

**MEETING OF THE BOARD OF TRUSTEES
OF THE EVERGREEN STATE COLLEGE
May 11 and 12, 2004**

Trustees Attending:

Deborah Barnett
Stanley Flemming
David Lamb
Karen Lane
Merritt Long
Claudia Kauffman RedMorningStar
Marilee Roloff
Anthony Sermonti

Representatives to the Board:

Bonnie Marie, Alumni Representative

Staff Present:

Don Bantz, Provost and Academic Vice President
Jim Beaver, Director of College Relations
John Carmichael, Administrative Assistant to the President/Recording Secretary
to the Board of Trustees
Petra Carver, Director of Business Services
Art Costantino, Vice President for Student Affairs
Ann Daley, Vice President for Finance and Administration
Michel George, Director of Facilities Services
Edie Harding, Director of Governmental Relations
Ken Holstein, Associate Vice President for Human Resources
Steve Hunter, Associate Vice President for Enrollment Management
Haley Lowe, Gateways Program Assistant Director
Frank McGovern, Vice President for College Advancement and Executive
Director of the Evergreen State College Foundation
Carol Minugh, Member of the Faculty
Thomas L. Purce, President
Steve Trotter, Executive Director of Operational Planning and Budget
Tom Womeldorff, Academic Dean
Bill Zaugg, Administrative Assistant for Budget (Student Affairs)

Others Attending:

Justin Bacon, Student
Howard Fischer, Senior Assistant Attorney General
Dan Gavin, Assistant Attorney General
Susan Graham, Parametrix
Robert Martindale, Student
Cynthia Miller, Student
Diane Monroe, Studio Meng/Strazzara
John Salmon, Assistant Attorney General

Tuesday, May 11, 2004

Chair Stan Flemming called the meeting to order at 10:00 a.m. in the board room of the Daniel J. Evans Building in Olympia. A quorum was established with Trustees Flemming, Lamb, Lane, Long, RedMorningStar, Roloff and Sermonti present. The board moved into executive session to discuss litigation or potential litigation with legal counsel. The board returned to an open meeting at 10:50 a.m.

Capital Projects update

Vice President Ann Daley said that the board would be asked in June to approve a construction contract for renovating the third floor of the Lab II building. She asked Director of Facilities Michel George to describe the project. Mr. George said that the renovation will update the labs and make them better suited to Evergreen's academic programs. The renovation includes a large chemistry laboratory, a geology laboratory, an environmental analysis laboratory and adjacent space. The construction will begin in June and end in December. The college originally hoped to complete the project in time for fall quarter, but that schedule was not feasible.

Ms. Daley asked Diane Munroe from Studio Meng/Strazzara to discuss the first phase of renovation for the Daniel J. Evans Library Building, which will renovate the wing of the building where the library and computing center are located. Ms. Munro said that the project is complex and relies on the leadership of the Facilities staff, Director of Computing and Communications Anna Kircher and Library Dean Lee Lyttle. Because the building will be occupied during the renovation, users will experience some inconvenience and noise. The renovation will provide better integration for work areas and will upgrade air handling, data and telecommunication systems, and upgrade the building seismically.

Mr. George briefly described other projects underway, including replacement of roof-walkway for the College Recreation Center and a pilot project to choose more durable brick pavers for Red Square.

Capital Budget Request

Vice President Ann Daley said that the board will be asked at the June meeting to approve the college's capital budget request to the legislature for 2005-2007 and an update to the college's 10-year capital plan. She said that the later years in the ten-year capital plan may eventually be revised to reflect the long-range enrollment growth planning currently underway. The college may soon seek a consultant to help develop an update to the campus facilities master plan.

Director of Facilities Michel George reviewed the ten-year capital plan. Requests for the next biennium include funds for preservation, minor program projects, and the second phase of the Evans Building renovation. The ten-year capital plan assumes that science laboratories will need to be renovated and updated on a ten-year cycle.

Trustee Karen Lane asked how the two phases of the Evans Library Building Renovation would connect. The currently funded phase will extend into the next biennium, when the second phase would start if funding is available. Mr. George said that the first phase was slowed by several factors, including the design of seismic improvements and a thorough survey of hazardous materials in the building. These steps will not be repeated in the second phase, and the two phases can overlap.

Capital Budget Priorities for 2005-2007

Vice President Ann Daley said that new legislation requires the six public four-year colleges and universities to assemble a single prioritized list of capital projects for the 2005-2007 biennium. She said that she represented Evergreen in negotiations with the other institutions and found the process to be beneficial.

For the purpose of assembling a system-wide list of capital projects, the group decided to pool the minor works projects. The highest priority project on the list of major program projects is the second phase of the Evans Library Building renovation. Ms. Daley said that the projects on the list total \$504 million, which would be a significant portion of the state's capital budget.

Ms. Daley said that the Board of Trustees will be asked to approve this list at the June meeting. Each institution will also submit their usual capital budget requests separately. The legislature will be free to use the integrated prioritized list as it wishes.

Operating Budget Request for 2005-2007

Executive Director for Operational Planning and Budget Steve Trotter asked Vice President Daley to describe the governor's Priorities of Government project. Ms. Daley said that the governor initiated the Priorities of Government process during the last budget cycle. The process describes the state's revenues as the "price of government" and calls for prioritizing the services that can be obtained for that price. The process has identified ten priorities, one of which directly involves higher education: "To improve the value of a state college or university education." Ms. Daley said that she is part of a higher education priorities of government work group with staff from the governor's office and the executive directors of the State Board of Community and Technical Colleges and the Higher Education Coordinating Board. Ms. Daley said that each agency and higher education institution will be asked to frame their biennial budget requests within the priorities of government.

Mr. Trotter said that the College Budget Council (CBC) considered adjustments to the 2004-2005 budget allocations. The CBC noted that state revenues appeared to be stabilizing. Consequently, the CBC is recommending that the college not implement planned budget reductions. The CBC also recommended re-classifying how new revenue streams are accounted to reflect that they do not directly affect the college's operating budget. The CBC also recommends maintaining sources of flexibility in permanent base budget funds. The CBC's recommendation calls for holding approximately \$750,000 in unallocated base budget funds and using one-time money to address any pressing budget needs. On-going changes would be incorporated into next year's biennial budget process.

Second, the CBC developed recommendations for the college's 2005-2007 operating budget legislative request. The CBC looked at previous budget requests, needs that remain unfunded, and new budget requests. The college's last legislative operating budget request sought an increase of 12.6%. The requested increases were grouped under several themes, including student success, campus vitality, learning technologies, and efficiency and effectiveness.

This year, the staff will propose a legislative operating budget request for an increase of approximately ten percent. The request will be under the general theme of "Improving the value of an Evergreen education." Specific policy requests will be grouped under the themes of "faculty and staff recruitment" (including a narrative request for faculty and staff salary increases), "core support for student success" (including instructional support, technology demands, and basic equipment repair), "stewardship and sustainability" (including a backlog of physical plant maintenance, improving institutional management and developing community partnerships), and "increased budgeted enrollment levels" (including a request to provide state funding for the overenrollment the college currently carries and permanent funding for the MPA Tribal Administration program). Mr. Trotter said that college staff will continue to work on these requests and recommend that the board approve the request at its June meeting.

Ms. Roloff asked about budgeting for collective bargaining. Ms. Daley said that it is too soon in the negotiation process to predict what the costs of a new agreement may be. The college's request will ask for funding for the expected cost of negotiations.

Student Life Report

Vice President for Student Affairs Art Costantino introduced Campus Grievance Officer Joe Tougas. Dr. Tougas said that he is responsible for meeting with students who are alleged to have violated the student code of conduct. He also works to prevent violations of the code of conduct. He said that the campus grievance system is based on the concept of restorative justice rather than punitive justice. Dr. Tougas shared statistics summarizing the number and kinds of violations he has investigated over the past several years. He noted that the number of alcohol-related violations decreased significantly this year. He said that this decline is due to changes in enforcement strategies and intensive work with the Resident

Assistants in Housing. Dr. Costantino said that it is helpful to have a grievance officer who is a member of the faculty and understands the academic culture of Evergreen.

Trustee Roloff asked how it is determined whether a liquor violation is referred to the grievance officer or handled by the police. Dr. Tougas said that the college has a specific policy to determine how cases are handled. On a first offense, if students are honest and cooperative, they do not receive a criminal citation and are referred to the grievance officer. On a second contact, they will receive a criminal citation and will also be referred to the grievance officer. He said that the rate of second offences is very low.

Dr. Costantino asked Director of Student Activities Tom Mercado to discuss the work of the Services and Activities (S&A) Fee Board. Mr. Mercado recalled that the Board of Trustees previously approved a biennial S&A budget of \$4,377,213. The budget supports Recreation and Athletics, the *Cooper Point Journal*, KAOS, the Campus Children's' Center, the Student Activities office, and student organizations. This year the S&A board was responsible for allocating a special initiatives fund of \$110,000 and allocating funds to student groups for the upcoming year. Mr. Mercado introduced Cage Bauman, S&A Board coordinator for the year. Ms. Bauman said that new student organizations include a Chemistry Club and Physics Society. Special Initiatives funded included a sustainability conference involving 13 student organizations. She said that the operational budget allocations for the year funded 45 student organizations this year, which is four more than last year. The S&A budget also funded the purchase of tree-free paper for student organizations.

Dr. Costantino said that Evergreen and colleges across the country have noted an increase in the number and severity of student mental health issues. The waiting list for services at the counseling center has grown long. In response, the college is seeking funding for two additional positions in the Counseling Center and is considering one-time funding for additional help next year.

Dr. Costantino said that a Campus Life Work Group has been formed to study how the built environment on campus supports student life. The committee distributed a survey to students at the end of winter quarter. Sixty-four percent of students said that it would be desirable to have a student union building containing lounges and group meeting rooms. Some students indicated that they are isolated on campus. They would be interested in seeing health food outlets, convenience stores, restaurants and bars near campus. They also indicated that they would like to see more social space outdoors protected from the weather. Students indicated that they would like a place that served cold and hot drinks after 7:00 p.m. The survey asked students to rate the importance of several qualities that may be associated with food service. Food quality was rated as very important (795 points). Cost was also important (759 points). Hours (557 points) and health promoting (402 points) were somewhat important. Corporate connections of food vendors scored lower on the survey (87 points).

Dr. Costantino said that the board will be asked to approve a renewal of the college's contract with WashPIRG at the board's June meeting.

Enrollment Growth Planning

Associate Vice President for Enrollment Management Steve Hunter and Academic Dean Tom Womeldorff discussed enrollment growth planning. Mr. Hunter said that the Enrollment Coordinating Committee (ECC) had studied the college's recent enrollment history and population forecasts for the state. The background information that the ECC has gathered will be provided to an Enrollment Growth Disappearing Task Force (DTF) that will be charged soon. The DTF will work over the summer and next year to develop a recommended enrollment growth plan for the Board of Trustees to consider in spring 2005.

Dr. Womeldorff said that it is important that the enrollment growth plan be developed in close consultation with the faculty. Maintaining faculty vitality will depend on finding a growth plan that

faculty can support. A good conversation among the faculty will require time, so the group will begin its work in the summer.

Mr. Hunter said that the enrollment growth plan will grow the college to 5,000 FTE. He said that 5,000 FTE has been the college's growth target for a number of years and was used to justify funding for the Seminar II building. He said that growth in recent years has occurred in undergraduate, full time programs on the Olympia campus. Growth has also occurred in the Tacoma and Reservation Based/Community Determined programs. Some growth in the college's FTE numbers occurred when students were allowed to enroll for up to 20 credits each quarter. Enrollment in evening and weekend programs has been steady for the past five years. Mr. Hunter said that a review of enrollment history shows that the college has been growing in its "core" programs, which Dr. Womeldorff defined as interdisciplinary team-taught programs.

Mr. Hunter said that the ECC would recommend that the college assume that future growth will come from resident students. The portion of non-resident enrollment affects budget assumptions. In recent years, the college's budget has assumed that 25 percent of students would pay non-resident tuition. Actual non-resident enrollment has been lower, resulting in lost revenue. By assuming that new growth will be from resident students, the college's budget will eventually assume that approximately 20 percent of students will be non-residents.

Mr. Hunter said that from his examination of population forecasts and Evergreen's historical participation rate, he estimates that the college will add approximately 300 FTE by 2015. An additional 600 FTE will be needed to reach the college's goal of 5,000 FTE. To achieve this goal, Evergreen will need to increase the college's participation rate by adding new programs or revising current programs to attract students whose interests the college does not currently meet. Dr. Womeldorff said that identifying new programs would require extensive discussion among the faculty to ensure that any expansion is consistent with maintaining the core of the college.

Recess

The board recessed at 4:46 p.m.

Wednesday, May 12, 2004

Dr. Flemming called the meeting to order at 9:10 a.m. with a quorum present.

Parkway Renovation

Vice President for Finance and Administration Ann Daley, Director of Facilities Michel George, and Susan Graham from Parametrix described plans to renovate the Evergreen parkway. Ms. Daley said that the college plans to discuss the project with neighbors in the area. She said that she and Mr. George had met with the Cooper Point Association, which was pleased with the concept. The next step will be to invite adjacent neighbors to an informational meeting on campus. Mr. George said that he thought the *Olympian* would be interested in the project and would publish an article that will help to publicize the meeting.

Ms. Graham said that she has worked with Evergreen on traffic and parking issues for several years. She said that 70 percent of traffic on the parkway is passing through campus without stopping. The renovation of the Parkway is intended to improve the failing intersections at McCann Plaza and Overhulse, to reduce speeding on the Parkway, and to repair the road surface.

Ms. Graham said that the proposed renovation would place roundabouts at McCann Plaza and Overhulse, would narrow the parkway to one lane in each direction, and would add a separated pedestrian/bicycle lane. She said that the county's twenty-year projections of traffic in the area show that a single lane is

adequate for the Parkway. The county has no plans to widen the roadway at either end of the parkway to two lanes.

Mr. Lamb asked what action the board would need to take on the project. Mr. George said that under the terms of the board's delegation of authority, the board's approval of the construction contract will be needed for the project to proceed. The contract will be ready for the board's consideration in early summer. The first phase of construction, which would include installation of the roundabouts, would take place during the summer.

Gateways Program

Dr. Flemming asked Member of the Faculty Carol Minugh to describe the Gateways program. She introduced Haley Lowe, the assistant director of the program. Dr. Minugh said that the program started in response to a request from the Maple Lane facility for incarcerated youth. The program is integrated with an academic program at Evergreen. Evergreen students begin by learning about privilege, cultural conflict and racism. The program uses a participatory research model, which gives control of the research agenda to those affected by the research. Dr. Minugh told stories about Evergreen students and Maple Lane students working together.

Motion **#5-01-04**

Mr. Sermonti made a motion to adopt Resolution 2004-02 recognizing the contributions of Carol J. Minugh (attached). The motion was seconded by Mr. Long and passed on a voice vote.

Late Evaluations

Academic Vice President and Provost Don Bantz introduced Academic Dean Eddy Brown. Dr. Bantz said that the college processes 18,000 narrative evaluations each year. It takes an average of 42 days to process each evaluation. Dr. Bantz said that he had charged a DTF to make recommendations for improving the content, quality and conciseness of evaluations. At the same time, the vice presidents charged a group to carefully review the process for handling evaluations and recommend ways to streamline the process.

Mr. Brown said that late evaluations can negatively affect students by putting their financial aid at risk, delaying admission to graduate programs or affecting employment. In fall quarter, twenty-five students lost their financial aid and were temporarily disenrolled due to late evaluations. Mr. Brown said that 310 evaluations are currently late and unposted, not including incompletes. Mr. Brown said that there are many reasons that an evaluation may be late, many of them understandable. A small number of faculty are chronically late with large numbers of evaluations. He said that the college's policy says that paychecks can be withheld for faculty members who fail to complete evaluations, but it may not be legal to do so. The college does withhold certain privileges from faculty with late evaluations. For instance, faculty who are late with evaluations are not allowed to teach during summer session.

Acceptance of Audited Financial Statements

Vice President Ann Daley presented the audited financial report for 2003.

Motion **#5-02-04**

Ms Barnett made a motion to accept the audited financial report for 2003. The motion was seconded by Ms. Lane and passed on a voice vote.

Approval of minutes

Motion **#5-03-04**

Mr. Sermonti moved adoption of the minutes of the March meeting. The motion was seconded by Ms. Lane and passed on a voice vote.

Appointment of nominating committee

Dr. Flemming announced that Ms. Lane and Ms. Roloff would serve as a nominating committee to propose board officers for the 2004-2005 year. Ms. Lane will chair the committee.

Report from Student Trustee

Mr. Sermonti said that he is ready to graduate. He has attended several events, including some involving the organization of a student government.

Report from Chair

Dr. Flemming announced that he would resign as chair of the board effective at the end of the day. He said that he is required to report in four days for active military service. Vice Chair Barnett will serve as acting chair.

President's report

President Purce invited Ms. Lane to report on the work of the Joint Governing Boards. Ms. Lane said that each of the four-year institutions appointed a representative to the group, which hopes to meet in early June. The group can use the meeting to discuss its purpose and develop strategies to advocate for higher education.

President Purce invited Bonnie Marie to report as Alumni Representative. Ms. Marie said that the alumni association is selling survival kits, flowers at graduation, and will host the Greener Oasis beer garden at Super Saturday. The association's annual meeting will be held on Super Saturday where a new set of board members and officers will be elected. Two alumni events are planned: one on May 20 at the Museum of Glass and a second on June 4 at the home of Mark Souder. Ms. Marie distributed community rebate cards. When used at Storman's Thriftway stores, the cards cause a percentage of the sale to be donated to the Alumni Association.

President Purce asked Vice President for College Advancement Frank McGovern to report on fundraising. Mr. McGovern said that the Annual Fund has received \$271,000 in gifts compared to \$286,000 last year at this time. The fund's goal for the year is \$350,000. The Annual Fund campaign experienced some delays associated with the installation of the new phone system and the conversion to the Banner system. The Annual Fund callers are receiving 12.5 pledges each calling session compared to 4.5 pledges before the installation of the new phone system. Mr. McGovern said that overall fundraising has collected \$1.4 million in gifts this year compared to \$1.1 million at the same time last year. The goal for the year is \$1.6 million.

President Purce asked Ann Daley to provide an update on the college's food service contract. Ms. Daley said that five vendors attended a mandatory bidders conference on April 12. Bids are due on May 14. The current vendor, Bon Appetit, will not submit a bid but is willing to extend their current contract if the bidding process fails. The college expects to identify a successful bidder by June 4. The college has also entered into an agreement with the University of Washington's Housing and Dining program to develop a long-range strategic plan for Evergreen's food services. The plan, which will be complete by mid-summer, will include a concept for renovating food facilities and a financing plan.

Ms. Daley also reported on collective bargaining. She said that the college is bargaining through the governor's office of labor relations. Associate Vice President for Human Resources Ken Holstein serves on the negotiating team. The group that Evergreen is bargaining with has agreed to ground rules and has entered into some tentative agreements around less controversial areas. The completed negotiation will be submitted to the Office of Financial Management on October 1. The legislature can approve or disapprove the contract in 2005.

Vice President Art Costantino described plans for Super Saturday and distributed posters for the event. President Purce thanked Dr. Costantino for chairing the event committee. President Purce said that the college will consider whether to continue the event in future years.

President Purce reviewed some of his recent activities. He noted the successful completion of the search for a Provost and thanked the search committee and all the members of the community who participated. President Purce said that he would be entering into a contract with the Collins Group to assess the college's readiness to begin a fundraising campaign. The contractor will assess the college's fundraising operations and data systems, talk to some board members and other community members, and recommend improvements.

President Purce said that he recently traveled to Houston, Boulder and Boston to visit alumni and friends of the college. He also noted campus memorial services for Jacinta McKoy and Iris Lopez. He also described the college's events to commemorate the fiftieth anniversary of the *Brown v. Board of Education* decision.

Public Comment

Dr. Flemming invited comments from the public. No comment was made.

The board welcomed Representative Phyllis Kenney to campus.

Adjournment

Dr. Flemming adjourned the meeting at 11:49 a.m.

Deborah Barnett, Chair

Marilee K. Roloff, Secretary

Attachments: Resolution 2004-02 recognizing the contributions of Carol J. Minugh