

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

June 14, 1995

**Daniel J. Evans Library, Room 3112
Olympia, Washington 98505**

Trustees Attending:	Lila S. Girvin Ed Kelly Christina A. Meserve John N. Terrey	Excused Absence:	Frederick T. Haley Dwight Imanaka Carol Vipperman
Representative to Board:	Linda Kahan, Faculty Ted Shouse, Student	Absent:	Judy Huntley, Staff Dale Knuth, Alumni
Staff Present:	Bill Bruner, Dean of Library Services Art Costantino, Vice President for Student Affairs Mary Craven, Office Coordinator for Student Activities John Cushing, Academic Dean Wade Davis, Controller Lee Hoemann, Executive Associate to the President Steve Hunter, Director of Institutional Research Jane Jervis, President Jim Johnson, Director of Computing and Communications Nancy McKinney, Special Assistant to the Executive Vice President Tom Mercado, Director of Student Activities Kim Merriman, Assistant to the President for Governmental Relations Les Purce, Executive Vice President for Finance Gary Russell, Chief of Security Rita Sevcik, Administrative Assistant to the President/Recording Secretary to Board of Trustees Barbara Leigh Smith, Vice President for Academic Affairs & Provost Sonja Smith-Pratt, Parking Office Steve Trotter, Budget Officer Kristy Walker, Bookstore Manager Mike Wark, College Relations Les Wong, Academic Dean Karen Wynkoop, Associate VP for Academic Budget & Financial Planning See permanent roster for others attending		
Others Attending:	Jan Frickelton, Assistant Attorney General Helen Jervis, Guest Dante Salvatierra, Student Jules Sibbern, Student		

WORK SESSION

The work session was convened at approximately 9:10 AM by Chair Girvin (a quorum was established at 9:40 AM).

Overview of Legislative Session/Review of Anticipated Budget Actions

Kim Merriman highlighted outcomes of the legislative session: Legislature retained tuition-setting authority; a modest tuition increase; a one-time 4% cost-of-living increase; funding of most of the College capital budget request; and maintenance of funding for the four institutes housed at Evergreen. She mentioned the Governor's task force regarding financing of public higher education and the House Higher Education Committee's four interim study groups: (1) Financing Higher Education. This study will review the role of the state to provide an affordable, flexible and accountable higher education enterprise and has a completion date of 1997; (2) Public/Private Connections in Higher Education; (3) Strengthening the Higher Education Teaching Mission; and (4) Higher Education Governance. Ms. Merriman also mentioned legislative visits to campus. President Jervis suggested the College might think about doing seminars for legislators. Kim conveyed Jennifer Belcher's interest in talking with the Trustees about timber trust issues and the habitat conservation plan at the August Board meeting; it was agreed that staff would contact the absent Trustees and try to arrange this meeting for Tuesday, August 8. Ms. Merriman urged Trustees to give her names of people Trustees would like staff to contact. Trustee Terrey expressed his interest in seeing "standing item" reports for the number of issues under study.

President Jervis reviewed the status of the budget which the Governor has not yet signed. In August, the staff will present the spending plan for the next biennium. Action requested at this meeting includes approval of the capital budget and authorization of an emergency spending plan for the period July 1 through August 9, which incorporates the 2.4% cut, the 4% raise, and the 4% tuition increase. There was a brief discussion about faculty and exempt salary increases; Trustee Terrey pointed out that it is the Trustees' intent that the President participate in the 4% cost-of-living salary increase. Trustees spent time reviewing the 2.4% reduction plan for 1995-97. Other adjustments for inflation, carry-forward and "must do" items will be presented in August. Trustees also reviewed the 1995-97 capital budget.

Interaction Between Governing Board and Council of Presidents

President Jervis briefed Trustees on a proposal (1) to establish ongoing interaction between the governing boards and the Council of Presidents, and (2) to organize a public-private constituency group to promote higher education. Trustees agreed to ask Trustee Terrey to represent Evergreen in these discussions.

Update: Faculty Reduction-in-Force policy

Provost Barbara Smith introduced faculty member Thad Curtz who chaired the Faculty Reduction in Force policy task force charged in 1994 by then-Provost Russ Lidman. Dr. Curtz reviewed the proposed policy which involves a rotating lay-off system. The four stages of the policy include: (1) termination of adjunct, visiting, one-year convertible and post-retirement faculty contracts; (2) (contingent upon approval of a new faculty re-employment policy) termination of all non-tenured but "tenure track" regular faculty by seniority; (3) involuntary one-quarter furloughs for regular faculty who are divided into four groups over a four-year period; and (4) Trustee suspension of the regular academic operation of the College and reorganization. President Jervis clarified that the first step is the institutional budget discussion determining that the faculty could not absorb the faculty share of the reduction. Faculty could absorb a 12% cut in funding to salary and benefits without having to invoke involuntary furloughs. The President also pointed out, were faculty to be involuntarily furloughed for a quarter, most likely those faculty members would be eligible for unemployment. Since the college self-insures unemployment, the College would not recover the full salary -- that means more people would have to be furloughed. The savings from this policy is substantially less than a permanent reduction in force. By supporting this policy, the President believes that faculty are saying (1) that the risk is to be equally shared; (2) more

faculty will bear the cost in order that the cost for any one person will not be as great; and (3) no regular faculty will be permanently severed from the institution. This is a very unusual RIF policy. Assistant Attorney General Jan Frickelton added that in some ways this policy takes away from the Board's discretion to resolve issues related to reduction in force. President Jervis stated that the process of deciding when to invoke this policy is somehow embedded in the language of the declaration of financial exigency -- she believes the College needs to have more internal discussions of what that means and how the College makes that decision.

Reports/Follow-up from Senior Staff

Proposal for new College of Part-time Studies. President Jervis distributed and previewed her "trial balloon" memo of June 13, 1995 arising from discussions about a part-time college. The senior staff has been brainstorming about what might need to happen to move forward in fall, 1996 and what might need to be done this summer. The proposal involves enrolling 600 students (300 FTE *additional* students) in September, 1996 and growing by 50 fte each year for the next decade. This represents quite a different approach to curricular planning for part-time studies than in the past. The proposed program would be offered on evenings and weekends in order to share facilities with the full-time programs. A number of interdisciplinary coordinated studies degree programs are being discussed, including management studies; environmental studies; health studies/environmental health; humanities/cultural studies. Under discussion is whether this proposed college of part-time studies could be self-supporting. Trustees reacted positively to these ideas. Provost Smith mentioned that Academic Dean Les Wong has also been exploring continuing education programs across the country and will be preparing a report at the end of June.

LUNCH BREAK - Trustees lunched with the Finance and Administration directors and toured the *Computing and Communication Center*.

REGULAR MEETING - Reconvened

The meeting reconvened at 1:34 PM. Chair Girvin introduced Jane Jervis' mother, Helen Jervis, and invited her to participate in the meeting.

CHAIR'S REPORT

The Chair reported her attendance at the May 24 Foundation meeting and Trustee attendance at graduation on June 9, followed by a special meeting/executive session that evening to evaluate the President. She reviewed the discussions of the morning session. As part of her report she read the *Board's evaluation of President Jervis*, which is attached to the minutes.

PRESIDENT'S REPORT

President Jervis commented on the graduation and Super Saturday schedule; she reviewed the discussions which took place in the morning regarding a series of meetings between a group of legislators and a group of Trustees from the four-year colleges. Trustees Dick Davis and Craig Cole met recently with the present and future chair of the four-year institutions to discuss how this group might work in support of higher education. Proposals coming out of that meeting:

- (1) There should be an informal affiliation between COP and the Trustees and Regents with structured interaction between these groups.
- (2) A public-private advocacy group should be

established that would be a private, not-for-profit, independent group with a Board of Trustees. The purpose of that group would be to inform the public about higher education. These proposals have the support of the Council of Presidents. Trustees agreed to move in this direction.

Appointment of Trustee Terrey to Interinstitutional Higher Education Advocacy Committee:

With his concurrence, the Chair appointed Trustee Terrey to represent Evergreen in these discussions.

The President announced arrangements for Jennifer Belcher to meet with the Board in August to inform Trustees about issues associated with the timber trust lands and issues facing the state in the management of those lands.

The President provided an update on the National Policy Board (national conversations about accreditation). This group is trying to determine whether there should be common eligibility requirements for accreditation.

She also mentioned a proposal for a new college of part-time studies. Staff are in the early exploratory stages of looking at ways to significantly expand evening and weekend offerings to include degree programs. (See also discussion earlier in minutes.)

Dr. Jervis announced that Kirk Talmadge has successfully completed his training at the police academy and has been commissioned as a police officer.

She called on Les Purce who commented on recent developments in public safety. Dr. Purce mentioned reassignment of Public Safety Chief Gary Russell. As the College has moved toward the finalization of the commissioning of the officers as well as a certified comprehensive police force, he identified three areas of concern and challenge: (1) crime prevention; (2) ability to sustain a thorough investigation and work in coordination with law enforcement agencies; and (3) officer training. Mr. Russell will address these issues as the Coordinator of Crime Prevention, Investigations, and Training. Dr. Purce mentioned he is immediately beginning a search for the position of Director of Public Safety and has appointed Neil McClanahan from the Thurston County Sheriff's office on an interim basis. In response to a question, Dr. Purce clarified that the College's ability to have public safety NOT carry weapons has been hinged on the ability of Thurston County to respond.

The President invited representatives to the Board to report on their respective areas: Faculty Representative Linda Kahan reported faculty approval of academic policies (grievance and reduction in force) and the selection of Janet Ott as **Chair of the Faculty** (Pete Sinclair will become the new Faculty Representative to the Board). Student Representative Ted Shouse expressed his appreciation for the education he received at Evergreen (he is now a graduate) and his thanks for the experience of serving as the student representative.

APPROVAL OF MINUTES - Action

Motion Dr. Terrey moved approval of the minutes of the meeting of May 10, 1995 as
6-1-95 submitted. The motion was seconded by Ms. Meserve and approved.

Trustee Terrey requested that the memo Trustees received regarding the length of the software warranty for the Cooperative Library Project be attached to the May 10 minutes. The Chair expressed appreciation of Trustee Imanaka's question, which raised this issue.

APPROVAL OF INTENT TO RENEW THE PRESIDENT'S CONTRACT - Action

Motion Ms. Meserve moved approval of Lila Girvin's June 14 *Letter of Intent*
6-2-95 (attached), which includes approval for the President to participate in the legislatively approved 4% salary increase effective July 1, 1995. Seconded by Mr. Kelly and unanimously approved. The Chair read her letter into the record.

FACULTY MID-CONTRACT TERMINATION WITH ADEQUATE CAUSE POLICY - Action

Provost Smith explained that the Mid-Contract Termination with Adequate Cause policy was discussed in detail at the last Board meeting and has been revised to incorporate the Trustees' comments. This policy is now in compliance with the laws governing discrimination cases and provides for a prompt and equitable resolution of complaints. She commented that the policy was passed by an overwhelming majority of those faculty present at the last faculty meeting.

Motion Dr. Terrey moved approval, consistent with RCW 28B.40.120, subsection 12,
6-3-95 of the recommended changes to the attached **Faculty Mid-Contract Termination with Adequate Cause** policy, dated May 22, 1995, which will be included in the *College Policies and Procedures manual* and the *Faculty Handbook*, and approval of delegation of authority to the President or her designee to remove this policy from the Washington Administrative Code. Seconded by Ms. Meserve and passed following President Jervis' explanation that the AG and staff are in agreement that this policy need not be included in the Washington Administrative Code.

APPROVAL OF S&A BUDGET - Action

Vice President Costantino outlined the request for the Board's approval of tier I organizations (the permanently staffed organizations) for two years and approval of the S&A Board allocations for tier II (student) organizations for one year. He thanked all those who put this budget together. In response to the Trustees' expression of interest in hearing about the activities that the S&A Board funds, he introduced Dante Salvatierra, the outgoing S&A Board chair, and Jules Sibbern, the incoming chair. Dante discussed the process for the S&A Board deliberations and mentioned that S&A is helping to build a climbing wall in CRC out of their large equipment budget. Jules discussed changes in the budget this year and mentioned that the position of

special events coordinator has been extended from ten to twelve months to provide continuity in bringing events to campus. She mentioned that, in response to a survey conducted by S&A, a new position (news director at KAOS) has been established. Director of Student Activities Tom Mercado commented that there has been a new level of activities students are participating in and a new level of student initiative.

Motion Mr. Kelly moved approval of the 1995-97 Services and Activities biennial
6-4-95 budget, as developed by the S&A Board, totalling \$1,919,917 and approval to increase fees by the maximum allowable under current law. The budget includes two-year funding for Tier I and one-year funding for Tier II. (The 1999-97 Tier II budget is to be allocated by the 1995-96 S&A Board). Seconded by Ms. Meserve and passed.

APPROVAL OF 1995-97 TEMPORARY SPENDING AUTHORITY - Action

President Jervis briefly reviewed the request for Board approval of a temporary spending authority from the period July 1, 1995 through August 9, 1995, at which time staff will present a full budget for the biennium.

Motion Mr. Kelly moved approval of temporary spending authority to continue College
6-5-95 operations for the period beginning July 1 and ending August 9, 1995, at a biennial level of \$72,380,446. This authority assumes a current level of expenditure less a 2.4% reduction to the state general fund, plus a 4% average salary increase and a 4% tuition increase (although not effective during the summer) as directed by the legislature. Seconded by Ms. Meserve and passed.

APPROVAL OF REDUCTION PLAN FOR 1995-97 OPERATING BUDGET - Action

President Jervis explained that this reduction of \$443,000/year was mandated by last year's legislature. She asked for Board approval, commenting that this plan is a modification of last summer's plan.

Motion Dr. Terrey moved approval of the **2.4% reduction** plan for the 1995-97
6-6-95 operating budget; the reduction totals \$886,000. These reductions are mandated by the legislature and are calculated against the state general fund only. The annual fiscal impact is summarized below:

<u>Reductions</u>	<u>FTE's</u>	<u>Amount</u>
Administrative Support & Services	3.04	\$157,467.00
Plant Operations	2.25	97,781.00
Public Services	-0-	43,000.00
Quality of Life for Students	2.89	144,752.00
Inside & Outside the Classroom		
FISCAL YEAR TOTAL BUDGET REDUCTIONS	8.18	\$443,000.00

Motion seconded by Mr. Kelly and passed.

APPROVAL OF 1995-97 CAPITAL BUDGET SPENDING PLAN - Action

President Jervis requested action on this item, informing Trustees that the capital budget submitted to the Legislature last summer was approved with the exception of earthquake preparedness and one biology lab update. This next biennium is the first time Evergreen will participate in the timber trust fund distribution.

Motion Ms. Meserve moved approval of the 1995-97 Capital Budget Spending Plan
6-7-95 totalling \$7,045,242, including approximately \$1.7 million in timber trust funds, as summarized below:

<u>1995-97 Capital Budget Priorities</u>	<u>TOTAL</u>
Campus: Air Quality Improvements	\$1,021,321
Minor Works: Preservation Projects	3,125,121
Emergency Repairs	238,000
Computer Network: Phase III	162,000
Communications Building Retrofit	1,726,300
<u>Library Building Renovation Projects</u>	<u>772,500</u>
TOTAL CAPITAL BUDGET PRIORITIES	\$7,045,242

Seconded by Dr. Terrey and passed.

ELECTION OF BOARD OFFICERS - Action

Trustee Terrey reported the slate of officers proposed by the nominating committee, composed of Trustees Meserve, Terrey, and Vipperman.

Motion Dr. Terrey moved approval of the slate of officers proposed by the nominating
6-8-95 committee for 1995-96:

Chair	Ed Kelly
Vice Chair	Fred Haley
Secretary	Dwight Imanaka

Seconded by Ms. Meserve and unanimously approved.

OTHER BUSINESS, REPORTS AND ANNOUNCEMENTS

Parking - Update

President Jervis reported that she has approved the new parking fee structure, with no significant changes beyond what was identified at the last Board meeting (the addition of an academic year

category). The new structure of parking fees, fines and regulations will become effective on September 1, 1995.

Intercollegiate Athletics - Update

The President informed Trustees that she intends to accept Vice President Costantino's recommendation, brought about by external changes in the Pacific Northwest athletic conference, to apply for provisional status with NCAA Division III, to maintain dual NCAA and NAIA affiliation for the next year, and in 1996-97 to add basketball and tennis for both men and women and to start a new schedule for the current swimming and soccer programs. The President intends to ask that no new athletic waivers be awarded but that athletes be eligible to apply for need-based aid on the same basis as other students. She will ask that those students now holding tuition waivers through the athletic programs be permitted to continue to receive those waivers until the end of the probationary period in the spring of 1998. There will be negligible financial impact. She commended Dr. Costantino on the process he followed in soliciting input from the community and informing the community about the issues.

Library Cooperative Project - Update

President Jervis reported that she has signed the Library Cooperative Project contract, with the authority delegated to her by the Board at the last meeting, in the amount of \$410,315.65. The software warranty is 180 days (increased from 30 days).

Report: Bookstore

Vice President Purce introduced Bookstore Manager Kristy Walker who reviewed some of the recommendations of the Bookstore consultant. She mentioned that a long-term business plan will be developed by the end of July, including a mission statement, and mentioned new procedures being established for the Bookstore. Faculty Linda Kahan suggested constituents within the institution, such as faculty and student users, be consulted in the development of the mission statement. Trustee Terrey wondered if there were an advisory board for the bookstore (there is not). Student Ted Shouse asked about the number of recommendations related to theft prevention and endorsed Dr. Kahan's suggestion to involve students in an advisory capacity. Trustee Meserve pointed out that the consultant recommended that there be more discussion between faculty, particularly, and the bookstore and encouraged this dialogue. Dr. Purce added that there are ongoing discussions with regard to the academic side of the institution which is part of the strategic plan and will be information that Kristy Walker will be using.

Report: Conference Services

Nancy McKinney, Special Assistant to the Executive Vice President, presented background information on conference services, including historical financial data for the past ten years and information about the impact of conferences on other areas of campus. She mentioned that, during the next six months, conference services will be developing a long-term business plan.

Donnagene Ward, Director of Conference Services, added the perspective that year-round public schools would have a dramatic effect on the conference business.

PUBLIC COMMENT

Irene Buitenkant, who first enrolled as a student at Evergreen in 1984, expressed her opinion about athletics on college campuses, offering her belief that the country is so consumed with sports that they are distracted from very many important things that the people in this school think about. She also commented on the issue of campus security. She would like to see the school "brainstorm" this situation.

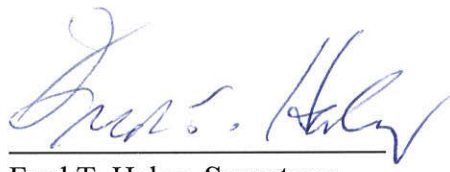
Dr. Purce added his positive evaluation of Jane Jervis' leadership as President.

DATE OF NEXT MEETING/ADJOURNMENT

The date of the next meeting was confirmed for August 9, with a work session on August 8. The Chair invited those attending to join them for a brief reception in the President's office.

The meeting was adjourned by Chair-Elect Kelly at 3:45 PM.


Lila S. Girvin, **Chair**


Fred T. Haley, **Secretary**

Attachments (3):

6/14/95 Statement of Lila Girvin Regarding the Board's Evaluation of President Jervis
Faculty Mid-Contract Termination with Adequate Cause policy
6/14/95 Letter of Intent to President Jervis