

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

DECEMBER 11, 1996

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

Trustees Attending:

Lila S. Girvin
Fred T. Haley
Dwight Imanaka
David E. Lamb
Christina A. Meserve
Carol Vipperman (12/11/96 only)

Absent: Bill Frank, Jr.

Representative to Board:

Alumna Ingrid Hansen
Faculty Jan Ott
Staff Jane Wood
Student Francis Morgan-Gallo

Staff Present:

Bill Bruner, Dean of Library Services
Art Costantino, Vice President for Student Affairs
Virginia Darney, Academic Dean
Ruta Fanning, Vice President for Finance and Administration
Paul Gallegos, Assistant for Equal Opportunity
Lee Hoemann, Executive Associate to the President
Steve Hunter, Director of Institutional Research
Jane Jervis, President
Rob Knapp, Academic Dean
Jim LaCour, Director of Human Resource Services
Lee Lambert, Assistant for Civil Rights
Sandy McKenzie, Executive Director of College Advancement
Nancy McKinney, Special Assistant to VP for Finance and Administration
Kim Merriman, Assistant to the President for Governmental Relations
Steve Metcalf,
Rita Sevcik, Administrative Assistant to the President/Recording Secretary to
Board of Trustees
Barbara Leigh Smith, Vice President for Academic Affairs and Provost
Steve Trotter, Budget Director
Mike Wark, Director of College Relations
Bill Zaugg, Administrative Assistant for Budget

Others Attending:

Jan Frickelton, Assistant Attorney General
John & Liz Terrey, Retiring Trustee

DECEMBER 10 1996 WORK SESSION

Chair Imanaka called the meeting to order at approximately 1:35 PM, welcomed new Trustee David Lamb and announced that Trustee Vipperman would be in attendance at Wednesday's regular meeting.

Discussion of Role and Missions Statement/Overview of Accreditation Self-Study Process

Provost Barbara Smith discussed the process for the ten-year reaccreditation visit which is scheduled for October, 1998. An important first step in this process is to review the College's role and mission statement. The reaccreditation preparation also includes a review of the long-range plan, a discussion of outcomes assessment and of academic program reviews.

Academic Dean Jin Darney discussed the process and timeline for review of the College mission statement which was adopted in 1988 and mentioned the in-depth inspection of the mission statement by the management team during its retreat in November. She led Trustees through a similar exercise asking them to identify the most important elements in the statement and to identify elements that could be added, deleted, or changed. Upon conclusion of this process, Dr. Darney complimented Trustees on their participation, shared the highlights of the management retreat discussion, and indicated that she will redraft the mission statement, incorporating Trustee suggestions and suggestions made at the management retreat.

Dr. Darney distributed suggestions to assist and guide the Trustees in preparing for the Wednesday morning faculty portfolio work session.

Tuition Policy Discussion

President Jervis set out the goals for this discussion: to review the background and history of Washington's tuition policy; to review the existing Board tuition policy; to have a reality check and discussion of scenarios for the 1997-99 operating budget; and to begin a discussion of the College's approach to the legislative session. She recapped a speech given by Pat Callan at a recent Commission of Colleges' meeting (higher education is the gateway to the middle class; demographic information tells us that the population growth is going to be disproportionately poor, immigrant, and people of color; this makes the tuition/access issue critically important to our survival as a society). Dr. Jervis reviewed the present State tuition policy which sets different rates for different sectors (research, comprehensive, community colleges) and different rates for non-resident/resident/undergraduate/graduate students. She reminded Trustees that (1) the Board's tuition policy was adopted at the time when other institutions were advocating for local tuition setting authority and (2) Evergreen's per-student cost of instruction is higher than the other regional institutions because of economies of scale and because of the way Evergreen's programs are structured. The President discussed the State's financial aid program, pointing out that there is a large gap between demonstrated needs of Evergreen's students and the financial aid that is provided.

Vice President Fanning distributed and discussed the impacts of four tuition revenue and budget scenarios. President Jervis outlined the policy alternatives proposed in the recent past, posed questions, and concluded that the Board tuition policy endorses the principle that access to higher education should not be limited by ability to pay. She solicited Trustee reaction, asking them to let her know how active the College should be in the public conversation. Trustees expressed support for the tuition policy position adopted by the Board in February, 1995.

The work session adjourned at 5:25 PM.

WEDNESDAY, DECEMBER 11 1996 REGULAR MEETING

Call to Order/Introductions/Work Session

The regular meeting was called to order at 9:10 AM by Chair Imanaka, who formally introduced Evergreen's newest Board member, David Lamb. Linda Pickering introduced Jane Wood, who replaces her as Staff Representative. President Jervis introduced Francis Morgan-Gallo, the newly appointed Student Representative. Chair Imanaka welcomed the new representatives and expressed appreciation to Linda Pickering for her service.

The agenda was accepted as distributed. The Chair announced that there would be an executive session later on the agenda to discuss personnel matters.

Faculty Portfolios and the Evaluation Process

Provost Barbara Smith informed Trustees of a national movement for faculty to develop portfolios, relating that this is a crucial piece of what Evergreen does. Rob Knapp, Academic Dean in charge of faculty development and new faculty hiring, and Jin Darney, Academic Dean in charge of Curriculum, facilitated a Trustees discussion about the materials contained in the portfolios they had reviewed the previous evening. Trustee Vipperman expressed her belief that it would be beneficial to develop an orientation program, which allows individuals to go into the classroom, for anyone who joins Evergreen,. Trustees expressed their appreciation for the opportunity to participate in this "learning" exercise.

LUNCH RECESS/RECONVENED MEETING

Trustees recessed to lunch with retiring Trustee John Terrey and his wife Liz.

At 1:30 PM, the Board reconvened. Val Manion introduced Ingrid Hansen, who will serve on a rotating basis as Alumni Representative.

CHAIR'S REPORT

APPROVAL OF RESOLUTION RECOGNIZING THE CONTRIBUTIONS OF JOHN N. TERREY - Action

Chair Imanaka introduced Liz and John Terrey who were asked to attend today's meeting in order for the Board to publicly express their appreciation and respect to John. The Chair recognized Liz Terrey's support and read the Board's resolution expressing affection and friendship for John Terrey. Dr. Terrey received a standing ovation and in turn expressed his appreciation to each of his colleagues.

Motion Ms. Girvin moved approval of Resolution No. 96-9, entitled "Resolution of the
12-1-96 Board of Trustees of The Evergreen State College recognizing the significant contributions of **John N. Terrey**." Seconded by Mr. Lamb and passed with unanimous approval.

The Chair expressed appreciation to Trustee Vipperman for standing in his stead during the afternoon session at the October meeting. He reported on the Board's activities since their arrival the previous afternoon (discussions involving reaccreditation planning/college mission statement; tuition policy; faculty portfolios/evaluation process).

PRESIDENT'S REPORT

President Jervis mentioned the opening of two new universities with many similarities to Evergreen (Arizona International and Florida Gulf Coast University); and provided an update of the Western Governors' University (originally called the "Virtual University"), a competency based endeavor which plans to become operational next summer. Washington was one of thirteen states providing funding. She also reported (1) that a 1996 Evergreen graduate was a finalist for the highly competitive Rhodes scholarship for the Northwest, and (2) that limited arming implementation may occur in February. She alerted Trustees that staff will bring a proposal for summer school tuition to the Board for approval in February and apprised the Board that the request from the developers of Cooper's Glen, part 2, for right-of-way access and use of the College's sewer line has been denied. The President distributed a brochure developed for the community representatives seated with the Board of Trustees.

The President's listed her external activities since the last meeting.

Reports from community representatives. Faculty Representative Jan Ott mentioned that a year-long review of faculty work life has been undertaken by the agenda committee. The agenda committee is also looking at narrative evaluations and is having discussions regarding faculty salary, in collaboration with the Council of Faculty Representatives. Staff Representative Jane Wood reported the following staff activities: the Veterans Day committee hosted a luncheon; the employee recognition committee held its third annual employee service awards ceremony honoring approximately 100 staff and faculty and is planning the third annual staff-faculty arts festival; TESC group night activity in Seattle; orientation/registration/academic fair; election of staff shop stewards and representatives to the higher education policy board and the labor management committee members. She also gave a progress report on union review of the police services SOPs, and mentioned a faculty/staff mentoring program for new students of color and plans for the February 6 day of absence and the February 7 day of presence. Ms. Wood passed along news from housing - winter quarter occupancy rates are strong; new lock system is being installed; and they are trying to get internet capability for residents. Alumna Representative Ingrid Hansen reported that (1) she is one of three rotating representatives to the Board; (2) the Alumni Association is reviewing activities they have undertaken, including participation in the beer garden at Super Saturday; (3) contributions to the scholarship fund have improved. Valerie Manion reported on the alumni transition institute scheduled for April 5. Student Representative Francis Morgan-Gallo discussed his goals for his academic program and

for ways in which it can be coordinated with his board representation. He will strive to increase access to himself as student representative and to seek out the non-verbal majority.

APPROVAL OF MINUTES - Action

Motion Ms. Vipperman moved approval of the minutes of the October 9, 1996 meeting as
12-2-96 presented. Seconded by Ms. Girvin and passed.

AMENDMENT TO BOARD BYLAWS - Action

President Jervis reviewed the amendment (proposed at the October meeting) to Article IV, Section 1, which allows the Chair to vote.

Motion Ms. Vipperman moved to amend the first sentence in Article IV, Sec. 1 (attached)
12-3-96 of the Board Bylaws, allowing the Chair to vote. The amended sentence reads
"The Chair of the Board of Trustees shall preside at meetings of the Board of Trustees and shall have the right to vote." Seconded by Ms. Meserve and passed.

COOPERATIVE LIBRARY AGREEMENT WITH ST. MARTINS - Action

Bill Bruner reviewed the ownership of Evergreen's present library system and explained the proposal to add St. Martin's to this cooperative partnership, which will add more hardware and software resources to the College's library users and will reduce operating fees.

Motion Ms. Vipperman moved to delegate the authority to the President for the approval
12-4-96 of the contract with St. Martin's College (for sharing library computer hardware and software), with Board ratification at the next meeting. Seconded by Trustee Lamb and passed.

REAFFIRMATION OF BOARD OF TRUSTEES GOALS - Action

The Chair reviewed the Board's ongoing discussions about goals and proposed ratification of the goals for 1996-97 (replicating the previous year's goals with minor changes).

Motion Ms. Vipperman moved to reaffirm Trustee goals for 1996-97 (attached).
12-5-96 Seconded by Ms. Meserve and passed.

OTHER BUSINESS, REPORTS, AND ANNOUNCEMENTS

Annual Report: Education & Training

Jim LaCour provided an overview of the annual training report, mentioning the increased support for faculty development during the past year. Lee Lambert discussed his approach to the sexual

harassment component of training and shared the vision that he and Paul Gallegos have for a community dialogue around the issues of race and diversity.

Annual Report: Campus Complaints & Adjudications Summary Report

Vice President Costantino reviewed the summary of internal complaints pointing out an increase in student conduct code violations. Assistant Attorney General Jan Frickelton complimented Helena Meyer-Knapp, who, as grievance officer, makes the process an educational experience for students and comes up with unique sanctions acceptable to students, avoiding escalation to a hearing process.

Quarterly Financial Management Report

Ruta Fanning provided highlights of the first quarter management report for the fiscal year and explained variances. Trustee Vipperman commented that this new report format was very helpful.

Legislative Update

Kim Merriman mentioned that there are 26 new House members and 3 new Senate members; she identified Governor-elect Locke's legislative priorities; and mentioned that the Higher Education Coordinating Board budget includes Evergreen's enrollment request. In addition to the budget, other issues before the legislature will be tuition, financial aid, and work force training. Chair Imanaka complimented Ms. Merriman on her work with the legislature.

Assessment Report on Alumni Survey

Steve Hunter informed Trustees that the data mailed to them was gathered from alumni who graduated a year earlier. Responses were presented in four sections: satisfaction with academic and personal growth; satisfaction with educational experiences and student services; job related skills; and employment data. Mr. Hunter distributed additional tables of common performance measures used by the Higher Education Coordinating Board for rating alumni satisfaction, pointing out ways in which this information will be used. Forty percent of the alumni who received the survey responded. President Jervis mentioned that over the last three years there has been an increasing push toward performance measures, commenting that Evergreen shines in these objective numerical measures.

Update: Campus Master Planning Process

Vice President Fanning reviewed the outline for updating the campus master plan, pointing out the time frame for the three phases (pre planning, updating the plan, and plan development). Where it makes sense, the staff will use academic programs and academic research. Ms. Fanning asked Trustees to respond to the *Issues and Priorities* survey.

EXECUTIVE SESSION/DEFERRED COMPENSATION ARRANGEMENTS RELATED TO THE EVALUATION OF THE PRESIDENT - Action

At 4:00 PM, the Board recessed into executive session to discuss deferred compensation arrangements related to the evaluation of the President. The Chair announced the Board expected to take action as a result of these discussions.

The Board reconvened to take the following action:

Motion Ms. Meserve moved approval of Resolution No. 96-10 and adoption of the
12-6-96 attached addendum to President Jervis' contract (which incorporates a *Memorandum of Agreement* dated December 11, 1996), providing a contribution in the amount of \$15,000 to be placed in a trust account prior to the end of the current fiscal year and such other amount as the Board may from time to time determine, with the principle and interest to be distributed to President Jervis when she ceases to be President of The Evergreen State College. Seconded by Ms. Girvin and passed.

DATE OF NEXT MEETING, AND ADJOURNMENT

The date of the next meeting was confirmed for February 12, 1997, with a work session on February 11 on the Tacoma campus.

The meeting adjourned at 5:40 PM.


Dwight Imanaka, **Chair**
Carol Vipperman, **Secretary**

Attachments - Resolution 96-9
Board Bylaws (amended 12/11/97)
1996-97 Trustee goals
Resolution 96-10
Addendum to President Jervis' contract
Memorandum of Agreement dated December 11, 1996

RMS