

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

Thursday, May 17, 1979
The Evergreen State College Campus
Daniel J. Evans Library, Room 3112

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

Representatives Bill Hucks, Student
to the Board Rudy Martin, Faculty
Present: Chris Meserve, Alum
Ed Reid, Staff

Staff Present: Judy Annis, Director of Information Services
Mike Bigelow, Budget Officer
Bill Brown, Member of the Faculty
Jovana Brown, Dean of Library Services
Dean Clabaugh, Administrative Vice President
Barbara Cooley, Director of Cooperative Education
Les Eldridge, Assistant to the President
Dan Evans, President
Lynn Garner, Associate Director of Student Activities
Rita Grace, Recording Secretary
Mary Isabell, Affirmative Action Officer
Duke Kuehn, Special Assistant to the President
McDonald Smith, Security Chief
Pete Steilberg, Director of Recreation and
Campus Activities
Larry Stenberg, Dean of Enrollment Services
Ernest Thomas, Director of Educational Support Services
David Wallbom, Director of Facilities
Dan Weiss, Academic Budget and Operations Officer
Byron Youtz, Vice President and Provost
Bill Zaugg, Grant and Contract Accountant
See permanent roster for others attending

Others Present: Ed Arnone, The Daily Olympian
Richard Montecucco, Senior Assistant Attorney General

CALL TO ORDER AND APPROVAL OF MINUTES - Action

The meeting was called to order by Vice Chairman Flowers at 10:30 AM.

Mr. Berglund moved approval of the minutes of the April 26, 1979 meeting as submitted. Seconded by Mr. Hadley and passed.

Motion
79-27

ACCEPTANCE OF CARLETON MORRIS COOLEY SCHOLARSHIP - Action

At President Evans' request, Barbara Cooley informed the Trustees about the origin of the scholarship, given by the Lee N. and Grace Q. Vedder Foundation in the amount of \$500 a year in honor of her father.

Action
79-28

Mr. Berglund moved approval of the attached resolution No. 79-4, entitled "Resolution of the Board of Trustees of The Evergreen State College accepting funds for the Carleton Morris Cooley scholarship award." Seconded by Mrs. Sylvester and passed.

PRESIDENT'S REPORT

Implementation Report, Enrollment Task Force Recommendations (Kuehn)

Mr. Kuehn distributed a series of specially prepared brochures describing 11 academic programs, and a series of tabloids prepared in conjunction with recruiting visits to community colleges, and outlined the plan for these visits.

President Evans mentioned that Thomas Jefferson College in Michigan is closing; students have contacted Evergreen, after reading the current catalog, and expressed interest.

National Science Foundation Student Originated Studies Grant (Roach)

Student Rob Roach, recipient of a \$7,538 NSF Student Originated Studies Grant, discussed his proposed research project regarding Acute Mountain Sickness.

PUBLIC HEARING: FINANCIAL OBLIGATION OF STUDENTS POLICY AND USE OF HUMAN SUBJECTS POLICY - Action

At 11 o'clock the Trustees convened a public hearing to consider an addition to the financial obligation of students policy and a new policy concerning the use of human subjects.

President Evans suggested the college consider reinstituting an advanced (non-refundable) registration fee when enrollment increases, to provide for better planning.

Mr. Clabaugh discussed the background and purpose of a proposed new code section relating to offsetting student account credit balances.

Action
79-29

Mr. Hadley, in accordance with Administrative Procedures Act Requirements, moved approval of WAC 174-162-320, a new section of the financial obligation of students policy dealing with credit balances in student accounts. Seconded by Mr. Berglund and passed as permanent rules of the college.

Mr. Weiss discussed the scope of the use of human subjects policy, membership on the human subjects review board (Academic Dean, Barbara Smith, Faculty Member, Diana Cushing - psychology, Faculty Member, Duke Kuehn - sociology, Faculty Member, Kaye V. Ladd - chemistry, and Olympia pathologist, Kenneth Partlow); and recommended adoption of the policy, including Mr. Montecucco's alternate 4(c).

Motion
79-30

Mr. Hadley, in accordance with Administrative Procedures Act Requirements, moved approval of a new policy regarding use of human subjects, WAC 174-126-010 through -030, as revised by the Trustees and attached to these minutes. Seconded by Mr. Berglund and passed.

Minutes of the human subjects review board will be sent to Trustees.

The special meeting reconvened at 11:33 AM.

PRESIDENT'S REPORT - Continued

Implementation Report, Intercollegiate Athletics Program and Fund Raising Efforts (Steilberg/Eldridge)

Mr. Steilberg discussed plans for soccer and swimming and Evergreen's preparation for next fall's introduction into intercollegiate athletics, indicating that he would bring recommendations for a mascot and school colors to the Trustees following the campus survey.

Mr. Eldridge mentioned enthusiastic Foundation response to Evergreen's plans and the formation of an athletic fund committee composed of Foundation members and community members. Of the \$20,000 needed to operate the program next year, \$7,100 has been identified; \$10,000 is the projected goal for the athletic fund committee, with the remainder to be identified after the college receives final word on budget allocations (allotments) from the Legislature. Financial arrangements will be presented to the Trustees for their approval.

Mr. Flowers suggested that the college discuss fund raising with Sam Jankovich at Washington State University.

INTENTION TO APPROVE BACHELOR OF SCIENCE DEGREE - Action

Provost Youtz requested that the Board indicate its intention to approve awarding of the Bachelor of Science degree, which would respond to a recommendation of the Council for Postsecondary Education. One of the faculty CPE study committees made a specific implementing proposal which was approved by the entire faculty on May 9 and forwarded to the Trustees for approval.

Motion
79-31

Mr. Berglund moved to indicate the Board's intent to approve at its next regular meeting the proposal recommended by the faculty that The Evergreen State College award the Bachelor of Science degree, in addition to the currently awarded Bachelor of Arts degree, beginning in June, 1979. Seconded by Mrs. Sylvester and passed.

INTRODUCTION OF GUESTS AND RECESS

President Evans introduced Philip M. Phibbs, President of the University of Puget Sound; Dr. Richard Hodges, Dean of the School of Education; and Tom Davis, Dean of the University who lunched with the Trustees to celebrate the arrangement between Evergreen and UPS for teacher certification.

The Trustees recessed for lunch at noon and reconvened the special meeting at 1:25 PM.

PRESIDENT'S REPORT - Continued

Affirmative Action Report (Isabell)

President Evans commended Mary Isabell for the work she has done in the past six months as Affirmative Action Officer on loan from the U. S. Food and Drug Administration.

Ms. Isabell reported on her major efforts, future plans (including compiling a more useful recruitment resource system), and reviewed in detail information on the EEO-6 report, pointing out areas of concern. Ms. Isabell discussed briefly trends since 1974 for the student body by sex and race and expressed surprise that only one out of approximately 500 employees acknowledged having a handicap.

Trustee Hadley wondered whether college goals for minorities were realistic.

Library Report (Jovana Brown)

Jovana Brown reported on various aspects of the library, including collection size, circulation, staff, facilities, hours, cooperation with the Washington State Library, and future directions. Ms. Brown regards the library as an integral part of the educational process which provides high quality service to students, staff and faculty on an equal basis.

Ms. Brown acknowledged that Mr. Hadley's idea to solicit funds from community borrowers was a good one and suggested that something might be included from the Development Office as cards are mailed to community patrons.

Interfund Loans (Clabaugh)

Mr. Clabaugh explained the July 31, 1978 through April 30, 1979 schedule of negative cash balances by month and mentioned that by virtue of a pooled bank account surpluses in one area cover deficits in another. The report will be brought to the Trustees on a quarterly basis.

Monthly Budget Summary (Clabaugh)

Mr. Clabaugh reported on the variance between budgeted funds by major program for the current year vs. the expenditures through the end of the fiscal year. Mr. Clabaugh predicts that variances by June 30 will be within 1/10 of 1 percent.

Admissions Statistics (Evans)

President Evans reported that the number of applicants admitted is running about 45 percent above the number admitted last year at the same time, but reminded Trustees that this is in part due to the elimination of the supplemental application form; however, that number has been widening over the last couple of months. Sixty-five students applied for the teacher certification program with 10 others expressing interest at the May 16 academic fair.

Trustees Hadley and Flowers expressed concern about the planning process--without an advance deposit of some kind, the enrollment is not known until the tenth class day. President Evans indicated that the staff will explore reinstituting an advance registration deposit or other solutions to the problem.

Veterans Administration Contacts (Evans)

While at a meeting in Washington, D. C., President Evans met with Senator Magnuson, Representative Renfrew, who is Chairman of the House Veterans Education Subcommittee; Maggie Heckler, ranking Republican member of the same committee; and Senator Cranston, Chairman of the Senate Veterans Affairs Committee; and pointed out some of the problems we're having with the Veterans Administration. He mentioned that he was preparing a written report to the committees by way of follow-up prior to the June hearings in the U. S. House of Representatives.

RELEASE TIME POLICY - Action

Mr. Clabaugh recommended approval of the release time policy as presented to the Trustees at the April meeting. Following that meeting, Rita Cooper polled budget heads to find out that 19 classified and exempt employees were enrolled in classes requiring release time during winter quarter.

There was considerable discussion regarding the responsibility of the employee's supervisor in verifying the employee's involvement in an academic program.

Action
79-32

Mr. Hadley moved approval of the staff education benefits policy regarding release time (EAC 174-112-030 through -035) as revised by the Trustees and attached to these minutes. Seconded by Mrs. Sylvester and passed.

TUITION AND FEE SCHEDULE - Action

President Evans explained that the Board's decision in April to make the quarter hour as the basis for academic credit in lieu of the Evergreen unit required a change in the fee schedule for part-time students.

Trustees considered three alternates; President Evans recommended the option which did not have a higher part-time non-resident fee and which increased services and activities fee revenue.

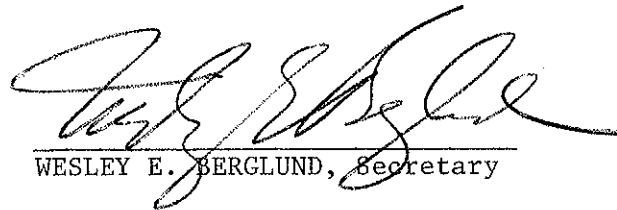
Action 7-23
Mrs. Sylvester moved approval of the attached 1979-80 quarterly tuition and fee schedule, effective summer, 1979, which sets part-time fees for non-residents at the resident rate; increases the proportion of fees going to S & A account and reduces the proportion of the total fee going to the tuition account; and sets the fee for auditors at \$15 per course and gives faculty and staff a reduced fee for part-time work. Seconded by Mr. Berglund and passed.

DATE OF NEXT MEETING, EXECUTIVE SESSION, AND ADJOURNMENT

The date of the next meeting was set for Thursday, June 7, 1979. The July meeting was set for Thursday, July 12, in conjunction with a retirement function for Trustee Halvorson.

The Trustees went into executive session at 3:25 PM and reconvened to adjourn the meeting at 3:45 PM.


ROBERT J. FLOWERS, Acting Chairman


WESLEY E. BERGLUND, Secretary

Attachments (3)

THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 79-4

RESOLUTION OF THE BOARD OF TRUSTEES OF
THE EVERGREEN STATE COLLEGE
ACCEPTING FUNDS FOR THE
CARLETON MORRIS COOLEY SCHOLARSHIP AWARD

WHEREAS, Pursuant to an agreement reached between Bucknell University and the officers of the Lee N. and Grace Q. Vedder Foundation, upon termination of the Foundation and the transfer of its assets to Bucknell, an endowment fund was established, which, in part, provides an annual award to The Evergreen State College, under the following terms of agreement:

WHEREAS, Bucknell University shall disburse and use the Fund income to grant to The Evergreen State College the sum of Five Hundred (\$500) dollars each year to be used for a scholarship award named in honor of Carleton Morris Cooley;

WHEREAS, Should The Evergreen State College cease to exist or fail to qualify as a tax-exempt organization under Section 501(c)(3), Bucknell University shall have no further obligations and shall use the income which had been so designated for scholarship purposes.

WHEREAS, The first of the annual awards shall commence in the early fall of 1979;

NOW, THEREFORE, BE IT RESOLVED That the Board of Trustees of The Evergreen State College gratefully accepts the sum of \$500 per year for the establishment of a scholarship award in honor of Carleton Morris Cooley.

Adopted by the Board of Trustees
May 17, 1979

THE EVERGREEN STATE COLLEGE

MC 174-126 USE OF HUMAN SUBJECTS

Activities Involving Use of Human Subjects

174-126-010 General Policy

This policy regarding the use of human subjects recognizes the responsibility to protect the rights, well-being and personal privacy of individuals, to assure a favorable climate for the conduct of academic-oriented inquiry, and to protect the interests of The Evergreen State College. The following practices and procedures have been established for the conduct of activities involving human subjects.

174-126-020 Practices and Procedures

- (1) No activity involving human subjects shall be undertaken unless a Human Subjects Review Board has reviewed and approved such activity. This review shall determine whether these subjects will be placed at risk and, if so, whether:

- (a) The risks to the subject are so outweighed by the sum of the benefit to the subject and the importance of the knowledge to be gained as to warrant a decision to allow the subject to accept these risks;
- (b) The rights and welfare of any such subjects will be adequately protected; and
- (c) Legally effective informed consent will be obtained by adequate and appropriate methods.

(2) Definitions

- (a) "Subject at Risk" means any individual who may be exposed to the possibility of injury, including physical, psychological or social injury, as a consequence of participation in any activity which departs from the application of those established and accepted methods necessary to meet the subject's needs, or which increases the ordinary risks of daily life.
- (b) "Informed Consent" means the knowing consent of any individual or of a legally authorized representative. The consent is to be a free-will choice obtained from the subject or representative without undue inducement or any element of constraint or coercion. The basic elements of information necessary to such consent include:
 - (i) A description of the procedures to be followed, including an identification of those which are experimental;
 - (ii) A description of the attendant risks and discomforts;

*includes
Trustee revisions*

7/12/79

8/2/79

- (iii) A description of the benefits to be expected or the knowledge hoped to be gained;
- (iv) A disclosure of appropriate alternative procedures that might be advantageous to the subject;
- (v) An offer to answer any inquiries the participant has concerning the activity;
- (vi) An instruction that the subject is free to withdraw at anytime without penalty.
- (vii) An assurance that the subject's identity will remain confidential;
- (viii) A disclosure of what costs the subject may immediately or ultimately be forced to bear, and what reimbursement of costs or other compensation the subject will receive.
- (c) "Substantial Experiment" means any activity involving risk to human health but would exclude all those activities relating solely to the gathering of data, material, and information.

(3) Activities Subject to Review

- (a) All activities supported by non-college funds in which such action is required by the grantor;
- (b) Other activities which involve the likelihood of risk or substantial stress or discomfort to the subject;
- (c) Activities which include the administration of personality tests, inventories or questionnaires of a personal and sensitive nature;
- (d) Activities involving health care procedures of any kind which are not principally for the benefit of the subject, or which include diagnostic or therapeutic measures that are not yet standard;
- (e) Other activities in which the subject is not fully informed as to the procedure to be followed.

(4) Responsibilities

- (a) Responsibility for review and approval of proposed activities is vested in the Human Subjects Review Board.
- (b) The appropriate dean or director under whose program the proposed activities emanate is responsible for determining if any of the above criteria (174-126-020(3)) apply to the proposed activities and, if so, to forward the proposal to the Human Subjects Review Board.

- (c) It is the obligation of the investigator to bring any proposed activity involving the use of human subjects to the attention of the respective faculty member, supervisor or dean.

174-126-030 Human Subjects Review Board

- (1) The purpose of the Human Subjects Review Board is to conduct initial and continuing reviews of the use of human subjects in accordance with the policy outlined in 174-126-020(1).

(2) Review Board Composition and Qualifications

- (a) The Review Board must be composed of not less than five persons with varying backgrounds.
- (b) The Review Board must be sufficiently qualified through the maturity, experience and expertise of its members and diversity of its membership to insure respect for its advice and counsel for safeguarding the rights and welfare of human subjects.
- (c) The Review Board must be able to ascertain the acceptability of application and proposals in terms of institutional commitments and regulations, applicable law, standards of professional conduct and practice and community attitudes.
- (d) No Review Board member shall be involved in either the initial or continuing review of an activity in which the respective member has a conflict of interest.
- (e) At no time shall the Review Board consist entirely of persons who are associated with the institution apart from their membership on the Review Board.
- (f) The quorum of the Review Board shall be defined but in no event will be less than a majority of the total membership.
- (g) Members of the Review Board are to be appointed by the President of the College for two-year renewable terms.

(3) Responsibilities of the Human Subjects Review Board

- (a) The Review Board will develop and maintain procedures which the College will follow in its initial and continual review of applications, proposals and activities.
- (b) The Review Board will develop and maintain procedures to:
- (i) provide advice and counsel to activity directors and investigators with regard to the Review Board's actions;
- (ii) insure prompt reporting to the Review Board of proposed changes in an activity and of unanticipated problems involving risk to subjects or others; and

- (iii) insure that any such problems including adverse reactions to biologicals, drugs, radioisotope labeled drugs or to medical devices are promptly reported to the appropriate authority.
 - (c) The Review Board will develop and maintain procedures which the college will follow to maintain an active and effective Review Board and to implement its recommendations.
 - (d) Policies and procedures established by the Review Board will be in compliance with federal (specifically Title 45, Sec. 46), state and local laws as well as College policies and procedures.
- (4) Executive Responsibility of the College
- (a) Review Board approvals, favorable actions and recommendations are subject to review and disapproval or further restrictions by the President, Academic Vice President and Administrative Vice President.
 - (b) Where it is a requirement of receipt of funds for the activity, Review Board disapprovals, restrictions or conditions cannot be rescinded or removed except by action of the Review Board.
 - (c) The President shall review all approvals by the Review Board for experiments involving human subjects and if, in his determination, it is a substantial experiment, prior to its commencement, it shall be submitted to the Board of Trustees for final approval.

THE EVERGREEN STATE COLLEGE

EAC 174-112 Personnel Rules

Staff Educational Benefits: Release Time

EAC 174-112-030 Purpose

Recognizing that worthwhile academic offerings take place during the work day, Evergreen encourages its employees to participate in educational offerings. To facilitate such participation, the following procedure will govern release time for permanent classified and exempt employees.

EAC 174-112-035 Policy and Procedures

- (1) The employee and supervisor should negotiate arrangements for making release time possible for subjects or modes of study not available outside working hours, and to assure that essential work in the unit gets done. There may be situations where an employee cannot be released. When negotiations fail, the usual grievance procedures should be followed.
- (2) The supervisor shall be responsible for verifying the employee's participation in the educational activity.
- (3) Employees may request release time of four hours per week, or ten percent of their work schedule, whichever is less, to participate in any course offering that generates college-level credit. Any request for additional time approved beyond the above must be made up or taken on annual leave.
- (4) Employees should use release time only for scheduled activities or

conferences with the program or faculty. They should not use release time for study, library work, individual contract work, leisure-education-type offerings, etc.

- (5) On a case-by-case basis the employee's supervisor, respective vice-president, and/or Staff Professional Development Committee should handle exceptions in consultation with the employee.
- (6) Rules and procedures governing conditions under which requests will be handled from more than one employee in a unit should be determined on a unit-by-unit basis and circulated among the employees.
- (7) Release Time forms (Exhibit I), available from the Personnel Office, Cashier's Office and Registrar's Office, must be completed and assigned by staff member, unit head, and the Personnel Office prior to registration.

7/12/79
8/2/79
9/20/79

THE EVERGREEN STATE COLLEGE

1979-80 QUARTERLY TUITION AND FEE SCHEDULE

	<u>Number of Credit Hours</u>	<u>Tuition</u>	<u>Operating</u>	<u>Services & Activities</u>	<u>Total</u>
<u>Full Time Students</u>					
Residents	10 or more	25	127	54	206
S.E. Asian Veterans ¹	10 or more	25	83	54	162
Non-Residents	10 or more	96	511	54	661
<u>Part-Time Students</u>					
Residents & Non-Residents	9	18	117	54	189 ⁴
	8	16	104	48	168 ⁴
	7	14	91	42	147
	6	12	78	36	126
	5	10	65	30	105
	4	8	52	24	84
	3	6	39	18	63
	1 or 2	4	26	12	42
Faculty and Staff	9	13.5	54	40.5	108
	8	12	48	36	96
	7	10.5	42	31.5	84
	6	9	36	27	72
	5	7.5	30	22.5	60
	4	6	24	18	48
	3	4.5	18	13.5	36
	1 or 2	3	12	9	24
Auditors ²	Per Course	5	5	5	15

1. A Vietnam veteran is a person who has been on active federal service as a member of the armed military or navel forces of the United States between a period commencing August 5, 1964, and ending April 18, 1975 and who for a period of one year immediately prior to the date of his entry for such services was a resident of the State of Washington; S.E. Asian Veterans rates are applicable to qualified veterans enrolled prior to fall quarter 1977.

2. Administrative charge per course for students who register as auditors and receive no credit.

3. A \$15.00 fee is charged after the 6th class day for late payment fees.

4. Vietnam Veterans registered for 2 or 3 quarter credit hours shall pay the same rate as for Vietnam veterans registered for 10 quarter credit hours.