

EVP PROJECT CONTROL - TASK LIST No. 1

8 April 1971

Admissions	ADM
College Relations	CLR
Computer Services	CMP
Counseling Services	CNS
Developmental Services	DVS
EVP	EVP
Library Services	LIB
Registrar	REG

<u>Task No.</u>	<u>Task Description</u>	<u>Contact</u>	<u>Status</u>
ADM	All work on a continuing basis, no present task definition	D. Brown	
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CLR- 1	Identify audiences, organizations to be contacted, set priorities and assign responsibilities	Sethre Nichols Shoben	In process
CLR- 2	Revise budget, staff plans in line with legislative and president's council actions	Sethre	Suspended
CLR- 3	Design, edit, print part-time studies brochure	Sethre	Completed
CLR- 4	Evaluate 71-72 catalog	Sethre	Continuing
CLR- 5	Coordinate planning, writing and production of 72-73 catalog	Sethre	Continuing
CLR- 6	Legislative contacts	Clabaugh Nichols Sethre	Continuing
CLR- 7	Design, write, publish Evergreen Campus Brochure	Sethre Nichols	In process
CLR- 8	Design, write, publish Faculty & Staff brochure	Sethre Nichols	In process
CLR- 9	Prepare proposal for TESC periodical publication	Sethre	In process
CLR-10	Prepare detailed proposal for Evergreen Scholarship Banquet	Sethre Nichols Shoben	In process
CLR-11	Get approval for and implement staff advisory committee	Sethre Nichols Shoben	Continuing

Task List (con't)

<u>Task No.</u>	<u>Task Description</u>	<u>Contact</u>	<u>Status</u>
CLR-12	Implement community advisory committee proposal	Shoben Nichols Sethre	Unassigned
CLR-13	Implement proposal for advisory committee of PR professionals	Sethre	In process
CLR-14	Develop general plan for TESC Development program	Sethre Sheben	Unassigned
CLR-15	Develop general plan for college opening activities	Sethre Nichols Pres. Cncl.	Unassigned
CLR-16	Cooperate in development of inter-institutional PR plan	Sethre Nichols Pres. Cncl.	In process
CLR-17	Query publications re possible article on TESC	Sethre Nichols	Continuing
CLR-18	Prepare or cooperate in preparation of articles agreed upon	Nichols Sethre Shoben	In process
CLR-19	Develop plan for and coordinate between-session legislative contacts	Sethre Nichols Clabaugh	Unassigned
CLR-20	Clarify role of College Relations Office re Contracted Studies	Sethre Shoben Teske	In process
CLR-21	Schedule statewide contacts with media	Sethre Nichols Shoben	In process
CLR-22	Develop general procedures for producing publications on college equipment	Sethre Hoffman Carnahan Pres. Cncl.	In process
CLR-23	Operate College Speakers Bureau	Nichols	Continuing (open-ended)
CLR-24	Prepare program to accommodate week end campus visitors	Sethre Nichols P. Smith	In process
CLR-25	Prepare program to accommodate daily campus visitors	Sethre Nichols D. Brown	In process
CLR-26	Develop program for campus tours once college is open	Sethre Nichols	In process

Task List (con't)

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CLR-27	Prepare campus map for opening year	Sethre Nichols	In process
CLR-28	Assist with design of college seal	Sethre	In process
CLR-29	Operate College News Bureau, including issuance of written, taped, filmed press releases to printed and electronic media	Nichols	Continuing (Open-ended)
CLR-30	Prepare new fact sheet brochure	Sethre Nichols	In process
CLR-31	Maintain staff personnel director	Nichols	Continuing
CLR-32	Maintain staff biographical summaries	Nichols	Continuing
CLR-33	Prepare article for inclusion in Mapping Your Education publication	Nichols Stenberg D. Brown	In process
CLR-34	Prepare article for use in telephone company's Hello Northwest publication	Nichols	In process
CLR-35	Assist Evergreen College Community Organization with activities and publicity	Nichols Sethre	Continuing (open-ended)
CLR-36	Participate in training of New Careerist for ultimated civil service position	Sethre Nichols	Continuing
CLR-37	Prepare college and community newsletters	Nichols	Continuing (open-ended)
CLR-38	Undertake special writing projects for faculty and staff	Sethre Nichols	Continuing
CLR-39	Assist with admissions program by explaining programs to prospective students	Sethre Nichols	Continuing
CLR-40	Help summarize portion of Business Manual for distribution to staff	Nichols	Completed
CLR-41	Help plan college recruiting and public relations movie	Sethre Nichols Barnard Hirzel Carnahan	In process
CLR-42	Prepare weekly legislative report	Nichols	Continuing

<u>Task No.</u>	<u>Task Description</u>	<u>Contact</u>	<u>Status</u>
CLR-43	Operate Community Seminar Programs for the following: Local Elected Officials 12/10/70 Local Educators 12/17/70 PTA Presidents 12/23/70 Press Club 12/30/70 Service Club Presidents 1/6/71 Chamber of Commerce 1/7/71 Southwest Washington College Committee 1/27/71 Labor Leaders 1/28/71 Lacey Newcomers 3/18/71 Business, Education Leaders 3/25/71 High School Counselors, teachers 3/31/71 Timberland Regional Library 3/14/71 Legislative wives 4/20/71 Others to be acheduled: professional people, health services social agencies, state agencies, Superintendent of Public Instr. office, more business people, plus others not yet identified.	Nichols	Continuing (open-ended) Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed In process In process
CLR-44	Assist with preparation for Evergreen Sunday in local churches	Nichols J. Long Shoben Webb	In process

CMP-1	Prepare RFP for an interactive system	Jim Johnson	Nearly complete
CMP-2	Monitor keypunching load (hire part-time keypunch help when necessary)	Joan Hutchings	In progress
CMP-3	Acquire burster and decolator	John Munro	In progress
CMP-4	Recommend card handling equipment for 71-72	John Munro	Completed
CMP-5	Arrange for improved courier service to the Data Processing Center in Oly.	Jim Long	Completed
CMP-6	Explore interactive services for administration	Baird, Munro, & Johnson	Continuing
CMP-7	Liaison with State Data Processing Center	Jim Long	Continuing
CMP-8	Property inventory system	Jim Johnson	Implementation
CMP-9	Daily work accounting system	Don Nickolaus	Debugging
CMP-10	Plant cost system	Don Nickolaus	Systems analysis
CMP-11	Admission system	Jim Johnson	Implemented
CMP-12	Registration and student records	Jim Johnson	Specifications
CMP-13	Position control	John Munro	Debugging
CMP-14	Student accounts	John Munro	Systems analysis

Task List (con't)

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CMP-15	Key control	Joan Hutchings	Pilot study
CMP-16	Stores inventory control	Bob Barringer	Specifications
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CNS	List being developed	Stenberg	
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DVS-1	Listing off-campus housing	Finley	Continuing
DVS-2	Develop campus health system	Finley & Shoben	Continuing
DVS-3	Develop campus security system	Finley & Shoben	Continuing
DVS-4	Recruit Recreation Director and Financial Aid Director	Finley & Shoben	Continuing
DVS-5	Establish Community Services Office	Finley	Continuing
DVS-6	Minority student recruitment	D.Brown/Finley/ Stenberg	Continuing
DVS-7	Develop grant package for "University Without Walls"	Finley	Continuing
DVS-8	Develop advisory committee to DVS	Finley & Shoben	Continuing
DVS-9	Help plan regional conference on volunteer service and learning	Finley & Shoben	Beginning
DVS-10	Participate in COG	Finley	Continuing
DVS-11	Participate in Judicial Proceedings Committee	Finley	Continuing
DVS-12	Compilation of list of minority cultural activities	Finley	Continuing
DVS-13	Compilation of list of minority volunteers	Finley	Continuing
DVS-14	Plan participation in "People's Fair"	Finley	Beginning
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EVP	not available	Shoben	
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Task List (con't)

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LIB-1	Create interim organization place including task definitions	Paull	25% complete
LIB-2	Hire temporary processing personnel	Stilson	95% complete
LIB-3	Get processing routines, etc., set up when media begins to arrive from Xerox	Matheny	ongoing
LIB-4	Development of AV book for library	Carnahan/Hubbard	60% complete
LIB-5	Develop library labeling system, production, processing, circulation, etc.	Hubbard	75% complete
LIB-6	Design book plates, gift acknowledgement cards, mailing labels, IBM card logo, etc.	Hubbard	25% complete
LIB-7	Transcribing and duplicating 5,000 audio units	Davies	-0-
LIB-8	Develop microform jacket index system	Carnahan	20% complete
LIB-9	Putting HRAF files in order	Zimmerman/ Moffatt	completed
LIB-10	Photograph 3-D and flat original materials for library collection	Hirzel	continuing
LIB-11	Index labels for model-Bldg 212	Hubbard/Enriquez	completed
LIB-12	Develop job order system for media production	Hubbard	deadline 4-16-71
LIB-13	Motion picture project - Bob Barnard recruiting film	Hirzel/Davies	
LIB-14	Close out Abel processing function	Stilson	95% complete
LIB-15	Organize half day learning strategies workshop, 16 April 1971	Holly	on schedule
LIB-16	Monitor current biennium expenditures and closeout	Paull/Carnahan	continuing
LIB-17	Order microform reading-printing storage equipment by 1 May	Holly	25% complete
LIB-18	Develop specialized furnishings and equipment lists for computer room, typing room, art area, rare books room, repro rooms, microfilm rooms	Holly/Carnahan	25% complete
LIB-19	Coordinating library equipment needs for the opening of the library	Carnahan	5% complete

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<u>Task No.</u>	<u>Task Description</u>	<u>Contact</u>	<u>Status</u>
LIB-20	Coordinating audiovisual and television equipment acquisition for the library and lecture hall	Carnahan	50% complete
LIB-21	Working on the laboratory building to identify and provide media and communication needs	Carnahan	50% complete
LIB-22	Work with architects on design of audio visual requirements on recreational building, large group lecture halls, science building, etc.	Saari	continuous task
LIB-23	Working with Don Humphrey on special instructional equipment needs	Carnahan	continuing
LIB-24	Opening of 71-73 050 program Budget	Paull	10% complete
LIB-25	Create 1st-opening organization plan including task definition	Paull	25% complete
LIB-26	Looking for outside funding for library needs not covered by operating funds (HEA)	Carnahan/Holly	continuing
LIB-27	Organize first six months of library's non-credit learning programs (learning for the hell of it)	Paull	-0-
LIB-28	Develop policy statement on selection of library materials	Holly	10% complete
LIB-29	Plan continuing library collections development	Holly	continuing
LIB-30	DTF and School A, B & C participation	Staff	on-going
LIB-31	Participation in COG	Caulfield/ Douglas	interminable
LIB-32	Get Holly's backlog of unanswered correspondence answered	Holly	weekend progress
LIB-33	Push on interinstitutional library cooperation	Holly/Carnahan	continuing
LIB-34	Developing agreement for space utilization and joint cooperation with the State Library AV services	Carnahan	25% complete
LIB-35	Working with the Superintendent of Public Instruction to determine cooperative opportunities	Carnahan	exploratory

Task List (con't)

<u>Task No.</u>	<u>Task Description</u>	<u>Contact</u>	<u>Status</u>
LIB-36	Summary of lending policies for major library resources in Olympia area	Holly	target-June 15
LIB-37	Develop library circulation system	Paull	25% complete
LIB-38	Write specifications for library terminal equipment	Paull	25% complete
LIB-39	Develop statement on confidentiality of circulation records	Holly	deferred
LIB-40	Developing policies covering "rights" to materials produced by faculty and college	Carnahan	5% complete need help!
LIB-41	Plan move into permanent quarters (many, many sub-tasks)	Paull	5% complete
LIB-42	Design staff development and career ladders program	Paull	5% complete
LIB-43	Develop operating procedures for media engineering and maintenance	Saari	30% complete
LIB-44	Develop list of supplies needed for audiovisual repair	Saari	30% complete
LIB-45	Write specifications for electronic test equipment	Saari	60% complete
LIB-46	Design audio production area equipment layout and wiring	Saari	working with consultant
LIB-47	Design television studio and control room equipment layout and wiring	Saari	60% complete
LIB-48	Write specifications for portable audiovisual equipment	Saari	60% complete
LIB-49	Write specifications for audio production area	Saari	working with consultant
LIB-50	Write specifications for television studio and master control room equipment	Saari	30% complete
LIB-51	Write specifications for audio duplication equipment	Saari	95% complete
LIB-52	Design plan-human skills, interests and resources inventory	Paull/Caulfield	-0-
LIB-53	Develop "opening" program	Paull	-0-
LIB-54	Developing new areas for library activity such as media therapy	Stilson/ Caulfield	-0-

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LIB-55	Coordinate selection activities for maps, globes, atlases, etc.	Holly	75% complete
LIB-56	Coordinating the selection of 16mm film for the library collection	Carnahan	10% complete
LIB-57	Develop library archives policy recommendation in coordination with college records management & retirement program	Stilson	-0-
LIB-58	Develop library user's handbooks	Caulfield?	-0-
LIB-59	Development of library graphics and locaters	Hubbard	-0-
LIB-60	Develop programmed units on library use	Carnahan	-0-
LIB-61	Develop programs for staff, faculty and student involvement in photo area-including contracted studies possibilities	Hirzel	25% complete
LIB-62	Develop bibliography of Evergreen personnel publications	Moffatt	50% complete
LIB-63	Develop plan for handling visitors - individuals, groups, casuals, professionals	Stilson/ Caulfield	-0-
LIB-64	Intellectual freedom statement, WLA IF committee	Holly	draft completed for WLA review
LIB-65	Assembling initial card catalog	Matheny	-0-
LIB-66	Develop Friends of the Library program	Holly	-0-

REG-1	Develop total operations plan for registrar's office	Smith	in process
REG-2	I.D. cards plans and development	Smith	in process
REG-3	Develop Selective Service processes and reporting	Smith	in process
REG-4	Veterans Administration approval for educational benefits	----	completed
REG-5	Social Security approval for educational benefits	----	completed
REG-6	Develop procedure and form format for accepting work of students transferring to TESC	Smith	in process

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REG-7	Examine prospects of C.L.E.P. uses here	Smith	in process