

1/8/81
1/12/81

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

Thursday, December 4, 1980
The Evergreen State College Campus
Daniel J. Evans Library, Room 3112
Olympia, Washington

Trustees Present:

Wesley E. Berglund
Robert J. Flowers
Herbert Gelman
Jane B. Sylvester
Eugene W. Wiegman

Representatives
to the Board
Present:

Bob Crocker, Alum
Larry Eickstaedt, Faculty
James Garey, Student
Jan Lambertz, Staff

Staff Present:

Walker Allen, Registrar
Mike Bigelow, Budget Officer
Richard Cellarius, Member of the Faculty
Rita Cooper, Director of Employee Relations
Les Eldridge, Director of Community Relations
and Assistant to the President
Dan Evans, President
Chuck Fowler, Director of College Relations
Rita Grace, Recording Secretary
Doris McCarty, Bookstore Manager
Richard Schwartz, Vice President for Business
Susan Washburn, Director of Development
Byron Youtz, Vice President and Provost
See permanent roster for others attending

Others Present:

Joann Freimund, Student, MPA program
Janet (Tourtellotte) Holmes, Former Trustee
Richard Montecucco, Senior Assistant Attorney General
Al Saunders, Former Trustee

CALL TO ORDER AND INTRODUCTION OF GUESTS

Chairman Berglund called the meeting to order at 2:05 PM and introduced Janet (Tourtellotte) Holmes and Al Saunders, two of Evergreen's Founding Trustees who were attending the meeting in conjunction with a retirement dinner that evening for Herb Hadley.

PRESIDENT'S REPORT

Monthly Budget Summary (Bigelow)

Mr. Bigelow told the Trustees that expenditures through November are below budget projections by 3.4 percent in state funded programs. Trustee Gelman

asked that the total budgeted dollars be added to the bar chart. Mike agreed to add dollar amounts and percentages.

Admissions Statistics (Evans)

President Evans reported that winter quarter application statistics show the number of students admitted slightly ahead of last year. In January he thought he should be able to give Trustees comparison data with a year ago.

In response to a question from Trustee Flowers, Walker Allen told the Trustees that 1515 students are advance registered for winter quarter (compared to 1153 students last year) and 1276 students are registered in advance for spring quarter.

Personal Services Contracts/Consulting Agreements (Schwartz)

Dick Schwartz responded to Trustee questions relating to consulting agreements. Jane Sylvester mentioned she recalled that Trustees were to review S&A budget, activities and consultant agreements from S&A funds. Herb Gelman recalled that there was to be further conversation between Rita Cooper and the S&A Board regarding budget cuts and that a recommendation was to come to the Board. Rita Cooper responded that both Trustees were correct. A meeting with Larry Stenberg and S&A people did occur regarding coordination of expenditure of funds and the methodology for assigning money for events. The long-range issues dealt with budget and the way contracts were handled; a DTF is currently being formed to study the S&A format and long-range issues.

Report of Finance Committee (Flowers/Schwartz)

In the future Trustee Flowers indicated that the finance committee will meet quarterly, in advance of a Board meeting so that minutes could be circulated. He, Mr. Schwartz, and Mr. Winkley discussed a new investment reporting format; a proposed investment policy addendum relating to South African investments; update of campus bank arrangements; cashiers audit and implemented procedures; and reviewed personal services contracts. In addition, Mr. Schwartz distributed Ken Winkley's October 16 memo regarding investments and Winkley's October 25 investment report - period ending September 30, 1980.

APPOINTMENT TO FINANCE COMMITTEE - Action

Jane Sylvester agreed to accept appointment to the Finance Committee. The committee, as constituted, consists of: Trustee Flowers (acting as chair); Trustee Sylvester; and Vice President for Business, Richard Schwartz.

Fall Symposium (Evans)

President Evans told the Trustees that David Broder keynoted Evergreen's first annual fall symposium on December 1 and participated in a panel on December 2.

College Awards (Fowler)

Chuck Fowler announced that Evergreen received a a first-place award for the Evergreen Review publication and a second-place award for the 1980-81 College Catalog (in the same category) from the State Information Council. Chuck added that a nationally known graphic designer had told him that he thought Evergreen's publications ranked among the best in state government and in the private sector.

1981-83 Budget (Bigelow)

Mike Bigelow shared tentative budget figures with the Trustees for 1981-83 (approximately \$26,100,000 based on 2533 FTE the first year and 2558 FTE the second year). Mike mentioned there is money included in the budget for a second graduate degree program if CPE favorably recommends that program and that formula levels are down slightly. Basically, the Governor's recommendation will be for a current-level operating budget. The capital budget should include Library roof repair and \$450,000 for instruction equipment replacement.

RECESS

Chairman Berglund recessed the Board for an executive session at 2:45 PM to discuss personnel matters; the Board reconvened the special meeting at 3:45 PM.

APPROVAL OF MINUTES - Action

Motion Mr. Berglund moved for approval of the minutes of the
80-47 November 14, 1980 meeting. Seconded by Mr. Flowers
 and passed.

STUDENT HOUSING PROJECT - Approval

Mr. Schwartz proposed approval of Phase II of the student housing project. The preliminary report from the attorneys suggests that the lease purchase proposition for housing is a viable alternative--a final report will be available within a couple of weeks. The overall expenditures for the contract, including a third phase (possible separate bid package for utilities), would not exceed \$75,000; \$2500 was authorized initially. The money is from reserves that are available in the housing budget.

Trustee Sylvester asked about the involvement of the master plan academic program "Evergreen Environment". Mr. Schwartz responded that he is meeting with that group. Herb Gelman asked about the legal issues. Rich Montecucco responded that he is working with Bob Campbell and indicated that a turn-key project is feasible.

Motion Mr. Gelman moved that the Board of Trustees authorize the
80-48 college staff to enter into a second-phase agreement with
 the firm of Kramer, Chin & Mayo for a sum not to exceed
 \$51,000 to accomplish the following:

- 1) Master planning of the Ravine Housing project;

- 2) Preparation of necessary drawings and documents for Phase I of the Ravine Housing project design-build bidding;
- 3) Preparation of the preliminary utility and site work drawings relating to the Phase I Ravine Housing project;
- 4) Master planning of the Housing Social Space project and Commercial Space project;
- 5) Related activities to these projects, including topographic/tree survey, environmental impact statement, etc.

Seconded by Mr. Flowers and passed.

PRESIDENTIAL SALARY - Approval

President Evans reviewed the interim temporary exempt salary grid (Ranges 1 and 2, steps A - V), indicating that Mike Bigelow is working on a revision to the October, 1979 grid (Ranges 1 - 18, steps A - R). Next year, part of the salary increase money will be applied to the October, 1979 grid.

Trustees expressed approval of the interim exempt salary grid.

Motion
80-49

Trustee Gelman moved approval of a salary increase for President Evans to take effect October 1, 1980, coinciding with other exempt salary increases. Following the completion of the Trustees' annual evaluation of the President, the Trustees approved an annual salary of \$59,900 (changed to \$59,904 by the budget office for rounding purposes). Seconded by Mr. Wiegman and passed.

TRUSTEE AREAS OF INTEREST - Action

President Evans recalled that the identification of areas of interest or responsibility for Trustees evolved from a suggestion that the individual Trustees might like to be more deeply involved in certain areas of the college and be representative to the rest of the Board in those areas.

Areas under the purview of the six people reporting to the President were identified. President Evans mentioned the addition of "institutional research" under Item C. Jane Sylvester added an item under business affairs relating to "comprehensive master plan".

The Trustees volunteered interest in the following areas:

- A) Business Affairs (Schwartz): Flowers & Sylvester
 - 1) Finance, Investments, Contracts
 - 2) Budgetary issues and Business Affairs
 - 3) Capital construction projects
 - 4) Housing and food service issues
 - 5) Intercollegiate athletics
 - 6) Comprehensive physical master plan

- B) Academic Affairs (Youtz): Gelman & Wiegman
 - 1) Curriculum development and growth planning
 - 2) Faculty development
 - 3) Library services
 - 4) Cooperative education and special educational services
 - 5) Masters programs
- C) Legislative and Community Relations (Eldridge): Gelman & Sylvester
 - 1) Legislative issues
 - 2) College governance
 - 3) Alumni activities
 - 4) Development activities
 - 5) Institutional research
- D) Student Affairs (Stenberg): Wiegman
 - 1) Student services: admissions, registration, advising, placement
 - 2) Student activities
 - 3) S&A Board
- E) College Relations (Fowler): Berglund
 - 1) Enrollment coordination
 - 2) Public relations and marketing
 - 3) Publications
- F) Personnel and Minority Affairs (Cooper): Berglund & Flowers
 - 1) Personnel issues
 - 2) Benefits: sick leave, released time, long-term disability
 - 3) Affirmative action
 - 4) Third World concerns

Jane Sylvester was asked to participate in the master plan group contract by a representative of the program.

CRIMINAL TRESPASS POLICY - Discussion

Rita Cooper reviewed the proposed criminal trespass policy, EAC 174-108-320 and proposed Resolution 1-81, designating certain individuals to invoke the criminal trespass act, both of which have been approved by Rich Montecucco. The staff will schedule action on this item at the January meeting.

POLICY FOR STAFF EDUCATIONAL BENEFITS - Discussion

Rita Cooper told the Trustees that EAC 174-112-010, dealing with staff educational benefits, has been revised to bring Evergreen's policy in line with the current statute. The staff educational benefits policy has been tied to training, and the number of credit hours has been restricted to 9 credits or less. The policy will be circulated among staff and faculty and brought to the Trustees for action at a future meeting.

OTHER BUSINESS

President Evans distributed Evergreen's annual response to the CPE report to the Trustees.

Al Saunders and Janet Holmes commented on the changes they have seen since the time they served on the Board. Wes Berglund thanked Mr. Saunders and Mrs. Holmes for attending the meeting.

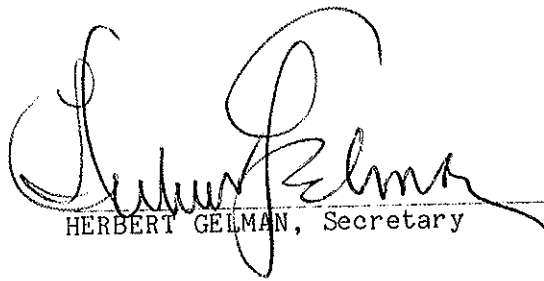
DATE OF NEXT MEETING AND ADJOURNMENT

Future meetings were set for Thursday, January 8, and Thursday, February 13.

The meeting adjourned at 4:45 PM.



WESLEY E. BERGLUND, Chairman



HERBERT GELMAN, Secretary