

MEETING OF THE BOARD OF TRUSTEES  
OF THE EVERGREEN STATE COLLEGE

Tuesday, October 24, 1972 - 10 AM  
The Evergreen State College campus  
Daniel J. Evans Library

The meeting was called to order by Chairman Schmidt at 10:10 AM.

Trustees Present: Herbert D. Hadley  
Halvor M. Halvorson  
Al E. Saunders  
Trueman L. Schmidt  
Janet P. Tourtellotte

Staff Present: David G. Barry, Vice President and Provost  
Rita M. Brackenbush, Recording Secretary  
David W. Brown, Director of Admissions  
Dean E. Clabaugh, Vice President for Business  
Gerald G. Burke, Director of Housing  
Charles J. McCann, President  
Richard Q. Nichols, Director of Information Services  
and Publications  
Jerry L. Schillinger, Director of Facilities Planning  
Edward Joseph Shoben, Jr., Executive Vice President

Others: Richard M. Montecucco, Assistant Attorney General  
Alice A. Watts, Daily Olympian

Motions

72-74

Mr. Saunders moved approval of the September 28, 1972 minutes with the addition of "under the Administrative Procedures Act" added to the first sentence in motion 72-65. Seconded by Mr. Hadley and approved as corrected.

A report from a disappearing task force composed of students, staff and faculty which reviewed Phase II housing was presented.

Mr. Schillinger reported on progress of the first phase of the parkway addition to the south, and on consultations with the master planning team members regarding a change of alignment for the road which connects the parkway and the loop service road so that it will better serve emergency vehicles. Mr. McCann announced that upon completion of the loop service road, by agreement with the County Commissioners, Overhulse Road will be closed through the campus.

At 9:38 AM a public hearing was called to order for the purpose of considering nine policies falling under the Administrative Procedures Act. Chairman Schmidt gave all those present an opportunity to question or comment regarding these proposed policies.

72-75

In compliance with requirements of the Administrative Procedures Act, Mr. Saunders moved approval of the staff educational benefits policy subject to an annual report telling Trustees to what extent this program has been used. Seconded by Mr. Hadley and passed.

72-76

In compliance with requirements of the Administrative Procedures Act, Mr. Hadley moved approval of the following policies:

- Plant operations policies & procedures (smoking regulations)
- Release of personnel information
- Admissions procedures
- Equal opportunity policy & procedures - affirmative action program
- Plant operations policies & procedures (campus parking and traffic regulations)
- Employment of relatives - conflict of interest
- On-campus employer interviews and recruiting
- Regular and special meetings of the Board of Trustees

Seconded by Mr. Saunders and Mrs. Tourtellotte and passed.

72-77

Mrs. Tourtellotte moved that these policies be filed with the Code Revisor's office as permanent rules of the college. Seconded by Mr. Hadley and passed.

The public hearing closed and the regular Board meeting reconvened at 11:05 AM.

Mr. McCann recommended that the Roger F. Camp Memorial Scholarship Fund and the Ward Bowden Memorial Scholarship Fund be transferred from scholarships to endowment funds.

72-78

Mr. Saunders moved that the "Roger F. Camp Memorial Scholarship Fund," established July 12, 1971, Resolution No. 71-5, and the "Ward Bowden Memorial Scholarship Fund," established June 10, 1971, Resolution No. 71-33, as current scholarship accounts in the Grant in Aid: Scholarship and Fellowship Fund be transferred to The Evergreen State College Endowment Fund and be known as the "Roger F. Camp Scholarship Endowment" and the "Ward Bowden Memorial Endowment" funds. As endowments, only the earnings from these funds will be available for current scholarships. Seconded by Mrs. Tourtellotte and passed.

A long discussion took place regarding the status of TIAA/CREF retirement system, with Mr. Clabaugh outlining for the Board proposed legislation to achieve improved retirement and pension benefits.

The Board recessed for lunch at 12:20 PM and resumed at 2:10 PM.

72-79

Mr. Halvorson moved that the staff go ahead along the lines of the recommendations of the Milliman and Robertson report, allowing staff to make budgetary request, and that we formally (if we do) adopt when funding is available. Mrs. Tourtellotte amended by requesting that staff work with Mr. Hadley in clarifying the details. Seconded by Mrs. Tourtellotte and passed.

Mr. Halvorson expressed a desire to see the report the Council of Presidents agreed to for the state colleges and community colleges and asked that this matter be returned to the Board for further discussion at a later meeting.

72-80

Mr. Halvorson moved that the staff submit Evergreen's equal opportunity policy & procedures - affirmative action program to the federal civil rights commission and other appropriate federal agencies and to the state human rights commission for comments and approval, with a report to the Board as soon as responses are received. Seconded by Mr. Hadley and passed.

Mr. Schillinger reported on the Library Building final payment and retainage.

72-81

Mr. Halvorson moved that every effort be made to relieve the problem of holding the final payment and retainage of Hoffman Construction Company on the Library Building, especially in view of the fact that we took occupancy a year ago; that to bring the situation to a head, the college should direct a letter to Hoffman Construction Company setting forth a reasonable and fair period of time in which the remaining punch list items must be completed, with the understanding that when the work is completed the building will be accepted and the final payment made and the lien period on the retainage begun; that, if Hoffman Construction Company does not complete the punch list items during that stated period of time, we should deduct the cost of completion of those items from the final payment and do the work ourselves, at that time accepting the building, paying the balance of the final payment, and beginning the lien period on the retainage; and that a copy of this motion be forwarded to the Hoffman Construction Company. Seconded by Mr. Hadley and passed.

The date of the next meeting was set for November 16.

The Board discussed the possibility of having a Joint Boards of Trustees meeting in conjunction with its December meeting.

Upon motion of Mr. Hadley, the meeting was adjourned at 3 PM.

  
TRUEMAN L. SCHMIDT, Chairman

  
HERBERT D. HADLEY, Secretary

/rb

## Chapter 174-112

### STAFF EDUCATIONAL BENEFITS

WAC 174-112-010 POLICY. The Evergreen State College offers educational benefits for faculty and for professional and staff employees in both the credit and non-credit programs. Any employee may, subject to the limitations below and with the written permission of his budgetary unit head, register for programs without payment of basic tuition and incidental fees.

WAC 174-112-020 CREDIT PROGRAMS. (1) General Provisions - Any full-time employee (or part-time employee who is under written contract to the college) who has been accepted as a student at the College may participate in the credit program without charge for basic tuition and incidental fees, either as an auditor or for credit, under the following conditions.

(a) Unless tuition and fee waiver is acknowledged as a precondition of employment by his budgetary unit head, an employee must have completed six months continuous employment before becoming eligible for benefits.

(b) An employee must be admitted to the College as a student and follow the student registration and scholastic regulations.

(c) Charges beyond basic tuition and incidental fees are the responsibility of the employee; for example, charges for late registration, change of registration, breakage tickets, etc.

(d) An employee registering under the tuition and incidental fee exemption provisions of this program will be entitled to receive benefits normally financed from student fees only if he pays such fees.

(2) Admission - An employee expecting to participate in the credit program for the first time must submit an application for admission to the Office of Admissions and have transcripts and other routine admissions documents placed in his file prior to the deadline date set forth in the College catalogue.

(3) Registration - An employee will follow the regular registration procedures expected of students except that the payment of tuition and incidental fees will be waived when a completed "Faculty and Staff Tuition and Fee Exemption Request" is presented.

(4) Approval for Exemption - "Faculty and Staff Tuition and Fee Exemption Request" forms, available from the Personnel Office, Cashier's Office and the Scholarship and Loan Office, must be completed and signed by the staff member and have the signed approval of the employee's budgetary unit head and the Director of Personnel.

(5) Cancellation of Exemption - An employee participating in the credit program under an employee's tuition and fee exemption who terminates his employment with Evergreen (but who continues to participate in the program), shall be responsible for all normal tuition and incidental fees on a pro-rata share basis for the balance of the program.

WAC 174-112-030 NONCREDIT PROGRAMS. (1) General Provisions - Any full-time employee (or part-time employee who is under written contract to the college) may participate in the noncredit program under the following conditions.

(a) Unless tuition and fee waiver is acknowledged as a precondition of employment by his budgetary unit head, an employee must have completed six months continuous employment.

(b) Fees beyond the basic course fee, if any, are the responsibility of the registrant.

(2) Registration - An employee will follow the regular registration procedures expected of students except that the payment of tuition and incidental fees will be waived when a completed "Faculty and Staff Tuition and Fee Exemption Request" is presented.

(3) Approval for Exemption - "Faculty and Staff Tuition and Fee Exemption Request" forms, available from the Personnel Office, Cashier's Office and the Scholarship and Loan Office, must be completed, signed by the staff member and have the approval of the employee's budgetary unit head and the Director of Personnel.

(4) Cancellation of Exemption - An employee participating in the noncredit program under an employee's tuition and fee exemption who terminates his employment with Evergreen (but who continues to participate in the program), shall be responsible for all normal tuition and incidental fees on a pro-rata share basis for the balance of the program.

## Chapter 174-136

### SMOKING REGULATIONS

WAC 174-136-160 SMOKING IS PERMITTED IN. (1) Offices (at discretion of assigned occupants).

- (2) Lounges.
- (3) Public lavatories.
- (4) Designated corridors.
- (5) Classrooms at the option of the occupants. (House-keeping is the responsibility of the smoker.)

Plant Operations will furnish and service ash trays in smoking areas, except offices and classrooms. Assigned occupants of offices will furnish and service ash trays therein, when they allow smoking.

WAC 174-136-170 SMOKING IS NOT PERMITTED IN. (1) Carpeted areas unless specifically designated otherwise.

- (2) Laboratories and Library reading rooms.
- (3) Auditoriums.
- (4) Storerooms.
- (5) Meeting rooms (at the option of the group).
- (6) Barns and sheds.
- (7) Other fire-hazard areas as indicated by the Safety Section.

The obligation of compliance with smoking regulations is the responsibility of the individual in charge, enforced by campus security. Where special privileges are desired, they are to be cleared by the responsible individual with Plant Operations prior to the event.



## Chapter 174-112

### RELEASE OF PERSONNEL INFORMATION

WAC 174-112-070 GENERAL POLICY. Evergreen's policy regarding release of personnel information recognizes the professional responsibility that must characterize interactions with faculty, staff, students, professional organizations, other institutions of higher education, and public organizations and agencies. This responsibility dictates that when a person becomes a faculty or staff member of the college and submits required personnel data attendant therewith, there is an implicit and justifiable assumption of trust placed in The Evergreen State College as custodian of these data. A similar relationship should be maintained relative to subsequent data generated during the employment of the faculty or staff member.

WAC 174-112-080 PRACTICES AND PROCEDURES. (1) The personnel records of faculty and staff members shall be maintained in the appropriate offices as follows.

(a) Faculty members - Office of the Vice President and Provost.

(b) Vice Presidents - Office of the President.

(c) Administrative exempt personnel - Office of the appropriate Vice President.

(d) Classified employees - Office of Staff Personnel.

Personnel information shall be released, as provided in WAC 174-112-080(2), only by, or at the direction of, the appropriate office.

(2) The following types of information regarding faculty and staff may be released.

(a) Information of a "public" or "directory" nature, that is, information which appears or has appeared in publications available to the general public.

(b) Responses to inquiries originating from prospective employers; if the request is made by telephone, the information may be released only after the authenticity of the request and its originator are verified.

(c) News releases regarding appointment or employment, promotion, professional accomplishments or special recognition of the faculty or staff member.

(d) Information requested by the direct supervisor of the faculty or staff member, but only when such information is required by the supervisor in the discharge of his official duties. Only the specific information requested should be released and under no circumstances should the faculty or staff member's personnel file be removed from the office.

(e) Information requested by an employee's representative but only after receipt of written authorization from the employee. Only information pertaining to the specific situation (e.g., disciplinary action or appeal) curtailed should be released.

(f) Employment duration and salary information may be verified to bona fide credit-granting organizations or credit bureaus when the request is made in writing on the letterhead of the organization or bureau; if the request is made by telephone, the information may be released only after the authenticity of the request and its originator are verified.

WAC 174-112-090 INFORMATION ON RACE, CREED AND POLITICS.

Information relative to a faculty or staff member's race will be released only as required by applicable state or federal law, or at his request.

Information regarding a faculty or staff member's religious creed shall not be recorded in his records unless he specifically requests its inclusion; if recorded, it may be released only at his request.

Information regarding a faculty or staff member's political memberships, beliefs or proclivities shall not be recorded in his records unless he specifically requests its inclusion; if recorded, it may be released only at his request.



ADMISSIONS PROCEDURES

WAC 174-160-010 CLOSING DATE AND ENROLLMENT LIMITATIONS. The closing date for applications is May 1 for students seeking admission the following September. Fall enrollment will be limited to the number that can be effectively served within the available resources and facilities. Applicants for subsequent terms during the academic year will be considered as space becomes available.

WAC 174-160-020 PROCEDURES. (1) A \$15 application fee is required (nonrefundable and nonrecurring) in the form of a check or money order. Payment must accompany the Uniform Application for Admission to Colleges and Universities in the State of Washington.

(2) A student applying directly from high school should request that an official transcript of his record, indicating his rank in his graduating class, be sent to the Admissions Office by the appropriate school official. Provisional acceptance can be granted on the basis of three years of high school work. Applicants accepted on this basis must submit a transcript showing the complete high school record and date of graduation before their acceptance is final.

(3) A transfer student is requested to present two (2) official transcripts from each college or university attended. Applicants must be in good academic standing at the last institution attended. No action will be taken on a transfer application until all transcripts of previously completed work have been received. Students planning to enroll at Evergreen for the fall quarter who are currently enrolled in another institution must have an official copy of their records sent to the Admissions Office by June 20.

(4) The Supplemental Admissions Form is an essential part of the admissions procedure. It must be completed by all prospective students in support of the application. The Supplemental Admissions Form will be sent upon receipt of the Uniform Application for Admissions to Colleges and Universities in the State of Washington.

(5) An admissions decision will not be made on incomplete applications. An application is considered complete when the following items have been submitted to the Admissions Office:

- (a) Uniform Application for Admission to Colleges and Universities in the State of Washington, together with the \$15 application fee,
- (b) Supplemental Admissions Form,
- (c) Official transcript(s), and
- (d) For those students entering from high school, appropriate test scores.

(6) Upon receipt of a notice of eligibility, the applicant must send an advance deposit in the amount of \$50 within 30 days. A Permit to Register, showing the date of registration, will then be sent.

(7) The Health Evaluation Form, sent with the Permit to Register, must be completed by a physician and returned to the Admissions Office at least 30 days prior to the date of registration.

WAC 174-160-030 NOTIFICATION. Notification of decisions will be made as soon as possible after a review of each completed application. A student must re-apply if he fails to register for a particular term. Closing dates for applications are May 1 for fall term, December 1 for winter term, and March 1 for spring term.

WAC 174-160-040 CREDENTIALS. Credentials, except original documents, submitted in support of an application become the property of the College. The admissions credentials of students who do not register for the term in which they applied will be held for two years before being discarded.

## Chapter 174-148

### EQUAL OPPORTUNITY POLICY AND PROCEDURES- AFFIRMATIVE ACTION PROGRAM

WAC 174-148-010 PREFACE. Although governed by an autonomous board of trustees, The Evergreen State College does not solely determine all its actions and processes. External state agencies exert extensive control in many important areas, including purchasing, architecture, engineering, surveying, construction, classified staff personnel, collective bargaining, legal matters, funding and budgeting.

Therefore, this policy statement speaks not only to Evergreen's people as members of an academic community and those doing business with Evergreen but also to the many state agencies in a position to influence its activities.

The college expects that its faculty, administration, staff and students will comply with the equal employment policies and affirmative action program described herein. The degree to which each member of the college community supports these policies and programs will be considered in his performance evaluation. The college also expects that other agencies of state government will heed this declaration.

WAC 174-148-020 LEGAL BASES. This broad policy regarding equal opportunities is intended to comply with and pass beyond the minimum requirements of the following applicable state and federal provisions:

(1) State of Washington, Chapter 49.60 RCW, which prohibits discrimination based on age, race, creed, color, sex or national origin.

(2) State of Washington, Chapter 41.06 RCW, The State Civil Service Act.

(3) State of Washington, Governor Evans' Executive Order of September, 1966, which sets forth policy of nondiscrimination in state employment and state contracts.

(4) Federal Civil Rights Act of 1964 (Public Law 88-352) which prohibits discrimination based on sex, race, creed, color or national origin.

(5) Presidential Executive Order 11246 issued September, 1965 prohibits discrimination and includes contracts dealing with the states where federal funds are involved, and requires the contractor to take affirmative action to insure compliance.

(6) Presidential Executive Order 11375 issued September 1967 amending Presidential Order 11246 expressly to prohibit discrimination on account of sex.

(7) State of Washington, Governor Evans' Executive Order of August, 1972, which requires each state agency to appoint an affirmative action official and to establish affirmative action policies and procedures.

WAC 174-148-030 POLICY. The Evergreen State College requires that its faculty, administration, and staff, all who develop programs at the College; and all agencies, persons, vendors and other organizations who do business with the College, comply with the spirit of equal opportunity and with the letter of all applicable federal and state statutes and regulations. Compliance in this sense requires that these individuals and groups not discriminate in their personnel policies and that they take affirmative action of offering opportunities for equal employment, job promotions, soliciting of bids for goods and services, and other activities to all persons regardless of race, color, religion, sex or national origin. The College, to the extent it can enforce this policy, expects and will determine compliance as a condition of engaging in business for or with the institution or group. The policy applies to all groups and individuals so engaged regardless of where located or the form of service performed.

Through this policy, the College seeks positive and affirmative action to help open job and program opportunities for minority groups and females, prevent discrimination against their members in recruitment and employment, and assure nondiscriminatory advancement opportunities, and promote positive consideration for contracts of goods and/or services with minority business enterprises.

To insure compliance the College will require submission of pertinent information to be analyzed related to employment policies and practices of all individuals or groups with which it does business.

The College pledges to deal fairly with those affected by this policy and to avoid harassment or burdensome administrative detail. Judgments regarding compliance will be favorable if the individual or group does not discriminate against minority persons or females and takes positive and affirmative action toward extending opportunities for such persons. At the same time, those to whom this policy applies may expect firmness since the College expects its full and impartial implementation.

The College recognizes the necessity of close working relationships to provide equal opportunities and eliminate discrimination in all associated campus programs and earnestly solicits full cooperation and support of the public and campus community in this endeavor.

WAC 174-148-040 PROCEDURE. (1) Equal Opportunity Employment Officer - The President shall designate an individual who is a full-time employee of the College to serve as the College's Equal Opportunity Employment Officer. This individual shall be responsible to the President for insuring compliance with the policy as set out herein.

(2) Compliance - In order to insure compliance with the policy as stated in WAC 174-148-030, a copy of this affirmative action program will be issued to all current and new employees and students, the text of the program will be published in the Faculty Handbook, and prominent reference



to it will be made in the Catalog. To be considered a candidate for admission or employment, each applicant will be required to certify in writing that he is willing to participate in various educational activities designed to enlighten members of the College community with regard to the purposes of the affirmative action program.

In addition, any individual or group with which the College does business will be made aware of this program and the expectations placed on that individual or group by the College as a requisite for continuing to do business with the College.

Any contract entered into between the College and an individual or group will include the appropriate language from state and/or federal guidelines which require nondiscrimination in employment.

(3) Recruitment - Any individual within the College community who has the responsibility of employing or admitting new members to this College will be responsible for insuring that his recruitment includes affirmative efforts to recruit minorities and females. The primary individuals having responsibility for these efforts are:

(a) Director of Admissions - for recruitment of students admitted to the College.

(b) Vice Presidents - for recruitment of exempt personnel within their respective areas of responsibility.

(c) Director of Personnel - for all classified staff employees.

In order to monitor the success of these recruitment efforts each of the individuals identified here will be responsible for the compiling of a recruiting report on each position filled. The director of Admissions will compile a similar report after each recruiting effort of students. This report will include total number of individuals recruited, total number of minorities and females recruited and sub-total by categories of race and sex.

Each of the offices identified here will maintain a current and updated listing of the recruitment sources utilized.

(4) Coordination - To insure that the policies and procedures set out herein are coordinated towards attaining institutional affirmative action goals, those persons designated as responsible for employing or admitting new members to the College in WAC 174-148-040 (3) shall meet together from time to time. To evaluate the affirmative action program and to make necessary recommendations or policy changes to keep such policies and procedures current, the College's Equal Employment Officer will, whenever he considers it appropriate, convene a Disappearing Task Force to include the responsible individuals designated in WAC 174-148-040 (3), members of the student body, and other members of the College community which he considers appropriate as a Task Force for this purpose.

The Vice Presidents, in cooperation with the College's Equal Employment Officer, will be responsible for devising and implementing the educational activities referred to in WAC 174-148-040 (2). Members of the College community, as a condition of continued membership in it, will engage in these educational activities at least once each academic year, or more frequently if advisable.



It is understood that neither the policies and procedures nor the spirit of the affirmative action program described herein preclude minority persons and women from initiating, if any are so inclined, their own activities intended to help create an institution that is as free as possible from the discriminations enjoined by the documents referenced in WAC 174-148-020.

WAC 174-148-050 AFFIRMATIVE ACTION GOALS - REPORT.

(1) Goals - To insure that the College's affirmative action program is continually operating toward attaining and/or maintaining a fair representation of minority and female members (employees and students) within the College community, the following affirmative action goals are hereby established. These goals are to represent a minimum against which affirmative action efforts will be directed and will not represent a quota to be considered an absolute. The employment goals are also to reflect a proportionate representation in all categories and all levels of employment. Furthermore, no appointment to an exempt position will be authorized except from a list of qualified candidates which includes the best qualified minority persons that can be found and the best qualified women that can be found. The goals and target dates are as follows:

(a) Minority hiring goal - 15 percent classified and 15 percent exempt. Target date: September, 1973.

(b) Female hiring goal - 30 percent classified and 30 percent exempt. Target date: September, 1973.

(c) Minority student goal - 25 percent. Target dates: September, 1973 - 10%; September, 1974 - 11%; September, 1975 - 12%; September, 1976 - 13%; September, 1977 - 14%; September, 1978 - 15%; September, 1979 - 16%; September, 1980 - 17%; September, 1981 - 18%; September, 1982 - 19%; September, 1983 - 20%; September, 1984 - 21%; September, 1985 - 23%; September, 1986 - 25%.

(d) Female student goal - 50 percent. Target date: September, 1973.

(2) Reports - To monitor how successful the efforts are in attaining the above goal, two reports will be published annually to the college community by the Vice Presidents. One report, based on data drawn from personnel records, will reveal the status of the employment of minority persons and women. The other report will reveal the representation of minority persons and women among students. A Disappearing Task Force, appointed by the President and chaired by the Equal Employment Officer, will analyze these reports, make recommendations to the President and the Board of Trustees, and publish the results of its work to the community. In years of three-quarter operation, the DTF will prepare its analysis of the annual reports and its recommendations prior to the end of the Spring Quarter and will forward the results of its work to the President and Trustees early in the following Fall Quarter. In years of four-quarter operation, the analysis and recommendations will be presented to the President and Trustees early in the following Summer Quarter, if advisable.

WAC 174-148-060 COMPLAINT OF DISCRIMINATION - GRIEVANCE  
PROCEDURE. Any individual who feels he has been discriminated  
against by either the College or individual members of the  
College community may file a complaint. If the complainant  
is a member of the College staff, he should first file his  
complaint with his immediate supervisor. If he is a member  
of the student body, he should first file his complaint  
with his program coordinator. If it is not resolved at this  
level to the complainant's satisfaction within five days,  
he should file a written complaint with the appropriate  
vice president. If it is not resolved at this level to the  
complainant's satisfaction the complaint will be subject to  
the college-wide grievance procedure.

If the complainant is not a member of the Evergreen  
community he should file his complaint with the Equal Employ-  
ment Officer. All such complaints should be in written  
form and it will be the responsibility of the Equal Employment  
Officer to attempt to resolve the complaint in accordance with  
the intent of this document.

## Chapter 174-116

### CAMPUS PARKING AND TRAFFIC REGULATIONS

WAC 174-116-010 PURPOSE. (1) To expedite College business, protect state property, provide maximum safety and convenience for all.

(2) To assure access at all times for emergency vehicles and personnel.

(3) To provide funds to obtain and maintain suitable campus parking facilities.

(4) These regulations shall become effective on

WAC 174-116-020 AUTHORITY. The Evergreen State College through its Board of Trustees is authorized to establish traffic and parking regulations as stated in the Revised Code of Washington 28B.10.560.

WAC 174-116-030 ENFORCEMENT. Personnel of the Security Office and any other enforcement agency having jurisdiction shall be responsible for enforcing all of the parking and traffic regulations of the campus.

WAC 174-116-040 SCOPE. These laws and regulations shall be applicable at all times and on all lands which are or may hereafter be devoted mainly to educational, research, housing, recreational, or parking activities of The Evergreen State College.

WAC 174-116-050 RESPONSIBILITY. The operator or owner, or both, of any vehicle driven in areas covered under the scope of this policy shall be held responsible for obeying all state laws and campus traffic and parking regulations.

Ignorance of these laws and regulations shall not be an excuse for their violation.

WAC 174-116-060 TRAFFIC REGULATIONS APPLICABLE. The motor vehicle laws of the State of Washington and any rules stated herein shall be applicable at all times in areas covered under the scope of this policy.

WAC 174-116-070 SPEED. Unless otherwise posted, the maximum speed limit in areas covered under the scope of this policy shall be 25 miles per hour for all motor vehicles and bicycles.

WAC 174-116-080 ACCESS. Privately owned motor vehicles shall be driven only on those roadways designed and built for their use.

Marked "service" drives shall be used only by College employees conducting official business, emergency vehicles, and authorized delivery vehicles. Any and all other vehicles are prohibited from traveling or parking in these areas for any reason.

Brick-paved and other designated areas are for pedestrian and bicycle traffic only, except as needed for emergency vehicle or for maintenance of buildings or grounds.

WAC 174-116-090 MOTOR VEHICLE REGISTRATION. In accordance with state laws, all motor vehicles must be currently licensed and display appropriate plates.

WAC 174-116-100 PARKING PERMITS REQUIRED. All privately owned motor vehicles parked or left standing unattended anywhere in areas covered under the scope of this policy are required to display a valid TESC parking permit during the hours of 8 a.m. to 5 p.m., Monday through Friday and at such other times as the college may designate.

WAC 174-116-110 PARKING PERMITS. Permits are available to park annually, quarterly, monthly, or daily.

(1) Annual and quarterly permits are a decal permanently affixed to the vehicle for which they were issued. These are purchased from the College cashier.

(2) Daily permits are date-stamped tickets available at the entrances of each parking lot or at the manned booth on the parkway.

Contractor and construction employees working on campus will be granted parking privilege without charge for specific campus locations. Requests should be made by the project foremen to the Security Office.

Visitor permits will be issued without charge for specific periods when requested at least 24 hours in advance by the appropriate College official. Requests shall be made in writing to the Security Office.

Vendors conducting official business with the College may request a parking permit through the Purchasing Office at no cost.

Federal, State, County, City, and school district personnel on official business in vehicles with tax exempt licenses may park without permits.

Car pools may purchase a single transferable permit. Restrictions are as follows: each vehicle owner shall complete "parking permit application" and submit it to the cashier; and only the vehicle displaying the car pool decal may park on campus unless a daily permit is purchased.

WAC 174-116-120 PARKING PERMIT VALID. Quarter periods are defined as fall, winter, spring, and summer. Annual permits are valid for one calendar year, quarterly permits are valid until the beginning of the next quarter as listed on the academic schedule, monthly permits are valid for one calendar month, daily permits are valid on the date purchased only.

WAC 174-116-130 DISPLAY OF PARKING PERMITS. (1) Annual and quarterly permits shall be permanently affixed in accordance with instructions.

(2) Special temporary permits and daily permits shall be placed on the dashboard of the vehicle so as to be visible and readable from outside the vehicle.

(3) Motorcycle permits must be placed so as to be visible and readable from the front of the vehicle.

(4) A vehicle permit that cannot be read from the outside of the vehicle shall not be considered valid.

(5) Only the currently valid TESC permit may be displayed. All other Evergreen parking permits must be removed.

WAC 174-116-140 PARKING AREAS. (1) Vehicles shall park in designated parking lots and in marked parking spaces only.

(2) No vehicle whether attended or unattended shall park along any roadway or the parkway unless disabled, and then only when the owner or operator is actively engaged in arrangements for its removal.

(3) No vehicle shall park so as to occupy more than one marked parking space in any parking lot or other marked area regulating the position of parked vehicles.

(4) Buses, motorcycles, and bicycles shall park only in areas designated for them.

(5) Construction personnel will park in lots and spaces only, unless authorized by the Security Office to park elsewhere.

(6) This does not prevent the temporary parking or standing of emergency, maintenance, or construction vehicles.

(7) Only vehicles with currently valid parking permits or daily tickets may park in any parking area, regardless of which lot the ticket was purchased for.

(8) Limited handicap parking is available on request to the Security Office. To qualify for handicap parking on campus, a "Special Parking" decal must be obtained from the Department of Motor Vehicles in accordance with RCW 46.16.380. In addition, a valid TESC decal must be displayed.

WAC 174-116-150 VIOLATION, PENALTY, IMPOUNDING. Violators will be notified by issuance of parking violation tickets. No fines will be assessed.



Vehicles without valid parking permits or violating other regulations in the parking lots will be impounded in place on the second similar violation within the academic quarter.

Vehicles parked in prohibited zones will be towed away and impounded without notice.

Prohibited zones include no parking areas, marked services accesses, roadways, brick-paved and other designated areas, and marked fire lanes.

Disabled or inoperable vehicles will be considered abandoned in accordance with RCW 46.52.102 and impounded after 24 hours.

In all cases, the violation record kept in the Security Office will be considered the final and binding record of past violations and impounds.

Vehicles will be impounded to a location approved by the Director of Security at the risk and expense of the owner of the vehicle.

A vehicle will be considered under impound at the time it is so ordered by a Security Officer.

WAC 174-116-160 BICYCLE PARKING. Bicycles must park in designated locations. Parking is not allowed inside buildings or on walkways.

Bicycles parked in such a manner that normal pedestrian traffic is impaired may be impounded and held at the Security Office.

WAC 174-116-170 BICYCLE TRAVEL. Bicycles may travel on walkways and brick-paved outdoor plazas provided: They must yield to all pedestrian traffic.

Bicycles according to RCW 46.61.755 must adhere to all of the traffic laws applicable to motor vehicles. In particular:

- (1) They must travel on the right side of any roadway.
- (2) They must obey stop, speed, and yield signs.
- (3) They must signal their intentions to turn and slow or stop by use of the appropriate hand signal.

WAC 174-116-180 BICYCLE EQUIPMENT, BRAKES, LIGHTS. RCW 46.61.780. Lamps and other equipment on bicycles. As a matter of information, Washington law requires that:

- (1) Every bicycle when in use during the hours of darkness as defined in RCW 46.37.020 shall be equipped with a lamp on the front which shall emit a white light visible from a distance of at least 500 feet to the front and with a red reflector on the rear of a type approved by the State Commission on Equipment, which shall be visible from all distances from 50 feet to 300 feet to the rear when directly in front of lawful upper beams of head lamps on a motor vehicle. A lamp emitting a red light visible from a distance

of 500 feet to the rear may be used in addition to the red reflector.

(2) Every bicycle shall be equipped with a brake which will enable the operator to make the braked wheels skid on dry, level, clean pavement.

WAC 174-116-190 PEDESTRIAN RIGHT OF WAY. Pedestrians have absolute right of way on all walkways, sidewalks, brick-paved areas, and in all marked crosswalks.

When walking on the shoulder of any roadway without benefit of a sidewalk, a pedestrian should walk toward the oncoming traffic.

EMPLOYMENT OF RELATIVES - CONFLICT OF INTEREST

WAC 174-112-130 GENERAL POLICY. In accordance with general college policy, the basic criteria for appointment and promotion of all college staff will be the appropriate qualifications and performance. Relationship by family or marriage shall constitute neither an advantage nor a deterrent to appointment by the college provided the individual meets and fulfills the appropriate appointment standards. However, Section 16, Chapter 234, Laws of 1969 (First Executive Session), and RCW 42.18.160 provide in part as follows: "No state employee shall participate in a transaction involving the state in the consequences of which to his actual knowledge any of the following persons have a direct and substantial economic interest: a) his spouse or child; or b) any person in which he has a substantial economic interest of which he may reasonably be expected to know."

In order to preclude the possibility of violation of the section as cited, whenever a relative of a present employee is being considered for employment at the college, prior written approval must be given by the appropriate vice president in the case of exempt personnel and by the budgetary unit head and the Director of Personnel in the case of classified personnel. In situations where individuals become relatives after being employed by the college or regardless of the manner in which relatives have become members of the campus community, it shall be the responsibility of the appropriate vice president to insure that they do not participate in transactions as defined in WAC 174-112-150 (2).

WAC 174-112-140 PROCEDURE. If a supervisor is granted approval to hire a relative, a copy of the written approval will be placed in the staff member's personnel file. If employees are determined to have participated in transactions as defined in WAC 174-112-150 (2), they will be subject to the college code of conduct.

WAC 174-112-150 DEFINITION. (1) Relative: For the purpose of this policy, relative is defined as the husband or wife of a staff member, as well as the son, daughter, mother, father, brother, or sister of the staff member or spouse. This definition is not to be construed to exclude the possibility of questions of conflict of interest in the case of other family relationships.

(2) Conflict of Interest/Transactions: The college considers the following as among transactions involving a direct and substantial economic interest: the appointment, termination of appointment, promotion, demotion, approval of salary increase or decrease of persons employed by the college.

## Chapter 174-136

### ON-CAMPUS EMPLOYER INTERVIEWS AND RECRUITING

WAC 174-136-210 POLICY. The college policy of open recruiting on campus provides that each employer seeking to recruit on campus attest to his compliance with federal and state laws against discrimination and with the principles of the College Placement Council by means of an affidavit to be submitted with his request to recruit on campus.

WAC 174-136-220 HEARING BOARD. A Hearing Board exists to hear cases in which employers have been accused of failure to comply with these laws and principles. The Board is selected at the beginning of each year. It is comprised of the Directors of Cooperative Education, Financial Aid and Placement, and Counseling Services, and three students from the Community Services List. An accusation of failure to comply may be made by any member of the Evergreen community. If the Board determines that there may be grounds for such accusation, a hearing will be called during which the employer would be given the opportunity to present his side of the case. If, as a result of the hearing, the employer is found to be in violation of his agreement, the Board may suspend his right to recruit on campus and set the period of that suspension.

WAC 174-136-230 DISCRIMINATION. The college will not discriminate among recruiting agencies.

WAC 174-136-240 PROTESTS. Legitimate protests against recruiting agencies are protected; in this regard, however, the attention of the college community is drawn to the statements in the Social Contract which are germane to on-campus recruiting, particularly the sections on "The Conditions of Learning" and "Institutional Rights and Obligations" (WAC 174-124-040 and -050).

WAC 174-136-250 REQUESTS FROM EMPLOYERS. The Office of Financial Aid and Placement and the Office of Cooperative Education will receive requests from employers for on-campus recruiting and these two offices will coordinate scheduling and other recruiting details.

Chapter 174-104

REGULAR AND SPECIAL MEETINGS OF THE BOARD OF TRUSTEES

WAC 174-104-010 REGULAR MEETINGS. A regular meeting of the Board of Trustees shall be held once each month unless dispensed with by the Board of Trustees, on the campus of The Evergreen State College beginning at 10:00 AM on the second Thursday of the month, except that when such Thursday shall be a legal holiday, the meeting shall be held on the Wednesday immediately preceding such second Thursday.

WAC 174-104-020 SPECIAL MEETINGS. The Chairman of the Board of Trustees, or any two members thereof, may call special meetings of the Board of Trustees at any time. If a governing body does not meet at a regularly scheduled time as adopted by rule or regulation, then these sessions are special meetings under the law and written notice of the time, place and purpose thereof must be provided to its members and to certain news media 24 hours in advance.