

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE EVERGREEN STATE COLLEGE
EDUCATIONAL/PLANNING SESSION**

JANUARY 13, 1999

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

Trustees Attending:

Stanley L. K. Flemming
Dwight Imanaka (January 13 only)
David E. Lamb
Karen Lane
Lara Littlefield
Marilee K. Roloff
Carol Vipperman (January 12 only)

Absent: Bill Frank, Jr

Staff Present:

Art Costantino, Vice President for Student Affairs
Richard Cellarius, Member of the Faculty
Michel George, Director of Facilities
Ruta Fanning, Vice President for Finance and Administration
Lee Hoemann, Executive Associate to the President
Steve Hunter, Director of Institutional Research
Jane Jervis, President
Anna Kircher, Director of Computing and Communications
Nancy McKinney, Special Assistant to VP for Finance and Administration
Craig McLaughlin, Publications Manager
Kim Merriman, Assistant to the President for Governmental Relations
Walter Niemiec, Associate VP for Academic Budget & Financial Planning
Evelia Romano, Member of the Faculty
Rita Sevcik, Administrative Assistant to the President/Recording Secretary to
Board of Trustees
Barbara Leigh Smith, Vice President for Academic Affairs and Provost
Steve Trotter, Budget Director
Bob Worley, Facilities
Bill Zaugg, Administrative Assistant for Budget

Others Attending:

Ashley Shomo, Cooper Point Journal

Tuesday, January 12, 1999 Educational/Planning Session re: Salaries

The January 12, 1999 educational/planning session was called to order at 1:35 PM by Chair Lamb. President Jervis pointed out that the Tuesday afternoon and Wednesday morning educational/ planning sessions follow the Board's strategic planning discussion at the December meeting. The topics of these sessions relate to three planning elements: faculty and staff vitality (Tuesday's salary discussion); academic programs (Wednesday's academic/learning

environment report); and technology (President Jervis' January 5, 1999 position paper "Computer Technology at Evergreen").

Academic Dean John Cushing facilitated the salary conversation, which focused on his paper, "Faculty salaries, Faculty Workload, and Faculty Turnover: an Inter-related Set of Issues." President Jervis acknowledged that staff salaries are also of concern and reminded the Board that Evergreen has joined with the other five baccalaureate state institutions on a common budget proposal of a 4½%/year salary increase for exempt and faculty salaries for the next biennium. The Governor's budget request contained a 2% salary increase for faculty and exempt staff with the flexibility to increase tuition up to 5%, with certain other provisions.

Highlights of Dr. Cushing's presentation included a discussion about Evergreen's faculty scale, the history of compensation at Evergreen relative to the CPI and the cost of living and to other institutions and a discussion of underlying principles and alternatives that have been examined to address the issue of inadequate salaries. Evergreen is unique in having a uniform faculty scale based on years of experience and one that includes part-time faculty.

Tour of remodeled Lecture Halls

Trustees recessed at 4:30 PM for a tour and demonstration of the recent modifications to the lecture halls.

Wednesday, January 13, 1999 Educational/Planning Session

Academic/Learning Environment report

The Academic/Learning Environment annual report included three areas: reaccreditation; learning outcomes; and new academic program directions and planning. These reports provide segue to the strategic planning process. Chair Lamb offered congratulations for the overwhelming good news that came out of the Commission on Colleges report, particularly the accolades about the self-study.

Dr. Smith announced plans to address the recommendations made by the reaccreditation committee: (1) General Education. A DTF will begin work this fall to address the gaps in general education in quantitative reasoning and core area; the Commission on Colleges will schedule a follow-up visit in fall 2000 to assess progress in responding to this recommendation. (2) Self-studies and state program reviews. Priorities are being made and some actions are already taking place. The state program review process (required every 7 – 10 years by the Higher Education Coordinating Board) is underway.

The Higher Education Coordinating Board has recently adopted a policy for student learning outcomes. By 2003 all institutions must have student learning outcomes for all programs, with a progress report due in fall 2000. Additionally, in the new HEC Board policy there are three "pilot" areas: writing; quantitative reasoning, and technological literacy. At this point, Evergreen is involved in a statewide writing pilot project. Pilot projects in the other areas are under discussion.

Another piece of the strategic planning process is a discussion of possible new academic program directions and a review of the College's growth plan. Dr. Smith reviewed some ideas for future program directions, referenced information which will help determine future needs in the state, and presented timelines for the program approval process and Evergreen's internal timelines for developing possible new programs.

Strategic Planning/Technology Paper Discussion

As an overview of the strategic planning efforts, President Jervis presented a graphical "picture" and a discussion of the areas comprising the strategic planning process: academic program; student recruitment, retention and success; faculty and staff vitality; physical resources; funding sources; and technology.

President Jervis led a discussion of her technology paper (*Computer Technology at Evergreen: It's not easy being Cybergreen*) which was prepared at the Board's request. The recommendations contained therein are intended to provoke discussion, consideration and assessment of costs. The President will discuss these recommendations with various campus groups.

Next steps in the process: membership and a charge for the strategic planning committee need to be determined; strategic planning will be the focus of the January 26-27 management retreat (with Trustee Lane making a presentation on the 2020 Commission report).

LUNCH RECESS

At 1:30 PM, the Board reconvened the regular Board meeting; Chair Lamb introduced and welcomed former Trustee Chris Meserve and Attorney General Gretchen Gale (representing Howard Fischer).

RESOLUTION HONORING CHRIS MESERVE - Action

Motion Mr. Imanaka read and moved approval of Resolution No. 99-01, Recognizing the
1-1-99 Significant Contributions of *Christina A. Meserve*. Seconded by Dr. Flemming and passed unanimously.

Ms. Meserve expressed appreciation for her colleagues and for the enjoyment and rewards of service on Evergreen's Board. She received gifts from the Board and from her husband, Chuck Szurszewski, who is also an Evergreen graduate.

APPROVAL OF MINUTES

Motion Dr. Flemming moved approval of the minutes of the October 14, 1998 and the
1-2-99 December 8, 1998 meetings. Seconded by Mr. Imanaka and passed.

REQUEST TO HEC BOARD FOR AUTHORITY FOR STATEWIDE RESERVATION-BASED PROGRAM - Action

Provost Smith related that Evergreen currently has reservation-based programs at four sites on the Olympic Peninsula: Makah, Port Gamble S'Klallam, Quinault, and Skokomish. The Higher Education Coordinating Board, when contacted about adding the Muckleshoot reservation, suggested that it would be more efficient to request blanket authority to offer this program than to seek approval for each site. Evergreen was granted permission to run a pilot program at the Muckleshoot reservation for two quarters. After obtaining authorization from the HEC Board, Evergreen will seek authorization from the Commission on Colleges.

Motion Dr. Flemming moved approval to submit a proposal to the Higher Education
1-3-99 Coordinating Board to authorize The Evergreen State College to offer the reservation-based Native American Studies Program statewide. Seconded by Ms. Lane and passed.

ACCEPTANCE OF CAMPUS MASTER PLAN - Action

Nancy McKinney, staff person who chaired the committee charged with revising the Campus Master plan, reported that the goals for this work were to update the 1983 plan, examine more current issues and bring greater campus awareness to the Master Plan. She believes these goals were successfully met.

Motion Dr. Flemming moved acceptance of the 1998 Campus Master Plan. Seconded
1-4-99 by Ms. Roloff and passed.

REVISION TO BOARD POLICY #4, STATEMENT OF BOARD PROCESS –Action

Adoption of a new Board meeting schedule required modification to Board policy #4 (eliminating the reference to a specific time period).

Motion Dr. Flemming moved approval of revision to Board Policy #4, *Statement of*
1-5-99 *Board Process*, as attached. Seconded by Ms. Littlefield and passed.

CHAIR'S REPORT

The Chair reported his attendance at the November 5 Evergreen Foundation Board of Governors' meeting asking for a Trustee volunteer to serve as liaison to this group for a one-year period.

Liaison to Board of Governors

Trustee Karen Lane volunteered to serve as the Board liaison to the Board of Governors.

Appointment to Finance Subcommittee

Trustee Stan Flemming agreed to serve (with David Lamb) on the Board Finance Subcommittee.

PRESIDENT'S REPORT

President Jervis reported on a number of items: January 26-27 management retreat (Trustee Lane attending); status of *Fund for Innovation* competition; Board professional development (Trustee Flemming to attend an Educational Leadership program on January 27); update on Y2K compliance (good progress); Health & Counseling Center (project halted and alternate locations are being considered); progress of vendor selection for the Student Information System (anticipate Board approval of the bid award and dollar amount at the March meeting); and completion of Board assignment (President Jervis' completed paper on technology at Evergreen).

Reports from Representatives to the Board: Alumna Representative Jane Fisher reported on book clubs; athletic support; Los Angeles gathering; alumni meeting in Boise; and distributed a flier of upcoming events. Staff Representative Linda Mae-Richardson mentioned facilities project work that occurred over the break (campus upkeep and maintenance); work of I-200 task force in looking at impacts of Initiative 200 on college policy and practice; and the February 10-12 Day of Absence/Day of Presence event (to build multicultural competencies).

Student Trustee Littlefield reported on student efforts to help organize the Day of Absence/Day of Presence activities; student government progress (bylaws are almost completed); and conversations between student workers and the administration regarding changing the student pay period to bimonthly.

Open Society Institute Program

Provost Smith introduced MES Director Richard Cellarius. President Jervis recognized and thanked Dr. Cellarius for his involvement in the campus Master Plan update process. Dr. Cellarius introduced two students in the Master of Environment Studies program: Parvina Shamsieva (from Russia) and Lada Kochtcheeva (from Tajikistan) who are here on scholarships from the Open Society. Parvina and Lada are among 27 students from the republics of the former Soviet Union countries who are attending 17 colleges and universities in the United States studying environmental issues. The students told about themselves, their interests and their future and educational goals. Dr. Cellarius distributed copies of a description of Evergreen's MES Program written by these students.

Legislative Update/Tuition Update

Kim Merriman, Assistant to the President for Governmental Relations, apprised Trustees of upcoming events (the statewide February 11 higher education Day and the March 10 Evergreen alumni legislative reception); mentioned meetings with legislators; hearings of legislative committees and other interinstitutional committee meetings. She distributed an informational packet containing talking points about the College's budget, legislative rosters, TESC fact sheet, etc.

Vice President Fanning distributed and reviewed a working draft of Tuition Principles developed by the Council of Presidents. The principles acknowledge connections between tuition, state

financial aid and the level of state general fund support. Ms. Fanning compared these principles to the Governor's proposal.

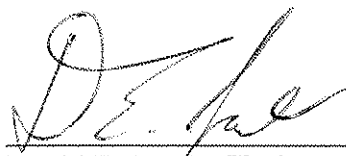
Financial Aid Annual Report

Vice President Costantino, joined by Jesse Welch (Dean of Enrollment Services) and Marla Skelley (Director of Financial Aid), provided an overview of the major issues facing financial aid. Dr. Costantino reviewed a series of charts comparing data over a three-year span. It has been Evergreen's policy to award financial aid on the basis of need. As a result of increased borrowing, the gap between demonstrated need and aid received narrowed this past year.

DATE OF NEXT MEETING, AND ADJOURNMENT

The date of the next meeting was confirmed for March 10, with an educational/planning session on March 9, 1999 (on the Tacoma campus).

The meeting adjourned at 4:58 PM.



David E. Lamb, **Chair**



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

Attachments - Board Policy #4, Statement of Board Process

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STATEMENT OF BOARD PROCESS

The Board will approach its task in a manner which emphasizes strategic leadership more than administrative detail, clear distinction of Board and staff roles, future rather than past or present, and proactivity rather than reactivity and will be cognizant of the social contract in its relationships with the campus. In this spirit, the Board will:

- 1) Be accountable to the general public for competent, conscientious, and effective accomplishment of its obligations as a body. It will allow no officer, individual, or committee of the Board to usurp this role or deter this discipline.
- 2) Keep its major involvement with the intended long-term impact of the organization, not with the administrative or programmatic means of attaining those effects.
- 3) Be an initiator of policy; and direct, control, and inspire the organization through the careful deliberation and establishment of policies. Policies will be statements of values or approaches which address (a) the mission statement, (b) the boundaries of prudence and ethics to be observed by staff, (c) Board roles and responsibilities and (d) in keeping with Board policy as defined in the Board-staff relationship and the Board Delegation of Authority.
- 4) In May of each year, the Chair will appoint a nominating committee, prior to electing a Chair, Vice-Chair, and Secretary at the June meeting.
- 5) The Bylaws for the Board of Trustees shall govern the proceedings and conduct of the Board, as well as set forth the duties of the Board officers, and are incorporated herein by this reference.
- 6) Official inquiries and concerns directed to the Board shall be referred to the Chair, who is the spokesperson for the Board, for response. The Board Chair will inform the other members of the Board in a timely manner. Once the Trustees make a decision, that decision becomes the official position of the Board. Individual Board members shall always make it clear when they are speaking as individuals and when they are stating Board positions. The Chair is the official spokesperson of the Board.
- 7) Each year, the Board will design and develop long-term goals and priorities that are reviewed in a work/study session. Those goals and priorities will serve to guide the development of the biennial budget and will be used by the Board to assess budget proposals submitted for their approval. In addition, annually, the Board will review and assess its performance for the past year.
- 8) The monthly agenda for the Board is set by the Board Chair in consultation with the President. Monthly agenda items are submitted to the President's office and the agenda is

subject to approval by the Board itself at each meeting. Material related to the agenda will be given to Board members with adequate lead time for preparation.

9) The Board meetings are subject to RCW 42.30.010-920, The Open Public Meeting Act, as now or hereafter amended. Executive sessions are held to consider employment, appointment, or dismissal of personnel; to consult with legal counsel; to consider acquisitions of real estate; or for other purposes as allowed by the law.

10) Information from the Office of the President may be requested by individual Board members. Requests for the Office of the President to take action, which is generally of the nature of a request by the Board, shall be requested through the Chair, at which time the request becomes a request of the Board.

Originally adopted 9/25/91

Revised 10/13/93

Further revised 1/13/99

Date

By _____
David E. Lamb, Chair

Attest:

Stanley L. K. Flemming, Secretary