

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

***JULY 14, 1999***

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

**Trustees Attending:**

Deborah Barnett  
Dwight Imanaka (VIA PHONE)  
David Lamb (VIA PHONE)  
Karen Lane  
Marilee Roloff  
Sinnamon Tierney

**Absent:** Stanley Flemming  
Bill Frank, Jr.

**Representatives to the Board:**

Jane Fisher, Alumna Representative  
John Perkins, Faculty Representative

**Staff Present:**

Art Costantino, Vice President for Student Affairs & College Relations (Interim)  
John Aikin Cushing, Member of the Faculty (Chair, Presidential Search DTF)  
Ruta Fanning, Vice President for Finance and Administration  
Paul Gallegos, Assistant to the President for Equal Opportunity  
Michel George, Director of Facilities  
Lee Hoemann, Executive Associate to the President  
Steve Huntsberry, Director of Police Services  
Marcia Husseman, President's Staff (Support to Presidential Search DTF)  
Jane Jervis, President  
Jim LaCour, Director of Human Resources  
Nancy McKinney, Special Assistant to VP for Finance and Administration  
Craig McLaughlin, Director of College Relations  
Tom Mercado, Director of Student Activities  
Kim Merriman, Assistant to the President for Governmental Relations  
Olivia Newman, President's Staff  
Mike Segawa, Director of Housing  
Rita Seveik, 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  
Bill Zaugg, Administrative Assistant for Budget

**Others Attending:**

Howard Fischer, Assistant Attorney General  
George Patton, Intercity Transit

At approximately 9:35 AM, the July 14 regular meeting was called to order by Acting Chair Lane, who facilitated introductions for two recently appointed Trustees Barnett and Tierney. Trustees Imanaka and Lamb (who, because of the importance of the presidential search and the items under discussion, participated via conference telephone) established a quorum.

While the telephonic connection was being established, President Jervis reported on the minor damage to the campus caused by the July 9 earthquake.

## **APPROVAL OF PRESIDENTIAL SEARCH MATERIALS - Action**

Academic Dean John Aikin Cushing, who is serving as Chair of the Presidential Search Disappearing Task Force, described the work of the committee (meetings to solicit public input, review of the timetable and budget and development of an ad and presidential criteria). He believes the goal of being able to recommend finalists to the Board in January, 2000 can be met. He reviewed in detail the two items presented for Board approval: (1) the position description and (2) the list of criteria required of the next president. He also shared a draft copy of the presidential search brochure.

Trustees had a detailed discussion and made several recommendations for change to the position description.

**Motion** Ms. Roloff moved acceptance of the of presidential position description  
**7-1-99** as developed by the search committee and amended during this meeting (see attachment). Seconded by Ms. Barnett and approved.

For the benefit of those participating by phone, Dr. Cushing outlined the areas of required strengths. The criteria were grouped into five categories: vision and leadership, academic and student affairs, diversity, communications and outreach, and administration and finance. Trustee Imanaka expressed his interest in making more explicit the demonstrated ability to work in the context of diversity of thought and discourse – being open to a multitude of different perspectives. The two Trustees serving on the search committee (Deb Barnett and Karen Lane) will convey this comment to the Search Committee.

**Motion** Ms. Roloff moved acceptance of the attached list of criteria/strengths required of  
**7-2-99** the next president as developed by the search committee. Seconded by Mr. Imanaka and approved.

Provost Smith made several helpful suggestions regarding additions to the preliminary draft of the presidential search brochure circulated by Dr. Cushing. Dean Cushing asked for clarification as to whether the Board wanted to approve the brochure and the ads. Trustees felt comfortable providing general guidance and delegating this responsibility. The Board praised the committee for the work they had done and for their high level of interest and commitment.

**Motion** Ms. Roloff moved to authorize the Presidential Search Committee to proceed with  
**7-3-99** the advertisements and to provide the Board with copies of the *Presidential Search* brochure when it is available. Seconded by Ms. Barnett and passed.

Dr. Cushing mentioned the important role that staff, faculty and Trustees can play in outreach to potential candidates. Paul Gallegos, Special Assistant to the President for Affirmative Action, shared and discussed a preliminary resource list with the Board. He mentioned that the Search Committee would meet later in July to discuss the nature of these resources and how to utilize them in a comprehensive strategy.

## **APPROVAL OF INTERCITY TRANSIT AGREEMENT - Action**

Director of Student Activities, Tom Mercado, introduced George Patton representing Intercity Transit and reviewed highlights of the proposed agreement between Intercity Transit and The Evergreen State College implementing a bus pass program for students at the Olympia campus.

**Motion** Ms. Roloff moved approval of the attached agreement with Intercity Transit (I.T.)  
**7-4-99** in the amount of \$94,500 for the purpose of implementing an annual student transit pass program for students enrolled at the TESC Olympia campus (effective September 18, 1999 through September 21, 2000). Seconded by Ms. Tierney and passed.

## **APPROVAL OF MINUTES - Action**

**Motion** Ms. Roloff moved approval of the minutes of the June 10 meeting as amended.  
**7-5-99** Seconded by Ms. Tierney and passed.

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

### **ACTING CHAIR'S REPORT**

Vice Chair Lane reported on the progress of implementing a 2020 Commission recommendation to establish an independent, non-profit organization to build and sustain public understanding of the need for higher levels of educational attainment and lifelong learning. In an effort to organize this group which is to be an independent advocate for post-secondary education, the co-chairs of the 2020 Commission are holding a meeting on July 20, which Trustee Lane, who was also a member of the Commission, will attend. She invited Trustees Barnett and Tierney to report on the orientation meeting they attended for new Board and Commission members, sponsored by the Governor's office. They described ways in which this information will be helpful in fulfilling their role as a Board member.

### **PRESIDENT'S REPORT**

President Jervis discussed follow-up efforts resulting from the controversy over inclusion of a taped speech by Mumia Abu-Jamal during this year's commencement. She reported that Vice President Costantino will convene a Disappearing Task Force next fall to look in a broader way at all aspects of Evergreen's graduation. In response to a question, she reviewed the decisions regarding faculty, staff, and student salary increases.

The President invited comments from Representatives to the Board: Alumna Representative Jane Fisher reported that in a recent College Advancement office reorganization, the Alumni office has become a distinct entity. She also reported plans for an executive committee retreat to look at their role and mission; mentioned fund-raising projects, upcoming fall elections, and their intent to assess Super Saturday alumni activities. Newly-seated Faculty Representative John Perkins said that he would try to bring the thinking of the faculty to the Board. He commented

that this past year quality of life issues were a priority for faculty and that faculty were very appreciative of the attention to salaries. He invited Trustees to ask him to report on particular topics of interest to them.

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

Trustees discussed the need to identify a two-week period on their calendars for Presidential interviews following the January 12 Board meeting. The date of the next Board meeting was confirmed for Wednesday, September 15, the date of the campus convocation.

### **ADJOURNMENT**

The meeting adjourned at approximately 12:30 PM.

 acting for  
David E. Lamb, **Chair**

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

Attachments -      Position description for president  
                             List of criteria/strengths required of next president  
                             Agreement with Intercity Transit and TESC implementing a bus pass program

RMS

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**Position Description: President**

**July 14, 1999**

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**Position Purpose:** As chief executive officer of The Evergreen State College, the President is accountable for the overall academic program of the institution, sets the tone for teaching and learning for the college, and is ultimately responsible for all aspects of its operations. The President builds support systems for the college by acting as a vital link between the college community and the outside world, and between the outside world and the college community. The President is also responsible for motivating the management team so that it consistently works from an institutional point of view.

**The Institution:** The Evergreen State College is a progressive, public college of liberal arts and sciences. The college has established a national reputation for leadership in developing innovative, interdisciplinary, collaborative and team-taught academic programs. Evergreen values a student-centered teaching and learning environment, a link between theory and practice, and a community of diverse students, faculty and staff working together. The college has approximately 645 permanent employees: 215 faculty and 430 exempt and classified staff. (Classified staff, but not faculty, are unionized.) Approximately 3,700 (FTE) students are enrolled. The annual operating budget is \$58,000,000.

**Nature, Scope and Principal Responsibilities:** The President is appointed by and reports to an eight-member Board of Trustees, one member of which is a currently enrolled student. Members of the Board are appointed by the Governor and confirmed by the state Senate. The President has ultimate authority and responsibility for the operation of the college, working collaboratively with the administrative team and under the policy direction of the Board.

Along with the Provost, the academic deans, and the faculty, the President is responsible for the academic integrity of the college.

The President works with the Board and with members of the Evergreen community in shaping and establishing the college's goals and its long-range direction, and in devising and carrying out strategic plans to achieve those goals. The President leads and participates in framing college-wide policies. The President recommends college policy to the Board of Trustees and assures implementation of Board policies. The President regularly reports to the Board on key indicators of college performance.

During the next decade, the President will set a tone for teaching and learning that will lead the college through some fundamental anticipated changes, both within the institution and in the external community. These changes will require the President to develop a deep understanding of the unique history of the college in order to articulate an imaginative and forward-looking vision for the college and the community it serves.

By example and precept, the President acts as the intellectual and moral leader of the Evergreen community. The President maintains and models intellectual and personal vitality by taking advantage of opportunities for professional development.

tion and records, career planning and placement, financial aid, student employment, academic advising, counseling, First People's recruitment and peer support, security, health services, housing, recreation and athletics, and student activities.

Vice President for Finance and Administration: The Vice President for Finance and Administration manages the resources of the college by planning, developing and establishing policy; and by directing, monitoring and evaluating the activities of employees responsible for the functions of the controller's office, facilities, human resource services, bookstore and food services, and computing and communications; and works with the Assistant for Governmental Relations in providing information related to the college's budget and other fiscal matters to legislators, legislative staff and agency personnel.

Vice President for College Advancement: The Vice President for College Advancement manages the public relations and development operations of the college; is responsible for fund raising in the areas of grants, endowment and annual fund drives; serves as the executive director of The Evergreen Foundation; oversees alumni development and relations; manages information services, graphics, publications and media. *(This position is currently filled on an interim basis, pending a successful recruitment effort.)*

Executive Associate to the President: The Executive Associate to the President provides support to the President in the areas of institutional planning, policy development and operations review and assessment; coordinates and supervises the work of the members of the President's staff, including the Assistant to the President for Governmental Relations, Special Assistant to the President for Civil Rights and Legal Affairs, Special Assistant to the President for Equal Employment Opportunity, and other support staff; is liaison to the Attorney General's Office on legal and policy matters; acts as the college's rules coordinator; provides support to the Board of Trustees on policy matters; and serves as budget coordinator for the President's Office and College Advancement.

Assistant to the President for Governmental Relations: The Assistant to the President for Governmental Relations represents the college before governmental agencies; directs the college's relations with the state Legislature through legislative strategy development, analysis of legislative activity, and contact with legislators, legislative staff, and legislative liaisons from other involved entities; and provides input and recommendations on the college's public relations efforts.

Special Assistant to the President for Civil Rights and Legal Affairs: The Special Assistant to the President for Civil Rights and Legal Affairs investigates alleged violations of civil rights law, documents findings and interprets state and federal laws as they apply to cases; conducts training sessions and works to ensure awareness of and compliance with equal opportunity law; provides limited in-house advice on legal matters; assists with development of personnel policy and procedure; consults with management on union issues; occasionally serves in the capacity of mediator on personnel issues; serves as public records officer for the college; works with other staff to develop diversity education and awareness programs.

## REQUIRED CRITERIA

*The successful candidate is expected to demonstrate strengths in all of the following areas. By necessity they are listed in an order on the page, but this order does not reflect any priority among the criteria, all of which are considered important.*

### Vision and Leadership

- ☐ Demonstrated ability to lead with consistency, honesty, and accountability.
- ☐ Demonstrated understanding of the broad range of complex issues and challenges facing higher education and the ability to lead the college in dealing with change.
- ☐ Distinguished record of scholarly, artistic or other significant professional achievement. A doctorate is strongly preferred.
- ☐ Demonstrated commitment to collaborative, consultative, decentralized administration and decision-making.
- ☐ Demonstrated record of successful team leadership in policy and program development and implementation.
- ☐ Demonstrated ability to recognize conflicts and problems and craft creative solutions and strategies.

### Academic and Student Affairs

- ☐ Demonstrated commitment to fostering academic and administrative experimentation and innovation in interdisciplinary and collaborative learning and teaching environments.
- ☐ Demonstrated understanding of the importance of student affairs and its role in a college, including a strong commitment to student recruitment and retention.

### Diversity

- ☐ Demonstrated ability to work within and nurture a multicultural, multi-ethnic and international community and curriculum.
- ☐ Demonstrated leadership in and commitment to equal opportunity, including the recruitment, selection and retention of a community that is diverse in culture, ethnicity, gender, sexual orientation and (dis)abilities.
- ☐ Demonstrated commitment to increasing access for all people to higher education.

## EXECUTIVE SUMMARY

June 28, 1999

TO: Board of Trustees  
FROM: Jane L. Jervis  
SUBJECT: Intercity Transit Agreement

### 1) **Administrative Recommendation**

Approve the attached agreement with Intercity Transit (I.T.) in the amount of \$94,500 for the purpose of implementing an annual student transit pass program for students enrolled at the TESC Olympia campus.

### 2) **Explanation**

- a) Present Policy: A one-year demonstration program was implemented this year using S&A fee reserves, to assess the feasibility and interest of Evergreen students. The current agreement expires on September 3, 1999.
- b) Proposed by: Student Affairs
- c) Purpose: To provide students at the Olympia campus with convenient, low cost, subsidized public transportation. The agreement with Intercity Transit will allow Evergreen students to ride I.T. anywhere in Thurston County by just showing their validated student I.D. card upon boarding.
- d) Background: In June, the Board approved the Student Bus Pass Agreement. This agreement included the establishment of a new student fee for the purpose of funding a permanent student bus pass program at the TESC Olympia campus. Monies collected from this fee will be used to fund the new transit program, including payment for I.T.'s services.
- e) Alternative View: None

### 3) **Scheduling:**

The proposed agreement with Intercity Transit, upon approval, will go into effect on September 18, 1999.



4) **Fiscal Impact:**

The student bus pass agreement approved by the Board of Trustees in June allows for the collection of one dollar per credit hour enrolled, to a maximum twelve dollars per quarter per student. This will generate an estimated \$138,000 annually based on current enrollment figures. The contract with I.T. totals \$94,500 and administrative costs are estimated \$20,700 for a total of \$115,200. Should we end the year with a large reserve, students will be consulted regarding the disposition of the reserve.

5) **Program Impact:**

The new student transit pass program will encourage increased student ridership on local public transportation, while relieving current and future pressure on the college's parking lots.

6) **Legal Impact:**

The Board reserves the authority to approve interagency agreements that extend more than a two-year period and exceed \$50,000 annually (Board Resolution 97-10, Delegation of Authority). The Office of the Attorney General reviewed the proposed agreement and did not recommend any changes.

7) **Staff Review:**

ZA Executive Associate to the President

a.c. Vice President for Student Affairs

AGREEMENT BETWEEN INTERCITY TRANSIT AND THE EVERGREEN STATE  
COLLEGE PROVIDING FOR A STUDENT TRANSIT PASS PROGRAM

This agreement is made and entered into in duplicate this \_\_\_\_ day of \_\_\_\_, 1999, by and between INTERCITY TRANSIT, a municipal corporation of the State of Washington, hereinafter referred to as "TRANSIT", and THE EVERGREEN STATE COLLEGE, hereafter referred to as "COLLEGE."

WITNESSETH:

WHEREAS, COLLEGE seeks to encourage transit use as an alternative to automobile use by college students; and

WHEREAS, COLLEGE seeks to reduce traffic congestion and parking demand at the COLLEGE campus; and

WHEREAS, students at COLLEGE authorized collection of a per credit fee for the purpose of providing TRANSIT services to all students enrolled in credit bearing classes; and

WHEREAS, TRANSIT and COLLEGE have successfully completed a one-year demonstration project during which students enrolled in credit bearing classes used their student identification card as a pass for unrestricted and unlimited travel on local TRANSIT service.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, TRANSIT and COLLEGE agree as follows:

## 1. PROGRAM

This agreement establishes a student transit pass program for students enrolled in credit bearing classes of COLLEGE. During this program, COLLEGE will affix a validating sticker on each student's identification card. This sticker will signify that a person is registered for the current academic session. TRANSIT will provide students who present a validated student identification card when boarding a TRANSIT vehicle, unrestricted and unlimited travel on all local TRANSIT routes, including regular fixed routes, and Dial-A-Lift service. Neither intercounty TRANSIT service, nor service operated by another transit agency is part of this Agreement.

## 2. TERM

This agreement is effective on September 13, 1999. The term of this Agreement shall be from the effective date until September 21, 2000, unless terminated earlier. This Agreement may be extended for additional terms subject to a renegotiation of the agreement terms, payment for services, and other terms.

## 3. PASS VALID DATES

The pass is valid for each academic session and expires at midnight on the following dates:

- Fall session cards are valid from September 13, 1999 until January 7, 2000.
- Winter session cards are valid from December 27, 1999 until March 31, 2000.
- Spring session cards are valid from March 20, 2000 until June 23, 2000.
- Summer session cards are valid from June 12, 2000 until September 21, 2000.

## 4. PROCEDURE FOR USE

The valid COLLEGE student identification card must be displayed for the bus operator upon boarding. Operator will accept only cards displaying a valid sticker for the current session.

## 5. MARKETING

TRANSIT will develop and implement a marketing and promotion plan. COLLEGE will reimburse TRANSIT one half of marketing and promotion expenses. The total marketing and promotion expenses shall not exceed \$5,000.

## 6. PAYMENT

Services provided under the student transit pass program shall be funded by the COLLEGE. TRANSIT will invoice the COLLEGE \$9,000 at the end of the following months: October, November, December, January, February, March, April, and May. TRANSIT will invoice the COLLEGE \$5,000 at the end of June, July, August and September.

TRANSIT will invoice the COLLEGE for COLLEGE's portion of marketing and promotion expenses following their expenditure. COLLEGE's portion of total marketing and promotion expenses shall not exceed \$2,500.

Total payment for the 1999-2000 academic year shall not exceed \$94,500.

## 7. REPORTS AND EVALUATIONS

To facilitate transit pass program review and evaluation, TRANSIT will develop and maintain program performance reports consisting of student ridership information and other relevant information. TRANSIT and COLLEGE will jointly develop a methodology to periodically assess student ridership. TRANSIT will assess student ridership three times per year – generally during the months of October, March and July. Each assessment will be conducted throughout a two-week period. The results of these surveys will be provided to COLLEGE.

TRANSIT's program performance reports and other records will be available for inspection, review, or audit by personnel duly authorized by COLLEGE. Program performance reports will be maintained by TRANSIT for a period of three years following the termination of this agreement. TRANSIT shall allow COLLEGE access to program performance reports for the purpose of monitoring and evaluating program performance.

## 8. CHANGES

Either party may request changes to this Agreement. Any such changes that are mutually agreed upon shall be incorporated herein by written amendment of this Agreement.

## 9. TERMINATION

Termination for Convenience. Either party may terminate this agreement at the end of any academic session by presenting the other party with a written notice of termination at least 30 days prior to the end of the session.

Termination for Cause. Failure by either party to comply with the terms of this Agreement shall constitute material breach of contract and cause for termination.

10. ENTIRE CONTRACT

This agreement is the complete expression of the terms hereto, and any oral representations or understandings not incorporated herein are excluded.

**IN WITNESS WHEREOF, TRANSIT AND COLLEGE have caused this AGREEMENT to be executed as of the date first written above.**

INTERCITY TRANSIT

THE EVERGREEN STATE COLLEGE

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Michael Harbour  
General Manager

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Ruta Fanning  
Vice-President, Finance and  
Administration

Approved As To Form:

Approved As To Form:

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Thomas R. Bjorgen  
Intercity Transit Legal Counsel

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