

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

***JULY 11, 2001***

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

<b>Trustees Attending:</b>	Stanley Flemming	<b>Absent:</b> Deborah Barnett
	David Lamb	Bill Frank, Jr.
	Dwight Imanaka (via conference phone)	Karen Lane
	Marilee Roloff (via conference phone)	
	Jaime Rossman	

<b>Representatives to the Board:</b>	Steve Huntsberry, Staff	<b>Absent:</b> JEB Thornton, Alumni
		Lance Laird, Faculty

**Staff Present:**

Stanley Bernstein, Director of College Relations  
Maia Bellon, Special Assistant for Civil Rights and Legal Affairs  
Petra Carver, Director of Business Services  
Kate Lykins Brown, Interim Director of College Relations  
Art Costantino, Vice President for Student Affairs  
Ann Daley, Vice President for Finance and Administration  
Michel George, Director of Facilities  
Edie Harding, Director of Governmental Relations  
Kathleen Haskett, Purchasing  
Lee Hoemann, Executive Associate to the President  
Steve Hunter, Associate Vice President for Enrollment Management  
Piper Kapin, Food Service Liaison  
Frank McGovern, Vice President for College Advancement and Executive  
Director of the Evergreen State College Foundation  
Chuck McKinney, Housing Office  
Walter Niemiec, Associate VP for Academic Budget & Financial Planning  
Thomas L. Purce, President  
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  
Mary Ann Steele, Manager of Special Events  
Helen Stoutnar, College Advancement Staff  
Nancy Taylor, Academic Dean  
Steve Trotter, Executive Director of Operational Planning and Budget  
Tess Yost, College Advancement staff  
Bill Zaug, Administrative Assistant for Budget

**Others Attending:**

Velma Canfield, Visitor  
Howard Fischer, Assistant Attorney General  
Corey Pein, Cooper Point Journal  
See permanent roster for others attending

**Call to Order/Introductions**

Vice Chair Flemming convened the meeting at approximately 1:35 PM. Introductions included Stanley Bernstein, newly appointed Director of College Relations, and Steve Hunter, recently appointed to the

position of Associate Vice President for Enrollment Management (serving since 1979 as the Director of Institutional Research).

## **PRESIDENT'S REPORT**

### **College Advancement Update**

Vice President McGovern reported a positive increase in the number of donors and an increase in the contribution level to the annual fund and gifts to the foundation.

### **Reports from Representatives**

Staff Representative Steve Huntsberry had no items to report.

### **President's Report**

President Purce mentioned another successful Super Saturday event, his attendance (along with Trustees Flemming and Rossman) at the Tacoma campus graduation celebration; Evergreen's hosting of the Council of Public Liberal Arts Colleges' annual meeting (noting that he is the President of this organization this coming year); and the Gathering of Indigenous Visual Artists of the Pacific Rim.

## **CHAIR'S REPORT**

### **Student Trustee Report**

Student Trustee Jaime Rossman reported his attendance at the Olympia graduation, Super Saturday and the Tacoma campus celebration, mentioned that he is preparing an article for the orientation issue of the Cooper Point Journal and completing his new trustee orientation schedule with the Vice Presidents. He looks forward to communicating with students in the fall.

### **Chair's Report**

The Acting Chair noted a Board Retreat on October 9 and 10.

## **APPROVAL OF FOOD SERVICE CONTRACT - Action**

Vice President Daley expressed pleasure in bringing to the Board a contract for food services with Bon Appetit Management Company. She provided a summary of the RFP process (which included a one-year extension of the contract with the current vendor) and of the draft contract with Bon Appetit. This agreement is built on the assumption that by the third year participation will grow to the purchase of 700 meal plans by students, anticipated participation in a debit card plan by faculty and staff and continuing strong sales from catering and conference services. She noted that in the first year of the contract Evergreen would pay a management fee of \$100,000 to Bon Appetit, subsidize the pricing of food in the meal plans (assume pricing at 700 meal plan level with 400 actual meal plans sold) and absorb the projected operating loss of \$62,000 in year one. These financial arrangements will be re-negotiated annually, with the expectation that the operation will be producing revenue for the college by the third year. Ms. Daley mentioned an upcoming meeting with the University of Washington to explore an interagency agreement for the use of their debit card system. Follow-up steps include transition issues and formation of a disappearing task force to examine assumptions about how to get to a 700 meal plan and whether a mandatory meal plan would need to be adopted.

**Motion** Mr. Lamb moved to delegate authority to the President to enter into an agreement  
**7-01-01** between The Evergreen State College and The Bon Appetit Management Company for the period commencing September 1, 2001, and ending August 31, 2004, with the option of up to seven mutually agreed upon one-year extensions. Seconded by Ms. Roloff and passed.

### **APPROVAL OF 2001-03 BIENNIAL OPERATING BUDGETS SPENDING PLANS - Action**

Steve Trotter, Executive Director of Operational Planning and Budget, reviewed the recommendation for the 2001-03 biennial operating budgets spending plans, reminded Trustees of the policies adopted by the Board at the last meeting and pointed out the policy changes included in the recommendation. He specifically noted the staff recommendation to set aside an allocation of \$250,000 for the Childcare Facilities Building fund; to increase tuition 6.7% in 2001-02 and 6.1% in 2002-03; to increase the Community Health and Counseling Fee by \$1.00 per quarter in 2001-02 and by \$ .50 per quarter in 2002-03; to authorize an additional one percent salary increase for faculty and exempt professional staff for the 2002-03 fiscal year; to increase state funded student salary budgets by 5% per year during the 2002-03 biennium; and to approve the funding for the direct instructional costs to support the 124 FTE undergraduate student enrollment growth funded by the legislature. President Purce added that these recommendations are based on the strategic plan and based on a review of each area of the institution.

**Motion** Mr. Rossman moved approval of the attached \$129,890,469 2001-2003 operating budget  
**7-02-01** 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. Included in these spending plans are the following policy changes:

***Operating Budget Policies Previously Adopted by the Board of Trustees:***

- a) *The S&A Tier I & Tier II budget recommendations including food allowance expenditure plans approved by the Board on June 14, 2001; and*
- b) *The Housing rental rate increases approved by the Board on June 14, 2001; and*
- c) *The 3% Reallocation Plan approved by the Board on June 14, 2001.*

***Operating Budget Policy Changes included in this Administrative Recommendation.***

- d) *Increase tuition 6.7% in 2001-02 and by 6.1% in 2002-03 for all student categories; and*
- e) *Increase the Community Health and Counseling Fee by \$1.00 per quarter in 2001-02 and by \$.50 per quarter in 2002-03;*
- f) *Approve the funding for the direct instruction costs to support the 124 FTE undergraduate student enrollment growth funded by the legislature;*
- g) *Authorize an additional one percent salary increase for faculty and exempt professional staff for the 2002-03 fiscal year;*
- h) *Approve the allocation of \$250,000 to the Childcare Facilities Building Fund; and,*
- i) *Increase state funded student salary budgets by 5% per year during the 2001-03 biennium.*

### **2001-03 BIENNIAL SPENDING PLAN BY FUND TYPE**

2001-03 SPENDING PLANS	TOTAL
▪ State General Funds	\$ 51,594,000
▪ Operating Fee Revenues	30,990,374
▪ Local Dedicated Funds	4,832,937

▪ Grants & Contracts	6,967,924
▪ Non-Budgeted Local Funds	35,505,234
<b>TOTAL 2001-03 SPENDING PLANS</b>	<b>\$ 129,890,469</b>

Seconded by Mr. Lamb and passed.

Trustees complimented staff on this work, noting the budge was not only easily read and understood but also accomplished the goals of the institution.

#### **APPROVAL OF 2001-03 CAPITAL SPENDING PLANS – Action**

Vice President Daley highlighted the items in the 2001-03 capital budget spending plans, noting that the design money requested for renovation of the Daniel J. Evans Library Building was not included in the legislative budget. She noted that the College is entering the most intense decade of renovation and construction that the campus has experienced since its founding. When completed, the Seminar II Building will be second largest building on campus at 150,000 square feet. She indicated that everything will be done to minimize the impact of construction during this twenty-two month construction period.

**Motion** Mr. Imanaka moved approval of the attached 2001-2003 capital budget spending plan of  
**7-03-01** \$48,117,630. Seconded by Ms. Roloff and passed.

A tentative special meeting was set for late August, but was subsequently canceled.

#### **PRESIDENTIAL EVALUATION – Postponed**

The Acting Chair noted that the presidential evaluation will be deferred to the September Board agenda due to lack of a quorum for an executive session.

#### **AMENDMENT TO DELEGATION OF AUTHORITY RESOLUTION – Discussion**

In response to the Board's suggestion that staff review the dollar thresholds incorporated into the Delegation of Authority, Vice President Daley reviewed proposed amendments to sections 12, 16, 17, 18, 19 and 21. Trustees questioned whether a dollar amount was the best measure for the final design of all major capital program projects (item # 16) – and raised the question of "*what are the appropriate moments and avenues for the Board to have a voice for activities related to construction?*" President Purce suggested that the Board Finance and Advancement Subcommittee review these proposed changes and continue this dialog. President Purce indicated his intention to keep the Board fully apprised of all aspects of the construction of the Seminar II Building.

#### **APPROVAL OF MINUTES OF THE JUNE 2001 MEETING – Action**

**Motion** Mr. Imanaka moved approval of the minutes of the June 14, 2001 meeting as submitted.  
**7-04-01** Seconded by Mr. Rossman and passed.

#### **OTHER BUSINESS, REPORTS AND ANNOUNCEMENTS**

##### **Staff Turnover Report/Affirmative Action Report**

Vice President Daley narrated a power point presentation prepared by Human Resource Services containing information about grievances, adjudications; training and development for 1999-2001 (for staff and faculty). Ms. Daley also reviewed the progress of the Human Resource Services disappearing task

force, noting that (1) Evergreen has an aging workforce who are nearing retirement; (2) retirements are compounded by the effects of a tight labor market (competitive salaries/benefits, professional development, etc.); and (3) changing attitudes of the workforce (employees no longer stay for their entire career). She reviewed the membership of and charge to the HRS DTF and discussed the issues the DTF is examining: workforce assessment; exempt compensation system; data and information systems; with a goal of delivering a draft six-year work plan and budget for all aspects of activities surrounding campus Human Resource Services. The DTF's broad objective will be to update/develop new or improved practices in all aspects of employee recruitment and retention.

Mr. Gallegos reported on the affirmative action plan for the period between 1997 – 2000, the first full report since the passage of I-200. He noted that diversity increased despite changes in procedures resulting from I-200, with particular success in hiring people of color in support staff. Included in his presentation were: statistics regarding discrimination complaint activity; staff and faculty appointment activity (a dramatic increase – hiring in 1999 was 250% greater than in 1993 – with a significant impact on those involved in the process); Evergreen's staff and faculty diversity profiles for 1997 through 2000; and new division-specific workforce profile reports. Trustee Flemming wondered how many hired during this period (total appointments of 377) are still here. Staff will provide this information. Mr. Gallegos also outlined some of the actions on the affirmative action agenda for the next four years.

#### **PUBLIC COMMENT AND ADJOURNMENT**

President Purce acknowledged the excellent transition/orientation material prepared by Barbara Smith; he also expressed appreciation to each of the vice presidents for their work and support during his first year of presidency.

During the public comment period, staff member Tess Yost asked the Trustees what the Board's involvement was in the staff layoffs in the office of College Advancement. The Acting Chair stated that the purpose of the public comment period was to hear public comment and not to engage in dialog. The Assistant Attorney General noted these issues should be addressed through appropriate forums such as grievance processes.

The date of the next regular meeting was confirmed for Tuesday, September 18.

The meeting adjourned at approximately 4:15 PM.

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**Karen E. Lane, Chair**

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**Deborah J. Barnett, Secretary**

Attachment: 2001-03 operating budget spending plan  
2001-03 capital spending plans

RMS