

Approved 6/10/99

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

MAY 12, 1999

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

Trustees Attending:

Stanley Flemming (via conference phone 5/11 only)
Dwight Imanaka
David Lamb
Karen Lane
Lara Littlefield
Carol Vipperman

Absent: Bill Frank, Jr.
Marilee Roloff

Staff Present:

Art Costantino, Vice President for Student Affairs & College Relations (Interim)
Ruta Fanning, Vice President for Finance and Administration
Lee Hoemann, Executive Associate to the President
Joye Hardiman, Director, TESC Tacoma (March 9)
Steve Hunter, Director of Institutional Research
Jane Jervis, President
Anna Kircher, Director of Computing and Communications
Phyllis Lane, Dean for Student and Academic Support Services
Nancy McKinney, Special Assistant to VP for Finance and Administration
Craig McLaughlin, Director of College Relations
Tom Mercado, Director of Student Activities
Kim Merriman, Assistant to the President for Governmental Relations
Walter Niemiec, Academics
Alan Parker, Member of the Faculty (May 11 only)
Kitty Parker, Academic Advising
Mike Segawa, Director of Housing
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
Kristy Walker, Bookstore Manager
Jesse Welch, Dean of Enrollment Services
Bill Zaugg, Administrative Assistant for Budget

Others Attending:

Howard Fischer, Attorney General's office
Ari Hornick, Student
Theressa Julius, Student
Saoirse McCaig, Student
Christina Pince, Student
Sinnamon Tierney, Student
Javiera Verdugo, Student

TUESDAY, MAY 11, 1999 EDUCATIONAL/PLANNING SESSION

Chair Lamb called the educational/planning session to order at approximately 1:35 PM. Trustee Flemming joined the meeting via conference phone. The Chair facilitated introductions among

Board, staff attending, and Deb Barnett, the newly appointed Trustee who, once the official paperwork is completed, will be replacing Trustee Vipperman.

Strategic Plan Review

President Jervis reminded Trustees that the strategic planning process, which started last summer/fall, builds upon the multi-year self-study process that led to last fall's reaccreditation. Provost Smith, who has been chairing the strategic planning effort, expects to have a completed first draft soon and anticipates finalization of the plan by December 1999. Dr. Smith reviewed the work of the DTF and solicited feedback from Board members for the draft statements about academics; faculty/staff recruitment, retention and vitality; partnerships; physical resources; and funding. The draft of the technology statement will soon be available.

Legislative Update

The Chair complimented Kim Merriman (Special Assistant to the President for Governmental Relations) for her work in the legislative arena. Ms. Merriman distributed the 1999 pictorial guide and legislative telephone directory and reported a good year for higher education in the legislative budget process. She reported some of the highlights of Evergreen's budget which included funding for 137 new students next year, the Tacoma lease, the Fund for Innovation, the Graduate Fellowship Program, and the Distinguished Professor program. She outlined the Board's authority to set the level of tuition within the limit allowed, 4.6% and 3.6% for the next two years respectively, based on a 3-year rolling average change in the Per-Capita Personal Income index. She also reviewed the broader issue of financial aid and tuition.

1999-01 Biennial Operating budget

Vice President Ruta Fanning provided context and led Trustees through a discussion of the 1999-01 operating budget, the service and auxiliary funds, and the 1999-01 capital budget and campus planning.

Section 1 of these materials discussed ways in which the legislative budget supported higher education principles of high quality, keeping higher education affordable and maintaining access. The estimated all-funds operating budget summary, which may be altered for final approval in June, assumes a 4.6% tuition increase in 1999-00 and 3.6% in 2000-01. Charts laid out the tuition increase proposal and the S&A fee increase proposal for the 1999-2001 biennium. Should the Board choose not to approve tuition increases next biennium, the College would not be able to address many of the operating growth and enhancement priorities identified in this packet. The President outlined the process to inform students.

Salaries are one of the top priority items in the budget. Walter Niemiec, Associate Vice President for Academic Budget and Financial Planning, distributed and discussed various proposed salary grid scenarios for faculty. Ms. Fanning reviewed the approach used in examining staff salaries and informed Trustees that an average 5% per year increase was assumed for student workers. The budget includes funding for a presidential search, exempt recruitment, and faculty-staff professional development.

Trustee Vipperman prompted a larger discussion surrounding tuition, including notification to students, rationale, and the interdependency of financial aid.

Ms. Fanning reviewed the service and auxiliary funds and issues contained in Section 2 of the packet.

1999-01 Biennial Capital budget

Ms. Fanning reviewed the proposed 1999-2001 capital budget spending plan and discussed the challenges of capital planning and organization of the facilities department to better meet these challenges. The college will need to dedicate resources not only for individual project planning but also to develop a Facilities Master Plan, which would recommend specific activities to be completed over the next decade.

President's Residence

Pursuant to the Chair's charge at the March 1999 meeting, President Jervis reviewed the options regarding the President's Residence, the rationale for having a President's Residence, the staffing needs associated with entertainment responsibilities, and outlined her recommendation to the Board which fell into two categories, her recommendations for the next president and recommendations for the present. The President's recommendation for the present is to keep the house for now and make a few moderate adjustments to make it accessible. She identified alterations she believes should be made: (1) Modify the front path to make the house accessible for a wheelchair; (2) Modify the upstairs front bathroom to make it wheelchair accessible. (3) Build new storage cabinets along the wall of the living room adjacent to the kitchen door to house colleges supplies (such as dishes, glasses, silverware, coffee urns, napkins, etc.) that are now stored in the bathroom, in the basement, and in the kitchen.

In the long term, because of the difficulty of entertaining in the present house (lack of separation of private from public space, parking and the access to the kitchen), President Jervis believes that the college should build a new house designed to be an official residence. Her recommendation would be to ask the next president and the Vice President for Advancement to use the next presidential term to identify a donor or donors who will be able to give the funds, and then build a new residence for the next president. Further, regarding entertainment, she recommended: (1) There should be at least one official entertainment at the president's residence each week during the academic year. (2) Custodial/housekeeping care should be increased to at least four hours twice a week. (3) Staff in College Advancement should assume full responsibility for scheduling friend-making and fund-raising events at the residence, doing invitations, seating plans if necessary, etc., coordinating the calendar with the president's secretary. (4) Staff in the president's office should take responsibility for entertainment within the on-campus community. (5) There should be a staff member in Conference Services whose responsibility it is to organize and facilitate entertainment at the residence. The staffing recommendation is equivalent to the addition of 1 FTE (0.5 in College Advancement and 0.5 in Conference Services). The Chair asked whether the staffing/alterations were reflected in the budget. President Jervis presumed

that it would be budgeted for 2000-2001. Vice President Fanning indicated her belief that some modification could be done next year.

WEDNESDAY, MAY 12, 1999 REGULAR BOARD MEETING

Chair Lamb called the meeting to order at 9:05 AM. The agenda was approved as distributed. The Chair invited newly-appointed Trustee Deb Barnett, whose service begins in June, to introduce herself. Ms. Barnett graduated from Evergreen in 1988 and is a life-long resident of Thurston County.

Student Life – Educational Planning

Vice President Costantino invited a panel of students comprised of Ari Hornick, Theresa Julius, Saoirse McCaig, Christina Pince, Sinnamon Tierney, and Javiera Verdugo to discuss their in-class and out-of-class experiences of college life, and particularly to respond to a student experience questionnaire estimating progress or gains in a number of areas. Students shared their plans for the future (student affairs higher education, graduate school, urban planning and development, science career, natural resource public policy). Dr. Costantino noted that Evergreen students reported considerably higher gains in the *College Student Experiences Questionnaire*, compared to a national sample of other liberal arts colleges.

Dr. Costantino also organized a panel of student affairs deans and directors who spoke about new directions and new programs in their divisions. Presenters included Phyllis Lane, Dean of Student and Academic Support Services; Jesse Welch, Dean of Enrollment Services; Kitty Parker, Director of the Academic Advising; Mike Segawa, Director of Housing; and Tom Mercado, Director of Student Activities.

Labor Center – Educational/Planning

Helen Lee, Director of the Labor Education Center, distributed an informational packet containing information about Labor Center activities and introduced Sarah Ryan, an Evergreen faculty member permanently assigned to labor studies. The Labor Center has been associated with Evergreen as a public service center for the last eleven years. Ms. Lee expressed appreciation to Provost Smith for bringing together Evergreen's public service centers. This has allowed the centers to interact and learn from each other and resulted in the creation of a joint mission statement. Ms. Lee highlighted some of the projects and programs undertaken by the Labor Center. Ms. Ryan mentioned some student projects and the focus of Labor Center activities and interaction in the community.

WashPIRG Annual Report to the Board – Educational/Planning

Abigail Dilly, who serves as Chair of the Student Board of Directors of WashPIRG, highlighted some of the projects undertaken by students this year and mentioned that under the terms of the contract, next year students will vote to renew the contract for an additional two-year period. She described WashPIRG as a student-run, student-funded environmental, consumer and democracy watchdog group, which provides opportunities in leadership, organization, running

campaigns, and learning activism from other students. Students participated in 45 campaigns this past year (including legislative lobbying, work on ballot initiatives, salmon education, hunger and homeless, clean water, etc.).

Center for Educational Improvement – Educational/Planning

Magda Costantino shared information about Evergreen's Center for Educational Improvement, a public service institute whose role is to create professional development opportunities for K-12 teachers and to bridge the theory-to-practice pathway between higher education and K-12. She described the way student learning outcomes and assessments are developed and reviewed activities engaged in during the past year in the following categories: long-term partnerships, education reform initiatives, research, and technical assistance.

APPROVAL OF MINUTES - Action

Motion Ms. Lane moved approval of the minutes of the March 12, 1999 meeting as
5-1-99 distributed. Seconded by Mr. Imanaka and passed.

APPROVAL OF RESOLUTION HONORING CAROL VIPPERMAN - Action

Motion Mr. Imanaka read and moved approval of attached Resolution No. 99-02,
5-2-99 "Resolution of the Board of Trustees, Recognizing the Significant Contributions of *Carol Vipperman*." Seconded by Ms. Lane and unanimously approved.

The Chair presented a gift to Ms. Vipperman who is leaving the Board because obligations to her nonprofit organization have made it difficult to devote the time she believes is necessary to be an effective Board member. Trustee Vipperman described her experience over the past ten years as incredible and rewarding. President Jervis noted that Trustee Vipperman was the only remaining Trustee to serve during the last presidential search.

APPROVAL OF HOUSING RENTAL RATE INCREASE - Action

Mike Segawa recommended a housing rental rate increase averaging 4% and pointed out the way in which the budget history fact sheet differed from the March presentation. He informed Trustees that the third year of the technology increase (projected \$10/month) has been postponed. Dr. Costantino noted the addition of information estimating the cost of attending Evergreen.

Motion Ms. Vipperman moved Board approval for a housing rental rate increase
5-3-99 averaging 4.0% in order to continue current levels of residential life, custodial, maintenance and administrative services to students, maintenance of existing infrastructure, begin funding a ten-year deferred maintenance program estimated to cost five million dollars, and begin the planning process for new construction. Actual rate adjustments will vary depending on the type of room and contract. Seconded by Mr. Imanaka and passed.

Dr. Costantino reported that Mr. Segawa is serving as the Interim Director of Recreation, Wellness and Athletics.

ACCEPTANCE OF AUDIT REPORT - Action

Vice President Fanning introduced College Controller Wade Davis and expressed her pleasure that for the fifth year in a row Evergreen has had no findings or questioned costs during the annual audit process.

Motion Ms. Vipperman moved acceptance of the annual audit of The Evergreen State
5-4-99 College for the year ended June 30, 1998, conducted by the Washington State Auditors Office. Seconded by Ms. Lane and approved.

LUNCH BREAK/RECEPTION FOR RETIRING FACULTY

Following lunch, Trustees attended a reception for retiring faculty.

At approximately 1:30 PM, the Board reconvened the regular Board meeting.

APPROVAL OF EMERITUS STATUS FOR RETIRING FACULTY MEMBERS CELLARIUS, DIMITROFF, NISBET, POWELL, SINCLAIR AND THOMPSON - Action

Following the approval of the resolutions conferring emeritus status on retiring faculty, Provost Smith presented a gift on behalf of the institution to each faculty member.

Motion Ms. Lane read and moved approval of attached Resolution No. 99-03, entitled
5-5-99 "Resolution of the Board of Trustees of TESC Conferring Emeritus Status upon *Richard A. Cellarius*." Seconded by Mr. Imanaka and approved.

Motion Ms. Lane read and moved approval of attached Resolution No. 99-04, entitled
5-6-99 "Resolution of the Board of Trustees of TESC Conferring Emeritus Status upon *George E. Dimitroff*." Seconded by Mr. Imanaka and approved.

Motion Ms. Littlefield read and moved approval of attached Resolution No. 99-05,
5-7-99 entitled "Resolution of the Board of Trustees of TESC Conferring Emeritus Status upon *Chuck Nisbet*." Seconded by Ms. Vipperman and approved.

Motion Mr. Lamb read and moved approval of attached Resolution No. 99-06, entitled
5-8-99 "Resolution of the Board of Trustees of TESC Conferring Emeritus Status upon *David L. Powell*." Seconded by Ms. Vipperman and approved.

Motion Ms. Vipperman read and moved approval of attached Resolution No. 99-07,
5-9-99 entitled "Resolution of the Board of Trustees of TESC Conferring Emeritus Status upon *L. R. "Pete" Sinclair*." Seconded by Mr. Imanaka and approved.

Motion Ms. Vipperman read and moved approval of attached Resolution No. 99-08,
5-10-99 entitled "Resolution of the Board of Trustees of TESC Conferring Emeritus Status upon *Kirk Thompson*." Seconded by Ms. Lane and approved.

Motion Mr. Imanaka read and moved approval of attached Resolution No. 99-09,
5-11-99 entitled "Resolution of the Board of Trustees of TESC Conferring Emeritus Status upon *York Wong*." Seconded by Ms. Vipperman and approved.

ESTABLISHMENT OF GUIDELINES FOR PRESIDENTIAL SEARCH PROCESS AND CALL TO CONSTITUENCIES TO SELECT REPRESENTATIVES - Action

Former Trustee Chris Meserve joined the Board for this discussion.

Motion With reluctance, Ms. Vipperman moved acceptance of President Jervis' letter of
5-12-99 intention to retire and agreement to enter into negotiations to revise her contract to reflect her early departure. Seconded by Mr. Imanaka and approved.

The Chair commented that the reluctance expressed in this action is a reflection of the high regard held by this Board and past Board members for President Jervis and her work.

Lee Hoemann, Executive Associate to the President and the person who will serve as staff support to the presidential search process, distributed a draft statement regarding the selection of the presidential search DTF members. Chair Lamb reflected that the work done in 1991 by the *Presidential Search Process* disappearing task force serves as a good model for the upcoming search to replace President Jervis. Ms. Hoemann outlined the selection process of the various constituencies. Constituencies will be asked to provide names (and alternates) the week prior to the June 10 Board meeting, in order for the Board to review diversity in making the four Board appointments (two ex-officio members, one alumni, and one community member).

Motion Ms. Vipperman moved to accept the selection process for the Presidential Search
5-13-99 DTF membership in accordance with the following statement:

STATEMENT REGARDING THE SELECTION OF THE PRESIDENTIAL SEARCH DTF MEMBERS

The Board of Trustees, after careful review, concludes that the work done by the Presidential Search Process DTF in 1991 has stood the test of time. We believe that it represents a model example of what we can accomplish working together as a community.

The Board, today, wishes to initiate the first major step in the Presidential Search: the selection of the committee.

The Board asks that 14 people serve on the Search Committee, along with two ex-officio members, who will be members chosen by the Board, and two advisors, the Special Assistant to the President for Equal Opportunity and a representative from the Human Services Office. The President's Office is charged with providing staff support for the search and developing an appropriate budget.

We want to once again endorse the original recommendation that all constituencies give strong consideration to diversity in selecting members. The DTF should be broadly reflective of our diverse population, and its membership should reflect the diversity of opinions held by our community. As was recommended in 1991, The Board of Trustees, as conveners of the Search DTF, makes diversity a criterion for approving the DTF's final composition, with referral back to the selecting groups as necessary.

We make the following specific charges for choosing the members of the DTF:

The Tacoma Campus choose a member first. The President's Office is to work with the Tacoma Campus to make their selection, from among either staff or faculty. Their choice will be one of the four faculty or four staff members. They will need to make their choice quickly so that the other groups know whether they need to choose three or four members.

The faculty are charged with choosing four members to serve on the DTF. The chair of the committee will be one of those faculty members. The Board further charges that the faculty chair be chosen by the full committee at its first meeting.

The Board charges the President to work with the Vice President for Student Affairs and students to develop a nomination process (including self-nomination) and appropriate final selection process to choose three students for the DTF.

The Board charges that four staff be selected, two classified and two exempt. The President's Office is charged with developing a nomination (including self-nomination) and selection process for these constituencies.

The Board agrees that two alumni should serve, and charges that one member be chosen by the Alumni Association and one by the Board of Trustees.

The Board will choose one community member for the DTF. In addition the Board asks that each group select at least one alternate.

The selection process will need to be completed prior to the June 10, 1999 Board meeting, at which time the Board of Trustees will officially charge the committee.

The Board asks that in choosing members, in addition to diversity, consideration be given to two other important factors: (1) the time commitment that will be necessary to complete this search. Immediate work for the committee, that will need to occur between mid-June and mid-July, will include putting in place a process to consult with the broader community to review the Board's draft of a job description, and develop a position announcement and advertisements. The Board needs to approve those pieces in its July meeting so that the recruitment process can begin before the summer's end. This is a crucial piece of the process, but the most time consuming part of the process will occur during the screening and selection process in the fall. (2) The final consideration is institutional perspective. While members should be chosen who can bring unique perspectives and specific knowledge of the many complex areas that make up the fabric of the institution, it is especially important that they can also step outside their individual roles to consider the broader needs of the institution. It is not possible to construct a committee with representatives of every facet of the institution; that would require a committee of the whole, and as the original DTF pointed out, even a committee of fourteen is stretching the limits of effectiveness.

Seconded by Mr. Imanaka and passed.

The Chair complimented President Jervis for constructively helping to move this process forward. Ms. Hoemann distributed some documents from the last search asking the Board to review them and send her their comments. Following a brief break, the Chair asked that shortly before the June 10 meeting staff circulate to the Board members a list of recommendations for the Board's choices (two ex-officio, one community and one alumni). Ms. Hoemann recalled

that during the last presidential search, the Board was meeting on a monthly basis; she suggested Trustees might want to establish some kind of communication outside of Board meetings (perhaps a monthly summary sent to the Board). The Chair emphasized the Board's objective of having a new President on Board by summer 2000. The Board suggested a first meeting date of the Search DTF for Monday, June 14, at noon, requesting that this date be shared with potential members who would also be invited to attend the June 10 Board meeting.

OTHER BUSINESS, REPORTS, AND ANNOUNCEMENT

CHAIR'S REPORT

The Chair invited comments from the students' arena from Trustee Littlefield. Trustee Littlefield mentioned the following items: graduation speaker issue, union of students workers' event with a discussion of student debt; S&A urban art productions with performances and discussions of student activism; bus pass program; child-care center funding by S&A; progress of student government; and nomination process for student Trustee.

Trustee Lane, the Board's liaison to the Foundation Board of Governors, reviewed the discussions which occurred at the May 7 and May 8 Foundation meetings regarding strategies behind fund-raising events, events vs. fund-raising, etc. A luncheon for the President's Club was held at Trustee Lane's home following the Foundation meeting on May 8.

Chair Lamb mentioned the meeting of the joint boards of trustees and regents held in Olympia on March 22. Efforts to find a way to talk about the needs of higher education are continuing. He mentioned also his attendance at a Higher Education Coordinating Board meeting for stakeholders to discuss the HEC Board master plan, which he attended with Vice President Fanning.

PRESIDENT'S REPORT

President Jervis made observations about Evergreen presentations at the Higher Education Coordinating Board meeting held on campus in April and thanked Trustee Lane for hosting the President's Club event at her home. The President reported on a number of other items: declaration of a failed search for the Vice President for College Advancement (complimenting Art Costantino for the work he is doing with that unit); college advancement trip to Boston (including an alumni reunion), which was combined with attendance at Stonehill Board of Trustees' meeting; April 15 inauguration of EWU's President, Stephen Jordan (and his reference to Evergreen in his inaugural speech); and the controversy over the commencement ceremony.

President Jervis invited reports from Representatives to the Board. Alumna Representative Jane Fisher reported on alumni activities (Alumni role(s) at Super Saturday, Alumni writers project in conjunction of *Celebration of the Written Word*, planning for the next couple of years and for alumni leadership). Staff Representative Linda Mae-Richardson mentioned the faculty and staff art fair; strategic planning work; staff salaries; Super Saturday; and conversations about the commencement ceremony. She noted that the electronic forum and the staff-faculty distribution

list on the Microsoft exchange program has provided cross-talk between faculty and staff and has been helpful.

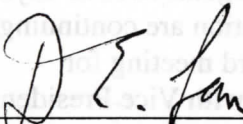
APPOINTMENT OF NOMINATING COMMITTEE FOR 1999-2000 BOARD OFFICERS

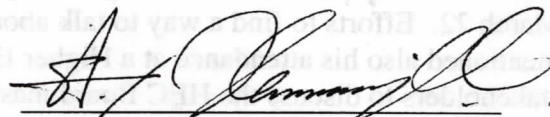
Chair Lamb asked Trustees Vipperman and Imanaka to serve as a nominating committee for board officers for the coming year.

DATE OF NEXT BOARD MEETING AND ADJOURNMENT

The date of the next meeting was confirmed for Thursday, June 10, to coincide with the Friday, June 11, graduation.

The meeting adjourned at approximately 3:20 PM.



David E. Lamb, Chair

Stanley L. K. Flemming, Secretary

Attachments - Resolution 99-02 Recognizing the Contributions of Carol Vipperman
Resolutions 99-03, -04, -05, -06, -07, -08, -09 conferring Emeritus Status
Jervis' letter of intention to retire, dated April 16, 1999

RMS