

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

Thursday February 12, 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

Representatives to the Board Present: Larry Eickstaedt, Faculty  
James Garey, Student Absent: Bob Crocker, Alum  
Jan Lambertz, Staff

Staff Present: Mike Bigelow, Budget Officer  
Richard Cellarius, Member of the Faculty  
Jon Collier, Senior Architect  
Rita Cooper, Director of Employee Relations  
Arnie Doerksen, Assistant Director of Facilities  
Les Eldridge, Assistant to the President and Director of Community Relations  
Dan Evans, President  
Chuck Fowler, Director of College Relations  
Rita Grace, Recording Secretary  
Richard Schwartz, Vice President for Business  
Darrell Six, Associate Facilities Engineer  
Albert Smalls, Admissions Counselor  
Susan Smith, Acting Dean of Library Services  
Larry Stenberg, Dean of Student and Enrollment Services  
Ken Winkley, Business Manager  
Byron Youtz, Vice President and Provost  
See permanent roster for others attending

Others Present: Joann Freimund, Student, MPA program  
Shirley Moore, Assistant Attorney General  
Brian Woodwick, Student, Cooper Point Journal  
See permanent roster for others attending

CALL TO ORDER AND INTRODUCTION OF GUESTS

Chairman Berglund called the meeting to order at approximately 10:35 AM. President Evans introduced Shirley Moore, representing the Attorney General's office in Rich Montecucco's absence, and Brian Woodwick, representing the Cooper Point Journal. President Evans also introduced and welcomed to the staff Albert Smalls, who has joined Evergreen as Admissions Counselor.

PRESIDENT'S REPORT

Monthly Budget Summary (Bigelow)

Mr. Bigelow reported that as of January 31, the college had spent 54 percent of the total amount budgeted for the year in programs 010 through

090. He discussed the bar chart expenditures by program. With 58 percent of the year expended all programs appear to be in good shape. Because of having to pay unemployment compensation during the first month of the biennium, the expenditure in institutional support is 59.8 percent of the total. President Evans briefly mentioned the reserve status.

#### Admissions Statistics (Evans)

President Evans reviewed admissions statistics for spring and fall 1981.

#### Winter Quarter Enrollment (Evans)

President Evans distributed a memorandum from Walker Allen highlighting the tenth day enrollment report. The number of full time students, resident and non-resident students, and women students is up over last year.

#### Personal Services Contracts (Schwartz)

Mr. Schwartz indicated that the personal services contracts had been reviewed by the finance committee. In response to a question from President Evans regarding an explanation of matching income against expenditures, Mr. Schwartz distributed and presented a summary of how the system works with the student and activity fees allocations matched against estimated revenue. Personal services contracts may be paid partially by outside revenue and partially by S & A fees. The performing arts program would be a similar example.

#### Finance Committee Report (Schwartz)

Vice President Schwartz reviewed items discussed at the February 10 finance committee meeting: financial implications of the inter-collegiate athletics program, quarterly local funds cash balance report, quarterly investment report, and personal services contract review. The committee decided that the local funds cash balance report should be an annual report rather than quarterly. It was developed based on the college's annual need to ask permission of the Trustees to loan money from one fund to another to close out the fiscal year with a positive balance.

#### Quarterly Employment Update (Cooper)

Rita Cooper reviewed the quarterly report of hirings, promotions and terminations for October - December 1980. She reported also that the college is in a semi-freeze state, since the Governor has ordered that employment should be held to the January 31 level. The college will have to request permission to fill unfilled positions.

#### Seawulff Commissioning (Fowler)

Mr. Fowler reviewed the tentative schedule for the Seawulff commissioning (the college's 38 foot wooden sailing/research vessel) on Sunday, March 8, at 1 PM at Percival landing. In conjunction with the ceremony, there will be an open house aboard the vessel and a reception for donors at the Olympia Yacht Club.

Student Housing Project (Schwartz, et al.)

Mr. Schwartz introduced the presentation of the student housing progress report: the Board has approved up to \$51,000 for preliminary work to build additional on-campus housing for 100 students, Phase I of a 600-bed plan.

Darrell Six identified the preferred site for Phase I (located north of the existing residence halls with no new parking or roads required). He reviewed also the housing density analysis, utilities, and preliminary project cost analysis (\$1,439,500, including utility costs, engineering and design, appliances and furnishings, site development, and housing unit construction).

Jon Collier reviewed the design and floor plans for the housing units, explaining the living areas were located on the south side in order to get as much passive solar gain as possible. The Phase I proposal would include ten buildings: nine two-story townhouses, each with two units designed to accommodate five students each; and one single story unit designed to accommodate handicapped persons.

Arnie Doerksen discussed the completion schedule. Mr. Schwartz added that, if the college waits until June for the environmental impact statement, the units will not be ready as hoped for by October 1981. The college will be reconstituting the environmental advisory committee (which will work in conjunction with Kramer, Chin and Mayo, consultants, and student members of the Evergreen master planning team). Completion dates will hinge upon whether the full environmental impact statement is desired or whether a decision is made to use a shorter check list.

Master Plan Contract (Cellarius/Stalheim) ^

Faculty member Richard Cellarius reviewed activities of students in the applied studies program. The largest group of students are working with the office of facilities, updating the campus master plan. Student David Stalheim presented a contract between the Evergreen master plan team and the office of facilities to revise the existing master plan and provide an updated version by June 11. David asked for participation by the Trustees. Trustees who had volunteered interest in the business affairs area of the college (which would include master plan) were Jane Sylvester and Bob Flowers. In addition Trustee Berglund volunteered his interest in meeting with the group.

INTERCOLLEGIATE ATHLETICS - Deferred

A policy discussion of intercollegiate athletics was deferred to the March meeting when Trustee Flowers, who had to leave the meeting early, could be present.

LIBRARY CIRCULATION POLICY REVISION - Policy Discussion

Susan Smith, Acting Dean of Library Services, informed the Trustees that the college is currently operating under a memorandum written by former Provost Ed Kormondy in 1978, indicating that library circulation records were to be confidential until such time as a Washington Administrative Code

was developed. Ms. Smith discussed a proposed amendment. Trustee Gelman questioned the policy on confidentiality prepared by the American Library Association. The Trustees requested that Ms. Smith develop a final proposed policy for the next meeting.

APPROVAL OF MINUTES - Action

Motion  
81-5

Mr. Gelman moved approval of the minutes of the January 8 meeting as submitted. Seconded by Mrs. Sylvester and passed.

STAFF EDUCATIONAL BENEFITS POLICY - Action

Rita Cooper presented a policy for staff educational benefits which brings in line with the statute Evergreen's policy for allowing reduced tuition for staff. Mr. Gelman wondered whether this would be an item for negotiation under collective bargaining.

Mr. Gelman moved to table consideration of the staff educational benefits policy. The motion died for lack of a second.

Mr. Gelman moved that the college permit waived tuition for employees up to 5 credit hours on a space-available basis through the end of the 1980-81 school year. The motion died for lack of a second.

Motion  
81-6

Mr. Gelman moved approval of revisions to EAC 174-112-010 (attached), staff educational benefits, relating to reduced tuition, to be in full force and in effect through the 1980-81 school year. Seconded by Mrs. Sylvester and passed.

INDIRECT COSTS POLICY - Discussion

Mr. Schwartz discussed his January 19 memorandum regarding recovery of indirect costs and an addition to the grants and contract policy. The item will be scheduled for action at the March meeting.

DATE OF NEXT MEETING AND ADJOURNMENT

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

The meeting adjourned at 12:50 PM.

  
WESLEY E. BERGLUND, Chairman

  
HERBERT GELMAN, Secretary

Attachment

00111

THE 1981 EVERGREEN MASTER PLAN

Final Contract

submitted January 26, 1981

*Board  
file*

I. Client:

The Evergreen State College  
Contact Persons: David Wallbom, Darrell Six  
Office of Facilities

II. Contract Deadlines:

- March 1+ Environmental Assessment for Housing Project
- April 13 Draft of Master Plan distributed to the Office of Facilities and others for review
- May 14 Final Master Plan distributed to the Office of Facilities for review and presented to the Board of Trustees
- June 11 Hearing and action by the Board of Trustees on the Master Plan

III. Purpose:

The purpose of the 1981 Master Planning Project is to review the existing Evergreen Master Plan with full appreciation of its merits, and to produce an updated document in accordance with today's standards. Because planning issues are constantly changing, this plan will include provisions for on-going review and revision. The new Plan will consist largely of goals and policies for making planning decisions and managing campus development. Mechanisms for informing and involving the campus community in planning decisions and comments on specific projects under current consideration will be included. Among the latter are the development of the campus core, creation of additional commercial space, transportation and circulation, land use planning for the Organic Farm, management of undeveloped areas, use of the waterfront, and housing social space. It is the intent of the project team to gain fullest possible participation of the campus community in this effort. Documents will be submitted to the administration for final consideration.

An environmental assessment for the 1981 housing project will also be completed. A comprehensive study of the sites under consideration will be done with a more extensive analysis of the site finally selected.

IV. Activities:

Campus Master Plan. Preparation of this document will occupy most of the project team's efforts. The process outlined here will be used in determining overall goals and policies as well as making more specific recommendations.



A. Research

1. Assess the needs of the campus community through review of the existing plans and historical documents, solicitation of information from faculty, staff, students, administration, and others.
2. Undertake field work, as necessary.
3. Research existing and alternative campus planning models.

B. Analysis and formulation of Master Planning policy recommendations.

1. Compile and analyze research information.
2. Develop planning alternative sets of Master Planning goals and policies.
3. Present planning alternatives to campus community.
4. Prioritize alternative policy and project recommendations.

C. Documentation

1. Prepare draft Master Plan to circulate for review and response.
2. Prepare final Master Plan for consideration by the Board of Trustees.

V. Environmental Assessment of the 1981 Housing Project:

The project team will undertake the following activities in compliance with the State Environmental Protection Act of 1971 (SEPA) and in accordance and review with the Environmental Advisory Committee, as stipulated in the Evergreen Administrative Code:

- A. Develop criteria for evaluating potential sites.
- B. Carry out comparative study of potential sites.
- C. Complete SEPA checklist for threshold determination.
- D. Further work as needed to comply with SEPA.

II. Responsibilities:

Project Team Responsibilities

1. To hold open weekly project review meetings at 10:00 a.m. on Tuesdays.
2. To properly circulate working documents for review.
3. To function as consultants to TESC through the Office of Facilities.

4. To account in writing for budget expenditures.
5. To be accessible to the Office of Facilities, administration, faculty, staff and students.
6. To maintain public relations.

Client Responsibilities

1. To schedule weekly meetings with the project team from 1:30 - 3:00 on Thursdays, and if schedule conflicts arise, to notify the project team as early as possible.
2. To review and respond promptly to draft documents.
3. To provide staff assistance by arrangement.
4. To provide budget as outlined below.
5. To provide copies of current Master Plan and access to other related documents.
6. To assist the team in locating office space and equipment.

III. Budget:

A. Printing	\$500
1. Draft document(s)	
2. Final document	
a. Printing (approximately 50 pages)	
b. Graphics Design	
c. Typing	
3. Ditto	
4. Photo copy	
B. Consultants	200
1. Extra meetings with Kramer, Chin & Mayo	
2. Meeting with original Master Planners	
3. Guest speakers	
C. Publicity	150
1. Display advertising	
2. Supplies	
3. Advertisement in the Cooper Point Journal and other media	

D. Miscellaneous	\$150
1. Equipment maintenance	
2. Photo supplies and services	
3. Field Study Equipment	
4. Office supplies	
5. Other	
E. Transportation	<u>50</u>
TOTAL	\$1,050

Note: In the event that an Environmental Impact Statement becomes necessary in the housing project, expenses incurred will be in addition to the above budget request, but must have Director of Housing and Director of Facilities approval prior to expenditure.

II. Project Team Participants:

Patrick Atkinson  
Tom Costantini  
Kurt Danison  
Barbara Dykes  
Dan Gorham  
Nancy McDonald

Caroline McLean  
Meg Mitchell  
Tim O'Connor  
Matt Perkins  
Gary Schneider  
David Stalheim

Faculty Advisors: Carolyn Dobbs, Richard Cellarius

To carry out this project, we will be using as many resources as possible, including students in other academic programs.

ADDENDUM

Conflict Resolution

In the event that any conflict arises between the client and the consultants, a process to resolve this conflict will be undertaken. These will be the steps to conflict resolution:

- A. A determined effort to resolve any conflict peacefully and constructively between concerned parties before relying on the following procedures.



- B. The final attempt at resolution of conflict will be negotiation. In case of failure to reach agreement, each party shall select three members to represent them at negotiations and their decision will be final.
- C. Facilities Planning Team members will be Richard Schwartz, David Wallbom and Darrell Six. Project team members will not exceed 3 and must be made up of the listed project team participants and faculty advisors.

Signatures:

Project Team Representatives

David B. Stothman

Thomas Costantini

Matthew E. Roberts

Faculty Sponsors

Carolyn Dabbs

Robert G. Collins

Facilities Representatives

David Wallbom

DARRELL SIX

Date: 1-26-81

# Projected Time Schedule for Project Activities:

## Campus Master Plan

### Research

- 1) Needs Assessment
- 2) Field Work
- 3) Literature Research

### Analysis and Formulation

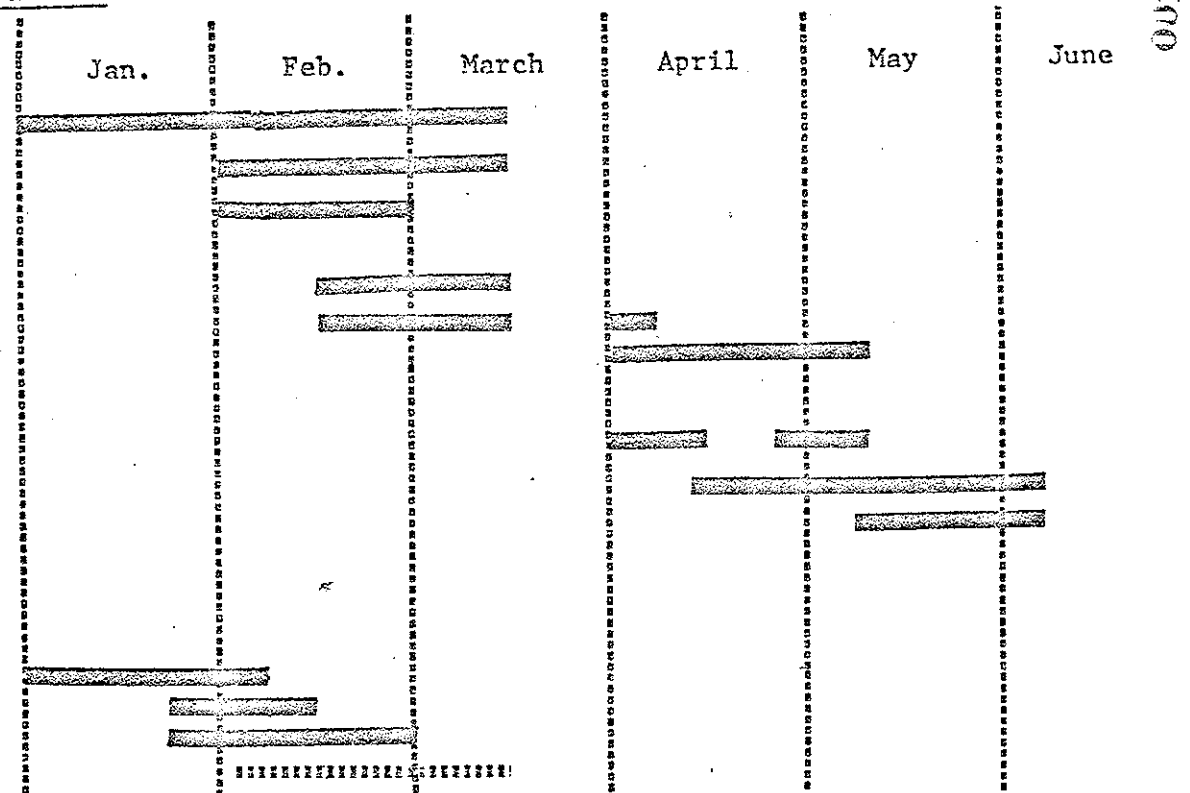
- 1) Compile information
- 2) Develop Alternatives
- 3) Present Alternatives

### Documentation

- 1) Prepare Draft
- 2) Circulate for Review
- 3) Prepare Final Draft

## Environmental Assessment for Housing

- A. Develop Criteria
- B. Comparative Study
- C. SEPA Checklist
- D. Further Work



Note: See the section of the contract entitled Activities for an explanation of these task titles.

THE EVERGREEN STATE COLLEGE

EAC 174-112 Personnel Rules

Staff Educational Benefits

EAC 174-112-010 Policy

The Evergreen State College offers educational benefits for faculty ((and for professional and)), exempt and classified staff employees to enhance the productivity, efficiency and effectiveness of its workforce. The college can provide on the job training for many positions but a college education is a prerequisite for many others. Because the foregoing is true the most economical means of providing training to employees is through the educational program. Any permanent full-time or part-time employee who works an average of 20 hours per week ((may)) is eligible, subject to the limitations below and with the written permission of his/her unit head and program head, to register for ((no more than the units of)) credit in academic programs at the faculty/staff rate.

EAC 174-112-020 Procedures

(1) Participation

- (a) Employees accepted as students to the college may register for 9 credits or less at the staff rate.
- (b) Employees who participate for more than 9 credits must pay full fees for all credits.
- (c) Employees who participate as auditors must pay the full auditors' fee.

((1)) (2) Fees

The Board of Trustees sets the faculty/staff fee schedule.

((2)) (3) Admissions and Registration

An employee will follow the regular admission and registration procedures expected of all students.

((3)) (4) Approval for Faculty/Staff Tuition and Fee

"Faculty/Staff-Enrollment-Authorization"-forms-(exhibit-I);-available-from-the-((Personnel))-Employee-Relations-Office-((-Cashier's-Office))-and-Registrar's-Office;-must-be-completed-and-signed-by-the-staff-member-and-have-the-signed-approval-of-the-employee's-unit-head-and-(if-a-different-person)-program-head-(i.e.;-dean-or-director);-the-employee-must-submit-the-completed-form-to-the-Registrar-at-the-time-of-Registration.

Employees must have approval to register for classes from appropriate unit head and (if a different person) the program head (i.e., dean or director). The approval by the appropriate unit head shall be based upon his or her determination that the course content for which the employee has enrolled is directly beneficial to the employee in his or her job classification or in conjunction with promotional opportunities and that the employee is otherwise able to complete all job responsibilities while taking any such programs.