

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

Thursday, September 11, 1975  
The Evergreen State College  
Daniel J. Evans Library, Room 3112

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

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

Staff Present: Judy Annis, Information Specialist  
David Carnahan, Associate Dean of Library Services  
Dean Clabaugh, Administrative Vice President  
Les Eldridge, Assistant to the President  
Rita Grace, Recording Secretary  
Phil Harding, Member of the Faculty  
Rindetta Jones, Affirmative Action Officer  
Ed Kormondy, Vice President and Provost  
Charles McCann, President  
Don Meyer, Budget Officer  
John Moss, Director of Personnel & Auxiliary Services  
Dick Nichols, Director of Public Information  
Carl Renshaw, Parking Supervisor  
Jerry Schillinger, Director of Facilities  
Ernest ("Stone") Thomas, Director of Third World  
Coalition  
Ken Winkley, Business Manager  
See permanent roster for others attending

Others Present: Thomas Anderson, Assistant Attorney General  
Alice Watts, The Daily Olympian  
See permanent roster for others attending

APPROVAL OF MINUTES - Action

Motion Mr. Dixon moved approval of the minutes of the August 7, 1975  
75-58 meeting as distributed. Seconded by Mr. Schmidt and passed.

FALL 1975 TUITION AND FEE SCHEDULE - Action

The staff recommended a revised tuition and fee schedule, which provides for graduated charges for part-time students.

Motion  
75-59

Mr. Schmidt moved approval of the attached 1975-76 tuition and fee schedule, effective fall quarter, 1975. Seconded by Mrs. Tourtellotte and passed.

EXEMPT ADMINISTRATIVE PERSONNEL PROCEDURES - Action

Mr. McCann recommended adoption of the attached administrative personnel procedures for exempt non-academic personnel.

Motion  
75-60

Mr. Dixon moved to adopt and approve EAC 174-112-420 through 450, personnel rules for exempt non-academic personnel, per attached revision. Seconded by Mr. Schmidt and passed.

MODIFICATION TO HUMAN RIGHTS DOCUMENT - Action

Mr. Kormondy informed the Trustees that the proposed modifications to the human rights document reflect affirmative action involvements necessary to the procedures for exempt administrative personnel. Final adoption of this procedure requires a public hearing under the Administrative Procedures Act.

Motion  
75-61

Mr. Schmidt moved to accept the proposed changes and place on the agenda at the next meeting, a public hearing under the Administrative Procedures Act to consider revision to WAC 174-148, human rights policy. Seconded by Mr. Dixon and passed.

MASS MERCHANDISING INSURANCE - Action

Mr. Clabaugh recommended making automobile, homeowners, fire and other insurances available to college employees through payroll deduction.

Motion  
75-62

Mr. Dixon moved to approve Resolution 75-8, entitled "Resolution of the Board of Trustees of The Evergreen State College, establishing a policy toward insuring against risk and hazard," which policy expands the resolution adopted December 12, 1970. Seconded by Mr. Schmidt and passed.

OTHER BUSINESS AND ANNOUNCEMENTS

Mr. McCann mentioned faculty and student orientation starting September 15 and 22, respectively.

Mr. Kormondy introduced Ernest ("Stone") Thomas, new Director of the Third World Coalition.

Mr. Schillinger gave a brief report on construction progress for the Laboratory Building, Phase II, and the Communications Building, now 25 percent complete, and answered Trustees' questions. Mr. Dixon requested a report on minority hiring on the two major projects.

In response to Trustee Halvorson's questions, Mr. Clabaugh talked about campus housing and Adult Student Housing.

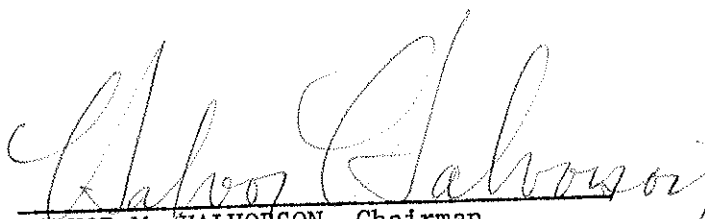
Mrs. Tourtellotte requested a discussion about the Council for Post-secondary Education (CPE). Mr. McCann remarked that CPE has been charged to make sure institutions in Washington do not duplicate each other in their offerings and assured the Trustees that he would keep them informed of issues affecting Evergreen. Mr. McCann also mentioned that one of the main concerns of the presidents is the number of reports required by various external agencies. Mr. Winkley added that 50 percent of the business office staff's time was spent in fulfilling these reporting requirements.

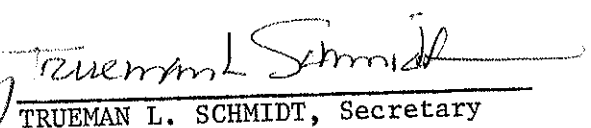
Mr. Dixon asked Rindetta Jones to report on an Urban League conference she had attended in Atlanta.

#### DATE OF NEXT MEETING AND ADJOURNMENT

The date of the next meeting of the Board of Trustees was set for October 16.

The meeting adjourned at 11:45 AM.

  
HALVOR M. HALVORSON, Chairman

  
TRUEMAN L. SCHMIDT, Secretary

Attachments: 3

THE EVERGREEN STATE COLLEGE  
PROPOSED 1975-76 TUITION AND FEE SCHEDULE

			Quarterly Tuition & Fees				
	(1) Number of Units	(2) Application Fee (non-refundable)	(3) Advance Deposit	(4) Tuition	(5) Operating	(6) Services & Activities	(4 + 5 + 6) Total
<u>FULL-TIME STUDENTS (Legislatively Controlled)</u>							
RESIDENT - Regular	3 or more	\$15.00	\$50.00	\$25.00	\$ 91.50	\$52.50	\$169.00
- S.E. Asian Veteran*	3 or more	15.00	50.00	24.00	49.00	47.00	120.00
NON-RESIDENT	3 or more	15.00	50.00	96.00	308.50	48.50	453.00
<u>PART-TIME STUDENTS</u>							
RESIDENT - Regular	2	15.00	50.00	20.00	76.00	40.00	136.00
- Special**	2	--	--	20.00	76.00	40.00	136.00
NON-RESIDENT - Regular	2	15.00	50.00	78.00	250.00	40.00	368.00
- Special**	2	--	--	78.00	250.00	40.00	368.00
FACULTY & STAFF	2	15.00	--	12.00	46.00	22.00	80.00
RESIDENT - Regular	1	15.00	50.00	10.00	38.00	20.00	68.00
- Special**	1	--	--	10.00	38.00	20.00	68.00
NON-RESIDENT - Regular	1	15.00	50.00	39.00	125.00	20.00	184.00
- Special**	1	--	--	39.00	125.00	20.00	184.00
FACULTY & STAFF	1	15.00	--	6.00	23.00	11.00	40.00
AUDITOR***	1	--	--	--	20.00	--	20.00

\*A Vietnam veteran is a person who has been on active federal service as a member of the armed military or naval forces of the United States between a period commencing August 5, 1964, and ending when the conflict involving United States forces in South Vietnam is terminated, and who for a period of one year immediately prior to the date of his entry into such service was a resident of the State of Washington.

\*\*Non-degree seeking.

\*\*\*No credit.

Budget Office 7/24/75

10/16/75

EXHIBIT V

- Notes: I. The following sections replace EAC 174-112-420, 430 and 440.
- II. Exhibit I following old section EAC 174-112-450 now follows new section EAC 174-112-450
- III. Renumber old section EAC 174-112-450 to EAC 174-112-460, and precede it with the following heading:

THE EVERGREEN STATE COLLEGE

EAC 174-112 PERSONNEL RULES

Exempt Personnel Work Hours and Leaves

THE EVERGREEN STATE COLLEGE  
EAC 174-112 PERSONNEL RULES  
Exempt Nonacademic Personnel

EAC 174-112-420 General

Sections EAC 174-112-420 through 450 apply to exempt personnel who are salaried nonacademic employees of The Evergreen State College and exempt from the jurisdiction of the Higher Education Personnel Act. Generally, exempt positions include in addition to the President and vice presidents, nonacademic department heads, administrative assistants and administrative secretaries. (See Board Resolution dated 7/12/69: Exhibit I. )

EAC 174-112-425 Authorized Positions

- (1) All administrative exempt positions must qualify for exemption under applicable statutory provisions and Higher Education Personnel Board guidelines.
- (2) All new administrative exempt positions require prior approval for exemption by the President (if the position reports to the President) or the appropriate vice president, except that creating a new position which reflects a change in the table of organization at the level of vice president or persons reporting directly thereto requires prior approval of the Board of Trustees.
- (3) Any administrative exempt position may be combined, enlarged, or altered by the President or appropriate vice president for economy and efficiency of operations or in recognition of functional changes and capabilities of incumbent exempt administrators, subject to the following provisions:
  - (a) Prior to combining two or more administrative exempt positions, the appointing official shall announce his/her intention to the College, and shall advance a proposed job description and allow for responses from interested members of the community;
  - (b) A combination of exempt administrative positions at the level of the vice presidents and deans and directors reporting directly to a vice president

requires approval by the Board of Trustees, upon recommendation by the President; a combination of other exempt administrative positions requires approval by the appropriate vice president upon recommendation of the appointing authority.

#### EAC 174-112-430 Recruitment and Selection

- (1) Appointing authorities fill positions by (a) promotion, (b) recruitment within the college, or (c) open search.
- (2) Prior to initiating the recruiting process to fill an exempt administrative position, the appointing authority shall prepare and submit to the appropriate vice president and to the Affirmative Action Officer for comment and approval a statement outlining the proposed process for recruitment and selection including any proposed modifications or exceptions from the general procedures outlined below.
- (3) Subject to the special provisions which obtain when positions are combined (see EAC 174-112-435 and EAC 174-112-445, below), the following general procedures apply to the recruiting and selection of exempt administrators:
  - (a) The plan for recruitment shall include the following components:
    - (i) The job description, including requisite qualifications;
    - (ii) the salary level;
    - (iii) a determination regarding whether the selection process shall be by promotion,

by recruitment among current college employees, or by open search;

- (iv) a description of sources and means of identifying candidates including means of notifying college employees, and names of journals, professional organizations, agencies, and other contracts with whom the notice is to be placed;
  - (v) an identification of dates for receipt of application, for interview, and for announcement of appointment.
- (b) The plan for selection shall include the following components:
- (i) a description of the mechanisms and criteria for screening applications to identify a final list of candidates;
  - (ii) a description of the mechanisms and criteria for screening the final list of candidates and selecting an appointee.
- (c) The plan shall provide for the appointing authority's announcing the selection publicly, including a statement of justification in the form of the particular strengths the selected candidate has for the position.
- (3) The Personnel Office will provide for record retention and permanent exempt administrator records for the purpose of continuity of information and centralization of data, and will, upon request, assist in recruiting.

#### EAC 174-112-435 Vacancy Resulting From A Combination of Positions

- (1) If a vacancy results from combining of two or more positions during a Reduction in Force as defined in EAC 174-112-850 ff., the appointing authority must restrict the recruiting process to current college



employees, except that if the appointing authority determines, after following internal selection procedures, that no acceptable candidates exist, the appointing authority must then pursue an open competitive search.

- (2) If a vacancy results from other than a combining of positions and/or Reduction in Force as defined in EAC 174-112-850 ff., the appointing authority shall pursue an open competitive search, except that at the option of or with the approval of the appropriate vice president, the appointing authority may restrict the recruiting process to college employees.

#### EAC 174-112-440 Appointment

- (1) The appointing authority shall employ the Personnel Action Form described in EAC 174-112-540 to secure the proper approvals and to place the appointed exempt administrator on the payroll.
- (2) The appointing authority shall:
  - (a) Prepare and forward the letter of appointment;
  - (b) Offer to pay relocation expenses only upon prior approval by the appropriate vice president.

#### EAC 174-112-445 Status of Incumbent

- (1) The status of an exempt administrator incumbent in a position, the duties of which shall be temporarily enlarged or altered, shall not be affected ( other than as provided in EAC 174-112-680) by the enlargement or alteration;
- (2) The status of an exempt administrator incumbent in a position, the duties of which shall be permanently and substantially enlarged or altered as a result of the natural accumulation or assignment of duties for reasons other than the combination of two or more positions, shall not be affected ( other than as provided in EAC 174-112-680) by such enlargement or alteration if, in the judgement of the appropriate vice president, the incumbent qualifies for the enlarged or altered position on the basis of job related criteria as defined in WAC 174-148-120 (9);
- (3) The status of an exempt administrator incumbent in a position, the duties of which shall be permanently and substantially enlarged or altered as a result of a combination of two or more exempt administrative positions, shall be affected as follows:
  - (a) If the public process of combination as established in EAC 174-112-425 (3) results in an enlarged position and



- (i) If there remain two or more incumbents of the positions combined who are, in the opinion of the appropriate vice president, qualified for promotion to the combined position on the basis of job-related criteria as defined in WAC 174-148-120 (9), the appointment authority shall promote one of those remaining incumbents to the combined position;
- (ii) If there remains one incumbent of the position combined who is, in the opinion of the appropriate vice president, qualified for promotion to the combined position on the basis of job-related criteria as defined in WAC 174-148-120 (9), the appointing authority may opt either to promote that incumbent to the combined position, or to consider that incumbent a qualified final candidate for the selection process for the combined position.
- (b) If the public process of combination as established in EAC 174-112-425 (3) results in an altered, but not enlarged, position, thus precluding the possibility of promotion, the combined position will be filled by an open selection process; provided, however, that if there remains any incumbent of the positions combined, who is, in the opinion of the appropriate vice president, qualified for the altered but not enlarged position

on the basis of job-related criteria as defined in WAC 174-148-120 (9), the appointing authority shall consider that incumbent a qualified final candidate for the open selection process for the combined position.

- (c) Any incumbent of a position combined who has been judged qualified but not promoted or selected to the combined position or who has been judged unqualified for the combined position shall be terminated with maximum feasible notice.

#### EAC 174-112-450 Definitions

- (1) "Vacancy." A vacancy in an exempt administrative position occurs when an existing and continuing position becomes unfilled by death, resignation, dismissal, or promotion, or when a newly created position is approved; provided, however, that a vacancy shall not result if the public process of combining two or more exempt administrative positions as provided in EAC 174-112-425 (3) establishes an enlarged position for which one or more incumbents of the positions combined qualify on the basis of job-related criteria as defined in WAC 174-148-120 (9), and the appointing authority promotes one such incumbent to the combined position; provided, further, that a vacancy shall result if the public process of combining two or more exempt administrative

position as provided in EAC 174-112-425 (3) establishes an altered, but not enlarged, position.

THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 75-8

RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
EVERGREEN STATE COLLEGE, ESTABLISHING A POLICY  
TOWARD INSURING AGAINST RISK OR HAZARD

WHEREAS, The Board of Trustees is legally responsible for the operation of The Evergreen State College, which responsibility includes protection of the College, its employees and property against risk and hazard:

NOW, THEREFORE, BE IT RESOLVED, That the following policy toward the insuring of risk and hazard be, and hereby is established:

1. Real and Personal Property

The College will assume all risks of loss to physical property except:

- (a) When forced to insure, such as by terms of a bond indenture or by the purchase of property under a real or conditional sales contract.
- (b) Where the property owned was purchased with funds, the source of which is other than State funds.
- (c) When personal property either on or off campus is subject to extra hazardous risks where the replacement of the property would affect the budget of the particular operating unit.
- (d) The President's residence, including College-owned furnishings therein.

2. Liability

The College will insure its liability risks and include coverage for its Trustees, employees and students, all while acting at the direction of or on behalf of the College.

3. Workmen's Compensation

All employees of the College will be covered by the Washington Industrial Insurance Act.

4. Unemployment Compensation

When required by applicable federal or state law, employees subject to requirements of the law will be covered by Unemployment Compensation.

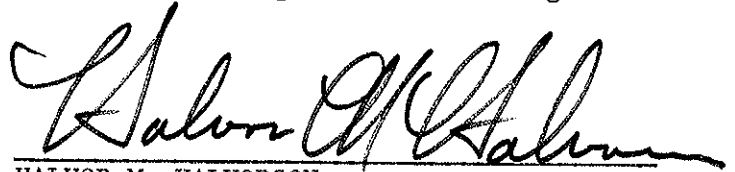
5. Medical Aid, Life, Accidental Death & Dismemberment, Salary Protection and Pension and Health Insurance

The College will contribute to all of these plans in varying amounts, except to Student Medical Expense and Student Life Insurance.

6. Automobile, Homeowners, Fire and Other Insurances available through Mass Merchandising programs

The College may make any of these plans available to employees through payroll deductions whenever 25 or more employees request participation in a program.

ADOPTED by the Board of Trustees of The Evergreen State College on this 11th day of September, 1975.



HALVOR M. HALVORSON  
Chairman, Board of Trustees

ATTEST:



TRUMAN L. SCHMIDT  
Secretary, Board of Trustees