technician, Media Operator II, Media Maintenance Technician I and II, Media Technician III, Photographer II, Programmer I and III, Electronics Technician II, Computer Operations Supervisor.

- (13) Office and Clerical: A college employee with any one of the following job classifications or position titles: Accounting Assistant I and II, Accounting Technician, Administrative Secretary, Building Services Manager, Key Punch Operator II, Library Technician I, II, and III, Magnetic Card/Tape Typist I, Mail Carrier, Media/Film Clerk, Office Assistant II, Office Assistant-Typing I, II, and III, Office Supervisor I, Personnel Assistant, Program Assistant I and II, Purchasing Assistant, Retail Clerk I and II, Scientific Stores Attendant, Secretary II, III, and IV, Stockroom Attendant III.
- (14) Crafts: A college employee with any one of the following job classifications or position titles: Steam Engineer.
- (15) Operatives: A college employee with any one of the following job classifications or position titles: Duplicating Services Supervisor, Gardener II, Grounds Supervisor I, Maintenance Technician I, II, and III, Truck Driver I, Warehouse Worker, Media Operator I.
- (16) Service Worker: A college employee with any one of the following job classifications or position titles: Campus Police Officer, Campus Police Assistant, Custodian I and II, Custodian Lead, Parking Supervisor, Security Guard.
- (17) Physical disability - a condition of the body resulting from birth, from accident or sickness, which impairs bodily function particularly in movement.
- (18) Official college publications: Includes two general categories of publication, those which (1) emanate from the office of the Director of College Relations and those which (2) emanate from any other official and manager or professional primarily intended for representation of the College.
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WAC 174-148-120 Definitions (continued)

- (19) Vacancy: A vacancy in an exempt administrative position occurs when an existing and continuing position becomes unfilled by death, resignation, dismissal, or promotion, or when a newly created position is approved; provided, however, that a vacancy shall not result if the public process of combining two or more exempt administrative positions as provided in EAC 174-112-425 (3) establishes an enlarged position for which one or more incumbents of the positions combined qualify on the basis of job-related criteria as defined in WAC 174-148-120 (9), and the appointing authority promotes one such incumbent to the combined position; provided, further, that a vacancy shall result if the public process of combining two or more exempt administrative positions as provided in EAC 174-112-425 (3) establishes an altered, but not enlarged, position.