

MEETING OF THE BOARD OF TRUSTEES  
OF THE EVERGREEN STATE COLLEGE

Thursday, May 23, 1974  
The Evergreen State College campus  
Daniel J. Evans Library, Room 3112

The meeting was called to order by Chairman Hadley at 10:27 AM.

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

Staff Present: Priscilla Bowerman, Member of the Faculty  
Dave Carnahan, Acting Dean of Library Services  
Dean Clabaugh, Administrative Vice President  
Rita Grace, Recording Secretary  
Margaret Gribskov, Member of the Faculty  
Helen Hannigan, Academic Accounting  
Rindetta Jones, Affirmative Action Officer  
Ed King, Recreation  
Ed Kormondy, Vice President and Provost  
Charles McCann, President  
Dick Nichols, Director of Public Information  
Jerry Schillinger, Director of Facilities  
Pete Steilberg, Director of Recreation & Campus Activities  
Thomas Ybarra, Non-White Coalition Executive Secretary  
Diann Youngquist, Director of Personnel  
See permanent roster for others attending

Others Present: Richard Montecucco, Assistant Attorney General  
Alice Watts, The Daily Olympian  
See permanent roster for others attending

Because of modified flight schedules, future Board meetings will begin at 10:30 AM.

APPROVAL OF MINUTES

Motion Mrs. Tourtellotte moved approval of the minutes of the April 18,  
74-19 1974 meeting as distributed in the Board folders. Seconded by  
Mr. Schmidt and passed.

FACILITIES USE POLICY - Action

Under the requirements of the Administrative Procedures Act, a public hearing was called at 10:30 AM regarding the proposed facilities use policy.

Motion Mr. Halvorson moved approval, in accordance with Administrative  
74-20 Procedures Act requirements, of the attached Washington Administrative  
Code sections relating to facilities usage for on-campus events and  
appearances, which policy replaces WAC 174-136-010 and -020 adopted  
by the Board on April 13, 1972. Seconded by Mrs. Tourtellotte and  
passed.

The public hearing concluded at 10:32 AM, and the regular meeting resumed.

#### REPORT ON NON-WHITE CONCERNS

As requested by the Board at its last meeting, Mr. McCann reported on progress regarding concerns expressed by the Non-White Coalition. His report related to the salary and staffing levels for the Non-White Coalition, and other expressed concerns related to institutional commitment to affirmative action and the tone of Evergreen as seen by non-white students, faculty and staff, including skills bank services, development of Asian and Chicano curricula, honoraria for ethnically-related activities, travel to promote greater interest by non-whites in Evergreen, and affirmative action hiring goals. Mr. McCann assured the Coalition that their most substantive concerns were being dealt with within the fabric of the college. Mr. McCann complimented the Coalition for the work they've done in their short existence.

Mr. Dixon moved that the President should convene additional negotiations and meetings with the Coalition relative to the budget issue and report back to the Board at its next meeting. The motion died for lack of a second.

Motion  
74-21

Mrs. Tourtellotte moved to defer any further Board action on these issues until receipt of the Non-White DTF's report. Seconded by Mr. Schmidt and passed.

#### BID AWARDS - Action

Mr. Clabaugh recommended formal approval of two contracts.

Motion  
74-22

Mr. Halvorson moved approval of award of contracts to low bidders as follows:

Vivarium Cooling (Science Lab Phase I)	Western Sheet Metal Tacoma	\$1,746.15
Chain Link Storage Lockers (Seminar Building Phase I)	Southgate Fencing Olympia	\$1,567.23

Seconded by Mr. Schmidt and passed.

#### HOUSING DEPOSIT

In order to distinguish the housing deposit from the advanced deposit, the staff recommended revision of the housing deposit.

Motion  
74-23

Mr. Schmidt moved approval of revising the housing deposit effective fall quarter 1974 from \$50 to \$45. Seconded by Mr. Dixon and passed.

#### PUBLICATIONS BOARD DOCUMENT - Action

Brent Normoyle and Margaret Gribskov discussed the changes to the Publications Board document.

Motion  
74-24

Mrs. Tourtellotte moved adoption of the attached statement of policies for The Evergreen State College Board of Publications, which include amendments to the policies adopted in January, 1973, incorporating three minor corrections suggested during the discussion. Seconded by Mr. Halvorson and passed.

Mr. McCann expressed his pleasure at the improvements that have taken place in the paper.

#### GOVERNANCE AND DECISION-MAKING - Discussion

The governance document was reviewed once again before being placed on the agenda for adoption under APA. The group of students (IRS) who had polled the community regarding ratification reported on their results.

Motion  
74-25

Mr. Halvorson moved that a member of the Board of Trustees be added to the Evaluation DTF proposed under WAC 174-108-070. Seconded by Mrs. Tourtellotte and passed.

Motion  
74-26

Mr. Halvorson moved to place the Governance and Decision-Making document on the agenda for a public hearing at the next meeting under the Administrative Procedures Act requirements.

#### TIAA/CREF RETIREMENT RESOLUTION - Action

Mr. Clabaugh recommended adoption of a TIAA/CREF retirement resolution to become effective July 1, 1974.

Motion  
74-27

Mr. Halvorson moved adoption of the attached retirement policies, which replace EAC 174-147-010 and -020. Seconded by Mr. Dixon and passed.

#### INSURANCE COVERAGES - Action

Mr. Clabaugh discussed a suggested addition to the institutional insurance policies to include mass merchandise automobile, home owners, boat and dental insurance.

Motion  
74-28

Mr. Dixon moved approval of the attached revision to EAC 174-147-310 regarding institutional insurance. Seconded by Mrs. Tourtellotte and Mr. Schmidt and passed.

The Board requested the Administrative Vice President to check into having local brokers handle mass merchandising.

#### ANNOUNCEMENTS

Mr. McCann announced the receipt of a very favorable draft report from the accreditation team, receipt of an annual review report from the Salary DTF (to be on agenda at next meeting).

OTHER BUSINESS

Student Gary Marcus requested that the Board stop construction on the freeway lighting project. The Board requested that students meet with the staff and bring a concrete plan back to the Board for consideration.

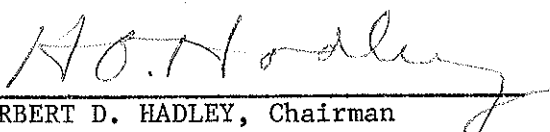
Mr. Dixon complimented Mrs. Tourtellotte for an outstanding job of representing Evergreen on the program of the annual meeting of the Association of Governing Boards in New Orleans.

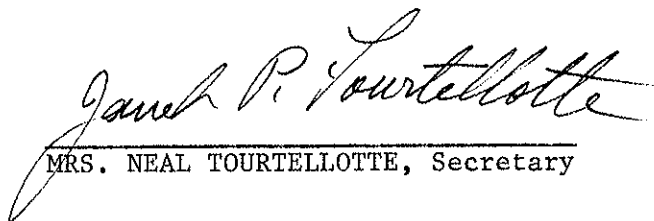
Mr. McCann briefly discussed new assignments made to the Council on Higher Education by this past legislative session and the effect on Evergreen of all the reports required by various agencies, including CHE.

DATE OF NEXT MEETING AND ADJOURNMENT

The date of the next meeting was set for June 13; the July meeting was set for July 10 in Spokane.

Mr. Dixon moved adjournment at 3:30 PM.

  
HERBERT D. HADLEY, Chairman

  
MRS. NEAL TOURTELLOTTE, Secretary

/rg

Enclosures - 4

THE EVERGREEN STATE COLLEGE

WAC 174-136 FACILITIES USAGE

Facilities Usage for On-Campus Events and Appearances

WAC 174-136-010 General Policy

The Evergreen State college is an educational institution provided and maintained by the people of the State of Washington. Those activities related to its broad educational mission shall at all times have first call on its campus buildings, properties and facilities.

WAC 174-136-011 Limitations

- (1) College facilities may not be used in ways which interfere with or are detrimental to the college's own teaching, research, public service or support programs, or which interfere with the free flow of pedestrian or vehicular traffic.
- (2) College facilities may not be used for religious worship, exercise, or instruction (Washington State Constitution, Article I, Section II).
- (3) College facilities may not be used for private or commercial purposes such as solicitation, sales, advertising or promotional activities, unless such activities clearly serve educational purposes and when sponsored by or undertaken at the request of an appropriate college unit, or when by contractual agreement with the college.
- (4) College facilities may be used on a non-discriminatory basis for the purpose of political campaigning by or for candidates who have filed for public office only when sponsored by members of the Evergreen student body, faculty or staff, and when the audience is limited to students, faculty and staff and their immediate families.
- (5) In no case may college facilities or services be used to establish or maintain an office or headquarters for a political candidate or partisan political cause.
- (6) No speaker or performer will be barred from appearance on the Evergreen campus on account of nationality, race, color, sex, religion, political affiliation, or personal philosophy.
- (7) No person not a member of the Evergreen student body, faculty or staff has an inherent right to conduct an event or speak, lecture, or perform on the Evergreen campus.
- (8) No person not a member of the Evergreen student body, faculty or staff has a right to demand that he/she be allowed to participate in an event or listen to or watch a speaker, lecturer, or performer on the Evergreen campus.

In exceptional cases, the President may at his discretion limit participants or audience to members of the group who issued the invitation.

WAC 174-136-012 Sponsoring and Broad Policy

- (1) Any Evergreen student, faculty, or staff member, or formal or informal organization thereof, is eligible to sponsor an event or the appearance of a speaker, lecturer, performer or other individual or group from outside the college, subject to WAC 174-136-010 through 022 and the Faculty Handbook, and subject to compliance with local, state and federal laws. (See the Faculty Handbook for guidelines on non-credit generating educational activities.)
- (2) The use of college premises and facilities by an individual or groups for purposes other than in connection with Evergreen's regular educational, research, public service or support programs will be permitted, subject to the requirements of WAC 174-136-010 through 022, if:
  - (a) the individual or group requesting the space is eligible to use it, and
  - (b) the space is available and has been reserved for the event or appearance.

WAC 174-136-013 Scheduling and Reservation Priorities

No college facilities may be employed for an event or appearance of a speaker, lecturer, performer, or other individual or group from outside the college unless and until facilities required have been reserved. Reservation for the use of college facilities, including buildings, equipment, and land, will be assigned according to the following priorities:

- (1) Academic buildings and the College Recreation Center:
  - (a) The college's regular instructional, research, public service and support programs.
  - (b) Major college events.
  - (c) Student, faculty, and staff related events.
  - (d) Alumni related events.
  - (e) Non-college (outside individual or organization) related events.
- (2) College Activities Building (other than areas designated for specific functions such as food service and the Bookstore):
  - (a) Student related events.



- (b) Major college events.
  - (c) Faculty and staff related events.
  - (d) Alumni related events.
  - (e) The college's regular instructional, research, public service and support programs.
  - (f) Non-college (outside individuals and organizations) related events.
- (3) Residence Halls (common areas only):
- (a) Residence Hall residents related events.
  - (b) Other student related events.
  - (c) Faculty and staff related events.
  - (d) Alumni related events.
  - (e) The college's regular instructional, research, public service and support programs.
  - (f) Non-college (outside individuals and organizations) related events.

WAC 174-136-014 Facilities Assignment and Scheduling Responsibility

Responsibility for assigning and scheduling college buildings and land lies with the Director of Facilities, subject to his delegation.

WAC 174-136-015 Procedures for Securing Permission

- (1) No permission is necessary for a speaker or performer invited by a faculty member or staff member to participate in the regular instructional, research, public service or support programs of the college if it is not necessary to make special arrangements for facilities and if the appearance will not disrupt the college's normal operations or interfere with rights of others. (If the event is to be open to the public, the Director of Recreation and Campus Activities shall be notified.)
- (2) Permission to schedule an event or appearance other than as delineated immediately above must be secured from the Director of Recreation and Campus Activities (if not a commercial activity as defined in WAC 174-136-020 and if not a conference or convention) or from the Director of Auxiliary Services (if a commercial activity or a conference or convention). See Exhibit I for format of "Request for Use of College Facilities."

WAC 174-136-016 Charges for Facilities and Services

Charges for facilities and required services may be made by the college to the sponsor of any event or appearance other than one required for the regular instructional, research, public service or support programs of the college, per the schedule of charges established and published by the Business Manager. Special services (e.g., chair set-up) and equipment use charges may be charged in addition to the facilities use fees.

WAC 174-136-017 Other Requirements

- (1) When deemed advisable by the Director of Recreation and Campus Activities, or the Director of Auxiliary Services, as the case may be, the sponsor or conductor of an event or appearance may be required to make an advance deposit, post a bond, and/or obtain insurance to protect the college against damage costs or other liability.
- (2) Permission to an individual or organization for use of college facilities, when granted, carries the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage resulting from the use of college facilities and that he, she, or it agrees to hold harmless and indemnify the college against any loss or damage or claims arising out of such use.

WAC 174-136-018 Audio and Visual Recording

The sponsor of any event or appearance shall be responsible to obtain written clearances from the speaker or performer if any audio or visual recording of the presentation is to take place; such clearance shall be deposited with and maintained by the Director of Recreation and Campus Activities. See Exhibit II for suggested format.

WAC 174-136-019 Activities for Commercial Purposes

- (1) The term "commercial purposes" means the exchange, sale, or purchase of goods, productions, or property of any kind or personal services or entertainment, and/or solicitation, advertising, or other promotion of such exchange, sale, or purchase, when as a result of such activities, profit accrues to one or more individuals or companies, whether or not such individuals or companies are constituted entirely of members of the Evergreen student body, faculty and/or staff. The term "for profit" shall mean monetary gain as an intent of the activity whether or not the activity is in fact profitable.
- (2) Charges for use of facilities for commercial purposes shall be made at the scheduled rates except in the following cases:
  - (a) Commercial activities to support instructional programs (e.g., bake sales).



- (b) Commercial activities by recognized campus activities groups (e.g., the Arts Cooperative).
  - (c) Commercial activities by the regular campus food service.
  - (d) Commercial activities by the College Bookstore.
  - (e) Commercial activities by publishers and manufacturers who bring to the attention of faculty, staff and students books, equipment and facilities which aid and abet the instructional, research, public service or operational programs of the college.
- (3) Application for the use of campus facilities for commercial purposes is made with the Director of Auxiliary Services. In addition to the satisfaction of any requirements imposed for advanced deposit, bond, and/or insurance, and the indemnification of the college against loss, damage, and/or claims, the application shall include:
- (a) Statement of goals and objectives.
  - (b) Justification statement demonstrating the necessity for the venture on campus and an assessment of needs.
  - (c) An inventory of legal requirements (including tax obligations) to be met and evidence of the individual's or organization's ability to comply with them.
  - (d) A proforma balance sheet and profit and loss statement with supporting detail for revenue and expense. Projections should cover the next two fiscal years.

#### WAC 174-136-020 Revenues

All revenues which accrue to the college from charges for use of facilities and for college services shall be paid to The Evergreen State College for deposit by the Cashier in the respective fund or account for which the revenues are earned.

#### WAC 174-136-021 Conferences and Conventions

The college shall offer facilities and services for conferences and conventions when the campus atmosphere is particularly appropriate or when demands for facilities and services exceed the demands of local private enterprise, but shall never place itself in a position of direct competition with Olympia-Lacey-Tumwater businessmen.

#### WAC 174-136-022 Penalties for Violations of Commercial Activities Regulations

Persons other than Evergreen students, faculty and staff who violate WAC 174-136-011(3) may be referred to civil authorities for appropriate prosecutions, including violations of the law of criminal trespass.

## REQUEST FOR USE OF COLLEGE FACILITIES

(Use only for events not a part of Evergreen's regular instructional, research, public service, and support programs)

THE  
EVERGREEN  
STATE  
COLLEGE  
Olympia  
Washington  
98503

NAME OF EVENT		EVENT DATE(S)	EVENT TIME(S)
NATURE OF EVENT	FACILITIES REQUESTED	ESTIMATED ATTENDANCE	SPONSORING ORGANIZATION(S)

PROPOSED MAJOR PARTICIPANTS IN EVENT

OTHER DETAILS REGARDING EVENT

RESOURCE QUESTIONS	Yes	No	SCHEDULE OF CHARGES		
			FOR	AMOUNT	DETAILS
1. Will the event require payment of an honorarium? (If yes, submit invoice voucher to Business Office ten days in advance and make arrangements to pick up and deliver warrant.)			SUPPLIES/SERVICE \$		
			EQUIPMENT USE		
			SPACE USE		
2. Will admission charge or donation be collected? (If yes, attach detailed budget, including rates, ultimate recipient, etc.)			DAMAGE DEPOSIT		
			SECURITY		
			OTHER (SPECIFY):		
3. Will event include non-college speaker or performer? (If yes, attach list with addresses.)			ADVANCE FINANCIAL COMMITMENTS BY SPONSOR		
			DEPOSIT	\$	RECEIVED BY DATE
4. Will event require food and/or beverage service? (If yes, make arrangements through Director of Auxiliary Services.)			BOND	\$	(ATTACH COPY OF BOND)
			INSURANCE	\$	(ATTACH COPY OF INSURANCE)
5. Will event require special set-up of equipment, or special services? (If yes, make arrangements with necessary college units and attach a brief explanation.)			INDEMNIFICATION		
6. Will event be a dance, concert, or play? (If yes, attach listing of personnel assigned for cashier, ticket or stamp clerks, I.D. checker, supervisors, security assistants, clean-up crew, etc., as appropriate.)			Any and all claims that might arise on behalf of the Sponsoring Organization or other persons while engaged in the performance of the Event, and any and all claims that might be made by any third person as a result of any act or failure to act on the part of the Sponsoring Organization, shall be the Sponsoring Organization's sole obligation and the Sponsoring Organization releases and agrees to indemnify the College and hold it harmless from and against any liability for injury or death of person or damage to property because of any act or failure to act on the part of the Sponsoring Organization, howsoever caused and whether or not due to the negligence of the College, its employees or agents, and including strict liability in tort that may be imposed upon the College.		

REMARKS:

TERMS OF THIS REQUEST AGREED TO, AND REQUEST SUBMITTED BY:

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_

APPROVAL (DISAPPROVAL)

NOTE: ALL USES OF COLLEGE FACILITIES ARE SUBJECT TO THE REQUIREMENTS OF WAC 174-136-010 THROUGH 022. THIS REQUEST FOR USE OF COLLEGE FACILITIES IS CONFIRMED ONLY WHEN AN APPROVED COPY IS RETURNED TO THE APPLICANT.

DATE

DIRECTOR OF  
RECREATION & CAMPUS ACTIVITIES  
(OR DIRECTOR OF AUXILIARY SERVICES)

☐ EVENT APPROVAL☐ SUBJECT TO ATTACHED☐ NOT APPROVED

Original (with attachments) to: Business Office  
Copies to:  
Applicant  
Facilities  
Recreation & Campus Activities  
Auxiliary Services  
Security

To: The Evergreen State College

From: Name:  
Street:  
City:

I/we hereby specifically grant to The Evergreen State College permission to record, by video and/or audio means, any presentation I/we make in connection with the below identified presentation or performance, and I/we assign all rights, title and interest in and to such video and audio recordings to the College.

Type of presentation or performance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Group or individual presenting or performing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date and place of presentation or performance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Representative)

Date: \_\_\_\_\_

- (1) Authority for retirement system: The Evergreen State College Retirement System has been established by the Board of Trustees under authority provided by RCW 28B.10.400 et seq. for the purpose of providing retirement incomes and related benefits to certain faculty and administrative exempt staff members.
- (2) Retirement system goal: The Board of Trustees has adopted the goal for the Retirement System to provide for participants, upon retirement, at age 65 and after 25 years of service, a minimum retirement income based upon 50 percent of the average salary of the highest two consecutive years of service, exclusive of Federal Social Security benefits, all subject to the provisions of EAC 174-147-440.
- (3) Maximum retirement income exclusive of supplemental retirement income payment: No part of this policy shall be construed to limit the maximum retirement income which participants may receive based on the amount of employee contributions, matching contributions by The Evergreen State College, and dividends, exclusive of any supplemental retirement income payment.
- (4) Definitions:
  - (a) Annuity: Retirement income purchased from the Teachers' Insurance and Annuities Association and its companion organization the College Retirement and Equities Fund (TIAA/CREF) and Washington Teachers' Retirement System, by joint contributions. The amount to be treated as annuity from the latter shall include only that portion earned while a member of a Washington State higher education institution.
  - (b) Annuity retirement option: Lifetime income after retirement, selected from several choices to provide maximum income for the retiree only or reduced income during retirement that includes continuation of a portion of the income to a beneficiary.
  - (c) Full-time service: Employment as a member of the college faculty or administrative exempt staff in a position normally requiring employment of more than 70 hours per month in at least five months of each year. Full-time service does not include employment incidental to obtaining an education.

Full-time service for both groups shall not include leaves of absence without pay or employment in non-Washington state institutions of higher education, but

shall include leaves of absence for active military service that interrupt college employment, leaves of absence for illness with pay and professional leave time with compensation.

- (d) Includable salary: Income upon which contributions are made by both a participant and a public higher education institution in the State of Washington.
- (e) Highest two consecutive year salary: The highest includable salary received during any 24 consecutive months of full-time service.
- (f) Retirement income benefit: The amount of retirement income employed as a base for determining any supplemental retirement income payment by The Evergreen State College. The retirement income benefit shall be calculated on the basis of length of service, average salary for the two highest consecutive years, and contribution rate, after July 1, 1974, for participants. TIAA/CREF annuities and any pension as a result of participation in the Public Employees' Retirement System or the Washington Teachers' Retirement System while employed in a Washington State Public higher education institution, and Supplemental Retirement Income Benefit shall be included as part of the Retirement Income Payment. Social Security benefits shall not be used to reduce this minimum retirement income nor are they a part of it.
- (g) Supplemental retirement income payment: Income paid by the college when the calculated retirement income benefit is greater than the retirement annuity as described in EAC 174-147-440(3).

#### EAC 174-147-410 Eligibility to Participate in the Retirement System

- (1) Faculty eligibility: Participation is restricted to and mandatory for employees of the college except as described in EAC 174-147-410(2).
- (2) Eligibility for exemption from participation:
  - (a) Persons eligible to participate in the Public Employees' Retirement System.
  - (b) Persons in positions requiring normally less than five months service per year and/or less than half time employment.
  - (c) Persons employed primarily as an incident to and in furtherance of their education or training.
  - (d) Persons employed primarily as an incident to the education or training of a spouse, except that such employee may declare themselves to be career employees and upon request, will be granted participating membership rights.

00227



- (e) Persons rendering professional services on a fee, retainer, or contract basis or as an incident to the private practice of a profession.
- (3) Participation required: As a condition of employment, an eligible member of the faculty or exempt staff shall begin contributory participation in the retirement system immediately upon employment if he or she already owns a TIAA/CREF contract, or at the beginning of the third year of full-time service if he or she does not own a TIAA/CREF contract upon employment; provided, however, that:
- (a) Any member of the faculty or exempt staff may, at his or her option, begin contributory participation prior to the beginning of the third year of full-time service.
  - (b) Any member of the faculty or exempt staff who, at the time of employment, is a member of the Washington State Teachers' Retirement System, may, at his or her option, elect to retain his or her membership in that system, either temporarily or permanently, and shall not, while a member of that system, be required to begin contributory participation in TIAA/CREF.
  - (c) Any member of the faculty or exempt staff who, at the time of employment, is a member of the Public Employees' Retirement System, may, at his or her option, elect to retain his or her membership in that system, either temporarily or permanently, and shall not, while a member of that system, be required to begin contributory participation in TIAA/CREF.
- (4) Reclassification of classified staff to faculty: Upon reclassification by the administration of any college employee from a classified staff category to a faculty category, the faculty member shall thereupon be eligible for participation in the retirement system provided such faculty meet all other eligibility criteria for participation and provided that application for participation is made within two years of the date of reclassification. The faculty member will continue participation in the Public Employees' Retirement System if he or she does not opt for transfer to TIAA/CREF.
- (5) Transfer from faculty appointment to classified or exempt staff position: Upon transfer from faculty status to a classified or exempt staff position, an employee may continue participation in the college retirement system or begin participation in the Public Employees' Retirement System as a new employee.

EAC 174-147-420 Source of Retirement Income Benefit

- (1) The retirement income benefit shall consist of:

- (a) TIAA/CREF annuities: The income derived from annuities purchased from TIAA and/or CREF.
  - (b) Supplemental retirement income payment: Supplementary retirement income payments, to full-time members of the retirement system after at least ten years of full-time service according to the provisions prescribed in these rules.
  - (c) State of Washington employees retirement benefits: The retirement income, if any, resulting from participation in the Washington Public Employees' Retirement System and the Washington Teachers' Retirement System while employed in a Washington State public higher education institution, providing retirement occurred while the employee was a participant in the college retirement system.
- (2) Benefits under Federal Old Age Survivors Insurance (Social Security) shall be in addition to the retirement income as herein defined.

EAC 174-147-430 Contribution Rates, Contribution Distribution, and Includable Salary

- (1) Basis for contribution: Payments to the retirement system are made by each participant in accordance with the rates established in EAC 174-147-430(4).
- (2) Summer salary participation: Participants with summer appointments shall contribute to the retirement system on salary received during their summer appointments. Such contributions will be at the rates provided in EAC 174-147-430(4).
- (3) College contribution: College contributions shall be equal to the employee contribution, but in no instance shall exceed ten percent of salary and shall apply to the purchase of retirement benefits for the participants.
- (4) Contribution rate:
  - (a) Employees less than age 35: Five percent of basic annual salary.
  - (b) Employees 35 years of age or older:
    - (i) Minimum contribution: beginning the first pay period following the 35th birthday of the participant, 7.5 percent of basic annual salary.
    - (ii) Maximum contribution: Beginning the first pay period following the attainment of age 50 or later, upon application, an employee may elect to contribute 10 percent of basic annual salary.

- (5) Distribution of TIAA/CREF contribution: Premiums may be allocated, at the election of the participant, between TIAA and CREF in any whole percentage, including payment of the full premium to either company. (If a person does not elect a contribution distribution, 50 percent of the contribution shall be allocated to TIAA and 50 percent of the contribution shall be allocated to CREF.)
- (6) Income tax deferment: As authorized by the Internal Revenue Code an employee may enter into an agreement with the college to reduce the employee's monthly basic salary by the amount of the retirement system contribution and by a supplemental amount as prescribed in the Internal Revenue Code and the college shall transmit that amount to purchase retirement annuities in the name of the employee and thereby defer the income tax on the amount until received as benefits. Any agreement regarding this section shall be legally binding and irrevocable for both parties while employment continues; provided, however, that after one year from the effective date of the agreement, either party may terminate the agreement; and provided, further, that no more than one agreement for such salary reduction may be made within any taxable year of the employee except to the extent otherwise permitted by the regulations under section 403 (b) of the Internal Revenue Code.
- (7) Old Age Survivor Insurance (OASI - Social Security) contributions: Contributions, as prescribed, shall be in addition to retirement system contributions.

EAC 174-147-440 Retirement Income Benefit

- (1) Eligibility: Participants in the retirement system shall, after 10 or more years of full-time service, be eligible for a retirement income benefit as prescribed in the following sections.
- (2) Retirement income benefit: the retirement income benefit shall be computed at retirement, after 10 or more years of full-time service and be based on a rate of 2 percent of the average of the highest two consecutive years annual salary for each year of full-time service to a maximum of 50 percent. Beginning July 1, 1974, if a participant does not elect to contribute ten percent of salary for the purchase of retirement annuities, during periods of service at age 50 or later, the retirement income benefit for those periods, as included in the calculations of the retirement income benefit, shall be based on a rate of 1.5 percent of the average of the highest two consecutive years annual salary, e.g., if the participant works for twenty years prior to age 50 and contributes only 7.5 percent thereafter, the retirement income benefit will be based upon twenty years at 2 percent and five years at 1.5 percent. Failure to contribute at the ten percent rate prior to July 1, 1974, shall not affect the retirement income benefit.

(3) Annuity retirement option:

- (a) TIAA/CREF: The TIAA/CREF joint and 2/3 annuity to survivor with a 10 year guarantee, including possible retirement dividends, shall be the basis for calculating the annuity retirement option assuming each retiree has a spouse the same age as the retiree.
- (i) The participant's election of an annuity option, other than the joint and 2/3 annuity to survivor with a 10 year guarantee, including post retirement dividends, shall not alter the calculation of the supplemental retirement income payment.
  - (ii) The annuity accumulation in CREF may be optionally transferred to a TIAA annuity at the time of retirement and the annuity retirement option shall be calculated after such transfer.
  - (iii) Transition benefit: A participant, age 55 or older, may elect to take upon retirement, a transition benefit of a lump sum payment of up to ten percent from each TIAA or CREF contract accumulation then being converted to an annuity payment thereby reducing the total TIAA/CREF annuity benefits by the amount of such payment. Calculation of the annuity retirement option shall be made on the basis of the original annuity accumulation, before removing the lump sum payment.
- (b) Annuity retirement option for Washington State Teachers' Retirement Benefit: A rate of two percent of the average of the highest two consecutive years annual salary for each year of full-time service while participating in Washington State Teachers' Retirement System.
- (i) The basis for calculating the retirement income benefit a retiree with vested interest and who has maintained participation in the Washington State Teachers' Retirement shall receive an annuity equal to the amount calculated by the method described in this section from Washington State Teachers' Retirement.
  - (ii) For a retiree who opted to withdraw from Washington State Teachers' Retirement and received a lump sum refund in 1957, it shall be assumed for supplement calculation that he is credited with a retirement annuity equal to two percent for each year of full-time service while participating in the Washington State Teachers' Retirement computed on the base of the average salary of the highest two consecutive years within the period prior to 1957.

(4) Supplemental retirement income payment:

(a) If the retirement income benefit is greater than the annuity retirement option, then a supplemental retirement income payment shall be paid monthly to a retiree.

(b) Contributions assumptions:

- (i) In no case shall annuities purchased entirely by self-paid premiums of the individual be used to reduce the college obligation for supplemental retirement income payments.
- (ii) Summer contributions: Retirement annuities developed from employees and college contributions from summer salary, shall be included in the calculation of the retirement income benefit. Summer salary shall be included in the average of the highest two consecutive years salary.
- (iii) Only annuity accumulations resulting from employee and employer contributions while employed at public higher education institutions within the State of Washington shall be included in the annuity retirement option.
- (iv) Any portion of a participant's TIAA and/or CREF annuity accumulation which is awarded by a court to the participant's spouse upon divorce or dissolution of marriage shall be included in any subsequent calculation of supplemental payments as if that amount had remained in the participant's TIAA and/or CREF accumulation until the date of retirement.
- (v) The value of the annuity retirement option for TIAA/CREF shall be calculated as if, after July 1, 1974, 50 percent of the participant's contributions were made to TIAA and 50 percent to CREF during each year of participation until retirement. Benefit calculations related to contributions made prior to July 1, 1974, shall be computed on the basis of the actual allocations between TIAA and CREF.

(c) Supplemental retirement income payment for a surviving spouse: Prior to retirement, a person or his assignee may elect a supplemental retirement income payment option to provide for the continuation of that supplement to the surviving spouse; provided, that if such option is elected the supplemental retirement income payments shall be in the same proportion as the elected survivor annuity option, and provided further, that this section shall not apply to persons retired prior to July 1, 1974.

(d) Early retirement provisions for supplemental retirement income payment: At the time of retirement of a participant who has elected to retire earlier than his or her



65th birthday, the supplemental retirement income payment shall be calculated in accordance with the provisions of this section; provided, that the amounts so calculated shall be reduced by 0.5 percent for each month by which the retirement age is less than 65.

- (e) Minimum supplemental retirement income payment: The supplemental retirement income payment shall be made in equal monthly installments. If, however, such monthly installments should be less than ten dollars the supplemental retirement income payment may be made at the choice of the President or his designee at longer intervals.
- (5) Spouse signature: The spouse's signature shall be required by the college indicating acknowledgment of the annuity retirement option and the supplemental retirement income payment option.

EAC 174-147-410 Retirement Age

- (1) Normal retirement age: Sixty-five is the normal retirement age at The Evergreen State College. A faculty member or other employee may elect to retire at the earliest age specified for retirement by Federal Social Security Law.
- (2) Extension of service: With approval of the President, extension of service beyond normal retirement age may be made for definite periods not to exceed one year each, but no such extension shall postpone retirement beyond the end of the academic year in which age 70 is attained.
- (3) Effective date of retirement:
  - (a) Faculty personnel shall be retired by July 1 or at the conclusion of the teaching contract, whichever occurs first, next following attainment of retirement age.
  - (b) Administrative exempt staff personnel shall be retired by January 1 or July 1 next following attainment of retirement age.
- (4) Reemployment of retirees:
  - (a) A retiree reemployed by the college for less than 40 percent of full-time or less than 70 hours per month, or for less than five consecutive months, shall be eligible to receive supplemental retirement income under the provisions of the retirement system.
  - (b) A retiree reemployed by the college for 40 percent of full-time or more, or 70 hours per month or more, or more than five consecutive months, shall not be eligible to receive supplemental retirement income payments during the period of employment, provided that TIAA/CREF annuity benefits shall not be affected.

(c) Contributions by reemployed retirees:

- (i) Contributions to the retirement system shall not be made if employment is not expected to last for more than five consecutive months or employment will be for less than 40 percent of full-time service, or for less than 70 hours per month.
- (ii) If employment is expected to last for more than five consecutive months and employment will be 40 percent of full-time service or more, or 70 hours per month or more, the employee may elect to contribute, at applicable rates, toward the purchase of retirement annuities and such contributions shall be matched by the college. Such annuity benefits shall not be included in the calculation of retirement income payments.

EAC 174-147-460 Retirement for Disability

- (1) Disability provision: Any eligible employee under age 65 who is totally and permanently disabled may be retired for condition of health, either at his or her own request or by request of the President.
  - (a) All employees who belong to The Evergreen State College retirement system shall be designated as eligible employees.
  - (b) Employees over age 65 who are disabled will be eligible under the regular retirement for age provisions of the retirement system.
- (2) Request for disability retirement: Any request for retirement on account of disability must be reviewed by a committee consisting of three physicians, one to be chosen by each of: the President, the respective vice president, and the individual involved or that individual's representative. After review, this committee will make recommendations to the President. After retirement for disability, the case may be reviewed by such a committee semi-annually upon request of the President or the individual who is retired.
- (3) Payment of supplemental retirement income payments: Subject to statutory limitation and the general provision of its retirement regulations, The Evergreen State College will make, to a person retired for disability, monthly supplemental retirement income payments which, when added to the annuity received by the individual, will equal the amount to which the person would have been entitled, based upon his or her number of years of service and on his or her actual average of the highest two consecutive years annual salary.

- (1) Ownership of annuity contracts: Each TIAA Retirement Annuity Contract and CREF Certificate issued in accordance with the provisions of the retirement system is for the purpose of providing a retirement and/or a death benefit and is the property of the individual participant.
- (2) Repurchase of TIAA/CREF annuities: Under certain conditions TIAA may repurchase the retirement annuity of a participant who leaves the employ of the college for reasons other than retirement or disability. A retirement annuity will be repurchased before payments to the annuitant have begun if the annuity has been in force for five years, if the repurchase value is \$2,000 or less, provided that all of the following conditions are met:
  - (a) The annuitant requests repurchase.
  - (b) The annuitant is neither employed at nor is transferring to an institution having a TIAA retirement plan (sabbatical and other authorized leaves of absence are considered as employment).
  - (c) All participating institutions that contributed premiums consent to the repurchase.
- (3) Upon repurchase, the refund of accumulations related to payments made at the college less repurchase charges will be paid to the employee.
- (4) If the annuitant has more than one annuity, the total value of all TIAA and CREF annuities and the longest duration of any of them, shall govern in determining whether a repurchase will be made under EAC 174-147-470(2). (The result being that all or none of his or her annuities will be repurchased.)
- (5) Provision for change in TIAA/CREF repurchase policy: In the event any changes are made by TIAA/CREF in their automatic repurchase policy the Board of Trustees shall decide the repurchase policy to be followed by the college.
- (6) Resignation of employment: Should a participating employee resign before attaining retirement age, the contract remains in force, without further premiums, in the amount of employee contributions, matching contributions by The Evergreen State College, and dividends. The owner will be eligible for payments according to the provision of the contract upon reaching retirement age; however, the employee may continue payments into the contract thereby purchasing a larger annuity or, as a faculty member in another institution that also has a contract with TIAA, may transfer that policy to the other institution. An employee who has resigned from service with the college and is not participating with another TIAA/CREF member institution may commence receiving periodic lifetime payments beginning at any practical age upon agreement with TIAA/CREF.

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- (7) Option to surviving spouse on the death of participant before retirement: The surviving spouse shall be allowed any option available under TIAA/CREF rules including the option of a lump sum settlement of accumulated benefits.

Insurance Policies: Institutional

EAC 174-147-310 Policies

The following policy toward the insuring of risk and hazard has been established by the Board of Trustees:

(1) Real and Personal Property

The college will assume all risks of loss to physical property except:

- (a) When forced to insure, such as by terms of a bond indenture or by the purchase of property under a real or conditional sales contract.
- (b) Where the property owned was purchased with funds, the source of which is other than State funds.
- (c) When personal property either on or off campus is subject to extra hazardous risks where the replacement of the property would affect the budget of the particular operating unit.
- (d) The President's residence, including college-owned furnishings therein.

(2) Liability

The college will insure its liability risks and include coverage for its Trustees, employees and students, all while acting at the direction of or on behalf of the college.

(3) Workmen's Compensation

All employees of the college will be covered by the Washington Industrial Insurance Act.

(4) Unemployment Compensation

When required by applicable federal or state law, employees subject to requirements of the law will be covered by Unemployment Compensation.

(5) Medical Aid, Life, Accidental Death & Dismemberment, Salary Protection and Pension and Health Insurance.

The college will contribute to all of these plans in varying amounts, except to student medical expense and student life insurance.

(6) Mass Merchandise Automobile, Home Owners, Boat and Dental Insurance.

The college will administer these insurance programs by payroll deduction when it is in the best interest of college employees.



## STATEMENT OF POLICIES

### THE EVERGREEN STATE COLLEGE BOARD OF PUBLICATIONS

The Board of Publications is established by The Evergreen State College as the publisher and official policy governing board of the Cooper Point Journal and any other community publications which have been or may be approved by it. (Note: This document refers to the college newspaper as the Journal and may require revision if a new name is established in the future.)

The Evergreen State College Board of Publications shall answer to the Board of Trustees through the President of the College.

The Board of Trustees, which is legally responsible for the entirety of TESC, accordingly has the right and duty to define the functions of, to set broad governing policies of, and to review any action of the Board of Publications or of student publications. By tradition, the Board of Trustees delegates these tasks to the President, who in turn delegates them to the Board of Publications, which acts on the President's behalf as the publisher of the publications.

The composition and the basic powers of the Publications Board shall be set forth in the Board Bylaws, which are attached to this statement of general policies. Changes in the Statement of Policies and the Bylaws shall not become official unless reviewed and approved in the manners provided in the College's governance documents. The Publications Board shall have the right of appeal to the Board of Trustees through the President concerning issues that cannot be resolved between the Publications Board and individuals or groups within the Evergreen Community.

The following statement of policies details specific functions and responsibilities of the Cooper Point Journal, the Editor, and the Adviser of the Journal. This statement is intended to allow for the greatest freedom of expression for student publications, consistent with general college policy and welfare.

Student publications are important and necessary parts of TESC. They should provide a channel for campus information, serve as a forum for ideas and opinions in the college community, and educate interested students in the processes of communication (including those students whose primary concern is not oriented toward journalism per se).

The goal of the Cooper Point Journal is to be professional in all aspects of its operation: in the news coverage, in editorial comment, and in the conduct of its staff. Therefore the Journal will be guided by the following Code of Ethics; the American Society of Newspaper Editors' CANONS OF JOURNALISM, and the BASIC STATEMENT OF PRINCIPLES from the National Conference of Editorial Writers. All of these documents are hereby made a part of the Board of Publications' Statement of Policies.

## CODE OF ETHICS:

### I. FREEDOM

- a. Freedom of expression and debate by means of a free and vigorous press is essential to the effectiveness of an educational community in a democratic society.
- b. The press must be free of all forms of external interference designed to regulate its content.
- c. Freedom of the press must not be abridged by confiscation of issues or facilities, or suspension of publications, except where there is a clear danger that publications will violate a public law, nor may it be abridged by academic, personal or financial sanctions, arbitrary removal of staff members, or threats of these actions. No one outside the staff shall delete, dictate or revise the content of a student publication.

### II. RESPONSIBILITY

- a. It is the role of the press to report the news and provide an outlet for campus opinion and creative effort.
- b. It is the responsibility of the press to maintain the highest standards of accuracy, truthfulness and fairness, in fulfilling this role.
- c. The press must maintain respect for the privacy and rights of the individual.
- d. The press must not impugn the character or motives of the individual without substantial evidence, nor shall it ever knowingly violate a confidence.
- e. Personal bias, vested interests, or editorial policy must not dictate or influence the writing, placement or length of news stories. News value must be the only criterion.
- f. The press must provide an open forum for unfettered expression of opinion, including those opinions differing from editorial policy. Such expressions must not be edited so as to distort or alter, or disparage the opinion.
- g. The press must insure the highest degree of accuracy, and must not misrepresent the opinions or actions of individuals or groups.
- h. A correction must be promptly issued and fairly placed where there has been a factual inaccuracy. Where an individual or group has been damaged by the error, an apology is necessary.

- i. An article from another publication must not be reprinted in whole or in part without due credit, and permission if necessary.
- j. The editor must accept final responsibility for the contents of the publications.

#### Suspension or Dismissal

- a. It shall be the responsibility of the Publications Board to suspend from all publication activities any staff member who is found, after a hearing, to have failed to comply with the editorial and business functions, policies, and responsibilities of the Cooper Point Journal as set forth in this Statement and its Bylaws.
- b. Student editors or managers may be removed or suspended after a hearing by the Publications Board only in extreme cases involving (1) failure to comply with the Publications Board's Statement of Policies, (2) gross incompetence, or (3) willful and/or repeated violation of the above Code of Ethics, or of the professional standards as defined in the American Society of Newspaper Editors' CANONS OF JOURNALISM, or the National Conference of Editorial Writers' BASIC STATEMENT OF PRINCIPLES.

Allegations of such incompetence or irresponsibility may be lodged in writing with the Board. No student editor or staff member shall be dismissed unless he/she has been informed by the Board in writing of the specific charges and has had adequate opportunity to defend himself/herself at hearing before the Board. The defense may include help from an adviser and the right to challenge testimony and question accusers. A Board hearing on continuing involvement in student publications is in no sense a trial, however, and judicial procedures governing cross-examination of witnesses and admissability of evidence shall not apply.

Appeals from the decisions of the Board of Publications shall be the same as those specified in TESC's COG and social documents.

In all cases coming before the Board of Publications all parties shall be given adequate time to prepare their arguments.

Any person who has a formal complaint regarding the conduct of any college publication should make the complaint known in writing to the Publications Board.

#### Responsibilities and Functions of the Editor

1. All articles, editorials, letters, columns, or other material, proposed for publication in the Cooper Point Journal which involve any public controversy or issue or include any criticism of a policy or action of the College or of any unit of the College, whether of faculty, staff, Board of Trustees, or students, are to be submitted to the Editor for approval before publication and are not to be published without the Editor's approval.

2. Reporters and other contributors of the Cooper Point Journal are responsible to the Editor. The Editor or the Adviser is expected to report immediately to the Publications Board any violations of this Statement.
3. The Editor of the Cooper Point Journal has the responsibility to remember that exposes, crusades, editorials, statements, assertions, and articles about controversial subjects can be more wisely planned and can be carried out with less danger of injury to individuals, groups, or the College as a whole, if the Adviser, a person experienced in such matters and who has an official association with the College affairs, is consulted before publication.
4. Certain powers and duties of the Editor are listed in the Board of Publications Bylaws.

#### Responsibilities and Functions of the Adviser

The Adviser serves at the discretion of the President and is responsible for reporting to the President regarding policies and operations of the Journal and other college-sponsored student publications.

The specific duties and responsibilities of the Adviser of the Cooper Point Journal are:

1. Advises the staff of the Journal in carrying out the policies of the Publications Board. He or she shall, in conjunction with the Editor, see that the policy statement of the Journal is understood and observed by all staff members.
2. Is responsible for developing ethical professional attitudes and for maintaining a high standard of technical performance for the various publications' staffs.
  - a. Advises writers on appropriateness of material for the publication. Advises as to techniques of gathering information.
  - b. Is alert for material which is libelous or otherwise contrary to Board of Publications policy and takes appropriate action if it is proposed for publication.
  - c. Provides for instruction in editorial skills, advertising, circulation and production.
  - d. Advises publications' staffs concerning technical aspects of publishing their respective publications.
3. Coordinates production procedures and deadlines for the Journal.

4. In conjunction with the College Purchasing Agent, initiates purchases, calls for bids, and contracts with suppliers and manufacturers. Coordinates production arrangements between each publication and its contractors.
5. Assumes, in conjunction with the Editor and Business Manager of the Cooper Point Journal, the responsibility for overseeing its financial operations.
6. Provides for individual or group instruction in the techniques associated with publications such as the use of equipment and procedures commonly used in publication organizations.
7. Is responsible for maintaining a central inventory of supplies; and gathering statistics and reports for the Publications Board and the program.
8. Has the responsibility and jurisdiction over all rooms and other physical facilities and equipment assigned to or owned by the Publications Board.
9. Maintains professional contacts with advisers on other campuses and with members of the printing trades and publishing firms in similar operations.
10. Is an ex officio nonvoting member of the Publications Board.
11. Provides continuity in the year-to-year business and production procedures of the Journal and the overall operation.

#### Functions and Responsibilities of the Cooper Point Journal Business Staff

- A. Political advertising (campus, local, or state) may be accepted provided the opposition is given due notice of such advertisement and - if possible - in time to place an advertisement in the same issue. All political advertising shall be paid in full before publication.
- B. No individual or firm shall be solicited for listing as a patron by the Journal or in any other college publication.
- C. No advertisement shall be inserted in the Journal for which payment is to be made in any other form or manner than in cash or check to the publication.
- D. The Adviser, Editor, and Business Manager for the Journal are responsible for all collections and for maintenance of budgetary control. Expenditures not in accord with the budget will not be approved without the express approval of the Publications Board.

#### Revision of Statement of Policies

- A. The Publications Board is expected to review this Statement of Policies annually and to report to the President, for the consideration of the Board of Trustees such revisions as may be necessary or desirable to carry out the purposes of these policies.



Provisions for Amendment

- A. The Statement of Policies may be amended in the following manner:
1. There shall be a period of at least one week between the introduction and the vote by the Publications Board on the proposed change. Proposed changes will be duly advertised throughout the college community prior to any actions.
  2. Passage will require a two-thirds affirmative vote of the entire voting membership of the Publications Board.

Nothing in these statements of principles and guides is to be construed as in effect if it is in conflict with any statement of policy adopted by the Board of Trustees.

A manual combining the information in this Policy Statement with a Journal style guide should be prepared and distributed to all staff members of the Journal.

## EVERGREEN BOARD OF PUBLICATIONS BYLAWS

## ARTICLE I

## Publications Board

## Section 1:

The official publication of the Publications Board shall be the Cooper Point Journal.

## Section 2:

There shall be a Publications Board which shall - through delegation by the Board of Trustees and the President - assume responsibility for formulating and administering general policies governing publication of the Journal. "General policies" include such matters as frequency and date of publication, ratio of advertising to news space, staff size and table or organization, etc., but do not extend to matters of day-to-day administration of the Journal nor to such editorial judgments as would normally be made by the editor or editor-in-chief of a commercially-operated daily or weekly newspaper.

Membership on the Publications Board shall include six voting members:

Two students (exclusive of the Journal staff) chosen at random from a list of volunteers;

Two faculty and/or staff members appointed by the President;

One professional journalist from the college service area to be selected by the President at the recommendation of the Director of College Relations;

new { One member of the staff of the Journal, other than the Editor, elected by the staff and appointed by the President.

The Board shall also include the following ex officio (non-voting) members:

The Director of College Relations;

The Faculty (or Staff) Adviser of the Journal, unless the Adviser is the professional journalist appointed to the Board by the President;

The Editor of the Journal.

In the selection of appointed members of the board, attention will be paid to the need for representation of minorities and women in the make-up of the Board.

Vacancies shall be filled in the same manner as regular appointments.

Members of the Publications Board shall serve one year terms. Appointed members may be reappointed.

The voting members of the Publications Board shall elect a chairperson each year and designate a secretary to record minutes of meetings. A meeting may be called by the chairperson or any two voting members. A quorum shall be necessary to conduct business and shall consist of four voting members. All meetings must be duly advertised in campus media before they are held.

At the end of Spring Quarter, the minutes of all Board meetings and other Board records shall be transmitted to the Board Secretary selected for the next academic year.

The powers and duties of the Publications Board shall be:

- a) to serve as the official publisher and policy governing board for the Cooper Point Journal as indicated in Section 1.
- b) to appoint the Editor of the Journal from among available volunteers, with the advice and counsel of the Faculty (or Staff) Adviser, the President of the College, and the staff of the Journal.
- c) to appoint or approve persons to fill any vacancies which may occur in the editorship.
- d) to insure that all staff members of the Journal adhere to the statement of Policies.
- e) to approve all budgets and capital investments.

#### Board Meetings

The Publications Board shall meet at least once during the first month of each quarter except during the summer. Meetings of the Board shall be open to all interested persons unless, for reasons of propriety, the members determine that a closed session is necessary. Closed sessions shall be limited to confidential matters related to personnel problems. Official actions of the Publications Board may be taken only in open, advertised sessions.

#### Board Decisions

All decisions of the Publications Board shall be made by a simple majority vote of members present, except in the case of permanent removal of a student editor, which shall require a majority vote of the full Board membership. The rights to appeal decisions of the Publications Board shall be the same as those specified in Evergreen's Committee on Governance and Social Contract documents.

- Section 3: The Publications Board shall maintain a Statement of Policies in which the relationships and responsibilities of the Publications Board and the guiding principles and directives for the Journal shall be defined. The Statement of Policies (and any changes herein) are subject to review and approval by the Board of Trustees.
- Section 4: The Editor and Business Manager of the Journal shall follow the established policies of the Publications Board as indicated in the Statement of Policies. Either may recommend changes in policy for action of the Publications Board at any regular meeting.
- Section 5: Salaries (if any) of student staff members of the Journal shall be determined by the Publications Board.

Section 6:

Appointments to the Journal staff, with the exception of the Business Manager, shall be made by the Editor, who shall have the power of removal of staff members of his or her appointment, subject to appeal to the Publications Board and beyond that in line with Evergreen's Committee on Governance and Social Contract documents.

Section 7:

The Editor of the Journal shall be a full-time student at TESC at the time of application and shall be appointed to serve a term of up to one academic year in length. The Editor shall be ineligible for reappointment beyond three academic quarters. Replacements shall be selected sufficiently early to allow the incoming Editor to serve in the preparation of at least one edition under the direction of the outgoing Editor.

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The Publications Board will be guided in its selection by the applicant's experience, his journalistic or other writing training, his overall education, his ability to provide leadership, his ability to use competent judgment, and his proposed program for producing a fair, accurate, well-balanced and high-quality production. In making the appointment, the Board shall seek the advice and counsel of the Faculty (or Staff) Adviser, the President of the College, and the staff of the newspaper concerning the qualifications and suitability of the candidates.

In the event that an Editor resigns or is dismissed during any quarter, the Managing Editor shall immediately become Acting Editor for the remainder of the quarter or until a new Editor can be selected through the procedure specified elsewhere in this document. The Acting Editor shall have the same duties and powers as an Editor.

Section 8:

To recognize that the role of publisher resides (through delegation from the Board of Trustees) with the Publications Board, it should be clearly understood by all editors that the Board has the final responsibility for policy and for the publication. Responsibility for day-to-day operation and particular editorial judgments, however, is delegated by the Publications Board to the Editor. In this situation it is extremely important that at the time an editor is appointed his or her intentions and probable mode of operation be well-understood by the Publications Board.

Section 9:

The powers and duties of the Journal Editor shall be:

- (a) To have general supervision of and responsibility for the editorial operation of the Journal.
- (b) To preside at all meetings of the editorial staff and of the combined editorial and business staffs.
- (c) To direct the editorial policy of the Journal.
- (d) To be responsible to the Board for the enforcement of the Statement of Policies.
- (e) To prepare for acceptance by the Board a statement of Staff and Operating Policies. This statement should be approved by the Board before any publication of the Journal under the direction of the incoming Editor. It should provide such information as deadlines for the various editions, rules governing staff members and non-staff contributors, a table of organization, and so forth.

- (f) To appoint, and discharge if necessary, staff members of the Journal.
- (g) To consult with the Faculty (or Staff) Adviser and/or the Board in any matters deemed by the Editor to have either legal or general policy implications. The Editor is responsible for keeping the Adviser continuously informed of the general nature of copy and pictures planned for publication, including any potentially libelous materials.

Section 10:

A Business Manager shall be appointed for a period up to one academic year, by the Publications Board upon the recommendation of the Adviser, the Editor, and the ~~Vice President for Business~~ of the College. Qualifications for the Business Manager shall be decided upon by the foregoing persons. The Publications Board shall have the power to dismiss the Business Manager upon recommendation of the Adviser, the Editor, and/or the Vice President for Business of the College, after appropriate review of the dismissal, including a hearing.

Section 11:

The powers and duties of the Journal Business Manager shall be:

- (a) To have charge of the finances of the Journal.
- (b) To approve all bills incurred by the Journal.
- (c) To provide data for collection of all debts due the Journal to the College Controller.
- (d) To be responsible for all local advertising sales.
- (e) To provide a monthly financial statement for the Journal to the Chairperson of the Publications Board.
- (f) To be responsible for all dummies, proof-reading of ads, content of ads (with the advice of the Faculty (or Staff) Adviser), and all advertising deadlines set by the Editor.
- (g) To establish, with the approval of the Publications Board, a quarterly allocation for the Journal's expenditures after the budget allocation is approved, and to hold expenditures for each quarter within that quarter's allocation.

Section 12:

The Faculty (or Staff) Adviser shall be appointed by the President of the College and shall serve at his/her discretion. The Adviser's responsibility is to provide counsel to the Journal staff on matters of journalism concerning the operations of the Journal.

Section 13:

Once each quarter the staff must evaluate the Editor and submit its evaluation to the Publications Board for review. If the staff submits a "No Confidence" evaluation, together with the reasons why the staff has voted "No Confidence", the Publications Board shall convene a hearing and consider dismissal of the Editor from the position.

Original Section 13 eliminated en toto. It required the Pub. Board to convene a panel of 30 volunteers, randomly selected, to review the newspaper.



## APPENDIX II STATEMENT OF POLICIES

### BOARD OF STUDENT PUBLICATIONS

#### CODE OF ETHICS

or

#### CANNONS OF JOURNALISM

### AMERICAN SOCIETY OF

### NEWSPAPER EDITORS

The primary function of newspapers is to communicate to the human race what its members do, feel and think. Journalism, therefore, demands of its practitioners the widest range of intelligence, or knowledge, and of experience, as well as natural and trained powers of observation and reasoning. To its opportunities as a chronicle are indissolubly linked its obligations as teacher and interpreter.

To the end of finding some means of codifying sound practice and just aspirations of American journalism, these cannons are set forth:

#### I.

RESPONSIBILITY- The right of a newspaper to attract and hold readers is restricted by nothing but considerations of public welfare. The use a newspaper makes of the share of public attention it gains, serves to determine its sense of responsibility, which it shares with every member of its staff. A journalist who uses his power for any selfish or otherwise unworthy purpose is faithless to a high trust.

#### II.

FREEDOM OF THE PRESS- Freedom of the press is to be guarded as a vital right of mankind. It is the unquestionable right to discuss whatever is not explicitly forbidden by law, including the wisdom of any restrictive statute.

#### III.

INDEPENDENCE - Freedom from all obligations except that of fidelity to the public interest is vital.

1. Promotion of any private interest contrary to the general welfare, for whatever reason, is not compatible with honest journalism. So-called news communications from private sources should not be published without public notice of their source or else substantiation of their claims to value as news, both in form and substance.

2. Partisanship, in editorial comment which knowingly departs from the truth, does violence to the best spirit of American journalism; in the news columns it is subversive of a fundamental principle of the profession.

#### IV.

SINCERITY, TRUTHFULNESS, ACCURACY - Good faith with the reader is the foundation of all journalism worthy of the name.

1. By every consideration of good faith a newspaper is constrained to be truthful. It is not to be excused for lack of thoroughness or accuracy within its control, or failure to obtain command of these essential qualities.



2. Headlines should be fully warranted by the contents of the articles which they surmount.

V.

IMPARTIALITY - Sound practice makes clear distinction between news reports and expressions of opinion. News reports should be free from opinion or bias of any kind.

1. This rule does not apply to so-called special articles unmistakably devoted to advocacy or characterized by a signature authorizing the writer's own conclusions and interpretation.

VI.

FAIR PLAY - A newspaper should not publish unofficial charges affecting reputation or moral character without opportunity given to the accused to be heard; right practice demands the giving of such opportunity in all cases of serious accusation outside judicial proceedings.

1. A newspaper should not invade private rights of feeling without sure warrant of public right as distinguished from public curiosity.

2. It is the privilege, as it is the duty, of a newspaper to make prompt and complete correction of its own serious mistakes of fact or opinion, what ever their origin.

DECENCY - A newspaper cannot escape conviction of insincerity if while professing high moral purpose it supplies incentives to base conduct, such as are to be found in details of crime and vice, publication of which is not demonstrably for the general good. Lacking authority to enforce its canons the journalism here represented can but express the hope that deliberate pandering to vicious instincts will encounter effective public disapproval or yield to the influence of a preponderant professional condemnation.

## APPENDIX III STATEMENT OF POLICIES

### BOARD OF STUDENT PUBLICATIONS

#### The National Conference of Editorial Writers

#### BASIC STATEMENT OF PRINCIPLE

(Adopted New York City, October 22, 1949, Still in force - May 1970)

Journalism in general, editorial writing in particular, is more than another way of making money. It is a profession devoted to the public welfare and to public service. The chief duty of its practitioners is to provide the information and guidance toward sound judgements which are essential to the healthy functioning of a democracy. Therefore the editorial writer owes it to his integrity and that of his profession to observe the following injunctions:

1. The editorial writer should present facts honestly and fully. It is dishonest and unworthy of him to base an editorial on half-truth. He should never consciously mislead a reader, distort a situation, or place any person in a false light.
2. The editorial writer should draw objective conclusions from the stated facts, basing them upon the weight of evidence and upon his considered concept of the greatest good.
3. The editorial writer should never be motivated by personal interest, nor use his influence to seek special favors for himself or for others. He should hold himself above any possible taint of corruption, whatever its source.
4. The editorial writer should realize that he is not infallible. Therefore, so far as it is in his power, he should give a voice to those who disagree with him - in a public letters column and by other suitable devices.
5. The editorial writer should regularly review his own conclusions in the light of all obtainable information. He should never hesitate to correct them should he find them to be based on previous misconceptions.
6. The editorial writer should have the courage of well-founded conviction and a democratic philosophy of life. He should never write or publish anything that goes against his conscience. Many editorial pages are the products of more than one mind, however, and sound collective judgement can be achieved only through sound individual judgements. Therefore, thoughtful individual opinions should be respected.
7. The editorial writer should support his colleagues in their adherence to the highest standards of professional integrity. His reputation is their reputation, and theirs is his.