

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

Thursday, January 8, 1981  
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: Larry Eickstaedt, Faculty  
James Garey, Student  
Janice Wood, Alum (for Bob Crocker)  
Absent: Jan Lambertz

Staff Present: Walker Allen, Registrar  
Mike Bigelow, Budget Officer  
Dan Evans, President  
Chuck Fowler, Director of College Relations  
Rita Grace, Recording Secretary  
Steve Hunter, Director of Institutional Research  
Doris McCarty, Bookstore Manager  
Arnaldo Rodriguez, Director of Admissions  
Richard Schwartz, Vice President for Business  
Susan Smith, Acting Dean of Library Services  
Ken Winkley, Business Manager  
Byron Youtz, Vice President and Provost  
See permanent roster for others attending

Others Present: Joann Freimund, Student, MPA program  
Richard Montecucco, Senior Assistant Attorney General  
Virginia Painter, The Daily Olympian  
Ken Sternberg, Student, Cooper Point Journal  
Steve Whitman, KITN Radio

CALL TO ORDER AND INTRODUCTION OF GUESTS

Chairman Berglund called the meeting to order at 10:35 AM. President Evans introduced Janice Wood, alum, attending for Bob Crocker.

PRESIDENT'S REPORT

Correspondence of Note (Evans)

President Evans shared with the Trustees a letter from a 1973 graduate who has pledged \$20/month for life to the school; and a letter from an Oregon high school counselor, following a meeting she attended on campus.

#### Bookstore Balance Sheet (Evans)

President Evans announced that for the first time since the Bookstore opened the October balance sheet showed a profit after accounting for all accumulated deficits.

#### Budget Summary (Bigelow)

Mike Bigelow told the Trustees as of December 31, 1980, the college was slightly under budgeted funds but that no funds will be lapsed to the state. Mr. Bigelow also discussed the revision to the bar chart as requested at the last meeting.

#### 1981-83 Governor Ray Recommended Budget (Bigelow)

Mike Bigelow distributed and reviewed a one-page overview of the 1981-83 capital and operating budgets recommended by Governor Ray (formula funding for 2503 FTE's per year at 70% of formula). He and Dave Wallbom responded to questions regarding energy efforts and expenditures.

President Evans expressed confidence that this budget will be used as a base by Governor-elect Spellman, adding that Evergreen fared better than other institutions in terms of authorization for increase in enrollment (4 of the 6 senior institutions were reduced in enrollment).

All institutions will concentrate efforts to improve faculty and exempt salaries and to return the formula funding level to 72%.

#### Admissions Statistics (Evans)

President Evans reported that applications (50% ahead) and admissions for fall, 1981, are ahead of last year, with a significant increase in freshmen in both categories. Arnaldo Rodriguez added that statistics for fall, 1981, are very encouraging.

#### Winter Quarter Enrollment Update (Allen)

Walker Allen discussed winter quarter registration progress. As of January 7 (3rd class day), 2441 students were enrolled compared to 2212 on the same day last year. He pointed out new part-time student enrollment as an area of concern. Mr. Allen predicted 2600 - 2650 headcount enrollment for winter quarter. Chuck Fowler discussed retention efforts, education counseling, and planning activities, off-campus registration, and publication of the Evergreen Times.

#### Implications of Overenrollment (Youtz)

Byron Youtz discussed overenrollment implications with the Trustees. Since Evergreen individualizes instruction and tries to develop maximum potential for each student, the class size is of concern. In the early days of the college, funding levels were more generous and faculty were able to cope with the initial overenrollments at a 20:1 ratio. In the middle years, the ratio was 17-18:1 (due to underenrollment). This fall, with enrollment levels up and support levels down, the faculty are feeling a serious pinch.

In basic programs, where the need for individual attention is greatest, the average class size was 22 1/2:1 this fall. This situation is always less difficult by spring quarter due to graduation and attrition. In Evergreen's curricular system, faculty have responsibility for the full academic load of their students, and carry academic advising assignments as well, so the faculty work load is very high. In order to emphasize reading, writing and project activities and to provide meaningful narrative evaluations (all key ingredients in an Evergreen education), the student/faculty ratio and class size have a very important effect. Evergreen's use of the seminar to teach students to think and articulate their ideas is another important component of the college's educational process. Not only is the student/faculty ratio important to the seminar mode, but there is also a serious limitation on class size imposed by the room size in most of the physical facilities. Thus, the problems of overenrolling or underbudgeting strike at the very heart of the Evergreen system of individualized education. Byron feels that Evergreen is at the upper limit of student/faculty ratio this fall for successful Evergreen educational practices.

Byron discussed also the possibility of switching to a semester system, indicating this issue is under study by the faculty. He suggested a possible long-range institutional research project--to determine the ways in which the quality of the Evergreen educational process depends upon the level of funding and class size.

#### Personal Services Contracts/Consulting Agreements (Schwartz)

Dick Schwartz discussed the larger contracts which were of special interest and responded to Trustee questions. Jane Sylvester asked how income was handled to offset expenditures. President Evans suggested that the staff prepare a summary sheet, particularly in the auxiliary enterprise area where income is involved, which would display the original budget allocation plus income compared to expenditures.

#### Library Statistical Report (Smith)

Byron Youtz introduced Susan Smith, who is acting dean of library services (Jovana Brown is moving to the faculty). Susan Smith presented the library use statistics comparing October 1979 to October 1980 and discussed the installation of a book detection system and the policy on interlibrary loan requests. President Evans pointed out the sharp increase in circulation and return of books since installation of the detection system.

#### Progress Report - Housing Project (Schwartz)

Dick Schwartz reported to the Trustees that the college has received a positive report on the proposed method of financing the new student housing project. It is the opinion of the firm of Roberts, Shefelman, Lawrence, Gay & Moch that tax exempt status would apply to the interest on the installment purchase obligations of the college. Dave Wallbom summarized the housing project activities in his office and those of the related student master planning class which will prepare the environmental impact statement for the housing project.

Finance Committee Report (Schwartz)

Dick Schwartz reported on items discussed by the finance committee: investment safeguards; South African investment policy (recommended no change to the present policy); negotiations with South Sound Bank regarding continued operation of a branch on campus; and a review of personal services contracts.

APPROVAL OF MINUTES - Action

Motion  
81-1

Mr. Gelman moved approval of the minutes of the December 4, 1980 meeting. Seconded by Mrs. Sylvester and passed.

CONSIDERATION OF STAFF EDUCATIONAL BENEFITS POLICY - Discussion

The staff educational benefits policy (EAC 174-112-010), which had been discussed at an earlier meeting, was deferred to a later meeting when Rita Cooper would be present to address the issues. Byron Youtz wondered about section (1b) relating to a staff rate for the first nine credits and full fees in the case of more than nine credits.

CONSIDERATION OF CRIMINAL TRESPASS POLICY - Action

Trustees had received a memo from Rich Montecucco citing the amended statute concerning criminal trespass in response to a question from Trustee Gelman at the December meeting.

Motion  
81-2

Mr. Gelman moved approval of Resolution No. 1-81 entitled, "Resolution of the Board of Trustees of The Evergreen State College designating certain individuals to invoke the criminal trespass act." Seconded by Mr. Wiegman and passed.

APPOINTMENT OF A TREASURER AND BONDING - Action

In response to a 1977 statutory requirement, Dean Clabaugh had been appointed Treasurer in December, 1979. President Evans recommended that Dick Schwartz be named to fill the vacant position.

Motion  
81-3

Mr. Flowers moved that the Board appoint Richard Schwartz as Treasurer for the college and that the staff secure the required bonding. Seconded by Mrs. Sylvester and passed.

INTERLOCAL COOPERATION AGREEMENT FOR AUTOMATED LIBRARY SERVICES - Action

Susan Smith requested that Richard Schwartz be authorized to sign the Interlocal Cooperation Agreement between Washington State Library, Timberland Regional Library, and The Evergreen State College to establish a Consortium for Automated Library Services.

George Rickerson discussed costs involved, rent arrangements, etc. Mr. Montecucco endorsed the agreement. Trustee Gelman questioned the withdrawal procedures.



Governor Ray's budget contains money to implement the consortium for Evergreen and the State Library; Timberland Regional Library has set aside money for this purpose. Mr. Rickerson indicated that implementation of the agreement is dependent upon funding.

Motion  
81-4

Mr. Flowers moved approval of the Interlocal Cooperation Agreement between Washington State Library, Timberland Regional Library, and The Evergreen State College to establish a Consortium for Automated Library Services; and authorization for Richard Schwartz to sign the agreement on behalf of the college. Seconded by Mrs. Sylvester and passed.

Mr. Gelman asked that a report be made to the Board at least once a year as to the progress and success or failure of the agreement.

#### OTHER BUSINESS AND ANNOUNCEMENTS


President Evans announced the Association of Governing Boards' national conference on trusteeship scheduled for April 5 - 7 in New Orleans. It was suggested that Mr. Wiegman attend as a new Trustee.


#### DATE OF NEXT MEETING, EXECUTIVE SESSION AND ADJOURNMENT

The date of the next meeting was set for Thursday, February 12.

The Board recessed into executive session to discuss a matter of personnel at 12:30 PM.

The meeting adjourned at 1:00 PM.

  
WESLEY E. BERGLUND, Chairman

  
HERBERT GELMAN, Secretary

Attachment

THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 1-81

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE EVERGREEN STATE COLLEGE  
DESIGNATING CERTAIN INDIVIDUALS TO  
INVOKE THE CRIMINAL TRESPASS ACT

WHEREAS, The Washington State Legislature pursuant to RCW 28B.10.528 has authorized the Board of Trustees of The Evergreen State College to delegate to the President or his designee, any of the powers and duties vested in the Board; and

WHEREAS, The Board wishes to delegate the authority to invoke the Criminal Trespass Act to certain designated officials of the College;

BE IT RESOLVED, By the Board of Trustees of The Evergreen State College that the Board hereby delegates its authority to invoke the Criminal Trespass Act to the designated persons employed in the following positions:

President  
Vice President for Business  
Vice President and Provost  
Academic Dean designated annually by the Provost  
Director of Facilities  
Director of Housing  
Security Chief  
Campus Adjudicator

INTERLOCAL COOPERATION AGREEMENT

BETWEEN

WASHINGTON STATE LIBRARY  
TIMBERLAND REGIONAL LIBRARY  
THE EVERGREEN STATE COLLEGE

(All hereinafter referred to as "the Members")

YES:O  
OFFICE OF THE PRESIDENT

WHEREAS, each of the Members provides library services to the citizens of the State of Washington;

WHEREAS, each of the Members requires more efficient and effective means of delivering said services;

WHEREAS, the Members have determined that such efficient and effective means can most economically and expeditiously be obtained through the joint efforts of the Members;

NOW, THEREFORE, pursuant to Chapter 39.34 RCW, the Members do mutually agree as follows to establish the Consortium for Automated Library Services, hereinafter referred to as CALS.

PART 1

DECLARATION OF PURPOSE

The purpose of CALS is to acquire, own, and operate a "turn-key" minicomputer-based on-line automated system.

PART 2

TERM OF AGREEMENT

This Agreement shall be in full force commencing January 8, 1981 and perpetually thereafter unless modified or terminated by the Governing Board. In December 1981, and each December thereafter, the Governing Board shall meet to consider revisions in the cost allocation formula and any other revisions in the Agreement that are deemed appropriate.

PART 3

CONSORTIUM MEMBERSHIP

Membership in CALS is limited to the Members specified. The Governing Board

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shall determine the method and terms under which the services of the automated system may be made available to other libraries for a use fee. However, such libraries will be customers of CALS and not members.

## PART 4

## OWNERSHIP AND MANAGEMENT OF THE AUTOMATED SYSTEM

All central site hardware, including the CPU, console, disk drives, tape drive(s), line printer, and associated instruments, shall be owned or leased by CALS. Conveyance of all property owned or leased by CALS shall require approval of the Governing Board and signature of the Chairman.

All CRT terminals, optical input devices, telecommunications equipment, side-kick printers, portable terminals, and any other hardware that is located in the various service locations operated by the Members shall be owned or leased severally by the Members.

The rights to all software that is part of the automated system reside with CALS, subject to the terms and conditions of CALS' agreement with the vendor of said system.

CALS designates The Evergreen State College (TESC) as the fiscal agent and as the operating agent for CALS. As the fiscal and operating agent, TESC shall provide, subject to the direction of the Governing Board, the facilities, personnel, and accounting services necessary to acquire or lease and operate the automated system. The Governing Board shall prepare a letter of agreement that specifically defines the services TESC is to provide and the method by which TESC will be compensated.

The administrative costs for these services by TESC for CALS shall be part of the operating costs allocated to the Members by formula referred to in Exhibit B.

TESC agrees to provide suitable space and security for the central site hardware. CALS agrees that any costs for preparing such space shall be included in the initial costs of the automated system to be allocated to the Members by



formula referred to in Exhibit A.

#### PART 5

##### SYSTEM MAINTENANCE

CALS shall contract with the vendor of the automated circulation system for all maintenance of all system hardware and software. The Members agree that in no case shall such maintenance be the responsibility of TESC.

TESC agrees to allow access to the central site in accordance with the terms and conditions of the contract with the vendor of said system.

#### PART 6

##### SERVICE AVAILABILITY

The automated system shall be available for use by the Members for circulation and other transactions on a schedule of hours agreed upon by the Governing Board. CALS, through its contract(s) for hardware and software maintenance, shall insure that the equipment is maintained in such a fashion as to provide for down time and response time in accordance with the specifications contained in the contract(s). TESC assumes no responsibility for service availability except as is specifically defined in the letter of agreement to be executed between TESC and CALS. It is understood that it may occasionally be necessary to temporarily suspend system availability because of operational or maintenance requirements.

#### PART 7

##### GOVERNING BOARD

CALS shall be governed by a three-member Governing Board, with one Board Member for each of the Members, and each Board Member shall have one vote. The Governing Board shall be composed of the chief executive officer of each of the Members. All decisions by the Governing Board shall be decided by a majority of two affirmative votes. Board members or their designees shall have the right to vote. Bylaws may be adopted as necessary by the Governing Board.

## PART 8

### STAFF SUPPORT

The Governing Board shall decide how much and what level of staff is required to operate the automated system. All staff hired to operate the automated system shall be employees of TESC and subject to the personnel rules that apply to TESC.

## PART 9

### WITHDRAWAL AND DISSOLUTION

Any Member may withdraw from CALS upon receipt by the Governing Board of notice of intention to withdraw. Such notice must be given at least 180 days in advance of withdrawal. Any Member who withdraws according to the terms and conditions set forth in this Agreement shall receive a copy of their borrower file and item file for the cost of the computer run and tape used. The amortization period for the equipment owned by CALS shall be five years from date of acceptance. Any Member who withdraws during this five-year period shall be reimbursed by the other Members a pro rata share of their initial investment. If TESC withdraws, the central site hardware must be relocated within twelve months of receipt of the notice of intention to withdraw. The allocation of relocation costs shall be the responsibility of the Governing Board.

The Governing Board may at any time decide to dissolve CALS upon a majority vote of the Board. All equipment owned by CALS shall be disposed of in a manner to be determined by the Governing Board.

## PART 10

### CONFIDENTIALITY OF DATA

The circulation records of the Members are to be considered CONFIDENTIAL regardless of the source of inquiry. Employees of the Members shall, of course, have access to such records to provide for the orderly operation of each library, however, such records shall not be made available to anyone else except pursuant

to such process, order, or subpoena as may be authorized by law.

Upon receipt of such process, order, or subpoena, consultation shall be made with the Member's legal officer to determine if such process, order, or subpoena is in good form and if defects are noted, insistence shall be made that such defects be cured before any records are released. The legal process requiring the production of circulation records shall ordinarily be in the form of subpoena duces tecum (bring your records), requiring an employee of the library to attend court or the taking of his or her deposition and may require him or her to bring along certain designated circulation records. The Governing Board may release circulation records without process, order, or subpoena, if in its judgment, a condition of grave emergency exists which can be remedied by the release of such circulation records. Any problems or conditions relating to the privacy of circulation records which are not provided for in this policy statement shall be referred to the Director of the applicable Member for resolution.

## PART 11

### COST ALLOCATION

#### A. Initial Costs

Each of the Members shall pay a share of the costs of the central site, including purchase of the equipment, preparation of the site, and administrative costs related to these activities. Each Member's share shall be determined by means of the formula contained in Exhibit A of this Agreement.

#### B. Annual Operational Costs

Each of the Members shall pay a share of the costs of operating the central site, including maintenance of hardware and software, staff support, telephone costs, supplies, and administrative overhead. Each Member's share shall be determined by means of the formula contained in Exhibit B of this Agreement. This formula shall be reviewed annually by the Governing Board, together with records of the use of the automated system by each of the Members, and the formula

shall be adjusted if necessary to insure that the resulting cost shares are congruent with the use of the system by the respective Members.

#### C. Other Costs

All other costs, including purchase and maintenance costs of hardware to be located in the various service centers operated by the Members, telephone line charges, purchase and maintenance telecommunications hardware used by the respective Members, and supplies to be located at and consumed by the various service centers of the Members shall be borne by the respective Members. The Members may, in order to receive more advantageous prices, elect to buy certain supplies jointly.

#### D. Fiscal Year

The fiscal year of CALS shall be July 1 through June 30.

#### E. Payment

##### 1. Initial Cost Shares

Each of the Members shall pay into a fund maintained by CALS or its designate an amount of money equal to the share assigned to each of the Members according to the method described in Part 11A of this Agreement.

##### 2. Annual Operational Costs

Each of the Members shall periodically, as defined by the Governing Board, pay into a fund maintained by CALS or its designate an amount of money equal to the share assigned to each of the Members according to the method described in Part 11B of this Agreement. If a Member fails to pay into the fund in accordance with the requirements set by the Governing Board, automated services to that Member may be suspended by the Governing Board.

#### F. Disbursement of Funds

Funds may be disbursed initially only by authorization of the Governing Board, in accordance with the terms and conditions of this Agreement. The Governing Board shall adopt an annual budget and shall designate and authorize staff to administer that budget. Extraordinary expenditures not contained in the budget

shall require approval of the Governing Board.

## PART 12

## CONTRACTS

The contract(s) with the vendor of the automated system shall be between CALS and the vendor. The Members agree that the provisions of this contract shall take precedence over any contracts that may exist between the respective Members as separate entities and that vendor.

## PART 13

## INSURANCE

Insurance on the central site hardware shall be obtained by TESC.

## PART 14

## ACQUISITION OF SYSTEM

The Governing Board has delegated to the Project Director and the Joint Circulation Task Force the responsibility of managing all aspects of the acquisition and implementation of the automated circulation system including but not limited to drafting of a Request for Proposal for an Automated Circulation System, recommending consultant to Governing Board, and appropriate interaction with other agencies such as the Washington State Data Processing Authority. The Joint Circulation Task Force operates under the chairmanship of the Project Director, who is responsible to the Governing Board. Membership on the Task Force consists of those persons designated by the Governing Board plus any other persons whose membership is deemed appropriate by the Project Director.

Prior to final purchase or lease agreement for the automated system, the Governing Board shall give final approval to the agreement.

DATED: 1-8-81 DATED: 1-6-81 DATED: 12-18-80

THE EVERGREEN STATE COLLEGE	WASHINGTON STATE LIBRARY	TIMBERLAND REGIONAL LIBRARY
By <u>Richard N. Schwartz</u>	By <u>Roderick G. Swartz</u>	By <u>Louise E. Morrison</u>
Richard N. Schwartz	Roderick G. Swartz	Louise E. Morrison
Vice President for Business	Secretary, Washington	Secretary, Timberland
	State Library Commission	Regional Library Board
		of Trustees
Approved as to form	<u>Thomas L. B. George</u>	Date <u>12-18-80</u>
	per Attorney General	

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## EXHIBIT A

The cost allocation formula for establishment of the central site allocates to each Member one-third of the site preparation costs, one-third of the administrative costs associated with site preparation and acquisition of the system, one-third of the costs of a basic system (see below for definition), one-third of the software fee, one-third of the sales tax, and all costs of any additional memory or disk storage capacity required by that Member on top of the capacity provided by the basic system. The "basic system" is defined as a system capable of handling three libraries each of which is the size of TESC. Thus, the initial cost allocation formula is:

$$1 \text{ cost share} = 1/3 \times (A + B + C + D + E) + F$$

where

- A = cost of site preparation including tax
- B = administrative costs associated with site preparation and system acquisition
- C = cost of basic system
- D = software fee including tax
- E = sales tax on central site equipment
- F = cost of additional memory or disk storage over basic system capacity

The costs of the basic system will be established using the same brand of hardware as is used in the actual system.

# EXHIBIT B

There are three categories of operational costs for the central site: equipment maintenance, support staff, and supplies and services. There is a separate formula for each of these categories.

Equipment maintenance. Each Member's share of the cost of maintenance of the central site equipment is based on that Member's use of the system according to the following formula:

$$1 \text{ maintenance cost share} = \frac{\frac{\# \text{ disk blocks}}{\text{total disk blocks}} \times \frac{\# \text{ bytes}}{\text{total bytes}} \times \frac{\text{annual circulation}}{\text{total annual circulation}}}{3} \times \text{total annual cost}$$

Support staff. Staff costs will be divided into direct support and on-call support. Direct support costs will be shared equally by the Members; on-call support costs will be shared according to system use according to the following formula:

$$1 \text{ staff cost share} = \frac{\text{direct costs}}{3} + \left( \frac{\frac{\text{hours of operation (weekly)}}{\text{combined hours of operation}} \times \frac{\text{annual circulation}}{\text{total annual circulation}}}{2} \right) \times \text{cost of on-call support}$$

Supplies and services. Supplies and services relating to the central site operation include all other costs incurred by TESC as the fiscal and operating agent for CALS. These costs will be shared equally by the three Members.