

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

**Wednesday, November 18, 1987  
Daniel J. Evans Library  
Olympia, Washington**

**Trustees Attending:** Kay Boyd  
Herbert Gelman  
George E. Mante  
William T. Robinson  
David K. Y. Tang

**Absent:** Richard S. Page  
Allan M. Weinstein

**Representatives  
to the Board  
Present:** David Marr, Faculty  
Lincoln Post, Student

**Staff Present:** Kathleen Garcia, Staff Assistant in the President's Ofc  
Rita Grace, Administrative Assistant to the President  
Patrick Hill, Vice President and Provost  
Steve Hunter, Director of Research and Planning  
Jan Lambertz, Director of Recreation and Athletics  
Gail Martin, Vice President for Student Affairs  
Shawn Newman, College Legal Counsel  
Joseph Olander, President  
Sue Washburn, Vice President for Development and  
Administrative Services  
See permanent roster for others attending

**Others Attending:** John Carter, Brakeley, John Price Jones Inc.  
Lee Moriwaki, Seattle Times  
See permanent roster for students attending

**WORK SESSION:**

The work session was called to order at approximately 9:10 AM. John Carter, development consultant, lead a discussion of the pre-planning study for a potential capital campaign for Evergreen.

**PUBLIC MEETING:**

Chairman Tang called the special meeting to order at 1:40 PM and announced deferment of action on the campus security commissions (item IIb) until the December meeting.

**CHAIRMAN'S/PRESIDENT'S REPORTS**

Chairman Tang reported that condolences had been extended to Western Washington University for the loss of President Ross and his two vice presidents, along with Evergreen's offer of assistance.

11/18/87

President Olander suggested that the staff prepare a resolution communicating Evergreen's condolences to the Trustees and to Betty Ross.

**Motion 87-33** By unanimous consent, the Board approved the attached Resolution No. 5-87, entitled "Resolution of the Board of Trustees of The Evergreen State College Expressing Condolences to Western Washington University.

President Olander distributed materials relating to Evergreen's international education programs (London - Spring of 1988; Kyoto, Japan - Summer 1988; and Beijing, China - Summer 1988), indicating he felt this represents a good opportunity for faculty development. He also disseminated a packet of information relating to the Governor's 4% reduction plan, the 1989-91 operating and capital budget requests, the Governor's efficiency effort, the unit cost study, and a peer institution review.

The 4% reduction plan is due on November 30. President Olander will consult with Chairman Tang regarding whether or not a conference call with the Trustees will be necessary. He also discussed time lines; the problem with the SAFE formula; the November 5 Higher Education Coordinating Board meeting in which Evergreen was designated as an entity separate from the community colleges, the regionals, and the research universities. It is important that Evergreen define a new set of peer institutions by March in order to request approval by the Legislature.

Chairman Tang noted for the record the presence of students and welcomed their interest and participation.

#### APPROVAL OF MINUTES - Action

**Motion 87-34** Mr. Mante moved approval of the minutes of the October 19 meeting as distributed. Seconded by Mr. Gelman and passed.

#### FACULTY PROFESSIONAL LEAVE POLICY - Action

Provost Hill reviewed the proposed faculty professional leave policy (which cannot exceed 4% of full time equivalent faculty and exempt staff). The present policy is based on a grant-application model; the proposed policy brings Evergreen's procedures into line with those of the vast majority of other higher educational institutions.

**Motion 87-35** Ms. Boyd moved repeal of EAC 174-112-790, -800, -810 and replacement with the attached professional leave procedures regarding eligibility, application, and basis of selection; and that EAC 174-112-820, regarding faculty professional leaves committee, be deleted. Seconded by Mr. Mante and passed.

#### APPROVAL OF COMMERCIAL ACTIVITIES POLICY - Action

Vice President Washburn recommended approval of the commercial activities/"unfair competition" policy, which was required during the last

legislative session. The approved policy is due to the Legislature by December 1. The policy has been framed in consultation with the local business community and has the full endorsement of the Olympia/Thurston County Chamber of Commerce.

**Motion** Mr. Mante moved approval of the attached policy on Commercial  
**87-36** Activities ("Unfair Competition") policy. Seconded by Ms. Boyd and passed.

#### OTHER BUSINESS AND INFORMATION

##### Communicable Disease Policy

Vice President Martin recommended Board action at the December meeting on the communicable diseases policy. One general policy on communicable diseases has been proposed rather than individual policies addressing specific diseases. This policy was developed by the Counseling and Health Center, students, and staff. Some of the operational details have already been worked out.

##### Request for Public Testimony

Students asked whether there would be opportunity for public testimony at this meeting. Chairman Tang indicated the willingness and desire of the Trustees to discuss issues of concern with students following adjournment of the public meeting.

##### Faculty Evaluation and Reappointment Policy

Since the first draft of the new policy developed by the faculty evaluation and reappointment DTF is to be discussed by the faculty later in the afternoon, Provost Hill preferred to review details with Trustees once he has the reaction of the faculty.

##### Tenth Day Enrollment Statistics

Steve Hunter reviewed highlights of the fall, 1987 enrollment. He reported record high fall quarter head count and FTE enrollment. Some of the highlights included: new special enrollment up; full time enrollment up; first people's enrollment down slightly overall but up slightly on the Olympia campus.

##### Olympic Academy Presentation

President Olander told Trustees that at the end of October the U. S. Olympic Committee gave formal approval to the concept of the development of an Olympic Academy in Olympia, Washington, in which Evergreen would be not only involved but would provide academic management. Trustees viewed a videotape promoting this project.

Currently there is no permanent establishment of the Olympic Academy; this proposal defines the resources and activities of the proposed project. Basically the Academy would be the educational arm of the Educational Council of the U. S. Olympic Committee. Attached to the Academy is the Exhibition Hall. President Olander believes that the Academy will do great things for the Northwest, for this community, and for the College. The College will request in its 1989-91 budget a position that will become the Dean of the Olympic Academy. The project will be a collaborative enterprise between the USOC Education Council and the College.

Jan Lambertz discussed further several elements of the proposal which had been distributed by the President.

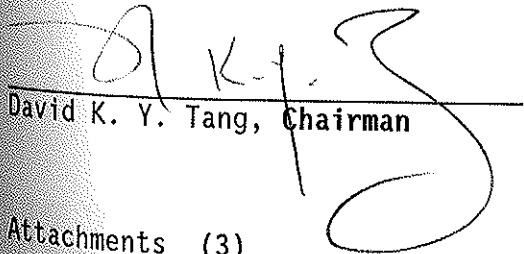
#### Selection of an AUB Representative

Chairman Tang proposed (and Trustees agreed) that the Vice Chairman of the Board serve as the College's Association of University Board representative. As Vice Chairman, Herb Gelman will represent Evergreen during his term.

#### ADJOURNMENT AND DATE OF NEXT MEETING

The public meeting adjourned at 2:55 PM; Trustees stayed to discuss issues of concern with students until 5:08 PM.

The date of the next regular Board meeting was set for December 9, at 9:00 AM.

  
David K. Y. Tang, Chairman

  
Allan M. Weinstein, Secretary

Attachments (3)

THE EVERGREEN STATE COLLEGE

Resolution No. 5-87

Resolution of the Board of Trustees of  
The Evergreen State College  
Expressing Condolences to Western Washington University

WHEREAS, in the judgment of The Evergreen State College, G. Robert Ross, President of Western Washington University, was an outstanding higher education leader;

WHEREAS, G. Robert Ross was cooperative with the other institutions in the State of Washington in developing a more high quality and much more accessible public higher education system;

WHEREAS, generations of students will benefit from President Ross' devoted efforts as administrator, colleague and teacher;

THEREFORE BE IT RESOLVED that the Board of Trustees express their deep gratitude for their association with President Ross and express, too, their deepest sympathy to the families of President Ross, Vice President Don Cole, and Vice President Jeanene DeLille.

Dated this 18th day of  
November, 1987

---

Joseph D. Olander, President  
on behalf of The Board of Trustees

EXECUTIVE SUMMARY

TO: Board of Trustees  
FROM: Joseph D. Olander *Joseph D Olander*  
DATE: November 11, 1987  
SUBJECT: Faculty Professional Leave Policy

1) **Administrative Recommendation:**

That the Board repeal EAC 174-112-790, EAC 174-112-800, EAC 174-112-810 and replace with new professional leave procedures regarding eligibility, application and bases of selection; and that EAC 174-112-820 regarding faculty professional leaves committee be deleted.

Alternative View: A few faculty believe that the leaves should remain on a competitive basis.

2) **Explanation:**

a) Present policy comparison: Present policy is based on a grant-application model, where the quality of the proposal compared to other proposals is the major determining factor in selection. Since resources are so scarce, high-quality proposals are necessarily in conflict with each other; and persons skilled at grant-writing do unusually well. Many persons who have served the college well and long continually lose out in the competition. The new policy brings our procedures into line with those of the vast majority of institutions of higher education.

b) Proposed by: Patrick Hill, Provost

c) Purpose: To facilitate the granting of leaves to deserving faculty.

d) Background: See present policy comparison.

**Scheduling:** Immediate implementation

**Fiscal Impact:** None

**Program Impact:** None

**Legal Process:** This proposal has been approved by the college legal counsel.



6.000 PROFESSIONAL DEVELOPMENT  
6.100 PROFESSIONAL LEAVE POLICY  
Revised 10/14/87

EAC 174-112-790 - Eligibility

1. All personnel designated Regular Members of the Faculty or Library Faculty will be eligible for paid professional leave as described in this policy provided that both at the time of application and the time during which the leave is to occur they are in good standing as defined by the faculty evaluation policy as currently in existence and hereinafter amended.
2. Eligibility for paid Professional Leave will accrue at the rate of one quarter per 16 quarters (5.33 years) of full time service to the institution (excluding summer school). If and when TESC operates on the semester system, eligibility for paid leave will accrue at one semester per seven years of full time service (excluding summer school). Intersession leaves will accrue at one intersession per two years of full time service.
3. An individual entitled to leave may take up to a maximum of either two quarters or one semester plus an intersession of paid leave in any one year and up to a maximum of one year of paid leave in any six year period. Persons taking less leave than accrued shall retain eligibility for the remaining accrued leave.
4. In computing service periods, eligibility for leave is accrued whenever the faculty member is being paid from the faculty salary allocation of the academic budget. Faculty are paid from the faculty salary portion of the academic budget when they are on periods of administrative exchange at The Evergreen State College (e.g. Library exchange); on teaching exchanges with other institutions (except when they take unpaid leave and are then hired by another institution to teach); serve as Tacoma Director, Vancouver Director, Teachers Certification Director, Graduate Program Director, Academic Dean. Periods of

sick leave or maternity leave are not disqualifying. Periods of unpaid leave do not accrue sabbatical leave. Periods of paid leave (for example to do sponsored research) do not accrue leave. Periods on paid sabbatical leave do not accrue leave. Periods of paid leave from sources other than the formula funded sabbatical leaves do not count as accrued leave taken when computing leave eligibility.

5. Professional leave cannot be used for the sole purpose of completing advanced degree requirements.
6. The number of persons on professional leave during any one academic year shall not exceed the limitations in Substitute House Bill 662, 1977, Section 1(5), which specified by state law (RCW 28B.10.650 as currently exists and hereinafter amended) now amounts to 4.0%.
7. A period of service following a professional leave will be required upon return from leave, the period of service being equal to the duration of the leave. Upon accepting a professional leave, the faculty member agrees to such service. Any failure to serve shall require prorata repayment of the monetary value of the professional leave benefit (salary + benefits).
8. Professional leaves must be taken within the time period for which they are granted. If this is not possible, the faculty member must notify the Provost (normally at least one year prior to the scheduled leave) and the faculty member must reapply. (S)he will retain eligibility for future quarters.
9. Upon completion of a leave, the recipient is expected to share findings and/or accomplishments of the leave with the campus community so that all interested persons can benefit.

EAC 174-112-800 Application

1. At the beginning of each academic year, the Provost will notify all faculty of the year in which they qualify for their next leave

and will encourage all eligible faculty to apply. Applications from Members of the Faculty for paid professional leave must be submitted by December 15, two academic years preceding the academic year in which the leave is to be taken.

2. Applications will be submitted to the Development Dean who will select two consultants familiar with the nature of the proposed project work. The consultants will receive a copy of the narrative of the proposal. After reading the proposal, they will make comments for the benefit of the author. In addition, the applicant is encouraged to share the proposal in a presentation to the specialty area or other appropriate audience(s) in order to foster academic discussion within the specialty area and to solicit feed back regarding ideas, if any, to improve the Sabbatical Leave. The Development Dean will give additional assistance as needed to develop the proposal.
3. Applications should be submitted in the form of a two to three page letter that includes at least the following information:
  - a. Statement of proposed activity.
  - b. Purpose and scope of the activity.
  - c. A broad statement of the author's professional agenda showing how the proposed leave fits into that agenda.
  - d. Benefits expected from the activity in light of the faculty member's strengths and weaknesses.
  - e. Detailed plans for carrying out the activity.
  - f. Dates and length of leave requested.
  - g. A statement of how the proposed absence might affect the curriculum.

h. Remuneration, if any, from another source.

4. President, Vice President and Deans.
  - a. The President, Vice President and Deans shall make application and be considered for leave through the same process as members of the regular faculty. Application requirements, time of submission, and the criteria used for evaluating applications for professional leave shall be on the same basis as for regular faculty except that leave shall accrue at one quarter per every two years of service or at one semester per every three years of service.
  - b. Quarters of leave granted to the above shall be taken from the Exempt Administrator Professional Leave allocation and shall not decrease the number of quarters of leave available to the regular faculty.

New EAC 174-112-810 Bases of Selection

1. All eligible faculty with an equal amount of service have an equal right to leave. Therefore, all proposals shall be reviewed only to determine:
  - a. The eligibility of the faculty member based on duration of service to the institution and whether or not the faculty member is in good standing.
  - b. That the leave is for work in the faculty member's field of expertise or in a field that the faculty member is developing as a part of current or proposed teaching at TESC. Leaves cannot be made for the pursuit of an advanced degree.
2. Acceptable applications as determined in #1 above shall be ranked by the Provost in terms of accrued leave, subtracting 16 quarters (or 5.3 years full time equivalent) of



eligibility for each quarter of paid Sabbatical leave taken by the faculty member while at TESC. In the event that we are operating on the 4-1-4 semester system in the future, subtract 7 years of eligibility for each semester taken and 2 years for each intersession taken.

3. Leaves shall be granted based on the ranking in #2 above. In the event that a decision has to be made between two or more people with the same amount of accrued experience counting towards the leave, it shall be made based on consultation with the parties involved. Consideration shall be given to cases where the proposed research cannot be delayed due to external constraints. In addition, in the event that a decision has to be made between two or more people with the same amount of accrued leave, any individual(s) who can delay their proposal for one or up to two years will be allowed to do so without needing to reapply and the faculty will be consulted as to their preferences. In the case where a decision still must be made between two or more individuals with the same amount of accrued leave, the decision shall be made by the flip of a coin.
4. In the event that there is a pressing need for a faculty member to go on leave because a unique opportunity has arisen and the faculty member does not qualify for a leave based on accrued leave or when the faculty member qualifies for less leave than required for the proposal, the development dean shall make every effort to locate outside funding in order to permit or extend the leave. Proposals requiring additional funding to make the leave possible or to extend the leave for an additional period of time will be competitive and will be reviewed by the Sponsored

Research committee contingent upon the availability of non-state funding or Sponsored Research Funding where appropriate.

EAC 174-112-820 (compensation and status section) and -830 (portfolio while on leave) remain the same. EAC 174-112-840 (faculty professional leaves committee) is deleted.

#### Special Implementation for 1987-88

Since the Faculty Development Dean not begin for awhile, and it is necessary to award leaves in the intervening years, the Faculty Professional Leaves Committee shall remain in existence until that dean is in place. The committee will serve in place of the Faculty Development Dean as described in the Proposed New EAC 174-112-800.

MWB/pb  
10/19/87

Proposed for Trustee  
Approval on November 18, 1987

Approved  
11-18-87

THE EVERGREEN STATE COLLEGE  
POLICY ON COMMERCIAL ACTIVITIES

Introduction

The Evergreen State College aspires to be the best college of arts and sciences in the country, offering students an education which is both high quality and simultaneously the most effective preparation for the world of the future.

The future for which we prepare our students will be one of complexity, of rapid change and technological innovation, and of multi-cultural populations. Our fundamental mission is to assist students in learning how to learn, and how to continue developing their skills in this new world.

Policy

The College's ability to fulfill its mission requires the collection of fees for providing goods and services that enhance, promote, or support instructional, research, public service, and all other educational and support functions in order to meet the needs of the students, faculty, staff and "invited guests." "Invited guests" is defined as follows: any person who enters onto the campus for an educational, research or public service activity and not primarily to purchase or receive goods and services not related to the educational, research or public service activities of the college. Users of campus services may be required to show identification. All purchasers of computer equipment will be required to produce identification. Signs which convey the College's right to request identification will be prominently posted at appropriate commercial locations.

Criteria

Educational business activities shall be established and carried on only when pursuant to, and in accordance with, an authorization and statement of purpose approved by the Vice President for Development and Administrative Services.

Each educational business activity shall meet the following three conditions:

The activity is deemed to be an integral part in the fulfillment of the institution's educational, research, public service, and/or campus support functions, and other educational and support activities, without regard to profit.

12/9/87

The activity is needed to provide an integral good or service at a reasonable price, on reasonable terms, and at a convenient location and time. "Reasonable price" shall be defined as the price which covers all direct and indirect costs, including overhead.

The activity is carried out for the primary benefit of the campus community but with sensitivity to the total community.

The activity is incidental to the ordinary and authorized function of a campus entity, i.e., occasional sales by the bookstore to campus visitors.

#### Oversight and Review

The Vice President for Development and Administrative Services shall be responsible for the review of all current and future commercial activities covered by this policy. Any internal or external questions concerning the interpretation of The Evergreen State College Commercial Activities Policy shall be the responsibility of the Vice President for Development and Administrative Services. All current commercial activities programs shall develop guidelines specific to their areas and be evaluated to ensure compliance with the stated policy not later than six months after the adoption of this policy by The Evergreen State College Board of Trustees.