

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

Thursday, July 16, 1981  
The Evergreen State College Campus  
Daniel J. Evans Library, Room 3112  
Olympia, Washington

Trustees Present: Robert J. Flowers      Absent: Wesley E. Berglund  
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: Walker Allen, Registrar  
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  
Steve Hunter, Director of Institutional Research  
Arnaldo Rodriguez, Director of Admissions  
Dick Schwartz, Vice President for Business  
Byron Youtz, Vice President and Provost  
See permanent roster for others attending

Others Present: Elton Chase, WOIS  
Joann Freimund, Student, MPA program  
Richard Montecucco, Senior Assistant Attorney General  
See permanent roster for others attending

CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:40 AM by Chairman Sylvester who asked those attending to introduce themselves so Trustees could become acquainted.

1981-82 OPERATING BUDGET ALLOCATIONS - Action

Mike Bigelow reviewed the allocation comparison arranged by reporting lines (requested at the last meeting) for state funded budgets and presented highlights of those budgets: based on 2500 FTE for the 1981-82 year; faculty entitlement at 71 percent of formula; institutional reserves of \$100,000 budgeted at the beginning of the biennium; a substantial increase in the intercollegiate athletics budgets; and establishment of a state-funded research program for the first time in the college's history. Mrs.

Jackson indicated that the revised format had been helpful in her review of the budget.

Motion  
81-25

Mr. Gelman moved approval of the attached 1981-82 operating budget allocations for programs 010 through 090, totaling \$12,788,314. Seconded by Mrs. Jackson and passed.

President Evans asked Mr. Bigelow to review auxiliary service and other non state-funded budgets. In conjunction with that review, Mr. Schwartz indicated that a public hearing will be held in September to consider increased parking fees. Mrs. Sylvester asked about the percentage of increase in parking rates; with the approval of this proposed increase, the percentage of increase during the past two years will be 60 percent. Mrs. Jackson asked who the majority of users are; staff will review the parking permit applications but guessed that staff and faculty were the largest users of the parking lots.

Mr. Gelman asked about relating the pro-forma balance sheets to budgets. Staff will explore and report to the finance committee the explanation for the difference between the pro-forma accounting statements and the budgets (the Motor Pool will be used as an example).

#### WASHINGTON OCCUPATIONAL INFORMATION SERVICES - Discussion

Elton Chase, Executive Director of the Washington Occupational Information Services, reviewed WOIS' request to have the college enter a contract to absorb the operation of WOIS as an operating unit of the college; reviewed the history and background of the establishment of WOIS; responded to Trustee concerns and questions expressed at the June meeting; and distributed an informational brochure. With the expiration of federal funding, the costs of the operation have been shifted to the users (over 300 social service agencies, high schools, community colleges, vocational-technical institutes, and some four-year colleges and universities, libraries, and rehabilitation sites).

Trustee Gelman asked Mr. Chase to discuss advantages to Evergreen (visibility; change in attitude as counselors the college view the college as a viable alternative; income to Evergreen, offsetting Evergreen's costs).

Mrs. Jackson asked how WOIS' current plans were fitting into the long-range plans established in the early stages of development. Mr. Chase indicated under the long-range plan WOIS was to become self-supporting with a combination of user fees and legislative funding. The total burden has now been shifted to the users. Mrs. Jackson asked about increased subscriber fees. Mr. Chase responded WOIS' fees are about half of what Oregon charges but that fees have not been increased this year; indications are that 80 percent of last year's subscribers will resubscribe this year.

Other concerns expressed by Trustee Jackson included the of financial responsibility by Evergreen.

In response to a question from Mrs. Jackson regarding the advisory management group, Mr. Chase indicated WOIS' ultimate goal is to establish

itself as a non-profit entity; until then the user representatives would serve as the policy-making group. Trustee Jackson asked whether, under this proposed arrangement, the Board would have responsibility for providing policy and direction; Mr. Montecucco opined the Board would have ultimate responsibility for WOIS' operation. Mr. Chase commented that the user representatives did not want TESC to set user policy and restated WOIS' intention to move to the establishment of a non-profit corporation within the next year, with the corporation assuming full responsibility.

Based upon the above response, Mrs. Jackson expressed interest in having more information regarding WOIS' budget for next year, progress or status reports, bylaws, organizational chart, philosophical stance or other items which would be informative to the Trustees.

Mrs. Sylvester asked how similar entities are organized in other states. Mr. Chase responded 23 states have similar operations; operations in Oregon, California and Wisconsin are associated with colleges.

Mrs. Sylvester asked Provost Youtz whether this arrangement would be of benefit to the primary purpose of the college; Mr. Youtz reviewed indirect benefits to the college. President Evans added that indirect benefits are helpful and that he believed the future direction would be broadened to include orientation to colleges and community colleges.

President Evans wondered whether a representative from Evergreen could be added. Mr. Chase indicated a bylaw change would be required.

Prior to voting on the following motion, Mr. Gelman expressed the opinion that he did not feel comfortable with the concept of WOIS being a function of Evergreen. He would be willing to try the arrangement but only if the contract were for a fixed period of time. Mr. Flowers urged making a decision at this meeting.

Motion <u>81-26</u>	Mrs. Jackson moved to continue consideration of the contract with Washington Occupational Information Services to the August Board agenda when additional information requested is available (budget, progress or status reports, bylaws, organizational chart, philosophical stance, etc.) and asked that the college's attorney general review models of other state user agreements. Seconded by Mr. Gelman and passed with Mr. Flowers voting against the motion.
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#### APPROVAL OF MINUTES - Action

Motion <u>81-27</u>	Mr. Gelman moved approval of the minutes of the June 25, 1981 meeting as submitted. Seconded by Mr. Flowers and passed.
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#### BID AWARD: LIBRARY ROOF REPAIR - Action

Mr. Schwartz recommended formal approval of the low bidder for the library roof repair project. Mrs. Sylvester asked about warranties; Mr. Gelman

wondered whether warranties included labor costs. Mr. Collier responded that labor is included. Chairman Sylvester indicated that her telephonic approval had been contingent upon approval of the contract by Rich Montecucco. Mr. Schwartz responded that the Department of Engineering and Architecture's attorney had reviewed the contract.

Motion  
81-28

Mr. Gelman moved acceptance of the contract with Haight Roofing Company, Inc., of Seattle, low bidder for the Library Building roof repair, in the amount of \$433,445 for the base bid. Seconded by Mrs. Jackson and passed.

#### PRESENTATION OF RESOLUTION HONORING WINI INGRAM

Chairman Sylvester presented a framed, calligraphied resolution from the Board of Trustees to Wini Ingram conferring upon her the title of Emeritus Member of the Faculty.

The Trustees recessed at 12:10 PM for lunch with Dr. Ingram; the special meeting was reconvened at 1:25 PM.

#### PRESIDENT'S REPORT

##### Admissions Statistics (Evans/Hunter)

Steve Hunter reviewed the detailed admissions material provided each week to the Enrollment Coordinating Committee, indicating that the number of transfers from two- and four-year schools has fallen off and that Third World applications are ahead of last year. President Evans expressed staff concern over the slow-down in the application rate, even though admissions are still running substantially ahead of last year. He also said that a coordinated summer marketing program was underway to help assure achievement of the full enrollment target.

Mr. Flowers asked for a report at the next meeting regarding the percentage between inquiries and applications at other four-year schools. Mr. Rodriguez responded that most of the other schools do not keep a record of inquiries.

Trustees expressed the desire to add to the statistical report a column for registered students and include a break out for continuing students, in addition to admissions statistics. President Evans suggested a chart could be prepared beginning in September.

##### Enrollment Coordinating Committee Report (Fowler/Rodriguez/Hunter)

Chuck Fowler reviewed the work of the Enrollment Coordinating Committee's Retention and Third World Recruiting Task Forces. He indicated that the approved recommendations of both task forces would become part of the 1981-82 college marketing plan to be presented to the Board in September.

Arnaldo Rodriguez reviewed recommendations of the Third World Recruiting task force and distributed the revised Third World recruiting brochure. In response to questions from Mrs. Sylvester, Mr. Rodriguez shared goals and objectives for the preliminary 1981-82 Third World marketing and public

relations plan and a list of targeted Third World groups Albert Smalls will visit. Mrs. Jackson wondered about the breakdown between out-of-state and in-state Third World enrollment for fall. Mr. Rodriguez responded that the percentage of in-state students is high.

Steve Hunter reported the recommendations of the Retention task force and the results of the retention-oriented surveys of current students, alumni, and former students who left Evergreen before graduating, and faculty.

#### EXECUTIVE SESSION AND SID WHITE PETITION

The Board recessed into executive session at 2:15 PM to consult with legal counsel; the special meeting reconvened at 2:40 PM.

Mr. Montecucco reviewed the background of the petition to the Board from Sid White and outlined options of the Board.

Motion  
81-29

Mr. Gelman proposed that each Board member individually between now and next month totally digest the information and that no additional information be received unless requested by a Trustee (if any information is request by any Board member, the information will be furnished to each Trustee) and that the Board meet on August 13 at 10:00 AM in executive session to discuss the issue and hopefully reach a decision. Seconded by Mr. Flowers and passed. Mr. Gelman asked that the contents of his motion be furnished to Wes Berglund.

Rebecca Wright asked to submit a response to John Perkins' memo; the Trustees agreed that Ms. Wright could file a response with the records of the Board but agreed that the Trustees would not be compelled to consider it as part of their deliberations.

#### PRESIDENT'S REPORT - Continued

##### Collective Bargaining Unit (Evans)

President Evans reported that Evergreen has been notified that a bargaining unit has been certified and that the Washington State Federation of State Employees has been certified as the bargaining agent (unless protested within a ten-day period) without election, on the basis that 52 percent of those in the proposed unit had signed cards in May. In July the percentage of the bargaining unit having payroll deductions was 46 percent. Past practice of the Higher Education Personnel Board has been to authorize an election in cases of less than 60 percent. President Evans had asked Rita Cooper to attend the HEP Board meeting to ask the Board to call for an election. Rich Montecucco offered to file a petition Friday (end of ten-day period) with the Higher Education Personnel Board, if necessary, following a report of the July 16 meeting from Ms. Cooper.

## OTHER BUSINESS AND ANNOUNCEMENTS

### Trustee Areas of Interest

President Evans inquired, coincident with the change in officers and new appointments to the finance committee, whether Trustees would like to consider changing their individual areas of interest. It would be helpful to the staff for Trustees to give guidance regarding activities the Board would like to handle in committees. Mr. Flowers expressed interest in legislative and community relations and college relations. As part of this process, Mrs. Jackson suggested Trustees think about agenda layout, time of meetings, suggestions for future meetings and items Trustees are interested in receiving or not receiving. Mrs. Sylvester asked all Trustees to make recommendations and submit them to Rita Grace.


### Sail on Seawulff

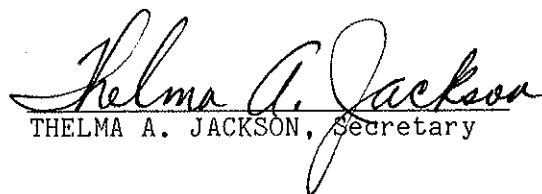
President Evans suggested that, following the August meeting (weather and agenda permitting), the Trustees could tour and sail on the Seawulff, Evergreen's wooden research vessel.

### DATE OF NEXT MEETING AND ADJOURNMENT

The date of the next meeting was set for Thursday, August 13, with an executive session at 10:00 AM.

The meeting adjourned at 3:00 PM.

  
JANE B. SYLVESTER, Chairman

  
THELMA A. JACKSON, Secretary

Attachment

### ATTACHMENTS

Operating Budget - 1981-82

see original board Folder for July 16, 1981



## THE EVERGREEN STATE COLLEGE

## Allocation Comparison: 1980-81 Actual vs. 1981-82 Proposed (State Appropriated Funds Only)

00162

	Actual 1980-81:		Proposed 1981-82:		Difference		
	Staff Yrs.	Amount	Staff Yrs.	Amount	Staff Yrs.	Amount	Diff. (%)
<b>Budgets Administered by Byron Youtz:</b>							
Instruction	171.76	\$ 4,663,241	181.18	\$ 5,122,542	9.42	\$459,301	9.8%
Research	-	-	-	6,000	-	6,000	-
Cooperative Education	4.55	92,154	4.61	99,431	.06	7,277	7.9
Library	43.61	1,372,865	42.21	1,499,572	(1.40)	126,707	9.2
Educational Opportunity Program	3.51	76,765	3.37	78,535	(.14)	1,770	2.3
Vice President and Provost	2.40	77,143	2.37	83,588	(.03)	6,445	8.4
Sub-Total	225.83	\$ 6,282,168	233.74	\$ 6,889,668	7.91	\$607,500	9.7
<b>Budgets Administered by Dick Schwartz:</b>							
Computer Services	15.55	\$ 497,675	15.39	\$ 570,566	(.16)	\$ 72,891	9.2
Recreation	1.00	27,798	1.00	30,253	-	2,455	8.8
Intercollegiate Athletics	1.16	14,314	1.80	55,969	.64	41,655	291.0
Vice President for Business	2.24	70,077	2.41	75,175	.17	5,098	7.3
Budget Office	2.27	54,222	2.10	53,658	(.17)	(564)	(1.0)
Business Office	31.41	831,063	32.54	805,467	1.13	(25,596)	(3.1)
Employee Relations	5.00	126,206	5.37	138,927	.37	12,721	10.1
Facilities	88.20	2,491,634	87.37	2,608,065	(.83)	116,431	4.7
Sub-Total	146.83	\$ 4,112,989	147.98	\$ 4,338,080	1.15	225,091	5.5
<b>Budgets Administered by Larry Stenberg:</b>							
Student Services	30.87	670,403	31.52	716,236	.65	45,833	6.8
<b>Budgets Administered by Dan Evans:</b>							
President's Budgets	3.37	128,171	3.56	130,601	.19	2,430	1.9
<b>Budgets Administered by Les Eldridge:</b>							
Community Relations	6.98	170,091	7.83	195,223	.85	25,132	14.8
<b>Budgets Administered by Chuck Fowler:</b>							
College Relations	10.99	253,039	9.73	271,406	(1.26)	18,367	7.3
<b>TOTAL</b>	<b>424.87</b>	<b>\$11,616,861</b>	<b>434.36</b>	<b>\$12,541,214</b>	<b>9.49</b>	<b>\$924,353</b>	<b>8.0%</b>
<b>CWSP</b>	<b>8.94</b>	<b>83,764</b>	<b>8.01</b>	<b>75,024</b>	<b>(.93)</b>	<b>(8,740)</b>	<b>(10.4)</b>
<b>SWSP</b>	<b>1.85</b>	<b>12,541</b>	<b>2.84</b>	<b>19,234</b>	<b>.99</b>	<b>6,693</b>	<b>53.4</b>
<b>Use Tax</b>	<b>-</b>	<b>(5,521)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,521</b>	<b>-</b>
<b>NDSL Matching</b>	<b>-</b>	<b>13,789</b>	<b>-</b>	<b>10,842</b>	<b>-</b>	<b>(2,947)</b>	<b>(21.4)</b>
<b>Institutional Reserves</b>	<b>-</b>	<b>35,797</b>	<b>-</b>	<b>130,000</b>	<b>-</b>	<b>94,203</b>	<b>263.0</b>
<b>Professional Development Reserve</b>	<b>-</b>	<b>2,164</b>	<b>-</b>	<b>12,000</b>	<b>-</b>	<b>9,836</b>	<b>455.0</b>
<b>Sub Total</b>	<b>10.79</b>	<b>\$ 142,534</b>	<b>10.85</b>	<b>\$ 247,100</b>	<b>.06</b>	<b>\$ 104,566</b>	<b>73.4%</b>
<b>GRAND TOTAL</b>	<b>435.66</b>	<b>\$11,759,395</b>	<b>445.21</b>	<b>\$12,788,314</b>	<b>9.55</b>	<b>\$1,028,919</b>	<b>8.7%</b>