

MEETING OF THE BOARD OF TRUSTEES
OF THE EVERGREEN STATE COLLEGE

Thursday, March 17, 1975
The Evergreen State College Campus
Daniel J. Evans Library, Room 3112

The meeting was called to order by Chairman Dixon at 10:40 AM.

Trustees Present: Thomas Dixon
Halvor M. Halvorson
Trueman L. Schmidt

Staff Present: Judy Annis, Information Specialist
Dean Clabaugh, Administrative Vice President
Rita Grace, Recording Secretary
Ed Kormondy, Vice President and Provost
Charles McCann, President
Dick Nichols, Director of Public Information
Charles Nisbet, Member of the Faculty
Doris McCarty, Bookstore Manager
Jerry Schillinger, Director of Facilities
York Wong, Director of Computer Services
See permanent roster for others attending

Others Present: Richard Kennedy, Seattle-Northwest Securities
Richard Montecucco, Assistant Attorney General
Donald Morken, Seattle-Northwest Securities
Alice Watts, The Daily Olympian
See permanent roster for others attending

CHANGE IN AGENDA AND APPROVAL OF MINUTES - Action

Mr. McCann requested that Item 6 be considered prior to reports.

Motion Mr. Halvorson moved approval of the minutes of the February 13,
75-11 1975 meeting as distributed. Seconded by Mr. Schmidt and passed.

BOND AUTHORIZATION - Action

Mr. Morken and Mr. Kennedy were present from Seattle Northwest Securities to discuss the proposed \$1,032,000 tuition bond sale. Mr. Morken proposed that the Board authorize administrative approval, subject to checking the interest rate by telephone. Mr. Dixon inquired regarding Seattle-Northwest Securities' affirmative action plan.

Motion Mr. Halvorson moved approval of the sale of tuition bonds in the
75-12 amount of \$1,032,000, including discount, to partially fund construction and equipment for the Communication Arts Building as authorized from this source by the 43rd Legislature, 3rd Extraordinary Session, Engrossed House Bill No. 3253; authorization

for the Administrative Vice President to proceed with a negotiated sale of such bonds through Seattle-Northwest Securities Corporation, subject to telephonic approval by the Board members of the interest rate proposed; and formally requesting that the Attorney General appoint the firm of Roberts, Shefelman, Lawrence, Gay and Moch as bond counsel for the College in connection with the sale of such bonds. Seconded by Mr. Schmidt and passed.

REPORTS - Discussion

Mr. Schillinger reported on the Communications Laboratory Building and the Laboratory Building, Phase II construction progress; and responded that funds for repairing Overhulse Road scars had been deleted from the gubernatorial budget. Mr. Halvorson asked that the Overhulse Road repair funds be requested as a separate item in the next capital budget.

PROPOSED FACULTY HANDBOOK REVISION - Action

Mr. Kormondy requested approval of the revision of the faculty handbook sections on evaluation and reappointment and non-reappointment.

Motion Mr. Schmidt moved adoption of the attached faculty handbook revision
75-13 regarding faculty evaluation and reappointment and non-reappointment.
Seconded by Mr. Halvorson and passed.

PROPOSED INCREASE IN KAOS' BROADCASTING POWER - Action

The station manager, Lee Riback, and Bob Costello of KAOS were present to discuss the KAOS Advisory Board's recommendation of a power increase from 10 watts to 1000 watts. Mr. Kormondy stated that this recommendation had both President McCann's and his approval. Mr. Riback told the Board members that the actual increase at the time would be approximately 250 watts as KAOS did not have the finances to purchase the equipment necessary for a larger power increase.

Motion Mr. Halvorson moved approval of the proposed transmitter power
75-14 increase for the KAOS FM station--250 watts at the present time
with the possibility of 1000 watts when and if money and equipment could be obtained. Seconded by Mr. Schmidt and passed.

SALARIES - Action

Mr. McCann informed the Trustees that the Legislature had appropriated funds for a March 1, 1975, 12 percent average salary increase for faculty and exempt staff; for civil service staff, a similar percentage will be implemented through the Higher Education Personnel Board. Mr. McCann stated that the 12 percent will be applied to the improvement of the faculty salary schedule; and, for exempt staff, one-half will be applied to improving the exempt salary schedule and the other half will be awarded for merit. Mr. McCann recommended specific salary amounts.

Motion
75-15

Mr. Halvorson moved approval of March 1, 1975 salaries for faculty members and exempt administrators, as recommended by the President and listed in the attachment hereto, and approval of the expenditure of salary funds appropriated to Evergreen and allocated to Evergreen by the Governor to fund the increases those salaries represent, subject to the Governor signing the bill. Seconded by Mr. Schmidt and passed.

Motion
75-16

Mr. Halvorson moved approval of a March 1, 1975 salary increase for President McCann placing him in range 18, step I at \$41,340. Seconded by Mr. Schmidt and passed.

OTHER BUSINESS

Mr. Dixon and Mr. Schmidt agreed to attend the April 4 Joint Boards of Trustees meeting at the Sea-Tac Motor Inn.

The Trustees agreed to a response to Mr. Freund's March 7 letter which requested the Trustees to rehear or reconsider the February 26 decision (John Moss appointment) of the Board.

Motion
75-17

Mr. Halvorson moved that the attached letter be prepared and delivered to Mr. Freund on this date. Seconded by Mr. Schmidt and passed with Mr. Dixon abstaining.

The Board discussed correspondence from the Campus Hearing Board. Mr. McCann suggested that the Campus Hearing Board's request of February 27 and the Board's response could be part of a larger discussion of issues involving the governance and affirmative action documents; Mr. McCann was requested to respond to the Campus Hearing Board at this time.

Mr. Halvorson mentioned that he will consider presenting a resolution regarding exempt appointments and administrative organization changes when all of the Trustees were present.

DATE OF THE NEXT MEETING AND ADJOURNMENT

The date of the next meeting was set for Thursday, April 17.

The meeting adjourned at 12:22 PM.


THOMAS DIXON, Chairman


MRS. NEAL TOURTELLOTTE, Secretary

4.300 FACULTY EVALUATION

Philosophy

Faculty evaluation at Evergreen should be a pleasure. The primary purpose of Evergreen's faculty evaluation procedures is to provide reinforcement and feedback with respect to each faculty member's commitment to the teaching arts, the basis on which all Evergreen faculty appointments are made.

Unfortunately, most institutions of higher education still make little provision for learning the art of teaching. With only the rarest of exceptions, American colleges have no real apprentice system for developing the teacher's craft. The assistant professor is not associated with the full professor in the enterprise of teaching. Junior professors are simply paid less and have less power in their departments. In the meantime they are busy publishing, or worrying about not publishing. Their seniors do not help them learn to teach. There is no reason why this should continue. Evergreen will provide members of its faculty with opportunities to learn to teach, to experiment, to acquire intellectual breadth and depth, and to get acquainted with students free from the usual constraints of specialized discipline and department.

Because of the unique structure of the college, the faculty member will have the opportunity to learn to do things he or she would never feel free to try in a discipline-bound department. Moreover, she or he will have the experienced staff to lean on for advice and assistance. They will provide a reservoir of experience in small-group teaching.

Well-designed programs will come to nothing unless we can help each other discover and perfect the art of teaching. Every dean and coordinator will be charged with the responsibility of helping each member of his or her faculty in this very difficult but exciting enterprise.

The Three-Year Evaluation Cycle

Faculty evaluation is to be viewed as an ongoing process occurring in three-year cycles. Each year a regular faculty member is to have an evaluation session with her or his dean at which time portfolios are to be exchanged and their contents discussed. In the first and third year of a regular faculty three-year contract the evaluation sessions are primarily directed toward aiding continued growth, the identification and discussion of areas of strength and weakness, and ways of improving upon these strengths and/or eliminating weaknesses (see example below). If in these Growth Evaluations the dean sees deficiencies which, if not corrected, might serve as grounds for non-reappointment, those deficiencies must be clearly discussed, both in the dean's oral and written evaluation of the faculty member.

In the second year of a regular faculty three-year contract a Reappointment Evaluation will take place (see example below). This evaluation session will consist of a close scrutiny of the faculty member's portfolio taking special note of previous Growth Evaluations. Both dean and faculty member will assess the faculty member's growth and development over the contract period. For faculty members in their initial contract period there will be only one Growth Evaluation before the Reappointment Evaluation. Thereafter, there will be two Growth Evaluations (see example below). At the end of each second year of a three-year contract, after each regular faculty member has completed his or

her Reappointment Evaluation session, the Provost will inform that person that he or she has been granted another three-year contract or will be terminated at the end of the current three-year contract.

An example of the evaluation cycle for a regular faculty member:

Spring 1974 individual receives a letter of appointment to the faculty with a three-year contract.

<u>Year of Contract</u>	<u>Academic Year</u>	<u>Time and Type of Evaluation</u>
1st	1974-75	Spring 1975 Growth Evaluation
2nd	1975-76	Winter 1976 Reappointment Evaluation
3rd	1976-77	Spring 1977 Growth Evaluation
1st	1977-78	Spring 1978 Growth Evaluation
2nd	1978-79	Winter 1979 Reappointment Evaluation
3rd	1979-80	Spring 1980 Growth Evaluation

The Faculty Portfolio

As one of the conditions for reappointment, each faculty member must maintain a portfolio representing work done at and for the college during the contract period. This document should be thought of as a cumulative three-year intellectual and professional history, carefully organized for readability, and critically reviewed and commented upon annually by one of the academic deans with the intent of encouraging growth and development in the arts of learning and teaching in the Evergreen environment. In the year prior to the end of a three-year contract, this cumulative portfolio will become the principal documentary evidence for a thorough evaluation by the Deans and the principal source for determining satisfactory performance in the criteria for reappointment or non-reappointment. After the reappointment evaluation, the faculty member selects materials

to be retained in her or his portfolio and begins to build a fully documented, inclusive portfolio to cover the next three year evaluation cycle. This process begins anew at the conclusion of each evaluation cycle.

The faculty portfolio should be more than just a personnel file. As it is a vehicle for the growth and development of each faculty member as a person learning and teaching, it should also be in part an autobiography and contain the materials for an autobiography. It is recognized that other items than those enumerated below may be contained in the portfolio and might in fact tell more about the growth and development of the faculty member as well as his or her contribution to the college than do the enumerated items themselves. It is the responsibility of the dean evaluating the faculty member to understand the portfolio as more than a personnel file and respond to it in its entirety as a unity rather than focus on only the enumerated items.

To be as complete and informative as possible, for each year of work the portfolio is expected to contain the following:

1. Both the self-evaluation and the dean's evaluation from the previous year.
2. All evaluations of your work by your faculty colleagues.
3. All evaluations you have written about the work of your faculty colleagues.
4. All evaluations of you by staff members.
5. All evaluations you have written about the work of staff members.
6. All evaluations of your work by your students.
7. All evaluations you have written of your students' work, both transcript and unofficial in-house evaluations.

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8. Copies of your coordinated studies program covenants or group contract agreements between you and your students.
9. Copies of individual contracts you have drawn with students.
10. A thoughtful and critical self-evaluation of the past year's work, based largely on the documentation available in the portfolio. This essay should assess your successes, your lowpoints and disappointments, and the areas in which you hope to make improvements during the following year in your performance within your teaching mode, within the faculty, within the larger Evergreen community, with the non-Evergreen world, within your established fields of expertise, and in exploring virgin academic territories.

Each year, at least one of the academic deans will review this portfolio and self-evaluation while in return having her or his own portfolio reviewed by the faculty member. Each party will write a critical evaluative response for inclusion in the other's portfolio, addressing the questions of continued improvement in performance, areas of strength and weakness, progress being made since the previous evaluation, continued intellectual development in one's established fields and in exploring new academic frontiers.

Faculty Evaluation Schedule

Each year, during the first half of Winter Quarter, evaluation conferences will be scheduled with the deans for those faculty members who are in the second year of their three-year contracts and who are therefore approaching reappointment decisions. During the remaining portion of Winter Quarter and on into Spring Quarter as necessary, conferences will be scheduled with the

remainder of the faculty. For the first category of faculty, reappointment decisions will be completed prior to the end of Winter Quarter, and notification given to each person. The evaluation process will proceed as follows:

1. A conference will be scheduled between a faculty member and one of the academic deans who has worked most closely with that faculty member during the current academic year. (Among other working relationships possible, the dean should have visited the faculty member's academic program on more than one occasion during the current academic year.)
2. Before the scheduled conference, the dean and the faculty member should exchange portfolios. Both the dean and the faculty member should prepare written responses for inclusion in the portfolio of the following year.
3. For the reappointment cases, shortly after the conference sessions are ended, the deans will meet and jointly prepare a recommendation in writing on each faculty member to be submitted to the Provost, with a copy to the faculty member involved.

The Dean's Role in the Evaluation Process

Crucial to the successful functioning of the evaluation process is the dean's fulfillment of her or his responsibilities. The dean should be sure to provide time during the winter and spring quarters for a full review of each faculty member's portfolio and a thorough discussion of each faculty member's experience. Insofar as possible, the deans should also provide that every faculty member is assigned to a different dean each year.

The dean's responsibility is particularly great with respect to faculty members for whom deficiencies are indicated. It is important that the dean state and explain each deficiency clearly and specifically in writing and make sure that the faculty member who has been so informed is assigned to another dean the following year. It is then the joint responsibility of both deans to work together to attempt to correct any deficiencies which have been identified. Where appropriate to a deficiency, it is also advisable that the faculty member be assigned to a coordinated studies team made up of experienced faculty especially capable of helping other faculty improve their performance. Finally, the dean should be open to the possibility of seeking other special assistance in or outside the college for faculty members who request that assistance in resolving their difficulties.

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4.400 REAPPOINTMENT AND NON-REAPPOINTMENT

Reappointment decisions will be guided by satisfactory performance in each of the following:

1. Willingness and ability to teach in both Coordinated Studies and Contracted Studies.
2. Adherence to a faculty team agreement or covenant.
3. The keeping of a faculty portfolio and participating in annual faculty-dean evaluations as defined in the section on faculty evaluation.
4. Participation in Coordinated Studies faculty seminars.
5. Willingness and ability to devote at least one third of a three year contract to the development of interdisciplinary competence.
6. Participation in TESC activities, in addition to teaching, such as disappearing task forces (DTF's), community days, sounding board.
7. The completion of student credit reports and student evaluations in a timely fashion in accordance with current academic policies.

We subscribe to the AAUP's 1940 Statement of Principles on Academic Freedom and Tenure as modified by the following provisions designed to tailor this statement to our specific educational objectives:

1. It is the policy of The Evergreen State College that no faculty member will be separated from the college because of written or spoken views, according to the guarantees of the First Amendment.

2. The principles governing academic freedom at Evergreen apply to all members of the faculty.
3. A regular faculty appointment is for a three-year contract. A regular faculty member must be evaluated annually and informed in writing of any deficiencies which might be cause for non-reappointment. Prior to April 15 of the second year, each regular faculty member must be informed whether he or she is to be reappointed for another three-year contract or terminated. The regular faculty member to be terminated must receive a written statement of the reasons upon which the decision not to reappoint was based. A regular faculty member who has not been advised otherwise by April 15 of the second year of his or her current three-year contract will be awarded a new three year contract at the end of that current contract period. Except as provided in 4. below, no regular faculty member may be terminated for reasons of which he or she was not previously informed during the annual evaluation prior to the one for the year in which the decision to terminate was made. Only the seven criteria for reappointment and non-reappointment previously presented may be applied to that regular faculty member in making the decision for reappointment or non-reappointment to a new three-year contract. Increases in salary and fringe benefits may, however, be made at any time during the life of the contract.
4. The only reasons for which a regular faculty member's appointment may be terminated prior to the end of his or her three-year contract

are the necessity for a campus-wide reduction-in-force as provided in section 4.600 of the Faculty Handbook or the result of procedures carried out under the provisions of COG, section 2.200 of the Faculty Handbook.

5. A regular faculty member who has been advised that he or she will not be reappointed for another three-year contract shall have access to the following adjudicative procedure. In all cases it is the decision of the aggrieved faculty member to request the grievance procedure as outlined below within 60 days of receipt of the notice of non-reappointment, and in which it is assumed the burden of proof lies with the institution:

The faculty member and the institution will each select two representatives from within the college to reflect the opinions of the two sides in dispute. The four members of this ad hoc committee will select an impartial fifth person from inside or outside the college to act as judge. After consultation, investigation and hearings, the decision of the judge will be binding on both sides. The hearing must begin as soon as possible after the faculty member formally requests it, and in no case more than two weeks thereafter. In cases of failure to agree on a judge, he or she will be chosen at random, by the Chairman of the Board of Trustees in a public meeting, from a list of three persons agreed upon in advance between a faculty task force and the trustees. The potential hearing officers will serve staggered terms of no longer than three years.

THE EVERGREEN STATE COLLEGE

Date: March 16, 1975

SUGGESTED MOTION: SALARIES

M E M O R A N D U M

Move approval of March 1, 1975 salaries for faculty members and exempt administrators, as recommended by the President and listed in the attachment hereto, and approval of the expenditure of salary funds appropriated to Evergreen and allocated to Evergreen by the Governor to fund the increases those salaries represent.

TO: Charles McCann
FROM: Ed Kormondy
SUBJECT: Revised Faculty Salary Schedule

Pursuant with faculty salary policy as adopted by the Board of Trustees in 1973, the 12 percent increase voted by the legislature is to be applied entirely to improvement of the salary schedule. I respectfully request formal approval by the Board of Trustees of the following new salary schedule, effective March 1, 1975:

<u>Step</u>	<u>Years Experience</u>	<u>Current Salary</u>	<u>Current Plus 12%</u>
A	0-3	10,850	12,150
B	4-6	11,350	12,710
C	7-9	13,450	15,060
D	10-13	15,500	17,360
E	14-19	17,600	19,710
F	20-26	19,700	22,060
G	27	21,250	23,800

3/17/75 meeting

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THE EVERGREEN STATE COLLEGE
ADMINISTRATIVE EXEMPT SALARY RECOMMENDATIONS
AS OF
MARCH 1, 1975

EMPLOYEES	TITLE	RANGE & STEP	CURRENT	ADJUSTMENT TO RANGE	ADJUSTMENT TO GRID(SCALE)	MERIT	PROPOSED ANNUAL SALARY (RANGE & STEP)
			ANNUAL SALARY				
Allen, Walker	Registrar	10J	19,140	-	1,140	1,140	21,420(10M)
Atwood, Kay	Director, Finan. Aid	10A	15,840	-	960	420	17,720(10B)
Brown, Jovana	Dean, Library Services	(Fac)	20,670	-	2,480	-	23,150
Carmahan, David	Assoc. Dean, Library Services	10J	19,140	-	1,140	1,140	21,420(10M)
Cauffman, Monica	Asst. Reference Librarian (pt. time)	8C	11,136	-	672	482	12,290(7I)
Clabaugh, Dean	Admin. Vice President	16C	28,500	-	1,740	1,380	31,920(16E)
Doerkson, Arnold	Director, General Services	10A	15,840	-	960	1,080	17,880(9H)
Dondhue, Kenneth	Director, Cooperative Education	11F	19,320	-	1,140	1,260	21,720(11I)
Kidridge, Lester	Asst. to President	11E	18,840	-	1,140	1,320	21,300(11H)
Grace, Rita	Adm. Asst. to President	5G	11,757	483(7A)	720	960	13,920(7D)
Hayes, Michelle	Career Counselor	6D	12,060	1,260(8A)	780	-	14,100(8A)
Hunter, Sally	Adm. Asst. to Vice Pres. & Prov.	5H	12,060	180(7A)	720	660	13,620(7C)
Jones, Rindetta	Affirmative Action Officer	10B	16,260	-	960	960	18,180(9I)
Kormondy, Edward	Vice President and Provost	16E/F	30,140	-	1,780	1,680	33,756(16H)
Kronos, Jeanette	Adm. Sec. to Vice Pres & Prov.	3G	10,020	360(5A)	600	780	11,760(5D)
Lewis, Mary Ellen	Admissions Counselor	4C	10,020	1,260(6A)	660	600	12,540(6C)
Marrow, Rod	Security Chief	8K	16,380	-	960	660	18,000(8M)
Martin, Gail	Placement Coordinator	8A	13,320	-	780	1,260	15,360(8E)
Martin, Rudy	Academic Dean	(Fac)	23,460	-	2,820	-	26,280
Matheny-White, Pat	Head, Cataloging	8D	14,220	-	840	960	16,020(8G)
Mayer, Kenneth	Director, Admissions	10A	15,840	-	960	1,200	18,000(10D)
McCarthy, Doris	Bookstore Manager	8F	14,820	-	900	1,320	17,040(8J)
Moss, John	Director Personnel/Aux. Serv.	10E	17,340	-	1,020	1,140	19,500(10H)
Motley, Frank	Head, Reference	8D	14,220	-	840	960	16,020(8G)
Nathan, Richard	Assoc. Dir., Admissions	6A	11,280	960(7A)	720	-	12,960(7A)
Nichols, Richard	Director, Info. Services	9F	16,200	-	960	1,380	18,540(9J)
Parson, Willie	Academic Dean	(Fac)	20,660	-	2,490	-	23,150
Patterson, Lynn	Academic Dean	(Fac)	20,660	-	2,490	-	23,150
Peffer, Lou-Ellen	Director, Counseling	11A	17,340	-	1,020	420	18,780(10F)
Peterson, David	Physician (1/2 time)	14B	11,610	-	690	1,110	13,410(14F)
Reid, Doris	Adm. Sec. to Adm. Vice Pres.	3A	8,820	-	540	-	9,360(3A)
Rickerson, George	Cataloging Librarian (1/2 time)	8A	6,660	-	390	360	7,410(7G)

THE EVERGREEN STATE COLLEGE
ADMINISTRATIVE EXEMPT SALARY RECOMMENDATIONS
AS OF
MARCH 1, 1975

EMPLOYEES	TITLE	RANGE & STEP	CURRENT	ADJUSTMENT TO RANGE	ADJUSTMENT TO GRID(SCALE)	MERIT	PROPOSED ANNUAL SALARY (RANGE & STEP)
			ANNUAL SALARY				
Schillinger, Jerry	Director, Facilities	13J	25,020	-	1,500	1,500	28,020(13M)
Smith, Susan	Head, User Services	8D	14,220	-	840	960	16,020(8G)
Steilberg, Pete	Director, Recr. & Camp. Activities	10C	16,620	-	1,020	900	18,540(9J)
Stenberg, Larry	Dean, Student Services	13C	21,660	-	1,320	1,020	24,000(13E)
Stilaon, Malcolm	Head, Acquisitions	80	17,660	-	940	-*	18,600(80)
Swecker, Daniel	Coordinator, Coop Ed.	6A	11,280	960(7A)	720	660	13,620(7C)
Teske, Charles	Academic Dean	(Fac)	26,660	-	2,750	-	29,410
Thomas, Laura	Financial Aid Counselor	6A	11,280	960(7A)	720	-	12,960(7A)
Winkley, Kenneth	Business Manager	13D	22,140	-	1,320	2,040	25,500(13H)
Wong, York	Director, Computer Services	13A	20,700	-	1,260	1,500	23,460(13D)
Meyer, Donald	Budget Officer	9A	14,520	-	840	720	16,080(9C)
McCann, Charles	President		36,706	-			41,340(18I)

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The Evergreen State College

March 17, 1975

Henry L. Freund, Jr.
Faculty, Law
The Evergreen State College
Olympia, Washington 98505

Dear Professor Freund:

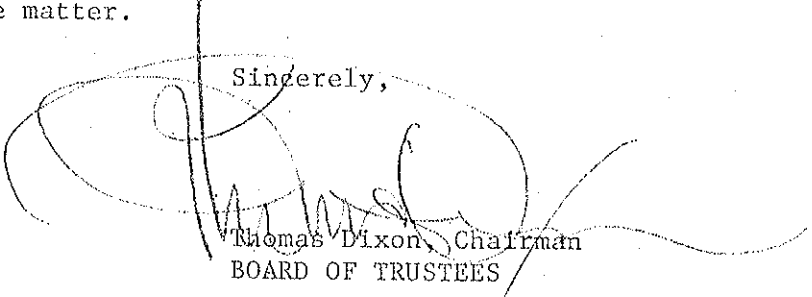
The Board of Trustees of The Evergreen State College has reviewed the request made in your letter to the Board dated March 7, 1975.

In that letter, you indicated that there may be possible violations of law in the decision rendered. You have therefore requested that we consult with our assistant attorney general regarding possible violations of state law and proceed to rehear or reconsider the matter and to so advise you by March 17, 1975.

This is to advise you that we have consulted with our assistant attorney general. Based upon those consultations and due consideration being given to your request, this is to advise you that the Board does not deem it proper to rehear or reconsider its decision involving the Moss appointment.

Therefore, the decision of the Board issued February 26, 1975, shall remain the final decision in the matter.

Sincerely,



Thomas Dixon, Chairman
BOARD OF TRUSTEES

TD:rg

PS - Even though I've signed this letter as Chairman, I've abstained from voting on the issuance of it because of my previously stated position.