

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

**OCTOBER 8, 1997**  
**Daniel J. Evans Library, Room 3112**  
**Olympia, Washington 98505**

**Trustees Attending:**

Bill Frank, Jr.  
Lila S. Girvin  
Dwight Imanaka  
David E. Lamb  
Christina A. Meserve  
Carol Vipperman

**Absent:** Fred T. Haley

**Representative to Board:**

**Alumna** Jane Fisher  
**Faculty** Carrie Margolin  
**Student** Nick Mitchell

**Staff Present:**

Art Costantino, Vice President for Student Affairs  
Ruta Fanning, Vice President for Finance and Administration  
Martha Henderson, Council of Faculty Representative  
Lee Hoemann, Executive Associate to the President  
Steve Hunter, Director of Institutional Research  
Jane Jervis, President  
Anna Kircher, Director of Computing and Communications  
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  
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  
Bill Zaugg, Administrative Assistant for Budget  
See permanent roster for others attending

**Others Attending:**

Greg Brunson, Assistant Attorney General

**October 7, 1997 Work Session**

Chair Vipperman convened the work session at approximately 1:30 PM. Trustees agreed to rearrange the schedule to include Trustee Lamb (who was unable to arrive until late Tuesday afternoon) in the Board self-evaluation process. The Chair announced that the executive session scheduled for Wednesday morning, for the purposes of evaluating the President, would be expanded to include the Board's self-evaluation and an evaluation and examination of ways to improve the effectiveness of the Board and the President. She expressed appreciation to staff for their willingness to rearrange their presentations.

### **Reaccreditation and Accountability Measures Update**

Provost Smith distributed and reviewed the final 1997-98 accountability plan approved by the Higher Education Coordinating Board. She spoke of the dilemma for Evergreen regarding the faculty productivity measurement of student contact hours and indicated that responsibility has been assigned for each of the strategies that are designed to measure student learning. President Jervis expressed her hope that this effort would identify the stumbling blocks for students and help institutions to look more clearly at the outcomes for students. What works against this outcome is the need to treat every institution the same. The Chair complimented staff for their work.

Dr. Smith apprised Trustees of the work undertaken fourteen months ago in preparation of the October 18-21, 1998 reaccreditation visit. The 27 self-studies that have been written will be organized into nine chapters. The President discussed the Board's role in this process, suggesting that the Board is a key player, since the Board is accountable for the integrity and appropriate productivity of the institution. Trustees agreed they would like to be seriously involved in the review of chapters and wanted to devote work session time to this effort. Dr. Jervis defined the accreditation process as a gateway mechanism that allows students to get federal financial aid. She commented that a well-done self-study process is a complete analysis of the institution, especially of the academic program and what it does for students. The self-study process and accountability measures are linked in that they both try to improve the delivery of quality education to students.

### **Housing Summer Projects Update**

Vice President Fanning reviewed the proposed amendment to the contract with Macro Com Corporation, providing a technology upgrade for wiring campus housing, indicating that the only difference between what the Board approved in May and this recommendation is how the work is being accomplished. The amended contract with Macro Com Corporation would include concrete and asbestos work, resulting in a \$50,000 saving over the original plan and acceleration of the overall project by two weeks. Director of Housing Mike Segawa reported that the first services are scheduled to be on line by the middle of November.

### **Supplemental Budget Request**

Vice President Fanning reviewed the 1997-99 supplemental operating budget request, which is on the Board agenda for action on October 8. This request assumes an enrollment growth of 100 FTE in 1997-98 and 20 FTE in 1998-99 over current budgeted levels (resulting in an enrollment of 3,700 in 1997-98 and 1998-99). This growth is on track with the planned growth to 5,000 FTE by 2010. Ms. Fanning reviewed the Evergreen-specific fund request for K-20 project, requests for student fellowships and a Fund for Innovation match. Ms. Fanning also mentioned the common request by all senior institutions for the completion of the Cooperative Library Project.

Prior to adjourning for an informal dinner, the Chair reviewed the executive session schedule for the next morning.

### **OCTOBER 8, 1997 MEETING** **EXECUTIVE SESSION**

At 8:00 AM, the Board recessed into executive session for the purposes of the annual evaluation of the President and the Board's self-evaluation and an evaluation and examination of ways to improve the effectiveness of the Board and the President.



**Call to Order/Introductions**

Chair Vipperman called the meeting to order at 1:30 PM, reviewed the revised agenda and announced a quorum. President Jervis introduced Greg Brunson, from the Attorney General's Office; Carrie Margolin, the faculty representative for this year; Jane Fisher, this year's alumna representative; and Martha Henderson, one of Evergreen's Council of Faculty Representatives. Provost Smith introduced Professor Hajime Kawamukai, the first exchange faculty from the Kobe University of Commerce to teach in an Evergreen graduate program. She also introduced Professor Fumio Moriya, who is here on sabbatical from Kobe. Chair Vipperman welcomed these visitors with a gift and facilitated Board introductions.

The agenda was accepted as revised.

**CHAIR'S REPORT****Board Self-Evaluation**

The Chair expressed her opinion that the executive session discussions were one of the more productive conversations of the Board in terms of assessing what they have done, what was good about that, and where the Board is headed. She reflected on the role of the Board – the Board provides an external point of view to help bring some resources to the College and to be a liaison to the external communities. She related that this has been a tremendous year of transition. As a result of Trustee Kelly's unexpected death, the Board made a commitment to get to know each other. This process has been important to them in building a base from which to work together. The Chair anticipated another transition with the expirations of terms of two more Board members. In the coming year, the Board will look forward to opportunities to be in the classroom, to engage with staff and faculty, and to be an active participant in this self-assessment year. She identified the Board's desire to play a leadership role in posing common questions and facilitating discussion among the Board and presidents of the state institutions. She reflected that the Board's goals of previous years are constant but that there is a heightened level of interest in being involved.

**Presidential Evaluation**

On behalf of the Board, the Chair thanked those who responded to the President's self-evaluation. The Board credits President Jervis' leadership, along with staff and faculty efforts, in keeping Evergreen on the leading edge. The most important thing a Board does is to hire a president. President Jervis' performance confirms they made the right choice. The Board feels fortunate to have President Jervis at the helm to move the college into the next decade. The Chair expressed Board support of the President's goals and plans and communicated the Board's sense of responsibility to insure that the future Evergreen be even better than it is today and their interest in contributing to the larger dialogue. The Chair expressed regret about their limited ability to financially reward the president. She related the Board's enthusiasm for the future and their support of the president and the staff.

**PRESIDENT'S REPORT**

President Jervis thanked Board members for their support, expressed her feelings of appreciation, and commented that she had never seen a governing Board that was as dedicated, as cohesive and convinced of the value of their work.

President Jervis informed the Board of the deaths of Ahn Allen, a staff member in the Admissions office, and of Steve Diffendal, son of faculty member Betsy Diffendal. She announced the retirement of Ken Jacob who served the college for the past twenty four years, first as Director of Housing and since 1985 as Director of Facilities. Ms. Fanning reviewed the plan for interim coverage until a new director is selected and commented that the college anticipates an increased number of retirements in the next few years. President Jervis reported an anticipated fall quarter headcount of 4,000 students, just under 3,900 FTEs, which should yield an annual average of 3700 FTE. She gave a preliminary snapshot of the student body composition, and mentioned that this increased enrollment supports the supplemental budget request. The President, in anticipation of the next legislative session, suggested that she or Kim Merriman will involve Board members at appropriate times. She also mentioned that in the very near future she expects to authorize implementation of limited arming of campus police officers.

Other activities reported included: the first-ever all alumni reunion held on campus in August; consultation meetings with Governor Locke; celebration of the Campus Compact organization; a Council of Presidents meeting; a Trustees meeting of Stonehill College; a series of new student events; a keynote speech for the Department of Ecology; hosting of a reception celebrating the tenth anniversary of the Labor Center at Evergreen.

The President invited reports from Board representatives. Alumna representative Jane Fisher commented on the success of the alumni reunion and reported on Alumni Association fund-raising activities for the scholarship fund. Faculty representative Carrie Margolin conveyed the impression among faculty teaching in core programs that freshmen students seem to be prepared and dedicated. She reported that many of the programs started the quarter with full enrollment. Student representative Nick Mitchell (1) offered the perception that students are less able to get into their first choice programs because of increased enrollment; (2) distributed a *Dis-orientation* manual prepared by students and expressed concern over a sense of distance from the administration and lack of student involvement; (3) invited Trustees to attend a monthly community forum (first Wednesday of each month at 2 PM); and (4) wondered about Evergreen's ability to offer bus passes to students as provided by South Puget Sound Community College. President Jervis expressed her belief that the bus pass issue is an S&A Board decision.

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

**Motion** Ms. Meserve moved approval of the minutes of the August 13 meeting as  
**10-1-97** distributed. Seconded by Mr. Lamb and passed.

#### **APPROVAL OF AMENDMENT TO CONTRACT WITH MACRO COM CORPORATION – Action**

Ms. Fanning recommended that the contract with Macro Com be increased from \$800,000 to \$900,000; this change order does not change the overall amount or scope of the project.

**Motion** Ms. Meserve moved approval of a modification to the contract level for Macro  
**10-2-97** Com Corporation, Kirkland, Washington, from a \$800,000 limit (approved by motion 5-3-97 on May 14, 1997) to an amount not to exceed \$900,000. This change is required to recognize the adjustments in project activities. Seconded by Mr. Frank and passed.

#### **APPROVAL OF 1998 BOARD MEETING DATES – Approval**

Chair Vipperman asked that, based on the evaluation conversation, Board members be open to expanding work sessions.



**Motion**  
**10-3-97**

Mr. Imanaka moved approval of the following Board meeting dates for 1998:

Wednesday, February 11  
 Wednesday, April 8  
 Wednesday, May 13  
 Thursday, June 11  
 Wednesday, August 12  
 Wednesday, October 14  
 Wednesday, December 9

Seconded by Mr. Haley and passed.

**APPROVAL OF 1997-99 SUPPLEMENTAL BUDGET - Action**

Vice President Fanning endorsed approval of the supplemental budget request, which incorporates four areas: (1) enrollment growth; (2) Evergreen-specific funding for K-12 project; student fellowships; and the Fund for Innovation Match.

**Motion**  
**10-4-97**

Mr. Lamb moved approval of the 1997-99 supplemental operating budget outlined below totaling \$2,116,460 and authorization for the President to adjust the overall enrollment growth request based upon actual Fall tenth day enrollment data.

**SUPPLEMENTAL BUDGET PRIORITIES**

	<b>AMOUNT</b>
<b>A. Enrollment Growth (100 FTE increase in 97-98 plus 20 FTE increase in 98-99 over current budgeted levels)</b>	
• State General Funds	416,320
• <u>Operating Fees Generated by new FTE's</u>	<u>409,140</u>
Sub-total Enrollment Growth	\$ 825,460
<b>B. Evergreen Specific Funding for K-20 project</b>	
• One time facilities, equipment & software costs	477,000
• Ongoing maintenance and operations costs	140,000
• <u>Ongoing Faculty development funds</u>	<u>324,000</u>
Sub-total K-20 project	\$ 941,000
<b>C. Student Fellowships</b>	
State-funded graduate and/or undergraduate Fellowships (4 total at 25K ea)	<u>100,000</u>
Sub-total Fellowships	\$ 100,000
<b>D. Fund for Innovation Match</b>	
• <u>State-Fund Match for Fund for Innovation</u>	<u>250,000</u>
Sub-total Innovation Fund Match	\$ 250,000
<b>TOTAL STATE GENERAL FUND REQUEST</b>	<b>\$ 1,707,320</b>
<b>TOTAL OPERATING FEES GENERATED BY NEW FTE</b>	<b>\$ <u>409,140</u></b>
<b>GRAND TOTAL SUPPLEMENTAL BUDGET REQUEST</b>	<b>\$ 2,116,460</b>

Seconded by Ms. Girvin and passed.

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

### **President's Annual Report for 1996-97**

In compliance with Board policy No. 5, the President's annual "State of the College" message is comprised of her annual report and convocation address. The President characterized this past year as a year of assessment, of celebration of the College's 25<sup>th</sup> anniversary, and of preparation for next fall's reaccreditation visit.

### **Annual Fund-raising/Foundation Report**

Executive Director of College Advancement, Sandy McKenzie, provided highlights outlined in her written report, emphasizing positive progress in the areas of fund-raising and scholarship support. She introduced and recognized the efforts of members of her staff who contributed to the year's successes.

### **Annual Grants and Contracts Report**

Ruta Fanning provided highlights of her written report. In response to Trustee Vipperman's query regarding the indirect cost ratio, Ms. Fanning commented that future reports will be more informative. Provost Smith provided a snapshot of four projects representing the trends of the last five years. The President commented that grant responsibilities fall among the offices of the Provost, the Vice President for Finance and College Advancement and do not fit neatly on the organization chart.

### **Quarterly Financial Management Report**

Vice President Fanning informed the Board that the College ended the year in excellent financial condition. She reviewed the status of divisional reserves and distinguished between these funds and the operational reserves. Ms. Fanning mentioned that capital projects are on target and commented on ongoing efforts to produce reports which will be useful to management.

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

The date of the next meeting was confirmed for December 10, with a work session on December 9.

The Board convened into executive session for approximately 45 minutes to consult with legal counsel regarding actual or potential agency litigation. No action resulted from this executive session.

The meeting adjourned at 4:40 PM.

  
Carol Vipperman, **Chair**  
David E. Lamb, **Secretary**

Attachments - none

RMS