

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

April 12, 1995

**Daniel J. Evans Library, Room 3112
Olympia, Washington 98505**

Trustees Attending:

Lila S. Girvin
Frederick T. Haley
Dwight Imanaka
Ed Kelly
Christina A. Meserve
John N. Terrey
Carol Vipperman

Representative to Board:

Judy Huntley, Staff
Dale Knuth, Alumni
Linda Kahan, Faculty

Absent:

Ted Shouse, Student

Staff Present:

Bill Bruner, Dean of Library Services
Art Costantino, Vice President for Student Affairs
John Cushing, Academic Dean
Wade Davis, Controller
Shannon Ellis, Dean of Student & Academic Support Services
Paul Gallegos, Special Assistant for Affirmative Action
Lee Hoemann, Executive Associate to the President
Steve Hunter, Director of Institutional Research
Jane Jervis, President
Lee Lambert, Special Assistant for Civil Rights
Sandy McKenzie, Executive Director of College Advancement
Nancy McKinney, Special Assistant to the Executive Vice President
Kim Merriman, Assistant to the President for Governmental Relations
Collin Orr, Senior Accountant
Linda Pickering, Access Services Coordinator
Les Purce, Executive Vice President for Finance
Gary Russell, Chief of Security
Rita Sevcik, Administrative Assistant to the President/Recording Secretary to
Board of Trustees
Barbara Leigh Smith, Vice President for Academic Affairs & Provost
Steve Trotter, Budget Officer
Mike Wark, College Relations
Bill Zaugg, Administrative Assistant for Budget, Student Affairs Division
See permanent roster for others attending

Others Attending:

Jan Frickelton, Assistant Attorney General

WORK SESSION

The work session was convened at approximately 9:05 AM by Chair Girvin.

1995-97 Budget Planning Update

President Jervis provided a brief budget overview of: (1) the 1993-95 supplemental budget, which includes funding for a cooperative library project for the six senior institutions; (2) the 1995-97 capital budget (mentioning that next year, Evergreen will be included in the timber trust revenue distribution); and (3) the 1995-97 operating budget. The President reviewed the budgets proposed by the House and by the Senate. She described the assumptions the staff have made regarding a probable level of reduction and the process for communicating with the campus. She also mentioned the curriculum DTF proposal regarding part-time studies and the issue of growth in the region and state. Evergreen will need to address issues surrounding growth and the pressure of a predicted 50 percent increase in direct-from-high-school students in the next fifteen years. By the year 2010 there will be an estimated 70,000 additional students (high school graduates and older returning students).

Report on Recent Work in Core Programs

Provost Barbara Smith led a discussion about work done in the summer of 1994 on core programs (focused on retention) and a diagnosis of the issues. Steve Hunter discussed the summer workshops for core faculty and faculty member Thad Curtz' project, which involved collecting information and reporting student feedback to core faculty teams. Shannon Ellis discussed the role of the student affairs staff (as core "connectors") in this project. Provost Smith highlighted some of the structural changes recommended by the Curriculum DTF. Art Costantino and Barbara Smith reviewed some of the outcomes of this work (suggestions to increase enrollment options, improve academic advising at the entry point and the transition between the freshman and sophomore year; improve program planning, increase subject area breadth in core programs, and integration of student affairs and the academic division).

Diversity Training: issues of staff and students with disabilities/policies for reasonable accommodation/discussion of disability issues

In advance of this meeting, Trustees received proposed college policies regarding reasonable accommodation of students and employees and applicants for employment. Vice President Costantino provided an overview of disability issues for the college and a history of the Access Services disappearing task force. Access Services Coordinator Linda Pickering, and Special Assistant to the President for Equal Opportunities, Paul Gallegos, discussed the College's experience in serving students with disabilities and the draft *Students with Disabilities* policy. Director of Human Resource Services, Jim LaCour, joined Paul Gallegos in discussing employment issues. Additional areas of discussion included education and training of faculty, staff and students; and ADA coordination and accessibility issues.

REGULAR MEETING

Chair Girvin called the meeting to order at 1:35 PM. Vice President Purce introduced Kristy Walker, newly appointed Director of Evergreen's Bookstore. The Chair announced that an executive session would be held later in the meeting. With this addition, the agenda was unanimously approved.

CHAIR'S REPORT

The Chair reported Trustee attendance at the faculty retreat (following the February Board meeting) which examined the curriculum report. She invited Trustees Kelly and Meserve to report on their attendance at the annual Association of Governing Boards meeting held in Seattle in late March. Rita Sevcik (Recording Secretary to the Board), who attended the pre-conference session for Board Secretaries, briefly mentioned her experience at this meeting and endorsed the President's comment that Evergreen's Board is extremely well informed about issues affecting higher education and this institution.

Chair Girvin reported her attendance at the Evergreen Foundation meeting on February 22, indicating that the Foundation had responded to the Trustees' request to provide a presidential annuity. She announced that the Foundation has approved a five-year annuity of \$8,000/year to be owned by the Foundation until it is transferred to the President. Since Evergreen was the only public four-year college or university that did not provide an annuity for its President, Trustees felt this was an important action to take. The Chair indicated that the Trustees would all make a contribution beyond what they ordinarily donate to the Foundation to help with this annuity and encouraged others to also contribute. She acknowledged Les Purce's role in providing guidance and information to the Foundation in order to establish this annuity.

PRESIDENT'S REPORT

President Jervis mentioned her participation in a panel on the subject of tenure at the AGB conference, indicating that there will be two ongoing studies of tenure -- one conducted by the American Association for Higher Education (a project on faculty work patterns) and another conducted by Dick Chait (alternatives to tenure) who moderated the AGB panel. As part of his study, Dick Chait plans to make a return visit to Evergreen to gather information. The President mentioned that the faculty is considering revisions to the faculty reappointment policy and shared Dick Chait's prediction of a high likelihood of state ballot measures against tenure.

The President reported that she has been asked by the Commission on Colleges to attend, as one of three presidents from the Northwest region, a meeting in Washington, D. C. in late June, to participate in a national conversation with the Department of Education and the National Policy Board on issues of national accreditation standards. She informed Trustees of meetings with individual legislators and testimony given to legislative committees. Chair Girvin highlighted Trustee involvement in communicating the importance of higher education to legislators and newspapers.

President Jervis mentioned her external and internal activities, major speeches, participation in academic programs, and an alumni/advancement trip to California.

She called on Vice President Purce to report on conversations with the *Administrator for the Courts and their proposal to co-locate on Evergreen's campus*. Dr. Purce mentioned the College's future plans to develop Phase II of the Seminar Building and conversations

exploring advancing the capital construction schedule to support a part-time studies curriculum. He will be exploring these issues coupled with the feasibility of developing a lease arrangement with the Administrator of the Courts. Trustee Vipperman wondered if part of the exploration might include an evaluation of other entities who might be compatible to share space with the College should that be deemed desirable.

Proposed revision to the parking policy. Vice President Purce outlined the process for the proposed revision to parking regulations and distributed a one-page highlight of the proposed changes. Chief of Security, Gary Russell, reviewed the recommendations and rationale behind the proposal. Chair Girvin volunteered to be the Board's representative at the parking hearing on Tuesday, May 9.

The President invited Representatives to the Board to report on their respective areas: Staff Representative Judy Huntley reported staff appreciation of being informed about the budget process; staff concern about the parking fee structure; and the success of the new phone registration system. Faculty Representative Linda Kahan reported that the faculty were discussing revisions to the reduction-in-force policy and the faculty reappointment policy, in addition to engaging in ongoing conversations about curriculum. Alumni Representative Dale Knuth reported on alumni involvement in the legislative process (mentioning an alumni letter to alumni and parents in Washington State), Super Saturday planning and an invitation to Lynda Barry to meet with alumni while she is here serving as graduation speaker, and his participation in reviewing scholarship applications for the creative writing scholarship.

APPROVAL OF MINUTES - Action

Motion Dr. Terrey moved approval of the minutes of the February 8, 1995 meeting.
4-1-95 Motion passed with unanimous consent.

APPROVAL OF EXECUTIVE ASSIGNMENT FOR THE PRESIDENT - Action

Chair Girvin reviewed a letter of understanding outlining the Board's request to the President to devote two months this summer to a focused research and policy development project on student financial aid which has been discussed at past meetings. She announced that this arrangement is a partial fulfillment of the commitment made by the Board when President Jervis was hired in 1992.

Motion Dr. Terrey moved approval of the attached *Letter of Understanding* requesting the President to take on an executive assignment to work on a focused research and policy-development project on student financial aid during a two-month period this summer between June 15 - September 15, 1995. Seconded by Mr. Kelly and passed.
4-2-95

APPROVAL OF REVISION TO BOARD POLICY #5, PRESIDENTIAL EVALUATION - Action

President Jervis pointed out a typographical error, which had been corrected on the original. She also pointed out that the intent of these revisions was to state that the President will be evaluated annually and to remove the reference to a specified time for the evaluation to occur. Trustee Meserve asked that, at some point, Trustees consider and contemplate removing the specified fixed term from this policy.

Motion Ms. Vipperman moved approval of revisions to attached Board Policy No. 5,
4-3-95 *Presidential Evaluation*. Seconded by Mr. Haley and passed.

OTHER BUSINESS

Affirmative Action Plan/Staff Turnover Report

President Jervis related that each spring the College is required to report on the affirmative action status. She pointed out that Evergreen has done well in most categories but has fallen short in recent years in the number of persons with disabilities and the number of veterans. Paul Gallegos reviewed the materials mailed to the Trustees, highlighted the gains achieved during the previous program year, pointed out changes to the structure of the plan (revision of some of the goals), and mentioned the ongoing work of achieving the affirmative action goals.

Legislative Update

President Jervis filled in for Kim Merriman who was representing the College at a discussion of the tuition bill. She mentioned the status of several bills important to the College.

Financial Management Report

Vice President Purce distributed and reviewed a summary of proposed management reports which will be provided to the Board on a quarterly or annual basis. Trustee Kelly, representing the Board Finance subcommittee, identified the questions which will be answered over the next several months: (1) *Are these the types of reports the Board wants?* (2) *Are the reports presented in a format that is easy to understand?* He suggested that the Board move forward with this proposal. He hoped eventually that the quarterly reports can be included with the Board packets and would only be discussed if there are questions. Trustee Vipperman suggested adjustment/fine tuning of the sample *Grant and Contract Activity* report. Trustee Terrey suggested that a key be provided that would indicate what percentage of the year the report statistics covered.

Faculty Evaluations of Students

Provost Smith provided a periodic report to the Board on the status of late student evaluations. She announced that only sixteen of the outstanding reports are for students currently enrolled -- this is a significant reduction since the last report. She indicated that a

procedure for turning late evaluations to No Credit needs to be developed; many of the late evaluations involve students who have withdrawn.

Cooperative Library Project

Bill Bruner, Dean of Library Services, distributed and reviewed a status report for the Cooperative Library Project for the State's six public four-year institutions, providing for a sharing of information resources among the six campuses. He reviewed a budget summary and Evergreen's portion of the costs.

Amendment to Board Bylaws/Intention to Amend at May Meeting

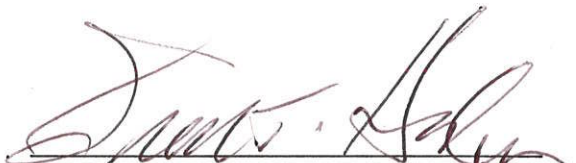
The Board discussed its intention to amend the Bylaws at the next meeting to allow greater flexibility in the timing of the President's evaluation and in the scheduling of meetings, and to make other minor editorial changes.

EXECUTIVE SESSION/DATE OF NEXT MEETING/ADJOURNMENT

The Board recessed into executive session at 4:30 PM for an anticipated 20-minute period to consult with legal counsel regarding agency enforcement action or actual or potential agency litigation.

The Board reconvened the meeting, set the date of the next meeting for May 10, and agreed to schedule the executive session evaluation of the President on Friday, June 9, following graduation. The Board adjourned the meeting at 4:55 PM.


Lila S. Girvin, **Chair**


Fred T. Haley, **Secretary**

Attachments (2): Letter of Understanding
Board Policy No. 5, *Presidential Evaluation*



The Evergreen State College

LETTER OF UNDERSTANDING

April 12, 1995

Jane Jervis, President
The Evergreen State College
Olympia WA 98505

Dear Jane,

Re: Executive Assignment for President

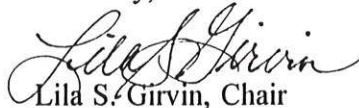
The Board's contract with the President (Section IV - Duties) authorizes the president to carry out "such duties and responsibilities as directed by the Board or as may be set forth in the administrative policies or directives of the institution."

At the Board's request, you have agreed to devote two months this summer to a focused research and policy-development project on student financial aid. We hope that you will be able to develop policy alternatives that will be immediately useful to Evergreen and that may allow us to take a larger part in the state-wide conversations about funding. You have agreed to prepare a report documenting your findings and outlining policy recommendations for consideration by the Board.

The Board understands that, in order to complete this project, you will be away from campus during the period June 15 through September 15, 1995, and that the vice presidents have agreed to act in your stead at alternate times during that period of time. During that period, in addition to the two months devoted to this project, you will also have a three-week vacation and a week committed to your work as a commissioner for the Northwest Association of Schools and Colleges.

We are pleased that you have agreed to accept this assignment in partial fulfillment of the Board's commitment to provide you an *executive assignment* with pay for a maximum of two quarters after the spring of 1995.* The Board intends to honor the remainder of its commitment to you by authorizing a leave with pay for a total maximum length of one quarter plus one additional month at a mutually agreeable time prior to September 15, 1997.

Sincerely,



Lila S. Girvin, Chair

* Commitment made by Board in a letter from Chair Carol Vipperman dated April 13, 1992, and clarified by an April 27, 1992 addendum.

PRESIDENTIAL EVALUATION

1) The President's performance will be evaluated annually by the Board of Trustees. The President and the Board of Trustees will discuss and agree upon the President's performance objectives. The evaluation shall solicit and consider ideas and information from within and without the college campuses. The President will be judged by the performance of the college as a whole.

2) The Board expects from the President the following **general traits**:

- Honesty
- Succinct oral communication
- Approachability and accessibility

and the following **abilities and commitments**:

- Ability to manage conflict
- Commitment to solicit opinions from Board members and the college community
- Ability to sustain positive legislative relations
- Commitment to professional development that will enhance the college community
- Ability to promote an atmosphere of trust
- Commitment to collaborative interdisciplinary learning
- Commitment to multiculturalism
- Commitment to affirmative action
- Commitment to diversity of thought

3) It is the intent of the Board that the President shall be appointed for a term not to exceed six years, reviewable annually; the appointment may be renewed for a maximum of twelve years.

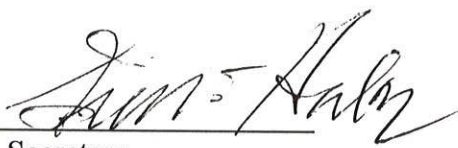
4) The President shall be responsible for providing to the Board a "State of the College" message on an annual basis.

Originally adopted 9/25/91
Revised 10/13/93
& 4/12/95

Revised 4/12/95
Date

By 
Chair

Attest:


Secretary