

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

AUGUST 12, 1998

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

Trustees Attending:

Stanley L. K. Flemming,
David E. Lamb
Dwight Imanaka
Lara Littlefield
Marilee K. Roloff
Christina A. Meserve

Absent: Bill Frank, Jr.
Carol Vipperman

Staff Present:

Kavinda Arthenayake, Director of Conference Services
Art Costantino, Vice President for Student Affairs
Wade Davis, Controller
John Dlouly, Conference Services staff
Linda Kellogg, Conference Services staff
Beckie Kjer, Conference Services staff
Ruta Fanning, Vice President for Finance and Administration
Michel George, Director of Facilities
Lee Hoemann, Executive Associate to the President
Steve Hunter, Director of Institutional Research
Jane Jervis, President
Nancy McKinney, Special Assistant to VP for Finance and Administration
Kim Merriman, Assistant to the President for Governmental Relations
Rita Sevcik, Administrative Assistant to the President/Recording Secretary to
Board of Trustees
Steve Trotter, Budget Director
Mike Wark, Director of College Relations
Bill Zaugg, Administrative Assistant for Budget

Others Attending:

Barbara Simonetti, Student

Call to Order/Introductions/Acceptance of Agenda

At approximately 1:30 PM, David Lamb convened his first meeting as Chair, introduced the other new Board officers, and announced a quorum. The Chair also introduced Lara Littlefield, the new Student Trustee appointed by Governor Locke, and facilitated Trustee and staff introductions. Ruta Fanning introduced two new staff members, Kavinda Arthenayake, Director of Conferences Services, and Michel George, Director of Facilities, and acknowledged Steve Trotter for his good work as Acting Director of Facilities.

President Jervis announced the departure of Sandy McKenzie, who has served for almost five years as the Executive Director of College Advancement, commenting on the remarkable accomplishments made under Sandy's leadership.

The agenda was accepted as distributed.

APPROVAL OF RESOLUTION RECOGNIZING VIPPERMAN'S TERM AS CHAIR - Action

Chair Lamb acknowledged the absence of Trustee Vipperman and read a resolution recognizing Trustee Vipperman's term as Chair.

Motion Ms. Meserve moved approval of attached Resolution No. 98-09, "Resolution
8-1-98 of the Board of Trustees of The Evergreen State College Recognizing *Carol Vipperman's* term as Chair. Seconded by Mr. Imanaka and passed.

APPROVAL OF MINUTES - Action

Motion Ms. Roloff moved approval of the minutes of the June 11, 1998 regular meeting
8-2-98 and of the June 29, 1998 special meeting as distributed. Seconded by Ms. Meserve and passed.

MODIFICATION TO 1999-01 OPERATING AND CAPITAL BUDGET REQUESTS AND TEN-YEAR PLAN

Vice President Fanning enumerated the technical modifications to the 1999-01 operating and capital budget requests and ten-year plan. She recommended adjustments in the operating budget of \$140,000 (for the Tacoma lease and the per-student amount for enrollment growth) and adjustments in the capital budget of \$1.4 million (for the design phase of the Seminar II Building and several items in the minor works program).

Motion Mr. Imanaka moved approval of a modification to the 1999-01 operating and
8-3-98 capital requests and ten-year capital plan (approved by motion No. 9 on June 11, 1998). The adjusted total of \$4,803,430 for the operating budget reflects a technical adjustment concerning the cost-per-student calculation for enrollment growth and updated cost-per-square foot information for the Tacoma lease calculation. The modified capital budget total of \$17,131,236 reflects changes due to market conditions and scope of completion efforts.

	Estimated Amount
I. OPERATING BUDGET PRIORITIES	
▪ Tacoma Lease	\$ 606,000
▪ Access Through Enrollment Growth	1,676,430
▪ Center for Northwest Native American Studies	667,000
▪ Interactive Learning Technologies	670,000
▪ Center for Community Studies and Service Learning	477,000
▪ Student Research Initiative	245,000
▪ <u>Plant Operations and Maintenance</u>	<u>462,000</u>
TOTAL ESTIMATED OPERATING BUDGET REQUEST	\$ 4,803,430

Motion 8-3-98 continued**II. CAPITAL BUDGET PRIORITIES****A. Minor Works: Preservation**

▪ Life Safety/Code Compliance	\$ 2,274,114
▪ Preservation Projects	3,204,963
▪ Small Preservation Repairs and Improvements	150,000
▪ <u>Emergency Repairs</u>	<u>560,000</u>
Sub-Total Minor Works: Preservation	\$ 6,189,077

B. Minor Works: Program

▪ Lab II 1 st Floor Remodel	\$ 2,600,000
▪ Daniel J. Evans Bldg. – Enrollment Services. Remodel	2,899,000
▪ Comm. Bldg. 2 nd Floor Remodel	1,107,000
▪ Seminar I – 2 nd Floor Remodel	530,000
▪ <u>Small Program Repairs and Improvements</u>	<u>400,000</u>
Sub-Total Minor Works: Program	\$ 7,536,000

C. Major Program Projects

▪ Seminar II Building Design Phase	\$ 2,856,159
▪ Daniel J. Evans Bldg. – Technology Center Predesign	250,000
▪ <u>Daniel J. Evans Bldg. – Programming/Modernization</u>	<u>300,000</u>
<u>Predesign</u>	\$ 3,406,159
Sub-Total Major Program Projects	\$ 17,131,236

TOTAL ESTIMATED CAPITAL BUDGET REQUEST

Seconded by Dr. Flemming and passed.

AMENDMENT TO THE COLLEGE RETIREMENT PLAN - Action

President Jervis introduced Walter Niemiec, who has been coordinating an effort to review the College's retirement plan. He mentioned that a DTF was charged by the Provost, in concert with actions being taken at other schools to expand the number of retirement plan fund sponsors. The regional universities participated in a Request for Proposal to explore other mutual fund company sponsors. In addition to TIAA-CREF, the institutions identified Fidelity, Vanguard, and Safeco.

Mr. Niemiec reviewed the DTF recommended action to modify the current 50% cash-out (at retirement) policy to allow 100% cash-out of a retiree's contributions as well as the employer's contributions. Other DTF recommendations included increasing retirement planning educational opportunities for faculty and staff and amending the current two-year waiting period to allow new employees to enroll immediately in a retirement plan.

Mr. Niemiec will bring additional recommendations to the Board at a future meeting. Trustee Meserve expressed concern regarding potential liability when undertaking to provide information to employees regarding their investments and benefits. She encouraged the institution to maximize the fund sponsor's desire to manage Evergreen's retirement funds, and related her

personal experience with non-community property state institutions that administer pension plans. In his future presentation, Mr. Niemiec will address liability issues.

Motion Dr. Flemming moved approval of a 100% cash-out policy for employees covered
8-4-98 under the College Retirement Plan (TIAA-CREF). Seconded by Ms. Meserve
and passed.

BID AWARD FOR LECTURE HALL - Action

Ms. Fanning reviewed the failed first bid process and provided an update of the re-bid process. This project includes asbestos removal, modification to the HVAC and fire alarm systems, new lighting and podiums, and modernization of audio and visual presentation systems. Construction is scheduled to begin as soon as the project is approved.

Motion Dr. Flemming moved approval of the construction bid award for the Lecture
8-5-98 Hall Remodel project to Western Ventures Construction, Inc. for \$723,600 which
includes Washington State sales tax. Seconded by Ms. Meserve and passed.

OTHER BUSINESS, REPORTS AND ANNOUNCEMENTS

CHAIR'S REPORT – Action

The Chair pointed out changes regarding the agenda format and mentioned the historic action regarding the seating of a student trustee in a newly-created position. He also mentioned the Trustee retreat to be held the following day.

PRESIDENT'S REPORT

President Jervis mentioned the death of Trustee Vipperman's mother, announced the appointment of Jesse Welch to the position of Dean of Enrollment Services, and informed the Board that, for higher education, the 7% budget reduction required by the Office of Financial Management applied only to the general fund portion of the budget and excluded direct instruction. Evergreen's reduction target is \$1.9 million. OFM did not require higher education institutions to submit detailed plans on how to reach the target.

The President reviewed the Council of Presidents' discussion about the common legislative agenda. The six four-year institutions will make a joint presentation on two common issues: faculty and staff salary increases and enrollment increases. Trustee Flemming expressed concern that this strategy would actually widen the gap between state colleges and that Evergreen would fall further behind in the formula. The need for salary increases is competing with other needs, such as recruitment, financial aid, and access. There was agreement that staff should organize a work session for the Board on salaries.

President Jervis reported on the work of the 2020 Commission, whose recommendations will be available the middle of September. She called on Barbara Smith for a report on reaccreditation, complimenting Dr. Smith on her leadership of this process. Provost Smith distributed copies of the final reaccreditation report and described the visit. The President invited Trustees to meet

with the visiting team on October 19. She also mentioned that Evergreen was one of five *Colleges with a Mission* featured in a recent *Newsweek* "How to Get into College" publication .

Conference Services Annual Report

Newly hired Director of Conference Services, Kavinda Arthenayake, discussed surveys distributed to guests, highlighted the report mailed to the Board, and discussed future plans for conference services, including development of a business plan. He expressed his belief that conference services should play a role in recruitment and retention of students.

Board Meeting Schedule

In response to several comments regarding the meeting schedule (particularly August), President Jervis presented an alternate schedule which would accommodate budget approval deadlines. Under the proposed schedule, the Board would meet the second Wednesday (except for June when the meeting is coupled with graduation) in January, March, May, June, July, September and November. The 1998 Board meeting schedule will be an action item on the October agenda.

EXECUTIVE SESSION/APPROVAL OF PRESIDENTIAL SALARY INCREASE - Action

Trustees recessed into executive session for approximately 15 minutes to review the performance of a public employee. The Board reconvened to take the following action.

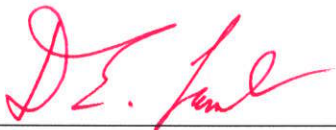
Motion Ms. Roloff moved approval of an annual salary increase for President Jervis
8-6-98 effective July 1, 1998 of \$720. Seconded by Dr. Flemming and passed.

DATE OF NEXT MEETING, RETREAT ANNOUNCEMENT, AND ADJOURNMENT

The date of the next meeting was confirmed for Wednesday, October 14, with an educational/planning session on Tuesday, October 13.

The meeting adjourned at 4:20 PM.

Trustees met in a retreat setting the following day to discuss Board process and membership.



David E. Lamb, **Chair**



Stanley L. K. Flemming, **Secretary**

Attachments – Resolution No. 98-09

RMS

THE EVERGREEN STATE COLLEGE

RECOGNIZING CAROL VIPPERMAN'S TERM AS CHAIR OF THE BOARD OF TRUSTEES


Resolution No. 98-09

IN APPRECIATION for your clarity of thought, your leadership and guidance as Chair during this past year;


IN RECOGNITION of your significant commitment of time, energy and wisdom;

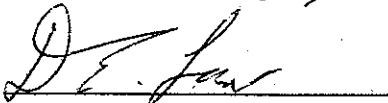
IN RECOGNITION of your concern for Evergreen's past and for her future;

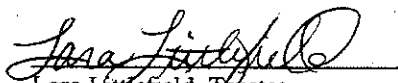
THE TRUSTEES AND THE PRESIDENT express our collective thanks and appreciation for your term as Chair from July 1, 1997 to June 30, 1998.

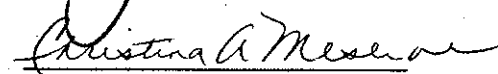

Stanley L. K. Flemming, Trustee

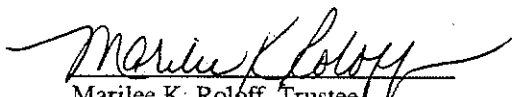
Bill Frank, Jr., Trustee

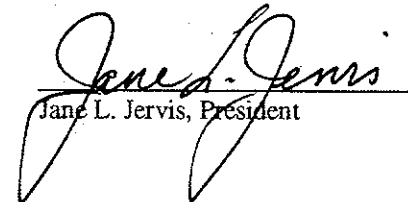

Dwight K. Imanaka, Trustee


David E. Lamb, Trustee


Lara Littlefield, Trustee


Christina A. Meserve, Trustee


Marilee K. Roloff, Trustee


Jane L. Jervis, President

Presented this 12th day of August, 1998