Approved 7/14/99

REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE EVERGREEN STATE COLLEGE EDUCATIONAL/PLANNING SESSION

JUNE 10, 1999

Daniel J. Evans Library, Room 3112
Olympia, Washington 98505

Trustees Attending:
Stanley Flemming
Dwight Imanaka
David Lamb
Karen Lane
Marilee Roloff
Sinnamon Tierney

Absent: Deborah Barnett
Bill Frank, Jr.

Staff Present:
Art Costantino, Vice President for Student Affairs & College Relations (Interim)
Wade Davis, Controller
Ruta Fanning, Vice President for Finance and Administration
Paul Gallegos, Assistant to the President for Equal Opportunity
Michel George, Director of Facilities
Lee Hoemann, Executive Associate to the President
Steve Huntsberry, Director of Police Services
Jane Jervis, President
Nancy McKinney, Special Assistant to VP for Finance and Administration
Craig McLaughlin, Director of College Relations
Tom Mercado, Director of Student Activities
Kim Merriman, Assistant to the President for Governmental Relations
Walter Niemiec, Academics
Mike Segawa, Director of Housing
Rita Sevcik, Administrative Assistant to the President/Recording Secretary to Board of Trustees
Barbara Leigh Smith, Vice President for Academic Affairs and Provost
Steve Trotter, Budget Director
Kristy Walker, Bookstore Manager
Jesse Welch, Dean of Enrollment Services
Bill Zaugg, Administrative Assistant for Budget

Others Attending:
Kechia Betts, Student, S&A Coordinator for the Tacoma campus
Ruth Brownstein, Student, S&A Coordinator for the Olympia campus
Howard Fischer, Attorney General's office
Kris Fransen, Intercity Transit
Byran Freeborn, Student
Joe Groshong, Student, next year's S&A Coordinator for the Olympia campus
Lara Littlefield, former Student Trustee
George Patton, Intercity Transit
David Rickert, Student
Jeremy Segel-Moss, Student
Darren Shaffer, Student

The June 10 regular meeting was called to order at approximately 9:00 AM. Chair Lamb announced a quorum and introduced and welcomed the new Student Trustee, Sinnamon Tierney (replacing Lara Littlefield).

EDUCATIONAL/PLANNING SESSION

Presidential Search

Executive Associate to the President, Lee Hoemann (who is serving as staff support to the Presidential Search committee/process), distributed draft copies of the president's position description and required and preferred criteria for the next president. She led the Board through a discussion of the two items which needed approval during the action portion of the meeting (the constitution of and charge to the Presidential Search Committee) and the draft items to be transmitted to the Search Committee. Ms. Hoemann reviewed the criteria and the position description (which will serve as background for the development of the ad); noted Trustee comments; reviewed the ad from the last search and a draft timeline and budget for this search; and distributed several articles regarding presidential searches. The College expenditure plan included setting aside funds for this search, as well as anticipating the need for discretionary funds.

Strategic Planning Update

Provost Barbara Smith reviewed the strategic planning draft, which incorporated suggestions made by Trustees at the last meeting and revisions to the technology section. The document will be circulated in the fall for community critique. Trustees will see a new draft toward the end of the fall. Dr. Smith indicated that staff would also be reviewing the enrollment plan during the fall. During the summer, five academic program areas will be developed and analyzed: expanding part-time studies and reviewing and developing proposals for four new programs (Master of Fine Arts in Media Studies, Master in Education, Master of fine Arts in the Written Word, and Native American Tribal Administration Program). Dr. Smith asked for Trustee feedback and suggestions regarding the strategic plan. Work yet to be done includes development of divisional action statements, setting the context, and sharing this document with the Foundation. Trustees expressed appreciation to those who helped develop the strategic plan, noting that it had astonishing breadth and gives a sense of the external environment.

S&A Budget

As a framework for action in the afternoon portion of the meeting, Tom Mercado (Director of Student Activities) and Denise Robertson (Assistant Director of Student Activities) reviewed the recommendation for the Services and Activities budget, which includes a request to keep the S & A fee at the maximum allowable under the law. Mr. Mercado reviewed the biennial budgets for the Tier I groups (the professionally staffed and managed offices) and the annual budgets for Tier II student groups and mentioned the development of the Tacoma campus S & A Board. This budget includes the use of student fees for light refreshments for Tacoma campus activities where food is important to the success of the activity (orientation, quarterly lectures, and graduation). Tom Mercado related that the S & A Board has (1) made a transfer of $250,000 to a dedicated reserve fund for the building of a future child care facility as a visible commitment for future S & A Boards, and (2) set aside a special initiative fund in the fall in the amount of $45,000 to respond to emerging needs and to be available to any registered student group who might not have been organized the previous spring during the Tier II allocation process.

In conjunction with the high priority placed on child care by both the Tacoma and the Olympia campuses, several trustees offered suggestions which included: a partnership arrangement among the college, the community and the city; adding after-school care and providing some leadership opportunities for the 10 – 12 year old children, and questioning whether this could be part of an academic program.

Student Bus Pass

Mr. Mercado also mentioned that students voted in April regarding their willingness to charge each student enrolled at the Olympia campus one dollar per credit hour enrolled (maximum of twelve dollars per quarter per student) for the opportunity to have a year-round bus pass program with Intercity Transit. Ninety seven percent of the 1300 students voting voted in favor of this charge.

RECESS FOR LUNCH

Following a lunch recess, Chair Lamb called the regular meeting back to order at 1:30 PM. The agenda was approved as distributed.

APPROVAL OF MINUTES - Action

Motion 6-1-99 Dr. Flemming moved approval of the minutes of the May 12, 1999 meeting as distributed. Seconded by Ms. Lane and passed.

APPROVAL OF MEMBERSHIP AND CHARGE TO THE PRESIDENTIAL SEARCH COMMITTEE - Action

The Chair extended the Board's compliments to all the constituencies for the work they have done to select the membership for the committee. Chair Lamb commented that the process, which resulted in the selection of Jane Jervis, reflected favorably upon the disappearing task force that developed the process. He introduced committee nominees in attendance, gave them an opportunity to comment, and thanked them for their willingness to participate in this rigorous and demanding process.

Motion 6-2-99 Dr. Flemming moved approval of the following membership of the Presidential Selection Committee as recommended by peer constituencies:

4 FACULTY:
John Aiking Cushing
Rita Pougiales
Tom Rainey
Artee Young
Alternate – George Freeman, Jr.

2 CLASSIFIED STAFF:
Lorri Moore
Ed Rivera
Alternate – Mal Pina Chan

Motion 6-2-99 continued

2 EXEMPT STAFF: Laura Grabhorn
Lee Lambert
Alternate – Wendy Freeman

1 GRADUATE STUDENT: Jim Pace

2 UNDERGRADUATE STUDENTS: Ellen Miley
Richard Myers
Alternate – Joe Groshong

ALUMS:
Selected by the Board Chris Meserve
Alumni Association recommendation Jerylyn Delaney
Alternate – Jane Fisher

EXTERNAL COMMUNITY: Roberto Reyes-Colón
Selected by the Board

Seconded by Ms. Lane and passed.

Motion 6-3-99 Ms. Roloff moved to charge the Presidential Search Committee in accordance with the attached memorandum dated June 10, 1999. Elements of the charge include:

- Select a chair from among the faculty members of the committee.
- Through the committee chair, provide regular reports to the Board of Trustees at regular meetings and on a monthly basis to the Board through its chair.
- Develop the position description, criteria, an official announcement and ads for approval by the Board at the meeting on July 14, 1999.
- Be active participants in the recruitment of a diverse pool of candidates.
- Develop criteria for the initial application and minimum screening process.
- Develop methodology for selection of semi-finalists, including review of applications, development of rating sheets, and process for semi-finalist interviews.
- Develop and implement reference check criteria and a process for semi-finalist candidates up to the Board's final selection process.
- Select finalists for Board consideration not later than the January 2000 Board meeting – the Board will determine whether to bring all or some subset of that group to the campus for final on-campus interviews.
- Develop methodology for finalists' credential review.
- Maintain and insure strict confidentiality for candidates on campus and off campus up to the time the finalists are announced by the Board and final candidates are invited to campus.
- Work within the Affirmative Action/Equal Employment Opportunity guidelines of The Evergreen State College.

Seconded by Dr. Flemming and passed.

APPROVAL OF RESOLUTION RECOGNIZING LARA LITTLEFIELD - Action

Motion 6-4-99 Ms. Roloff read and moved approval of Resolution No. 99-10, "Recognizing the contributions of ***Lara Littlefield***. Seconded by Mr. Imanaka and passed unanimously.

On behalf of the Board, Chair Lamb presented a gift to Lara Littlefield, Evergreen's first student Trustee, upon the completion of her term. Ms. Littlefield expressed her deep appreciation to the Trustees for sharing their experiences, expertise, sense of humor and advice and especially for the way in which the Trustees welcomed her onto the Board, incorporated her in the process and made her feel a part of this group. She thanked them for being some of the best "educators" she has had.

APPROVAL OF FEE FOR STUDENT BUS PASS - Action

Director of Student Activities, Tom Mercado, reported that a record 41 percent of the student body voted on a recent bus pass program ballot. Ninety-seven percent favored charging themselves $1/credit hour up to a maximum of $12/person/quarter in order to institute this program. Mr. Mercado recognized the efforts of three students who provided leadership and guidance in this process (Darren Shaffer, David Rickert, and Byran Freeborn). He also introduced and expressed appreciation to Intercity Transit representatives Kris Fransen and George Patton who played a part in making this student initiative a reality. President Jervis noted that this action is permissible under RCW 28B.16.610 which allows the Board to impose a voluntary student fee on students.

Motion 6-5-99 Ms. Roloff moved approval of the establishment of a new student fee for the purpose of implementing a permanent student bus pass program as set forth in the attached guidelines voted upon by the students at the TESC Olympia campus. Final implementation of the fee is contingent on the Board of Trustees' approval of a contract with Intercity Transit. Seconded by Mr. Imanaka and approved.

Approval of the contract with Intercity Transit will be on the July 14 Board agenda.

1999-2001 SERVICES AND ACTIVITIES BUDGET - Action

Tom Mercado acknowledged that this would be the last Board meeting that Denise Robertson would attend, since she will be resigning in December to spend more time with her family. Also attending were Ruth Brownstein, this year's S & A Coordinator; Joe Groshong, next year's S & A Coordinator, and Kechia Betts, the S & A Coordinator for the Tacoma campus. The Coordinators introduced members of their boards in attendance. Ms. Brownstein reported highlights of the year: 47 student groups, seven of which were new student groups, received allocations from the special initiative fund; the special initiative fund was increased to $45,000 (a $10,000 increase from the previous year); and $250,000 was transferred from the Student Activities Building fund to a dedicated reserve account for the future construction of a new child care facility. Ms. Betts highlighted Tacoma campus activities: orientation, participation in the S & A retreat, bi-monthly meetings; and being visible on campus and in the Tacoma community. The Tacoma campus S & A Board presented certificates of appreciation to Tom Mercado and

Denise Robertson for their leadership. Trustees complimented students for their commitment and foresight in earmarking funds for the child care center.

Motion 6-6-99 Ms. Roloff moved approval of (1) an increase in the Services and Activities Fee of 4.6 percent for 1999-2000 and 3.6 percent for 2000-2001, and (2) the 1999-2001 Services and Activities biennial budget as developed by the Services and Activities Fee Allocation Board, totaling $3,064,937 (details attached). The budget includes two-year funding for Tier I and one-year funding for Tier II. The 2000-2001 Tier II budget is to be allocated by the 1999-2000 S & A Board and will be reported to the Board of Trustees in the Spring of 2000. Seconded by Dr. Flemming and approved.

APPROVAL OF ALL FUNDS OPERATING BUDGET, INCLUDING TUITION- Action

Since this budget has changed only slightly from the May Board work session, President Jervis did not review the budget in detail but pointed out that the recommended spending plan is based on an assumption of a 4.6 percent tuition increase in 1999-2000 and a 3.6 percent increase in 2000-2001. President Jervis mentioned that efforts to discuss the tuition increase with students were met with little response. Past Trustee Littlefield shared that conversations with other students indicated there was a major concern about the trend in higher education to place increasing burden on the student. Trustee Tierney mentioned that students she talked to understood the necessity of raising tuition.

Incorporated in this budget are salary increases granted by the legislature to redress faculty and exempt salaries and a 6% increase for student employees. The legislature did not allow the same flexibility for classified staff as they did for exempt staff. Given that flexibility, the College has taken a differential approach to exempt salaries based on how far they are behind a 75th percentile benchmark number. The President mentioned the difficulties of this process and plans for the future.

The Chair recalled the Board's position of opposing a tuition increase and encouraged students to express concern about the gap between tuition and financial aid.

Motion 6-7-99 Ms. Roloff moved approval of the attached $116,916,163 1999-2001 operating budget spending plan for all areas of the college including: appropriated state-general funds, operating fee revenue, local dedicated funds, grants and contracts, and the college's non-budgeted local funds.

1) Operating fees include a tuition increase of 4.6% in 1999-00 and 3.6% in 2000-01
2) Non-budgeted funds include:
   a) The S&A rate increase of 4.6% in 1999-00 and 3.6% in 2000-01
   b) The S&A Tier I & II budget recommendations including the Tacoma food allowance expenditure plan.
   c) The new mandatory Student bus pass fee; and
   d) The approved Housing rental rate increases

Motion 6-7-99 continued

1999-01 BIENNIAL SPENDING PLAN BY FUND TYPE

1999-01 SPENDING PLANS	TOTAL
▪ State General Funds	$ 46,592,000
▪ Operating Fee Revenues	29,784,552
▪ Local Dedicated Funds	4,766,472
▪ Grants & Contracts	4,319,281
▪ Non-Budgeted Local Funds	31,453,858
TOTAL 1999-01 SPENDING PLANS	$116,916,163

Seconded by Dr. Flemming and passed.

APPROVAL OF CAPITAL BUDGET – Action

Vice President Fanning reported there were no changes in this budget since last month's work session. The college is pleased that the Legislature recognized the need for funds for Seminar Phase II design and for modernization of the Daniel J. Evans Library.

Motion 6-8-99 Ms. Lane moved approval of the 1999-2001 Capital Budget Spending Plan as summarized below:

1999-2001 CAPITAL BUDGET SPENDING PLAN

1999-2001 Preservation Projects	Appropriated Level
▪ Minor Works: Preservation {*Re-appropriation*}	$ 1,313,445
▪ Minor Works: Safety & Code Comp. {*Re-appropriation*}	30,462
▪ Minor Works: Safety & Code Compliance	1,900,000
▪ Minor Works: Preservation	3,600,000
▪ Infrastructure Project: Savings	1
▪ Emergency Repairs	560,000
Sub-Total Preservation Projects	$ 7,403,908

1999-2001 Program Projects	Appropriated Level
• Seminar Phase II: Design	$ 3,000,000
• Daniel J. Evans Bldg. Tech. Center & Modernization	150,000
• Minor Works: Program {*Re-appropriation*}	989,610
• Lab II 1st Floor Remodel (CAL & Adj. Labs)	2,600,000
• Minor Works: Program	
- Communications Bldg. 2nd Floor Addition	700,000
- Small Repair & Improvements	400,000
Sub-Total Program Projects	$ 7,839,610
TOTAL 1999-2001 CAPITAL BUDGET EXPENDITURES	$15,243,518

Seconded by Dr. Flemming and passed.

In response to a question about the relocation of the health and counseling centers, Ms. Fanning reported that that the location under consideration proved to be unworkable but relocation of these areas is still in the facilities master plan.

The Chair commended Kim Merriman and Ruta Fanning for their efforts in explaining Evergreen's budget needs during the recent legislative session.

ELECTION OF OFFICERS

On behalf of retiring Trustee Vipperman and himself, Trustee Imanaka presented the slate of officers for 1999-2000 and reminded Trustees of the decision of several years earlier not to make Board officers a rotational assignment.

Motion 6-9-99 Mr. Imanaka recommended approval of the following officers for 1999-2000:

Chair	***David Lamb***
Vice Chair	***Karen Lane***
Secretary	***Stan Flemming***

Seconded by Ms. Roloff and passed.

OTHER BUSINESS, REPORTS, AND ANNOUNCEMENT

CHAIR'S REPORT

The Chair welcomed Sinnamon Tierney to the Board as the new student Trustee and expressed appreciation to his colleagues, to Lee Hoemann and to President Jervis for their efforts in getting the presidential search process started.

PRESIDENT'S REPORT

President Jervis introduced Assistant to the President for Equal Opportunity Paul Gallegos who presented to Trustees a copy of the ***Students of Color Anthology*** and introduced the project coordinator. Jeremy Segel-Moss described this project which is supported by S & A funds.

The President invited comments from Faculty Representative Sean Williams, who reported (1) gratefulness on the part of the faculty for the salary increases, and (2) faculty reaction to rumors surrounding graduation.

The President described the large reaction and extraordinary level of publicity the College has received in response to the selection of Mumia Abu Jamal as one of the graduation speakers at this year's ceremony, which she expects to be a thought-provoking event.

President Jervis reviewed the September Board meeting which is in conjunction with the opening of the academic year on September 15.

DATE OF BOARD RETREAT, NEXT MEETING AND ADJOURNMENT

Trustees discussed rescheduling the July 13 Board retreat to September 16 (subsequently this date was determined to be unworkable). The next meeting was confirmed for Wednesday, July 14.

EXECUTIVE SESSION

At 3:10 PM, the Board convened an executive session, lasting approximately one hour, to consult with legal counsel and to review the performance of an employee and announced that action may be taken as a result of the executive session.

DELEGATION OF AUTHORITY REGARDING PRESIDENTIAL SALARY - Action

Motion 6-10-99 Ms. Roloff moved to delegate to the Vice President for Finance and Administration the authority to increase the President's salary in the case of a legislatively authorized general cost-of-living increase or any other generally applied adjustments for the fiscal year 2000. Seconded by Dr. Flemming and passed.

ADJOURNMENT

The meeting adjourned at approximately 4:32 PM.

David E. Lamb, **Chair**

Stanley L. K. Flemming, **Secretary**

Attachments - June 10, 1999 Charge to the Presidential Search Committee
Resolution 99-10 Recognizing the Contributions of Lara Littlefield
Student Bus Pass Program agreement (guidelines referred to in Motion 6-5-99)
1999-2001 S & A biennial budget
1999-2001 operating budget spending plan for all areas of the college

RMS

Memorandum

To: Presidential Search Committee

From: The Evergreen State College Board of Trustees

Re: Charge of Search Committee for Presidential Search

Date: June 10, 1999

Congratulations on your appointment to the Presidential Search DTF. Your appointment to this committee is both a testament to our community and its ability to choose a truly diverse and skilled membership for this committee and to their collective trust in you to bring broad perspectives and a wide range of expertise to this very important process. We appreciate your willingness to serve on this committee and thank you in advance for making the commitment of time and energy.

The Board hereby charges you with the following duties:

- Select a chair from among the faculty members of the committee. The Search Process DTF in 1991 recommended, and we concur, that the chair be a member of the faculty chosen by the committee as a whole.
- Through the committee chair, provide reports to the Board of Trustees at their regular meetings, and on a monthly basis to the Board of Trustees through its chair.
- Develop the position description, criteria, an official announcement and ads for approval by the Board at the meeting on July 14, 1999.
- Be active participants in the recruitment of a diverse pool of candidates.
- Develop criteria for the initial application minimum screening process.
- Develop methodology for selection of semi-finalists, including review of applications, development of rating sheets, and process for semi-finalist interviews.
- Develop and implement reference check criteria and a process for semi-finalist candidates up to the Board's final selection process.
- Select finalists for Board "consideration" not later than the January 2000 Board meeting – the Board will determine whether to bring all or some subset of that group to the campus for final on-campus interviews.
- Develop methodology for finalists' credential review.
- Maintain and insure strict confidentiality for candidates on campus and off campus up to the time the finalists are announced by the Board and final candidates are invited to campus.
- Work within the Affirmative Action/Equal Employment Opportunity guidelines of The Evergreen State College.

You will find attached:

1. A listing of all members of the committee.
2. A list of criteria that the Board has drafted. We have divided these criteria into those we feel are required and those we feel are preferred. This is meant as a guide to the committee in determining an appropriate set of criteria. While we do not see this as an exhaustive nor inflexible list, we do want to share with you our best thinking at this point.
3. A draft timeline.
4. A draft position announcement.
5. A sample advertisement.
6. A budget. We asked the president's office to put together a budget based on past experience and what is available in funding for this search. It is intended to serve as a general guide.
7. Some reading materials to get you started in your process and thinking about this vital decision for Evergreen's future.

You have a great deal of important and exciting work before you. The Board of Trustees looks forward to working with you.

No. 99-10 RESOLUTION OF THE BOARD OF TRUSTEES OF THE EVERGREEN STATE COLLEGE

RECOGNIZING THE CONTRIBUTIONS OF

LARA LITTLEFIELD

WHEREAS, in accordance with Chapter 95, Laws of 1998, effective June 11, 1998, ***LARA LITTLEFIELD*** was appointed by Governor Gary Locke to the Board of Trustees of The Evergreen State College for a one-year term which expired on May 31, 1999;

WHEREAS, the history of Evergreen will record ***LARA*** as the first student to be selected under this new legislation to serve on the governing board of this institution;

WHEREAS, ***LARA*** has been diligent and committed to this role as demonstrated by her attendance and full participation;

WHEREAS, ***LARA'S*** presence and voice have been important to her colleagues on the Board, particularly her conveyance of issues that are important to students and the important perspective she brought to issues;

WHEREAS, Trustees believe that ***LARA'S*** ready smile, positive attitude, and commitment to her work will enable her to excel in all that she endeavors;

THEREFORE BE IT RESOLVED that the Board of Trustees and President Jervis express appreciation to ***LARA*** for her commitment to making Evergreen a better place to work and to learn and regret that her tenure was limited to one year;

AND BE IT FURTHER RESOLVED that we express to ***LARA*** our affection and best wishes for a successful future.

Deborah J. Barnett, Trustee

Dwight K. Imanaka, Trustee

Marilee K. Roloff, Trustee

Stanley L. K. Flemming, Trustee

David E. Lamb, Chair

Sinnamon Tierney, Trustee

Bill Frank, Jr., Trustee

Karen E. Lane, Trustee

Jane L. Jervis, President

Dated this 10th day of June, 1999

STUDENT BUS PASS PROGRAM AGREEMENT

1. All students at the Olympia campus shall be charged one dollar per credit hour (maximum twelve dollars per person, per quarter) for funding of the program.

2. All revenue collected for the bus pass program shall be used exclusively for the administration of the bus pass program.

3. The bus pass fee shall not be increased by more than five percent without an affirmative vote of the student body.

4. A signed initiative containing the names and signatures of at least one third of the total number of students who voted in the election to establish the bus pass program shall result in a student election to amend this agreement or to discontinue the bus pass program.

5. A financial report shall be prepared annually disclosing all transactions associated with the bus pass account and identifying any remaining balance.

The above agreement was approved by the students in an election held during the Spring 1999 quarter. A total of 1,343 students voted in the election. This represents 41% of the student body. 1300 students voted yes (97%). 43 voted no (3%).

TIER I 1999-2000 FINAL BUDGET ALLOCATIONS

ACCOUNT NAME	STAFF WAGES	STAFF BENEFITS	STUDENT WAGES	STUDENT BENEFITS	GOODS & SERVICES	TRAVEL	EQUIP.	TOTAL BUDGET	EST. REVENUE	TOTAL S&A FEES
Student Act. Admin.	165,957	47,541	4,862	146	6,884	0	3,568	228,958	0	228,958
College Act. Bldg.	0	0	0	0	46,816	0	0	46,816	-3,000	43,816
Workstudy matching	0	0	2,970	90	0	0	0	3,060	0	3,060
KAOS	95,126	28,368	15,916	883	34,946	1,000	0	176,239	-46,000	130,239
Cooper Point Journal	35,771	9,032	27,933	735	27,044	1,680	720	102,914	-33,760	69,154
Childcare Center	151,611	44,395	38,800	1,434	19,690	300	2,475	258,705	-90,800	167,905
Staff Development	0	0	0	0	2,970	0	0	2,970	0	2,970
Accounting Support	10,404	2,740	0	0	8,000	0	0	21,144	0	21,144
Recreational Wellness	0	0	140,121	4,204	21,061	250	25,000	190,635	-8,625	182,010
Intercollegiate	1,200	92	3,500	105	18,174	8,000	0	31,071	0	31,071
Recreational Sports	18,954	5,985	4,840	145	6,367	2,000	0	38,291	-900	37,391
Wilderness Center	0	0	5,130	154	214	800	0	6,298	0	6,298
S&A Productions	0	0	10,408	312	28,574	850	0	40,144	-10,000	30,144
Small Equipment	0	0	0	0	3,960	0	0	3,960	0	3,960
Directors Discretionary	0	0	0	0	2,970	0	0	2,970	0	2,970
Unemployment Disc.	4,550	0	0	0	0	0	0	4,550	0	4,550
Tacoma Campus	0	0	16,812	1,000	21,388	1,800	1700	42,700	0	42,700
Reservation Base Prog	0	0	0		4,600	0	0	4,600	0	4,600
Large Equip. Reserve	0	0	0		0	0	18,300	18,300	0	18,300
Building Reserve	0	0	0		5,000	0	0	5,000	0	5,000
TOTAL	483,573	138,152	271,292	9,207	258,658	16,680	51,763	1,229,325	193,085	1,036,240

TIER I 2000-2001 FINAL BUDGET ALLOCATIONS

ACCOUNT NAME	STAFF WAGES	STAFF BENEFITS	STUDENT WAGES	STUDENT BENEFITS	GOODS & SERVICES	TRAVEL	EQUIP.	TOTAL BUDGET REQUEST	EST. REVENUE	S&A FEES REQUESTED
Student Act. Admin.	170,935	48,235	5,070	152	6,884	0	0	231,276	**0**	231,276
College Act. Bldg.	0	0	0		46,816	0	0	46,816	**3,000**	43,816
Workstudy matching	0	0	2,970	90	0	0	0	3,060	**0**	3,060
KAOS	97,979	28,780	16,900	912	34,946	1,000	0	180,518	**46,000**	134,518
Cooper Point Journal	36,844	9,447	28,526	735	28,170	1,680	720	106,122	**33,760**	72,362
Childcare Center	155,820	44,971	38,800	1,434	20,515	300	0	261,840	**90,800**	171,040
Staff Development	0	0	0		2,970	0	0	2,970	**0**	2,970
Accounting Support	10,799	2,788	0		8,000	0	0	21,587	**0**	21,587
Recreational Wellness	0	0	146,336	4,390	21,061	250	0	172,037	**8,625**	163,412
Intercollegiate	1,200	262	3,500	105	18,174	8,000	0	31,241	**0**	31,241
Recreational Sports	19,836	6,140	5,040	151	6,367	2,000	0	39,534	**900**	38,634
Wilderness Center			5,130	154	214	800		6,298	**0**	6,298
S&A Productions	0	0	10,440	313	28,574	850	0	40,177	**10,000**	30,177
Small Equipment	0	0	0		3,960	0	0	3,960	**0**	3,960
Directors Discretionary	0	0	0		2,970	0	0	2,970	**0**	2,970
Unemployment Disc.	4,550	0	0		0	0	0	4,550	**0**	4,550
Tacoma Campus	0	0	16,812	1,000	21,388	1,800	1700	42,700	**0**	42,700
Reservation Base Prog	0	0	0		4,600	0	0	4,600	**0**	4,600
Large Equip. Reserve	0	0	0		0	0	20,000	20,000	**0**	20,000
Building Reserve	0	0	0		5,000	0	0	5,000	**0**	5,000
TOTAL	497,963	140,623	279,524	9,436	260,609	16,680	22,420	1,227,255	**193,085**	1,034,170

1999-2000 Tier II Final Allocations

8:46 AM5/26/99

Organization	Number of Positions	Salaries	Benefits	Goods & Services	Travel	Total Budget	Est. Rev.	1999-2000 Final Allocation
Advocates for Improving Salmon Habitat	2 @ 4 hrs per wk	1,496	45	1,300	0	2,841	0	2,841
American Indian Science & Engineering	1 @ 4 hrs per wk	748	22	615	0	1,385	0	1,385
Amnesty International	2 @ 8 hrs per wk	2,992	90	1,248	0	4,330	0	4,330
Asian Students in Alliance	2 @ 6 hrs per week	2,244	67	3,413	0	5,724	0	5,724
Bike Shop	2 @ 8 & 1 @ 5 sum	3,304	99	4,504	0	7,907	-1,500	6,407
Camarilla	none	0	0	1,772	0	1,772	-300	1,472
Community Food Pantry	1 @ 6 hrs per wk	1,122	34	821	0	1,977	0	1,977
Community Gardens	varies	6,058	182	1,238	0	7,478	0	7,478
Environmental Resource Center	2 @ 8 hrs per wk	2,992	90	4,000	0	7,082	0	7,082
Environmental Resource Conference	none	0	0	1,500	0	1,500	0	1,500
Evergreen Animal Rights Network	2 @ 4 hrs per wk	1,496	45	1,819	0	3,360	0	3,360
Evergreen Political Information Center	2 @ 10 hrs per wk	3,740	112	5,500	0	9,352	0	9,352
Evergreen Queer Alliance	3 @ 9 hrs per week	5,049	151	4,675	0	9,875	-900	8,975
Evergreen Swing Club	2 @ 4 hrs per wk	1,496	45	692	0	2,233	0	2,233
Freaks of Nature	2 @ 3 hrs per wk	1,122	34	937	720	2,813	0	2,813
Free Tibet	1 @ 6 hrs per wk	1,122	34	1,067	0	2,223	0	2,223
Gaming Guild	2 @ 4 hrs per wk	1,496	45	1,795	50	3,386	-1,200	2,186
Giant Robot Appreciation Society	1 @ 4 hrs per wk	748	22	1,080	0	1,850	0	1,850
Jewish Center	2 @ 10 hrs per wk	3,740	112	2,500	0	6,352	0	6,352
Latin American Student Organization	2 @ 10 hrs. per wk	3,740	112	3,310	0	7,162	0	7,162
Master Environmental Studies	2 @ 6 hrs per wk	2,244	67	1,950	0	4,261	0	4,261
Master Public Administration	2 @ 4 hrs per wk	1,496	45	1,015	0	2,556	0	2,556
Masters in Teaching	1 @ 4 hrs per wk	748	22	510	0	1,280	0	1,280
Math & Science	1 @ 6 hrs per wk	1,122	34	568	0	1,724	0	1,724
MEChA	2 @ 10 hrs per wk	3,740	112	3,190	0	7,042	0	7,042
Medieval Society	1 @ 8 SUM 1@ 5	1,807	54	900	100	2,861	0	2,861
Men's Center	2 @ 4 hrs per wk	1,496	45	1,638	0	3,179	0	3,179
Middle East Resource Center	none allocated	0	0	991	0	991	0	991
Mindscreen	2 @ 4 hrs per wk	1,496	45	2,000	0	3,541	0	3,541
Native Student Alliance	2 @ 8 1 @ 4sum	3,241	97	4,835	0	8,173	0	8,173
Ninth Wave	2 @ 4 hrs per wk	1,496	45	2,000	0	3,541	-500	3,041
Peer Health Advocate Team	2 @ 4 hrs per wk	1,496	45	1,500	0	3,041	0	3,041

1999-2000 Tier II Final Allocations

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Organization	Number of Positions	Salaries	Benefits	Goods & Services	Travel	Total Budget	Est. Rev.	1999-2000 Final Allocation
Percussion Club	2 @ 3 hrs per wk	1,122	34	1,900	0	3,056	0	3,056
Prison Action	2 @ 4 hrs per wk	1,496	45	1,300	360	3,201	0	3,201
Services & Activities Board	11 pos. @ varying hrs	12,456	374	2,161	2,180	17,170	0	17,170
Sexual Harassment Awareness Prevention	2 @ 8 hrs per wk	2,992	90	2,000	0	5,082	0	5,082
Slightly West	2 @ 4 hrs per wk	1,496	45	5,452	0	6,993	0	6,993
Special Initiative Fund	none	0	0	45,000	0	45,000	0	45,000
Student Arts Council	2 @ 8 hrs per wk	2,992	90	3,230	0	6,312	-300	6,012
Student CD Project	none		0	2,503	0	2,503	-500	2,003
Student of Color Anthology	2 @ 4 hrs per wk	1,496	45	4,138	0	5,679	0	5,679
Students Evergreen Ecological Design	2 @ 5 hrs per wk	1,870	56	1,500	0	3,426	0	3,426
Talking About Race	none	0	0	1,500	0	1,500	0	1,500
Umoja	2 @ 6 hrs per wk	2,244	67	3,500	0	5,811	0	5,811
Union of Student with Disabilities	1 @ 8 hrs per wk	1,496	45	1,501	0	3,041	0	3,041
Union of Student Workers	2 @ 10 hrs per wk	3,740	112	1,330	0	5,182	0	5,182
United Graduate Student Association	none	0	0	920	0	920	0	920
Women of Color	2 @ 10	3,740	112	4,770	0	8,622	0	8,622
Women's Center	3 @ 9 hrs per wk	5,049	151	4,996	0	10,196	0	10,196
TOTAL		**107,275**	**3,218**	**152,583**	**3,410**	**266,486**	**-5,200**	**261,286**

1999-2000 Tacoma Final Budget Allocations

Account Title	Salaries	Benefits	Goods & Services	Travel	Equip.	Refreshment	Total
S&A Operations	16,812	1,000	2,500	200	0	0	20,512
Orientation	0	0	300	0	0	100	400
Lecture Series	0	0	7,500	1,200	0	150	8,850
Summer events	0	0	800	0	0	0	800
Graduation	0	0	4,100	400	0	1,500	6,000
Equipment	0	0	0	0	1,700	0	1,700
Special Initiative	0	0	4,438	0	0	0	4,438
Total	**16,812**	**1,000**	**19,638**	**1,800**	**1,700**	**1,750**	**42,700**

The 1999-2000 Tacoma S&A Fee Board will propose the 2000-2001 S&A budget allocations for the Tacoma Campus.

Tuition Increase Proposal

Fiscal Year	1999-2000			2000-01		
	Current	Proposed	Change	Current	Proposed	Change
Resident Undergraduate	$2,298	$2,403	4.6%	$2,298	$2,490	8.4%
Non-Resident Undergraduate	$8,991	$9,405	4.6%	$8,991	$9,744	8.4%
Resident Graduate	$3,876	$4,053	4.6%	$3,876	$4,200	8.4%
Non-Resident Graduate	$12,456	$13,029	4.6%	$12,456	$13,497	8.4%

S & A Fee Increase Proposal

Fiscal Year	1999-2000			2000-01		
	Current	Proposed	Change	Current	Proposed	Change
Resident Undergraduate	$339	$355	4.6%	$339	$367	8.4%
Non-Resident Undergraduate	$339	$355	4.6%	$339	$367	8.4%
Resident Graduate	$339	$355	4.6%	$339	$367	8.4%
Non-Resident Graduate	$339	$355	4.6%	$339	$367	8.4%

8.4% represents a compounding of the 4.6% and 3.6% proposed increases

1999-2000 Total Estimated Cost of Attendance and TESC Total Estimated Cost of Education

	Full-Time Resident Undergraduate	Full-Time Non-Resident Undergraduate	Full-Time Resident Graduate	Full-Time Non-Resident Graduate
WASHINGTON STATE TAXPAYER CONTRIBUTION				
State General Funding Level per FTE Student *	6,903	-	6,249	-
MANDATORY FEES				
Tuition	2,403	9,405	4,053	13,029
S&A Fees	355	355	355	355
Health Fee	105	105	105	105
WASH-PIRG	12	12	12	12
Intercity Transit Bus Pass	36	36	36	36
Sub-Total Mandatory Fees	2,911	9,913	4,561	13,537
ESTIMATED COSTS				
Books & Supplies	780	780	780	780
Room - 5 person apartment **	3,124	3,124	3,124	3,124
Board (average cost)	2,570	2,570	2,570	2,570
Personal Needs	1,818	1,818	1,818	1,818
Transportation ***	1,162	1,162	1,162	1,162
Sub-Total Estimated Costs	9,454	9,454	9,454	9,454
ESTIMATED STUDENT COST OF ATTENDANCE	**12,365**	**19,367**	**14,015**	**22,991**
TESC ESTIMATED COST OF EDUCATION	**19,268**	**19,268**	**20,264**	**20,264**

Note: These calculations do not include contributions from the State Need Grant Program.

OTHER OPTIONAL AND/OR ONE-TIME FEES				
Application Fee	35	35	35	35
Admissions Deposit	50	50	50	50
Housing Administrative Fee	60	60	45	45
Graduation Fees	25	25	25	25
Misc. Program Fees (varies)****	5-150	5-150	5-150	5-150
Annual Parking Permit	75	75	75	75

* Nonresident operating fee exceeds 100% of the Instructional Cost formula per legislative policy. Each year the Coordinating Board (HECB) determines instructional costs by dividing the combined state general fund and tuition totals, less research and public service expenditures, by the budgeted enrollment levels to arrive at an average cost per student. The average cost is then multiplied times the undergraduate cost ratio to the total average cost to determine the undergraduate and graduate Instructional Cost Per FTE levels. This total amount less tuition yields the Washington State Taxpayer Contribution.

** The room rates used above are for 5 person apartments. These are the most popular rooms on campus. Two person studios are the most similar to typical dorm rooms at other schools. They cost about $790 a year less than the 5 person apartments.

*** Transportation does not include the cost for non-resident students to travel between their homes and TESC.

**** Although most class fees have been eliminated, a few of our programs require additional special costs. Examples of situations where there are extra charges are for overnight field trips, film and video suplies, specialized calculators, and individually purchased dissecting tools.

H. 1999-01 OPERATING GROWTH AND ENHANCEMENT PRIORITIES

EXPENDITURE PRIORITY SUMMARY	1999-2000 FTE	1999-2000 Amount	2000-2001 FTE	2000-2001 Amount	One-Time Request
1. Institutional Contingency Planning	0.40	277,000	0.40	527,000	250,000
2. Employee Compensation & Benefits	-	1,380,332	-	2,781,021	-
3. Direct Instructional Costs	3.10	197,739	6.85	454,207	-
4. Honor Previous Commitments	4.53	531,880	4.53	532,715	16,000
5. Tacoma Lease Increase	-	-	-	506,000	100,000
6. Student Recruitment	2.42	224,589	2.42	227,068	17,000
7. Human Resource Services	3.50	330,379	3.50	434,262	12,000
8. Critical Base Technology & Project Mgmt. Support	4.00	246,715	4.00	250,958	8,000
9. Equipment Funds	-	723,080	-	723,080	871,000
10. Base Budget Problems	1.66	129,184	1.66	130,549	69,000
11. Public Service	3.30	474,000	3.30	436,000	8,000
TOTAL PROPOSED GROWTH & ENHANCEMENT BUDGET	**22.91**	**4,514,898**	**26.66**	**7,002,860**	**1,351,000**

REVENUE SUMMARY	1999-2000	2000-2001	One-Time
Institutional Reserves	607,366	1,196,780	480,000
Accountability Hold Back	217,000	217,000	-
Equipment Base Allocation	423,080	423,080	-
Enrollment Growth Allocation Proj. @ 137FTE	441,000	973,000	-
Tuition Increase at PCPI @ 4.6% & 3.6%	591,000	1,075,000	-
Faculty/Exempt/Classified Salary Inc. @ 3% & 3%	698,000	1,418,000	-
Recruitment & Retention Funds	188,000	188,000	-
Health Insurance Increase	293,000	513,000	
Retirement Rate Changes	(230,000)	(229,000)	
K-20 Network Operations	38,000	39,000	
Facilities Maintenance & Operations New Sq. Ft. Request	27,000	27,000	
Ctr. For NW Native American Studies	333,000	334,000	
WSIPP Child Witness/Victim Intervention Study	40,000	-	
WSIPP Street Youth Placement Study	101,000	102,000	
Tacoma Lease Increase	-	606,000	-
Preservation Funds in Capital Budget	-	-	871,000
Fin. & Admin. Contributions from Labor Pool	120,000	120,000	-
Academic Contributions from Carry-Forwards	388,452	-	-
Finance & Admin. Contributions from Carry-Fwd.	200,000	-	-
Advancement Contributions from Carry-Fwd.	25,000		
Student Affairs Contributions from Carry-Fwd.	14,000	-	-
TOTAL REVENUES	**4,514,898**	**7,002,860**	**1,351,000**

Following is a more detailed breakout for each of the expenditure priorities for next biennium. Each section contains a short narrative description for each item recommended in the initiative.

Growth and Enhancement Details and Narrative Description

1. Institutional Contingency Planning

1. Institutional Contingency Planning	1999-2000 FTE	1999-2000 Amount	2000-2001 FTE	2000-2001 Amount	One-Time Request
a. Strategic Planning Implementation Resources	-	-	-	250,000	-
b. Hold Back Contingency	-	250,000	-	250,000	-
c. Operating Contributions to Minor Capital Projects	-	-	-	-	250,000
d. Facilities M&O per increased Sq. Footage Request	0.40	27,000	0.40	27,000	-
Total Contingency Planning	**0.40**	**277,000**	**0.40**	**527,000**	**250,000**

a. Strategic Planning Implementation: $250,000 of one-time resources is proposed as a set aside funding source for implementing strategic planning issues.

b. Hold Back Contingency: $500,000 is held in reserve as the institutional contingency fund to either offset the impact of state budget reductions or student tuition collections coming in lower that budgeted.

c. Operating Contributions to Minor Capital Projects: $250,000 is held in reserve as a possible budget increase for minor works capital projects.

d. Facilities Maintenance & Operations for New Square Footage: Funds were allocated to Evergreen for the addition of the Health and Counseling Center project that was recently postponed. Until we complete our plans regarding this priority, funds will be retained in reserve.

2. Employee Compensation & Benefits

2. Employee Compensation & Benefits	FTE	Amount	FTE	Amount	Request
a. Faculty Salary DTF Proposal	-	596,280	-	1,356,344	-
b. Academic Negative Reserves	-	150,000	-	150,000	-
c. Academic Salary Base Shortfall	-	24,000	-	24,000	-
d. Faculty R&R portion for One-Time Costs		71,000		71,000	
e. Exempt Increase @ 3% + 3%		150,932		306,392	
f. Exempt R&R portion to increase Salaries		58,844		58,844	
g. Classified @ 3% + 3%	-	211,784	-	431,242	-
h. Employee Benefits -- Health Ins. & Retirement Changes		84,631		317,091	
i. Student Salaries @ 5% + 5%	-	32,861	-	66,108	-
Total Employee Compensation & Benefits	**-**	**1,380,332**	**-**	**2,781,021**	**-**

Short Narrative Description:

a. Faculty Salary DTF Proposal: Increased compensation levels for faculty is one of the highest budget priorities for the 1999-01 biennium. The legislature provided an average 3% increase funding level for each year next biennium and provides the flexibility to locally enhance the state allocation to help

address this issue. In addition, the legislature provided additional funds for faculty and professional staff recruitment and retention funds to further help the college in addressing salary concerns. Over the past year a DTF chaired by John Cushing has been working to present various compensation increase strategies to the faculty. Recently, the faculty chose the early acceleration salary grid methodology which provides a larger percentage salary change for our more junior faculty as they move up the compensation scale in comparison to our more senior faculty. The college is recommending that the board approve increasing overall salary base levels by approximately 5.6% in 1999-00 and 7.2% in 2000-01. This plan includes a two part strategy to "catch-up" salaries through increases to the salary base and to "keep-up" salary levels by allowing the academic division to fully utilize turnover savings in providing annual experience year increases. The overall goal is to increase the salary base approximately 20% over the next four years and to allow the academic division the ability to "self-fund" annual experience year increases throughout the planning horizon. The second feature requires funding activities traditionally funded from turnover savings.

b. Academic Negative Reserves (Base): Negative reserves reflect divisional decisions to fund necessary ongoing functions when additional legislative funds were not provided. These functions traditionally have included the cost of reclassifications and small adjustments to base operations amongst the various academic units. Most recently, the summer institutes, faculty special projects and the Longhouse media aide support budgets were increased. Academic negative reserves are balanced from unobligated faculty salaries and benefits. Given the need to increase faculty salaries (and thus use all funds that are allocated for this purpose), eliminating the negative reserves for the base operations is critical.

c. Academic Salary Base Adjustment (Base): Required reclassifications in the 1997-99 biennium have resulted in additional unfunded base expenses. These cost can be considered part of the negative reserves.

d. Faculty Recruitment & Retention Funds: As mentioned previously the legislature provided $188,000 per year for faculty and professional staff recruitment and retention concerns. This is in addition to the $29,000 currently in our base. Of this total $58,844 will be added to exempt salary increase funds and $100,000 will be allocated for faculty recruitment costs such as signing bonuses and moving expenses. The remaining $58,156 was used to increase faculty compensation levels.

e. Exempt Compensation Review: Vice President Fanning hired a special assistant to focus on reviewing and formulating a recommendation to adjust exempt salaries so they are internally equitable and externally competitive. The 1999-00 goal is to target exempt staff salary increase to those categories that are behind the prevailing rate base on the College and University

Personnel Association (CUPA) benchmark data. This interim step represents the beginning phase of the Strategic Planning Goal. The legislature provided an average 3% per year allocation for this purpose and granted the college the flexibility to locally enhance this funding level. Funds earmarked for exempt recruitment and retention efforts will be used to enhance this allocation.

f. Exempt Recruitment & Retention Funds: $58,844 intended for this purposes will be added to the legislative appropriation for exempt salary increases.

g. Classified Salary Increase: The legislature provided funds to increase classified staff 3% each July next biennium.

h. Employee Benefit Health Insurance Cost Increase: The legislature provided the resources to cover anticipated increases in health benefit premiums, and to provide a 47% increase in the explicit premium subsidy for retirees who are covered by Medicare. The state contribution is increased to $391.15 /mo. For FY 2000 and to $427,46/mo. For FY 2001.

i. Student Salary Increase: 5% is added to the student salary base each year next biennium to cover increases associated with increased minimum wage requirements.

3. Direct Instructional Growth Allocation Formula

3. Direct Instructional Growth Allocation Formula	1999-2000 FTE	1999-2000 Amount	2000-2001 FTE	2000-2001 Amount	One-Time Request
a. Faculty Adds	3.10	189,638	6.85	436,158	-
b. Program Budgets	-	4,375	-	9,668	-
c. Faculty Travel	-	2,325	-	5,138	-
d. Sponsored Research	-	1,401	-	3,243	-
Total Direct Instructional Costs	**3.10**	**197,739**	**6.85**	**454,207**	**-**

Short Narrative Description:

a. Direct Instructional Growth Allocation Formula: This provides the necessary increases for faculty lines, program budgets, faculty travel and sponsored research to accommodate a larger student body. This budget recommendation is consistent with the legislature student enrollment increase of 137 FTE student next biennium.

4. Honor Previous Commitments not in Base Budget

4. Honor Previous Commitments	1999-2000 FTE	1999-2000 Amount	2000-2001 FTE	2000-2001 Amount	One-Time Request
a. Loss of Grants to Support Longhouse	0.53	41,686	0.53	41,686	-
b. Net Overallocation (last yrs. Decisions)	-	90,957	-	90,957	-
c. Student Systems Support	3.00	300,000	3.00	300,000	12,000
d. Network Engineer	1.00	110,400	1.00	110,400	4,000
Total Commitments	**4.53**	**543,043**	**4.53**	**543,043**	**16,000**

Short Narrative Description:

Honor Previous Commitments: Last year senior staff approved a spending plan that placed some ongoing expenditures on one-time funds. This initiative moves those items onto a permanent funding source. The specific areas are:

a. Loss of Grants to Support Longhouse: 75% shift in Longhouse support from grants to state funding sources.

b. Net Over-allocation (last year's decisions): Last year's deficit to ongoing funds not directly related to any specific initiative.

c. Student Information System Support: Three FTE and goods and services to support implementation and maintenance of the student information system.

d. Computer Network Engineer: One FTE and supplies to improve and support the college network.

5. Tacoma Lease Increase

5. Tacoma Lease Increase	1999-2000 FTE	1999-2000 Amount	2000-2001 FTE	2000-2001 Amount	One-Time Request
a. Tacoma Lease Increase Cost	-	-	-	506,000	100,000
Total Tacoma	**-**	**-**	**-**	**506,000**	**100,000**

Short Narrative Description:

a. Tacoma Lease Increase: Growth at Tacoma is an integral component of the college's approved growth plan and the current site no longer serves the programmatic needs of the Tacoma campus. Targeted enrollment growth for the Tacoma Campus is 20 FTE students in each fiscal year of the 1999-01 biennium, for a total of 190 FTE students. The enrollment is planned to reach approximately 260 FTE by FY 2010.

6. Student Recruitment

6. Student Recruitment	1999-2000 FTE	1999-2000 Amount	2000-2001 FTE	2000-2001 Amount	One-Time Request
a. Visitation & New Junior Search Program	-	48,300	-	48,300	-
b. WEB-Publications & Mailings for New System	1.00	90,235	1.00	90,670	8,000
c. Publications Inflation	-	7,500	-	7,500	-
d. Internal/External Relations	1.00	55,428	1.00	57,036	5,000
e. Labor Center Field Organizers	0.42	23,126	0.42	23,562	4,000
Total Student Recruitment	**2.42**	**224,589**	**2.42**	**227,068**	**17,000**

Short Narrative Description:

a. Visitation and New Junior Search Program: Student recruitment is probably the most critical responsibility in the Student Affairs division. This request funds a visitation host program for potential students visiting our campus and a Junior Search process to identify and mail pamphlets to 60,000 high school juniors.

b. WEB-publications and Mailings: This part of our recruitment plan funds publication upgrades, additional mailings to admitted students, advertising and a graduate preview day. It also funds a WEB Master/Banner/E-mail counselor to support changes resulting from the new student information system.

c. Publications Inflation: As in previous biennia the cost of materials and services along with the growth in students, graduating high school students and growing alumni population requires an increase in the publications portion of the goods and services budget. In the past we have been funded for this at ten percent per year. This request is the same.

d. Internal/External Relations: The Info Spec II position will allow College Relations to accommodate recent growth, anticipated future growth and rising performance expectations in the areas of internal relations, media relations, community relations, advertising and both print and electronic publications related to recruitment and retention. These initiatives should increase the size and quality of the student applicant pool, improve the yield from that pool and foster awareness of, and support for, the college and its programs.

e. Labor Center Field Organizer: The request is for a permanent 10-month half time Field Organizer. The work of the Field Organizer would be to increase field contacts and increase revenues through contract work. The Labor Center generates significant student FTEs through internships. This proposal should help in this area.

7. Human Resource Management

7. Human Resource Services	1999-2000 FTE	1999-2000 Amount	2000-2001 FTE	2000-2001 Amount	One-Time Request
a. Employee Recruitement Data Base	-	2,500	-	2,500	-
b. President Hiring & Admin. Recruitment Budget	-	80,000	-	80,000	-
c. Faculty/Staff Professional Development	-	100,000	-	200,000	-
d. Student Employment Office	2.00	90,877	2.00	92,959	8,000
e. HRS Represent to full made permanent	0.50	20,989	0.50	21,425	-
f. Office Assistant to Improve Service	1.00	36,013	1.00	37,378	4,000
Total Human Resource Services	**3.50**	**330,379**	**3.50**	**434,262**	**12,000**

Short Narrative Description:

a. Employee Recruitment Database: We have undertaken significant efforts at job fairs and other events around the state to add to this database. While we do post this opportunity on our college web page there are a significant number of opportunities on line that would expand this pool. Given the additional pressures that high turnover and Initiative 200 are and will have on recruitment it is essential that we increase our productivity in this area. This money would primarily fund access for us to put our "interest forms" on other on line databases.

b. Presidential Hiring and Exempt Recruitment Budget: $80,000 per year is set aside to aid the college in its exempt recruitment efforts.

c. Faculty/Staff Professional Development: $100,000 in 1999-00 and $200,000 in 2000-01 is targeted for faculty and staff professional development efforts yet to be defined. This is part of the faculty and staff vitality being discussed by the strategic planning committee. It is assumed that these resources will be distributed throughout the college based upon program priorities.

d. Student Employment Office: We are near the end of a DTF on student employment issues at TESC. Their preliminary report recommends the addition of a separate Student Employment Office. This office would provide support to over 900 student employees and their campus employers. This office would be critical if TESC moves to a twice a month payroll for our hourly employees. The office should also help relieve some of the paperwork in the areas with large numbers of student employees.

e. HRS Representative to Full-time: To improve HRS's ability to respond to staff growth, turnover, training, policy and procedure development, and planning currently funded out of one-time funds.

f. OAIII to Improve Service in HRS: One FTE will provide additional staff time to increase customer service by responding to phone calls and walk-in traffic and to support the employee recognition program, HRS filing, processing of

forms, and mailing. This will free up professional staff to do more complex work.

8. Critical Base Technology and Project Management Support

8. Critical Base Technology & Project Mgmt. Support	1999-2000 FTE	1999-2000 Amount	2000-2001 FTE	2000-2001 Amount	One-Time Request
a. Information Tech III-Supt. Center	1.00	49,631	1.00	51,414	4,000
b. Capital Planners & Project Mgmt.	2.00	120,000	2.00	120,000	-
c. Library Media Support	1.00	39,084	1.00	40,544	4,000
d. K-20 Network Operations	-	38,000	-	39,000	-
Total Critical Base Technology & Proj. Mgmt.	**4.00**	**246,715**	**4.00**	**250,958**	**8,000**

Short Narrative Description:

a. Info Tech Consultant III - Support Center: One FTE is needed to focus on individual user support as well as providing a training program for faculty and staff. *The most cost effective way to provide user support is to reduce the need for it...* and far too many of our user support calls are for simple software functionality problems which would disappear with a better trained community.

b. Capital Planners and Project Management: Facilities will need two additional FTEs next biennium in capital planning and project management due to: Seminar II design, Housing and Food Services planning, library modernization planning, technology center pre-plan, parking expansion, and facilities maintenance and renewal planning to name a few. The Facilities Labor Pool will fund these positions.

c. Library Media Support: An additional support position is needed to support the increased demand in the GIL (up 75% in the past two years) and Electronic Media operations (increase demand by Part Time Studies and Tacoma students).

9. Equipment Funds

9. Equipment Funds	1999-2000 FTE	1999-2000 Amount	2000-2001 FTE	2000-2001 Amount	One-Time Request
a. Base Allocation	-	296,480	-	423,080	-
b. Academic Equipment Critical for Fall 99		96,000			
c. Replace the Campus Postage Machine - Y2K		30,600			
d. Replace the PBX telephone system	-	-	-	-	376,000
e. Campus Wide Networking Infr-structure repairs	-	-	-	-	495,000
f. Enhancement to Equipment	-	300,000	-	300,000	-
Total Equipment Funds	**-**	**723,080**	**-**	**723,080**	**871,000**

Short Narrative Description:

a. Base Allocation: The college has $423,080 annual budgets for equipment. This reflects the commitment to continue this budget in the permanent base.

b. Emergency Equipment for AY 1999-00 Startup: Equipment identified by the Library (media), COM Building, and Lab Building considered necessary for the 1999-00 academic year.

c. Postage Machine Replacement: The mailing machine, along with the supporting hardware and software, is not Y2K compliant and needs to be replaced. As of 12/31/99 Pitney Bowes will no longer provide service or upgrades to our existing mail machine. A new machine will create improvements such as greater speed and flexibility in the process of metering mail, and includes management reporting information not currently available.

d. Replace the PBX Telephone System: Funds are identified in the capital preservation account to replace our telephone system to meet the demands of campus and to bring us current with 911 requirements.

e. Campus-wide Networking Infrastructure Repairs: Similarly, funds are identified in the capital preservation account to make the necessary equipment upgrades to equipment supporting the campus computing network infrastructure.

f. Enhancement: Simply stated, there is not enough money for equipment. This adjustment takes the projected excess tuition collections to further our efforts in meeting the campus equipment demands. Similar to the exempt recruitment budget recommendation, this is necessary because of our plans to utilize divisional resources to bridge the 1st year budget shortage and needs to pay for one-time initiatives and budget priority start-up costs.

10. Base Budget Problems

10. Base Budget Problems	1999-2000 FTE	1999-2000 Amount	2000-2001 FTE	2000-2001 Amount	One-Time Request
a. Advancement Goods & Svs. Budget Shortfall	-	16,000	-	16,000	-
b. Institutional Membership Increase	-	3,000	-	3,000	-
c. Student Peer Trainers	0.16	15,000	0.16	15,000	-
d. Intercollegiate Athletics	-	25,000	-	25,000	-
e. Mail Carrier to full-time	0.50	15,184	0.50	16,549	-
f. Arts & Sciences	-	15,000	-	15,000	-
g. Prior Learning	1.00	40,000	1.00	40,000	69,000
Total Base Budget Problems	**1.66**	**129,184**	**1.66**	**130,549**	**69,000**

Short Narrative Description:

a. College Advancement Goods and Services Shortfall: During the past year we undertook an extensive review of the expenditures in the division. Among other things we identified that the president's staff budget had been covering about $20,000 annually. After a thorough review and much "whittling" the bare bones budget for CAD is still $16,000 short.

b. Institutional Memberships: The biggest item here is the NW Association of Colleges, though we currently carry seven or eight, each of which increases annually.

c. President's Area Student Peer Trainers: For several years the office has had three student employees as peer trainers. These students organize training in the classroom around issues of sexual harassment, race relations and civil rights. In addition the students do much of the data base work in the office for affirmative action. The implementation of these positions has substantially reduced the level of formal complaints around these issues related to students. The cost savings to the institution is difficult to measure, but far exceeds the cost of the students. We have asked for permanent funding during the past several budget cycles. We will not have the one-time funds to carry these positions.

d. Intercollegiate Athletics: The current level funding for our intercollegiate athletic programs is woefully inadequate. This is a result of several factors. First, we underestimated the cost of adding basketball and tennis to our program. Second, we have seen a steady decline in our conference and facilities rental revenues over the past few years. A substantial portion of this revenue is earmarked for our athletic programs. Finally, the costs of our other intercollegiate teams, soccer and swimming, have also increased. While we have gradually eliminated tuition waivers for student athletes (from $55,000, in 1996 to none this year) the Recreation, Wellness and Athletics unit realizes none of these savings.

e. Mail Carrier to Full-time: Receiving and Mail Services staffing levels have not kept pace with increases in students, faculty and staff. Divisional reserves have been used for the past three years to carry this additional .5 FTE. The additional hours are necessary to support the student mail operation in the Housing community center.

f. Arts and Science Support (Base): Includes science staff support increase (.21 FTE) to cover the increase workload demands created by the expanded Part Time Studies Program and goods and services for instrument support

g. Prior Learning Program (Base): The former model for funding PLE (transferring tuition revenue associated with actual credits generated to an agency account) ceased in 1997. The result of this decision has been an un-

funded ongoing program with an increasing deficit in the agency account. PLE has been under review for the past two years. It is expected that the program will continue provided enrollment targets are met.

11. Public Service

11. Public Service	1999-2000 FTE	1999-2000 Amount	2000-2001 FTE	2000-2001 Amount	One-Time Request
a. Center for NW Native American Studies	3.30	333,000	3.30	334,000	8,000
b. WSIPP Child Witness/Victim Intervention Study	0.00	40,000		-	-
c. WSIPP Street Youth Placement Study	0.00	101,000		102,000	-
Total Public Service	**3.30**	**474,000**	**3.30**	**436,000**	**8,000**

Short Narrative Description:

a. Center for NW Native American Studies: This proposed budget initiative will take the college to the next step in developing its academic and public service programs important to Native Americans. Funding will (1) establish a policy center to organize and sponsor scholarly convocations and symposia, coordinate research activities and publications; (2) continue our successful Native Arts and Economic Development Initiative previously funded by the Northwest Area Foundation; and (3) enhance our academic programs, especially in the area of Northwest native languages, and education in tribal administration.

b. WSIPP Child Witness/Victim Intervention Study: The Legislature provided funds for the Washington State Institute for Public Policy to facilitate a working group that will establish child sex abuse interview protocols pursuant to Second Substitute House Bill 1692 and contingent on the bill's enactment by June 30, 1999.

c. WSIPP Street Youth Placement Study: The Legislature provided funds for the Washington State Institute for Public Policy to complete studies related to alternative placement of street youth and the effectiveness of links to the missing children's clearinghouse.