

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

Friday, November 14, 1980
The Evergreen State College Campus
Daniel J. Evans Library, Room 3112
Olympia, Washington

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

Representatives Bob Crocker, Alum
to the Board Larry Eickstaedt, Faculty
Present: James Garey, Student
Jan Lambertz, Staff

Staff Present: Walker Allen, Registrar
Mike Bigelow, Budget Officer
Rita Cooper, Director of Employee Relations
Les Eldridge, Director of Community Relations
and Assistant to the President
Dan Evans, President
Chuck Fowler, Director of College Relations
Rita Grace, Recording Secretary
Steve Hunter, Director of Institutional Research
Dan Lowe, General Accounting Supervisor
Richard Schwartz, Vice President for Business
Byron Youtz, Vice President and Provost
See permanent roster for others attending

Others Present: Joann Freimund, Student, MPA program
Richard Montecucco, Senior Assistant Attorney General
Virginia Painter, Daily Olympian
See permanent roster for others attending

CALL TO ORDER

The meeting was called to order by Chairman Berglund at 10:35 AM.

PRESIDENT'S REPORT

Monthly Budget Summary (Bigelow)

Mr. Bigelow reviewed the July 1 through October 31 summary report and told the Trustees that during October the college returned the 1% general fund reduction (\$140,156); as part of the reduction, the college was able to count the enrollment contract payback, made the first year of the biennium, of \$84,000.

Admissions Statistics (Evans)

President Evans reviewed the November 10 admissions statistics which experienced a dip last week, predicting the winter quarter enrollment will be the same as fall quarter. He told the Trustees that the University of Washington and Western Washington University have cut off new enrollment for the remainder of the year, and mentioned that the Evergreen admissions team is seeing an increased number of interested students in high schools routinely visited.

Personal Services Contracts/Consulting Agreements (Schwartz)

Faculty and staff listed as consultants during the September reporting period were not on contract during the time of the consulting agreements.

Quarterly Student Aid & Discretionary Report (Schwartz/Wynkoop)

Karen Wynkoop discussed items of possible question to the Trustees in the Student Aid and Discretionary Fund Status report. In response to a question from Trustee Flowers, Sue Washburn reviewed the Durham, Anderson and Freed Foundation account--the remainder of the \$10,000 gift was transferred from the Greater Evergreen College Fund to the Foundation about two years ago. At that time the Foundation expressed its willingness to restore the original gift when discretionary funds were available. The restoration has not yet occurred since the priority at the present time is for scholarships. The gift had not been restricted but the suggestion was made that it be spent for art. Sue Washburn will place this item on the next Foundation agenda.

APPROVAL OF ARCHITECTURAL FIRM FOR STUDENT HOUSING AND SOCIAL SPACE - Action

Dick Schwartz recommended approval of the appointment of the architectural firm of Kramer, Chin and Mayo for the student housing project. After a preliminary report from the firm, the staff will ask for approval of phase II at the December meeting.

Motion
80-42

Trustee Flowers moved approval of the architectural firm of Kramer, Chin and Mayo of Seattle as consultant for phase I of the project titled "Student housing site selection and design of site work and utilities," at a cost of \$2500. (Reference: motion 80-39 approved September 18 instructed the President to proceed with planning for seeking alternatives for additional housing.) Seconded by Mr. Gelman and passed.

PUBLIC HEARING: FINANCIAL OBLIGATION OF STUDENTS POLICY AMENDMENT
RELATING TO COLLECTION AND APPEAL (WAC 174-162-300)

The Board convened a public hearing at 11:02 AM.

Walker Allen reviewed the amendments to WAC 174-162-300, instituting a \$50 reinstatement fee for non-payment of tuition and fees.

The proposed policy was further revised as follows:

WAC 174-162-300(1), fourth sentence - change "sixth" day of quarter to fifth

WAC 174-162-300(2), third sentence - insert written before the word "notice"

Motion
80-43

Mr. Flowers moved approval of the proposed financial obligation of student policy as amended (WAC 174-162-300), relating to the assessment of a reinstatement fee of \$50, effective winter quarter. Seconded by Mr. Gelman and passed.

Students will be notified by the registrar's office.

The special meeting resumed at 11:07 AM.

APPROVAL OF MINUTES - SEPTEMBER 18, OCTOBER 16, OCTOBER 21 and NOVEMBER 12

Motion
80-44

Mr. Gelman moved approval of the minutes of the special meetings of September 18, October 16, October 21, and November 12, 1980. Seconded by Mr. Flowers and passed.

INVESTMENT POLICY - Action

The staff presented revisions to the investment policy which clarify the membership of the finance committee.

Bob Flowers asked about the addition of a section relating to a policy for types of investments. Dick Schwartz responded that he has the background for the finance committee to review at its first meeting.

Chairman Berglund appointed Trustees Flowers and Sylvester to the membership of the finance committee. Acceptance was to be obtained from Jane Sylvester by phone along with a tentative date for the first meeting (possibly December 1 in conjunction with the David Broder lecture).

Motion
80-45

Mr. Gelman moved adoption of revision to EAC 174-141-010, investment policy for the college. Seconded by Mr. Flowers and passed.

PRESIDENT'S REPORT - Continued

Analysis of Fall Quarter Enrollment (Hunter)

Steve Hunter reviewed graphs he'd prepared analyzing the college's fall quarter enrollment: total headcount and FTE; undergraduate FTE; undergraduate part-time enrollment; age distribution; change in age group distributions by sex; undergraduate transfers; transfers by residency; high

school direct; high school direct by residency; high school not direct; Third World students; continuing students; composition of entering class; projected impact of growth in new students on fall '81 continuing student body; and projected number of new students required in fall '81 to achieve 2590 annual average FTE.

Trustee Gelman asked about the reduction in the number of veterans. President Evans stated that the total number of veterans was up but those receiving benefits down. The primary reason to be that veterans benefits are running out. Walker Allen added that the Veterans Administration has been working closely with the college to ameliorate previous action.

President Evans mentioned that the analysis will be shared with the admissions team and with the faculty to give people an idea of the role they can play in the enrollment effort.

Audit Report (Schwartz)

Dick Schwartz discussed the \$600 cash shortage and subsequent audit of the cashier's office requested by the college. A report will be issued on November 17 by the Auditor's Office which will recommend a series of improvements and confirm the shortage. Many of the controls have already been instituted.

RECESS

The Board recessed at 11:50 AM to attend the ECCO ten-year celebration luncheon. The special meeting reconvened at 2:02 PM.

BOARD OF PUBLICATIONS POLICY - Information

Consideration of revision to the Board of Publications policy was prompted by the satire issue of the Cooper Point Journal published last spring. President Evans indicated that Article I, section 3 (a through e) will be approved by the Publications Board; then considered by the Trustees at the next meeting.

UPDATING OF RESOLUTIONS - Action

The staff presented a series of resolutions needing updating to reflect the addition of Dick Schwartz' name or correction of names or titles consistent with the most recent organization chart.

Motion 89-46

Mr. Gelman moved approval of the following updated resolutions:
80-5, Designating appointing authorities
80-6, Authorizing individuals to approve interfund loans
80-7, Organizational table and method for change
80-8, Surplus property
80-9, Purchasing contracts on behalf of the college
80-10, Authority for contracting for, purchasing and leasing services and personalty.
Seconded by Mr. Flowers and passed.

EXEMPT SALARY GRID - Discussion

President Evans explained that over a period of years the rounding efforts have skewed the intervals between ranges and steps on the exempt salary grid previously used by the college (ranges 1 - 18; steps A - R). Mike Bigelow added that the October 1 salary increases did not easily fit on the existing grid. In order to stay within the limits of the 6 percent appropriation for this year, people were placed on a low-to-high grid (ranges 1 and 2; Steps A through V--a one-time grid for this year only). Since a grid is needed to keep relations in line, next year part of the salary increase money will be applied to the 18-range grid to bring the steps into proper alignment with each other and allow administration the flexibility to grant merit increases between the steps. The goal for next year is to establish a uniform percentage between steps.

Consideration of presidential salary and the exempt grid was deferred to the December meeting.

POLICY DISCUSSION - REORGANIZATION

In November, 1979 when the Trustees approved the organization chart and the resolution providing for the college's organizational table and method for change, the motion was passed with the express understanding that the matter be brought back for review one year from that date by the administration. President Evans recommended that the current organization be continued, indicating that he did not feel any changes would be useful. He also mentioned weekly meetings of the President's Cabinet and monthly meetings of the President's Council. The reorganization discussion will be continued at the December meeting when Jane Sylvester will be present.

OTHER BUSINESS, DATE OF NEXT MEETING AND ADJOURNMENT

President Evans informed the Trustees of the November 17 and 18 airing of the "Viewpoint on the News" program, featuring the plight of higher education funding.

He also mentioned a meeting, with the Office of Financial Management, the Council of Presidents, and community college presidents regarding the outlook for higher education.

Trustee Gelman asked about Evergreen's second graduate program. President Evans responded that the program has been reviewed by an advisory council and has gone to other institutions for response. After that, the proposal will go to the Council for Postsecondary Education and then the Legislature for funding and approval.

President Evans mentioned the potential of a higher education day at the Legislature, combined with a joint boards meeting and an opportunity for the Council of Presidents to meet with the joint boards.

The date of the next meeting was set for Thursday, December 4.

The meeting adjourned at 2:45 PM.



WESLEY E. BERGLUND, Chairman



HERBERT GELMAN, Secretary

Attachments

THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 80-5

RESOLUTION OF THE BOARD OF TRUSTEES OF
THE EVERGREEN STATE COLLEGE
DESIGNATING APPOINTING AUTHORITIES
FOR EMPLOYMENT PURPOSES

WHEREAS, effective May 6, 1971, the Washington State Legislature, by the adoption of Chapter 57, Laws of 1971, 1st Extraordinary Session, Section 21, has added to Chapter 223, Laws of 1969, Extraordinary Session, and to Chapter 28B.10 RCW, a new section to read as follows:

"The governing boards of institutions of higher education shall have the power, when exercised by resolution, to delegate to the President or his designee, of their respective university or college, any of the powers and duties vested in or imposed upon such governing board by law. Delegated powers and duties may be exercised in the name of the respective governing boards;"

and

WHEREAS, Section 22 of Chapter 57, Laws of 1971, 1st Extraordinary Session provides that

". . . Section 21 of this 1971 amendatory act is necessary for the immediate preservation of the public peace, health and safety, and the support of the state government and its existing public institutions and shall take effect immediately."

BE IT THEREFORE RESOLVED, That under the provisions of Chapter 57, Laws of 1971, 1st Extraordinary Session, Sections 21 and 22, and under the provisions of the Higher Education Personnel Board Rules, the Board of Trustees of The Evergreen State College designates that person now holding or subsequently appointed to the position of President of The Evergreen State College as "Appointing Authority" for the purposes of employment, discipline or termination of any classified staff employee of The Evergreen State College, and delegates to that person now holding or subsequently appointed to the position of President of The Evergreen State College the powers and duties vested in and imposed upon the Board of Trustees of The Evergreen State College by the Legislature in RCW 28B.40.120(2), to employ individuals as members of the classified staff of the institution, who, except as otherwise provided by law,

THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 80-6

RESOLUTION OF THE BOARD OF TRUSTEES OF
THE EVERGREEN STATE COLLEGE
AUTHORIZING CERTAIN INDIVIDUALS BY
APPOINTMENT TO APPROVE CERTAIN
INTERFUND LOANS

WHEREAS, The Board of Trustees of The Evergreen State College recognizes the need for approval of interfund loans between certain funds of The Evergreen State College on a week-to-week basis, and that it is therefore prudent to empower certain persons to approve such loans when necessary for the proper fiscal operations of The Evergreen State College;

BE IT RESOLVED, By the Board of Trustees of The Evergreen State College that the following persons are hereby appointed to approve, on a week-to-week basis, loans from college unrestricted local funds to other college funds and accounts when necessary for the proper fiscal operations of The Evergreen State College:

Daniel J. Evans, President
Richard Schwartz, Vice President for Business
Kenneth Winkley, Business Manager

THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 80-7

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

The organizational table of The Evergreen State College as of the date of this resolution provides for a President, a Vice President and Provost, and a Vice President for Business, with the following exempt administrative positions reporting directly thereto:

To the President (in addition to the Vice Presidents), an Administrative Assistant, an Administrative Secretary, an Assistant to the President and Director of Community Relations, a Dean of Student and Enrollment Services, a Director of College Relations, and an Affirmative Action Officer;

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

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

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

Adopted by the Board of Trustees
November 14, 1980

00083

THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 80-8

RESOLUTION OF THE BOARD OF TRUSTEES OF
THE EVERGREEN STATE COLLEGE
RELATING TO SURPLUS PROPERTY

WHEREAS, The Evergreen State College desires to avail itself of services of the Surplus Property Section of the State of Washington to acquire essential materials and equipment for the College:

NOW, THEREFORE, BE IT RESOLVED, By the Board of Trustees of The Evergreen State College that Vernon P. Quinton, Purchasing Manager, be designated as representative of the college for purposes of securing for the college the services offered by the Surplus Property Section; and,

BE IT FURTHER RESOLVED, That the Purchasing Manager is hereby authorized to bind the college to the particular terms and conditions of transfer which are or may be imposed by execution of the state agency warehouse issue sheet, and empowered to delegate the authority imposed upon him to such persons as he considers reasonably necessary to accomplish this purpose by conferring upon them such authority as is necessary and assuring that they are properly identified by card or letter.

THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 80-9

RESOLUTION OF THE BOARD OF TRUSTEES OF
THE EVERGREEN STATE COLLEGE
AUTHORIZING CERTAIN INDIVIDUALS BY APPOINTMENT
TO ENTER INTO PURCHASING CONTRACTS ON BEHALF
OF THE EVERGREEN STATE COLLEGE

WHEREAS, The Board of Trustees of The Evergreen State College recognizes the need for the execution of purchasing contracts on a day-to-day basis; and

WHEREAS, it is necessary for the continued operation of the college that certain persons be appointed to approve and execute such purchasing contracts; and

WHEREAS, the Board at its monthly meetings will be able to review those purchasing contracts;

BE IT RESOLVED by the Board of Trustees of The Evergreen State College that the following persons are hereby appointed to approve and execute, on a day-to-day basis, purchasing contracts for The Evergreen State College:

Daniel J. Evans, President
Richard N. Schwartz, Vice President for Business
Kenneth M. Winkley, Business Manager
Vernon P. Quinton, Purchasing Manager
Doris L. McCarty, Bookstore Manager
George T. Rickerson, Technical Services - Library

Adopted by the Board of Trustees
November 14, 1980

00085

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THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 80-10

RESOLUTION OF THE BOARD OF TRUSTEES OF
THE EVERGREEN STATE COLLEGE
DESIGNATING CERTAIN PERSONS AS
AUTHORITIES FOR CONTRACTING FOR,
PURCHASING, AND LEASING SERVICES
AND PERSONALTY

WHEREAS, effective May 6, 1971, the Washington State Legislature, by the adoption of Chapter 57, Laws of 1971, 1st Extraordinary Session, Section 21, has added to Chapter 223, Laws of 1969, Extraordinary Session, and to Chapter 28B.10 RCW, a new section, to read as follows:

"The governing boards of institutions of higher education shall have the power, when exercised by resolution, to delegate to the President or his designee, of their respective university or college, any of the powers and duties vested in or imposed upon such governing board by law. Delegated powers and duties may be exercised in the name of the respective governing boards";

and

WHEREAS, Section 22 of Chapter 57, Laws of 1971, 1st Extraordinary Session, provides that

". . . Section 21 of this 1971 amendatory act is necessary for the immediate preservation of the public peace, health and safety, and the support of the state government and its existing public institutions and shall take effect immediately."

BE IT THEREFORE RESOLVED, That under the provisions of Chapter 57, Laws of 1971, 1st Extraordinary Session, Sections 21 and 22, and under the provisions of the Board of Trustees' Bylaws, the Board of Trustees of The Evergreen State College designates that person now holding or subsequently appointed to the position of President of The Evergreen State College as the authority for contracting for, purchasing, and leasing services and personalty for current operations of The Evergreen State College when such contracting, purchasing and leasing are in accordance with budgets approved by the Board of Trustees, and delegates to that person now holding or subsequently appointed to the position of President of The Evergreen State College the powers and duties vested in and imposed upon the Board of Trustees of The Evergreen State College by the

12/4/80