

MEETING OF THE BOARD OF TRUSTEES
OF THE EVERGREEN STATE COLLEGE

Friday, June 25, 1971 - 1:30 PM
The Evergreen State College campus

The meeting of the Board of Trustees was called to order by Chairman Tourtellotte at 2:10 PM.

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

Staff Present: Charles J. McCann, President
Dean E. Clabaugh, Vice President for Business
Rita M. Brackenbush, Secretary

Others Present: Alice Watts, The Daily Olympian
Gopal Sharma, Eisenhower Exchange Fellow from Nepal

Motions

71-38

Mr. Hadley moved approval of the minutes of the June 10, 1971 meeting as submitted. Seconded by Mr. Schmidt and passed.

Mr. McCann reported a successful faculty planning conference, June 13 - 19.

Prior to the meeting, the college's broker, Mr. Harry Sargent, had made recommendations to the trustees with regard to insurance for the Residence Halls and the College Activities Building and liability insurance coverage.

71-39

Mr. Hadley moved that the college follow the procedure established in overall insurance philosophy (reference: motion 70-90, passed December 12, 1970) in securing insurance against risks of loss to physical property in certain cases when either forced to insure or because of the high improbability the state would replace the property if lost; and that the Board instruct the college to insure, upon completion and acceptance, the Residence Halls and the College Activities Building. Seconded by Mr. Schmidt and passed.

71-40

Mr. Hadley moved that the Board instruct the Vice President for Business to purchase the excess "umbrella" liability coverage, raising the limits by \$5,000,000, in accordance with the terms outlined by the college broker. Seconded by Mr. Saunders and passed.

Mr. Clabaugh reported to the Board on Thurston County's decision to substitute a widened Kaiser Road for the originally planned new road to Cooper Point Road, which required the acquisition of a drainage right of way by the college, and which requires redesign of the intersection of "A" Road with Kaiser Road.

71-41 Mr. Schmidt moved that the Board approve the recommendation to realign "A" Road to interact with Kaiser Road, the estimated cost of which is \$100,000, and that the staff be instructed to ask the County to pay for half of the project. Seconded by Mr. Hadley. Mr. Hadley moved to amend the motion to authorize the college to pay half of the necessary expenditure. Amendment seconded by Mr. Saunders. The amendment passed. The main motion, as amended, passed.

The Board directed Mr. Clabaugh to prepare a background report on the developments leading to the above motion.

Mr. Clabaugh reviewed previous action by the Board of Trustees regarding vacation of Overhulse Road. On October 22, 1970 the Board of Trustees passed a resolution formally asking the County to vacate all roads on the campus with the understanding that there were good and sufficient reasons not to vacate all roads at that particular time.

71-42 Mr. Saunders moved that the college proceed immediately to ask the County to vacate the section of Overhulse Road within the boundaries of the campus, in accordance with the October 22, 1970 resolution adopted by the Board. Seconded by Mr. Hadley and passed.

Mrs. Tourtellotte announced committee appointments as follows:

Mr. Halvorson - Chairman of building committee.
Mr. Schmidt - Chairman of the committee responsible for making plans for opening; Mr. Hadley to serve as co-chairman.
Mr. Saunders - Chairman of the budget and finance committee.

Mr. Saunders recommended approval of the operating budget for 1971-72 and asked Mr. McCann to comment. Those who worked on the budget were congratulated because of recognized difficulties.

71-43 Mr. Saunders moved approval of the 1971-72 operating budget attached totaling \$4,468,322. Seconded by Mr. Schmidt and passed.

71-44 Mr. Schmidt moved adoption of the attached resolution establishing the "Janet Tourtellotte Political Science Collection." Seconded by Mr. Saunders and passed.

00880

The Board agreed to meet at 3:00 PM on Friday, July 2, to approve the interim loan proposals for supplemental fall 1971 housing.

The meeting recessed for an executive session to consider salary adjustments and reconvened at 3:20 PM.

11-45 Mr. Schmidt moved the following salaries effective July 1, 1971:

David L. Hitchens	\$12,500
Richard Q. Nichols	13,200
Sidney D. White	16,500
Alfred M. Wiedemann	12,500
Kennth M. Winkley	16,000

Seconded by Mr. Saunders and passed.

The meeting adjourned at 3:25 PM.


MRS. NEAL TOURTELLOTTE, Chairman


AL E. SAUNDERS, Secretary

Attachments (2)

07/10/71

00860

THE EVERGREEN STATE COLLEGE

June 18, 1971

DEAR MEMBER OF THE BOARD OF TRUSTEES:

You received my June 14 memo setting out the framework for recommended 1971-72 allocations. The attachments to the June 14 memo required reprogramming in certain areas and excluded funding and allocations for certain activities such as the College Work-Study program and business enterprises. The attachments to this letter differ in total owing to inclusion of those earlier exclusions, but the basic operating allocations--now detailed--remain unchanged.

I commend the attached schedule for your review and will ask your approval at the June 25 Board meeting.

Sincerely,



Charles J. McCann
President

Attachments (3)

cc: Budgetary Unit Heads

ATTACHMENT I

8710771

THE EVERGREEN STATE COLLEGE
1971-72 OPERATING BUDGET FUNDS AND ALLOCATIONS
BY SOURCE AND PROGRAM

Funds Available

General Fund - Treasury	\$3,194,871
General Fund - Local (Application Fees)	60,137
General Fund - Local (Operating Fees)	312,371 (1)
General Fund - Local (New Careers Revenue)	28,028
General Fund - Treasury (Supplemental Health Appropriation)	11,369
General Fund - Treasury (Supplemental State Employees' Retirement Appropriation)	13,494
Federal Appropriations	45,525 (2)
Service Funds (Revenue from Sales)	214,050
Bookstore (Revenue from Sales)	100,000
Housing (Rentals)	312,395
College Activities Fund (Services and Activities Fee)	84,078 (3)
Grants in Aid - Scholarships and Fellowships (EOG)	23,270
Student Loan Fund (NDSL)	<u>68,734</u>
Total Available Funds	\$4,468,322

Allocation of Funds

010 General Administration and General Expense	\$ 655,997 (4)
030 Student Services	319,012 (5)
040 Plant Operations and Maintenance	710,000 (6)
050 Library	346,016 (7)
060 Instruction and Departmental Research	1,170,340 (8)
070 Organized Activities Related to Education	291,268
150 Service Operation	214,050 (9)
120 Federal Other Sponsored Programs	45,525
160 Auxiliary Enterprises	493,173 (10)
170 Student Aid	102,941
220 Reserves	<u>120,000</u>
Total Funds Allocated	\$4,468,322

(1) Includes \$7,637 for matching federal NDSL award of \$68,734.

(2) Includes \$31,855 CWSP and \$13,670 OE Fellowship.

(3) Services and Activities Fee totals \$134,078, of which \$50,000 has been reserved for capital.

(4) Includes \$40,000 for initial Central Stores inventory.

(5) Includes \$12,012 from New Careers program revenue; also includes \$60,000 for initial Bookstore inventory.

(6) Includes \$128,450 for Fire Protection.

(7) Includes \$16,016 from New Careers program revenue.

(8) To the extent local revenues exceed projections, add \$18,549.

(9) Includes net increase to fund equity for future parking of \$15,615.

(10) Includes net increase to fund equity for future parking of \$15,615.

ATTACHMENT II

THE EVERGREEN STATE COLLEGE
1971-72 OPERATING BUDGET ALLOCATIONS BY OBJECT SUMMARY WITHIN PROGRAM

	010	030	040	050	060	070	120	150	160	170	
	Admin. & Gen. Expense	Student Services	Plant & Oper. Maint.	Library	Instruction	Organized Activities Related to Education	Federal Other Spons. Programs	Service Operations	Auxiliary Enterprises	Student Aid	Total
Man Years	42.9	22.2	30.5	32.0	58.6	10.5	12.9	12.4	17.8	--	239.8
01 Salaries and Wages	\$469,518	\$193,944	\$245,096	\$255,565	\$ 905,735	\$115,883	\$45,525	\$ 78,253	\$ 84,025	--	\$2,393,544
02 Personal Service Contracts	10,070	13,623	--	--	18,414	--	--	--	29,820	--	71,927
03 Goods and Services	183,804 ¹	79,741 ²	410,073	13,425	97,936	68,621	--	101,470	152,854	--	1,107,924
04 Travel	14,634	8,700	12,400	2,000	22,615	1,100	--	2,500	3,422	--	67,371
06 Equipment	--	350	12,025	52,922	16,331	94,710	--	7,000	64,375	--	247,713
07 Employee Benefits	49,306	22,654	30,406	25,933	109,309	10,954	--	9,212	9,015	--	266,789
08 Grants and Subsidies	--	--	--	--	--	--	--	--	--	102,941	102,941
10 Capital Outlay (Depreciation Expense)	--	--	--	--	--	--	--	--	122,136	--	122,136
09 Debt Service	--	--	--	--	--	--	--	--	--	--	--
20 Interagency Reimbursement	(34,000)	--	--	--	--	--	--	--	--	--	(34,000)
21 Transfer of Charges	(37,335)	--	--	(3,829)	--	--	--	--	--	--	(41,164)
Total Allocations	\$655,997	\$319,012	\$710,000	\$346,016	\$1,170,340	\$291,268	\$45,525	\$198,435	\$465,647	\$102,941	\$4,305,181
00 Reserves/Profits and Loss	21,777	11,314	24,260	12,226	40,079	10,344	--	15,615 ³	27,526 ⁴	--	165,141 ⁵
Total Programs	\$677,774	\$330,326	\$734,260	\$358,242	\$1,210,419	\$301,612	\$45,525	\$214,050	\$493,173	\$102,941	\$4,468,322

1 Includes \$40,000 appropriation for initial Central Stores inventory.

2 Includes \$60,000 appropriation for initial Bookstore inventory.

3 Net revenue in excess of expenses from parking operation to fund future parking space; all other service operations are budgeted on break-even basis.

4 \$27,526 reflects a projected loss in the housing fund of \$7,604 (after recording depreciation expense of \$179,511) and an excess of revenue over expenses in the Bookstore in the amount of \$35,130; however, the total Bookstore operation projects a loss of \$24,870 since \$60,000 is being funded by an appropriation in program 030.

5 Includes \$120,000 budgeted funds reserves.

ATTACHMENT III

THE EVERGREEN STATE COLLEGE
1971-72 OPERATING BUDGET ALLOCATIONS BY PROGRAM AND BUDGETARY UNIT

<u>Budget Code</u>	<u>Budget Title</u>	<u>Allocation Amount</u>
<u>010 GENERAL ADMINISTRATION AND GENERAL EXPENSE</u>		
1000	Board of Trustees	\$ 2,308
1010	Office of the President	46,106
1020	Vice President and Provost	43,970*
1030	Executive Vice President	47,368
1040	Vice President for Business	41,000
1050	Facilities Planning	34,908
1070	College Relations	37,567*
1090	Personnel	29,183
1100	Office of the Controller	114,030
1110	Business Services	24,384
1120	Office of Interinstitutional Business Studies	6,800
1130	Attorney General	8,720
1135	Delivery Services	10,077
1140	Telephone	47,769
1145	Mail	27,869
1150	Central Stores	14,424
1160	Central Receiving	7,929
1170	Purchasing	25,522
1180	Stenographic Services Bureau	17,247
1185	Duplicating Services	1,664
1186	Printing Services	10,018
1197	Termination Costs	10,963**
1198	Insurance	6,171
		<u>40,000***</u>
7310	Central Stores	
	Program Total	\$655,997

*Budget not obligated to support costs of terminated employee.

**To be increased, if necessary, to \$18,187 with the increase as a first lien against all position control recaptures.

***Legislative earmarking of initial Central Stores inventory.

ATTACHMENT III (Con't.)

030 STUDENT SERVICES*

1200	Office of the Registrar	\$ 51,537
1210	Office of Admissions	60,037
1220	Developmental Services	41,707
1230	Counselling Office	43,025
1240	Financial Aid and Placement	36,041
1260	Health Services	26,665
721X	Initial Bookstore Inventory	<u>60,000**</u>
Program Total		\$319,012***

*Recreation and Campus Activities (Budget 6010) funded in program 160.

**Legislative earmarking.

***Includes \$12,012 estimated revenue from New Careers program.

040 PLANT OPERATIONS AND MAINTENANCE

1300	Physical Plant Administration	\$ 64,925
1301	Rental of Office Space	20,000
1310	Campus Security	34,065
1315	Campus Safety	128,450*
1320	Grounds Maintenance	19,431
1330	Utilities	164,917
1331	Utilities Maintenance	10,290
1340	Heating Plant	65,702
1350	Building Maintenance	104,852
1360	Custodial Services	86,998
1380	Refuse Disposal	<u>10,370</u>
Program Total		\$710,000

*Legislative earmarking

050 LIBRARY

1900	Library Administration	\$ 78,945
1930	User Services	14,193
1935	Technical Processes	86,369
1940	Circulation	20,512
1945	Reference	43,461
1950	Media Production	10,688
1952	Photography	16,174
1954	Electronics	13,961
1956	Graphics	12,346
1960	Maintenance & Engineering	32,430
1963	Control Center	<u>16,937</u>
Program Total		\$346,016*

ATTACHMENT III (Con't.)

<u>Budget Code</u>	<u>Budget Title</u>	<u>Allocation Amount</u>	<u>Provisional Allocation Amount*</u>
<u>060 INSTRUCTION AND DEPARTMENTAL RESEARCH</u>			
2010	Desk "A" Charles B. Teske	\$ 7,850	\$ 10,850
2020	Desk "B" Mervyn L. Cadwallader	11,869	11,861
2030	Desk "C" Donald G. Humphrey	32,237	32,237
2100	"A" Group	291,006	288,295
2101	Contemporary American Minorities	3,370	3,370
2102	Space, Time, and Form	10,159	12,659
2103	Southeast Asia	600	695
2104	The Play's the Thing: Then and Now	3,230	3,230
2105	The Individual, the Citizen, and the State	6,993	7,993
2106	Man and Art	7,299	8,299
2120	Contracted Studies Team "A"	2,689	2,689
2140	Associated Workshops "A"	-0-	3,750
2200	"B" Group	347,294	344,583
2201	Causality, Freedom, and Chance	6,603	7,472
2202	Human Development	8,344	8,844
2203	Human Behavior	7,878	7,878
2204	Environmental Design	8,874	9,874
2220	Contracted Studies "B"	-0-	725
2240	Associated Workshops "B"	-0-	3,360
2300	"C" Group	298,522	294,311
2301	Political Ecology	8,337	9,337
2302	The Individual in America	7,252	13,777
2303	Communications and Intelligence	14,201	15,201
2304	Problem Solving	870	870
2320	Contracted Studies Team "C"	11,167	10,033
2340	Associated Workshops, Self-paced Learning "C"	9,536	9,536
2400	Cooperative Education	22,596	22,596
2800	Public Affairs	41,564	41,564
	Program Total	\$1,170,340	\$1,185,889

*Applicable only if local revenues exceed current estimates by \$18,549
(see also program 220).

ATTACHMENT III (Con't.)

<u>Budget Code</u>	<u>Budget Title</u>	<u>Allocation Amount</u>
	<u>070 ORGANIZED ACTIVITIES RELATED TO EDUCATION</u>	
2900	Computer Services	\$291,268
	<u>120 FEDERAL OTHER SPONSORED PROGRAMS</u>	
4300	College Work-Study Program	\$ 31,855
4310	Office of Education Fellowship	<u>13,670</u>
	Program Total	\$ 45,525
	<u>150 SERVICE OPERATIONS</u>	
7310	Central Stores	\$ 54,331
7320	Printing	10,520
7400	Motor Pool	28,423
7410	Parking	25,600*
7450	Plant Operation Recharges	<u>95,176</u>
	Program Total	\$214,050
	*Includes an addition to parking fund equity \$15,615	
	<u>160 AUXILIARY ENTERPRISES</u>	
6010	Recreation and Campus Activities	\$ 26,457
6015	Student Publications	14,000 -
6020	Supplies for Student Activities	3,500 -
6025	Office of Minority Affairs	5,000 -
6030	Interinstitutional Political Action Committee	1,500 -
6035	Day Care Center)	27,821* -
6040	Student Events)	2,500
6045	Identification Cards	312,395**
7000	Housing Office - General Operations	<u>100,000***</u>
7210	Bookstore - General Operations	\$493,173
	Program Total	

*\$27,821 will support either 6035 or 6040 but not both.

**Includes net loss to Housing fund equity of \$7,604 (after recording depreciation expense of \$179,511).

***Includes net increase to Bookstore fund equity of \$35,130.

ATTACHMENT III (Con't.)

<u>Budget Code</u>	<u>Budget Title</u>	<u>Allocation Amount</u>	<u>Provisional Allocation Amount*</u>
<u>170 STUDENT AID</u>			
5499	Educational Opportunity Grants	\$ 23,270	
5898	Emergency Loan Account	3,300	
5899	National Defense Student Loan	<u>76,371</u>	
	Program Total	\$102,941	
<u>220 RESERVES</u>			
9900	President's Reserve	\$ 70,000	\$ 70,000
9910	Vice President and Provost's Reserve	17,250**	17,250
9920	Executive Vice President's Reserve	16,000**	16,000
9930	Vice President for Business' Reserve	16,750**	16,750
9990	Dean, Desk "A" Reserve	-0-	1,000
9991	Dean, Desk "B" Reserve	-0-	1,000
9992	Dean, Desk "C" Reserve	<u>-0-</u>	<u>1,000</u>
	Program Total	\$120,000	\$123,000
<p>*Applicable only if local revenues exceed current estimates by \$18,549 (see also program 060).</p> <p>**Based on \$50,000 spread according to the percentage of total operating budget, less units 1000, 1010, and 1197, of funds allocated to budgets the responsibility of each vice president.</p>			
Total All Programs		<u>\$4,468,322</u>	

RESOLUTION NO. 71-6

"JANET TOURTELLOTTE POLITICAL SCIENCE COLLECTION"

WHEREAS, Friends and colleagues of Janet Tourtellotte, trustee of The Evergreen State College, wish to give money to establish in her name a collection in The Evergreen State College Library relating to political science to honor her many contributions to local, state and national public affairs; and

WHEREAS, By resolution of May 5, 1971, the Board of Trustees of the College established The Evergreen State College Development Fund as a mechanism for the receipt, processing, depositing and expenditure of such contributions:

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees of The Evergreen State College gratefully accepts the contributions for the collection and hereby establishes a "Janet Tourtellotte Political Science Collection" in the College library; and

BE IT FURTHER RESOLVED, That all monetary gifts for the collection be paid into a separate account, to be known as the "Janet Tourtellotte Political Science Collection Account," within The Evergreen State College Fund, the accrued earnings, but not the principal, of which Account are authorized for the sole purpose of building and supplementing the Janet Tourtellotte Political Science Collection.

Adopted by the Board of Trustees
June 25, 1971