

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

Wednesday, June 22, 1977  
The Evergreen State College Campus  
Daniel J. Evans Library, Room 3112

Trustees Present: Robert J. Flowers  
Herbert D. Hadley  
Halvor M. Halvorson  
Janet P. Holmes

Staff Present: John Aikin, Director of Computer Services  
Judy Annis, Director of College Relations  
Jovana Brown, Dean of Library Services  
David Carnahan, Associate Dean of Library Services  
Dean Clabaugh, Administrative Vice President  
Steve Ehrmann, Evaluation Consultant  
Rose Elway, Chief Accountant  
Daniel Evans, President  
Debbie Fetterly, Offset Duplicator - sitting with Board  
Rita Grace, Recording Secretary  
George Hom, Director of Counseling Services  
Edward Kormondy, Vice President and Provost  
Mary Ellen Lewis, Admissions Counselor  
Pat Matheny-White, Coordinator of Technical Services  
Bill Robinson, Budget Officer  
Susan Smith, Director of User Services  
Al Spence, Assistant to the Business Manager  
Pete Steilberg, Director of Recreation & Campus Activities  
Robert Strecker, Director of Facilities  
Dan Weiss, Assistant Director of Facilities (temporary)  
See permanent roster for others attending

Others Present: Bob Macleod, KGY Radio  
Richard Montecucco, Assistant Attorney General  
Karen Vialle, OPP&FM  
See permanent roster for others attending

The meeting was called to order at 3:05 P.M. by Chairman Holmes.

INTRODUCTION OF GUESTS AND APPROVAL OF MINUTES - Action

Mrs. Holmes introduced Mrs. Halvorson (wife of Trustee Halvorson) and Bob Macleod of KGY and welcomed Daniel J. Evans to his first meeting as President of Evergreen.

Motion  
77-20

Mr. Hadley moved approval of the minutes of the May 20, 1977 meeting as submitted. Seconded by Mr. Flowers and passed.

## PRESIDENT'S REPORT - Discussion

President Evans reported regarding his orientation to Evergreen and his spring activities which included meetings with major foundations. He also outlined his intention to improve communications with high school students and counselors, particularly in the Southwestern Washington area.

Les Eldridge reported on the legislative session, with particular emphasis on implications of new legislation for Evergreen.

## CHARLES J. McCANN MERIT SCHOLARSHIP - Action

The staff recommended acceptance of a merit scholarship in the name of Evergreen's founding president.

Motion  
77-21

Mr. Halvorson moved that the Charles J. McCann Merit Scholarship Fund be established in the name of the founding president of The Evergreen State College. Proceeds from the Fund will be used to award annually a full tuition scholarship to one or more senior students who have achieved as nearly as possible the College's goals for its students. These Charles J. McCann Scholars shall have (1) completed at least one full year at the College, (2) been recommended by the faculty, (3) shown the capacity to work well with others, and (4) demonstrated the ability to plan and carry out a plan of study--and do it well. Seconded by Mr. Flowers and passed.

## FACULTY MEMBERSHIP FOR EVERGREEN STAFF - Action

Mrs. Holmes introduced the item of faculty membership for Evergreen staff (tabled at the last meeting).

Motion  
77-22

Mr. Hadley moved to remove the policy for faculty membership for certain Evergreen staff (see motion 77-15) from the table. Seconded by Mr. Halvorson and passed.

Mr. Kormondy mentioned that the information requested by the Trustees at the last meeting concerning cost estimates related to implementation of this policy, particularly as applied to librarians, had been supplied along with endorsement from the Assistant Attorney General.

Motion  
77-23

Mr. Halvorson moved to further amend motion 77-15 to approve the document as submitted at this meeting reflecting changes suggested by the Attorney General on pages 3 and 11 of the attached. Seconded by Mr. Flowers and passed.

Motion  
77-15

The motion, as amended [Mr. Flowers moved approval of the policy regarding faculty membership for certain Evergreen staff. Mr. Hadley seconded the motion. Mr. Flowers moved to amend the motion to make approval subject to satisfactory review of the Attorney General's office. Seconded by Mr. Hadley and passed. Mr. Halvorson moved to further amend the motion to approve the document as submitted at this meeting reflecting changes suggested by the Attorney General on pages 3 and 11 of the attached. Seconded by Mr. Flowers and passed] passed.

## STRIKE CONTINGENCY - Action

Mr. Montecucco recommended adoption of a resolution delegating to the President the authority to make personnel decisions, to modify, suspend or repeal rules of the college, etc., in the case of an employees' strike. President Evans expressed his reluctance to recommend approval and proposed delaying the issue for further study. The Trustees were informed that an employee union strike vote was to be taken the following Tuesday.

Motion  
77-24

Mr. Halvorson moved approval of Resolution No. 77-3 (attached), entitled "Resolution of the Board of Trustees of The Evergreen State College delegating certain powers and duties to the President of The Evergreen State College in the event of an employees' strike," subject to review at the next meeting in the hope that a more definitive document could be drawn up for Trustees' consideration. Seconded by Mr. Hadley. After considerable discussion, the motion passed with Mr. Flowers voting no.

## PROFESSIONAL LEAVES FOR FACULTY AND STAFF DEVELOPMENT PROGRAM - Discussion

Mr. Clabaugh introduced two policies which the Trustees will be asked to approve at a later meeting; Mr. Clabaugh requested an indication of support regarding funding for the staff development program since this item impacts the internal budget allocations and asked Mr. Carnahan to discuss the professional leaves policy for faculty. Several Trustees expressed a desire to have Trustees' approval for presidential and perhaps vice presidential and decanal leaves. Trustee consensus supported the one percent reserve for funding of a staff development program.

## OTHER BUSINESS AND ANNOUNCEMENTS

### Housing Repair and Replacement Reserves Utilization - Discussion

Mr. Clabaugh mentioned that since this was a special meeting the Board could not act upon this matter now but asked for an expression of support for housing repair and replacement reserves utilization as outlined in materials presented. The Board expressed its intention to approve the necessary budgets at the next meeting.

### Association of Governing Boards' Meeting - Announcement

Mr. Flowers was encouraged to attend (as a new Trustee) the Association of Governing Boards' workshop on October 3 and 4 on cost effectiveness as an institutional goal.

## ELECTION OF OFFICERS - Action

Nominated for office for the 1977-78 year were: Mr. Hadley for Chairman, Mr. Halvorson for Vice Chairman, and Mr. Flowers for Secretary.

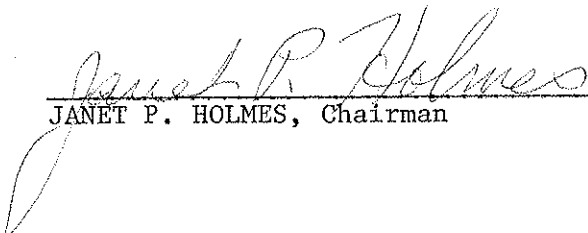
Motion  
77-25

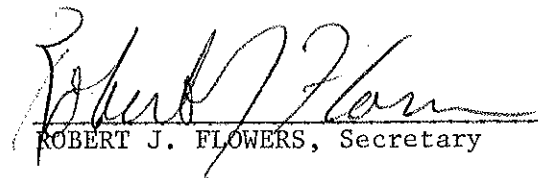
A unanimous ballot was cast for Mr. Hadley as Chairman, Mr. Halvorson as Vice Chairman, and Mr. Flowers as Secretary.

DATE OF NEXT MEETING AND ADJOURNMENT

The date of the next meeting was set for July 20.

The meeting adjourned at 5:00 PM.

  
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JANET P. HOLMES, Chairman

  
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ROBERT J. FLOWERS, Secretary

Attachments - 2

THE EVERGREEN STATE COLLEGE  
Faculty Membership for College Staff

Purpose

This policy establishes guidelines and procedures for current college employees to apply and be appointed as a "member of the faculty".

Procedure

- (1) Faculty Membership should be open to any current or future employee of the college who applies for such membership through the normal faculty hiring channels and who is deemed qualified and acceptable by all normal and appropriate faculty hiring committees and appropriate academic officers. Candidates should contact the academic dean responsible for faculty recruitment.
- (2) Any college employee who applies for Faculty Membership should be treated exactly as any other faculty candidate, that is to say, equally, fairly, and with proper consideration.
- (3) Such membership is not to depend upon the availability or non-availability of specific teaching positions at the college. There could and should be more designated members of the faculty than funded teaching positions.
- (4) Faculty Membership must not confer any special job tenure what-so-ever, whether the employee so designated is teaching or not.\*
- (5) Any "member of the faculty," whether teaching or not, should be encouraged to participate in proposing and planning coordinated studies programs, group contracts, and modules.
- (6) The academic deans should be encouraged to consider filling teaching openings created by switches, rotation, leaves, deaths, and the funding of new faculty positions from the pool of talent constituted by membership on the faculty.
- (7) Faculty Program planners should be encouraged to invite teaching participation from the total faculty membership. Teaching members of the faculty should be encouraged to take advantage of opportunities to switch positions with non-teaching members of the faculty (librarians, counselors, architects, etc.).

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\* In this document "teaching" simply means that the individual is teaching in one of Evergreen's three teaching modes, in a co-ordinated studies program, group contract, or full time in individual contracts; and is being paid for that teaching out of the instruction budget.

Rotation will be accomplished through the initiative of members of the faculty in teaching, counseling, the library, etc.

- (8) Visitors working at Evergreen on grants and contracts are not eligible for faculty membership while so employed.
- (9) Anyone who is to teach in a program, or a group contract, whether part-time or full-time, whether for one quarter or for life, should be a "member of the faculty." Such a person would have applied through the normal hiring channels, and would have been examined in due course and appointed by the regular hiring committees and academic officers of this college.

Contracts, Salaries, and Evaluations for Staff with  
Faculty Membership

1. Staff with faculty membership -- henceforth "staff faculty" -- must participate full-time in Coordinated Studies at least one quarter out of every three years. The specific quarters of full-time participation should result from informal, mutual agreement among the staff faculty members, his or her immediate supervisor, and the appropriate academic dean.
2. Staff appointment to faculty membership shall be for a three-year period, subject to renewal at the end of each three year period. <sup>However, teaching assignments</sup> normally will be for one quarter at a time but not to exceed three successive quarters.
3. Except when serving full time in Coordinated or Contracted Studies, staff faculty members shall be evaluated and paid in accordance with their staff appointment. When serving in Coordinated or Contracted Studies, staff faculty shall be given a leave of absence from their regular staff positions to be employed in accordance with the current faculty salary policy. Longevity in one's classified position does not accrue while serving in Coordinated or Contracted Studies.
4. Prior to the fall following the last year of each staff faculty's three-year appointment to faculty membership, she or he shall be evaluated by the appropriate academic dean according to the same criteria as other faculty as defined in under sections 4.400 and 4.500 of The Faculty Handbook. At this time, the dean shall consider all the person's teaching, including the individual contracts sponsored during the three year period, and subject to consultation with the other deans and review by the Provost, determine retention of faculty membership.
  - a. At the time of each evaluation, staff faculty shall be, like other faculty, considered according to their individual growth and development and development as teachers, but where serious deficiencies exist or the staff faculty



have not maintained or developed their skills as teachers, they may be deprived of faculty membership.

5. Loss of faculty membership, for staff who obtain faculty membership under this policy and the policy on "Faculty Membership," section 4.900 of the Faculty Handbook, shall not in and of itself affect the status of any employee in his or her staff position.
6. In case of a reduction in force, staff faculty at that time teaching in Coordinated or Contracted Studies shall be considered, in so far as their teaching is concerned, in the same category as visiting faculty, their teaching terminating before any regular faculty may be subject to reduction in force. Termination of teaching activities shall not, however, in and of itself affect the status of any employee in his or her staff position.
7. In case of the termination of any staff faculty's staff appointment, that person's faculty membership shall terminate simultaneously, or, where the staff faculty is at that time teaching in Coordinated or Contracted Studies, at the end of the quarter in which termination of the staff appointment occurs.
8. Except in regard to the conditions of appointment specifically provided for in this policy, while teaching in Coordinated or Contracted Studies, staff faculty shall have, as faculty, all the same rights and responsibilities as other regular full time faculty.



# Contracts, Salaries, and Evaluation for Librarians with Faculty Membership

## LIBRARY FACULTY EVALUATION

### Philosophy

Library faculty evaluation at Evergreen should be a pleasure. The primary purpose of Evergreen's library faculty evaluation procedures is to provide reinforcement and feedback with respect to each library faculty member's commitment to the teaching/library arts, the basis on which all Evergreen library faculty appointments are made.

The goal of the library at Evergreen is to support the academic programs of the college by providing a substantive collection of information resources in a variety of media and expert assistance in gaining access to these resources. The library faculty members have the responsibility to develop the library's collection, extend bibliographic control over that collection, teach students informally and formally, and advise other faculty members in the use of the library. Evergreen will provide the library faculty members with the opportunity to learn to teach, to experiment, to acquire intellectual breadth and depth, and to develop and test new ways of extending the services of the library to the Evergreen community. In addition, library faculty members will have the opportunity to participate formally in Coordinated Studies and Contracted Studies.

If the library is to be an integral part of the academic activities at Evergreen, the library faculty members must be able to work with each other and other faculty members in developing and perfecting their teaching skills. The library dean will be charged with the responsibility of helping each library faculty member in this very difficult but exciting enterprise.

### The Three-Year Evaluation Cycle

Faculty evaluation is an ongoing process occurring in three-year cycles.

Each year each library faculty member is to have an evaluation session with the library dean at which time portfolios are to be exchanged and their contents discussed. When the library faculty member has been teaching full-time in Coordinated Studies or Contracted Studies, he or she will also have an evaluation session with the appropriate academic dean.

In the first and third year of a regular library faculty three-year contract, the evaluation sessions are primarily directed toward aiding continued growth, the identification and discussion of areas of strength and weakness, and ways of improving upon these strengths and/or eliminating weaknesses (see example below). If in these Growth Evaluations the deans see deficiencies which, if not corrected, might serve as grounds for non-reappointment, those deficiencies must be clearly discussed, both in the deans' oral and written evaluations of the library faculty member.

In the second year of a regular library faculty three-year contract a Reappointment Evaluation will take place (see example below). This evaluation session will consist of a close scrutiny of the library faculty member's portfolio with special attention paid to previous Growth Evaluations. Together, the library dean, the academic dean or deans with whom the library faculty member worked while teaching full-time in Coordinated or Contracted Studies and the library faculty member will assess the library faculty member's growth and development over the contract period. For library faculty members in their initial contract period there will be only one Growth Evaluation before the Reappointment Evaluation. Thereafter, there will be two Growth Evaluations before each Reappointment Evaluation (see example below). At the end of the second year of a three-year contract, after each library faculty member has completed his or her Reappointment Evaluation session, the Provost will inform that person that he or she either has been granted another three-year contract or will be terminated at the end of the current three-year contract.

Following is an example of the evaluation cycle for a regular library faculty member:

In Spring 1974, the individual receives a letter of appointment to the faculty with a three-year contract.

<u>Year of Contract</u>	<u>Academic Year</u>	<u>Time and Type of Evaluation</u>
1st	1974-75	Spring 1975 Growth Evaluation
2nd	1975-76	Winter 1976 Reappointment Evaluation
3rd	1976-77	Spring 1977 Growth Evaluation
1st	1977-78	Spring 1978 Growth Evaluation
2nd	1978-79	Winter 1979 Reappointment Evaluation
3rd	1979-80	Spring 1980 Growth Evaluation

#### The Library Faculty Portfolio

As one of the conditions for reappointment, each library faculty member must maintain a portfolio representing work done for and at the college during the contract period. This document should be thought of as a cumulative three-year intellectual and professional history, carefully organized for readability and critically reviewed and commented upon annually by the library dean and, when the library faculty has taught full-time in Coordinated or Contracted Studies, the appropriate academic dean. The intent is to encourage growth and development in the arts of learning, teaching, and managing library resources in the Evergreen environment. In the second year of a three-year contract, this cumulative portfolio will become the principal documentary evidence for a thorough evaluation by the library dean and the appropriate academic dean or deans, and the principal source for determining satisfactory performance in the criteria for reappointment or non-reappointment. After the reappointment evaluation, the library faculty member selects materials to be retained in her or his portfolio and begins to build a fully documented, inclusive portfolio to cover the next three-year evaluation cycle. This process begins anew at the conclusion of each evaluation cycle.

The library faculty portfolio should be more than just a personnel file. It is a vehicle for the growth and development of each library faculty member as a person learning, teaching, and managing library resources. It

should also be in part an autobiography and contain the materials for an autobiography. It is recognized that items other than those enumerated below may be contained in the portfolio and might in fact tell more about the growth and development of the library faculty member and his or her contribution to the college than do the enumerated items themselves. It is the responsibility of the dean evaluating the library faculty member not to focus only on the enumerated items, but to understand and respond to the portfolio in its entirety.

To be as complete and informative as possible, for each year of work the portfolio is expected to contain the following:

1. A copy of your job description.
2. Copies of position papers, written statements, or substantial memos on selection and management of library resources.
3. Both the self-evaluation and the dean or deans' evaluation(s) from the previous year.
4. All evaluations of your work by your faculty colleagues.
5. All evaluations you have written about the work of your faculty colleagues.
6. All evaluations of you by staff members.
7. All evaluations you have written about the work of staff members.
8. All evaluations of your work by your students.
9. All evaluations you have written of your students' work, both transcripts and unofficial in-house evaluations.
10. Copies of your coordinated studies program covenants or group contract agreements between you and your students.
11. Copies of individual contracts you have drawn with students.
12. A thoughtful and critical self-evaluation of the past year's work, based largely on the documentation available in the portfolio. This essay should assess your successes, your failures, and the areas in which you hope to make improvements during the coming year in your performance within the library, within the faculty, within the larger Evergreen community,

with the non-Evergreen world, within your established fields of expertise, and in exploring new academic territories.

Each year, the library dean and/or the appropriate academic dean will review this portfolio and self-evaluation while in return having her or his own portfolio reviewed by the library faculty member. Each party will write a critical evaluative response for inclusion in the other's portfolio, addressing the question of continued improvement in performance, areas of strength and weakness, progress made since the previous evaluation, continued intellectual development in one's established fields, and in exploring new academic frontiers.

#### Library Faculty Evaluation Schedule

Each year, during the first half of winter quarter, evaluation conferences will be scheduled with the library dean for those library faculty members who are in the second year of their three-year contracts and who are therefore approaching reappointment decisions. During the remaining portion of winter quarter and on into spring quarter as necessary, conferences will be scheduled with the remainder of the library faculty. For the first category of library faculty, reappointment decisions will be completed prior to the end of winter quarter, and notification given to each person. The evaluation process will proceed as follows:

1. A conference will be scheduled between the library faculty member and the library dean. When library faculty members teach full-time in Coordinated Studies or Contracted Studies, they also will be evaluated by the appropriate academic dean, who will have visited the library faculty member's academic program on more than one occasion during the current academic year.
2. Before the scheduled conference, the dean conducting the evaluation and the library faculty member should exchange portfolios. Both the dean and the library faculty member should prepare written responses for inclusion in the portfolio of the following year.

3. For the reappointment cases, shortly after the conference sessions are ended, the library dean and the appropriate academic dean or deans will prepare a joint recommendation in writing on each library faculty member, to be submitted to the Provost, with a copy to the library faculty member involved.

#### The Library Deans' Role in the Evaluation Process

Crucial to the successful functioning of the evaluation process is the library dean's fulfillment of her or his responsibilities. The library dean should be sure to provide time during the winter and spring quarters for a full review of each library faculty member's portfolio and a thorough discussion of each library faculty member's experience. The library dean's responsibility is particularly great with respect to library faculty members for whom deficiencies are indicated. It is important that the library dean state and explain each deficiency clearly and specifically in writing and make sure that the library faculty member has been so informed. It is then the joint responsibility of the library dean, the appropriate academic dean or deans, and other faculty members to work together to attempt to correct any deficiencies which have been identified. The library dean should be open to the possibility of seeking special assistance in our outside the college for library faculty members who request that assistance in resolving their difficulties. Where a deficiency has been indicated with respect to performance in Coordinated Studies, it is also advisable that the library faculty member, at the next opportunity, be assigned to a coordinated studies team made up of experienced faculty especially capable of helping other faculty improve their performance.



POINTMENT, REAPPOINTMENT, AND NON-REAPPOINTMENT,  
OF LIBRARY FACULTY

1. For professional librarians appointed to faculty membership, all appointments shall be for a three-year contract covering three quarters of the academic year.
2. All appointments shall result from a joint recommendation by the library dean and the appropriate academic dean.
3. All reappointments shall result from a joint recommendation by the library dean and the academic dean or deans with whom the library faculty worked while teaching full-time in Coordinated or Contracted Studies.
4. Library faculty members must participate full-time in Coordinated Studies at least one quarter out of every three years. The specific quarters of full-time participation should result from informal mutual agreement among the library faculty, the library dean, and the appropriate academic dean. However, teaching assignments normally will be for one quarter at a time but not to exceed three successive quarters.
5. Professional librarians appointed to faculty membership shall be paid according to the regular faculty salary schedule.
6. Reappointment decisions will be guided by each of the following:
  - a. Demonstration of ability to teach library skills within the library and willingness and ability to teach in both Coordinated Studies and Contracted Studies as the skills of a librarian are required for these modes of study.
  - b. Demonstration of ability to select and manage library resources effectively and efficiently.
  - c. Adherence to a faculty team agreement or covenant, where applicable.
  - d. The keeping of a faculty portfolio and participating in annual faculty evaluation. Where librarians teach full-time in Coordinated Studies or Contracted Studies, they shall also be evaluated by the appropriate academic dean.
  - e. Participation in Coordinated Studies faculty seminars, where applicable.
  - f. Demonstration of skills in interdisciplinary teaching within the library and willingness and ability to serve in Coordinated Studies or Contracted Studies for one specific discipline other than library science.
  - g. Participation in TESC activities, in addition to teaching, such as disappearing task forces (DTF's), community days, sounding board.
  - h. The completion of student credit reports and student evaluations in a



timely fashion in accordance with current academic policies.

6. All other rights and responsibilities not covered in this section or the section on "Library Faculty Evaluation" shall be the same for library faculty as for other regular full-time faculty.

THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 77-3

RESOLUTION OF THE BOARD OF TRUSTEES OF  
THE EVERGREEN STATE COLLEGE  
DELEGATING CERTAIN POWERS AND DUTIES  
TO THE PRESIDENT OF  
THE EVERGREEN STATE COLLEGE  
IN THE EVENT OF AN EMPLOYEES' STRIKE

*Resolution recorded  
by Motion 79-3  
1-11-79*

WHEREAS, a strike by state employees is illegal and

WHEREAS, the Board of Trustees of The Evergreen State College finds that a strike by The Evergreen State College employees would create an emergency situation, and

WHEREAS, it is the paramount duty of the Board of Trustees to ensure that the efficient operation of the college is maintained and the primary purpose of the college of offering effective educational opportunities to its students is effectuated, and

WHEREAS, the college has a duty to make every effort to see that regularly scheduled classes are conducted, and

WHEREAS, the Board of Trustees finds that in an emergency situation such as a strike the best interests of the college are served by delegating to the President the power of the Board of Trustees, and

WHEREAS, under RCW 28B.10.528 the Board of Trustees has the power under law to delegate to the President or his designee any of the powers and duties vested in or imposed upon the Board of Trustees by law:

NOW THEREFORE, be it resolved that, in the event of a strike or work stoppage or work slowdown of any nature or kind, the Board of Trustees hereby delegates to the President and Vice Presidents the power and authority to adopt, suspend, modify, and/or repeal any and all rules and policies of the college, and

BE IT FURTHER RESOLVED, that the Board of Trustees hereby delegates to the President and/or Vice Presidents the complete and absolute authority to make any and all personnel decisions, including, but not limited to, decisions to fire, discipline, demote, hire, transfer, reassign, and/or otherwise effect the employment of persons at The Evergreen State College.

BE IT FURTHER RESOLVED, that the Board of Trustees hereby delegates to the President and Vice Presidents the responsibility to determine when a strike, work stoppage or work slowdown of any nature or kind has occurred.