

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

Thursday, September 29, 1977
The Evergreen State College Campus
Daniel J. Evans Library, Room 3112

Trustees Present: Herbert D. Hadley
Halvor M. Halvorson
Robert J. Flowers
Wesley E. Berglund

Staff Present: Judy Annis, Director of College Relations
Dave Carnahan, Associate Dean of Library Services
Dean Clabaugh, Administrative Vice President
Les Eldridge, Assistant to the President
Daniel Evans, President
Rita Grace, Recording Secretary
Ed Kormondy, Vice President and Provost
Bill Robinson, Budget Officer
Pete Steilberg, Director of Recreation & Campus Activities
Robert Strecker, Director of Facilities
Stone Thomas, Director of Third World Coalition
Dan Weiss, Assistant Director of Facilities (temporary)
See permanent roster for others attending

Others Present: Jon Collier, Architect
Steve Francis, Executive Secretary, S and A Board
Karrie Jacobs, Editor, Cooper Point Journal
Dan McDonald, S and A Board
Ed Michelson, KGY Radio
Richard Montecucco, Assistant Attorney General
Alice Watts, The Daily Olympian
See permanent roster for others attending

INTRODUCTION OF NEW TRUSTEE AND APPROVAL OF MINUTES - Action

Mr. Hadley introduced Evergreen's newest Trustee, Wesley E. Berglund, Aberdeen, appointed to serve the unfilled term of Raymond Meredith.

Motion Mr. Flowers moved approval of the July 20, 1977 meeting minutes
77-39 as submitted. Seconded by Mr. Halvorson and passed.

PRESIDENT'S REPORT - Discussion

President Evans reported on enrollment (for which final figures will have to wait until the tenth class day), meetings with staff and faculty, formation of a President's Council, anticipated demographic changes, and possible ways to serve Southwest Washington.

Richard Montecucco, the College's assistant attorney general, discussed the Veterans' Administration lawsuit his office is filing on behalf of Evergreen and other institutions.

PRESIDENT'S REPORT - Continued

Dean Clabaugh reported on actions preparatory to submitting Evergreen's capital budget.

Jeff Frohner, a member of the faculty and coordinator of the Shelton High School program, reported on the Shelton program.

FORMAL APPROVAL OF EXTENSION TO OUTSIDE ATHLETIC FIELD

President Evans had earlier reviewed the appointment for the athletic field expansion with Trustees.

Motion
77-40

Mr. Halvorson moved to confirm the appointment of ORB Organization as designer for the recreation field addition and improvements project. Seconded by Mr. Flowers and passed.

SERVICES AND ACTIVITIES FEES BUDGETS - Review

Pete Steilberg, Director of Recreation and Campus Activities, discussed 1977-78 allocations from the Services and Activities Fees and handed out a memo discussing S. & A. activities under several categories: reserves, human rights, operations, communications, and cultural services and other services.

PUBLICATIONS POLICY - Approval

Dean Clabaugh and Judy Annis briefed the Trustees on the contents and purpose of the publications policy presented for Trustee approval.

Motion
77-41

Mr. Flowers moved approval of EAC 174-150-010 through -050 (attached), relating to the publications policy. Seconded by Mr. Halvorson and passed.

EDUCATIONAL OPPORTUNITIES PROGRAM - Action

Dr. Kormondy discussed the new educational opportunities program approved in the 1977-78 allocations, and requested Trustee approval of an organizational chart change reflecting the new position of Director of Educational Support Programs, reporting directly to the Vice President and Provost, with the Third World Coalition and Upward Bound offices reporting to the new director.

Motion
77-42

Mr. Berglund moved approval of attached Resolution No. 77-6, entitled "Resolution of the Board of Trustees of The Evergreen State College providing for the College's organizational table and the method for its change," revised to reflect a new position reporting to the Vice President and Provost (Director of Educational Support Programs). Seconded by Mr. Flowers and passed.

COLLEGE ACTIVITIES BUILDING, PHASE II - Action

President Evans introduced Steve Francis, Executive Secretary of the Services and Activities Fees Board, who reviewed the process for design of Phase II of the College Activities Building, an expansion to be funded essentially by student fees. Jon Collier, architect, discussed his approach with Trustees.

COLLEGE ACTIVITIES BUILDING, PHASE II - Continued

Motion
77-43

Mr. Berglund moved to approve the appointment of Jon Collier as architect for programming and preliminary design of the College Activities Building, Phase II. Seconded by Mr. Halvorson. Mr. Halvorson then moved to amend the motion to require submission of preliminary design to the Board of Trustees for approval. The amendment was seconded by Mr. Flowers and passed. The motion, as amended, passed. Mr. Halvorson asked that the architect report back to the Trustees at the end of each quarter.

GOVERNANCE AND DECISION-MAKING DOCUMENT (COG III) - Action

Niels Skov reviewed the proposed changes resulting from a year and a half of work by the COG III committee.

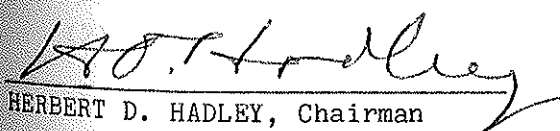
Motion
77-44

Mr. Halvorson moved to place on the agenda of the next meeting a public hearing under the Administrative Procedures Act to consider proposed revisions to WAC 174-108-010 through -07001 relating to governance and decision-making at The Evergreen State College. Seconded by Mr. Flowers and passed.

DATE OF NEXT MEETING AND ADJOURNMENT

The date of the next meeting was set for Thursday, October 20. In order to meet according to the bylaws adopted (second Thursday of each month), November 10 and December 8 were set aside for Board meetings through the end of the calendar year.

The meeting adjourned at 1:45 PM.


HERBERT D. HADLEY, Chairman


ROBERT J. FLOWERS, Secretary

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THE EVERGREEN STATE COLLEGE

EAC 174-152 PUBLICATIONS

College-Sponsored Publications

EAC 174-152-010 Purpose

This policy intends to assist The Evergreen State College in its compliance with Chapter 232, Laws of 1977, First Extraordinary Session, and to accomplish the following purposes:

- (1) To eliminate reports and publications which are economically or otherwise unjustified.
- (2) To simplify and consolidate other reports and publications.
- (3) To ensure overall control of quality, in content, concept and design, of college publications.
- (4) To monitor all publications for consistency and accuracy (but not to censor or alter content).
- (5) To assist in establishing a master production time table at the beginning of each fiscal year.
- (6) To clarify fiscal responsibility for each publication by incorporating that information in the master schedule.

EAC 174-152-020 Scope

- (1) This policy covers printed publications for public dissemination when labeled with the college name and/or logo. It includes any special reports required by law, newsletters, periodicals and magazines, catalogs, catalog supplements, part-time study bulletins, promotional materials, leisure education brochures, and other printed informational material intended for general dissemination to the public and/or to the legislature.
- (2) This policy excludes and does not cover:
 - (a) News releases, job announcements, business forms, preliminary draft reports, working papers, copies of testimony and related exhibit material prepared solely for presentation to the state legislature, typewritten correspondence, inter-office memoranda, and other written materials whose circulation is limited to the campus.
 - (b) Notices of intention to adopt rules under RCW 34.04.025(1) or publications relating to a multistate program financed by more than one state or by federal funds or private subscriptions.
 - (c) Publications financed by student fees and published by students (e.g., the Cooper Point Journal and the KAOS Program Guide). Those publications are governed by the Publications Board.

10/20/77

11/10/77

12/8/77

- (d) Publications produced as part of academic programs under faculty supervision unless intended for public dissemination.

EAC 174-152-030 Procedures

- (1) All publications covered by this policy must first be approved for publication by the president or appropriate vice president. To secure that approval, the respective budget unit head is responsible for:
 - (a) Establishing the need for the publication;
 - (b) Determining the number of copies to be produced, and the distribution process to be used;
 - (c) Justifying cost of the publication.
- (2) The Publications Review Team (composed of the Director of Information Services and the Chief Graphics Designer) oversees all publications covered by this policy. The team will review all publications to:
 - (a) Ensure overall quality in concept and design;
 - (b) Review content for consistency, grammatical structure, and overall quality;
 - (c) Establish priority for production scheduling (within guidelines approved by the president and vice presidents).
 - (d) Promote cost saving features.
- (3) Budget unit heads are responsible for:
 - (a) Making sure they do not submit any publications covered by this policy to the campus Print Shop or the State Printer without approval by the president or appropriate vice president and the Publications Review Team;
 - (b) Supplying cost justifications for their publications to the Office of College Relations, which will maintain cost records for required reporting to the Office of Financial Management;
 - (c) Making certain their publications do not infringe on copyrights.

EAC 174-152-040 Guidelines for Publications

The Publications Review Team will comply with Office of Financial Management (OFM) guidelines for publications. The Publications Review Team will also insist that each Evergreen publication covered by this policy includes prominently on the title page, cover or first page, the college name and month and year of publication. The Publications Review Team will work with publishers to develop a concise statement of the number of copies printed, the estimated total annual cost of preparing, editing, printing and distributing the publication, and the estimated cost per copy, for possible reporting to OFM.

The publishing budget unit head (unless another is designated by the president or a vice president) has the responsibility for inventory, storage, and distribution of the respective publication.

THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 77-6

RESOLUTION OF THE BOARD OF TRUSTEES OF
THE EVERGREEN STATE COLLEGE
PROVIDING FOR THE COLLEGE'S ORGANIZATIONAL TABLE
AND THE METHOD FOR ITS CHANGE

The organizational table of The Evergreen State College as of the date of this resolution provides for a President, a Vice President and Provost, and an Administrative Vice President, with the following exempt administrative positions reporting directly thereto: To the President (in addition to the Vice Presidents), an Administrative Assistant, an Assistant to the President, and an Affirmative Action Officer; to the Vice President and Provost, an Administrative Secretary, an Administrative Assistant, two Academic Deans, a Director of Cooperative Education, a Director of Educational Support Programs, and a Dean of Library Services; to the Administrative Vice President, an Administrative Secretary, a Director of Information Services and Publications, a Budget Officer, a Director of Development, a Director of Facilities, a Director of Personnel, a Director of Recreation and Campus Activities, a Business Manager, a Director of Computer Services, and a Dean of Enrollment Services.

The organizational table may be changed only after approval of the Board of Trustees.

Adopted by the Board of Trustees
September 29, 1977