

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE EVERGREEN STATE COLLEGE
EDUCATIONAL/PLANNING SESSION**

MARCH 10, 1999

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

Trustees Attending:

Dwight Imanaka
David E. Lamb
Karen Lane (March 10)
Lara Littlefield
Marilee K. Roloff

Absent: Stanley L. K. Flemming
Bill Frank, Jr
Carol Vipperman

Staff Present:

Art Costantino, Vice President for Student Affairs
Ruta Fanning, Vice President for Finance and Administration
Paul Gallegos, Assistant to the President for Equal Opportunity
Lee Hoemann, Executive Associate to the President
Joye Hardiman, Director, TESC Tacoma (March 9)
Steve Hunter, Director of Institutional Research
Jane Jervis, President
Anna Kircher, Director of Computing and Communications
Duke Kuehn, Faculty, TESC Tacoma (March 9)
Jim LaCour, Director of Human Resource Services
Lee Lyttle, Academic Dean (March 9)
Nancy McKinney, Special Assistant to VP for Finance and Administration
Craig McLaughlin, Director of College Relations
Kim Merriman, Assistant to the President for Governmental Relations
Rita Sevcik, Administrative Assistant to the President/Recording Secretary to
Board of Trustees
Phil Smith, Visiting Faculty, TESC Tacoma (March 9)
Barbara Leigh Smith, Vice President for Academic Affairs and Provost
Willie Parson, Faculty, TESC Tacoma (March 9)
Steve Trotter, Budget Director
Arte Young, Faculty, TESC Tacoma (March 9)
Bill Zaugg, Administrative Assistant for Budget

Others Attending:

Dan Frazier, SCT
Gretchen Gale, AG office
James Prichard, Bremerton Sun

TUESDAY, MARCH 9, 1999 EDUCATIONAL/PLANNING SESSION

Chair Lamb called the educational/planning session on the Tacoma campus to order at approximately 1:40 PM

Tacoma Campus Update

Dr. Joye Hardiman, Director of the Tacoma campus, introduced faculty and students gathered to discuss the Tacoma academic program. Students described their experience in a simulated

legislative session, during which they petitioned the House Committee on Commerce and Labor to pass a resolution honoring the Tacoma campus faculty for designing the academic program, *The Art of Leadership*. Students presented a copy of the Resolution to the Board. Trustees viewed samples of student-produced public service announcements. Before graduating, students write autobiographies, learn research methodology and produce a senior project. Students involved in an economics distance-learning pilot program (with a WSU faculty member) critiqued their experience with this mode of learning. Dr. Hardiman briefed Trustees regarding the search for a new building for the Tacoma program, which has outgrown its present quarters.

Report on Faculty Evaluations of Students

Academic Dean Lee Lyttle reported on the progress being made to reduce the number of late faculty evaluations of students, an ongoing concern of the Board, particularly as it impacts students' ability to obtain financial aid. Trustee Imanaka expressed appreciation to Dr. Lyttle for his effective leadership and for this new process, which tracks late evaluations on a quarterly basis. He encouraged continued vigilance to an evaluation process that supports student progress.

Strategic Planning

Provost Barbara Leigh Smith described the work of a campus-wide *Strategic Planning DTF* which has been charged to develop the underlying structure of a plan by the end of spring quarter (with much of the implementation work occurring next year). She distributed and reviewed the contents of a strategic planning notebook and responded to questions. This planning, which will shape the work of the next three biennia, is occurring concurrently with budget planning. Trustees will receive a progress report at each Board meeting and are invited to attend any of the weekly meetings. President Jervis observed that Evergreen's "product" is difficult to describe and to measure; she expressed the hope that this planning effort will help define Evergreen's contribution to higher education. The Chair related the impact the employer survey done in the 1980's had on his understanding of an Evergreen education.

Trustee Reunion Dinner

Trustees recessed to attend a reunion dinner at the Washington State History Museum in Tacoma.

WEDNESDAY, MARCH 10 REGULAR BOARD MEETING

Chair Lamb called the meeting to order at 9:02 AM.

Housing Update/Tour

Vice President Costantino informed the Board that this report was designed to provide an overview and understanding of the housing operation, in anticipation of the Board's consideration of a rate increase at the May meeting. Director of Housing, Mike Segawa, assisted

by Linda Hohman, Associate Director, and Scott Putzier, Program Support Supervisor, provided Trustees with a tour of several housing units and an opportunity to talk with occupants. Materials covered in the housing report included a list of accomplishments; a fact sheet; an organization chart of the housing operation; a description of the First Year Experience Community for new students; the report of a disappearing task force charged in 1996 to define the College's expectations of housing; and an external review of housing's day-to-day operations and future possibilities conducted in 1997. Mr. Segawa identified some of the challenges faced by housing: deferred maintenance, new construction, technology and community, etc. During spring quarter one modular housing unit will be identified as a transitional housing location for the Olympia community (this is an outcome of a suggestion made by Trustee Roloff).

Workforce Report

Vice President Ruta Fanning explained that the workforce report combines a number of reports to convey a more comprehensive picture of Evergreen's personnel. Assistant to the President for Equal Opportunity, Paul Gallegos, highlighted the achievements the college made during 1997-98 in the area of affirmative action and in the area of employee turnover (hiring of new employees, promotion of existing employees and departures of employees). Budget Officer Steve Trotter provided an analysis of various issues concerning Evergreen's workforce. He pointed out that by the year 2010, 57% of the faculty, 45% of the classified staff and 32% of the exempt staff *could* retire. Potential retirements, coupled with normal turnover, could result in 5% to 10% of the workforce turning over each year between 1999 and 2010. Jim LaCour, Director of Human Resource Services, identified training provided for staff and faculty between July 1997 and June 1998 and reported on complaints and adjudications which occurred during that same period of time.

LUNCH BREAK

Students on the Student and Activities Board hosted Trustees for lunch.

At 1:30 PM, the Board reconvened the regular Board meeting. Vice President Costantino introduced Craig McLaughlin, newly appointed Director of College Relations, and Phyllis Lane, Dean of Student and Academic Support Services.

APPROVAL OF MINUTES

Motion Mr. Imanaka moved approval of the minutes of the January 13, 1999 meeting
3-1-99 as distributed. Seconded by Ms. Lane and passed.

APPROVAL OF STUDENT INFORMATION SYSTEM BID AWARD

Dr. Costantino reviewed the benefit of having a fully integrated suite of applications, allowing the College to streamline business processes and significantly improve services to students. Functions to be acquired as part of this bid award include admissions, registration, financial aid, student billing, and both voice response and web access to these applications; plus alumni/foundation, finance, strategic enrollment management and web access for administrators. Vice President Fanning introduced Dan Frazier from Systems & Computer Technology

Corporation and clarified that the contract with SCT, the recommended vendor, will be concluded as soon as possible after the Attorney General's office approves the terms and conditions; and implementation planning would begin immediately thereafter. The target date for having the Admissions and Financial Aid modules in place is Fall of 2000. Ms. Fanning reviewed the process and acknowledged the leadership of Anna Kircher, Director of Computing and Communications, and the role of the Student Systems Steering Committee, resulting in this successful negotiation and recommendation.

Motion Ms. Roloff moved approval of the bid award for Student Information and Finance
3/2/99 Systems to Systems & Computer Technology Corporation (SCT), for a total cost of \$1,323,561. Seconded by Mr. Imanaka and passed.

OTHER BUSINESS, REPORTS, AND ANNOUNCEMENT

Update on Reservation-Based/Community-Determined Tribal Programs

Paul Tamburro, Director of the Reservation-Based/Community-Determined Program, provided an update of this program, which began in 1989 and is designed for upper-division students. The Program consists of classes at Makah, Quinault, Port Gamble S'kallam, and Skokomish reservations. This year the program expanded on a trial basis to include the Muckleshoot Tribe. He reviewed enrollments at the various locations and discussed the curriculum and structure of the program. The curriculum focuses on building critical thinkers and on developing leadership skills. In order to assist in planning efforts, a survey is being undertaken to assess the effectiveness of this program in meeting the goals of the students. Mr. Tamburro invited Trustees to attend a class at one of these locations. It was agreed that two or three Trustees visiting a site would allow better interaction than a visit from the full Board. The Trustees will look for ways to incorporate a visit into their schedules.

Legislative Update

Kim Merriman, Special Assistant to the President for Governmental Relations, reported on a number of issues related to legislative activities (Senate confirmation of Trustee Flemming; progress on legislative budget; meetings with legislators; conversations about Evergreen's budget request; status of tuition bill discussions; and Governor Locke's agreement to be Evergreen's graduation speaker).

CHAIR'S REPORT

Chair Lamb called on the Student Trustee for comments. Trustee Littlefield highlighted some activities and issues of interest to students: today's academic fair; efforts of the Student Union in working toward bimonthly paychecks and setting up a student employment office; a May Day event on April 31 celebrating International Workers Day; the erection of a weather station on top of Lab II as part of an academic program; results of the basketball season; the arrest of Evergreen students who were demonstrating in support of the Steel Workers Union and Earth First; the controversy surrounding the selection of the graduation speaker(s); her attendance at a workshop at the University of Washington on the issue of student organizing on campuses; and her

invitation to speak at a convention at Yale University. The Chair noted that earlier in the day a photographer from the Bremerton Sun had been taking pictures of Trustee Littlefield for an article about her to be published next week in her hometown paper.

At the Chair's invitation, Trustee Lane mentioned her attendance (as the Board liaison to the Evergreen Foundation Board of Governors) at the February Foundation meeting, commenting upon the enthusiasm of this group.

The Chair reported on efforts to organize interinstitutional meetings of the Chairs and Vice Chairs of the six senior institutions as an opportunity to talk about issues of mutual concern and, during the upcoming second meeting of this group (scheduled for March 22), to meet with their legislative representatives. He solicited ideas for a message to share with legislators about the joint perspective of regents and trustees regarding the needs of higher education.

Chair Lamb requested President Jervis to report back to the Trustees at the May meeting with some recommendations about planning for the future of a President's Residence. The President clarified that she would evaluate the options for keeping the present house; selling the present house and building another house; or not having a President's residence.

The Chair also mentioned meetings he had earlier in the week with legislators and reminded Trustees of the Alumni Legislative reception scheduled later in the afternoon at the Capitol.

PRESIDENT'S REPORT

President Jervis reported senior staff approval for implementation of a medical expense plan for employees for post-retirement reimbursement of medical expenses, called a Voluntary Employee Beneficiary Association (VEBA) Trust. This program has been available to K-12 teachers and community college teachers for a number of years and became available last year for the four-year system. It allows retiring employees to deposit tax free their cashed out sick leave into the Trust.

She also reported that two people recently died in an automobile accident on the Evergreen parkway and that some Evergreen employees are losing their homes due to the heavy rains and resulting land movement and condemnation of property.

The President asked Ruta Fanning for an update on the state budget. Ms. Fanning mentioned that the revenue forecast update is due out next week and will have some impact on the budget, particularly on the capital budget. Once the forecast is issued, the various versions of the budget will be released.

President Jervis invited reports from Representatives to the Board, indicating the absence of the Staff Representative due to illness. Alumna Representative Jane Fisher reported on alumni activities (Alumni Legislative Reception; an award for Evergreen's Alumni web page; the success of the sale of "survival kits" as a fund-raiser for scholarships; Super Saturday; career mentoring breakfast; Higher Education Day; and career fair).

EXECUTIVE SESSION AND ADJOURNMENT

The Board recessed into executive session to discuss personnel matters in accordance with RCW 42.30.110(g) and announced they would reconvene at 4:30 PM. No action was taken as a result of the executive session.

The meeting reconvened to adjourn at approximately 4:30 PM.



David E. Lamb, **Chair**



Stanley L. K. Flemming, **Secretary**

Attachments -

RMS