

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

Thursday, November 8, 1979
The Evergreen State College Campus
Daniel J. Evans Library, Room 3112

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

Staff Present: Walker Allen, Registrar
Judy Annis, Director of Information Services
Mike Bigelow, Budget Officer
Dave Carnahan, Assistant Dean of Library Services
Dean Clabaugh, Vice President for Business
Les Eldridge, Director of Community Relations and
Assistant to the President
Dan Evans, President
Rita Grace, Recording Secretary
Mary Isabell, Affirmative Action Officer
Larry Stenberg, Dean of Student and Enrollment Services
Susan Washburn, Director of Development
Byron Youtz, Vice President and Provost
See permanent roster for others attending

Others Present: Ed Arnone, The Daily Olympian
Edie Kaufman, ACE Fellow
Ed Michelson, KGY Radio
Paul Pedersen, Thurston County Fire Department #9
Sharyn Ward, Council for Postsecondary Education
See permanent roster for others attending

ROLL CALL, INTRODUCTION OF GUESTS, AND APPROVAL OF THE MINUTES - Action

The meeting was called to order by Chairman Flowers at approximately 10 AM. Chairman Flowers welcomed Maxine Mimms to the table as the new faculty representative for the 1979-80 year, replacing Rudy Martin. Judy Annis introduced Ed Michelson from KGY Radio, an Evergreen graduate. President Evans mentioned that the faculty will discuss further the method of selection of the faculty representative.

Motion
79-60b

Mr. Gelman moved approval of the minutes of the October 11 meeting as submitted. Seconded by Mr. Berglund and passed.

PRESIDENT'S REPORT

Monthly Budget Summary (Clabaugh)

Mr. Clabaugh reported that the college is underspent in the first quarter of the fiscal year, cautioned that this should not lead Trustees to believe there would be extra money at the end of the year, and explained other aspects of the report on budget, expenditures and variance of budgeted

operating programs. President Evans suggested that an alternate format might provide a clearer picture for Trustees.

Enrollment Update (Evans)

President Evans presented detailed final figures for fall quarter enrollment, especially noting: part-time enrollment at an all-time high of 600, an increased number of women students (116 more than men), FTE up by 80, total number of students up by almost 200, median age down, number of Third World students down, and an increase in full-time students direct from high school (up approximately 30 percent). Evergreen's average annual contract target is 2300 FTEs (fall FTE is 2260.5).

Meeting of House and Senate Higher Education Committees (Evans)

President Evans mentioned a joint meeting of the House and Senate higher education committees on campus on November 2 and invited Trustees to participate if schedules permit.

Time Frame for Comprehensive Admissions/Marketing Plan (Stenberg)

Larry Stenberg distributed and reviewed the month-by-month plans for admissions projects for the academic year and distributed copies of the first mailer going to prospective students.

Distribution of 1980-81 Catalog (Evans)

President Evans distributed advance copies of the 1980-81 catalog and recognized the efforts of all involved in meeting an early publication deadline. Next year's catalog will be published in October.

President Evans will present at the December meeting a report on publication and mailing costs compared to those of the biennial catalog plus supplement and mailing.

Allocation to Reserves for Enrollment and Legislative Session (Evans)

President Evans discussed the required reserve allocation (\$125,000) necessary in the event the annual target enrollment is not met. He also mentioned that he would be meeting with his top advisers regarding the annual legislative session.

REORGANIZATION - Action

President Evans presented a proposed organization chart and resolution, indicating he saw reorganization as a two-phase effort to better enable the college to coordinate responsibilities for student recruitment and enrollment with the academic side of the college. The first phase would continue until the enrollment situation stabilizes. Changes include the following:

President: Add Dean of Enrollment and Student Services and a Director of College Relations (open search to begin soon), change Les Eldridge's title to Director of Community Relations and Assistant to the President, add for affirmative action purposes the Director of Employee Relations (formerly Director of Personnel), and add an exempt Administrative Secretary (formerly classified).

Vice President and Provost: Add the two Assistant Academic Deans.

Vice President for Business (title change): Add a Director of Housing

and a Bookstore Manager, change Rita Cooper's title from Director of Personnel to Director of Employee Relations (includes affirmative action), divide Recreation and Campus Activities with Pete Steilberg serving as Director of Recreation and Athletics and Lynn Garner serving as Director of Campus Activities reporting to Larry Stenberg, delete the Dean of Student and Enrollment Services and the Director of Information Services and Publications.

Director of College Relations: Reporting to the new position would be the Director of Information Services and Publications, the Coordinator of Educational Outreach (subject to open search), and the graphic design unit (which formerly reported to the Library).

Director of Employee Relations (formerly Director of Personnel): Add affirmative action responsibilities, in which context the Director will be responsible directly to the President.

President Evans indicated that a coordinating body will be set up to insure coordination between admissions and academic activities. The group will be chaired by the Director of College Relations and will consist of: the Director of Information Services, the Coordinator of Educational Outreach, the Director of Admissions, and one or two faculty representatives.

Action was tabled until after the executive session.

COLLEGE DISCRETIONARY ACCOUNT MODIFICATIONS AND FOUNDATION ACCOUNTS - Action

Mr. Clabaugh responded to Trustee questions (along with Sue Washburn) after outlining proposals made in an October 25, 1979 memo recommending Board of Trustees actions, administrative changes required, and recommendations to the Foundation Board of Governors.

Ms. Washburn named officers of the Board of Governors and distributed a roster of the Board later in the meeting.

Mrs. Sylvester asked for clarification of the expenditure of the initial Durham, Anderson and Freed gift and Foundation action to reimburse the \$10,000 gift. Bob Butts mentioned that the alumni association at some time in the future would plan to raise funds not necessarily channeled through the Foundation.

Action was postponed until after lunch so that a motion could be properly framed.

RECOGNITION OF MARY ISABELL'S SERVICE

President Evans commended the efforts of Mary Isabell who, during the past year, has served as Evergreen's affirmative action officer on a temporary basis on an interpersonnel grant from HEW. Ms. Isabell will be returning to HEW later this month. Chairman Flowers added thanks and expressed appreciation of the Board of Trustees.

PRESIDENT'S REPORT - Continued

Third World Recruitment Videotape (West, et al.)

April West introduced the students present who had helped produce the Third World recruitment videotape and distributed a brochure prepared by the Third World Coalition office ("An Overview of the Educational Support Programs at TESC"). Phil Jones read a question asked by Pila Laronel (who was in charge of making and editing the videotape) prior to the showing of the film: "Why do Third World people have to pick up the burden when this institution has the facilities and faculty to do so?" Following viewing of the videotape, Third World students and staff responded to questions. Mr. Gelman asked whether the presentation was used independently of the overall college marketing plans. Ms. West responded that tie-ins had not yet been made. Phil Jones told the Trustees since there was no money available for production of a recruitment film, money was taken from the Third World Coalition budget, indicating that it would be good if monies could be appropriated to make another film of this type including Third World people and facilities. Byron Youtz indicated that a large sum of money had been transferred last spring to support this project.

Ms. West indicated that she and others are continuing to be asked to assist with recruitment and felt clarification of function was needed. Arnaldo Rodriguez will be asked to report on recruitment plans for Third World students at the December meeting.

AGREEMENT WITH MECHANICS UNION - Action

Dean Clabaugh told the Trustees that the agreement with the International Association of Machinists and Aerospace Workers was the first such agreement between an employees' union and the institution for collective bargaining and discussed the background. Mr. Clabaugh recommended approval, with the comment that the Board may want to delegate approval back to the President. Mr. Gelman responded that he felt the responsibility for negotiating collective bargaining contracts belongs to the staff and that the parameters are Board responsibility.

Motion Mr. Gelman moved approval of the Agreement by and between The
79-61 Evergreen State College and International Association of Machinists
and Aerospace Workers District Lodge No. 160, on behalf of Local
No. 695 (to be in effect one year from the date signed by both
parties). Seconded by Mr. Berglund and passed.

RECESS AND EXECUTIVE SESSION

The Board recessed for lunch and an executive session at 12:25 PM and reconvened the regular meeting at 1:55 PM.

REORGANIZATION (continued) - Action

Motion Mr. Gelman moved approval of attached organization chart and
79-62 Resolution No. 79-6 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," with the express understanding that the matter be brought back for review one year from this date by the administration. Seconded by Mr. Berglund and passed.

COLLEGE DISCRETIONARY ACCOUNT MODIFICATIONS AND FOUNDATION ACCOUNTS (continued) - Action

Motion
79-63

Mr. Gelman moved approval of the suggested changes for the Foundation and College discretionary accounts as outlined in the October 25, 1979 memo from Dean Clabaugh and Susan Washburn to President Evans attached to these minutes. Seconded by Mr. Berglund and passed with Mrs. Sylvester abstaining.

Motion
79-64

Mr. Berglund moved that the August 11, 1976 Board Resolution No. 76-10 creating a campus memorial fund be rescinded. Seconded by Mr. Gelman and passed with Mrs. Sylvester abstaining.

AGREEMENT WITH McLANE FIRE DISTRICT - Action

President Evans informed the Trustees that college representatives have negotiated a satisfactory contract with the McLane Fire District for fire protection services but suggested approval of the contract be postponed until the December meeting. Dave Wallbom asked that permission be given to disburse funds prior to approval of the contract.

Motion
79-65

Mr. Gelman moved that the college be authorized to compensate the McLane Fire District for services rendered through the date of their submission of a voucher for appropriate fire protection services. Seconded by Mr. Berglund and passed.

Dave Wallbom announced that Merle Hill, a college staff member, had been elected to the McLane Fire District Board of Commissioners.

PUBLIC HEARING REQUESTED BY CATHLEEN CARR

At approximately 2:00 PM Herb Gelman convened a public hearing, requested by Cathleen Carr, a former student, for the purpose of determining whether certain material included in her educational records should be removed and/or determining the accuracy of the information contained in those records.

Ms. Carr outlined concerns in a paper dated November 8, 1979 (Exhibit A) about the contents of her student personnel file (maintained by the Registrar's office as an informational file; this file is separate and distinct from her transcript file). Those concerns included (1) Rob Knapp's December 12, 1978 letter; (2) incomplete form for contract with Donald Finkel; (3) Walker Allen's March 8, 1979 letter; (4) Ken Jacob's May 16, 1979 letter to Richard Montecucco; (5) Walker Allen's May 29, 1979 letter; (6) Cathi's evaluation of Don Finkel; and (7) Ken Jacob's February 15, 1979 letter to Walker Allen.

Ms. Carr was given the opportunity to explain each of the above points in detail and to question Don Finkel at length.

Mr. Gelman invited Ms. Carr to bring other concerns before the Trustees, reminding her that issues should relate to the question of removing her incomplete from her records.

Records reflect that Ms. Carr was issued a tuition refund (upon her written request) in September, 1979.

Ms. Carr agreed with Mr. Gelman's summarization of her requests - removal from her student personnel file of items 1 and 3 through 7 (referenced previously), withdrawal of the incomplete form, and a request that the Board consider whether or not Ms. Carr is to be given credit for the work done under the contract.

After the Board heard considerable testimony from Ms. Carr, Mr. Gelman told her that the Trustees were acting in a quasi judicial manner and that the Board would advise her of their decision after deliberation the next time the Board met.

OTHER BUSINESS, ANNOUNCEMENTS, AND INFORMATIONAL ITEMS

Report on AGB Meeting (Gelman)

Mr. Gelman thanked the Trustees for sending him to the Association of Governing Boards meeting in Dallas and reported briefly on the conference.

Organic Farmhouse Dedication (Zwick)

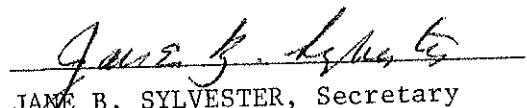
Marissa Zwick announced that the Organic Farmhouse dedication was postponed from November 19 to January 10 or 17, at noon. (Confirmed January 10.)

DATE OF NEXT MEETING AND ADJOURNMENT

The date of the next meeting was set for Thursday, December 13, 1979.

The meeting adjourned at 3:15 P.M.


ROBERT J. FLOWERS, Chairman


JANE B. SYLVESTER, Secretary

Attachments

AGREEMENT
BY AND BETWEEN
THE EVERGREEN STATE COLLEGE
AND
INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS
DISTRICT LODGE NO. 160, ON BEHALF OF LOCAL NO. 695

PREAMBLE

Pursuant to provisions of RCW 28B.16.100, Higher Education Personnel Law, and Higher Education Personnel Board's Rule, WAC 251-14, this constitutes an Agreement between the Board of Trustees of The Evergreen State College, hereinafter called the Employer or the College, and the International Association of Machinists and Aerospace Workers District Lodge #160, on behalf of Local No. 695, hereinafter called the Union or the IAM.

This agreement has been entered into this _____ day of 19____. As a result of an election held on Friday, May 18, 1979, authorized by action of the Higher Education Personnel Board Act defining the bargaining unit as follows: Ref. HEPB-RC #21 "All classified employees specifically assigned to service and repair automobiles, motorized equipment and heavy equipment or related equipment who are presently assigned to the Motorized Equipment Mechanic class series, excluding supervisory classes that meet the definition of 'Supervisor' per WAC 251-04-020." This agreement will be in effect 1 year from the date it is signed by both parties.

ARTICLE I -- RECOGNITION

1.01 The College recognizes the Union, its designated agents and representatives, as the sole and exclusive collective bargaining agent on behalf of all the employees of the College within the bargaining unit as heretofore defined.

The College and the Union agree to enter into negotiations with respect to matters over which the College may lawfully exercise discretion (WAC 251-14-060 (1)).

ARTICLE II -- NONDISCRIMINATION

2.01 Neither the Employer nor the IAM shall discriminate against any employee because of race, color, religion, national origin, age, or sex; nor shall any employee be discriminated against because of membership or non-membership in the IAM.

2.02 The IAM agrees to give full cooperation and assistance to the Employer in the development and implementation of affirmative action programs of the Employer for compliance with federal or state equal employment opportunity programs or required by state or federal law.

ARTICLE III -- UNION SECURITY

3.01

Pursuant to WAC 251-14-052 (9), the International Association of Machinists and Aerospace Workers, District Lodge No. 160 is certified as the union shop representative of the classified employees defined above.

3.02

Pursuant to the Washington State Higher Education Personnel Law, Chapter 28B.16 RCW, and WAC 251-14-058, all classified employees specifically assigned to service and repair automobiles, motorized farm equipment and heavy construction or related equipment who are presently assigned to the Motorized Equipment Mechanic class series, excluding supervisory classes that meet the definition of "Supervisor" per WAC 251-04-020, are required, as a condition of employment, to become members of the IAM Local Lodge 695 of District 160, within thirty (30) calendar days of the date of this agreement (May 18, 1979) OR within thirty (30) calendar days of the beginning of their employment, whichever is later. Employees who qualify for the right of non-association with an employee organization per WAC 251-14-058 (3) must pay a representation fee to the aforementioned union shop representative per WAC 251-14-058 (4).

3.03

The College agrees that Union Business Representatives shall be permitted to contact the unit employees during working hours, as long as normal operations of the unit are not disrupted.

3.04

The College agrees to deduct monthly, in one lump sum, union dues from the salaries and wages of union members authorizing the same in writing. The College agrees to forward such deduction to the office of the Union. Employees may cancel or alter their payroll deduction authorization by filing written notice with the Union and the College not less than thirty (30) days prior to the effective date.

ARTICLE IV -- APPRENTICESHIP

4.01

It is agreed that if the College should, in the future, seek to institute an apprenticeship plan, the parties hereto will negotiate an apprenticeship agreement which recognizes and includes the State Apprenticeship Standards. When the apprenticeship agreement has been negotiated and agreed to by the parties, it shall be attached hereto and made a part of this agreement.

4.02

In the establishment of an apprenticeship program, no rules will be adopted which conflict with the terms of this collective bargaining agreement.

ARTICLE V -- MANAGEMENT RIGHTS AND RESPONSIBILITIES

5.01

The College has the exclusive right and responsibility to operate the facilities and manage the affairs of the College subject to the articles of this Agreement. Such rights may include, but are not limited to, the following:

ARTICLE V (Continued)

1. Direct the work activities of employees covered by this Agreement;
2. Hire, promote, transfer, assign, evaluate and retain employees of the unit;
3. Suspend, demote, discharge or take other disciplinary action against employees for cause;
4. Relieve employees from duty because of lack of work or other legitimate reasons;
5. Maintain the efficiency of College operations.

5.02. The IAM agrees not to contest the exercise of valid management rights but reserves the right to question the Director of Facilities as to whether or not a subject should properly be handled under this Article or another article under this Agreement.

ARTICLE VI -- HOURS OF WORK

- 6.01 Hours of work shall be in accordance with WAC 251-04-010.
- 6.02 Five (5) days, Monday through Friday, 8:00 a.m. to 5:00 p.m., shall normally constitute a weeks work. However, in accordance with WAC 251-09-025, schedules changes are the prerogative of the supervisor.
- 6.03 Nothing precludes the scheduling of overtime outside the usual work hours in accordance with WAC 251-09-010 (2) and WAC 251-09-030.
- 6.04 Each employee shall be entitled to a fifteen (15) minute rest period for each four hours of work in accordance with the Washington State Minimum Wage Act. Each eight hour shift shall include two (2) rest periods, even though the shift is unequally divided. It is management's right to assign the time said breaks shall be taken.

ARTICLE VII -- PERFORMANCE OF DUTY

- 7.01 In accordance with RCW 28B.15.100 Rules and Regulations. Nothing contained herein shall permit or grant to any employee the right to strike or refuse to perform his official duties.

ARTICLE VIII -- PERSONNEL REGULATIONS & POLICIES

- 8.01 Annually on the anniversary of this agreement, the College will furnish Business Representative copies of classified Personnel Regulations and Policies. The College will make available to the Union all changes in Personnel Regulations and Policies as the changes occur during the year.

ARTICLE IX -- PERSONNEL FILE

- 9.01 Upon written authorization of an employee, the College shall allow the Business Representative to review the employee's personnel file. The employee shall have access to all information in the personnel file during the regular working hours.
- 9.02 Material placed in an employee's personnel file without his/her knowledge, or any written material not in the personnel file shall not be used in any disciplinary action against an employee.

ARTICLE X -- RECLASSIFICATION/OPEN POSITION

- 10.01 The college shall notify the Union and the affected employee of an proposed new classification or reclassification at least fifteen (15) calendar days prior to the effective date thereof. The College shall provide the Union a copy of such new classification or reclassification.
- 10.02 When an employee feels he or she is improperly classified, the employee may file a request for reclassification in accordance with applicable HEPB rules.

ARTICLE XI -- GRIEVANCE PROCEDURES

- 11.01 For the purpose of this agreement, the term "grievance" means any dispute between the College and the Union concerning the effect, interpretation, application, claim of breach of violation of this agreement. These procedures do not absolve the employees from the requirement to utilize the Evergreen Administrative Code grievance procedures and/or the Higher Education Personnel Board appeals procedures in a timely fashion.
- 11.02 The dispute or grievance shall be taken up by the Steward (Committeeman), the aggrieved employee and the Supervisor of the department involved. The Supervisor must give his answer within two (2) working days.
- 11.03 If no satisfactory settlement is reached between the Steward (Committeeman), and the Supervisor, the grievance shall be reduced to writing. The Shop Committee shall then investigate, present and discuss such grievance with the Director of Facilities.
- 11.04 If no satisfactory settlement is reached between them within two (2) working days, the Shop Committee shall call in a representative of the Union who shall meet with the appropriate College representative and the Shop Committee.

ARTICLE XI (Continued)

- 11.05 In the event the grievance or dispute is settled, such settlement shall be reduced to writing and copies distributed to all persons involved. In the event the grievance or dispute is not settled in a manner satisfactory to the grieving party, Union or College within five (5) days, the grieving party has the right and authority to submit such grievance or dispute to arbitration in the manner hereafter provided.
- 11.06 General grievances or disputes affecting the employees in the bargaining unit as a whole and discharge grievances may be initiated by the Shop Committee directly to 11.03.
- 11.07 While a grievance is being processed and until a final decision has been arrived at, the conditions and relationships existing prior to the grievance shall remain unchanged.
- 11.08 Either party to this agreement shall be permitted to call employee witnesses at each and every step of the grievance procedure. The College, at the hearing, will make available production, payroll and other records of the unit employees for the purpose of substantiating the contentions or claims of the parties, well in advance of the formal proceedings of the grievance procedure.
- 11.09 In the event that the College adjusts a grievance in accordance with the procedure set forth herein, the College shall submit to the Union in writing a statement setting forth the nature of the grievance so adjusted and the substance of the adjustment.

ARTICLE XII -- ARBITRATION

- 12.01 Any grievance not settled in accordance with Grievance Procedure, may be submitted to arbitration as provided under Chapter 14 of HEPB rules at the option of either the College or the Union.

ARTICLE XIII -- MAINTENANCE OF PRIVILEGES

- 13.01 Any and all privileges and benefits enjoyed by the employees prior to the date of this agreement will not be denied to them because of the signing of this agreement, unless the parties, through collective bargaining, mutually agree to changes or have specifically waived any of these privileges.

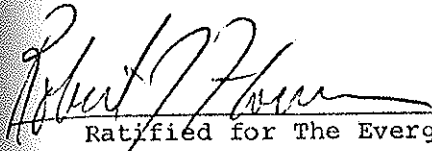
ARTICLE XIV -- DURATION

- 14.01 Except as is specifically otherwise provided herein, this agreement shall become effective as of _____ 19__, and shall remain in effect until and including _____ 19__.

ARTICLE XV -- PRIORITY

- 15.01 Should any provision of this contract conflict with the Higher Education Personnel Board Rules Chapter 14 of the Higher Education Statute Chapter 28B.16, the Higher Education Personnel rules will prevail.

AGREEMENT
BY AND BETWEEN
THE EVERGREEN STATE COLLEGE
AND
INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS
DISTRICT LODGE NO. 160, ON BEHALF OF LOCAL NO. 695



Ratified for The Evergreen State College
Chairman, Board of Trustees
Date: November 8, 1979

Ratified for the International Association
of Machinists and Aerospace Workers District
Lodge No. 160, on behalf of Local No. 695
Date: _____

THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 79-6

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, a Vice President for Business, a Dean of Enrollment and Student Services, a Director of College Relations, and A Director of Community Relations and Assistant to the President, with the following exempt administrative positions reporting directly thereto:

To the President: a Vice President and Provost, a Vice President for Business, a Dean of Enrollment and Student Services, a Director of College Relations, a Director of Community Relations and Assistant to the President, an Administrative Assistant, an Administrative Secretary, and for Affirmative Action purposes, the Director of Employee Relations

To the Vice President and Provost: two Academic Deans, two Assistant Academic Deans, a Director of Cooperative Education, a Director of Educational Support Programs, a Dean of Library Services, and an Administrative Secretary

To the Vice President for Business: a Budget Officer, a Director of Facilities, a Director of Employee Relations, a Director of Recreation and Athletics, a Business Manager, a Director of Computer Services, a Bookstore Manager, a Director of Housing, and an Administrative Secretary

To the Dean of Enrollment and Student Services: a Registrar, a Director of Admissions, a Director of Financial Aid, a Director of Placement and Career Counseling, a Coordinator of Counseling Services, a Coordinator of Veterans Services, and an Academic Adviser

To the Director of Community Relations and Assistant to the President: a Director of Development and a Director of Institutional Research

To the Director of College Relations: a Director of Information Services and Publications and a Coordinator of Educational Outreach

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

THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 79-6

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, Vice President and Provost, a ~~((Administrative))~~ Vice President for Business, a Dean of Enrollment and Student Services, a Director of College Relations, and ~~((an Assistant to the President))~~ a Director of Community Relations and Assistant to the President, with the following exempt administrative positions reporting directly thereto:

To the President: ~~((in addition to the Vice Presidents))~~ a Vice President and Provost, a Vice President for Business, a Dean of Enrollment and Student Services, a Director of College Relations, ~~((an Assistant to the President))~~ a Director of Community Relations and Assistant to the President, an Administrative Assistant, an Administrative Secretary, and ~~((an Affirmative Action Officer))~~ for Affirmative Action purposes, the Director of Employee Relations

To the Vice President and Provost: ~~((an Administrative Assistant))~~, two Academic Deans, two Assistant Academic Deans, a Director of Cooperative Education, a Director of Educational Support Programs, a Dean of Library Services, and an Administrative Secretary

To the ~~((Administrative))~~ Vice President for Business: a Budget Officer, a Director of Facilities, a Director of ~~((Personnel))~~ Employee Relations, a Director of Recreation and ~~((Campus Activities))~~ Athletics, a Business Manager, a Director of Computer Services, ~~((a Dean of Enrollment Services))~~, ~~((a Director of Information Services and Publications))~~, a Director of Housing, a Bookstore Manager, and an Administrative Secretary

To the Dean of Enrollment and Student Services: a Registrar, a Director of Admissions, a Director of Financial Aid, a Director of Placement and Career Counseling, a Coordinator of Counseling Services, a Coordinator of Veterans Services, and an Academic Adviser

To the ~~((Assistant to the President))~~ Director of Community Relations and Assistant to the President: a Director of Development and a Director of Institutional Research

To the Director of College Relations: a Director of Information Services and Publications and a Coordinator of Educational Outreach

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

November 8, 1979

SUGGESTED MOTION FOR FOUNDATION AND COLLEGE DISCRETIONARY ACCOUNTS

- A. Move approval of the general principles regarding receipt and handling of gifts to the College and Foundation:
- 1) All appeals for non-governmental funds should be cleared and coordinated by the Director of Development.
 - 2) All gifts from non-governmental sources (e.g., alums, parents, friends, area business, corporations, foundations, organizations) should be received, recorded, and maintained by the Foundation until transferred to the College for use. (Note: The Foundation, at its October 8, 1979, meeting adopted the substance of this principle.)
 - 3) Under the College-Foundation quid pro quo agreement, the College will provide accounting and investing services for the Foundation.
 - 4) To the extent possible, the College will transfer funds whose source was non-governmental gifts to the Foundation.
- B. Move that the administration of the Durham, Anderson and Freed account be transferred from the Greater Evergreen College Fund to The Evergreen State College Foundation and that the President's Emergency Fund in the Greater Evergreen College Fund be retitled "President's Contingency Fund."
- C. Move that the August 11, 1976 Board Resolution No. 76-10 creating a campus memorial fund be rescinded.

THE EVERGREEN STATE COLLEGE

October 25, 1979

RECEIVED

OCT 29 1979

T.E.S.C.
OFFICE OF THE PRESIDENT

TO: Daniel J. Evans *[Signature]*
FROM: Dean E. Clabaugh and Susan L. Washburn
SUBJECT: Foundation and College Discretionary Accounts

This memorandum intends to record agreements made at our August 23 and October 25 meetings with you, and to propose actions by the College and the Foundation to clarify accounting and reporting procedures for College discretionary funds and Foundation funds.

General Principles

1. All appeals for non-governmental funds should be cleared and coordinated by the Director of Development.
2. All gifts from non-governmental sources (e.g., alums, parents, friends, area business, corporations, foundations, organizations) should be received, recorded, and maintained by the Foundation until transferred to the College for use.
(Note: The Foundation, at its October 8, 1979, meeting, adopted the substance of this principle.)
3. Under the College-Foundation quid pro quo agreement, the College will provide accounting and investing services for the Foundation.
4. To the extent possible, the College will transfer funds whose source was non-governmental gifts to the Foundation.

Greater Evergreen College Fund

1. Recommendations to Board of Trustees:
 - (a) That the Board of Trustees take no action regarding its May 5, 1971, resolution which created the College Development Fund and the Greater Evergreen College Fund (GECF), but plan to employ the GECF only.
 - (b) That the Board of Trustees transfer the administration of the following GECF account to the Foundation:

Durham, Anderson, and Freed

(c) That the Board of Trustees concur with the placement of the President's Contingency Fund in the GECF.

2. Actions for the Business Office:

(a) That the Business Office arrange with appropriate faculty and staff members for the expenditure of balances in GECF accounts as follows, and upon such expenditures, to close the named accounts:

Faculty and Professional Chamber Music Performance Groups, for materials for the music faculty.

Greater Evergreen Phoenix Fund (to be renamed "Evergreen 38") for materials for The Evergreen 38.

Reid Wulff Memorial Fund, for materials for The Evergreen 38.

(b) That the Business Office close the following GECF accounts:

Presidential Inauguration

Asian Student Visit

Kyodia/TESC Seminars (covering the \$1.20 deficit from the President's Emergency Fund)

(c) That the Business Office establish the following initial account structure for the GECF:

840-05 The Greater Evergreen College Fund

8300 President's Contingency Fund

8302 Bernard Sabiel Memorial Account

8304 Faculty and Professional Chamber

8306 Evergreen 38 (name changed from "Phoenix")

8308 Tuesdays at Eight

8311 Rick Wulff Memorial Fund

8312 Public Administration Network

8314 Super Saturday

8315 Gallery Exhibits

3. Recommendations to the Board of Governors:

(a) That the Board of Governors accept the administration of the following account:

Durham, Anderson, and Freed

(b) That the Board of Governors allocate the \$10,000 previously earmarked to the Durham, Anderson and Freed Donation (as a Foundation account).

(c) That the Board of Governors respond to and monitor requests from the President for allocations to the President's Contingency Fund.

Foundation Accounts

1. Recommendation to the Board of Governors: That the Board of Governors endorse the revised chart of accounts shown below.

2. Actions for the Business Office: That the Business Office establish the following initial account structure for the Foundation:

840-07 The Evergreen State College Foundation

Unrestricted Accounts

- 8130 TESC Foundation - General Fund (title change)
- 8125 Foundation - Phone - A - Thon
- 8127 Foundation - King Tut (close to the TESC Foundation - General Fund)
- 8128 Foundation - Estate Planning Seminar (close to the TESC Foundation - General Fund)
- 8204 Foundation - Kyodia Seminar
- 8350 The Evergreen Annual Fund

Restricted Accounts

- 8301 Durham, Anderson, Freed Donation
- 8123 Foundation - the Inter-Collegiate Athletics Account
- 8200 Trustee Trueman Schmidt Memorial Account
- 8201 Willie Unsoeld Memorial Account
- 8202 Janie Diepenbrock Memorial Account

Memorial Funds

1. Recommendation to the Board of Trustees:

That the Board of Trustees rescind its August, 1976, resolution 76-10 creating a Campus Memorial Fund.

2. Recommendation to the Board of Governors:

That the Foundation establish an Evergreen Memorial Fund to receive all memorial gifts; the Memorial Fund will provide a living remembrance for the memorialized and will serve to preclude often small and insubstantial named memorial funds. Creation of the Memorial Fund will not, however, preclude the establishment of larger named memorial funds. The Memorial Fund will be an endowed fund, with inviolate principal; only its income may be used for library books, scholarships, or other purposes.

DEC:gl

cc: Ken Winkley

THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 76-10

*Rescinded
11-8-79*

RESOLUTION OF THE BOARD OF TRUSTEES OF
THE EVERGREEN STATE COLLEGE
PROVIDING FOR A CAMPUS MEMORIAL FUND

WHEREAS, the passing of a friend is always an emotional occasion. Strong desires to create a living remembrance can result in an inappropriate disappointment through the creation of small separate named memorial funds.

WHEREAS, the Campus Memorial Fund is created to provide one significant living tribute for all faculty, staff, students and friends of The Evergreen State College.

WHEREAS, the Campus Memorial Fund is an endowed fund, the income of which will be used for scholarships and student assistance purposes only---as a vital living remembrance of those no longer present.

THEREFORE BE IT RESOLVED, That the names of those memorialized be listed on an appropriate tablet prominently displayed in the Daniel J. Evans Library. The Evergreen State College Campus Memorial Fund should be identified as a memorial gift fund in all notices to survivors.

Adopted by the Board of Trustees

August 11, 1976