

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

**August 8, 1994**

**President's Residence, 4202 Leavelle NW  
Olympia, Washington 98502**

**Trustees Attending:**

Lila Girvin  
Frederick T. Haley  
Dwight Imanaka  
Edward F. Kelly  
Christina A. Meserve  
John N. Terrey

**Excused Absence:** Carol Vipperman

**Staff Attending:**

Jane Jervis, President  
Lee Hoemann, Executive Associate to the President  
Rita Sevcik, Administrative Assistant to the President

The Board met in *RETREAT* setting to discuss the process for evaluation of the President and of the Board and the establishment of presidential and Board goals for 1994-95. In addition, President Jervis reviewed the proposed operating budget exercises and discussed personnel issues with the Trustees. She also commented on the Council of Presidents organization and issues of academic integrity.

### **Proposed Timetable for October, 1994 Presidential and Board Evaluations**

Agreement: *August* - the President and the Board write self-evaluation  
*September* - Circulation of self-evaluations and solicitation of comments to internal community and designated external (see agreement regarding *external evaluation of the president*).  
*October 11 & 12* - Evaluation sessions for Board and President  
*October 12* - Board announces President's and Board's evaluation results in public session

### **Presidential Evaluation Process**

Agreement: Abbreviate the evaluation process this year--curtail external evaluators to include only *Executive Director of COP, Executive Director of Higher Education Coordinating Board, Presidents of the other five senior institutions, and the executive committee of the Board of Governors*. Accepted the above timetable; some discussion of extending the period next year to give time for more extensive input. Arrived at no specific conclusion.

**Evaluation of Every-Other-Month Meeting Schedule**

Agreement: On the whole, it seems to be working and is saving the institution money. Continuing concern about keeping in touch with the community and time for getting to know the institution better.

**Board Work Sessions**

President Jervis reviewed the purpose of work sessions: background for action items and reports on various issues. Trustee Imanaka suggested a third category: status of items of particular (and continuing) interest. President Jervis distributed a draft list of work session topics and potential reports, asking for Trustee input (see further discussion at August 9 Work Session).

**Review and Assessment of Board Performance/Establishment of Goals for 1994**

General Agreement: Chair drafts Board self-evaluation at conclusion of his/her term as Chair (for dissemination in early September). Girvin to write 1994-95 self-evaluation.

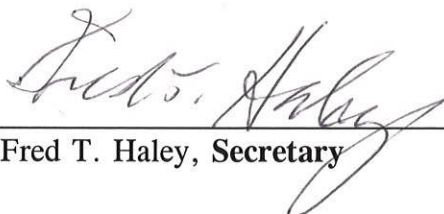
Trustee Meserve distributed the *1993-94 Board Self-Evaluation* which she had prepared; Trustees discussed this draft document and agreed to give her any further reactions and comments for incorporation in the final document. President Jervis complimented Trustees for their sharp questions, keeping staff focused this past year on several important issues.

Agreed to: streamline the *BOT Invitation to Comment* survey form and to distribute this survey and the Board self-evaluation to the community (no external distribution).

**Discussion of President's Draft Goals**

President Jervis distributed and discussed in some detail her draft goals for 1994-95.

 Acting for  
Lila S. Girvin, Chair

  
Fred T. Haley, Secretary

# **REGULAR & SPECIAL MEETINGS OF THE BOARD OF TRUSTEES OF THE EVERGREEN STATE COLLEGE**

**Regular Meeting - August 10, 1994  
Daniel J. Evans Library, Room 3112  
Olympia, Washington 98505**

**Trustees Attending:** Lila Girvin  
Frederick T. Haley  
Dwight Imanaka  
Edward F. Kelly  
Christina A. Meserve  
John N. Terrey

**Excused Absence:** Carol Vipperman

**Representative to Board:** Dale Knuth, Alumni

**Staff Present:** Gordon Beck, Faculty Emeritus  
Art Costantino, Vice President for Student Affairs  
John Aikin Cushing, Academic Dean  
Carolyn Dobbs, Academic Dean  
Jose Gomez, Academic Dean  
Lee Hoemann, Executive Associate to the President  
Jane Jervis, President  
Jim Johnson, Director of Computing and Communication  
Nancy McKinney, Special Assistant to the Executive Vice President  
Les Purce, Executive Vice President for Finance  
Colleen Ray, Longhouse Project  
Rita Sevcik, Administrative Assistant to the President  
Barbara Leigh Smith, Vice President for Academic Affairs & Provost  
Steve Trotter, Budget Officer  
Mike Wark, College Relation  
Les Wong, Academic Dean  
Karen Wynkoop, Associate VP for Academic Budget & Financial Planning  
Bill Zaugg, Administrative Assistant for Budget, Student Affairs Division  
See permanent roster for others attending

**Others Attending:** Jan Frickelton, Assistant Attorney General  
Michael Hill, ACE Fellow  
Malcolm & Sue Stilson, former staff/volunteers  
Libby Beck, former staff

The Board held a special meeting/retreat on Monday, August 8, to discuss the review and assessment of Board performance and the presidential evaluation process. No action was taken.

## **WORK SESSION - AUGUST 9, 1994**

The work session was convened at approximately 9:05 AM by Chair Girvin. The Board spent the first hour concluding the discussion of retreat issues. President Jervis suggested



Trustees consider incorporating into their list of **1994-95 goals** some of the items they had discussed during the past several days, specifically: centering on values; being assertive and forward thinking; tracking of issues of governance as they relate to Board responsibility.

Provost Barbara Smith distributed and discussed in detail her priorities for the year: curriculum reform; team building and strengthening of planning and expertise in academic administration; improved policies and procedures; faculty development; fundraising; library; public service; priorities and future directions in Native American Studies, the Longhouse, and the reservation-based program; other priorities (serving as a mentor for Michael Hill); and external obligations. She mentioned her goal to publish a new Faculty Handbook linked to the Policy and Procedures Manual by September, 1995. President Jervis identified the need to resolve the issues surrounding policy formulation and the approval process. Trustees offered reaction and comments to these goals.

The President distributed a proposed list of *Reports to the Board* which had been prepared in consultation with the vice presidents. Staff will finalize this list (incorporating Trustee Imanaka's format suggestion) in an effort to systematize and routinize reports.

During Monday's retreat, the Board evaluated the every-other-month meeting schedule. Trustees agreed that on the whole, this schedule seems to be working and is saving the institution money. Trustees expressed their continuing concern about keeping in touch with the community and having time to get to know the institution better.

At noon, Trustees had lunch with the *Managers' Round Table* group. Between 1:00 - 5:00 PM, Trustees and staff participated in a diversity training session led by Paul Gallegos, Jose Gomez, and Lee Lambert.

At 6:00 PM, Trustees had dinner at the homes of three staff members (who had invited their friends and colleagues to join them). This is part of a continuing effort to provide opportunities for trustees, staff and faculty to become acquainted.

## **WORK SESSION - August 10, 1994**

Shortly after 9:00 AM, Chair Girvin convened the morning work session.

### **Budget Review**

President Jervis reviewed the budget process for next biennium: August 17 - ERL submission; September 9 - 2.4% budget reduction plan from state general funds only (\$870,000) due; October 10 - due date for 5% (\$1,811,000) and 10% (\$3,623,000) budget reduction plans and a 10% staff FTE (37 staff) reduction plan. College divisions have been asked to prepare a 12% cut proposals in order to accomplish the 5% and 10% reduction proposals. President Jervis remarked that there will have to be hard discussions about

restructuring -- the College will not be able to continue to cut across the board. Trustees will be asked to approve the operating budget enhancements in the afternoon session, as well as the 1995 - 2005 capital budget request. Steve Trotter reviewed the specific policy initiatives (decision packages). The President and Vice Presidents added explanatory comments. In regard to the training enhancement request, Trustee Imanaka asked whether the College had done (1) an internal assessment of training needs of staff and (2) explored cooperation with other institutions/agencies who have already developed training programs. Vice President Purce responded that the College has information and data that identifies the historical problems and what needs to be done to address those issues. Trustee Imanaka suggested using resources creatively to expand opportunities with a minimum cost. Trustee Terrey remarked that in his 45 years in public education in the state, this is the most dire situation he has seen.

### Longhouse presentation

Vice President Purce informed the Board that the Longhouse construction project will have to be rebid since the lowest bidder on this construction project exceeded the target budget by \$209,000. Dr. Purce reviewed areas of possible deletion; Colleen Ray informed the Board of gifts (logs, etc.) received for this project. Groundbreaking is scheduled for August 20.

### Recess for Lunch

Trustees had lunch with retiring faculty member Gordon Beck and his wife Libby.

### **REGULAR MEETING**

The regular meeting was called to order by Chair Girvin at 1:32 PM. President Jervis officially introduced Barbara Smith as the new Provost and Vice President for Academic Affairs. Dr. Smith introduced Mike Hill who will be at Evergreen for the academic year as an American Council on Education Fellow. He is one of 34 Fellows in the nation chosen for this year-long leadership program. The agenda was accepted as distributed (to include a brief executive session).

### **RECOGNITION OF PAST CHAIR - Action**

Trustee Terrey pointed out that new Board officers have assumed their roles this month (Fred Haley - Secretary; Ed Kelly - Vice Chair; and Lila Girvin - Chair). He introduced and read a resolution recognizing Chris Meserve's contributions as Chair during 1993-94.

#### **Motion** **8-1-94**

Dr. Terrey moved adoption of attached Resolution No. 94-10, entitled "Resolution of the Board of Trustees of The Evergreen State College Recognizing **Christina Meserve's** term as Chair of the Board of Trustees." Seconded by Mr. Haley and unanimously passed.



**EMERITUS STATUS FOR RETIRING FACULTY GORDON BECK - Action**

Barbara Smith introduced Gordon Beck and recognized his contributions to Evergreen during the past twenty-three years. Trustee Meserve read the resolution conferring emeritus status upon Dr. Beck.

**Motion** Ms. Meserve moved adoption of attached Resolution No. 94-11,  
**8-2-94** entitled "Resolution of the Board of Trustees of The Evergreen State College  
Conferring Emeritus Status Upon **Gordon E. Beck.**" Seconded by Mr.  
Imanaka and unanimously passed.

Trustee Terrey invited Dr. Beck to share one of his most unforgettable experiences during his time at Evergreen. Trustee Kelly recognized Libby Beck's contributions as Gordon's partner in summer abroad academic programs.

**CHAIR'S REPORT**

Chair Girvin recounted the Board's activities since their arrival on Monday afternoon: Board Retreat on Monday; a special meeting/work session on Tuesday and Wednesday morning (including a diversity training session). She expressed appreciation to staff members **Shirley Dallas, Roxanne Lieb** and **Jill Lowe** for their graciousness in inviting Trustees to their homes for dinner on Tuesday evening. She summarized issues discussed in the morning work session (budget review and Longhouse update) and mentioned that Trustees had lunched with **Libby** and **Gordon Beck**.

**PRESIDENT'S REPORT**

President Jervis announced the appointment of a new student representative but indicated he is out of town for the rest of the summer. She informed Trustees that the alumni association has confirmed their desire to have Dale Knuth serve as the alumni representative for a second year and that Dale has agreed to continue. The President mentioned two upcoming events and invited community attendance: (1) the Longhouse groundbreaking on August 20 and (2) convocation on September 28 from 4:00 - 6:00 PM. She mentioned Jennifer Belcher's desire to meet with the Board this fall to update Trustees on the timber trust funds which affect Evergreen. Other items she mentioned included: Evergreen's reaccreditation process; attendance at her first meeting as a Commissioner of the Northwest Association of Schools and Colleges; attendance at a meeting of the Council of Public Liberal Arts Colleges (as association which Evergreen helped found a few years' ago); her appointment as a regent of Leadership Thurston County; and her pleasure at being selected as "*A Woman of Achievement*" by the Thurston County Girl Scouts.

Dale Knuth reported that the alumni feel lucky to have **Debbie Garrington** and **Val Manion** working for them; he wanted to publicly thank them for doing such a good job. He mentioned a recent meeting of the alumni association; upcoming alumni gatherings in Vancouver and Massachusetts; recounted some of his experiences during the past year; and urged people to involve alumni in activities on campus.

#### **APPROVAL OF MINUTES - Action**

**Motion** Mr. Kelly moved approval of the minutes of the June 8, 1994  
**8-3-94** meeting as distributed. Seconded by Ms. Meserve and passed.

#### **APPROVAL OF 1995-97 POLICY REQUESTS AND ERL BUDGET - Action**

President Jervis pointed out that the Board had received a budget briefing in the morning work session. The essential requirements level (ERL) request (expenditures necessary to continue at the same level) and the policy initiatives amount to approximately a 10% increase over the current operating budget. Trustee Terrey commented that the need has never been greater and the feasibility has never been less. For the record, the President reminded the Board that the operating budget request needs to be considered in the context of other requests from the Office of Financial Management. In early September the College will not only submit this request but will also submit a 2.4% reduction proposal; in early October the campus will also submit proposals for a 5% and 10% cut and a 10% FTE cut (calculated against the state general fund portion of the budget). She endorsed the administration recommendation.

**Motion** Ms. Meserve moved approval of the total \$60,338,281 1995-97 Operating  
**8-4-94** Budget Request including operating budget policy initiatives totaling \$4,705,267 as summarized below:

<i><b>POLICY INITIATIVES (Decision Packages)</b></i>	<i><b>AMOUNT</b></i>
1. Compensation & Training (3% each January)	\$1,342,447
2. Strengthening Undergraduate Education	695,063
3. Technology: Tools for Teaching & Learning	1,543,154
4. Plant Maintenance	249,114
5. Enrollment Growth (50 FTE each year)	818,489
6. <u>Public Service</u>	<u>57,000</u>
<i><b>TOTAL POLICY INITIATIVES</b></i>	<i><b>\$4,705,267</b></i>

Seconded by Mr. Imanaka and passed.



**APPROVAL OF THE 1995-2005 CAPITAL BUDGET REQUEST - Action**

Steve Trotter reviewed with the Board the elements of the 1995-97 capital budget request and the ten-year capital plan. Mr. Trotter explained the relationship between the capital budget and requirements of Initiative 601. President Jervis pointed out that during the 1995-97 biennium Evergreen will begin receiving income from the timber trust fund; in the 2003 - 2005 biennium, Evergreen will receive a share equal to the other regional institutions.

**Motion** Ms. Meserve moved approval of the attached Ten-Year Capital Plan totaling  
**8-5-94** \$59,342,300 and the 1995-97 Capital Budget Request totaling \$8,048,300 summarized below:

<u>1995-97 Capital Budget Priorities</u>	<u>Amount</u>
1. Protection of People	\$3,773,684
2. Protection of Assets	1,516,713
3. Campus Computer Networking Phase III	162,000
4. Communications Building Retrofit	1,733,949
5. Library Building Efficiency	783,252
6. Biology Lab	78,702
<b>TOTAL 1995-97 CAPITAL BUDGET REQUEST</b>	<b>\$8,048,300</b>

Seconded by Ms. Meserve and passed.

**LONGHOUSE CONSTRUCTION CONTRACT AWARD - Postponement**

Chair Girvin noted that the Board will not be approving the Longhouse construction contract until later in the month. For the record, President Jervis commented that the bids received for this project were over budget; the project will be rebid with all due deliberate speed. Groundbreaking is scheduled for August 20.

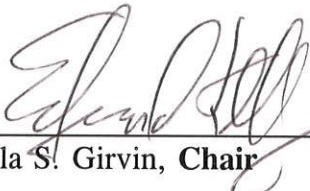
**EXECUTIVE SESSION AND ADJOURNMENT**

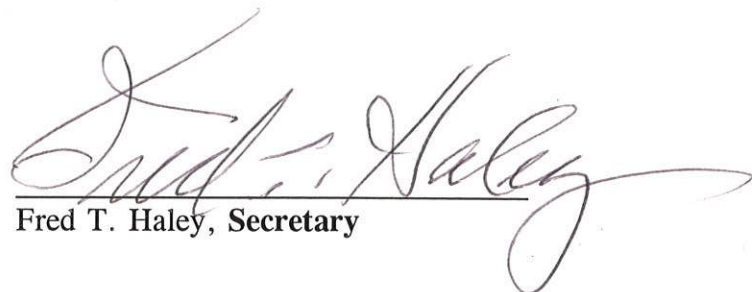
At 2:40 PM, the Chair announced that the Board would recess into an executive session (to last approximately ten minutes) for the purposes spelled out on the agenda and that no action would be taken.



Trustees agreed to hold a special Board meeting on Wednesday, September 28 (followed by Convocation at 4:00 PM). The next regular Board meeting will be held October 11 and 12.

The meeting adjourned at approximately 3:00 PM.

  
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Acting for  
Lila S. Girvin, Chair

  
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Fred T. Haley, Secretary

Attachments (3): Resolution Nos. 94-10 & 94-11; Ten-Year Capital Plan

THE BOARD OF TRUSTEES OF  
THE EVERGREEN STATE COLLEGE  
RESOLUTION NO. 94-11

Conferring Emeritus Status  
Upon

Gordon E. Beck

UPON UNANIMOUS RECOMMENDATION OF THE FACULTY OF  
THE EVERGREEN STATE COLLEGE, AND

IN RECOGNITION of his 23 years of dedicated service to The Evergreen State College as an early supporter of student film productions; a colleague who has worked successfully at all levels of student development from five Great Books core programs to advanced group contracts; a founder of a sound Summer Study Abroad Program which has enlivened and expanded student interests and horizons since 1973;

IN APPRECIATION of his deep interest in ancient art and life and his ability to incorporate that interest into demanding, stimulating programs in the curriculum; for his warmth; his support of faculty colleagues, and; his fair and humane teaching;

THE BOARD OF TRUSTEES does hereby confer the title of Emeritus Member of the Faculty upon  
Gordon E. Beck, with all rights and privileges pertaining thereto.

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Lila S. Girvin, Chair

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Edward F. Kelly

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Frederick T. Haley

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Christina A. Meserve

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Dwight K. Imanaka

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John N. Terrey

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Jane L. Jervis, President

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Carol Vipperman

Dated this 10th day of August, 1994