

MEETING OF THE BOARD OF TRUSTEES
OF THE EVERGREEN STATE COLLEGE

Wednesday, July 10, 1974
Spokane Community College District Board Room
N. 2000 Greene Street
Spokane, Washington

The meeting was called to order by Chairman Dixon at 2:00 PM.

Trustees Present: Thomas Dixon
Herbert D. Hadley
Halvor M. Halvorson
Trueman L. Schmidt
Janet P. Tourtellotte

Staff Present: Rita Grace, Recording Secretary
Charles McCann, President
Ken Winkley, Business Manager
Thomas Ybarra, Non-White Coalition Executive Secretary

Others Present: None

APPROVAL OF MINUTES

Motion Mr. Halvorson moved approval of the minutes of the June 13, 1974
74-39 meeting as submitted. The motion was seconded and passed.

BID AWARDS - Action

Mr. McCann recommended approval of three contracts.

Motion Mr. Halvorson moved approval of award of contract to low bidders as
74-40 follows:

Ceramic tile, pool area, CRC	Pacific Terrazzo, Inc. Tacoma	\$1,681
Chain link fencing	Southgate Fence	650
Library basement	Olympia	
Addition to air filter bank, Seminar Phase I	Western Sheet Metal Olympia	720

Seconded by Mr. Hadley and passed.

PARKING - Discussion

Mr. McCann recommended reinstatement of parking fees at the 1972-73 level with transfer of anticipated \$6,000 excess revenues over expenditures to the local plant fund for constructing motorcycle parking facilities, with free parking to visitors.

Mr. Winkley reviewed the difficulties of asking OPP&FM and the Legislature for monies for parking.

Mr. Halvorson moved that parking fees not be charged for another year. Seconded by Mr. Hadley and defeated with Mr. Dixon, Mrs. Tourtellotte, and Mr. Schmidt voting negatively.

Mrs. Tourtellotte moved to resume parking fees at the 1972-73 level. The motion died for lack of a second.

CAPITAL BUDGET REQUEST - Action

Mr. McCann recommended formal approval of the 1975-77 capital budget request.

Motion
74-41

Mr. Hadley moved approval of the 1975-77 capital budget request, totaling \$4,702,944. Seconded by Mr. Halvorson and passed.

SALARY RECOMMENDATIONS - Action

Mr. McCann recommended modifications to the existing policy and approval of certain exempt salary changes.

Motion
74-42

Mrs. Tourtellotte moved adoption of the attached modification to EAC 174-112-660 (3), Salary Guidelines for Faculty and Exempt Administrators, and approval of the following administrative exempt salaries effective July 1, 1974:

Admin. Sec. to Admin. Vice President	Candy Stamey	\$10,440
Budget Officer	Don Meyer	14,520
Director of General Services	Arnold Doerksen	15,840
Cooperative Education Coordinator	Dan Swecker	11,280
Administrative Vice President	Dean Clabaugh	28,500

Seconded by Mr. Halvorson and passed.

ALUMNI RESOLUTION - Action

Mr. McCann recommended adoption of an alumni association resolution.

Motion
74-43

Mr. Halvorson moved approval of the attached Resolution No. 74-1 entitled "Resolution of the Board of Trustees of The Evergreen State College Officially Establishing The Evergreen State College Alumni Association." Seconded by Mrs. Tourtellotte and passed.

OTHER BUSINESS - Discussion

Insurance

Mr. Winkley reported on action responding to the Board's May 23 request that Evergreen consider use of local brokers for mass merchandising coverages.

Mr. Hadley requested that Mr. Winkley contact the Thurston County Insurance Brokers Association and ask it, in consultation with representatives from other local insurance agencies, to select three brokers to submit proposals to the college for handling the college's insurance program locally.

Forest Management

Mr. Hadley requested further examination of a forest management program, including written statements from the Weyerhaeuser Company and the Department of Natural Resources.

PARKING - Motion Defeated

The Board returned to discussion of parking fees.

Mr. Schmidt moved to reinstate parking fees at the 1972-73 level and to transfer the excess of revenues over expenditures (\$6,000) to the local plant fund to construct motorcycle parking facilities at the residence halls, with free parking to visitors. Seconded by Mrs. Tourtellotte. Mr. Halvorson moved to amend the original motion to include that fees, if motion passed, be increased from previous 1972-73 level to \$40/year. Mr. Hadley seconded this amendment. The amendment was defeated with Mr. Dixon, Mrs. Tourtellotte and Mr. Schmidt voting negatively. The original motion was defeated with Mr. Dixon, Mr. Halvorson, and Mr. Hadley voting negatively.

OTHER BUSINESS - Continued

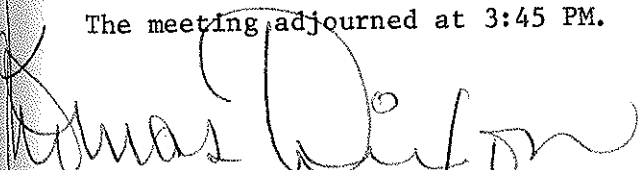
Non-White DTF Report - Discussion

Mr. Ybarra discussed the Coalition's budget request. Mr. McCann reported that he is awaiting Mr. Kormondy's recommendation following an opportunity for the campus community to study the Non-White DTF report.

DATE OF NEXT MEETING AND ADJOURNMENT

The date of the next meeting was set for August 15.

The meeting adjourned at 3:45 PM.


THOMAS DIXON, Chairman


MRS. NEAL TOURTELLOTTE, Secretary

CW

Enclosures - 2

00282

THE EVERGREEN STATE COLLEGE

July 5, 1974


The Honorable Daniel J. Evans
Governor of the State of Washington
Legislative Building
Olympia, Washington 98504

Dear Governor Evans:

I submit herewith The Evergreen State College's capital budget request for the 1975-77 biennium and Evergreen's capital improvements program for 1975-81.

For 1975-77, we request \$4,702,944 from the State General Fund. We anticipate committing \$1,738,202 from our local plant fund for the College Activities Building, Phase II project.

Sincerely,



Charles J. McCann
President

EAC 174-112-660 Establishment of the Grid

(1) Criteria

- (a) The basic criteria by which the grid shall be established shall be the establishment of a salary range for each position which recognizes its value to Evergreen, and which is set at or as near as possible to the average for positions with similar duties and responsibilities at other institutions (while recognizing certain unique organizational structures and functions at Evergreen).
 - (b) Having thus established a mid-point for each position, to spread the value of the position 15 percent on either side of that mid-point, with two percentage points between each step.
- (2) Grid. Based on the criteria above, the following grid is established for administrative exempt positions which now exist or which anticipate creation in the near future.
- (3) Assignment of Positions to Ranges. If the incumbent of any professional library or professional counselor position listed below has been accepted as a member of the faculty, his salary shall be determined according to the salary guidelines for members of the faculty (EAC 174-112-550 through 630).

<u>Range Number</u>	<u>Position Title</u>
1	Cooperative Education Counselor
2	-----*Administrative Secretary to Vice President-----
3	*Administrative Secretary to Vice President and Provost *Administrative Secretary to Administrative Vice President
4	Admissions Counselor
5	Administrative Secretary to President Administrative Assistant to President Vice President and Provost
6	Health Services Coordinator Cooperative Education Coordinator Financial Aid Coordinator Placement Counselor *Assistant Director of Admissions *Career Counseling Specialist
7	---

<u>Range Number</u>	<u>Position Title</u>
8	Security Chief Bookstore Manager Professional Counselor Head of Reference Services Head of Acquisitions Head of Circulation Head of Cataloging Housing Officer
9	*Budget Officer *Chief Accountant *Purchasing Manager Director of Public Information
10	*Director of General Services Director of Recreation and Campus Activities Director of Personnel Director of Auxiliary Services Director of Financial Aid and Placement Associate Dean of Library Services Affirmative Action Officer Chief of User Services Registrar Director of Admissions
11	Director of Cooperative Education Director of Counseling Assistant to the President
12	Director of Development
13	Dean of Student Services Dean of Library Services Business Manager Director of Computer Services Director of Facilities
14	Physician
15	---
16	Administrative Vice President Vice President and Provost
17	---
18	President

* Changes by 1974 Salary Guidelines DTF.

(4) Position vs. Incumbent. The value assigned to each position in the grid is independent of the incumbent's function, merit, tenure or salary.

1. Establish a new classification "Administrative Secretary to the Vice President and Provost" salary range "3".

This recommendation results from a review of duties and responsibilities, and of comparative salaries. The DTF found that duties and responsibilities of the position have sufficiently enlarged to require a one range advancement, and found that the salary in range "3" compares justifiably with the salaries of persons in comparable positions at other Washington State colleges and universities.

2. Establish a new classification "Administrative Secretary to Administrative Vice President" salary range "3".

This recommendation results from a review of duties and responsibilities, and of comparative salaries. The DTF found that duties and responsibilities of the position have sufficiently enlarged to require a one range advancement, and found that the salary in range "3" compares justifiably with the salaries of persons in comparable positions at other Washington State colleges and universities.

3. Establish a new classification titled "Assistant Director of Admissions" at range "6".

This recommendation results from a review of duties and responsibilities of organizational patterns at other state colleges, Evergreen's student recruitment needs, and salaries for similar positions at other state colleges (see table below).

<u>College</u>	<u>Title</u>	<u>Incumbent Salary</u>	<u>Range</u>
CWSC	Assistant Director	\$10,880	--
EWSC	Assistant Admissions Officer	11,961	\$11,260 - \$14,640
WWSO	Associate Director	15,282	--

4. EAC 174-112-660 lists "Administrative Assistant to the President." Change this to read "Administrative Assistant to the Vice President and Provost" to correct a typographical error of the published version of EAC 174-112.

5. Establish a new position of "Career Counseling Specialist" at range "6".

Student Services has budgeted a new counseling position for 1974-75. A review of proposed duties and responsibilities and salaries of other counselors here and elsewhere led the DTF to recommend range "6".

6. Establish a new position titled "Budget Officer" at range "9".

Evergreen's budget officer currently serves as a classified employee ("Budget Analyst II"). The DTF recommends reclassification to an exempt position titled "Budget Officer." Functional responsibilities were compared with comparable positions at the other public four year schools in Washington and the task force recommends the position's establishment at range "9". Comparable positions are as follows:

<u>College</u>	<u>Title</u>	<u>Incumbent Salaries</u>	<u>Maximum Range</u>
CWSC	Budget Officer	\$15,900	\$17,130
EWSC	Budget Officer	14,600	17,780
WWSC	Budget Officer	16,260	19,788

7. Delete the position "Purchasing Manager" range "9" and add the position "Director of General Services" range "10".

Enlarged duties and responsibilities of the "Purchasing Manager" (an exempt position) requires a title and salary change. The DTF recommends change the title from "Purchasing Agent" to "Director of General Services." Functional responsibilities were compared with comparable positions at the other public four year schools in Washington and the task force recommends the position's establishment at range "10". Comparable positions are as follows:

<u>College</u>	<u>Title</u>	<u>Incumbent Salaries</u>	<u>Maximum Range</u>
CWSC	Director of Business Services and Contracts	\$16,380	\$18,850
EWSC	Director of Campus Services	17,500	19,620
WWSC	Director of General Services	17,346	21,588

8. Establish an exempt position titled "Chief Accountant" range "9".

Evergreen's chief accountant currently serves as a classified employee ("General Accounting Supervisor"). The DTF recommends reclassification to an exempt position titled "Chief Accountant." Functional responsibilities were compared with comparable positions at the other public four year schools in Washington and the task force recommends the position's establishment at range "9". Comparable positions are as follows:

<u>College</u>	<u>Title</u>	<u>Incumbent Salaries</u>	<u>Maximum Range</u>
CWSC	Accounting Supervisor (Classified R-56)	\$15,913	\$16,764
EWSC	Controller	16,250	19,620
WWSC	Accounting Supervisor (Classified R-56)	14,820	16,764

THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 74-1

RESOLUTION OF THE BOARD OF TRUSTEES OF
THE EVERGREEN STATE COLLEGE
OFFICIALLY ESTABLISHING THE EVERGREEN
STATE COLLEGE ALUMNI ASSOCIATION

WHEREAS, it is the responsibility of the College to maintain accurate records on alumni and their achievements; and

WHEREAS, the College is responsible for providing continuing educational programs of interest; and

WHEREAS, it is a responsibility of the College to keep alumni well informed and urge their involvement in college matters and to coordinate these activities; and

WHEREAS, the alumni have, through numerous public meetings, determined there is a need for them to be involved in College matters; and

WHEREAS, the alumni have determined it is in their best interest to assist the College in the carrying out of its responsibilities; and

WHEREAS, the alumni have determined it to be in their best interest to have equitable representation as members of the College community; and

WHEREAS, the alumni, in a public meeting at The Evergreen State College on May 18, 1974, did so indicate the intention to formally establish an organization within the sanction of The Evergreen State College; and

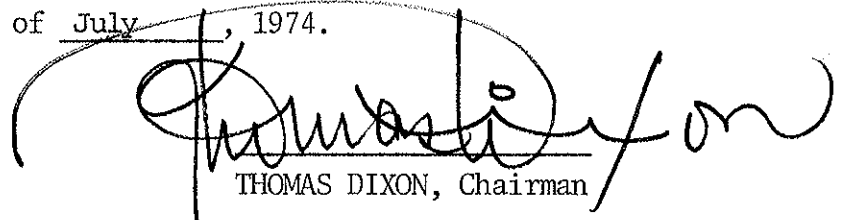
WHEREAS, the alumni shall not be organized for profit and the income derived through organization activities and functions shall not inure in part or in whole to the personal benefit of members of the Board of Trustees, administration, faculty, employees or alumni of The Evergreen State College;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of The Evergreen State College hereby formally establishes and recognizes The Evergreen State College Alumni Association as an integral part of the operation of The Evergreen State College, a public institution of higher education created by the laws of the State of Washington; and

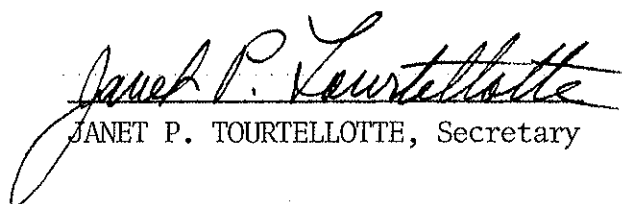
BE IT FURTHER RESOLVED that the purpose of The Evergreen State College Alumni Association shall be to "provide input and service toward the development of The Evergreen State College and to provide a vehicle for interaction and information among the members of the Evergreen community."

BE IT FURTHER RESOLVED that authority is hereby delegated to the president of The Evergreen State College to do whatever is necessary and proper to carry out this resolution.

DATED this 10th day of July, 1974.


THOMAS DIXON, Chairman

ATTEST:


JANET P. TOURTELLOTTE, Secretary