

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

Wednesday, February 11, 1987
Daniel J. Evans Library
Olympia, Washington

Trustees Attending: Kay Boyd
Herbert Gelman
George Mante
Richard S. Page
William T. Robinson

Absent: David K. Y. Tang
Allan M. Weinstein

Representatives
to the Board
Present: Lincoln Post, Student
Susan Ramsauer, Staff
Val Thorson, Alumna

Staff Present: Michael Beug, Academic Dean
Rita Cooper, Director of Employee Relations
Keith Eisner, Information Specialist
Rita Grace, Administrative Assistant to President
Patrick Hill, Vice President and Provost
Gail Martin, Vice President for Student Affairs
Arnaldo Rodriguez, Dean of Enrollment Services
Ken Winkley, Associate Vice President for Administrative Services
Karen Wynkoop, Assistant VP for Academic Budget & Financial Planning
See permanent roster for others attending

Others Attending: Tom Bartlett, Washington Federation of State Employees
Rich Montecucco, Senior Assistant Attorney General
See permanent roster for others attending

The meeting was called to order by Chairman Page at 1:40 PM. President Olander introduced Susan Ramsauer, who will be sitting with the Board as staff representative for 1987.

Chairman's Report

Chairman Page reported on the contents of the morning work session and announced the Board's review of the President's evaluation which had taken place the evening before. The Board is exceedingly gratified and appreciative of the President's outstanding performance. The Trustees are impressed with the progress made by the President in many areas, including the objectives set out for him last year. Chairman Page also announced the Board's intention to offer the President some kind of increase in compensation at a future Board meeting.

President's Report

President Olander expressed his appreciation of the Board's support and his excitement of what is happening at Evergreen. He also mentioned (1) the matter of a grievance structure on the campus: a DTF has been formed to deal with the question of procedural due process as it has to do with grievances coming from mediation and adjudication. It is the President's hope that there can be a differentiation between personnel issues, academic issues, etc., and issues that have to do with the social contract. The principal task of the DTF is to develop an appellate structure based on grievances coming out of the social contract; there will be other grievance processes for faculty, classified personnel, etc. (2) the student advising center: the student advising center will bring into one area those elements previously fragmented on the campus; a search is underway for a director of this new center. (3) Founding Festival: President Olander encouraged the Board to attend the March 4 - 7 Founding Festival activities.

APPROVAL OF MINUTES - Action

Motion 87-03 Mr. Mante moved approval of the minutes of the November 12, 1986; December 10, 1986; and January 14, 1987 minutes as presented. Seconded by Mr. Robinson and passed with a minor correction involving attendance.

1987 SUMMER SESSION TUITION AND FEES - Action

Provost Hill reviewed the fact that summer school is not funded at Evergreen as it is with the other regional universities. Karen Wynkoop presented the details of the summer tuition and fees proposal. Evergreen has run a self-supporting summer school for the past six years. The Higher Education Coordinating Board has already made a recommendation to increase the fees for the 1987-89 biennium. The staff recommendation is consistent with the HEC Board proposal for non-resident students; and, in the case of resident students, the staff recommends a 10% increase above the HEC Board recommendation. This proposal has been announced to the student body.

Motion 87-04 Mr. Mante moved approval of the 1987 summer school tuition and fee rate incorporating the following:

- (a) Continuing the Board's decision for 1986 summer school and move toward a more self-supporting summer school by increasing specific categories of summer fees.
- (b) Increase resident tuition and fees by 10% above the Higher Education Coordinating Board 1987-88 recommendation.
- (c) Charge non-resident tuition and fees to out-of-state students at the rate recommended by the Higher Education Coordinating Board for 1987-88 and continue the special reduced tuition rates for Viet Nam era veterans.
- (d) Pay the S&A account and the Building account 97% of normal contribution if summer school generates at least 9,000 student credit hours. The reduced percentage for S&A and the Building

Motion account is an attempt to share with the faculty the reduction in
87-04 revenue resulting from a self-supporting mode.
cont.

(e) Closely watch the effect of this increase on summer enrollment in order to plan the next step in moving toward a more self-supporting program.

Seconded by Ms. Boyd and passed.

President Olander added that he believed the proposal to be fiscally and educationally sound and consistent with the Board's direction.

1987 SUMMER SESSION FACULTY SALARIES - Action

Provost Hill and Academic Dean Mike Beug reviewed the proposal for summer session faculty salaries. This proposal modifies and corrects the inequities of previous years. Assuming the same enrollment, the total amount paid to faculty will be 2.57% higher than last year.

Attractive features of the summer program include evening and Saturday classes; intensive programs; teacher education and outdoor offerings

Motion Mr. Robinson moved approval of the proposed faculty salary plan
87-05 for summer, 1987, which guarantees faculty who carry the equivalent of 17.5 or more FTE students 24% of annual average salary according to the steps detailed on the attached chart. If faculty enroll fewer than the equivalent of 17.5 student FTE, faculty salary would be paid on a per student credit hour basis, according to the attached salary chart. Seconded by Mr. Gelman and passed.

POLICY FOR SUSPENDED OPERATIONS - Action

Ken Winkley recommended a policy, prepared as required by the Higher Education Personnel Board rule, for establishing guidelines for paying classified and exempt employees in the event that the institution needs to be closed. The kinds of situations that might trigger this policy include earthquake, severe weather conditions, power failure, volcano, etc. The policy has been approved by the union management team.

Motion Ms. Boyd moved approval of the attached suspended operations
87-06 policy for filing and approval of the Higher Education Personnel Board as required by WAC 251-22-240(2). Seconded by Mr. Mante and passed.

OTHER BUSINESS AND ANNOUNCEMENTS

Admissions Statistics

Arnaldo Rodriguez commented that fall, 1987 statistics are running 120% ahead of the same time a year ago in virtually all categories. The number of ethnic applications is also well ahead of last year. It is possible the

College will have to close admissions within the next two weeks for fall, 1987. Trustee Boyd expressed her concern that as more full-time, day-time students enroll, they may squeeze out the working people who can only attend classes at night. She felt the options for placebound people are being increasingly restricted and that it is important to express concern to legislators. President Olander responded that Evergreen's budget request was to grow to 3200 FTE. One of the central concepts of the proposal was a weekend college. The Governor's budget for 1987-88 supports 2800 FTE students. Trustee Gelman would like to have some sense of what the part-time market looks like. Trustee Boyd was going to try to get a copy of a survey done two years ago of the needs of night students.

Trustee Robinson wondered if it would be appropriate to have another work session on admissions policy and criteria (will be scheduled for March or April).

Enrollment Update

Arnaldo Rodriguez referenced a joint memo from himself and Steve Hunter outlining winter quarter enrollment, progress toward 1986-87 annual average FTE target, and primary enrollment planning for 1987-88, commenting that the College is right on target and should come within 1 or 2% of target.

Status Report on New Housing

Gail Martin reported on progress since the last meeting. Since the January 14 meeting, the College has signed a contract with bond counsel Lee Voorhees of Roberts and Sheffelman; descriptive and financial materials have been prepared for the bond prospectus; three bids were received--Rossiter Glenn, Inc. of Vancouver, Washington, has been selected to design and build new student housing. At the March meeting, the staff will report to the Board the outcome of the bond sale effort.

Miscellaneous

Val Thorson invited Trustees to attend an Alumni Association reception in Seattle on February 18.

WORK SESSION

The work session was held 9:00 AM - noon.

Computing at Evergreen

Jim Johnson reviewed (1) the history of computers at Evergreen for the past fifteen years; (2) a description of current resources; (3) opportunities for improvement, ie - budget issues; and (4) the future of computing.

Faculty Evaluation/Hiring Policy

The Trustees met with Provost Hill and faculty member Pris Bowerman to discuss the draft of the faculty evaluation DTF.


TESC Board Minutes

-5-

2/11/87

ADJOURNMENT

The meeting adjourned at 2:45 PM.



Richard S. Page, Chairman



George E. Mante, Secretary

Attachments (2)

THE EVERGREEN STATE COLLEGE
Summer 1987 Proposed Faculty Salary Schedule

Step 1: 2-18 years

\$24.75 per q.h. up to a maximum of \$1856.25 for 75 q.h. at 0.25 time;
\$3712.50 for 150 q.h. at 0.5 time; \$5568.75 for 225 q.h. at 0.75 time; and
\$7425 for 300 q.h. at 1.0 time.

Step 2: 19-22 years

\$27.50 per q.h. up to a maximum of \$2062.50 for 75 q.h. at 0.25 time; \$4125
for 150 q.h. at 0.5 time; \$6187.50 for 225 q.h. at 0.75 time; and \$8,250
for 300 q.h. at 1.0 time.

Step 3: 23 years or more

\$29.50 per q.h. up to a maximum of \$2212.50 for 75 q.h. at .25; \$4425 for
150 q.h. at 0.5; \$6637.50 for 225 q.h. at 0.75; and \$8850 for 300 q.h. at
1.0.

For faculty in the individual contract pool, the compensation shall be
\$24.75 per q.h. at step 1 for up to 150 q.h. credit and \$15 per q.h. for
credit in excess of 150 q.h.; \$27.50 per q.h. at step 2 for up to 150 q.h.
and \$16.50 per q.h. for credit in excess of 150 q.h.; and \$29.25 per q.h.
at step 3 and \$17.75 per q.h. for credit in excess of 150 q.h. The
maximum pay for faculty in the contract pool shall be \$7350 at step 1;
\$8,175 at step 2; and \$8775 at step 3.

Overload Compensation:

For courses where the overload has been approved by the summer school dean,
faculty on 0.25 time appointment shall be paid \$16 per q.h. for all credit
over 100 q.h. and faculty on 0.50 time assignment shall be paid \$16 per
q.h. for all credit over 200 q.h. In no case shall the total compensation
exceed \$7350 for faculty at step 1; \$8175 for faculty at step 2; and \$8775
for faculty at step 3.



The Evergreen State College

February 2, 1987

EXECUTIVE SUMMARY

TO: Board of Trustees
FROM: Joseph D. Olander
SUBJECT: Suspended Operations Policy

Administrative Recommendations

We recommend that the Board of Trustees approve the proposed suspended operations policy for filing and approval of the Higher Education Personnel Board as required by WAC 251-22-240(2).

Alternative View

None.

Explanation

WAC 251-22-240(2) of the Higher Education Personnel Board Rules (copy attached) requires that each institution's board of trustees or regents, together with the appropriate union representative, develop and file with the Director of the Higher Education Personnel Board a procedure for staffing the institution when emergency conditions exist that require the institution to be closed.

The policy that we are recommending to you is subject to approval by the Higher Education Personnel Board Director.

During the past two years, the Union/Management Team met four different times to work on the proposed policy. Complete agreement was obtained at the January 21, 1987 meeting.

The proposed policy is consistent with the Higher Education Personnel Board law and we expect that it will be approved if it is submitted in its proposed form.

Scheduling

The policy will be effective when approved by the Director of the Higher Education Personnel Board and when the President

issues an official declaration that operations have been suspended.

Fiscal Impact

If the President determines that it is necessary to suspend the operation of the institution and declares the institution closed, this policy specifies in detail the options that employees have to insure that they continue to receive pay during the period of closure. If these options are exhausted, an employee could be placed in leave-without-pay status.

Employees required to work will receive their regular pay unless it is determined that a special premium pay allowance is appropriate due to hazardous working conditions.

Legal Opinion

The Attorney General's staff have determined that this proposed policy complies with the Higher Education Personnel Board filing requirements and that it is consistent with their policy.

JO:AP
Attachments

3/11/87

THE EVERGREEN STATE COLLEGE

Suspended Operations Policy

If the President determines that the public health or property or safety is jeopardized and it is advisable due to emergency conditions to suspend the operation of all or any portion of the institution, the following will govern classified and exempt employees:

- A. Every attempt will be made to determine if the suspension of operations is necessary prior to the beginning of the work day.

Should a situation arise during the night or after close of the work day, an announcement will be broadcast on local radio stations by 6:00 a.m. of the work day. The broadcast will include which operations at the College will be suspended, and which employees are required to work.

Should a situation occur during the work day that necessitates suspension of all or a portion of the College operation, the President will notify the appointing authority of the affected area(s) that an emergency exists. It is the responsibility of the appointing authority to notify each affected employee:

1. When prior notification has not been given, employees released until further notice after reporting to work, shall receive a minimum of four hours pay for the first day. The following options shall be made available to affected employees not required to work for the balance of the closure:
 - a. Vacation leave, personal holiday, or
 - b. Accrued compensatory time (where applicable), or
 - c. Leave without pay, or
 - d. Reasonable opportunity to make up work time lost as a result of the suspended operation.
2. Employees required to work shall receive their regular rate of pay for work performed during the period of suspended operation. Overtime worked during the closure will be compensated as provided in 251-09 WAC. The personnel officer may petition the director for approval of a special premium pay allowance due to hazardous working conditions encountered by employees required to work during the period of suspended operation.

3. Employees who lose regular work time as a result of suspended operation may request to work additional hours during the ninety-day period immediately following the suspended operation. Compensation for such additional work shall be granted on a compensatory time basis at not less than straight time nor more than time and one-half, and shall be part of the institution's suspended operations procedures. The amount of compensation earned under this section should not exceed the amount of salary lost by the employee due to suspended operation. Management-directed overtime shall be compensated as provided in 251-09 WAC.

Employees may request permission to work outside of their work area and their classification during the first 15 days of closure. The President, in consultation with other administrators, shall review all such requests and attempt to accommodate such requests if there is a need for services in other areas. Employees who request and receive such transfers shall receive their usual salary for work performed.

- B. These procedures may not be in effect more than fifteen calendar days unless within the fifteen days the Director of Employee Relations requests the approval of the Director of the Higher Education Personnel Board. Such approval is subject to confirmation by the Higher Education Personnel Board.
- C. Temporary arrangements will also be made for faculty to meet their program obligations.

KW:AP
1/12/87

HOLIDAYS - LEAVE

WAC 251-22-240 SUSPENDED OPERATION

- (1) Notwithstanding the provisions of WAC 251-10-030, if the chief executive officer of the institution determines that the public health or property or safety is jeopardized and it is advisable due to emergency conditions to suspend the operation of all or any portion of the institution, the following will govern classified employees:
- (a) When prior notification has not been given, employees released until further notice after reporting to work, shall receive a minimum of four hours pay for the first day. The following options shall be made available to affected employees not required to work for the balance of the closure:
 - (i) Vacation leave, personal holiday; or
 - (ii) Accrued compensatory time (where applicable); or
 - (iii) Leave without pay; or
 - (iv) Reasonable opportunity to make up work time lost as a result of the suspended operation as provided in subsection (1)(c).
 - (b) Employees required to work shall receive their regular rate of pay for work performed during the period of suspended operation. Overtime worked during the closure will be compensated as provided in chapter 251-09 WAC. The personnel officer may petition the director for approval of a special premium pay allowance due to hazardous working conditions encountered by employees required to work during the period of suspended operations.
 - (c) Employees who lose regular work time as a result of suspended operation may request to work additional hours during the ninety-day period immediately following the suspended operation. Compensation for such additional work shall be granted on a compensatory time basis at not less than straight time nor more than time and one-half, and shall be part of the institution's suspended operations procedures. The amount of compensation earned under this section should not exceed the amount of salary lost by the employee due to suspended operation. Management directed overtime shall be compensated as provided in chapter 251-09 WAC.
- (2) Each institution/related board, together with the appropriate exclusive representative(s), shall develop and file with the director, subject to approval, a procedure to provide for staffing during periods of suspended operation. The procedure shall include identification of the manner in which employees will be notified of suspended operation by the chief executive officer.
- (3) The provisions of this rule may be utilized only when an institutional procedure has been approved by the director and an official declaration of suspended operation has been made by the chief executive officer of the institution.
- (4) The provisions of this section and institutional procedures adopted hereunder may not be in effect in excess of fifteen calendar days, unless within the fifteen days the personnel officer requests the director's or designee's approval of an extension. Such approval is subject to confirmation by the board.