

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

Thursday, June 19, 1980
The Evergreen State College Campus
Daniel J. Evans Library, Room 3112
Olympia, Washington

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

Representatives to the Board Present: Bob Butts, Alum
James Garey, Student
Barbara Maurer for Ann Brown

Absent: Maxine Mimms, Faculty
Ann Brown, Staff

Staff Present: Mike Bigelow, Budget Officer
Jovana Brown, Dean of Library Services
Rita Cooper, Acting Vice President for Business
Les Eldridge, Director of Community Relations and
Assistant to the President
Dan Evans, President
Chuck Fowler, Director of College Relations
Lynn Garner, Associate Director for Student Activities
Rita Grace, Recording Secretary
Will Humphreys, Academic Dean
Barbara Smith, Academic Dean
Larry Stenberg, Dean of Student and Enrollment Services
Dave Wallbom, Director of Facilities
Sue Washburn, Director of Development
Byron Youtz, Vice President and Provost
See permanent roster for others attending

Others Present: Edie Kaufman, ACE Fellow
Ellen Kissman, Student Coordinator of S & A
Rich Montecucco, Senior Assistant Attorney General
Bruce Petersen, KITN Radio
See permanent roster for others attending

CALL TO ORDER AND INTRODUCTION OF GUESTS

Chairman Flowers called the meeting to order at 10:30 A.M. Barbara Maurer attended the meeting for staff representative Ann Brown. President Evans introduced Bruce Petersen from KITN Radio.

PRESIDENT'S REPORT

Admissions Statistics (Evans)

President Evans told the Trustees that the rate of application has returned to the target level, after a two-week dip. Chuck Fowler discussed the strategies planned by the enrollment coordinating group, including a mailing from the President to transfer students, entering freshmen, people who had applied but had not been admitted; and brown bag workshops on campus to attract students who might continue in the fall. Trustee Flowers asked about

numbers of people expressing interest at Super Saturday. Mrs. Sylvester encouraged that the letter from the President be one page in length and requested a copy. President Evans informed the Trustees there are 900 registered students for this fall compared to 300 last year and reviewed some of the reasons.

Budget Summary (Bigelow)

Mike Bigelow discussed the budget summary report. No programs varied more than 4 percent between budgeted and expended. There is a .3 percent difference between what was budgeted and spent through the end of May for state-funded programs. Mr. Bigelow mentioned that \$120,000 (anticipated savings) will be moved from this year's budget to next year's to help balance next year's budget.

Personal Services/Consulting Agreement Contracts (Cooper)

Rita Cooper reviewed the list of personal services/consulting agreement contracts executed in April, 1980 (requested by the Board at the May 8 meeting) and responded to questions. Rita Cooper asked whether the Trustees would like to continue to see this report. It will be a monthly agenda item until further notice.

Miscellaneous (Evans)

President Evans read a letter from former student Sue Sin Pitt received by the alumni office, as an example of what one alumna was doing. He also announced that 2 of the 49 jury selected projects included in the touring exhibit of the American Institute of Architects (celebrating architecture of the 70's) are Evergreen projects: Communications Lab and Recreation Center.

APPROVAL OF MINUTES - Action

Motion Wes Berglund moved approval of the May 8, 1980 minutes as submitted.
80-21 Seconded by Mr. Gelman and passed.

APPROVAL OF 1980-81 OPERATING BUDGET - Action

Mike Bigelow summarized the general fund budgets (programs 010 - 090), indicating a million dollars was pared from the request level and reviewed the current budget accomplishments: reorganization and hiring of College Relations Director and permanent Director of Institutional Research; increased telephone coverage to 24 hours; serviced an average of 260 additional students/quarter; received approval for MPA program beginning fall 1980; initiated intercollegiate athletics program; satisfied 3 percent reserve and contract enrollment payment; successful Super Saturday; strengthened business operations; improved fund raising; implemented an annual review of goals and objectives tied to the operating budget. Mike pointed out the 1980-81 mandatory increases above current level: the enrollment contract increases from 2300 to 2350 students with 25 FTE in the graduate program (requiring library resources, faculty and staff support); the UPS teacher certification contract of \$81,000; unemployment compensation of \$90,000; \$95,000 additional provided for mandatory utility payments. Other items above the current level: support of development office; library security system; intercollegiate athletics; funding for architect position in the Facilities office; 1½ percent faculty and exempt personnel salary increase authorized but not funded. A reserve will be built by salary recapture accumulation.

Herb Hadley asked about the blank in item "d" page 11. Mike indicated the fund balance in the CAB reserve is approximately \$100,000. Ellen Kissman discussed the reserve and responded to questions. Bob Flowers inquired as to the original amount in the CAB reserve and whether a limit on expenditure should be established. He felt some kind of limit should be placed on use of the reserve to maintain the availability of funds for remodeling. Rita Cooper asked about a commitment for level of reserves. Ellen Kissman discussed in detail the S & A allocation process. In response to a question, Ellen indicated a survey was conducted to find out what services students use and which ones they support. In a discussion about funding the bus service, Byron Youtz cautioned that careful consideration be given to the college's subsidizing the downtown bus service. Trustee Gelman asked about liability coverage for the bus service. Rich Montecucco will check into the issue.

President Evans asked whether it would be helpful to have a written policy from the Board regarding the setting aside for reserves for CAB II remodeling. Ms. Cooper felt the law was specific about Trustees having the responsibility to provide procedures wherein students have input into the use of S & A funds; Rita Cooper suggested this be explored. Ellen suggested that she and Lynn Garner be involved. Bob Flowers asked that something be brought back to the Board at the next meeting clarifying the statute as it relates to student role and what the role of the Trustees should be. President Evans reviewed the remaining auxiliary budgets.

Motion
80-22

Mr. Hadley moved approval of the 1980-81 operating budget allocations for all operating programs, excluding services and activities budgets, totaling \$14,393,927. Seconded by Mr. Berglund and passed.

President Evans suggested approval of the S & A budgets for the coming year and that Trustees ask that a policy be established for the following year; or, if Trustees anticipate change to the proposed allocations, wait until October. Herb Gelman reminded the Trustees that Trustees could take this matter up at any time and encouraged approval. Trustee Hadley added that it was not a matter of Trustee disapproval but wanting to have more information and a proposed policy.

Motion
80-23

With the understanding that this item can be considered at any future meeting and that a report will be brought to the Board in July providing guidance for the role of the Trustees regarding S & A expenditures and including whether there should be specific determination of allocations into building reserves that are inviolate rather than part of the budgetary process and whether auxiliary enterprises and services and activities budgets should be subject to the same kinds of cutbacks and policies affecting the rest of the campus, Wes Berglund moved approval of the Services and Activities budget allocations (program 161) for 1980-81, totaling \$489,074. Seconded by Mr. Gelman and passed, subject to the Board's review at the next meeting.

After working with the S & A Coordinator and others, a report on budgetary framework and policy that might insure that the S & A allocations are consistent with general budget policies for the college will be brought to the Trustees.

FACULTY SALARY GRID - Action

Byron Youtz explained that the 7½ percent salary increase approved will give faculty, as now distributed on the current grid, a one-step salary increase on October 1 (uses 2.14 percent); the entire grid will then be raised by 5.25 percent. Another step was added to the grid (29+ years experience) to provide a reasonable increase for the five faculty at the top of the salary scale.

Motion
80-24

Mr. Berglund moved approval of the attached 1980-81 faculty salary grid as presented, providing for a one-step increase on October 1 and a 5.25 percent increase to the grid on October 1. Seconded by Mrs. Sylvester and passed.

EXPRESSION OF INTENT TO COOPERATE: TESC LIBRARY, TIMBERLAND REGIONAL LIBRARY, AND WASHINGTON STATE LIBRARY - Action

Jovana Brown reviewed the Expression of Intent to Cooperate: TESC Library, Timberland Regional Library, and the Washington State Library, which is an informal statement of agreement for a joint three-library circulation system. She explained the plan is to request funds in the 1981-82 budget request and to formulate system specifications for the system. Before this budget request becomes part of the institutional request, it will go through the college's internal budget process. Ms. Brown mentioned that the college's policy allows community members to borrow from the library without charge -- a service to the community and a way of cooperating with the Washington State Library. The \$75,000 request will provide for purchase of a mini computer, terminals and software to run the system.

Motion
80-25

Mr. Hadley moved approval of the attached Expression of Intent to Cooperate: The Evergreen State College Library, Timberland Regional Library, and Washington State Library and authorization for Rita Cooper to sign on behalf of the college. Seconded by Mrs. Sylvester and passed.

RECESS

The Trustees took a five-minute recess from 12:45 to 12:50 PM.

OTHER BUSINESS

Super Saturday Review (Stenberg)

Larry Stenberg discussed the success of Super Saturday which drew between 10,000 to 12,000 people from the community. The \$1000 - \$1200 profit will be applied toward next year's "Super Saturday". Larry mentioned the superb job done by the facilities people; President Evans expressed his pleasure at the results of everyone's work.

Faculty Activity Analysis (Youtz)

In response to a request from Herb Hadley, Byron Youtz presented and discussed a report prepared by Steve Hunter based on last fall's faculty activity analysis showing an average faculty work week of 54.4 hours. This information is reported each quarter to the Council for Postsecondary

Education who maintains this information from all institutions in the state. Bob Butts asked whether faculty were concerned about not having time for research and keeping up in their field. Byron indicated this is a serious problem. Byron is lining up opportunities for faculty exchange, and sabbaticals are available for this purpose.

Recent Major Appointments (Youtz)

Byron Youtz announced the selection of Dr. John Perkins as Academic Dean (replacing Barbara Smith who replaced Will Humphreys). Dr. Perkins is from Oxford, Ohio at Miami University's interdisciplinary college and spent the last two years on leave at the University of California at Berkeley.

Dr. Youtz announced also that Richard Alexander, a member of the planning faculty, has been selected as Assistant Academic Dean replacing Jeanne Hahn who is returning to the faculty.

Les Eldridge announced the selection of Steve Hunter (who has been acting director) as Director of Institutional Research and reviewed Steve's background (graduate of Olympia High School and Evergreen).

AGB Meeting

The Association of Governing Boards' October 8-9 national trustee workshop in San Francisco was announced. President Evans mentioned this meeting coincided with the American Council on Education also in San Francisco. Jane Sylvester indicated her interest in attending.

ELECTION OF OFFICERS - Action

Mr. Hadley moved election of the following officers by unanimous ballot for 1980-81: Wes Berglund, Chairman
Jane Sylvester, Vice Chairman
Herb Gelman, Secretary
Seconded by Mr. Gelman and passed.


Bob Flowers expressed appreciation for the support given him during his year as chairman.

DATE OF NEXT MEETING AND ADJOURNMENT

The date of the next meeting was set for Thursday, July 10.

Following adjournment at 1:20 PM, a cake was presented to Rita Cooper in celebration of her birthday and in appreciation of Ms. Cooper's acting as Vice President for Business.


ROBERT J. FLOWERS, Chairman


JANE B. SYLVESTER, Secretary

rg
Attachments (2)

1980 - 81
FACULTY SALARY GRIDS

<u>Year of Experience</u>	<u>September 1980 Grid</u>	<u>October 1980 Grid</u>
0	13,550	14,260
1	13,700	14,430
2	13,870	14,600
3	14,030	14,770
4	14,180	14,920
5	15,020	15,810
6	15,890	16,720
7	16,810	17,690
8	17,630	18,560
9	18,480	19,450
10	19,730	20,390
11	20,010	21,060
12	20,660	21,740
13	21,320	22,440
14	22,010	23,170
15	22,430	23,610
16	22,850	24,050
17	23,280	24,500
18	23,730	24,980
19	24,180	25,450
20	24,630	25,920
21	24,970	26,280
22	25,300	26,630
23	25,650	27,000
24	26,000	27,370
25	26,360	27,740
26	26,720	28,120
27	27,080	28,500
28	27,440	28,880
29+	27,800	29,260

Prepared by Vice President and Provost
6/12/80

00040

EXPRESSION OF INTENT TO COOPERATE:

THE EVERGREEN STATE COLLEGE LIBRARY
TIMBERLAND REGIONAL LIBRARY
WASHINGTON STATE LIBRARY

PURPOSE

The Evergreen State College Library (TESC), Timberland Regional Library (TRL), and the Washington State Library (WSL) believe that by cooperating with one another in a variety of areas they can enhance their individual capacities to serve the program requirements of their users. The purpose of this document is to set forth joint goals of TESC, TRL, and WSL and to establish the general framework for continuing close cooperation and the development of joint services.

THE EVERGREEN STATE COLLEGE LIBRARY

The Evergreen State College is a state-supported institution of higher education located in Olympia, Washington. One of its missions is to provide educational opportunities and services to the citizens of southwest Washington. The Evergreen State College Library exists to support the academic programs of the college with library resources and services, including media facilities and services, and to provide library services to the surrounding community.

TIMBERLAND REGIONAL LIBRARY

Timberland Regional Library is a tax-supported public library system which serves the unincorporated areas of Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties, and incorporated cities and towns by contract. Its mission is to provide library materials, services, and programs which respond to the informational, recreational, and educational needs of both adults and children in its service area.

WASHINGTON STATE LIBRARY

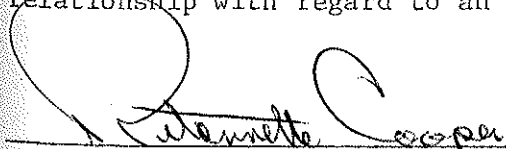
The Washington State Library is dedicated to providing information, reference, and research service to state government agencies regardless of geographical location in the state, to provide backup support services to other libraries of the state, and to provide direct service when no local library service is available. In this context, it is the State Library's objective to foster inter-institutional programs among all types of libraries in the state and to encourage shared resources programs, collection development, computer and automated support services, and other programs in support of cooperative action and mutual benefit.

JOINT GOALS

TESC, TRL, and WSL have established the following specific goals.
The three libraries agree:

1. That they will plan cooperatively the implementation of a multi-type library automated circulation system in order to minimize redundant effort and expense.
2. That control of the automated circulation system will remain in the three libraries and that each party will designate liaison staff to implement this agreement.
3. That liaison and other support staff will cooperatively develop subsequent system enhancement and updating plans.
4. That each library will fund its agreed-upon portion of the initial equipment purchase costs, central site preparation costs, and annual operational, maintenance, and staff support costs.
5. That a legal basis will be established for the consortium consisting of TESC, TRL, and WSL, and that the legal basis will be documented and ratified by the appropriate body of each institution. The rights of each institution shall not be abridged by this agreement, and the needs of each will be clearly stated.
6. That the consortium will review at least annually the costs and operations of the automated circulation system to determine the appropriate share for each institution, to revise and update the cost allocation formulas, and to discuss other business which may come before the consortium.

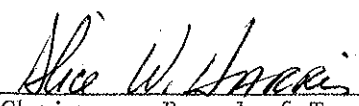
The foregoing provides the basic agreement and the environment involving TESC, TRL, and WSL. The libraries are not establishing a legal partnership. Rather, it is the intent of this document to establish a cooperative relationship with regard to an automated circulation system.



Vice President for Business
The Evergreen State College


6-25-80

Date



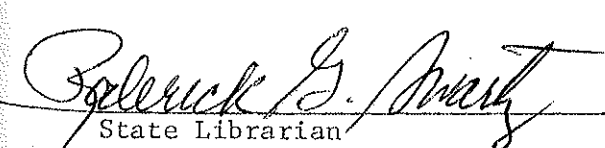
Chairman, Board of Trustees
Timberland Regional Library

Date



Secretary, Board of Trustees
Timberland Regional Library

Date



State Librarian

Date

00042