

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

September 18, 2002

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

Trustees Attending:

Sandra Ayesh
Deborah Barnett (by phone)
Stanley Flemming (by phone)
Bill Frank, Jr
Marilee Roloff

Absent: David Lamb
Karen Lane
Merritt Long

Representatives to the Board:

Bonnie Marie, Alumni Representative

Staff Present:

Stanley Bernstein, Director of College Relations
Kate Lykins Brown, College Advancement
John Carmichael, Administrative Assistant to the President/Recording Secretary
to the Board of Trustees
Art Costantino, Vice President for Student Affairs
Ann Daley, Vice President for Finance and Administration
Michel George, Director of Facilities Services
Lee Hoemann, Executive Associate to the President
Nancy Johns, Facilities
Dan Leahy, Member of the Faculty
Frank McGovern, Vice President for College Advancement and Executive
Director of the Evergreen State College Foundation
Tom Mercado, Director of College Relations
Collin Orr, Finance and Administration
Robert Pasquariello, Facilities
Thomas L. Purce, President
Enrique Riveros-Schäfer, Vice President for Academic Affairs and Provost
Sandra Shellabarger, Director, Campus Children's Center
Steve Trotter, Executive Director of Operational Planning and Budget
Bill Zaugg, Administrative Assistant for Budget

Others Attending:

Howard Fischer, Senior Assistant Attorney General
Ron Montoya, DPR Construction

See permanent roster for others attending

WEDNESDAY, September 18, 2002

Trustee Roloff called the meeting to order at 9:15 a.m.

Tour of Seminar II Construction Site

Trustees Ayesh, Frank and Roloff toured the Seminar II construction site, reconvening in the Board Room at 10:15, at which point Trustee Flemming joined the meeting by phone.

Seminar II Update

Vice President Ann Daley introduced Nancy Johns, Project Manager; Michel George, Director of Facilities; and Bob Pasquariello, Construction Manager. Ms. Daley said that, in response to suggestions from Trustee Lamb, the Facilities staff had prepared a report to assist the board in monitoring the construction progress and budget of the Seminar II project. She said that the project is on schedule and within budget. Ms. Daley invited Mr. Pasquariello to explain the report.

Mr. Pasquariello said that the narrative introduction to the report notes that no change orders have been approved that alter the scheduled completion of the project. He reviewed sections of the report describing expenses, the schedule, the project's Gantt charts, a brief tutorial on project management terminology, and his resume. Ms. Johns said that change orders totaling \$9,315 (plus tax) have been approved, which is an unusually low level of change orders for a project this size. Mr. George said that the last cluster constructed, Cluster D, is the part of the project currently on the "critical path." Mr. George said that the construction of the building is scheduled to be complete on November 14, 2003. Occupancy of the building would begin in January 2004.

President Purce said that staff proposed to present at each board meeting a brief update on the project using this reporting format and highlighting any variables affecting the project's cost and schedule. Trustee Flemming asked that anything affecting policy also be included in the report. Trustee Roloff asked that any substantial problems identified by the county building inspector be brought to the board's attention.

Mr. George acknowledged the work of Ms. Johns and Mr. Pasquariello in carefully managing the project.

Child Care Center Update

Mr. George offered a brief overview of the proposed schematic design for renovation and expansion of the Campus Children's Center. The design features natural light in classrooms, adds an infant area to the Center, doubles the Center's capacity, and improves security and accessibility. The goal is to complete the project by September 2003.

Food Services and Conference Services Update

Vice President Daley distributed an article from the *Olympian* titled "Evergreen Eats Way to Profit." She reviewed preliminary estimates showing that Bon Appétit would post a gross profit in excess of \$50,000 for July and August. Ms. Daley said that the key to the financial health of the Food Services operation would be the sale of meal plans. As of September 3, 197 students participating in the First Year Experience program had signed up for mandatory meal plans. In addition, 107 students had purchased voluntary plans. The majority of sales are expected to occur during Housing check-in. Efforts are planned to market meal plans to faculty and staff. In addition, Bon Appétit has taken steps to reduce expenses. Trustees Roloff and Flemming commented on the importance of marketing meal plans to parents.

President Purce asked Ms. Daley to review the variables that would determine whether the college would expand the mandatory meal plan to include all first-year students. Ms. Daley said that the number of students who buy meal plans in Fall and the number who continue those plans in Winter quarter will be the primary indicators. The decision on whether to expand mandatory meal plans to all first-year students will be made in January.

Vice President Daley provided a brief review of Conference Services activities. Ms. Daley noted that the summer began with a drop in expected conference activities from the previous year. The University of Washington football team did not return to Evergreen this summer and revenues from the EF language school were reduced following the September 11 events. The preliminary estimate of revenue generated through June is \$1.3 million. Vice Presidents Daley and Costantino have charged a Disappearing Task Force with looking at ways to improve linkages between Housing, Food Services and Conference Services.

Break

The board took a short break at 11:23 a.m., reconvening at 11:35 a.m. with Trustees Ayesh, Flemming (by phone), Frank and Roloff present.

Institutional Goals

President Purce provided an overview of institutional goal setting. In recent years, the President and Vice Presidents have presented to the board annual goals for their separate areas. This year, the President and Vice Presidents developed a set of integrated goals, reflecting the interdependence of their work.

President Purce reviewed last year's institutional goals. In Academics, progress on goals included work on General Education, a continued commitment to improved salaries, and enhancing the relationship between staff and faculty advising in support of General Education. In Finance and Administration, progress on goals included an assessment of Human Resources needs, successful negotiation of a new Union contract, the start of the Seminar II and Child Care Center projects, the project to convert to the Banner finance system, and efforts to address deficits in Food Services. In Student Affairs, progress on goals included enhancements in enrollment management, work on the college web site, and work on campus climate and residential life. In College Advancement, progress was made on external relations, the Jackie Robinson scholarship event was successful, and the Foundation Board of Governors continued to develop. Finally, Evergreen's leadership in the Joint Governing Boards group represents significant progress. Providing leadership in statewide higher education policy continues as an institutional goal for the next year.

Enrique Riveros-Schäfer provided an overview of the goal to "Preserve the excellence of the academic program as articulated in the College's mission, principles and internal values." Work on this goal includes continuing work on General Education and preparing for the five-year interim reaccreditation visit. Dr. Riveros-Schäfer stressed the importance of strengthening communication with the Academic division and creating a better sense of coherence within Academics. In response to a question from Trustee Ayes, Ms. Daley and Ms. Hoemann described plans to provide enhanced staff training and development.

Art Costantino reviewed the goal to "Foster an engaged, informed and vital community." Dr. Costantino noted that the concept of staff vitality includes a wide range of employee experiences, including staff development. Work in this area includes elevating the role of Human Resources, improving internal communications, communicating with external groups, and working on governance structures. He said that there is a close connection between internal and external communications.

Frank McGovern reviewed the goal to "Cultivate diverse and robust funding sources." Mr. McGovern said that this goal recognizes that, with state funding declining, it is important to look at other revenue streams, at the same time advocating for an appropriate level of public funding. Work in this area includes attention to student recruitment strategies, the health of auxiliary enterprises, and in internal efficiencies. The college will also be looking at federal funding sources.

Ann Daley reviewed the goal to "Strengthen the integration of our planning functions, including enrollment, growth planning and curriculum planning, with budget." Work in this area would include the development of a planning calendar to integrate the fiscal, academic, and calendar years. The budget cycle this year will be particularly hard given the anticipated shortfall in the state's general fund.

Break

The board took a break at 1:00 p.m., reconvening at 1:15 p.m.

Report on Jackie Robinson Scholarship event

President Purce reported on the Jackie Robinson Scholarship night at SAFECO field. The college's partners included the Seattle Mariners foundation, the *Seattle Times*, Washington Mutual, the Jamie Moyer Foundation, Seattle Central Community College, and Ken Alhadeff, a Seattle business man and philanthropist.

Establishment of quorum

Trustee Roloff determined that a quorum was present, with trustees Ayesh, Barnett (by phone) Flemming (by phone), Frank and Roloff attending.

Investment Option for College Endowments

Ann Daley reported that The Evergreen State College Foundation had entered into an agreement with the University of Washington, allowing the Foundation to invest its endowment through the UW. Some privately raised endowment money is held by the college rather than the foundation. The board reserves the authority to approve interagency agreements. Ms. Daley recommended that the board delegate to her the authority to invest the college's privately raised endowment through the University of Washington.

Motion
#9-01-02

Ms. Barnett moved to authorize the investment of college endowment funds with the University of Washington and to delegate to the Vice President for Finance and Administration the authority to invest privately raised college endowment funds with the University of Washington. The motion was seconded by Mr. Frank and passed on a voice vote.

Modifications to Capital Spending Plan

Ann Daley reported that during the past legislative session, the college received supplemental capital funds to replace the roof the Evans Library building and to renovate and expand the Campus Children's Center. These projects were not included in the capital spending plan that the board approved prior to the legislative session. Ms. Daley recommended that the board act to include these two projects in the capital spending plan for 2001-2003.

Motion
#9-02-02

Dr. Flemming made a motion to modify the 2001-2003 Capital Budget to include two projects approved by the Legislature in the 2002-03 Supplemental Budget:

- Replacement of the Evans Building roof, funded by \$2,500,000 from the state's Job Creation and Infrastructure pool, and
- Design, expansion and renovation of the Campus Children's Center, to be funded through a \$1,600,000 Certificate of Participation (COP).

The motion was seconded by Ms. Ayesh and passed on a voice vote.

Approval of Child Care Center Schematic Design

Trustee Roloff reminded the board that the schematic design for the renovation and expansion of the Campus Children's Center had been reviewed earlier. Ann Daley said that the board's policy requires board approval of schematic designs for capital projects exceeding \$250,000. If the board approves the design, the college will seek construction bids and return to the board in January to ask for approval of a construction contract and financing plan. She invited Tom Mercado, Director of Student Activities, and Sandra Shellabarger, Director of the Campus Children's Center, to speak to the program enhancements included in the design. Ms. Shellabarger said that the project would double the center's capacity, triple toddler care, add infant care, and add observation rooms.

Motion
#9-03-02

Ms. Ayesh made a motion to approve the schematic design for the renovation and expansion of the Campus Children's Center. The motion was seconded by Ms. Barnett and passed on a voice vote.

Approval of Minutes**Motion**
#9-04-02

Ms. Ayesh made a motion to approve the minutes of the July 10, 2002 board meeting, correcting the name of the board secretary. The motion was seconded by Ms. Barnett and passed on a voice vote.