

MEETING OF THE BOARD OF TRUSTEES  
OF THE EVERGREEN STATE COLLEGE

Thursday, January 23, 1975  
The Evergreen State College Campus  
Daniel J. Evans Library, Room 3112

The meeting was called to order by Chairman Dixon at 11:20 AM.

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

Staff Present: Judy Annis, Information Specialist  
Dean Clabaugh, Administrative Vice President  
Richard Cellarius, Member of the Faculty  
Rita Grace, Recording Secretary  
Ed Kormondy, Vice President and Provost  
Charles McCann, President  
John Moss, Director of Auxiliary Services and Personnel  
Dick Nichols, Director of Public Information  
Jerry Schillinger, Director of Facilities  
See permanent roster for others attending

Others Present: Thomas Anderson, Assistant Attorney General  
Michael Jackson, Professional Forestry Services  
Alice Watts, The Daily Olympian  
Jack Winn, Professional Forestry Services

PUBLIC HEARING (ALCOHOLIC BEVERAGE BANQUET PERMITS) - Action

The Board convened as a public hearing immediately after the meeting was opened in order to consider the policy for obtaining banquet permits for serving alcoholic beverages on The Evergreen State College campus.

Motion  
75-1 Mrs. Tourtellotte moved adoption, in accordance with Administrative Procedures Act requirements, of the attached policy (WAC 174-157-600 through 620), alcoholic beverage banquet permits, and that the policy be filed as a permanent policy of the college. Seconded by Mr. Hadley and passed with Mr. Schmidt abstaining.

The Board returned to the regular meeting at 11:24 AM.

APPROVAL OF MINUTES - Action

Motion  
75-2 Mrs. Tourtellotte moved approval of the minutes of the December 12, 1974 meeting as distributed. Seconded by Mr. Schmidt and passed.

REPORTS - Discussion

Campus Hearing Board: Mr. McCann reported on the January 21, 1975 meeting of the Campus Hearing Board concerning Dean Clabaugh's appointment of John Moss to dual directorships of Auxiliary Services and Personnel. Because two of the Hearing Board members were out of town, final deliberations are to resume on January 27.

Forestry Management: Mr. Winn and Mr. Jackson of Professional Forestry Services gave a report requested by the Board of Trustees regarding the advisability of professional management of forestry products on campus. President McCann had transmitted to the Trustees the formal report prepared by Messrs. Winn and Jackson in advance of the meeting.

Richard Cellarius, who was present as chairman of the Environmental Impact Statement and Master Plan DTF, recommended that the next step would be to refer this matter to the group looking at the master plan, who would look at it in terms of total planning for campus, and mentioned that this could be integrated with academic programs.

Mr. Winn recommended that field study would be the next step.

Mr. Dixon asked that a follow-up report on forestry management considerations be made to the Trustees in May.

#### KAOS ADVISORY BOARD EXPANSION - Action

Mr. Kormondy introduced Lee Chambers who told the Trustees of the KAOS Advisory Board's recommendation to enlarge the Board from six to eight members and mentioned that the Advisory Board had been operating under Robert's Rules of Order. Composition of the eight-member Board: 1 - professional broadcaster; 3 - staff or faculty; 2 - students; 2 - members at large from the listening area.

Motion  
75-3

Mr. Hadley moved adoption of the attached Resolution No. 75-1 concerning expansion of the KAOS Advisory Board with the following addition to the fourth paragraph: "a quorum consisting of 5 out of 8 members shall be present for the conduct of any business." Seconded by Mr. Schmidt and passed.

#### CAPITAL PROJECTS CHANGE ORDERS - Action

Mr. McCann recommended formal approval of change orders for the Science Laboratory Building, Phase II.

Motion  
75-4

Mr. Hadley moved approval of the following change orders totaling \$56,135 to the Science Laboratory Building, Phase II:

- |  |         |
|--|---------|
| No. 1 - Temporary electrical power from Seminar Building, revision to several doors, extra key cylinders, and urinal revisions | \$1,570 |
| No. 2 - Duct work modifications, heating coil control revisions, interim electrical services to building                       | 8,765   |
| No. 3 - Connecting water, sanitary and storm lines to existing systems   | 45,800  |

Seconded by Mr. Schmidt and passed.

ENVIRONMENTAL IMPACT STATEMENTS; PROPOSED EAC ADDITION - Discussed and deferred

Mr. Clabaugh told the Trustees that he and Mr. Kormondy had charged a task force to review this matter and endorsed their recommendations, which would become part of the policy on capital projects. Action on the procedural steps for environmental review of proposed capital projects was deferred to the next meeting.

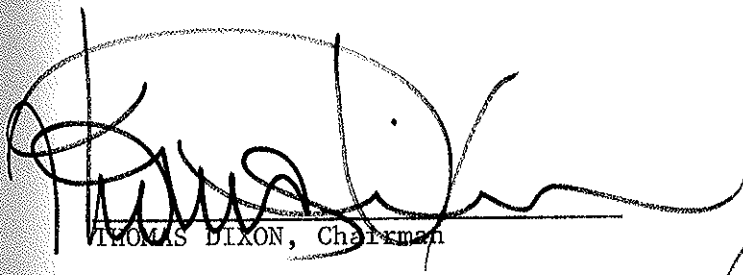
OTHER BUSINESS - Discussion

Mrs. Tourtellotte reported on the Association of Governing Boards' meeting she had attended in October dealing with affirmative action, tenure, unionization, financing--both legislative appropriations and private donations. In addition, she had prepared a written report for the Board members. The date of the next AGB meeting is April 20-22 in Washington, D. C.

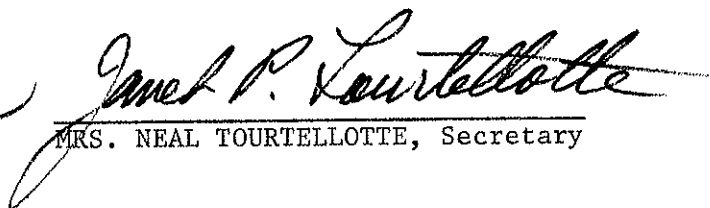
DATE OF NEXT MEETING AND ADJOURNMENT

The next meeting of the Board of Trustees was set for February 13.

The meeting adjourned at 12:55 PM.



THOMAS DIXON, Chairman



MRS. NEAL TOURTELLOTTE, Secretary

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Attachments

WAC 174-157-600 PURPOSE AND DEFINITION. The purpose of these sections WAC 174-157-600 through 620 is to establish the guidelines and procedures for securing a banquet permit for alcoholic beverage service on college property. Banquet permits are licenses to serve alcoholic beverages on a premise not ordinarily licensed to do so. Applications are approved on a one time only, limited invitation, specified date, time and location basis.

WAC 174-157-610 BANQUET PERMIT POLICY. (1) No banquet permit for The Evergreen State College will be applied for or issued without the signature of the President or the Dean of Student Development Programs on the application. Such signatory authorization shall be obtained at least two working days prior to the event or at least two working days prior to release of general information regarding the event, whichever is earlier.

(2) The Evergreen State College will not authorize application for banquet permits from the Washington State Liquor Control Board until all of the following conditions are met:

(a) The person who will assume responsibility for the carrying out of the provisions of this policy for securing and use of the banquet permit, hereinafter referred to as the "sponsor," must be an employee of the college or a duly appointed representative of a recognized, registered college organization.

(b) The sponsor must reserve appropriate controlled access facilities for the event under the provisions of WAC 174-136-010 through 022 in advance.

(c) The sponsor must set a specific date and name both starting and ending times for the event.

(d) Alcoholic beverage service must be complementary to a planned program.

(e) Alcoholic beverages must be purchased, controlled, and the service thereof supervised by the sponsor.

(f) The sponsor must assure that the persons dispensing alcoholic beverages are at least 21 years of age.

(g) The sponsor must assure that no one under 21 years of age is served.

(h) The sponsor must make security arrangements to assure compliance with Washington State law, Washington State Liquor Control Board regulations, and The Evergreen State College's policies, and to protect college property and integrity; such arrangements must have the prior approval of the college's Security Chief.

WAC 174-157-620 BANQUET PERMIT PROCEDURES. The sponsor shall: (1) Secure the appropriate application form from the office of the Dean of Student Development Programs (see Exhibit 1).

(2) Complete the entire form in the required detail for each question.

(3) Sign the completed form and secure the required signatory authorization.

(4) Deliver the completed form with the required application fee to any Washington retail liquor outlet for final

application and issuance of the banquet permit.

(5) Post both the approved college application form and the banquet permit in a conspicuous place at the site of the function.

THE EVERGREEN STATE COLLEGE  
REQUEST FOR APPROVAL OF BANQUET PERMIT  
To Dispense Alcoholic Beverages on Campus

Date \_\_\_\_\_ This application must be approved at least two  
(2) working days prior to the scheduled function, OR at least  
two (2) working days prior to general announcement about the  
function, whichever is earlier.

1. RESPONSIBLE PERSON FOR EVENT: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Organization Host: \_\_\_\_\_

2. LOCATION/TIME OF FUNCTION: Building \_\_\_\_\_ Room \_\_\_\_\_

3. ESTIMATED ATTENDANCE: Total \_\_\_\_\_ Guests \_\_\_\_\_

Under 21 years of age \_\_\_\_\_

4. REASON FOR FUNCTION; PURPOSE OF SERVING ALCOHOLIC BEVERAGES:

\_\_\_\_\_

\_\_\_\_\_

5. BEVERAGES WILL BE DISPENSED BY: Name of person(s) \_\_\_\_\_

\_\_\_\_\_

SECURITY WILL BE PROVIDED BY: \_\_\_\_\_

\_\_\_\_\_

(Approved \_\_\_\_\_)  
Director of Security

6. I ACCEPT RESPONSIBILITY for compliance with State of  
Washington law, regulations established by the Washington  
State Liquor Control Board, and policies of The Evergreen  
State College.

7. SIGNATURE OF APPLICANT: \_\_\_\_\_

8. APPROVAL: \_\_\_\_\_

Dean of Student Development Programs

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

- Copy 1 - Liquor Store  
2 - Liquor Store  
3 - To Sponsor, to be posted with permit  
4 - Security  
5 - Auxiliary Services

INSTRUCTIONS ON APPLICATION FOR BANQUET PERMIT

1. Obtain "Request for Approval of Banquet Permit" from the office of the Dean of Student Development Programs.
2. Complete all sections of the application and secure required signature approval two (2) days prior to the scheduled function and at least two (2) days prior to release of general information about the scheduled function, whichever is earlier.

Sec. 1: The responsible person must be an employee of the college or a duly appointed representative of a recognized, registered college organization. This person accepts personal and organizational responsibility for compliance with state law, Liquor Control Board regulations; and college policy.

Sec. 2: The location must be reserved in advance through the Scheduling Office (Kris Robinson - 6340). This information will also be required by the Liquor Board before issuing the permit. (Spaces which qualify for issuance of Banquet Permits must have controlled access, AND Facilities Use Request forms will be required.) The date and times must be specific, and both the starting and ending times will be enforced.

Sec. 3: Estimates of attendance should be as accurate as possible. Guests are those attendees who are not members of the sponsoring organization.

Sec. 4: The serving of alcoholic beverages on campus must be complimentary to and a part of a planned program. Beverages must be purchased, controlled, and served by the host organization. "Bring your own bottle" type functions will not be approved.

Sec. 5a: People responsible for dispensing the alcoholic beverages must be 21 years of age or over; will be responsible for seeing that no one under 21 years of age is served; and that adequate control over the inventory precludes distribution to anyone under 21 years of age in any way. (As a guide, plan for a minimum of one (1) bartender for each 100 attendants, to serve and check I.D.)

Sec. 5b: Security arrangements to assure compliance with state law, Liquor Board policy, college policy, and to protect college property and integrity must be approved by the Director of Security. (As a guide, will require one (1) security person for the first 50 people and each 100 thereafter.)



3. The following State Liquor Control Board Regulations apply:
  - a. That liquor will not be sold either for cash, scrip, tickets or in any manner whatever.
  - b. That this permit will be posted in a conspicuous place at the premises.
  - c. That the general public will be excluded, that no advance sale of tickets to the general public will be made, and no advertising will be directed to the general public.
  - d. The service and consumption of liquor will be confined to that specific room(s) or area identified on the application.
4. Secure signature approval of the Dean of Student Development and the Director of Security no later than two (2) days prior to the scheduled function and at least two (2) days prior to release of general information about the scheduled function, whichever is earlier.
5. In the absence of the Dean, contact the Director of Auxiliary Services or the Director of Recreation and Campus Activities.
6. Take the approved "Request" (copies 1 & 2) along with the required, non refundable, \$5.00 fee to any one of the three (3) local liquor stores.

Liquor Store #11, 214 N. Capitol Way, Olympia  
Liquor Store #110, 4130 Market Square, Lacey  
Liquor Store #124, 411 Cleveland Ave., Tumwater



THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 75-1

RESOLUTION OF THE BOARD OF TRUSTEES OF

THE EVERGREEN STATE COLLEGE

CONCERNING EXPANSION OF KAOS ADVISORY BOARD

WHEREAS, the work load of the KAOS Advisory Board in guiding the station staff in matters of policy, planning and operation has steadily increased and

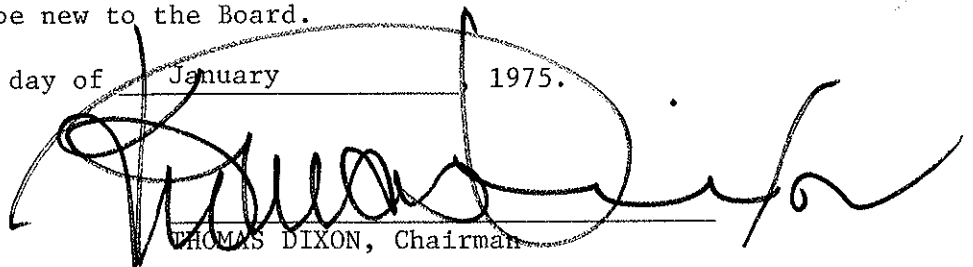
WHEREAS, the degree to which the station's broadcasting reaches the greater Olympia community has proven to be significant and

WHEREAS, the specific and technical nature of the station's activities makes continuity and experience among Advisory Board members essential;

NOW THEREFORE, BE IT RESOLVED That the membership of the KAOS Advisory Board be expanded from six persons to eight persons, the new members to include a faculty or staff member and a member of the greater Olympia community (a quorum consisting of five out of eight members shall be present for the conduct of any business); and

BE IT FURTHER RESOLVED That the terms of the membership be staggered on a three year cycle so that no more than three individuals, at a given time, will be new to the Board.

DATED this 23rd day of January, 1975.

  
THOMAS DIXON, Chairman

ATTEST:

  
JANET P. TOURTELLOTTE, Secretary

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