

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

Thursday, June 25, 1981
The Evergreen State College Campus
Daniel J. Evans Library, Room 3112
Olympia, Washington

Trustees Present: Wesley E. Berglund
Robert J. Flowers
Herbert Gelman
Thelma A. Jackson
Jane B. Sylvester

Representatives to the Board Present: Jan Lambertz, Staff
Absent: Bob Crocker, Alum
Larry Eickstaedt, Faculty
Jeffree Stewart, Student

Staff Present: Mike Bigelow, Budget Officer
Les Eldridge, Assistant to the President and
Director of Community Relations
Dan Evans, President
Chuck Fowler, Director of College Relations
Rita Grace, Recording Secretary
David Judd, Student Accounts
Dick Schwartz, Vice President for Business
Larry Stenberg, Dean of Student and Enrollment Services
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, The Daily Olympian
See permanent roster for others attending

CALL TO ORDER, INTRODUCTION AND PRESENTATION

The meeting was called to order at 10:31 AM by Chairman Berglund. Chuck Fowler introduced a new staff member--Betsy Bridwell who replaces Earlyse Swift as Coordinator of Educational Outreach. President Evans read a letter from former Trustee Hal Halvorson who had been invited to the meeting to present his check in support of Evergreen's athletic program. On behalf of Mr. Halvorson, Bob Flowers presented the check to Jan Lambertz, Director of Athletics. The college has raised \$4,000 in matching funds.

PROPOSED PARKING POLICY REVISION - Policy Discussion

Vice President Schwartz discussed proposed increases in parking fees, which will be circulated to the staff and faculty prior to a public hearing. President Evans added that the utilization of a certain share of parking revenue for the bus system has provided a successful bus operation. Fees are comparable or lower than other institutions, reported Mr. Schwartz.

The Trustees agreed to schedule a public hearing at a future meeting (September).

TUITION AND FEE SCHEDULE - Action

Mike Bigelow recommended adoption of the proposed tuition and fee schedule for 1981-82. The fee schedule reflects legislatively mandated increases, elimination of a special rate for staff and faculty, an increase in the services and activities fee from \$54 to \$60 (optional decision for Trustees; endorsed by the student Services and Activities Board), and establishment of an emergency loan fund equal to 2 1/2 percent of the total fees.

Mr. Gelman asked about the staff educational benefits policy proposed by Rita Cooper. Trustees will review that policy at a later date; if approved, the fee schedule would then be amended. Becky Scott, coordinator of the S&A Board, responded to Mrs. Jackson's question concerning student participation in discussions to raise the S&A portion of tuition and fees. All decisions of the S&A Board were reached by consensus.

Motion 81-18 Mr. Gelman moved approval of the attached 1981-82 quarterly tuition and fee schedule, effective fall quarter. Seconded by Mr. Flowers and passed.

APPROVAL OF MINUTES - Action

Motion 81-19 Mr. Gelman moved approval of the minutes of the May 14, 1981 meeting as submitted. Seconded by Mrs. Jackson and passed.

PRESIDENT'S REPORT

Monthly Budget Summary (Bigelow)

Mr. Bigelow reviewed the summary report of budget and expenditures by quarter (funds expended and budgeted were in line) and reviewed expenditures by program through May 31 (92 percent of the year expended).

PUBLIC HEARING: EMERGENCY LOANS COLLECTIONS POLICY - Action

The Board convened a public hearing at 11:02 AM to consider a new policy regarding an emergency loans collections policy.

Dick Schwartz reviewed the proposed policy and responded to Trustee questions. Mrs. Jackson asked about procedures for flagging delinquencies; Mr. Winkley explained the involvement of the financial aid office, registrar's office, and student accounts office. The Trustees were unclear as to distinctions among the various loan programs. Mr. Winkley outlined the various programs: emergency, state, federal and the new state long-term loan program funded by 2 1/2 percent of the total tuition and fees. Guidelines and procedures for administering this program are being developed on an interinstitutional basis. Recommendations will come to the Trustees.

Mr. Gelman requested that a report be made to the Trustees in one year regarding the effectiveness of this program (specifically the 120 day period prior to accounts being turned over to the collection agency).

President Evans suggested a report regarding circulation of emergency loans and delinquency of this program. Mr. Winkley responded the capital for this program is \$75,000, which has been turned 3.1 times.

Motion Mr. Gelman moved approval of the attached policy
81-20 for emergency loans collections, WAC 174-162-305.
 Seconded by Mrs. Jackson and passed.

FACULTY SALARY SCHEDULE - Action

Byron Youtz reviewed efforts of the Council for Postsecondary Education to develop a uniform salary scale for the six senior institutions. The full CPE recommendation was not accepted; however, the Legislature did approve the concept of funding merit step increases separate from the scale increases and provided separate funds for a 7.2 percent overall increase and approximately a 3.1 percent step increase. Provost Youtz recommended approval of the faculty salary scale reflecting this concept. Dr. Youtz will appoint a faculty salary DTF to review this plan next fall and will ask them to specifically address: intervals of the scale (slower increases at the upper level), whether or not there should be a plateau at experience year 29. Mr. Gelman hoped the DTF will explore the pros and cons of limiting faculty terms. Provost Youtz responded that, with new laws, it becomes less likely that early retirement can be encouraged; the DTF will certainly discuss whether or not the college wants to encourage senior faculty to stay (by extending the upper end of the scale). In response to a question from Mrs. Jackson concerning faculty involvement in setting this new scale, Dr. Youtz indicated that the newly elected representatives of our faculty are the TESC members of the Council of Faculty Representatives and the members of the Faculty Agenda Committee. The former groups were consulted on this proposed salary scale in an advisory capacity, and their advice was followed.

Motion Mr. Flowers moved approval of the attached 1981-82
81-21 faculty salary scale as proposed. Seconded by
 Mrs. Sylvester and passed.

CONTRACT WITH WASHINGTON OCCUPATIONAL INFORMATION SERVICES - Discussion

Vice President Schwartz reviewed the Washington Occupational Information Services contract, comparing it to the contract the college has with the Washington Commission for the Humanities. Since federal funds have ceased, WOIS has requested that the college provide space and services under a caretaker/monitoring arrangement and that the relationship be similar to that of an auxiliary service of the college. Mr. Schwartz pointed out advantages and disadvantages of such an arrangement. If WOIS were not able to be self-sufficient, their debts would be paid by Evergreen. WOIS' income is generated by user fees.

Concerns expressed: a reduction in force procedure is absent in the contract (Rich Montecucco responded that the job categories differ from

Evergreen's positions); priority level of this service in the school district budgeting process which, for example, is just beginning at North Thurston. President Evans had been under the impression the arrangement was similar to the WCH contract. Mr. Gelman suggested a representative of WOIS make a presentation to the Board; President Evans suggested that could be done at the July meeting. Mrs. Jackson expressed a desire to have the following information: who will be the advisory/management group? What kind of short-term or long-range projections does WOIS have to update information?

Motion
81-22

Mrs. Sylvester moved to table consideration of the Washington Occupational Information Services contract until the July meeting. Seconded by Mr. Gelman and passed.

1981-82 OPERATING BUDGET ALLOCATIONS - Action

President Evans expressed his intention to prepare goals and objectives prior to the budget allocation process during next year's cycle.

Mr. Bigelow distributed an allocation comparison for the 1980-81 actual vs. the 1981-82 proposed for state funded budgets and mentioned that the proposed state funded budget for 1981-82 is an 8 percent increase over the 1980-81 budget; the budget increase for the entire college is 5.5 percent, with the grant and contract program decreased substantially. Mr. Bigelow indicated that salary increases are to be added separately on October 1; equipment, administrative computer, and Evergreen's portion of the library circulation system will all be purchased from the capital budget; for the first time in three years the college has set aside institutional reserves to start the year. Mr. Bigelow discussed in detail each of the state funded programs. He offered to make Trustees a copy of the budget packet divided into program categories. President Evans suggested programs be clustered by reporting lines.

RECESS/DEFERRED ENROLLMENT COORDINATING COMMITTEE REPORT

The Trustees recessed for lunch at 1 PM and reconvened the special meeting at 3:30 PM.

The report of the Enrollment Coordinating Committee was deferred to the July meeting.

1981-82 OPERATING BUDGET ALLOCATIONS - Action (continued)

Mr. Flowers, after the budget briefing at the finance committee, recommended approval of the budget if Trustees had no further questions.

Motion
81-23

Mr. Gelman moved, pending approval of the 1981-82 operating budget allocations at the July meeting, that the appropriate people be authorized to expend money for ordinary and necessary expenses in the operation of the institution, with concurrence for computer equipment purchase. Seconded by Mrs. Jackson.

Mrs. Jackson then offered a substitute motion to adopt the 1981-82 budget allocations as presented. Seconded by Mrs. Sylvester. Following discussion, Mrs. Jackson withdrew her substitute motion.

The original motion was approved, to allow Trustees more time to review the budget.

ELECTION OF OFFICERS - Action

Motion
81-24

A unanimous ballot was cast for the following officers for 1981-82 as recommended by the nominating committee:

Mrs. Sylvester - Chairman
Mr. Gelman - Vice Chairman
Mrs. Jackson - Secretary

PRESIDENT'S REPORT - Continued

Admissions Statistics (Evans)

President Evans reviewed application and admission statistics: slow down in freshman and transfer applicants but both applications and admissions ahead of last year, with the number of paid deposits substantially ahead of last year.

Mr. Fowler distributed and discussed the Enrollment Coordinating Committee summer marketing program efforts and the President's letter and report.

Mrs. Jackson requested that the statistical report be broken out to indicate high school graduates direct from high school. The report will be revised to also include a Third World break out, and where high school graduates are from.

Personal Services/Consulting Agreements (Schwartz)

Mr. Schwartz pointed out contracts with staff and faculty beyond normal duties.

OTHER BUSINESS AND ANNOUNCEMENTS

Mr. Gelman expressed thanks on behalf of the Board to Mr. Berglund for keeping Trustees informed and for the extra time and efforts devoted as chairman. President Evans added appreciation of the staff for involvement by the Trustees during the past year.

Rich Montecucco reviewed the petition to the Board from Sid White's attorney to reopen or grant a new hearing. Mr. Gelman asked the Board's options. Mr. Montecucco responded Trustees could remand the case for another hearing, affirm the decision of the campus hearing board on the record, or hear the case. Trustees approved the response prepared by Mr. Montecucco for the Board, calling for additional information to be submitted by July 15.

President Evans distributed the list of interest areas asking whether Trustees would like to choose new areas; this item will be discussed at the July meeting.

President Evans acknowledged letters from Port Angeles students regarding elimination of Evergreen's outreach program in Port Angeles.

Mr. Berglund expressed his desire to send a written thank you to the Vancouver and Port Angeles graduation committees.

APPOINTMENT OF FINANCE COMMITTEE

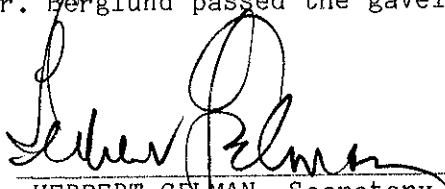
Chairman Berglund appointed Thelma Jackson and Herb Gelman to the finance committee to serve with the Vice President for Business.

DATE OF NEXT MEETING AND ADJOURNMENT

The date of the next meeting was set for July 16.

Prior to adjournment at 4:25 PM, Mr. Berglund passed the gavel to Chairman Sylvester.


WESLEY E. BERGLUND, Chairman


HERBERT GELMAN, Secretary

Attachments

The Evergreen State College

MEMORANDUM

TO: Board of Trustees

FROM: Mike Bigelow, ^{sub} Budget Officer

DATE: June 18, 1981

SUBJECT: 1981-82 Quarterly Tuition and Fee Schedule

Attached is the proposed quarterly tuition and fee schedule of the 1981-82 academic year. The fee schedule reflects the rates established by the most recent legislature. Under the attached fee schedule resident students will pay about 40% more next year and non-residents will pay about 47% more. Also affected by this fee schedule are the staff and faculty rates which have been in effect for the past two years and the amount of money going into the services and activities fund.

Under the provisions of the legislatively enacted tuition and fee bill, part-time fees must be proportional to full-time fees for both residents and non-residents. Therefore, all students who register for part-time work must pay equal amounts for the same number of credits--residents at the resident rates and non-residents at the non-resident rates.

The legislature gave authority to the respective Board of Trustees to increase the services and activities fee from \$54 to \$60. This increase was approved for the summer fee schedule and has been requested by the S&A Board.

Also established under this fee proposal is a loan fund equal to 2 1/2% of the total fee. The college will make this money available to students for emergency loans during the year.

Please call if you have any questions regarding the proposed fee schedule.

1981-82 Quarterly Tuition and Fee Schedule

		Number of			Services &		
FULL TIME		Credit Hours	Tuition	Operating	Activities	Loan Fund	Total
Residents							
- Undergraduate	10 or more	25.00	197.00	60.00	7.00	289	
- Graduate	10 or more	25.00	239.00	60.00	8.00	332	
S.E. Asian Veterans ¹							
- Undergraduate	10 or more	25.00	72.00	52.00	4.00	153	
- Graduate	10 or more	25.00	72.00	52.00	4.00	153	
Non-Residents							
- Undergraduate	10 or more	96.00	790.00	60.00	24.00	970	
- Graduate	10 or more	96.00	960.00	60.00	29.00	1145	
PART TIME							
Residents							
- Undergraduate	9	22.50	178.02	54.00	6.48	261 ⁴	
	8	20.00	158.24	48.00	5.76	232 ⁴	
	7	17.50	138.46	42.00	5.04	203 ⁴	
	6	15.00	118.68	36.00	4.32	174 ⁴	
	5	12.50	98.90	30.00	3.60	145	
	4	10.00	79.12	24.00	2.88	116	
	3	7.50	59.34	18.00	2.16	87	
	2	5.00	39.56	12.00	1.44	58	
	1	2.50	19.78	6.00	.72	29	
- Graduate	9	22.50	213.12	54.00	7.38	297 ⁴	
	8	20.00	189.44	48.00	6.56	264 ⁴	
	7	17.50	165.76	42.00	5.77	231 ⁴	
	6	15.00	142.08	36.00	4.92	198 ⁴	
	5	12.50	118.40	30.00	4.10	165 ⁴	
	4	10.00	94.72	24.00	3.28	132	
	3	7.50	71.04	18.00	2.46	99	
	2	5.00	47.36	12.00	1.64	66	
	1	2.50	23.68	6.00	.82	33	
Non-Residents							
- Undergraduate	9	86.40	711.00	54.00	21.60	873	
	8	76.80	632.00	48.00	19.20	776	
	7	67.20	553.00	42.00	16.80	679	
	6	57.60	474.00	36.00	14.40	582	
	5	48.00	395.00	30.00	12.00	485	
	4	38.40	316.00	24.00	9.60	388	
	3	28.80	237.00	18.00	7.20	291	
	2	19.20	158.00	12.00	4.80	194	
	1	9.60	79.00	6.00	2.40	97	
- Graduate	9	86.40	864.00	54.00	30.60	1035	
	8	76.80	768.00	48.00	27.20	920	
	7	67.20	672.00	42.00	23.80	805	
	6	57.60	576.00	36.00	20.40	690	
	5	48.00	480.00	30.00	17.00	575	
	4	38.40	384.00	24.00	13.60	460	
	3	28.80	288.00	18.00	10.20	345	
	2	19.20	192.00	12.00	6.80	230	
	1	9.60	96.00	6.00	3.40	115	
Auditors ²	Per Course	5.00	5.00	5.00		15	

¹Veterans of the Vietnam conflict" shall be those persons who have been on active federal service as a member of the armed military or naval forces of the United States between a period commencing August 5, 1964, and ending May 7, 1975, and who qualify as a resident student under RCW 28B.15.012, and who have enrolled in state institutions of higher education on or before May 7, 1983.

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

³A \$15 fee is charged after the 5th day of class for late payment.

⁴Undergraduate Vietnam Veterans registered for 6, 7, 8 or 9 quarter hours shall pay the same rate as for Vietnam Veterans registered for 10 quarter credit hours. Graduate Vietnam Veterans registered for 5, 6, 7, 8 or 9 quarter hours shall pay the same rate as for Vietnam Veterans registered for 10 quarter credit hours.

⁵An advance deposit of \$50 is required to guarantee enrollment in a specific program for newly admitted students. The deposit will be applied to the 1st Quarter's fee payment.

⁶A reinstatement fee of \$50 is required for all students who have been disenrolled for non-payment of fees.

NEW SECTION

WAC 174-162-305 EMERGENCY LOANS COLLECTIONS POLICY. Emergency loans are made by the Office of Financial Aid to assist students with short-term financial problems. The success of this program is dependent on timely repayment of those loans because old loans must be collected before new loans can be made.

Emergency loans are generally made so the due date occurs within the same quarter the loan is taken. These loans are made for tuition and fees and a variety of other reasons when students are faced with an emergency situation or a cash flow problem. Each loan, regardless of size, will be charged a \$2.00 service fee. Interest charges will not apply if the loan is repaid within thirty days. Loans not repaid within thirty days will be charged interest at one percent per month on the balance outstanding on the last day of each month.

Students who do not repay their emergency loans within thirty calendar days from their due date will have all credit privileges canceled, and the registrar will be advised to withhold the student's transcript and registration privileges. In the event an account becomes one hundred twenty days past due, it will be turned over to the collection agency for collection and/or legal action if appropriate.

1981-82 FACULTY SALARY SCALES

EXPERIENCE YEAR

SEPTEMBER SCALE

OCTOBER SCALE

0	14,260	15,300
1	14,430	15,490
2	14,600	15,680
3	14,770	15,880
4	14,920	16,080 + 1160
5	15,810	17,030
6	16,720	18,030 + 500
7	17,690	19,100
8	18,560	20,030
9	19,450	21,010 + 1660
10	20,390	22,040
11	21,060	22,760 + 220
12	21,740	23,500
13	22,440	24,260
14	23,170	25,050 + 1880
15	23,610	25,530
16	24,050	26,010 + 200
17	24,500	26,510
18	24,980	27,010
19	25,450	27,530 + 2080
20	25,920	28,050
21	26,280	28,430 + 160
22	26,630	28,820
23	27,000	29,210
24	27,370	29,610 + 2240
25	27,740	30,010
26	28,120	30,420 + 170
27	28,500	30,830
28	28,880	31,250
29+	29,260	31,670 + 2410