

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

Thursday, July 12, 1979  
The Evergreen State College Campus  
Daniel J. Evans Library, Room 3112

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

Absent: Halvor M. Halvorson

Representatives  
to the Board  
Present: Rudy Martin, Faculty  
Chris Meserve, Alum  
Marissa Zwick, Student

Absent: Ann Brown, Staff

Staff Present: John Aikin, Director of Computer Services  
Judy Annis, Director of Information Services  
Mike Bigelow, Budget Officer  
Dave Carnahan, Associate Dean of Library Services  
Dean Clabaugh, Administrative Vice President  
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  
Pete Steilberg, Director of Recreation and Campus  
Activities  
Dave Wallbom, Director of Facilities  
Susan Washburn, Director of Development  
See permanent roster for others attending

Others Present: Vance Horne, The Daily Olympian  
Tom Kjervold, Student  
Don Martin, TESC Swimming Program  
Rich Montecucco, Senior Assistant Attorney General  
Ivan Raznjevitch, TESC Soccer Program  
Bruce Verhei, Student  
See permanent roster for others attending

CALL TO ORDER, INTRODUCTION OF GUESTS, AND APPROVAL OF THE MINUTES - Action

The meeting was called to order by Chairman Flowers at 10:53 A.M. Les Eldridge introduced Susan Washburn, Evergreen's newly appointed Director of Development, and indicated that Ms. Washburn would meet with the Trustees following the meeting. Pete Steilberg introduced the first two coaches hired to implement Evergreen's athletics program beginning this fall--Don Martin, swimming coach, and Ivan Raznjevitch, soccer coach.

Mr. Hadley moved approval of the minutes of the June 7, 1979 meeting as submitted. Seconded by Mrs. Sylvester and passed.

## TUITION WAIVER FOR STAFF AND FACULTY AND FOR NEEDY STUDENTS - Discussion

Dean Clabaugh told the Trustees that Substitute House Bill 319 gives to institutions the authority but not the requirement to waive tuition, operating, and service and activity fees for permanent full-time faculty and staff who would register on a space available basis paying a registration fee of not less than \$5. Employees enrolled under this provision would not be included in the college's headcount enrollment figure. Mr. Clabaugh expressed his preference, endorsed by President Evans, that the college use the sense of this program to consider a further reduction in fees for faculty and staff, perhaps to \$30 for four quarter credits. Dave Carnahan suggested that there be further staff involvement in developing a recommendation. The Trustees asked Mr. Clabaugh to get input from staff and faculty (questionnaire preferred by Chairman Flowers) and that a recommendation be brought to the next meeting.

Mr. Clabaugh mentioned also that the 1979 legislature approved a bill to increase an existing program, which allows an institution to waive tuition and fees for needy students, from 3 percent of the student body to 4 percent, and to allow an institution to waive tuition for a maximum of 20 foreign students per institution. The college's plan would be to use the additional percentage for needy students. Mrs. Sylvester requested that a written recommendation be brought to the Trustees along with the results of the questionnaire regarding tuition for staff and faculty.

## PRESIDENT'S REPORT

### Employment Update (Clabaugh)

Mr. Clabaugh presented information contained in a memorandum prepared by Rita Cooper regarding employment statistics for the period July 1, 1978 through June 30, 1979, which included information on position openings; applications and hiring of minority, women, veterans and handicapped; terminations; layoffs; appeals; and staff-year statistics for 1977-78 and 1978-79 for faculty, classified and exempt staff.

### Monthly Budget Summary (Clabaugh)

Mr. Clabaugh presented the 24th month summary report of budget, expenditures and variance of budgeted operating programs and indicated the 25th month report (which allows institutions to balance out biennium issues during the month of July) will be presented at the next meeting.

### Report on Summer Enrollment (Barbara Smith)

Dean Barbara Smith handed out and discussed tables summarizing summer enrollment during the past five years. This summer's enrollment is the highest it has been in the last four years and is up 11 percent over last summer (in spite of a 23 percent budget cut), with a 30 percent increase in new students. Special efforts are being made to retain these new students for the fall. Ms. Smith distributed an evaluation questionnaire which summer students are being asked to complete and which is designed to aid in planning for an even better program next year.

Mr. Hadley extended thanks and congratulations to Ms. Smith and those who worked with her on the summer program efforts.

Admissions Statistics/Housing Statistics (Kuehn/Jacob)

Duke Kuehn reported that applications are 23 percent higher than last year and predicted an additional gain to occur in September.

Trustee Hadley asked why paid deposits were down. Mr. Kuehn indicated his review of previous years showed no consistency. One fact, of course, is that advance paid deposits are not required. Mr. Clabaugh, to answer the question in part, asked Ken Jacob to supplement admissions statistics by reporting on housing statistics where paid deposits are still required.

Mr. Jacob reported that housing paid deposits are significantly ahead of previous years. As of June 30, housing had 234 paid applications; figures for previous years at the same time were: 1978 - 112; 1977 - 105; 375 applications will guarantee 100 percent occupancy.

Mr. Kuehn has asked Steve Hunter in the institutional research office to explore putting together a model which will provide better predictability of final enrollment figures.

President Evans indicated that new student registration is up and that the college is contacting those students who have made application and been admitted to try to make sure they register.

Trustee Flowers asked Mr. Kuehn for an enrollment projection. Mr. Kuehn indicated that a fall headcount of 2566 is needed to achieve the 2300 annual FTE goal. Mr. Kuehn projected that the fall headcount will exceed 2566.

Progress Report on Implementation of Enrollment Task Force Recommendations (Kuehn)

Mr. Kuehn reported that the catalog and supplement will be combined into a single document and will be available by January, 1980; for ensuing years, the single document will be published by October 1. To achieve that goal an experienced outside editor has been hired to coordinate and train others to publish the catalog/supplement and to develop a model to use in the future. To assure that high school students have descriptions of Evergreen's offerings by October 15, a reference flyer showing an outline of various programs will be prepared. Special efforts will be made to inform the 250 new summer students of next year's programs. The needs analysis survey for part time studies for Thurston and Mason counties will be evaluated and should aid in marketing part-time studies. Arnaldo Rodriguez, assisted by Larry Stenberg and Duke Kuehn, is preparing a comprehensive marketing plan with goals and timetables for recruiting efforts next year. Coordination of college effort can occur by involving other offices in this plan.

Chairman Flowers asked about the college's relationship with Hill-Knowlton, whose contract ceased on June 30. Mr. Kuehn indicated that Hill-Knowlton

has prepared a comprehensive marketing plan which President Evans will discuss with Norm Calvo, Hill-Knowlton's executive vice president, on July 13. Trustees expressed a desire to have copies of the plan.

In response to a question from Mrs. Sylvester, Mr. Kuehn indicated that the progress report distributed to the Trustees in June (dated May 17) was keyed to the President's response to the DTF report. Mr. Kuehn indicated he would update the written progress report for the next Board meeting.

#### 1979-80 BUDGET ALLOCATIONS - Action

Budget Officer Mike Bigelow presented a summary of the budget process. He told Trustees that requests were \$590,000 over what was available for allocation; subsequently budget heads reduced their requests by \$257,000 and the 2 percent normally held for institutional reserves was eliminated (reserves will be accumulated through position control).

Mr. Bigelow mentioned that budget heads had submitted goals and objectives statements which can be used as a measurement tool in the budget process. President Evans added that he will bring an overall goals and objectives statement to the Trustees for discussion at the next meeting along with a summary of the individual unit goals.

Mr. Bigelow discussed various aspects of the proposed budget and reviewed special budget provisions.

In response to Trustees' questions, staff discussed the master's program planning and intercollegiate athletics. Trustee Flowers is to be invited to the next Foundation meeting at which time athletics scholarships will be discussed.

Students Bruce Verhei and Tom Kjervold, participants in the student fire fighter program at the McLane Fire District, voiced concerns that the program will end in August because of lack of funding in Evergreen's safety budget. Mr. Clabaugh told the students that the fire district contract had not been finally negotiated. It was agreed there would be further conversations before the fire district contract comes to the Trustees for approval.

Mr. Berglund moved approval of internal allocations for 1979-80 totaling \$12,841,482 for programs 010 through 090, 100, 150, 160, 170 and 200. Seconded by Mr. Hadley and passed with Mrs. Sylvester abstaining.

Motion  
79-41

#### PRESIDENT'S REPORT - Continued

##### Arboretum Discussions (Evans)

President Evans mentioned that, following the discussions at the June Board meeting, Richard Cellarius carried the issue of an arboretum to the faculty retreat. Dr. Cellarius proposed a master planning program which was modified to be a group contract. It was decided that in 1980-81, the

8/2/79

9/20/79

10/11/79



Applied Environmental Study program will have master planning as one of its major projects. Specific proposals for dealing with the undeveloped areas on campus will be part of that program to be taught by Richard Cellarius, Carolyn Dobbs and Jim Gulden.

The Trustees recessed for lunch at 12:55 P.M. and reconvened the regular meeting at 2:45 P.M. following a tour of the Organic Farmhouse.

#### ORGANIC FARMHOUSE - Action

Mr. Clabaugh discussed his July 3 memo to President Evans and the report from Max Knauss regarding the history and current status of the Organic Farmhouse, work in progress, academic potentials, and recommendations for completion. Following the request at the June meeting for additional funds to complete the construction of the Organic Farmhouse, Mr. Clabaugh assigned responsibility and authority for the structure's completion to the Director of Facilities. The college received an appraisal from the Division of Real Estate of \$155,500 for the worth of the completed building. A discussion of sources of funding and review of the history followed; the allocations and expenditures which have occurred since 1975 are:

Allocations:	Summer 1975	\$20,000
	Spring 1978	5,000
	Fall 1978	4,169
	Winter 1979	27,883
	Interest earnings	<u>1,198</u>
	Total	\$58,250
Expenditures:	1975-76	\$ 5,487.27
	1976-77	4,904.59
	1977-78	3,364.58
	1978-79	<u>22,022.18</u>
	Subtotal	\$35,778.62
Plus:	1978-79 Encumbrances	<u>17,351.57</u>
	Total	\$53,130.19

When completed, the structure will have cost approximately \$114,500.

Motion  
79-42  
Continued

Interior trim	(1000.00)
Grab bars	(50.00)
Interior paint and trim	(2000.00)
Downstairs kitchen cabinets and tops	(3000.00)
Door thresholds	(150.00)
Special light fixtures	(400.00)
TOTAL CREDIT	(8500.00)
Total building cost with labor credit	\$30,635.00
20% contractor profit and overhead	6,127.00
Add student crew wages (4 carpenters)	<u>7,680.00</u>
	\$44,442.00
5.3% Washington State Sales Tax	2,355.00
Architect's fee (with responsibilities to student academic work)	4,000.00
Construction coordinator (Gomer)	<u>3,000.00</u>
Total for minimum facility	\$53,797.00
<u>Desirable Extras</u>	7,740.00
Save \$500 contractor P & O on student work	(500.00)
	<u>7,240.00</u>
Washington State Sales Tax @5.3%	<u>384.00</u>
	\$ 7,624.00
	<u>53,797.00</u>

GRAND TOTAL \$61,431.00

1. Continue paid student work during July and August.
2. Involve students in contract documentation in second summer session, beginning July 20.
3. Let electrical, plumbing and wall board contracts July 30, for completion by August 30.
4. Let remaining contract by September 1 for completion by October 1.
5. Finish paid student work by October 1.

Section 19-42 Continued  
Seconded by Mr. Hadley and passed with Mrs. Sylvester voting against the motion. Mrs. Sylvester's preference would have been to vote for the completion of the project as opposed to directing the letting of bids.

Section 19-43  
Mr. Hadley moved that the financing for the completion of the Organic Farmhouse be as follows:

half of the required amount (approximately \$30,500) from Services and Activities Fund

half to be from Housing Reserves, subject to the college's bond counsel's approval.

Seconded by Mrs. Sylvester and passed.

SCHOOL COLORS/MASCOT - Action

Section 19-44  
Mr. Hadley moved that the Board officially approve the school colors and mascot for The Evergreen State College as recommended at the last meeting:

colors - green and white

mascot - geoduck

Seconded by Mrs. Sylvester and passed.

STUDENT'S REQUEST FOR RESOLUTION OF GRIEVANCE - Discussion

Chairman Flowers recognized student Cathi Carr who was representing her Attorney. Ms. Carr detailed various grievances she's had during the past several years and made several requests of the Board. Ms. Carr was instructed to make her requests in writing and to provide specific detail.

ME OF NEXT MEETING AND ADJOURNMENT

The date of the next meeting was set for Thursday, August 2, 1979.

The meeting adjourned at 4:05 P.M.

  
ROBERT J. FLOWERS, Chairman

  
JANE B. SYLVESTER, Secretary