

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

Wednesday, June 6, 1984

**The Evergreen State College Campus
Daniel J. Evans Library, Room 3112
Olympia, Washington**

Trustees Present:	Herbert Gelman Thelma A. Jackson George E. Mante William Robinson Jane B. Sylvester
Representatives to the Board Present:	Ken Balsley, Alum (in lieu of Julie Grant) Burt Guttman, Faculty Darlene Williams, Student Myrna Zolyomi, Staff
Staff Present:	Walker Allen, Registrar Claudia Beyer, Acting Controller Mike Bigelow, Executive Assistant to the Vice President for Business Mark Clemens, Director of Information Services & Publications Lloyd Colfax, Member of the Faculty Betsy Diffendal, Academic Dean Don Humphrey, Member of the Faculty Ken Jacob, Director of Auxiliary Services Sig Kutter, Member of the Faculty John Perkins, Academic Dean Arnaldo Rodriguez, Director of Admissions Gary Russell, Chief of Security Richard Schwartz, Acting President Larry Stenberg, Dean of Student & Enrollment Services Sue Washburn, Director of College Relations & Development Karen Wynkoop, Acting Vice President for Business
Others Attending:	Eileen Brady, S&A Coordinator Richard Montecucco, Attorney General's Office Marilyn Watson, University of Puget Sound On-Sight Program Assistant See permanent roster for others attending

Chairman Jackson called the meeting to order at 1:50 p.m.

LONGHOUSE — Action

John Perkins reviewed changes in the report he submitted to the Board of Trustees last month and summarized the Longhouse project history. After Phase I, maintenance and operating costs were estimated to be \$40,000 per year. He estimated that the total project cost would be approximately \$396,000. The original report was revised to include the Evergreen Development Office conducting an informal, internal feasibility study to assess the dollar potential for the project from state, federal, individual, organizational, corporate, foundation, and other resources. Additionally, a more detailed explanation of governance was added to the report which included appointing a Governing Board to advise the college administration on use, purpose, scheduling, operations,

resolving disputes, generating recognition and understanding, and by-laws for action of the Longhouse. The Planning Committee, in collaboration with the Deans and Provost, would design a governance document to be presented to, and approved by, the Board of Trustees before any construction began. Finally, the original timetable was revised to include the internal donor feasibility study during the summer of 1984; and if a capital campaign were approved by the Board of Trustees as a result of the study, construction would begin no sooner than 1986.

Ms. Sylvester asked for clarification on the concept of a governing board which would work in an advisory capacity. Dean Perkins responded that, although there is a distinction in theory, there is a low distinction in practice. The governance document would, however, state that the Governing Board would play an advisory role. Ms. Sylvester also asked for clarification on endorsing the proceeding of the Longhouse project; Dean Perkins stated that in accepting the report, the Board of Trustees was endorsing or adopting proceeding with the first step of the project, namely the feasibility study. Dr. Perkins also mentioned that the project would come back to the Board at different phases such as design and development. Acting President Schwartz pointed out that other administrative policies already adopted by the Board do stipulate Trustee approval prior to any campus construction.

Mr. Gelman pointed out that the words "as outlined in the attached report dated May 30, 1984" should be added at the end of the suggested resolution.

- Motion 84-18** Ms. Sylvester moved approval of endorsing proceeding with the Longhouse Project at The Evergreen State College as outlined in the report dated 5/30/84. The action shall be under the coordination of the Senior Academic Deans and shall proceed according to the plan outlined in the report, "The Longhouse Project at The Evergreen State College," as revised on May 30, 1984. Periodic reports shall be made as needed to keep the Board of Trustees apprised of the progress on the project. Specifically, the Deans will bring reports to the Board at the following points, at a minimum: (a) results of internal feasibility study (Fall, 1984); (b) results of external feasibility study or start of capital campaign (January, 1985); (c) results of preliminary sketches (January, 1985); (d) results of work on Governance Document (June, 1985); (e) design development work (late 1985); and (f) working documents ready for bid (1986). The Board wishes to express its appreciation to the many faculty, staff, students, and community members who worked so hard to bring the idea of a Longhouse to its current state. Seconded by Mr. Mante and passed.

WAC 174-104-010 REGULAR MEETING DATE — Action

Richard Schwartz recommended that the Board change the regular meeting date from the second Thursday of each month to the second Wednesday of each month to facilitate an opportunity for faculty and students to attend.

- Motion 84-19** Under administrative procedures act requirements, Mr. Gelman moved that the Board revise WAC 174-103-010 to specify the second Wednesday of each month as the regular Board of Trustees meeting date, effective July, 1984. Seconded by Mr. Robinson and passed with Mr. Mante voting negatively.

WAC 174-109-010 - AFFIRMATIVE ACTION POLICY — Action

Susan Smith summarized the recent history of the proposed Affirmative Action Policy: in April, 1984, the Board of Trustees made suggestions for revision followed by suggestions for further changes during the May Board of Trustees meeting. There have been no further recommendations for change from the campus community.

Motion Under administrative procedures act requirements, Mr. Mante moved adoption
84-20 of the attached Affirmative Action Policy, WAC 174-109-010 through -500.
Seconded by Mr. Gelman and passed.

Mr. Robinson thanked the committee for the tremendous job and Chairman Jackson also expressed gratitude for the commitment on the part of the committee.

WAC 174-116-011 - PARKING POLICY — Action

Karen Wynkoop presented a proposal for increased parking fees and hours (to 7:00 p.m.). Ms. Wynkoop summarized comments from a campus public hearing. She stated that the concerns expressed at that hearing were carefully studied; however, her recommendation was to increase the fees and extend the hours. Ms. Wynkoop added that the college is required by law to be fiscally responsible for state assets, that the re-sealing project could be delayed no longer, and that there was no other source of revenue for operating and maintenance costs.

Concern was expressed by several representatives to the Board and members of the audience that extending the hours would discourage community use of the college facilities. Ms. Wynkoop responded that the equity issue was considered, and she believed it was unfair to have day students and staff subsidize the cost of the parking lots while evening students and community members do not currently pay a parking fee. Security Chief Gary Russell added that extending the hours meant locating a checker in the field to oversee safety, answer questions, assist with jump-starts and unlocking of cars.

Further concerns were stated in regard to the increase of hours having a negative effect on use of the College Recreation Center, leisure education enrollment, etc.

Mr. Robinson moved adoption of the recommended parking increases with Mr. Gelman's suggestion that the administration report back to the Board next year on the cost effectiveness of the increases. Seconded by Mr. Gelman. Motion failed with Trustees Jackson, Mante, and Sylvester voting negatively.

Chairman Jackson suggested that the board table further discussion of the parking policy until later in the meeting. Ms. Wynkoop asked that the parking managers calculate what the increase in parking fees would be without the extension of hours and report back later during the Board meeting.

EMERITUS STATUS FOR DON HUMPHREY — Action

Dr. Patrick Hill requested that the Board grant emeritus status to Don Humphrey, Member of the Faculty, and one of the founding fathers of Evergreen. Provost Hill stated that Dr. Humphrey came to the college in 1970 from the University of Oregon as Dean of Natural Sciences and Mathematics, and was widely respected for his commitment to interdisciplinary studies, his availability to students, and his reputation as

a scholar. Dr. Sig Kutter spoke about Dr. Humphrey's inspiring commitment to interdisciplinary studies and all he has done for the college. Dr. Humphrey then commented on the dedication of Evergreen's original Board of Trustees and thanked the current Board for their dedication and kindness in considering him for emeritus status.

Motion 84-21 Mr. Robinson moved that the Board of Trustees confer upon Dr. Donald Humphrey the title of Emeritus Member of the Faculty, with all rights and privileges pertaining thereto. Seconded by Mr. Mante and passed unanimously.

Chairman Jackson congratulated Dr. Humphrey, adding that he is the second faculty member to have been granted emeritus status.

APPROVAL OF THE 1983-85 OPERATING BUDGET AND S&A ALLOCATIONS — Action

Mike Bigelow reviewed the 1984-85 operating budget allocations, which were presented to the Board the previous month. He pointed out that the state funded operations totaled \$15,900,000 and that the total operating budget would be \$20,567,819 with a planned annual average student FTE of 2,380.

Mr. Mante thanked Mr. Bigelow and the Board expressed appreciation for his work at Evergreen. Chairman Jackson stated that extensive work had been done on the budget previously during the past few months.

Motion 84-22 Mr. Mante moved acceptance of the proposed 1984-85 operating budget allocations, totaling \$20,567,819 (implicit in this approval is also approval of increases for the following fees: diploma - \$25; transcript - \$10; and application - \$25). Seconded by Ms. Sylvester and passed.

Ms. Eileen Brady, S&A Coordinator, reviewed the S&A spring allocation process and introduced S&A Board members Eric Smith, Corliss Prong, Gary Burris, Cath Johnson, and Chris Hubbard. Chairman Jackson thanked the S&A Board for the presentation and the amount of time members spent on the allocation process. Since the previous motion incorporated the S&A allocations, no formal motion was taken.

APPROVAL OF THE 1983-84 EXPENDITURES FOR PRESIDENTIAL SEARCH — Action

Acting President Schwartz explained that in addition to the \$10,000 initially approved by the Board for the presidential search, the administration requested approval of an additional \$8,007.52 in expenditures.

Motion 84-23 Mr. Mante moved approval of Presidential Selection Advisory Committee I expenditures in excess of \$11,000 originally approved, or an additional \$8,007.52. Seconded by Mr. Robinson and passed.

EXEMPT SICK LEAVE POLICY — Action

Karen Wynkoop presented a redrafted proposal for the exempt sick leave policy based on comments from Rich Montecucco, Rita Cooper, and the Board of Trustees.

Motion 84-24 Mr. Robinson moved adoption of the attached exempt sick leave policy (EAC 174-112-490). Seconded by Mr. Mante and passed.

APPROVAL OF THE MINUTES OF THE MAY 2, 1984 MEETING — Action

Motion Ms. Sylvester moved approval of the minutes of the May 2, 1984 meeting as
84-25 distributed. Seconded by Mr. Mante and passed.

CONSIDERATION OF HEP BD/TESC ULP DECISION — Action

Chairman Jackson stated that "The Board of Trustees of The Evergreen State College has decided to terminate any further legal appellate proceedings relating to the contract with the WFSE union and will honor the existing contract. We have in the past agreed to honor this contract with some minor and mutually beneficial modifications. Since the order of the HEP Board requires immediate implementation, we hope that future negotiations will result in an improved contract for all parties." Ms. Jackson asked for any comments from the Board of Trustees; there being none, she asked to proceed with the next agenda item.

ELECTION OF BOARD OFFICERS — Action

Chairman Jackson suggested that this action item be moved to the July agenda.

Motion Mr. Robinson moved that the election of the Board officers be moved to the
84-26 July meeting agenda. Seconded by Mr. Mante and passed.

TUITION WAIVER POLICY — Policy Discussion

Patrick Hill cited that modification of the current tuition waiver policy had been considered for quite some time. Traditionally, these waivers have been granted solely on the basis of need. Other institutions within the state have differential policies. The proposal for modifying the current policy is based on concerns with intercultural literacy and attracting persons to the campus who would be contributing to the realization of those goals. Dr. Hill, therefore, proposed that one-quarter of the tuition waivers be allocated for such persons. He added that the administration anticipates that such an allocation would substantially overlap with need as a basis for their assignment. Such a modification to the current policy would be a three-year experiment as a mode of attracting persons of color and/or as an unusual capacity of helping the college with intercultural literacy goals.

Larry Stenberg added that the law allows four-year institutions to use 25 percent of tuition waivers to be administered as aid to students outside the requirements normally established for state and federal financial aid programs. Since the administration would be concerned with need overlap, potential candidates for tuition waivers would be requested to submit a financial aid application.

PRESIDENT'S REPORT

UPS Teacher Certification Program

Senior Academic Dean Barbara Smith reported that for the 1984-85 academic year the college received 195 applications for the 50 openings in the teacher certification program — the most competitive year to date. Almost 50 percent of those entering students are in science and mathematics, which will make a significant contribution

to the state. Dr. Smith then introduced Marilyn Watson, University of Puget Sound On-Site Program Assistant. Ms. Watson stated that this has been the fifth year on the joint program with UPS, with one year remaining. She added that the field-based program has received considerable support from the Thurston County school districts, and that the reputation of the program has grown. The program currently places between 60 and 70 percent of the secondary school teachers and 50 percent of the elementary school teachers.

Interinstitutional Efforts

Dr. Barbara Smith updated the Board on some of the activities which have occurred with other colleges, high schools, and industry. Relations which broaden curricular options at Evergreen include the University of Washington program with Jackson School of International Studies, the 3/2 engineering program with the University of Washington, and the consortial relations with Olympia Technical Community College in the areas of mathematics and foreign language study. Relations that contribute to faculty development and disseminate proven Evergreen models to other institutions include working with North Thurston, Capital and Tumwater high schools under the National Endowment for the Humanities and a recently received Northwest Area Foundation Grant to jointly work on writing and interdisciplinary course development. In addition, Seattle Central Community College is modeling course work based on the Evergreen Core programs and has begun the process on faculty exchanges. Other exchanges have been successfully negotiated with Hampshire College, Empire State College, the University of Washington, University of Nebraska-Omaha, University of the Pacific, Seattle University, Rollins College, and the Kobe University of Commerce.

Contracts in Industry and Faculty Development Efforts

Dr. Barbara Smith reviewed partnerships between the college and Boeing where Boeing staff have spent several days in TESC classrooms sharing their expertise. Boeing has also donated surplus equipment and allowed Evergreen faculty to participate in their in-house continuing education and lecture series. Weyerhaeuser has recently approved in principle the concept of personnel exchanges with Evergreen, particularly with their information services division.

In addition, Dr. Smith reviewed some of the faculty development needs such as a fund to support faculty research, a joint sabbatical program, and seed grants for development projects.

Curriculum Report

Academic Dean Betsy Diffendal summarized a draft report of the Subcommittee on Cultural Literacy following thorough consultation with the faculty. Essentially the plan will be viewed as a long-range experiment to begin during the 1984-85 academic year. Every specialty area will be a locus for developing and selecting respective strategies for adding a cultural literacy dimension in the curriculum. The academic deans will be responsible for implementing curricular bridges to then span the different specialty areas. The final report will request the college to set aside \$20,000 annually for faculty development and enrichment programs dealing with cultural literacy.

Super Saturday

Larry Stenberg distributed programs and invited Board members to Super Saturday, to be held June 9. Dean Stenberg stated that the committee expects 25,000 people for the event, which will precede graduation on June 10.

Admissions Statistics

Arnaldo Rodriguez presented the current admissions statistics for fall quarter, 1984, adding that the applications are 20 percent higher in almost every category. Applications for the MPA program are almost double those of last year.

WAC 174-116-011 - PARKING POLICY — Action

Ken Jacob, Director of Auxiliary Services, returned to the Board with figures for increasing parking fees if the hours remained the same. Daily fees would need to be set at 90¢, quarterly at \$30, and annually at \$75 to maintain a break-even budget. Similarly, a 50 percent increase would need to be imposed for motorcycle permits. Mr. Mante stated that based on the recalculation, the increase appeared to be too dramatic.

Motion Mr. Mante moved to reconsider the previous parking fee increase motion, with
84-27 a financial assessment in a year and monitoring the usage. Seconded by Mr. Gelman and passed.

Motion Under administrative procedures act requirements, Mr. Gelman moved to accept
84-28 the attached revisions to WAC 174-116-011 through -123 relating to the parking fee and booth hour increases, with the proviso that in one year the Board receive a report regarding the financial implications of the plan; whether or not it has been sufficient to cover the costs anticipated; and whether it has had any effect on staff, students, or the community -- all those affected by the policy. Seconded by Mr. Mante and passed.

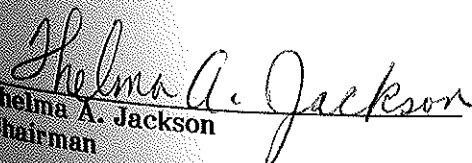
OTHER BUSINESS AND ANNOUNCEMENTS

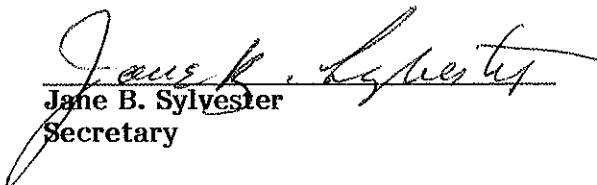
The Board planned their annual retreat for July 12 to 13, 1984.

DATE OF NEXT MEETING AND ADJOURNMENT

The date of the next meeting was set for July 11, 1984.

The meeting adjourned at 4:30 p.m., when the Trustees proceeded with an executive session.


Thelma A. Jackson
Chairman


Jane B. Sylvester
Secretary

AFFIRMATIVE ACTION POLICY IMPLEMENTATION STATEMENT

The Board of Trustees


and

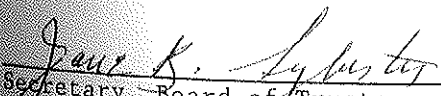
The President

The Evergreen State College

The Board of Trustees of The Evergreen State College hereby delegates the responsibility for the implementation of the Affirmative Action Policy of this College to the President of The Evergreen State College, to develop and pursue an Affirmative Action Plan and a plan for Equal Employment Opportunity and promotion, to members of the TESC staff, faculty and students.

The President pledges that every effort will be made to provide the resources necessary for implementation of this policy.


Chair, Board of Trustees


Secretary, Board of Trustees


President, The Evergreen State College

AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

STEP 1

In all cases of prejudicial disciplinary treatment and/or retaliation, the conflicting parties attempt to resolve the issue on a one-to-one basis. This may include informal, confidential consultation with the Affirmative Action Officer.

STEP 2 INFORMAL RESOLUTION

Complainant contacts Affirmative Action Officer, who informs Respondent and Appointing Authority, Academic Dean, or Campus Adjudicator (for students). A Third Party Mediator is appointed and attempts resolution. Mediator sends a summary statement of informal mediation to disputants, Appointing Authority and Affirmative Action Committee (through the President). If there is no resolution, proceed to Step 3.

STEP 3 FORMAL COMPLAINT

1. Complainant files formal written complaint to Affirmative Action Office.
2. Affirmative Action Officer notifies principals.
3. Affirmative Action Officer gathers all information from all involved.
4. Affirmative Action Officer writes summary of deliberations and reviews it with principals.
5. Affirmative Action Officer meets with Appointing Authority and President for review.
6. Affirmative Action Officer writes report to include:
 - a. Summary of Deliberations.
 - b. Conclusion concerning probable cause or lack thereof.
 - c. A recommended remedy.
 - d. Advice about retaliation.

If probable cause exists, further action will occur:

STEP 4 ACTION WITHIN TEN WORKING DAYS

STUDENT

Campus Adjudicator will take action in accordance with established guidelines and precedent.

CLASSIFIED STAFF

Appointing Authority will take action based on HEPB rules.

FACULTY

Academic Dean and Provost will take action in accordance with Faculty Handbook guidelines.

EXEMPT STAFF

Appointing Authority takes action.

R E V I S E D

4th Draft

A F F I R M A T I V E A C T I O N P O L I C Y

C O N T E N T S

WAC 174-109-010	Preamble
WAC 174-109-020	Legal Basis of Affirmative Action Program
WAC 174-109-030	Definitions
WAC 174-109-040	Purpose
WAC 174-109-050	Responsibility for Implementation
WAC 174-109-060	Policy Dissemination
WAC 174-109-070	Hiring Procedures
WAC 174-109-080	Goals and Timetables
WAC-174-109-090	Corrective Employment
WAC 174-109-100	Other Policies
WAC 174-109-200	Education and Training of Campus Community
WAC 174-109-300	Academic Program and Activities Policies
WAC 174-109-400	Monitoring, Evaluation, and Improvement
WAC 174-109-500	Grievance Procedures

WAC 174-109 as revised by the Affirmative Action DTF Policy Subcommittee

WAC 174-109-010 PREAMBLE

It is the policy of the Board of Trustees of The Evergreen State College to provide equal opportunity for all employees, prospective employees, students and prospective students. Students and qualified student applicants shall have equal opportunity for admission to the college, and equal access to all academic programs, college services and facilities; employees and qualified applicants who meet the federal definition of protected groups, women and ethnic minorities, shall have equal employment opportunity under federal statute and college policy. The college elects to extend equal employment opportunity to other groups and pledges not to discriminate against students or employees on the basis of national origin, religion, marital status, sexual preference, age, handicap or Vietnam era or disabled veteran status. The Board of Trustees pledges that they will provide adequate funding and resources necessary for implementation of this policy.

It is the responsibility of each and every member of the college community to ensure that this policy becomes a functional part of the daily activities of The Evergreen State College.

This policy shall form part of the College Social Contract, The Faculty Handbook and all other contractual agreements governing employees, other members of the Evergreen community, and all groups and organizations who use campus facilities.

WAC 174-109-020 LEGAL BASIS OF AFFIRMATIVE ACTION PROGRAM

The historic practice of excluding certain groups from employment and educational opportunity in the United States has resulted in social and economic disparity which has necessitated corrective legislation, both at the federal and state level, including:

- (1) State of Washington, Constitution, Article IX, Section I, prohibiting

discrimination in education on account of race, color, caste or sex and Article XXXI, prohibiting discrimination on account of sex.

- (2) State of Washington; Chapter 28B.16 RCW, the Higher Education Personnel Law.
- (3) State of Washington; Chapter 49.60 RCW, which prohibits discrimination in employment and public accommodation on the basis of age, sex, race, color, creed, national origin, marital status, or the presence of physical handicap, and establishes the Washington State Human Rights Commission.
- (4) State of Washington, Washington Administrative Code, Title 162, the Washington State Human Rights Commission Regulations.
- (5) State of Washington, Governor's Executive Orders 77-10, 78-1, 79-08, and 81-02, which set forth the policy of nondiscrimination and affirmative action in state employment and state contracts.
- (6) State of Washington, Washington Laws Chapter 129, Minority and Women Business Enterprises.
- (7) Federal Civil Rights Act of 1964, including its implementing regulations of the Equal Employment Opportunity Commission, and the Office of Civil Rights, prohibiting discrimination in employment because of race, color, religion, sex, or national origin.
- (8) Federal Rehabilitation Act of 1973, Section 504, which prohibits discrimination on the basis of handicap in programs receiving federal assistance.
- (9) Federal Education Amendments of 1972, Title IX, prohibiting discrimination on the basis of sex in education.
- (10) Federal Vietnam Era Veterans Readjustment Act of 1974 which prohibits discrimination because of Vietnam Era or disabled veteran status.

WAC 174-109-030 DEFINITIONS

(1) Handicapped persons (federal definition) means any person who (a) has a physical or mental impairment which substantially limits one or more major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment.

(2) Disabled Veteran means a person entitled to disability compensation under laws administered by the Veterans' Administration for a disability rated at thirty per centum or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

The Higher Education Personnel Board Rule WAC 251-18-130 allows veterans to receive bonus points on civil service examinations during the eight years following the date of release from active service.

(3) Veteran of the Vietnam Era means a person who (a) served on active duty for a period of more than one hundred eighty days, and part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (b) was discharged or released from active duty for a service connected disability if any part of such active duty was performed during the Vietnam Era.

The Vietnam Era Veterans Readjustment Action of 1974 protects nondisabled Vietnam Era veterans for forty-eight months after discharge or release from active duty.

(4) Racial/ethnic groups (federal definitions):

(a) American Indian or Alaska Native includes all persons having origins in any of the original peoples of North America, and who maintain

cultural identification through tribal affiliation or community recognition.

(b) Black (not of Hispanic origin) includes all persons having origins in any of the black racial groups in Africa.

(c) Hispanic includes all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. For purposes of data gathering the College separates Hispanic foreign nationals from Chinese/Mexican American.

(d) Asian includes all persons having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

(e) White (not of Hispanic origin) includes all persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

(5) Protected Groups include all persons in 1 - 4d above and women.

(6) Third World includes all persons in groups 4a-d above.

(7) Sexual Harrassment is unwanted sexual or sexist contact or communication, submission to which becomes a factor affecting the individual's employment or academic standing, or which creates an offensive or intimidating work or academic environment.

(8) Applicants. An applicant is a person who has completed an application in response to the College initiated recruiting effort.

(9) Corrective Employment Program. As used in this chapter the term corrective employment program means a program designed to increase the number of employees of a particular protected group in an industry, occupation or

place of work in order to correct a condition of underrepresentation of such employees caused by present or past practices, customs or usages of the employer or others that have limited employment opportunities for members of the affected group.

(10) Appointing Authorities. "The following list shall constitute the presidentially designated positions of 'Appointing Authority':"

President	Director of Recreation & Athletics
Academic Vice President & Provost	Director of Auxiliary Services
Vice President for Business	Director of College Relations & Development
Academic Deans	Director of Computer Services
Assistant to the President	Director of Cooperative Education
Bookstore Manager	Director of Educ. Support Program
Controller	Director of Employee Relations
Coordinator of Career Planning and Placement	Director of Facilities & Services
Coordinator of Media Services	Director of Financial Aid
Dean of Student & Enrollment Services	Executive Assistant to the Vice President for Business
Dean of Library Services	Registrar
Director of Admissions	Security Chief

(11) Presidents Council. The following list constitutes the members of the "President's Council":

President	Academic Deans
Academic Vice President & Provost	Dean of Library Services
Vice President for Business	Director of Employee Relations
Director of Computer Services	Dean of Student & Enrollment Services
Director of College Relations and Development	

Director of Facilities
Director of Educational Support
Programs
Executive Assistant to the Vice
President for Business
S & A Representative

Assistant to the President
Controller
Director of Auxiliary Services
Director of Recreation & Athletics
Faculty Representatives

WAC 174-109-040 PURPOSE

To implement this policy, The Evergreen State College has adopted an Affirmative Action program as described in these sections.

WAC 174-109-050 RESPONSIBILITY FOR IMPLEMENTATION

(1) The President of The Evergreen State College is responsible to the Board of Trustees and to the Evergreen Community for implementation of the Affirmative Action policy, and for recommending the resources necessary to make the policy productive and effective.

(2a) The Affirmative Action Officer will report directly to the President. The Affirmative Action Officer is responsible to the President, and will be responsible for an assure compliance with this policy, and federal and state laws prohibiting discrimination and promoting equal opportunity. The Affirmative Action Officer shall receive, investigate, and pursue fully all complaints and grievances involving violation of this policy, in accordance with the grievance procedures described in this policy.

(2b) The Affirmative Action Officer shall:

1. design and administer reporting systems to measure the effectiveness of this policy and to chart Affirmative Action achievements for the Evergreen Campus as a whole, which shall be derived from individual

reports from each campus;

ii. prepare and submit reports to appropriate state and federal agencies;

iii. maintain resource material and an up-to-date listing of all agencies and organizations dealing with women and Third World people, these files will be used for recruitment purposes;

iv. advise the college community of changes that affect the Affirmative Action policy on at least an annual basis;

v. initiate and disseminate suggestions for training programs as described in the Education and Training section of this policy;

vi. coordinate reporting efforts as outlined in the Monitoring, Evaluation and Improvement section of this policy;

vii. consult with the Affirmative Action Committee on non-routine matters relating to the policy itself, compliance problems, and new and continuing Affirmative Action grievances. The Affirmative Action Officer will propose the agenda for these meetings to the President, who will call the Committee into session.

(3a) The Affirmative Action Committee will consist of: the members of the President's Council (see definitions), two classified staff members elected by the staff and five students selected by the President, including two women students and two Third World students, at least one of whom shall be a representative of the Third World Coalition. The President or his/her designee will chair the Affirmative Action Committee.

(3b) The Affirmative Action Committee shall:

i. meet at the request of the President and in consultation with the Affirmative Action Officer to hear and resolve non-routine Affirmative Action policy issues;

ii. meet annually at the request of the President to receive an annual report from the Affirmative Action Officer on unit progress toward meeting the goals of the Affirmative Action policy and to recommend corrective action where indicated;

iii. plan and sponsor an affirmative action education program as described in the Education and Training of the Campus Community section of this policy.

(4) The Director of Employee Relations in cooperation with the Affirmative Action Officer is responsible for informing the appropriate Appointing Authority and the Chairperson of each employee selection committee about the relevant Affirmative Action policy and reporting procedures in matters of employee selection. The Appointing Authority and the Selection Committee Chairperson are responsible for initiating this exchange of information. The Director of Employee Relations is also responsible for consultation, counseling and identifying training programs for the upward mobility of classified and exempt staff including Third World people and women.

(5) The Provost shall ensure that annual progress is made towards Affirmative Action goals in the area of faculty hiring, and that curriculum planning, teaching assignment, resource allocation, faculty evaluation, library development, and the evaluation process reflect Affirmative Action principles.

- (6) The Vice-President for Business and his/her designees shall ensure that the College complies with the requirements of Chapter 120, Laws of 1983, concerning the participation of minority and women's business enterprises in the purchase orders of the College, public works contracts, and the selection of architectural and engineering services.
- (7) The Purchasing Agent shall comply with all provisions of the Minority and Womens' Business Act, and shall make this information available to all persons who make purchases for the College.
- (8) The Dean of Student and Enrollment Services shall ensure that admission, registration, financial aid, counseling, health services, academic advising, career planning, student activities and day care services support the admission, retention and graduation of students in accordance with the College's Affirmative Action Policy.
- (9) The Director of Admissions is responsible for coordinating student recruiting efforts to attract student applicants from protected groups so that the student population of Evergreen shall parallel the population of Washington State.
- (10) All Appointing Authorities (see definitions) shall be responsible for implementation of this policy in their units, and shall provide an annual Affirmative Action report as specified in the Monitoring, Evaluation and Improvement section of this policy.

WAC 174-109-060 POLICY DISSEMINATION

The Affirmative Action Officer will disseminate a summary of the Affirmative Action Policy as follows:

- (1) All College offices will have copies of this policy and the summary statement available to disseminate to the following:

new employees; new students; contractors and vendors from whom the College purchases goods and services; organizations or business establishments with which the College has internship agreements; and representatives of off-campus persons or groups that schedule the use of College facilities for conferences, conventions or other activities.

(2) The Affirmative Action Officer will ensure publication of Affirmative Action policy statements in the catalog and the faculty handbook and, at least once annually, in the Cooper Point Journal.

(3) Admissions recruiters will inform potential applicants about the policy during recruiting activities.

(4) Federal Affirmative Action posters and copies of this Affirmative Action Policy will be displayed continuously on the bulletin board in the Affirmative Action Office and Office of Employee Relations.

(5) College management representatives to employee organizations contract negotiations will insure that any collective bargaining agreements covering members of the College faculty and/or staff provide for incorporation of this policy.

(6) The College administration will incorporate appropriate Affirmative Action provisions in all its annual budget goals and objectives statements.

WAC 174-109-070 HIRING PROCEDURES

Evergreen conducts many kinds of hiring procedures: classified, exempt, faculty, temporary, contractual and student are included. The Affirmative Action aspects of these are as follows:

(1) Classified Employees. The procedures for appointing classified employees are established largely by the Higher Education Personnel Board (HEPB) and are implemented through the Office of Employee Relations. In accordance with the Affirmative Action guidelines developed by the HEPB and the Human Rights Commission, the employment procedure includes the following factors:

- (a) Use of Affirmative Action waiting lists (continuously updated) in advertising all job vacancies;
- (b) use of non-discriminatory wording of job announcements and selection procedure;
- (c) when recommended, use of corrective employment procedures (see definitions), and
- (d) compilation of Affirmative Action statistics and documentation of progress, or lack thereof, towards Affirmative Action goals.

(2) Exempt Employees. The appointing authority, or chair of the search committee, for exempt positions will confer with Affirmative Action Officer upon undertaking the search, using the checklist of Affirmative Action procedures developed for that purpose, available at the Affirmative Action Office. The appointing authority, and selection committee chair, in consultation with the Affirmative Action Officer, shall develop: Recruiting and advertising methods that generate candidates from protected groups; job descriptions; and a time frame for the search. The selection committee

will be representative of the college community, including members from protected groups. At this point the Affirmative Action Officer will certify in writing that the search will proceed, or in consultation with the Appointing Authority, request corrective employment procedures. Failure to comply with these requirements will necessitate reopening the search. The Affirmative Action Officer will provide forms for use in tracking each applicant and will compile and maintain a file of these forms as they are completed for each applicant.

(3) Faculty Employees. Faculty hiring at The Evergreen State College is the responsibility of the Provost, and whomever may be delegated to participate in that process.

At the beginning of each selection process, those delegated shall meet with the Affirmative Action Officer to acquire information on Affirmative Action procedures, using the checklist of Affirmative Action procedures developed for that purpose, available in the Affirmative Action Office. Those delegated, in consultation with the Affirmative Action Officer, shall develop: Recruiting and advertising methods that generate candidates from protected groups; job description; and a time frame for the search. At this point, the Affirmative Action Officer shall certify in writing that the search will proceed, or ask for corrective employment measures, as appropriate. The Affirmative Action Officer will supply forms to the appointing authority for use in tracking each applicant, and will compile and maintain a file of these forms as they are completed for each applicant. If necessary to achieve Affirmative Action goals in the area of faculty hires, those delegated and the Affirmative Action Officer will request the use of corrective

employment procedures. Failure to comply with these requirements will necessitate reopening the search.

(4) Student Employees. The Affirmative Action Office supplies a form to all employers of students on campus which allows applicants to volunteer Affirmative Action data. This information will be included in the Appointing Authority's annual report. Each student position must be posted in the Office of Student Financial Aid. Each paid student internship must be on file in the Office of Cooperative Education. These positions must be posted for at least one week or until a minimum of three students are interviewed for the positions.

(5) Temporary Employees, Adjunct Faculty, Dean and Staff Rotation Appointments. While individuals in these categories are appointed for limited periods of time and for particular tasks, any appointments made in this manner must be in accordance with the tenets of the Affirmative Action Policy. The Affirmative Action Officer will review announcements, schedules, committee memberships, rating criteria, and applicant pools for Affirmative Action adequacy.

(6) Handicapped Applicants. When a job applicant voluntarily self-identifies as handicapped, no inquiry as to the nature or severity of the handicap may be made during the initial rating process. If the applicant becomes a finalist, inquiry may be made concerning specific ability to perform essential job functions. The Appointing Authority must be prepared to make reasonable accommodations for a qualified handicapped applicant who can perform the essential functions of the position, and may not take into account, in the hiring decision, the fact that such accommodations are necessary. Reasonable accommodations may include making facilities used by employees

readily accessible to handicapped persons, job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, and other similar actions.

WAC 174-109-080 GOALS AND TIMETABLES

Evergreen is committed to achieving and maintaining a richly mixed multi-ethnic student body, faculty and staff. In order to assure our progress toward this end, the College establishes goals to measure achievement. Short term goals measure our expectations while long term goals measure our aspirations. A four-year cycle is established to measure short term goals because it best includes the largest part of the Evergreen Community.

The administrators of the College commit themselves to every possible effort to set short term student and employment goals and meet those goals by June 30, 1988. In employment areas where goals of the previous Affirmative Action Policy (3/5/76) have been met or exceeded, Affirmative Action participation will be maintained at or above those goals. The following table provides a frame of reference for developing short-term goals within each unit of the College. Percentages expressed are percentages of the total student population or Evergreen work force.

<u>Category</u> ¹	<u>Availability</u> ²	<u>Current</u>	<u>4 year Goals</u>	<u>Long term Historical Goals</u>
Third World students	10%	10%	Each appointing authority shall be required to set his/her own 4 year goal. Progress towards this goal shall be reported annually to the Affirmative Action Committee.	25%
Women students	50%	51%		50%
Third World administrators	7%	12%		15%
Women administrators	33%	41%		45%
Third World faculty	9%	14%		25%
Women faculty	26%	32%		50%
Third World professionals	7%	12%		15%
Women professionals	45%	56%		45%

<u>Category</u> ¹	<u>Availability</u> ²	<u>Current</u>	<u>4 year Goals</u>	<u>Long term Historical Goals</u>
Third World clerical workers	5%	10%		15%
Women clerical workers	78%	87%		45%
Third World technical workers	8%	13%		15%
Women technical workers	48%	33%		45%
Third World craft workers	5%	5%		15%
Women craft workers	5%	0%		25%
Third World service workers	7%	36%		15%
Women service workers	40%	16%		45%

1. composition of these categories by position is available from the Affirmative Action Office.
2. based on 1983 availability statistics described below.

In addition to staffing pattern goals by job category as established in this section, the College recognizes as a long term historical goal the achievement of staffing patterns which provide at least 15% Third World people and 45% women in each unit under the direction of its Appointing Authority. Progress towards this goal will be evaluated on an annual basis. Further, the policy recognizes that the College has established one category to measure goals for all Third World people and that Third World women are counted as women and as Third World. Where one or more protected groups (see definition) is under-utilized, it is the responsibility of the Appointing Authority to take steps necessary to correct such disparity.

Affirmative Action will be exercised by the Appointing Authority in order to make progress toward our long range goals. Corrective Employment procedures will be authorized by the Affirmative Action Officer in all cases where there is an under-utilization according to availability statistics within an organizational unit or job classification.

An important long term goal of the College is the creation of an atmosphere of

mutual respect and appreciation for the cultural diversity within the Evergreen community. An equally important long term goal is the maintenance of enrollment and employment levels that are greater than the percentages expressed through "availability statistics" for each of the categories listed in the preceeding table. Availability statistics will be drawn from the following geographic areas:

- (a) Students-Washington State
- (b) Administrators and Faculty - national
- (c) Professional, technical, clerical, craft and service workers -
60% Pierce and King counties
40% Thurston, Mason, Lewis and Grays Harbor counties.

WAC 174-109-090 CORRECTIVE EMPLOYMENT

(1) Purpose. "Corrective Employment" (see definition) is a general term for the policy that establishes a legal framework in which to undertake various Affirmative Action hiring options. These efforts will vary according to the hiring involved, whether for classified staff, exempt, or faculty positions.

Corrective employment is the means by which the College will correct underutilization of members of protected groups.

(2) Authority. The Evergreen State College is required by Washington Executive Order 79-08 to develop and maintain an Affirmative Action program in accordance with the regulations developed by the Office of Federal

Contract Compliance pursuant to Executive Order 12246.

Higher Education Personnel Board (HEPB) Rule WAC 251-18-390, Corrective Employment Programs, and regulations of the Washington State Human Rights Commission (WSHEC), Chapter 162-18 WAC define and authorize the use of corrective employment programs. Each of these authorities provides for the use of selective certification in the referral and selection of persons of the under-represented groups.

(3) Determination of Need for Corrective Employment. Evergreen maintains a computerized workforce roster which lists each employee by race, sex, handicapped and veteran status, salary level and occupational classification.

Using information from the U.S. Census and Labor Market Information published by the Washington State Employment Security Department, the Affirmative Action Officer biennially compiles availability statistics for each occupational classification and identifies areas of under-utilization. Determinations of under-utilizations in employment, internal and historical trends of College employment, and comparisons between the data and the College's Affirmative Action Goals are all included in the Affirmative Action annual report.

When this data shows that an under-utilization exists (according to federal definition) in the classified staff area, the Affirmative Action Officer and the Appointing Authority will recommend that the Director of Employee Relations utilize corrective employment procedures.

To determine whether to fill a faculty or exempt position by means of corrective employment, the appropriate Dean or Appointing Authority, in

consultation with the Affirmative Action Officer, will compare the national availability statistics with the College's Affirmative Action goals.

(4) Responsibility. The Evergreen Affirmative Action Policy, Chapter 174-109 WAC assigns overall responsibility of the implementation to the President. It is the responsibility of the Affirmative Action Officer to analyze, evaluate and monitor the institution's success or lack of success in achieving its goals and timetables, and to determine the need for Corrective Employment efforts. Deans, Appointing Authorities, and Vice Presidents have the responsibility for meeting the College's Affirmative Action goals and commitments in their assigned area. The Director of Employee Relations is authorized to use corrective employment in those Equal Employment Opportunity categories and groups in which an under-utilization of protected group members has been determined.

(5) Components of the Program. Provisions included in this Corrective Employment Program include authorization for:

- (a) Ascertaining the race, sex and handicap status of applicants.
- (b) Use of knowledge of the candidate's race, sex, and handicap in the referral or selection process.
- (c) Maintaining all applications submitted by members of protected groups to insure contact with such members when employment opportunities become available.
- (d) Use of specially qualified persons or organizations to reach persons of protected groups.
- (e) Use of in-training appointments to employ persons who possess potential for successful performance in specific positions.

- (f) Use of other procedures such as selective certification or selective recruitment that are appropriate to correct the particular conditions at which the program is directed.

WAC 174-109-100 OTHER POLICIES

(1) Racial and Sexual Harassment prohibited: The College prohibits racial and sexual harassment on College property. While it is the responsibility of supervisors to intervene in circumstances of racial or sexual harassment, it is also the responsibility of each and every member of the college community to intervene and/or report to the Affirmative Action Officer all instances of racial or sexual harassment.

(2) Reduction in Force: It is the policy of the College that, in the event that circumstances require a reduction in force, existing campus wide Affirmative Action to the extent permitted by law employee ratios will/be protected. Classified layoffs, exempt terminations, and faculty terminations should be balanced to provide an affirmative action campus wide ratio similar to the ratios existing/prior to such a reduction in force.

(3) File retention: The complete application file of every applicant for a position shall be retained by the Director of Employee Relations for classified positions and by Appointing Authorities in the case of faculty and exempt positions for a period of at least three years.

WAC 174-109-200 EDUCATION AND TRAINING OF CAMPUS COMMUNITY

Recognizing that prejudicial discriminatory attitudes and behavior are historically and systemically produced, this policy envisions sustained and multiple efforts to dispel them from the College community. All faculty and staff are expected to participate in regular College-sponsored programs to increase cross-cultural and interracial understanding and mutual tolerance between all groups and individuals. Other interested members of the Evergreen community are welcome to attend these programs.

(1) Training. All Appointing Authorities, in consultation with their staffs and the Affirmative Action Officer, shall prepare specific goals and objectives for affirmative action to include training programs addressed to the special characteristics of the tasks involved in their areas of responsibility. Such programs shall specify how personnel will be trained to implement this policy in their daily work assignments. Staff shall be given release time to attend this training. Evaluations of the effectiveness of such training programs shall be included in the Appointing Authorities' annual report.

(2) Education. In addition, the Affirmative Action committee, in consultation with the Affirmative Action Officer and other interested parties shall design and implement an education program for each academic year, not later than August first of each year. Program activities shall provide multiple affirmative action educational opportunities for all members of the College community. The education program shall be designed to promote appreciation and recognition of cultural diversity on the part of all members of the College community and shall not depend on one or two events each year. It is the responsibility of all Appointing Authorities to assure that employees in

their areas are able to attend program activities.

(3) The Affirmative Action Committee and the Affirmative Action Officer shall be responsible for evaluating the programs mandated herein, with the aid of such consultants as they deem appropriate. Evaluations of, and recommendations for the improvement of such programs shall be included in the annual Affirmative Action report of the Committee to the Board of Trustees.

WAC 174-109-300 ACADEMIC PROGRAM AND ACTIVITIES POLICIES

(1) Equal opportunity. No classes, courses of study or other educational programs and activities offered by the College will be closed to anyone because of race, color, national origin, sex, marital status, sexual preference, religion, age, handicap, Vietnam Era or disabled veteran status.

(2) Cultural bias. The College seeks to eliminate cultural bias and stereotyping in testing, counseling, advising, academic instruction and evaluation procedures.

(3a) Handicap Accessibility. The College is committed to providing accessible education, maintaining an accessible campus, and providing auxiliary aids through the Office of Handicapped Access and Services.

Concerns about handicapped access will be addressed to the Planning Office.

(3b) If the handicapped person is a student, the right to an accessible education will be balanced, in situations involving mental/emotional handicaps, with the rights of other students to participate in an orderly educational process.

(4) It is the responsibility of the Provost, Academic Deans and members of the faculty to develop and implement a culturally, racially, ethnically diverse curriculum.

WAC 174-109-400 MONITORING, EVALUATION, AND IMPROVEMENT

(1) This section has two purposes: (a) to provide for data collection and reporting, and (b) to establish procedures for evaluating institutional progress and individual performance of all faculty and staff as it relates to the Affirmative Action Policy.

(2) The Affirmative Action Officer will receive reports from the persons enumerated below and such other College officials as he/she may request to provide information, prepare digests, summaries and/or interpretations in sufficient detail to fulfill the information requirements of the President, Board of Trustees, or other authorities named in this program; and prepare College reports to external bodies such as the Higher Education Personnel Board, Governor's Committee or Affirmative Action, etc.

(3) The following persons will provide information to the Affirmative Action Office as indicated

- (a) The Director of Employee Relations will report annually on upward mobility within the College workforce, and will provide quarterly reports concerning applications received, number of persons hired, number of persons receiving training, number of persons promoted, number of persons transferred, number of persons terminated, starting salary of new employees and employee turnover rates, all by race and sex, veteran and handicapped status.
- (b) The Provost or his/her designees will report annually on Affirmative Action progress in faculty hiring, and the development of cultural literacy in the areas of curriculum planning, teaching assignment, resource allocation, and library development.
- (c) The Vice-President for Business or his/her designees will supply contract compliance data as it is generated, and will report quarterly on the dollar amount of goods and services contracts awarded, including the percentages awarded to minority and women-owned businesses.
- (d) The Registrar will provide quarterly reports of student enrollment by race and sex.
- (e) The Admissions staff will compile quarterly data on student applications that self-identify concerning race, sex and handicap.
- (f) The Financial Aid staff will provide annual data on awards by race and sex.
- (g) Cooperative Education/^{staff} will provide quarterly reports reflecting participation in internships by race and sex.
- (h) Housing/^{staff} will provide quarterly reports indicating student occupancy ratios by race and sex.

staff

(i) The Office of Institutional Research/will provide an annual report tracking Third World student retention.

(4) In addition, each official named in section 3,

shall include in her/his

reports the number of occasions in which performance evaluations have included a finding of probable cause to believe discrimination has taken place or failure to perform obligations imposed by provisions of this program, together with the corrective actions implemented in each case. (This includes faculty and staff.) The Affirmative Action Officer shall include a digest of such reports in his/her reports to the President and Board of Trustees, together with recommendations with regard to the need for new policies and/or corrective actions.

(5) All members of the Evergreen community are required to abide by the provisions of this policy as a condition of remaining a member of the community. Every Evergreen employee shall be evaluated with respect to performance obligations under this policy, as a regular part of the established annual evaluation process. In every case of a negative evaluation, the evaluation shall state what corrective action has been required. Subsequent evaluations shall specifically address the question of whether there has been improvement in the employee's performance in this regard. Continued negative evaluations shall constitute grounds for terminating the employee's membership in the Evergreen community. College officials shall report instances where a finding of probable cause that discrimination has occurred among students to the Affirmative Action Officer and the campus adjudicator.

WAC 174-109-500 GRIEVANCE PROCEDURES

A person who believes s/he has received prejudicial discriminatory treatment within the Evergreen Community because of race, color, national origin, sex, marital status, sexual preference, religion, handicap, Vietnam era or disabled veteran status is urged to utilize the grievance procedures provided by the College through the Affirmative Action Office. This policy also seeks to protect complaining parties from any retaliation which might result from the resolution of complaints. (Although the procedure for taking action when probable cause exists varies depending on a person's membership in the Campus Community, the procedures leading to that action are the same.) This policy, however, cannot substitute for personal integrity and professional ethics in the Evergreen Community. Members of the Evergreen Community who come into conflict on issues of discrimination and retaliation must first make a determined effort to resolve problems between themselves in a constructive and mutually agreeable manner. If the situation remains unresolved, a complainant (the person making the complaint) or a respondent (the person complained about) may contact the Affirmative Action Office for the purposes of policy clarification, informal discussion, advice and assistance. These contacts will be kept confidential.

- (1) Informal resolution. The complainant should contact the Affirmative Action Officer to discuss the complaint. The Affirmative Action Officer may appoint a third party mediator if the parties fail to agree upon one, or the Affirmative Action Officer may serve as mediator if agreeable to both parties. Third-party mediation is deliberately left unstructured; this allows the mediator the widest possible latitude. The mediator may, at his/her option, adopt rules or procedures necessary

to insure compliance with due process and to obtain orderly resolution of conflict. Within five working days of the conclusion of mediation, the mediator shall send a summary statement of the nature of the conflict to the Affirmative Action Committee through the President's Office. Copies will be sent to the disputants and the respondent's supervisor. Mediation shall be concluded within ten working days of the initial request for mediation. When a Formal Complaint is held following conclusion of informal resolution, the hearing shall be conducted without any reference to the informal resolution report.

(2) Formal Complaint.

(a) Filing a Complaint. Any person may begin formal grievance procedures concerning discrimination or retaliation by any person or unit of the College, by filing a written description of the alleged violation of this policy with the Affirmative Action Office. The Affirmative Action Officer will provide forms for this purpose. Statements should be detailed, accurate and truthful, and must include a suggested resolution.

(b) Notification of principals. Receipt of the complaint will be acknowledged in writing by the Affirmative Action Officer. The respondent will be informed within three working days by the Affirmative Action Officer of the nature and substance of the complaint. Following a face-to-face discussion with the respondent, the Affirmative Action Officer shall send a copy of the written complaint to the respondent within three working days of the filing.

(c) Information gathering. It shall be the responsibility of the Affirmative Action Officer to solicit and compile information about the complaint during a period not to exceed ten working days. Both

the complainant and the respondent may choose to name a representative to participate in the proceeding; may suggest witnesses to be interviewed; and may submit informational documents and/or statements.

The Affirmative Action Officer may also solicit information and/or documentation from other units or individuals, as appropriate. The Affirmative Action Officer will make every effort to conduct interviews with witnesses and other parties at times which are convenient for the participation of parties and/or representatives. A verbatim record of these interviews shall be obtained and made available to parties and representatives.

It is the responsibility of all people involved in the information-gathering process to seek out and/or provide truthful and complete information, to remain impartial, and to maintain confidentiality.

(d) Deliberations. Within five working days after the conclusion of the information gathering, the Affirmative Action Officer shall write a factual summary of the information gathering efforts. This summary will not contain opinion or conclusions, and will remain confidential. Within five working days after the summary has been written, the Affirmative Action Officer and the parties and/or representatives shall meet to determine whether there is consensus as to the facts, and to discuss any possible resolutions of the problems. A verbatim record of this discussion shall be obtained. Participants are under a duty of good faith to seek consensus and resolution. The summary may be amended to reflect any new information that is obtained, or to reflect consensus and resolution.

(e) Decision-making. If no consensus and resolution have been found,

the Affirmative Action Officer will, within five working days after the meeting to find consensus and resolution has been concluded, consult with the President, the Affirmative Action Committee, and the appointing authorities of the principals or the Campus Adjudicator if students are involved, and then write a report to include the following:

- 1) A summary of the deliberations.
- 2) A conclusion concerning probable cause to believe discrimination has taken place, or the lack thereof.
- 3) A recommended remedy.

These findings will be forwarded to the principals, the President, the Affirmative Action Committee and the appointing authorities of the principals, or the Campus Adjudicator if students are involved.

(f) Action. If probable cause has taken place, action will be taken as follows:

- 1) Student as Respondent: The Campus Adjudicator will take action in accordance with the Social Contract and established guidelines.
- 2) Classified Staff as Respondent: The Appointing Authority will take action based on HEPB rules.
- 3) Faculty as Respondent: The Academic Dean and Provost will take action in accordance with Faculty Handbook guidelines.
- 4) Exempt Staff as Respondent: The Appointing Authority takes action.

(g) Appeals. Within thirty calendar days of receiving the findings, either the complainant or the respondent may petition a hearing before the Board of Trustees by submitting a written request. Such an appeal may only be accepted if the appellant participated in mediation and

in the hearing. The appeal may include only information entered into the hearing record. No new material may be offered during the appeal hearing. The decision may be challenged if it:

- 1) Is clearly erroneous in view of the entire record as submitted;
- 2) Is arbitrary or capricious;
- 3) Is beyond jurisdiction of Evergreen (i.e., is covered by federal, state, local statutes);
- 4) Is contrary to usual practice at Evergreen

Should the Trustees not agree to a hearing, the decision is final on campus, and shall be implemented within ten working days. A person who believes s/he has been the subject of discrimination may choose to consult an attorney regarding civil redress, or may choose to file a discrimination grievance with the following agencies:

Washington State Human Rights Commission
402 Evergreen Plaza Building
7th and South Capitol Way
Olympia, WA 98504

Office of Civil Rights
Department of Health, Education and Welfare
Arcade Plaza Building, MS: 508
1321 Second Avenue
Seattle, WA 98101

Equal Employment Opportunity Commission
414 Olive Way
Time Square Building
Fourth Floor
Seattle, WA 98101

OTS-1474:1

AMENDATORY SECTION (Amending Order 83-4, Resolution No. 83-42, filed 9/22/83)

WAC 174-116-011 REGULATIONS. Drivers and owners of vehicles on the property of The Evergreen State College are responsible for safe and lawful operation of those vehicles. Individuals operating or parking vehicles on college-owned property must at all times comply with the campus regulations, ordinances of Thurston County and laws of the state of Washington.

AMENDATORY SECTION (Amending Order 83-4, Resolution No. 83-42, filed 9/22/83)

WAC 174-116-040 PARKING PERMITS--GENERAL INFORMATION. (1) Parking permits are issued by the security and parking office following application and the payment of the appropriate fees. All privately-owned motor vehicles parked or left standing unattended on college property are required to display a currently valid Evergreen parking permit during the hours of 7:00 a.m. to ((4:00)) 7:00 p.m., Monday through Friday, and at such other times as the college may designate.

(2) Fees for parking permits are as follows:

	Automobile	Motorcycle
Quarterly	((46-00)) 22.00	((8-00)) 11.00
Annual	((40-00)) 54.00	((20-00)) 27.00
Daily	((50)) .75	((50)) .75

AMENDATORY SECTION (Amending Order 83-4, Resolution No. 83-42, filed 9/22/83)

WAC 174-116-044 PARKING PERMITS--VALIDITY PERIODS. (1) Annual parking permits shall be valid from the date of issue until the first day of the following fall quarter.

(2) Quarterly parking permits shall be valid from the date issued each academic quarter until the first day of the following academic quarter.

(3) Daily permits shall be valid from the time purchased until ((4:00)) 7:00 p.m. on the date of purchase.

AMENDATORY SECTION (Amending Order 83-4, Resolution No. 83-42, filed 9/22/83)

WAC 174-116-119 FINES. (1) Payment.

(a) Persons cited for violation of these regulations may respond by paying a fine within ten days of the date of notice of infraction. Such payment shall constitute a waiver of the right to request a review as described in WAC 174-116-121.

(b) All fines are payable to The Evergreen State College cashier. Fines may be paid in person or by mail by sending the notice of infraction and amount of fine to The Evergreen State College cashier. The cashier will not discuss the appropriateness of the fine with the payor.

(2) Unpaid.

If any fine remains unpaid after ~~((ninety))~~ sixty days from the date of the notice of infraction, the following action ~~((will))~~ may be taken by The Evergreen State College:

(a) All services on campus may be withheld including academic registration for the following quarter ((shall-be-prohibited)).

(b) Transcripts ~~((shall))~~ may be withheld for any persons having outstanding unpaid fines.

(c) Unless payment of the fine has been made, the amount of the fine ~~((will))~~ may be deleted from an employee's paycheck after ~~((the employee-has-been-offered-the-right-of-a-hearing-as-contained-in-this document))~~ notice from the controller.

AMENDATORY SECTION (Amending Order 83-4, Resolution No. 83-42, filed 9/22/83)

WAC 174-116-122 APPEAL/HEARING PROCEDURE. (1) If the decision of the infraction review committee is not supportive of the alleged violator's request, the alleged violator may request a hearing before the review committee to present his/her case in person. The infraction review committee will meet a minimum of once a month (usually the first Wednesday of the month) to hear such appeals.

(2) Persons requesting a hearing before the infraction review committee must make such requests to the chairperson of the infraction review committee within ten class days of notification of the initial review decision.

(3) The appellant will be notified by the chairperson of the infraction review committee of the time and date of such hearing. Decisions rendered by the infraction review committee on appeals heard shall be binding, except as provided by RCW ((28B-40-565)) 28B.10.560.

AMENDATORY SECTION (Amending Order 83-4, Resolution No. 83-42, filed 9/22/83)

WAC 174-116-123 ESTABLISHMENT OF INFRACTION REVIEW COMMITTEE. The Evergreen State College infraction review committee is hereby established, the members of which shall be composed of the following:

(1) One faculty member chosen by the vice president and provost;

(2) One exempt staff member chosen by the president;

(3) One classified staff member chosen by the vice president for business;

(4) Two currently enrolled students chosen by the Evergreen council; ~~((and))~~

(5) The chief of security will serve as a nonvoting member; and

(6) A nonvoting secretary chosen by the chief of security.

THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 1-84

RESOLUTION OF THE BOARD OF TRUSTEES OF
THE EVERGREEN STATE COLLEGE

CONFERRING EMERITUS STATUS
UPON
DONALD HUMPHREY

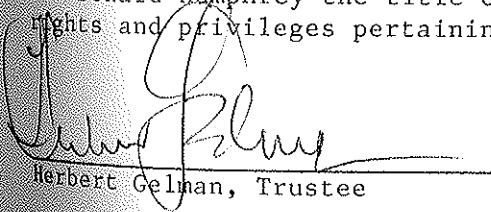
UPON UNANIMOUS RECOMMENDATION of the Faculty of The Evergreen State College,
and

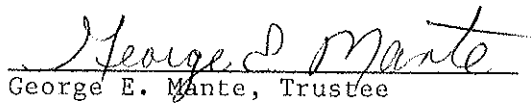
IN RECOGNITION of his fourteen years of outstanding service to The Evergreen
State College and of the vision of interdisciplinary study of arts and sciences
that he brought here as one of the original academic deans;

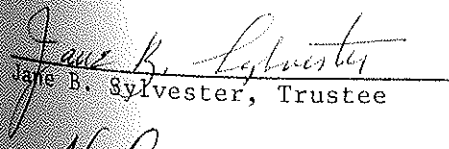
IN REQUESTING his continued association with and involvement in the activities
of this College;

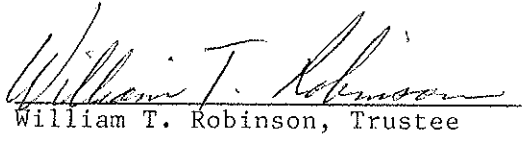
IN APPRECIATION of his wisdom, his advice and support;

THE BOARD OF TRUSTEES of The Evergreen State College does hereby confer upon
Dr. Donald Humphrey the title of Emeritus Member of the Faculty, with all
rights and privileges pertaining thereto.

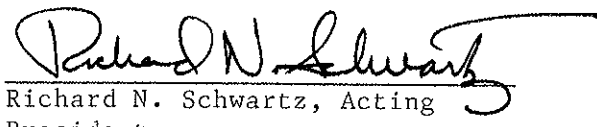

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Helma A. Jackson, Chairman


Richard N. Schwartz, Acting
President

Dated this sixth day of
June 1984

THE EVERGREEN STATE COLLEGE
Olympia, Washington

SICK LEAVE ACCRUAL AND CASHOUT -- EXEMPT EMPLOYEES

1. Purpose. The purpose of this policy is to clarify financial support provided to exempt employees who are in pay status in the form of sick leave from their assigned responsibilities. It is intended that the financial benefit will afford exempt employees no loss of pay for short-term illness and will afford a supplement to other long-term financial benefits for extended illness or disability. This policy is further intended to implement the provisions of the legislative enactment relating to state employee incentive programs, which allows a state employee to receive payment for unused sick leave as outlined in RCW 41.04.340.

As used within this policy, the term "eligible employee" means any employee of the college, other than teaching and research faculty, the president and vice presidents, entitled to accumulate sick leave and for whom accurate sick leave records have been maintained (classified employees are covered under HEPB regulations).

2. Eligible employees hired after this policy is in effect shall accumulate sick leave on the same basis as classified employees. This policy for eligible employees is as follows:
 - a. In January of each year any eligible employee who has accumulated sick leave in excess of 60 days (480 hours) total will be given an opportunity to cash in unused sick leave days accumulated in the previous year. The rate of remuneration is one day's monetary compensation for each four days of accumulated sick leave. The balance of sick leave must remain at or above 60 days before and after cash-in each January.

No eligible employee may receive compensation for any portion of sick leave that has been made available rather than accumulated or that has been accumulated at a rate in excess of the HEPB regulations.

- b. At the time of separation from state service due to retirement or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one day's current monetary compensation of the employee for each four full days of accrued sick leave. The payment received under this policy shall not be included for the purpose of computing a retirement allowance under a public retirement system in the state of Washington.
 - c. Eligible employees who were formerly classified or had former state service shall have any accumulated sick leave hours added to the total hours accrued at Evergreen. It shall be the responsibility of the eligible employee to request such information from his/her former employer.

- d. Eligible employees will accrue sick leave the same as classified employees -- one day per month that the employee is in pay status and in which the employee is not on leave-of-absence-without-pay for more than 10 days in any one month. Similarly, employees not on pay status, such as exempt staff on ten-month contracts, will not accumulate sick leave during months they are not under contracts.
3. Exempt employees who were hired before this policy took effect may opt for (a) the new program with compensable sick leave days available under the EAC 174-112-490(a) or (b) the revised sick leave program with 210 calendar days of available sick leave each contract year.

- a. If such an exempt employee opts for the new program with compensable sick leave days, the employee will be either credited with the number of hours that (i) would have accrued were the exempt employee on the same system as a classified employee or (ii) are verifiable using the official time records.

If, as in (i), the number of hours credited is that which the exempt employee would have accumulated, then the employee cannot cashout these credited hours, but will be able to use those hours for sick leave. All future accumulated hours shall, however, count toward cashout.

If, as in (ii), the number of hours is verified through official time card audit, the accumulated sick leave hours shall count toward cashout and/or sick leave use.

- b. If an exempt employee opts for the revised noncompensable sick leave program, the employee account will be credited with 210 calendar days of sick leave each contract or fiscal year. Sick leave shall be limited to 210 calendar days for any one illness.

Coverage under this plan shall be reinstituted should the same illness bridge two contract or fiscal years. The balance carried from one contract year to the next shall be deducted from the 210 calendar days of the next year. Therefore, the 210 calendar days maximum is observed both for each instance of illness as well as for each contract year.

4. Use of sick leave shall not be available for non-scheduled work days and maintenance of information on sick leave taken shall be accounted for on official college time records. The records must reflect the accrual and usage of sick leave days.
5. Current exempt employees shall have 30 calendar days to select policy 2 or policy 3. Once an option has been chosen, the decision is irrevocable.

6. The President, Vice Presidents, Academic Deans and the regular and adjunct Faculty will be covered by the revised sick leave program with 210 calendar days of sick leave available each contract or fiscal year. The specifics of 3b above will apply.
7. A letter may be required by the college from a physician verifying the need for sick leave if sick leave entails more than five consecutive work days. The college shall require a written request from the employee to be paid sick leave if the absence will entail 30 calendar days or more. Such a request should have an accompanying letter from the attending physician. At its own cost, the college may require a second opinion regarding the prognosis. Prior to reporting back to work in such instances, a letter of release from the attending physician shall be required by the college.
8. Eligible employees hired in a different position i.e. rotation, for more than four years shall be considered to be permanent in that position and shall enter the accumulation sick leave policy. Appointments of less than four years shall be considered to be temporary and therefore no change shall occur in the sick leave policy.