

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

February 12, 1997

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

Trustees Attending:

Bill Frank, Jr.
Lila S. Girvin
Fred T. Haley
Dwight Imanaka
David E. Lamb
Christina A. Meserve
Carol Vipperman

Representative to Board:

Alumna Janet Asbury
Staff Jane Wood
Student Francis Morgan-Gallo

Staff Present:

Peter Bohmer, Member of the Faculty, Tacoma Program (February 11)
Bill Bruner, Dean of Library Services
Art Costantino, Vice President for Student Affairs
Wade Davis, Controller
Ruta Fanning, Vice President for Finance and Administration
George Freeman, Member of the Faculty, Tacoma Program (February 11)
Joye Hardiman, Director of the Tacoma Program (February 11)
Lee Hoemann, Executive Associate to the President
Steve Hunter, Director of Institutional Research
Michael Huntsberger, KAOS Manager
Jane Jervis, President
Sandy McKenzie, Executive Director of College Advancement
Nancy McKinney, Special Assistant to VP for Finance and Administration
Steve Metcalf, Library Systems Manager
Kim Merriman, Assistant to the President for Governmental Relations
Walter Niemiec, Associate VP for Academic Budget & Financial Planning
Arnaldo Rodriguez, Dean of Enrollment Services
Rita Sevcik, Administrative Assistant to the President/Recording Secretary to
Board of Trustees
Gilda Sheppard, Adjunct Faculty, Tacoma Program (February 11)
Luversa Sullivan, Adjunct Faculty, Tacoma Program (February 11)
Barbara Leigh Smith, Vice President for Academic Affairs and Provost
Steve Trotter, Budget Director
Mike Wark, Director of College Relations
Artee Young, Member of the Faculty, Tacoma Program (February 11)
Bill Zaugg, Administrative Assistant for Budget
See permanent roster for others attending

Others Attending:

Jan Frickelton, Assistant Attorney General
Hillary Rossi, Cooper Point Journal

FEBRUARY 11, 1997 WORK SESSION

Chair Imanaka called the work session (held on the Tacoma campus) to order at approximately 1:35 PM.

Enrollment - current situation and trends

President Jervis set the context for this discussion, relating that enrollment has been a public issue recently, since it was disclosed that several of the public institutions are below their budgeted enrollments and that applications for next year are down. This situation invites a lot of questions. She encouraged Trustee participation in the discussion.

Steve Hunter gave a presentation regarding enrollment issues identifying critical issues that need to be addressed. He presented general information regarding Evergreen's enrollment history, student body characteristics, retention rates over time, and changes in the state tuition policy. This discussion included a description of the enrollment projection process and how that process feeds into the tuition and fee revenue model.

Mr. Hunter highlighted current information for application levels at Evergreen and statewide; discussed the College's response; and outlined some of the explanations for the enrollment dip. Trustees asked questions and engaged in a discussion of the various enrollment scenarios (growing at the budget request level of 150 new students next year and 120 students the following year vs. no growth vs. some intermediate position).

Tacoma Program update

Joye Hardiman, Director of the Tacoma Program, provided an overview of the program, which includes 140 students; one quarter of them commuting from Seattle. The program focus for this year is data collection, analysis and presentation. The program goals include personal and professional development; research and scholarship; community and public service.

Adjunct Faculty Member Luversa Sullivan highlighted her work with students in developing the Tacoma home page, which was created by students in eleven weeks using their newly acquired multi-media skills. Students decided on the web page theme "*Enter to Learn; Depart to Serve.*"

Several current and former students described their experiences in the Tacoma Program and talked about how they will use or are using what they have learned.

Ms. Hardiman reported that the Tacoma Program has established the first official Alumni Association chapter. Tacoma Program graduate Carol Wolfe discussed her experience at Evergreen and commented that the focus of Tacoma alumni is to create partnerships with their communities.

Dr. Artee Young described her work with the Bridge Program, a partnership with Tacoma Community College for lower division students. Bridge students are studying public health and will do a project related to naturopathic medicine and literature. Dr. Gilda Sheppard, exchange faculty member from Seattle Community College, offered a thumbnail sketch of her exchange experience.

Dr. Hardiman informed Trustees that, at the end of the year, student take the information they have learned and do a collaborative project with the community.

WEDNESDAY, FEBRUARY 12, 1997 REGULAR MEETING

Call to Order/Introductions/Work Session

Chair Imanaka called the meeting to order at 9:05 AM and established a quorum. The agenda was approved as presented. Provost Smith introduced Professor Tohi, Kobe Exchange Faculty, teaching in the Japanese Studies Program.

Mission and Long-Range Plan - Discussion

President Jervis related that revisiting these two documents is an early step in the College's self-study process for reaccreditation. Provost Smith reviewed the mission statement, indicating that a final recommendation will come to the Board in April. Trustees suggested the mission statement could be crisper and should convey more excitement.

Dr. Jervis pointed out that the revised long-range plan is an update of the plan adopted in 1994; this year's budget request followed the College's long-range plan. Dr. Smith reviewed each goal and highlighted revised sections. Trustee Vipperman suggested it would be helpful to have benchmarks/time frames against which goals could be measured since the goals are so expansive. President Jervis commented that Evergreen has internalized this plan to a very remarkable degree.

Web Page Demonstration

Lee Hoemann "cruised the internet," guiding the Trustees through Evergreen's home page and the Policies and Procedures manual which has recently gone on-line.

Tour - Graphic Imaging Lab/Lunch

Following a Trustee group photo session, Trustees were given a tour of the Graphics Imaging Lab (led by Alley Hinkle, Media Services Manager); Trustees joined members of that staff for lunch.

RECONVENED MEETING

President Jervis introduced the Alumni Association Representative to the Board, Janet Asbury, who rotates her service with two other alumnae.

CHAIR'S REPORT

Chair Imanaka reported the following: his pride in *The Olympian* article about Rita Sevcik's Evergreen service; his attendance at the Governor's inaugural ball; kudos to President Jervis for her recent testimony before the House Higher Education Committee and the Higher Education

Coordinating Board; and his appreciation to the Tacoma program for their hospitality and presentation to the Board on Tuesday afternoon and to those who facilitated this morning's tour of the Graphics Imaging Lab and associated areas, and for the web page presentation.

Trustee Vipperman thanked the Evergreen community for hosting a group of Russian visitors as part of a grant that her organization (The Foundation for Russian/American Economic Cooperation) is administering.

PRESIDENT'S REPORT

President Jervis (1) showed the Board an illustration of Evergreen's newly-designed license plate, indicating that \$28 of the cost is a contribution to an Evergreen scholarship fund; (2) discussed Evergreen's response to the Governor's request for a 5% budget cut exercise (the College used this as an opportunity to make a request for storm damages); (3) mentioned the rationale behind the rise in the cost of employee tuition (employees are being charged the full cost of processing applications); (4) mentioned progress toward the implementation of limited arming; (5) informed the Board of her activities and legislative contacts since the last meeting.

She asked the Board to affirm their position on the legislation placing students on governing boards (revisiting the rationale for this position). The President stated her belief that the Board's opposition to voting membership on the Board is not inconsistent with the high esteem and respect Evergreen and the Board hold for students and their opinions, concluding that student input is essential to the formation of good policy; members of the Board concurred.

The President called on the community representatives. Alumna Representative Janet Asbury discussed her perception of the work of the Alumni Association -- they are an active board generating money for scholarships -- and mentioned upcoming events, including the August alumni reunion and the March 12 legislative reception. Student Representative Francis Morgan-Gallo reviewed the CPJ coverage of a student/public safety issue, indicating there is a broad spectrum of opinions. He went on to say that students are busy with their academic work. Staff Representative Jane Wood reported on a number of staff activities: June 14 Super Saturday planning, April 16 spring faculty/staff arts exhibit sponsored by the Employee Recognition Committee; activities sponsored by the Native Student Alliance and the Longhouse staff; participation of 500 people in the Day of Absence/Day of Presence activities; KAOS fund drive; the April 5 Transition Institute ; and the student affairs annual pancake brunch/auction on February 14.

APPROVAL OF MINUTES - Action

Motion Ms. Meserve moved approval of the minutes of the December 11, 1996 meeting
2-1-97 as presented. Seconded by Ms. Girvin and passed.

ACCEPTANCE OF AUDIT REPORT - Action

Vice President Fanning identified the three parts of the annual College audit: financial records, federal funds, and legal compliance. The results of the audit were presented at an exit conference held on December 19. Trustee Girvin represented the Board via conference phone. Ms. Fanning

was pleased to announce that there were no findings or questions in the audit. This is the third year in a row that Evergreen has had no findings.

Motion Mr. Lamb moved acceptance of the attached Washington State Audit Report for
2-2-97 Evergreen for fiscal year 1995-96. Seconded by Ms. Meserve and passed.

**REQUEST FOR FEDERAL FUNDS RELATED TO THE 1996-97 WINTER STORMS -
Action**

Ms. Fanning apprised the Board of the extent of damage to the campus caused by multiple winter storms in late December/early January. She recommended Board approval of the College's request to apply for state and federal disaster funds; a related interagency agreement; and a resolution delegating authority to the President and her designee.

Motion Ms. Vipperman moved approval of (1) the College's request to apply for state
2-3-97 and federal disaster assistance related to the December winter storms; (2) the **attached** related interagency agreement between the Washington Military Department and The Evergreen State College; and (3) **attached** Resolution No. 97-1 delegating authority to the President and her designee to act on behalf of the Board to obtain federal and/or emergency or disaster assistance funds. Seconded by Mr. Lamb and passed.

SUMMER SCHOOL TUITION SCHEDULE FOR 1997 - Action

Academic Dean John Cushing discussed the tuition setting practice of previous summer school sessions and recommended the College maintain the established relationship, to the extent allowed by Initiative 601, between the academic year and summer school rates. *(Prior to 1992, all credits above 10 quarter hours were free since the maximum rate was set at 10 credit hours. Thus a student registered for 16 quarter hours paid for less of her/his faculty costs than a student registered for fewer than 10 credit hours. To more fairly charge for teaching costs, since 1992, the College has charged students for each credit hour from 1 through 16.)*

Motion Ms. Meserve moved approval of the 1997 summer school tuition and fee
2-4-97 schedule and acceptance of the administrative recommendation:

- 1) To continue to maintain a self-supporting summer school in a way that is reasonable and financially affordable for students, as decided by the Board in 1986.
- 2) To continue to charge the direct costs of teaching in an equitable manner.
- 3) In order to maintain the established relationship between the academic year and summer school tuition, increase tuition for undergraduate residents to match the regular year rate and increase tuition for all other categories by the same percentage.

Seconded by Ms. Vipperman and passed.

APPROVAL OF LIBRARY CONTRACT WITH ST. MARTIN'S - Action

President Jervis noted that in February the Board had delegated authority to her to approve this contract with St. Martin's. The President did not need to use the delegation since the timing now allows the Board to act directly. Contingent upon Board approval, a public signing ceremony has been planned for February 28, because of this unique collaboration between a private institution and public institutions. Bill Bruner presented for Board approval the joint Cooperation Agreement among St. Martin's College Library, The Evergreen State College library, and the Washington State Library, pointing out operating costs and anticipated savings. Assistant Attorney General Jan Frickelton clarified the language of the administrative recommendation "purpose" paragraph. This agreement "establishes" a cooperative arrangement, rather than "adds a third library to"

Motion Ms. Vipperman moved approval of the **attached** contract with St. Martin's
2-5-97 College, providing for the sharing of certain computer hardware and library automation software among TESC, St. Martin's College and the Washington State Library. Seconded by Mr. Lamb and passed.

Trustee Meserve commended everyone associated with this impressive piece of work.

OTHER BUSINESS, REPORTS, AND ANNOUNCEMENTS

Update - 25th Anniversary DTF

Llyn De Danaan and Michael Huntsberger reviewed the work of the 25th Anniversary DTF, commenting that this committee has been operating since fall 1995. The role of the task force has been to facilitate, to support and to encourage activities rather than to produce events. Llyn De Danaan described activities of the anniversary year: convocation/honorary degree for Charles McCann; exhibit (and soon to be published book) based upon stories from first year students and staff; ReView article; 25th logo design (by alumnus Tim Girvin); circulation of an anniversary card; assessment of College archives to enhance college history; an in-progress "founding mothers" video. Michael mentioned the March 12 legislative reception, a series of events in April (including a Transition Institute), plans for an alumni reunion scheduled for August 22-24, and placement of plaques at commemorative locations on campus. President Jervis noted the gift of a handsome stone geoduck sculpture. Ms. McKenzie gave a brief report on the 25th anniversary campaign.

Quarterly Financial Management Report

Ruta Fanning provided highlights of the December 31, 1996 management report, indicating that there have been no major changes or differences from the October 31 report.

Reaccreditation Update

Provost Smith identified for the Board the work schedule for reaccreditation. Key pieces of the first stage are the mission statement and strategic plan update, along with the College self-study.

Surveys are planned which will provide nationally measured information. A first draft of the self-study will be available by the end of the summer. President Jervis commended Dr. Smith for her work on this project.

Legislative Report

Kim Merriman reviewed the active ways in which she and others are sharing information about Evergreen, including distribution of a "fact" sheet which demonstrates the College's accountability and efficiency. Among the current legislative issues she mentioned: various tax proposals, salaries, enrollment, tuition, financial aid, welfare reform, and student representation on governing boards. She invited Trustees to be present on March 12 at 3:00 PM to witness the passage of House and Senate resolutions recognizing and honoring Evergreen on its thirtieth anniversary since founding.

Introductions

Barbara Leigh Smith introduced Professor Kasui, Professor Kamijo, and Professor Hara, faculty visiting from Miyazaki University who are at Evergreen as part of a grant related to life-long learning. There will be a number of faculty exchanges during the three-year grant period.

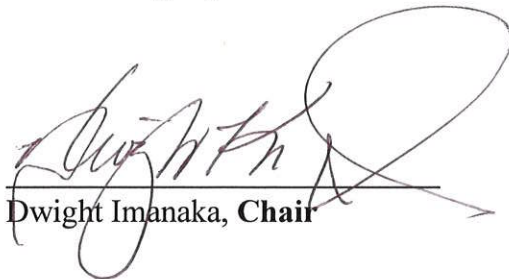
Update: Campus Master Plan

Vice President Fanning distributed a memo which provided a brief history of past campus master planning and an idea of where this work is headed, and highlighted some issues related to growth in areas contiguous to campus property.

DATE OF NEXT MEETING, AND ADJOURNMENT

The date of the next meeting was confirmed for April 9. Trustees requested a change in the June Board meeting date to coincide with their attendance at graduation on June 13.

The meeting adjourned at 3:30 PM.



Dwight Imanaka, **Chair**



Carol Vipperman, **Secretary**

Attachments - Interagency Agreement between Washington Military Department and The Evergreen State College
Resolution No. 97-1, delegating authority to the President and her designee to obtain federal and/or emergency or disaster assistance funds.
Washington State Audit for Fiscal Year 1995-96
Joint Cooperation Agreement among St. Martin's College Library, The Evergreen State College Library, and Washington State Library