

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

Thursday, May 12, 1983  
The Evergreen State College Campus  
Daniel J. Evans Library, Room 3112  
Olympia, Washington

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

Representatives to the Board Present: Julie Grant (for Pat Seaton), Alum  
Jeff Kelly, Faculty  
Joey Silver, Student

Absent: Victor Moore

Staff Present: Mike Bigelow, Executive Assistant to the Vice President  
for Business  
Jon Collier, Campus Planner  
Dan Evans, President  
Rita Grace, Recording Secretary  
David Judd, Student Accounts  
Dick Schwartz, Vice President for Business  
Ron Woodbury, Academic Dean  
Rebecca Wright, Affirmative Action Officer  
Karen Wynkoop, Controller  
Byron Youtz, Vice President and Provost  
Bill Zaugg, Grants and Contracts  
See permanent roster for others attending

Others Attending: Helen Fox, Student  
Rich Montecucco, Senior Assistant Attorney General  
Arnold Troeh, Citizen  
Darlene Williams, Student  
Davina Wright, Student  
See permanent roster for others attending

The meeting was called to order by Chairman Gelman at 2:08 PM.

PUBLIC HEARING: EMERGENCY LOAN COLLECTION POLICY - Action

The Board convened a public hearing to discuss the emergency loan collection policy, WAC 174-162-300 through -305. Karen Wynkoop outlined changes recommended to reduce delinquencies and, in response to a question at the April meeting, indicated that the college cannot use the services of state revenue officers.

Motion  
83-21

Mr. Flowers moved approval of the attached revisions to WAC 174-162-300 through -305, relating to the financial obligation of students, emergency loan collection policy. Seconded by Mrs. Sylvester and passed.

#### APPROVAL OF MINUTES - Action

Corrections to the minutes:

Page 4 - change "year" to "period" in line 7 of Motion 83-20

Page 5 - Add "role and responsibility of the" at the end of line 2.

Motion  
83-22

Chairman Gelman moved approval of the minutes of the April 14, 1983 meeting as corrected. Seconded by Mr. Mante and passed.

#### AFFIRMATIVE ACTION ANNUAL REPORT - Report

Chairman Gelman congratulated Rebecca Wright and announced that she had passed the Washington State Bar Examination and is now a member of the Bar.

Ms. Wright discussed the affirmative action annual report, pointing out the summary of employment data comparing 1981 and 1982 and goals. She mentioned that the Higher Education Personnel Board, as well as the Governor's Committee on Affirmative Action, has commended Evergreen's improved record in hiring. Ms. Wright cautioned that the college's minority student percentages are a matter of concern.

Trustees accepted the annual report.

#### AFFIRMATIVE ACTION POLICY - Policy Discussion

Rebecca Wright presented steps which had been taken to revise the college's affirmative action policy (last revised in 1977), indicating she had visited with 26 areas on campus. Revisions as a result of campus input include: (1) p 5, section -090 - development of reporting profile that specifically reflects accountability at Evergreen; (2) p 6, section -400 relating to grievance procedures; and (3) p 4, paragraph 3 relating to comparable worth. Ms. Wright told the Board she was seeking their direction as to whether to proceed with the code reviser process, or whether the Board wishes to make further changes in the draft. Mrs. Jackson identified two areas of concern: (1) goals and timetables. Since goals are the same as established in 1974, could Trustees have a ten-year update (demographic and population changes in the last ten years, reanalyze goals to determine whether or not they are realistic, and attach timetables to them). Ms. Wright responded that the goals originally set were arbitrary and were not tied to population figures. (2) purchases of goods and services, the role the college plays, and the coordination relationship with the state. Mrs. Jackson's concern is that of enforcement (what happens when a contract is not in compliance? Aside from the state process, how can Evergreen carry out its philosophy?) Ms. Wright will attempt to clarify the monitoring process, will research contract compliance in purchasing areas, and draft new language. Vice President Schwartz was asked to gather information for the Board regarding percentage of goods and services spent through the state process vs. percentage the college has control over. Mr. Schwartz informed Trustees that the college now has the option to develop its own procedure for hiring architects and engineers.

In addition, Mrs. Jackson wondered about (1) the use of the term "community" in the training section (will be changed to "work force") and (2) retention of Third World students (Ms. Wright offered to prepare a statement of responsibility and accountability for inclusion in the policy).

Trustees agreed to discuss the policy in a work session, perhaps no later than August by which time additional information will be available, and then a public hearing could be scheduled.

#### EXEMPT/FACULTY SALARY GRIDS - Policy Discussion

Rita Cooper reviewed the revised exempt salary grid, which reflects the 7% salary increase approved by the Legislature for July 1. This is the first change to the grid since 1981.

Byron Youtz reviewed the proposed 1983-84 faculty salary scale, indicating that the merit increases (2%) had to be taken into account prior to across-the-board increases to the grid (5%).

#### UPDATE PRESENTATION ON LONGHOUSE - Policy Discussion

Jon Collier had Trustees review a topographic map (prepared by students) of the proposed Longhouse site, between the ravine and Sunset Beach Drive. Elements of this proposal include: (1) Longhouse proper, (2) dining room with restroom facilities, (3) studio/administration, and (4) caretaker/artist residence. Mr. Collier felt that the Longhouse and dining facilities should be built together if money can be raised. Lacking enough money, the studio/administration and caretaker/artist residence could come later.

Planning steps include: (1) environmental advisory committee (May 11); (2) Board of Trustees site approval and approval to proceed to steps 4, 5, and 6 - June 9; (3) present to the campus community June 1; (4) environmental impact statement with public hearing - summer, 1983; (5) schematic drawings and more community involvement - fall, 1983; (6) raising funds for design; (7) select architect; (8) prepare working drawings and specifications; (9) raise construction funds; and (10) construction.

Jon Collier invited Mel Moon, Chairman of the Longhouse Planning Committee, and former Trustee Wes Berglund to comment. Both complimented Mr. Collier's work on this project. Mr. Berglund endorsed proceeding to the next steps.

Mrs. Jackson expressed concern about the academic side of the project, indicating that some of the original questions raised by the Board have not been addressed (where it fit into the academic program, who would use, etc.). Mr. Collier responded that the buildings become part of the college and are part of the total space administered by the college but that, in his view, priority would be given to the Native American program. All classes in this space will be degree oriented.

Chairman Gelman recommended that the Board be prepared at the June meeting to act upon site approval and request that the committee proceed with the environmental impact statement and public hearing but withhold further approval until the Board is sure the academic and fund raising activities are clearly delineated as operating within the normal and appropriate channels of the institution. President Evans asked whether details of the academic program and status could be ready for the June meeting. Byron Youtz felt this information could be prepared in time.

Trustee Sylvester wondered how much money would be necessary for the schematic drawings. Mr. Collier responded that steps (4) and (5) could be done by staff. No fund raising will be necessary at this point. She also asked about the amount of money in the foundation allocated for the Longhouse project or Native American Studies program. President Evans suggested staff could make a presentation in June regarding the fund raising activities. Mrs. Sylvester suggested tribal input for schematics be included in the planning steps.

Dr. Arnold Troeh requested time to comment on the educational value of the Longhouse facility, expressing the opinion that this could be a unique research facility which could increase understanding. Chairman Gelman suggested Dr. Troeh may want to share his thoughts with his legislators.

#### MASTER PLAN - Action

Vice President Schwartz briefly reviewed the campus master plan.

Motion  
83-23

Mrs. Sylvester moved to adopt the June 1983 campus master plan as presented and, following the recommendation contained in the master plan, asked that the college adopt an updated and revised landscape master plan. Seconded by Mr. Mante and passed.

#### PRESIDENT'S REPORT

##### Super Saturday/Graduation (Stenberg/Pollack & Fox)

Larry Stenberg discussed plans for the 1983 Super Saturday celebration on June 4.

Jordan Pollack reviewed plans for graduation on June 5 (speaker - Vine Deloria; Alumni Association award for outstanding senior; other speakers - Pat Seaton, Frank Hoffman, Jim Guilfoil, Stephanie Coontz and Dave Whitener). Trustee Sylvester expressed concern about the award to the outstanding senior, wondering whether the student body had reacted to the idea. She felt it was appropriate for the Association to recognize an alum; however, felt it was not in keeping with the philosophy of the school to single out one person for this recognition. Rita Cooper was concerned about consideration being given to Vancouver and Tacoma students. Julie Grant responded that this award was part of the Alumni Association's plan to become more involved in college activities.

##### Review of 1983-84 Internal Operating Budget Allocations (Bigelow)

Mike Bigelow expressed concern regarding Trustee review of the 1983-84 operating budget allocations prior to action at the June meeting. Trustees agreed to devote the morning work session to the budget.

### Report on Summer Session (Woodbury)

Ron Woodbury, summer school dean, discussed plans for the 1983 summer session and funding plan (self-supporting). President Evans wondered if by next summer the college could have a summer program for high school students. This year the college has a program for high school teachers.

### Curriculum Review (Youtz)

Provost Youtz distributed the 1983 revised specialty areas and curriculum pathways and discussed curriculum progress and the faculty retreat. Specialty areas have been consolidated and reduced from 9 to 7. The college intends to open its master degree program in environmental studies this fall and will continue the masters in public administration program. Three new areas planned for the next few years include: (1) Center for Community Development - a half time faculty staff director acts as brokerage between communities in Southwest Washington that have project work and interface that with work Evergreen has provided (connecting requests with college strengths); (2) Language and Culture Center - continues existing programs and expands to new areas on a world-wide basis; (3) Science and Human Values Program - demonstration project with team of five faculty who will design both a lower division program and sponsor a campus colloquium on certain special topics.

This curriculum design makes quite clear that the college is consciously designing study routes through the curriculum that can be advertised (designed as options for students).

Another outcome of the curriculum redesign is that faculty have made commitments on a three-year periodic basis to work in a specialty area.

Trustee Sylvester suggested curriculum be discussed at a work session.

### Legislative Report (Evans)

President Evans reviewed the current status of legislative activities mentioning that Ken Winkley has made an excellent proposal for ways to insure that the college handle the more important repair and maintenance projects on campus during the next two years.

### Quarterly Finance Report (Schwartz)

Vice President Schwartz distributed the 1982 summary financial report which had been reviewed by the finance committee that morning.

### Admissions Statistics (Evans)

President Evans reported on fall 1983 admissions statistics: applications and admissions are almost 10% ahead of last year. Mr. Schwartz added that housing applications are up by 43% over last year.

### Miscellaneous

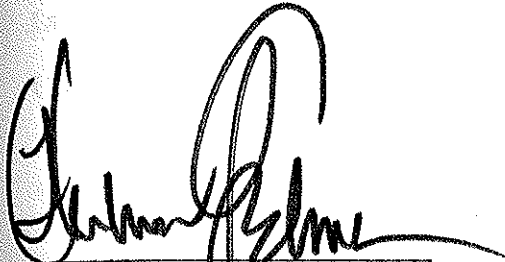
Trustee Sylvester's report on the AGB conference was deferred to June. Chairman Gelman indicated, with the Board's permission, he would respond to Tom Bartlett's May 10 letter regarding the union contract.



DATE OF NEXT MEETING AND ADJOURNMENT

The next meeting is Thursday, June 9.

The Board adjourned at 4:28 PM.



HERBERT GELMAN, Chairman



ROBERT J. FLOWERS, Secretary

Attachment

THE EVERGREEN STATE COLLEGE

WAC 174-162 Student Affairs

Financial Obligations of Students

WAC 174-162-300 Collection and Appeal

As an Institution of Public Higher Education administering public funds, the College has the responsibility to exercise due diligence in the collection of its outstanding accounts. To this end, the following policy is adopted:

- (1) When students register, tuition and fee obligations are incurred unless the students officially withdraw by the fifth day of the quarter. Tuition and fees are payable in full by the fifth day of the quarter. Students who have not paid full tuition and fees prior to the sixth day of the quarter will be assessed a fifteen dollar late payment fee. Students who have not paid the full amount of tuition and fees by the thirtieth calendar day will be disenrolled for nonpayment of fees on the thirty-first calendar day. If the student is reinstated following disenrollment, a fifty dollar reinstatement fee will be assessed in addition to tuition and fees (as well as the late payment fee), and will be due and payable at the time of reinstatement. All other charges presented on accounts receivable statement forms are due and payable on the tenth day of the month following the month that the charges were recorded. Charges that are not paid when due are considered delinquent and as such are subject to interest and penalty charges.
- (2) Every student has the right to appeal a decision to assess any fee, fine, charge, debt or other financial obligation to the College as long as the appeal is made within ten days after the written notice of assessment. The appeal must be in writing and directed to the budgetary unit head of the unit assessing the charge(s) in question. The budgetary unit head receiving the appeal must respond to the appeal within ten days of the date of the appeal. If the appeal is denied and the student has not resolved his or her financial obligation to the College within ten days after the response to the appeal, the College may take the action authorized by WAC 174-162-310. If the student is still in disagreement with the decision, he or she may initiate COG mediation procedures as long as those actions are started within ten days after the response to the appeal.
- (3) ~~(Charges 60 days delinquent will be turned over to Accounts Receivable for collection action.)~~ All student charges will be turned over to Student Accounts for collection action.
- (4) In the event an account becomes ~~(90-)~~ 60 days delinquent all facilities on campus will be notified to cancel all credit privileges for the account and the Registrar will be advised to withhold the student's transcript and registration privileges.
- (5) In the event an account becomes ~~(one hundred twenty-)~~ seventy five days past due it will be turned over to the collection agency for collection and/or legal action if appropriate.

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-))~~ seventy five days past due, it will be turned over to the collection agency for collection and/or legal action if appropriate.

WAC 174-162-310 Withholding Degrees and Transcripts

Admission or registration with the College, conferring of degrees and issuance of academic transcripts will be withheld for failure to meet financial obligations to the College.

WAC 174-162-320 Credit Balances in Student Accounts

Students are expected to pay all accounts promptly when due. Account credit balances resulting from nonrefundable deposits, financial aid awards, and other overpayments may be offset against any outstanding charges due the college in order of established priority guidelines.

WAC 174-162-330 Exit Interviews

A student who has a national direct student loan has the responsibility to arrange an exit interview with the accounts receivable office upon graduation, withdrawal, or transfer to on-leave status. The exit interview may be conducted in person or, when necessary, by mail.

The registrar shall withhold the diploma and transcripts for any such student pending receipt of confirmation by the accounts receivable office that the required exit interview has been completed.