

MINUTES
MEETING OF BOARD OF TRUSTEES
THE EVERGREEN STATE COLLEGE

Room 6, Senate Chambers
Legislative Building
Olympia, Washington
April 11, 1968

The meeting was called to order by the Chairman, Mr. Trueman L. Schmidt, at 10:00 a.m. The roll call was read; Trustees in attendance were:

Mr. Roger F. Camp
Mr. Al E. Saunders
Mrs. Neal Tourtellotte
Mr. Halvor Halvorson
Mr. Trueman L. Schmidt

Staff members present:

Mr. Dean E. Clabaugh, Executive Director
Mr. Buel B. Brodin, Assistant Executive Director
Mr. Ward Bowden, Interim Public Information Officer
Mrs. Candy Stamey, Secretary

Others present:

William Newton, Central Budget Agency
J. C. Sainsbury, Central Budget Agency
Warren A. Brown, Department of General Administration
Kenneth M. Winkley, Washington State University
Leroy M. Hittle, W.W.S.C.C. (Local Citizens Committee)
Hal Wolf, State Representative
Robert L. Durham, Architect
Robert D. Robertson, Planner
Hanford Thayer, Quinton Engineers
Bob Tjossem, Assistant Attorney General

The Press:

W. J. Mertena, Associated Press
Mike Layton, Daily Olympian
Bob Macleod, KGY

Mr. Schmidt asked for reading of minutes of the last meeting.

Mr. Halvorson moved that reading of minutes of the last meeting be dispensed with and they be approved as submitted to the Board by mail. Motion seconded by Mr. Saunders and carried.

Trustee Camp, Chairman of the Personnel Committee, presented a personnel staffing plan designed to run from March 1, 1968 through June 30, 1969, with proposed professional salaries comparable to the other three state colleges, and

proposed non-professional salaries comparable to those established by the State Personnel Board; the proposed salaries were intended only as guides for budgetary purposes.

68-22 Roger Camp moved approval of the staffing plan, including projected general salary structure and sequence of staff development presented in the memorandum dated April 1, 1968. Motion seconded by Mr. Saunders and carried.

Mr. Camp presented a basic employee benefit plan.

68-23 Mr. Camp moved that the Board approve retirement coverage under TIAA-CREF. Motion seconded by Mr. Saunders and carried.

68-25 Mr. Camp moved that the Board direct the Executive Director to file a letter of record with the Washington Association of Insurance Agents requesting appointment of a local agent or agents to serve the needs of The Evergreen State College for employee insurance programs; and that the Board adopt the conceptual provisions for employee insurance programs and sick leave benefits as outlined in the memorandum dated April 3, 1968. Motion seconded by Mr. Saunders and carried.

68-26 Mr. Camp moved that the Board authorize the implementation, effective May 1, 1968, of an employer contribution to medical insurance coverage, such contribution being the lesser of 50 percent of the premium or ten dollars per month for each employee, with the anticipation that at a later time, part of the ten dollar employer contribution may be allocated to other insurance coverages. Motion seconded by Mr. Saunders and carried.

Mr. Camp welcomed Mr. Buel Brodin, Assistant Executive Director, to the staff of The Evergreen State College.

68-27 Mr. Camp moved that compensation for the Assistant Executive Director, Buel B. Brodin, be established beginning March 1, 1968, at \$15,000 per annum. Motion seconded by Mr. Halvorson and carried.

Mr. Halvorson, Chairman of the Site Selection Committee, reported that site appraisals had been received, and read a press release regarding appraisals and boundaries. A letter was read from Ronald L. Sliva requesting that his name be retracted from the list of petitioners.

68-28 Mr. Halvorson moved that the property of the following persons, who had previously petitioned for exclusion, be excluded from the college site: John C. Tate, David James Todd, Jerald R. Sandberg, Ronald L. Sliva, and Theodore A. Roll. Motion seconded by Mr. Saunders and carried.

5/29/68 amendment

"all of the property
west of the Simmons Road."

68-28 Mr. Halvorson moved that the improved portions of property owned by the following persons, who had previously petitioned for exclusion, be excluded from the college site: Jack L. Tracy, Leon E. Karlsen, George Campbell, and Forest E. Gilchrist. Motion seconded by Mr. Saunders and carried.

The Executive Director reported that the final billing from Devin and Watson, and Bob Willey Advertising Productions, was \$3,245.

68-30 Mr. Halvorson moved that the Board authorize payment of \$3,245 billing from the advertising agencies of Devin and Watson, and Bob Willey Advertising Productions. Motion seconded by Mr. Camp and carried.

Mr. Clabaugh reported that the contract with A. D. Little was now completed and had been signed by the necessary persons involved.

68-31 Mr. Saunders moved that the March 22, 1968 contract with A. D. Little, Inc., be formally accepted by the Board. Mr. Camp seconded the motion and it carried.

Mr. Warren Brown of the Department of General Administration commented on architectural standards for the physically handicapped.

The Executive Director reviewed standards for office furnishings for the College.

68-32 Mr. Halvorson moved that the Board adopt the standards for administrative office furnishings described in the memorandum dated April 1, 1968. Motion seconded by Mr. Camp and carried.

Amendments to the Bylaws for the Board of Trustees were discussed.

68-33 Mrs. Tourtellotte moved that the Board adopt the amendments to the Bylaws for the Board of Trustees proposed in the memorandum of April 1, 1968. Motion seconded by Mr. Saunders and carried.

The Board approved the Executive Director's contacting the advertising agencies to submit a prime proposal for development of a College seal.

The Board discussed the Statewide Citizen's Committee, organized for the promotion of Referendum 19 (the bond issue) and SJR 17 (the proposed constitutional amendment for a new approach to financing buildings), to which Buel Brodin is the representative from The Evergreen State College. Mr. Leroy Hittle's appointment as Thurston County Chairman for the Statewide Committee was announced, and Mr. Hittle reported on committee activities.

68-34 Mr. Halvorson moved that the Board commend Mr. Hittle and the Citizen's Committee in Thurston County, along with the Statewide Committee, for actively participating in this program. Motion seconded by Mr. Saunders and carried.

Creation of a Site Master Plan and Architectural Standards Advisory Committee, and an Academic Program Planning Advisory Committee, was discussed, followed by agreement to defer action.

Relations with community colleges were discussed.

68-35 Mr. Halvorson moved that a Community College Relations Advisory Committee be created. Mr. Saunders seconded, and the motion carried.

The Assistant Executive Director reported on financing of student housing and dining facilities.

Mr. Roger Malek of Arthur D. Little, Inc., reported on progress made to date.

The Chairman declared a recess for luncheon until 2:00 p.m.

The meeting was recalled to order at 2:20 p.m.

The contract with the site planning firms was discussed.

68-36 Mr. Halvorson moved that the Division of Engineering and Architecture be requested to enter a contract with Durham, Anderson and Freed, Architects, and Quinton Engineers, a joint venture, for phase I-a and b, the total amount being \$110,800 (phase I-a, \$55,500 and phase I-b, \$55,300), for campus planning. Motion seconded by Mr. Saunders and carried.

Mr. Durham of Durham, Anderson and Freed, explained the planning approach which the firms will employ.

Mr. Camp introduced Mr. Kenneth Winkley, Assistant Comptroller of Washington State University.

68-37 Mr. Camp moved that an invitation be extended to Mr. Kenneth Winkley for the position of Comptroller, at a beginning salary of \$13,200 per year, commencing on or about July 1, 1968. Motion seconded by Mrs. Tourtellotte and carried.

Membership in regional and national college and university associations was discussed.

68-38 Mr. Saunders moved that the Board approve membership in NACUBO and WACUBO, the annual dues being \$35.00 per year. Motion seconded by Mr. Camp and carried.

68-39 Mr. Saunders moved that the Board approve Mr. Clabaugh's attendance at the WACUBO Conference in Palm Springs. Motion seconded by Mr. Camp and carried.

The Chairman reported on correspondence with President Odegaard of the University of Washington, regarding education philosophy.

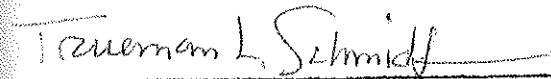
Mr. Saunders presented the financial report, indicating that in order to progress as rapidly as possible toward the opening date of 1971 more funds will be needed at this time.

68-40

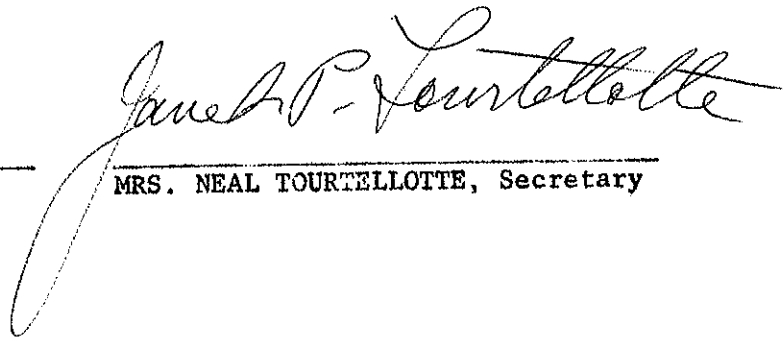
Mr. Saunders moved that the Board request \$60,000 from the Governor's emergency fund to make it possible to proceed with the phase I of the campus planning program. Motion seconded by Mr. Halvorson and carried.

Mr. Halvorson moved that the meeting be adjourned. Motion seconded by Mr. Saunders and carried.

Meeting adjourned at 3:10 p.m.



TRUMAN L. SCHMIDT, Chairman



MRS. NEAL TOURTELLOTTE, Secretary

State of Washington
The Evergreen State College
April 1, 1968

MEMORANDUM

To: Board of Trustees
From: Executive Director

Subject: Bylaws for the Board of Trustees, Amendments to.

Introduction

On February 20, 1968, proposed changes to the bylaws of the Board of Trustees were forwarded to members of the Board for review. A copy of the proposed version is attached.

The format employed is to show matter to be deleted within double parentheses and striking out, and to show new material by underscoring.

The only substantive change proposed is for provision regarding approval of vouchers; this change is in two parts: (1) specific delegation of approval to the chairman, or the vice-chairman in his absence; and, (2) delegation of approval of routine recurring expenditures not exceeding \$100 to the chief administrative officer.

Recommendation

It is recommended that the Board of Trustees formally adopt the attached amendments to the Bylaws. However, if delegation of voucher approval authority to the chief administrative officer for minor items is not desired, that part of Article IV, Sec. 5, following the phrase "by the Vice-Chairman" could be deleted.

DEAN E. CLABAUGH

Attachment

BYLAWS FOR THE ((NEW-FOUR-YEAR)) BOARD OF TRUSTEES
OF THE EVERGREEN STATE COLLEGE

Article I

NAME, COMPOSITION, AND POWERS OF THE BOARD OF TRUSTEES

Sec. 1. Name. The name of the governing Board of this College shall be the "BOARD OF TRUSTEES OF THE ((NEW-FOUR-YEAR)) EVERGREEN STATE COLLEGE," hereinafter referred to as the "Board of Trustees."

Sec. 2. Composition and Powers. The form and composition of the Board of Trustees, its duties and powers, are prescribed in Section 5, chapter 47, Laws of 1967.

Article II

MEETINGS

Sec. 1. Regular Meetings. A regular meeting of the Board of Trustees shall be held once each month, unless dispensed with by the Board of Trustees, at such time and place as the Board of Trustees may direct.

Sec. 2. Special Meetings. The Chairman of the Board of Trustees, or any two members thereof, may call special meetings of the Board of Trustees at any time; and notice of the time, place, and purpose thereof shall be given to each Trustee by letter or telegram or direct telephone call.

Sec. 3. Public Meetings; Executive Sessions. Meetings of the Board of Trustees shall be open to the public, except in executive sessions. Action may be considered and proposed in

executive sessions, but official action shall be taken only in public meetings.

Sec. 4. Quorum and Exercise of Powers. Three Trustees shall constitute a quorum of the Board of Trustees for the transaction of business. No action shall be taken by the Board of Trustees at any meeting when there is less than a quorum.

All matters coming before the Board for determination shall be determined by the vote of the majority of the quorum.

Sec. 5. Rules of Procedure. The rules contained in Robert's Rules of Order Revised, as copyrighted in 1951 by Isabel H. Robert, shall govern the proceedings at and the conduct of the meetings of the Board of Trustees and its committees, in all cases to which they are applicable and to the extent they are not inconsistent with these bylaws.

Article III

OFFICERS OF THE BOARD

Sec. 1. Designation and Qualifications. The officers of the Board of Trustees shall be Chairman, Vice-Chairman, Secretary and Treasurer. The Chairman and Vice-Chairman shall be members of the Board of Trustees. The Secretary of ~~((the-New-Four-Year))~~ The Evergreen State College may be either a member of the Board of Trustees or the President (or Executive Director) of the new College. The Treasurer shall be the President (or Executive Director) of the College.

Sec. 2. Election. The Board of Trustees shall elect the Chairman, Vice-Chairman, and Secretary. Said officers shall be elected from the board at the regular June meeting of the Board,

and shall hold office for one year, and until their successors are elected. In the event of an interim vacancy in any of said offices, their successors may be elected to hold office for the unexpired term. Newly elected officers shall take office as the last order of business at this June meeting.

Article IV

POWERS AND DUTIES OF OFFICERS

Sec. 1. Chairman and Vice-Chairman. The Chairman of the Board of Trustees shall preside at meetings of the Board of Trustees. In the event of his absence or inability to act, the Vice-Chairman shall preside.

In case of the absence of the Chairman and Vice-Chairman from any meeting of the Board of Trustees, the Chairman shall appoint a Board member to preside at the meeting.

The Chairman of the Board and the Vice-Chairman are severally authorized with the Secretary, on behalf of the Board of Trustees, to execute, and except where express authority has been elsewhere conferred by law, or by rule, order or resolution of the Board of Trustees, shall execute, on behalf of the Board of Trustees, all contracts, deeds, leases, notes, mortgages, deeds of trust, bonds, indentures, warrants, undertakings, powers of attorney, releases and satisfactions of mortgages and indebtednesses, reconveyances under deeds of trust, and all other releases, when the same have been authorized to be executed by the Board of Trustees.

Except when specifically authorized by the Board of Trustees, no Trustee may make or enter into any contract on behalf of ((the New-Four-Year)) The Evergreen State College.

Sec. 2. The Secretary shall record and keep the minutes of the meetings and proceedings of the Board of Trustees. The Secretary is authorized, with the Chairman or Vice-Chairman of the Board of Trustees, on behalf of the Board of Trustees, to execute or to attest all contracts, deeds, leases, notes, mortgages, deeds of trust, bonds indentures, warrants, undertakings, powers of attorney, releases and satisfactions of mortgages and indebtednesses, reconveyances under deeds of trust, and all other releases, when the same have been authorized to be executed by order of the Board of Trustees.

Sec. 3. The President (or Executive Director) shall give public notice of all meetings of the Board of Trustees. He shall give notice of all meetings of committees of the Board of Trustees. He shall be the custodian of all official records of the Board of Trustees including all deeds, contracts, and other documents and papers of the Board of Trustees.

Sec. 4 The President (or Executive Director) shall be Treasurer of the Board of Trustees. In the name of the Board of Trustees, he shall receive and take charge of all moneys and property of the Board of Trustees subject to the control and direction of the Board of Trustees. The Treasurer shall make such reports on all matters pertaining to the fiscal operations of the Board of Trustees, as shall be requested by the Board of Trustees. The Treasurer is authorized to receive on behalf of the Board of Trustees, any funds, securities, properties, or other assets distributed to the Board of Trustees of ((the-New-Four-Year)) The Evergreen State College or departments or divisions from any estate, or received as gifts, or from any trust, and to issue appropriate receipts and releases in connection therewith.

He is likewise authorized to receive and to issue receipts and releases for any funds or other assets payable or deliverable to the Board of Trustees of ((the-New-Four-Year)) The Evergreen State College as a result of any court action.

Sec. 5. Claims and Expenses. All valid claims against and expenses of The Evergreen State College shall be paid on vouchers approved by the Chairman, or, if the Chairman is absent or unable to act, by the Vice-Chairman, except that routine recurring expenditures not exceeding \$100.00 each may be paid on vouchers approved by the President (or Executive Director).

Sec. ((5)) 6. Special Authority of Officers. The Officers of the Board of Trustees shall have such powers and shall perform such duties in addition to those set forth herein as may be delegated to them by the Board of Trustees.

Article V

SEAL

Sec. 1. Design. The seal of ((the-New-Four-Year)) The Evergreen State College shall be of a form and design to be subsequently approved by the Board.

Article VI

AMENDMENT OF BYLAWS:

No Bylaw shall be adopted, repealed, or amended, except by the affirmative vote of three Trustees at a regular meeting of the Board of Trustees, and unless at a regular meeting of the Board of Trustees held prior to the meeting at which a proposed Bylaw, repeal, or amendment of Bylaw is voted upon, notice of intention to propose such Bylaw, or repeal, or amendment, including a draft thereof, shall have been proposed.

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