

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

**MAY 14, 1997**

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

**Trustees Attending:**

Bill Frank, Jr.  
Lila S. Girvin  
Fred T. Haley (afternoon only)  
Dwight Imanaka  
David E. Lamb (morning only)  
Christina A. Meserve

**Absent:** Carol Vipperman

**Representative to Board:**

Faculty Jan Ott  
Student Francis Morgan-Gallo

**Staff Present:**

Bill Bruner, Dean of Library Services  
Art Costantino, Vice President for Student Affairs  
Ken Dolbeare, Member of the Faculty  
Fred Dube, Member of the Faculty  
Ruta Fanning, Vice President for Finance and Administration  
Rainer Hasenstab, Member of the Faculty  
Lee Hoemann, Executive Associate to the President  
Steve Hunter, Director of Institutional Research  
Ken Jacob, Director of Facilities  
Jane Jervis, President  
Rudy Martin, Member of the Faculty  
Pat Matheny-White, Member of the Faculty  
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  
Arnaldo Rodriguez, Dean of Enrollment Services  
Mike Segawa, Director of Housing  
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  
Ainara Wilder, Member of the Faculty  
Bill Zaugg, Administrative Assistant for Budget

**Others Attending:**

Howard Fischer, Assistant Attorney General  
See permanent roster for others attending

**Call to Order/Introductions/Work Session**

Chair Imanaka called the meeting to order at approximately 9:10 AM. Student Representative Francis Morgan-Gallo introduced the new Student Representative for next year, Nick Mitchell.

**Discussion of Changes to Board Bylaws**

Trustee Meserve discussed her proposal to revise the Board Bylaws in order to provide maximum flexibility for the Board, by deleting Article VII regarding appointment of the President. This change would also necessitate a revision to Board Policy No. 5. Trustees expressed concurrence.

**Legislative wrap-up**

Kim Merriman distributed and reviewed a 1997 legislative session update and status report. Education was a top priority for the Republican-controlled House and Senate and for Governor Locke. Ms. Merriman informed the Board that the session ended without having a long-term tuition policy. Evergreen students will have a 4% tuition increase for each of the next two years. Ms. Merriman reported details of a bill for an advanced college tuition program and another bill that allows colleges to establish home tuition agreements with other colleges outside of Washington State (providing international opportunities for students). Other legislation discussed included: higher education employee waivers, financial aid, higher education fiscal flexibility, K-20 governance, students on governing boards, and state support disclosure. Ms. Merriman related that enrollment will continue to be a key issue during the interim. Other issues that could impact Evergreen include: the initiative that has been filed which would eliminate affirmative action in Washington; another initiative which would take higher education out of Initiative 601 spending; and welfare reform, which will allow students only a year's worth of "education" training.

Ms. Merriman advised that higher education is the only area of state government that has funding tied to performance measures. Provost Smith added that this is part of a national movement; she reviewed the measures that are under negotiation with the Higher Education Coordinating Board and distributed a list showing the relationship between the state measures and Evergreen's ability to increase productivity in these areas. By August, the College needs to submit a plan to meet the measures and goals. Since Evergreen is already doing very well in the identified state-wide performance measures, the challenge is to propose a ceiling or alternatives that are rigorous and fit the mission of the institution.

**1997-99 Operating and Capital Budgets**

Vice President Ruta Fanning reviewed the five major legislated system-wide operating budget policy initiatives. They include: Enrollment (for Evergreen an increase of 90 FTE in 1997-98 and 80 FTE in 1998-99); tuition increases; salary issues; accountability; and financial aid. Ms. Fanning also reviewed the expenditure plan approved by the legislature for 1997-99, highlighting particularly the areas of policy change.

**Quarterly Report: Financial Management**

Ms. Fanning reviewed the highlights of the March 31, 1997 management report, observing nothing out of the ordinary. She explained that some variances are caused by the timing of the revenue and expenditures being recorded.

### **Report on Ethics Training**

Executive Associate to the President, Lee Hoemann, discussed state ethics guidelines and College efforts related to ethics training and policy development. Evergreen is working on a draft policy that incorporates state law, rules written by the State Ethics Board regarding personal use of state resources, and a separate policy required by statute allowing faculty and staff to accept honorariums. The College will be establishing an internal committee to provide timely responses to issues and to help staff and faculty work through difficult ethical questions. Ms. Hoemann pointed out that Board members are also covered by the statute, discussed with them potential issues which could face the Board, and examined various scenarios and exceptions to the rules. Ms. Hoemann distributed copies of the ethics statute, Ethics Board Rules on use of state resources, and a state ethics law overview; suggested that Trustees pay particular attention to the “*gift*” section of the statute; and asked Board members to include these handouts in their Board manuals. Chair Imanaka expressed his desire to share an “ethics moment” as a regular part of the Chair’s report and asked Ms. Hoemann for her assistance in identifying examples. One of the examples she gave was a Board member asking a staff member (a state resource) to do a personal task.

### **LUNCH RECESS/RECEPTION FOR RETIRING FACULTY**

At noon, the Board recessed for lunch, followed by a campus reception honoring those faculty slated to receive emeritus status during the action portion of the agenda.

### **FACULTY EMERITUS STATUS FOR DAUGHERTY, DOLBEARE, DUBE, HARDING, HASENSTAB, MARTIN, MATHENY-WHITE, WILDER - Action**

Provost Smith introduced the six faculty present and asked Faculty Members York Wong and Marilyn Frasca to stand in for Faculty Members who had relocated out of state (Leo Daugherty and Phil Harding). With the unanimous recommendation of the Faculty, Provost Smith presented the candidates and endorsed the recommendation of emeritus status for these individuals. Trustee Frank read the resolutions recommending emeritus status for Leo Daugherty and Phil Harding; Trustee Haley read the resolutions recommending emeritus status for Kenneth Dolbeare and Rainer Hasenstab; Trustee Meserve read resolutions recommending emeritus status for Fred Dube and Ainara Wilder; and Trustee Girvin read resolutions recommending emeritus status for Pat Matheny-White and for S. Rudolph Martin, Jr.

**Motion** Ms. Meserve moved approval of Resolutions Nos. 97-2, 97-3, 97-4, 97-5, 97-6,  
**5-1-97** 97-7, and 97-8, “Resolutions of the Board of Trustees *Conferring Emeritus Status upon Leo Daugherty, Ken Dolbeare, Fred Dube, Phil Harding, Rainer Hasenstab, Pat Matheny-White, Rudy Martin, and Ainara Wilder* (respectively).” Seconded by Ms. Girvin and passed unanimously.

### **CHAIR’S REPORT**

Chair Imanaka highlighted events of a special occasion which occurred on April 23 -- a farewell to Trustee John Terrey, coupled with an annual Trustee reunion. He related an conversation he had with a 1995 graduate and her excitement and enthusiasm for the education she had received

at Evergreen. He also introduced Assistant Attorney General Howard Fischer, who is filling in for Jan Frickelton for the next several months.

## **PRESIDENT'S REPORT**

President Jervis noted that higher education as a whole fared well in the recent legislative session. The President elaborated on the items contained in the report sent to the Board regarding follow-up on the Board's annual retreat of last August. Issues discussed at the retreat included: governance and finance, land use and master planning, and the ways in the College portrays itself and its uniqueness. She added that these conversations were important in setting the agenda for the year. The President mentioned the presence of an external team reviewing the Housing operation and the creation of a DTF to consider the possible expansion of on-campus housing. At the President's request, Steve Hunter reported that applications are closed and 10% above where they were at this time last year. In her regular report on the implementation of arming, President Jervis mentioned the continued negotiations on the Standard Operating Procedures and that addition training is occurring. The President reported on a number of other issues: Evergreen is the only state university in Washington that does not have any stock invested in tobacco companies; the alumni e-mail directory has gone on line on the web. She reported on her activities since the last meeting, with a particular highlight of joint efforts among the presidents of St. Martins, South Puget Sound Community College and Evergreen to organize a community forum about higher education for citizens of the Olympia community to address misinformation about higher education. Later in the meeting, the President distributed notice of a "*Coastal Focus*" lecture series (the first lecture in the series is to occur on May 15 and features Stephanie Coontz). This series is sponsored by Evergreen at the request of Grays Harbor Community College to enrich the cultural and intellectual life of Grays Harbor.

The President called on the community representatives. Faculty Representative Jan Ott mentioned a successful technology day for K-12 students. She reported that faculty are wrapping up a successful year and that the Agenda Committee is continuing a long-term set of discussions on governance which started three years ago. Student Representative Francis Morgan-Gallo reviewed the selection process for the new Student Representative to the Board, indicating that a three-member team had been chosen. He introduced Nick Mitchell, next year's Student Representative, and Bryan Freeborn, one of two alternates. A second alternate is from the Tacoma campus. He reported hearing a rumor that a cellular telephone tower was to be built on campus. Vice President Fanning corrected the rumor. No decision had been made; any decision of this nature would require campus-wide discussion. Staff were, however, exploring the possible location of a larger antenna for KAOS radio station. Francis also gave an update regarding the process of balloting for a student government and reported a forum and continuing discussions regarding sexual harassment and police services.

## **APPROVAL OF MINUTES - Action**

**Motion** Ms. Meserve moved approval of the minutes of the April 9, 1997 meeting as  
**5-2-97** presented. Seconded by Mr. Haley and passed.

**APPROVAL OF HOUSING RENTAL RATE INCREASE - Action**

Director of Housing Mike Segawa reviewed the three-part recommendation of administrative staff which included a rental rate increase, a mechanism to fund a technology rate increase and the awarding of a contract for the wiring project.

**Motion** Ms. Girvin moved Board approval for:  
**5-3-97**

- a) a Housing rental rate increase averaging 6.7% in order to support the installation and operation of the Housing wiring project; continue current level of custodial, maintenance, residential life and administrative service to students, maintenance of existing infrastructure, and funding of the capital and deferred maintenance programs. Actual rate adjustments will vary depending on the type of room and contract. A technology rate increase for the next two years: an additional \$15 per month in 1998-99 and a final increase of \$10 per month in 1999-2000.
- b) a 10-year financing of \$1.5 million under the State Lease/Purchase program at an approximate interest rate of 5.5% (\$1.275 million for the 1997-98 academic year and \$225,000 for the 1998-1999 academic year
- c) awarding a contract to Macro Com, Inc. to install this wiring project at a cost not to exceed \$800,000 contingent upon a civil engineering analysis to be coordinated with the Facilities Office. (Attached is the Scope of Work and fee proposal from Macro Com.)

Seconded by Ms. Meserve and passed.

**MODIFICATIONS TO THE DELEGATION OF AUTHORITY TO PROVIDE CLARIFICATION AND PROCESS FOR EMERGENCIES OR DISASTERS - Action**

Vice President Fanning reviewed the requested action to clarify language in the Board Delegation of Authority for authorizing change orders and revising the language for delegation during emergency situations.

**Motion** Ms. Meserve moved to amend the Resolution No. 97-10, "*Delegating the Board's Powers and Duties*" in the following ways (revised Resolution No. 97-9 attached)  
**5-4-97**

***Item #18***

**Delete current language** "To authorize all change orders for any capital contract that exceeds the Board approved contract level including contract contingency by more than \$49,999 or where the cumulative change orders for any individual contract will exceed \$49,999."

**Replace with new language** "To authorize change orders that would cause a

project to exceed the Board approved contract level (including construction contingency) for both the base bid and any bid alternate awards by \$49,999.”

*add a new item #19 to read:*

“To approve change order levels not previously approved by the Board when the cumulative amount of change orders for any contractor will exceed \$49,999 within a biennium.”

*add a new item #20 to read:*

Notwithstanding any limitation or reservation of authority to the contrary contained in this Resolution, the Board of Trustees hereby further delegates to the President, or the President’s designee, as now or hereafter appointed or designated, the emergency power and authority to enter into lawful contracts and agreements, and to incur lawful financial obligations, on behalf of the Trustees and College which are necessary to reduce or eliminate threats of serious injury to persons or property that: (a) are immediate and apparent; and (b) are within the jurisdiction of the College to control. To the extent practicable, the president of the college will consult with the Chair of the Board regarding decisions made under this grant of emergency authority; until such time as a quorum of the full Board can be convened.”

*reorder the remaining sections as appropriate* (#19 become 21; #20 becomes 22; #21 becomes 23; #22 becomes 24).

Seconded by Ms. Girvin and passed.

## **EXECUTIVE SESSION/ADMINISTRATIVE LEAVE FOR THE PRESIDENT - Action**

Chair Imanaka announced the Board will convene an executive session for approximately 10 - 15 minutes to discuss personnel matters. Following the executive session, the following action was taken.

**Motion** Ms. Meserve moved approval of an executive assignment for the President  
**5-5-97** to occur between June 25 and September 15, 1997; authorization for the President to devote one month this summer to study and write on the subject of liberal education and its importance for leadership in society; and approval of the President’s request for a four-week vacation and attendance at a week long seminar for college presidents in July. Seconded by Ms. Girvin and passed with unanimous approval.

## **OTHER BUSINESS, REPORTS, AND ANNOUNCEMENTS**

### **Annual Report of Curricular Trends**

Provost Smith distributed copies of the 1997-98 College catalog, along with curricular information, briefly discussing student enrollment in the various areas of the curriculum over a

five-year period. She pointed out curricular trends, noted the explosion in growth in the part-time headcount and weekend/evening program enrollment, and summarized internship information from spring quarter, 1995. She mentioned that approximately 40% of the curriculum changes every year (pages 38-39 in next year's catalog provide an overview of the curriculum).

### **Super Saturday Update**

Vice President Costantino highlighted organizational changes: In response to a request to develop a closer linkage between Super Saturday and the administration, he volunteered to be on the committee this year. He mentioned the formalization of a relationship with Conference Services to provide some of the administrative support. Committee co-chair Debbie Garrington discussed a returning event (clock tower ballet), new events focused on a teen audience, and the sale of Super Saturday items. Co-chair Manny Calderon discussed the transition of the beer garden to a microbrew fest. Dr. Costantino acknowledged Mike Wark's contribution to this event.

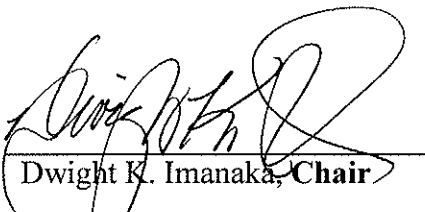
### **Appointment of Nominating Committee**

Chair Imanaka asked Trustees Meserve and Girvin to serve as a subcommittee to nominate officers for next year.

### **DATE OF NEXT MEETING, AND ADJOURNMENT**

The date of the next meeting was confirmed for June 12.

The meeting adjourned at 3:45 PM.



Dwight K. Imanaka, **Chair**



Carol Vipperman, **Secretary**

Attachments - Resolutions Nos. 97-2, 97-3, 97-4, 97-5, 97-6, 97-7, 97-8, 97-9 (faculty emeritus status)  
Scope of Work and Fee Proposal from Macro Com (re: Housing wiring project)  
Resolution No. 97-10, "Delegating the Board's Powers and Duties"