

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

MAY 10, 2000

MAY 9, 2000 Educational/Planning Session

Daniel J. Evans Library, Room 3112

Olympia, Washington 98505

Trustees Attending:

Deborah Barnett
Dwight Imanaka
Karen Lane
Marilee Roloff
Sinnamon Tierney

Absent: Stanley Flemming
Bill Frank, Jr.
David Lamb (joined by phone 5/10/00)

**Representatives
to the Board:**

Laura Grabhorn, Staff Representative
John Perkins, Faculty Representative

Absent: Deborah Johnson,
Alumna Representative

Staff Present:

Art Costantino, Vice President for Student Affairs & College Relations (Interim)
Ruta Fanning, Vice President for Finance and Administration
Michel George, Director of Facilities
Lee Hoemann, Executive Associate to the President
Jane Jervis, President
Kate Lykins Brown, College Relations
Kim Merriman, Assistant to the President for Governmental Relations
Walter Niemiec, Associate VP for Academic Budget & Financial Planning
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
Jesse Welch, Dean of Enrollment Services
Bill Zaugg, Administrative Assistant for Budget
Chris Yates, Managing Producer for Performing and Media Arts
See permanent roster for others attending

Others Attending:

Divina Baham, next year's S&A Tacoma campus Coordinator
John Bennett, Studio Meng Strazzara (Library modernization)
Howard Fischer, Assistant Attorney General
Rebecca Gallogly, Assistant Director of Student Activities
Paul Gerhardt, S&A Board Coordinator for the Tacoma Campus
Joe Groshong, S&A Board Coordinator for the Olympia campus
Thomas L. Purce, President-Elect
Jaime Rossman, next year's S&A Olympia campus Coordinator
Anne Schopf, Mahlum Architects (Seminar II Building)

WEDNESDAY, MAY 9, 2000 EDUCATIONAL/PLANNING SESSION**2001-03 Operating Budget**

Acting Chair Lane called the educational/planning session to order at 9:15 AM and established a quorum. President Jervis welcomed the newly appointed President, "Les" Purce and provided an overview of the budget. Staff have been simultaneously working on the spending plan for the second year of the current biennium (2000-01) while beginning preliminary work on the 2001-03 budget request. The budget request will be submitted to OFM and to the Higher Education Coordinating Board; OFM makes recommendations to the legislature in December. Once a legislative budget is approved, a spending plan will come back to the Trustees for approval about a year from now. During the past three years, Evergreen has been engaged in integrated planning efforts, starting with the campus master plan review and the self-study process, and including graduate program initiatives and follow-up study regarding general education. Strategic planning goals have guided the development of budget initiatives. Vice President Fanning provided background regarding the state budget picture (including I-601 limit and budget drivers for 2001-03) and Provost Smith distributed and reviewed the Council of Presidents 2001-03 draft coordinated agenda. Trustees offered several suggestions regarding outreach to disadvantaged populations. Budget Officer, Steve Trotter, emphasized that the top priority for the institutions is to maintain existing quality. He added that Evergreen's specific request dovetails with the common COP agenda and represents a modest budget increase of 9.8% (initiatives are 7.3% over the current level, excluding salary increases). He reviewed specific budget initiatives (salary increases, enrollment growth, student success, learning technologies, Center for Community Partnerships, plant maintenance and critical campus support services).

2001-03 Capital Budget and Ten-Year Plan

Vice President Fanning noted that half of what gets funded with general operation bonds goes to higher education capital projects. She briefly reviewed the 2001-11 capital ten-year plan consisting of Minor Works: Preservation (life safety/code compliance, preservation, and emergency repairs); Minor Works: Program (small repairs & improvements, Longhouse Expansion, MFA computer labs, Lab II third floor chemistry labs remodel, Lab I first floor classroom renovation, College Activities Building renovation, College Recreation Center building renovation, Seminar I building renovation); and Major Program Projects (Seminar II construction, Daniel J. Evans Building technology & modernization, and the Communications Building expansion and renovation).

S&A Report

Student Activities Director Tom Mercado, introduced Rebecca Gallogly, Assistant Director of Student Activities; Paul Gerhardt, S&A Board Coordinator for the Tacoma Campus; and Joe Groshong, S&A Board Coordinator for the Olympia campus, and reminded Trustees that they had approved a biennial S&A budget of \$2,753,404 last June, which provided funding for tier I (groups that have professional staff managing those area) budgets and one-year funding for tier II allocations. Mr. Groshong reviewed the ways in which the special initiative fund was used, the proposed 2000-01 Tier II budget allocations, and introduced Jaime Rossman, Coordinator for next year. Mr. Gerhardt introduced Divina Baham, next year's S&A Tacoma campus Coordinator, and reviewed the proposed 2000-01 budget allocations and amendments to tier I budgets (providing support for the anticipated opening of the new location for the Tacoma campus).

Recess - Lunch with S&A Board

Trustees hosted the S&A Boards from the Olympia and the Tacoma campuses for lunch.

Seminar II Design

Michel George, Director of Facilities, introduced Anne Schopf, Mahlum Architect's senior designer for the Seminar II Building, which, at 152,000 square feet, would be the second largest building on campus. She reviewed the planning work, the academic program cluster concept (organized vertically), spaces for gathering and socializing, site planning (addressing the wetland issue), and other design aspects. President Jervis indicated that the name Seminar II has become incongruous since the location moved away from the Seminar I Building. The design committee has been asked to come up with recommendations for a new name for Board review for this yet-to-be constructed building.

Library Building Modernization Master Plan

Ms. Fanning introduced John Bennett (from Studio Meng Strazzara), architect for the Library Building preservation/modernization master plan. He described the facility assessment component of the project, priority for phasing the remodel, process for gathering information from users of the building, the need for 33,955 additional square feet, and reviewed in detail the proposed assignment of space for the various offices and the projected costs for the project. Next step: the capital budget request submitted in September will include a request for funding for the design phase of this major remodel.

BREAK**Parking Lot Remodel Update/Possible Fee Increase**

Wendy Freeman, assisted by student Darren Schaffer, reviewed the charge to the Parking Expansion Disappearing Task Force (to evaluate parking issues on campus and develop recommendations to increase parking spaces on campus). The DTF was to consider options to reduce vehicular traffic on campus, to examine the current management and operation of the lots, to incorporate steps for the maintenance and repair of the current lots, to forward a funding plan to support the proposals, and to consult heavily with the college community. The DTF evaluated options based on four criteria: environmental issues, user impact, cost, and aesthetics. After reviewing twelve options, the DTF selected an option that involves minor modification to B, C and F parking lots with a net gain of 400 stalls at an estimated cost of \$400,000. This option preserves the general character of the parking lots and allows preservation of many of the trees in the current lots. The DTF will reconvene to finalize recommendations for management and fee structure. Regardless of the final option selected, parking fees will need to increase, since the current fees are insufficient to cover current parking operations and ongoing maintenance and repair to existing lots. President Jervis praised the DTF for the work they have done in arriving at these workable conclusions and reminded the Board that the setting of the parking fees has been delegated to the President.

General Education DTF - Update

Provost Smith complimented Faculty Member Brian Price for leading these very critical and difficult discussions. In her twenty-four years at Evergreen, this is the most substantive content-focused review of the curriculum that has occurred. The General Education DTF was challenged to accomplish four things: (1) to create a model for general education at Evergreen which will facilitate for students better access to the contents, skills and ways of knowing of the Humanities, Arts, Social Sciences, and Sciences, as well as to quantitative reasoning; (2) to create a baseline of accessible learning outcomes appropriate for all graduating students; (3) to create a vision statement in regard to general education; and (4) to reinvent the Learning Resource Center in response to the above needs. Dr. Price distributed and reviewed the summary of recommendations of the General Education DTF.

At the center of these recommendations are two distinctive features of an Evergreen education that need to be articulated and protected – interdisciplinary coordinated studies and student responsibility for his/her own education. He reviewed in detail the draft recommendations, which are to be considered by the faculty at its next meeting. Dr. Smith added that the College has to come up with some standards about what quantitative reasoning would mean – setting out these definitions would be the next step.

The educational/planning session recessed at 4:55 PM.

WEDNESDAY, MAY 10, 2000

At approximately 9:15 AM, Acting Chair Lane called the meeting to order; the Board recessed into an executive session for approximately 70 minutes to review the performance of an employee, to define management objectives in upcoming union contract negotiations, and to discuss the structure of the management bargaining team. Trustee Lamb joined this discussion via conference phone. The agenda was modified to allow action on the emeritus resolutions during the morning session and Board action as a result of the executive session was added to the action agenda.

FIRE DISTRICT CONTRACT - Discussion

Ms. Fanning alerted Trustees that the current agreement with McLane Fire District expires June 30, 2000. She has been meeting with officials from the City of Olympia and McLane Fire Districts. By law, Evergreen is required to contract with McLane but under the current contract, the City of Olympia is on automatic response for a confirmed fire. She informed the Board that she will be negotiating a three-month extension to the current contract in order to allow sufficient time to gather information and formulate a new contract.

TUITION WAIVER PROCESS – Discussion

Bill Zaugg, administrative assistant to the Vice President for Student Affairs reviewed the charge to the Tuition Waiver Disappearing Task Force – to consider how tuition waivers should be allocated. In the future, this review is to occur at the same time that the biennial budget is developed.

FEE INCREASE FOR HOUSING – Update prior to action later in the meeting

Director of Housing Mike Segawa highlighted the rationale for a housing rental rate increase averaging 3.1%. Actual rate adjustments vary depending on the type of room and contract. He reviewed comparative information for the other Washington public institutions, with the local market, and the actual rates for the various types of units. The proposed rates are a \$10 increase over the current rates.

APPROVAL OF EMERITUS STATUS FOR RETIRING FACULTY (DE DANAAN, FRASCA, HENDERSON, RAINEY & SALCEDO) – Action

The Acting Chair reviewed the revised process for this action item: approval of conferring emeritus status, a 1:00 PM reception honoring the five retiring faculty who have been nominated, followed by reading and presentation of the resolutions at 1:30 PM (when the action portion of the meeting reconvenes), and an opportunity for the faculty to make remarks.

Motion Ms. Roloff moved approval of the recommendation of the faculty to
5-01-00 confer the title of Emeritus Member of the Faculty upon **Llyn De Danaan** (Resolution No. 2000-01), **Marilyn Frasca** (Resolution No. 2000-02), **Peta Henderson** (Resolution No. 2000-03), **Tom Rainey** (Resolution No. 2000-04), and **Gil Salcedo** (Resolution No. 2000-05). Seconded by Ms. Barnett and passed.

CHANGE IN DATE FOR NOVEMBER BOARD MEETING - Discussion

The Acting Chair recommended a change in the November meeting from November 8 to November 14 to accommodate an inauguration ceremony for the new President on the afternoon on Wednesday, November 15.

MISCELLANEOUS

President Jervis discussed the proposal for the Washington State Education Foundation and reviewed her response to the proposal forwarded from the Chair of the Higher Education Coordinating Board. Trustees were encouraged to respond as private citizens.

LUNCH BREAK, RECEPTION FOR RETIRING FACULTY

Prior to reconvening the meeting at 1:30 PM, Trustees hosted a reception for the five retiring faculty who had been awarded emeritus status.

PRESENTATION OF RESOLUTIONS FOR FACULTY MEMBERS DE DANAAN, FRASCA, HENDERSON, RAINEY AND SALCEDO

Individual Trustees read and presented resolutions to the five retiring faculty: Llyn De Danaan, Marilyn Frasca, Peta Henderson, Tom Rainey and Gil Salcedo. The faculty members each responded with brief remarks and memories of their years at Evergreen, how they came to Evergreen and their hopes for the future.

APPROVAL OF WASHPIRG FEE COLLECTION AGREEMENT - Action

Jesse Welch, Dean of Enrollment Services, reviewed the changes in the WASHPIRG agreement (moving the referendum vote from winter to spring quarter and increasing the quarterly fee from \$4.00 to \$6.00). The contract, which runs for a period of two years, is otherwise essentially the same as the current contract.

Motion Ms. Roloff moved approval of the attached contract between the WASHPIRG

5-02-00 Chapter at The Evergreen State College and the College, effective Fall Quarter of 2000 through Summer Quarter of 2002. Seconded by Mr. Imanaka and passed.

HOUSING RENTAL RATE INCREASE - Action

Trustees were informed of the need for this increase during the morning educational/planning session.

Motion Mr. Imanaka moved approval for a housing rental rate increase averaging 3.1% in
5-03-00 order to continue current levels of residential life, custodial, maintenance and administrative services to students, maintenance of existing infrastructure, and continue funding a deferred maintenance program estimated to cost 4.6 million dollars. Actual rate adjustments will vary depending on the type of room and contract. Seconded by Ms. Barnett and passed.

REROOFING PROJECTS – Deferred

The Director of Facilities requested that action on this item be delayed until June in order to resolve the questions surrounding the bid. Mr. George indicated he expected the delay would result in a cost saving to the institution and would not create a delay in the proposed completion schedule.

SEMINAR BUILDING: POLICE SERVICES & HEALTH CENTER OFFICE IMPROVEMENTS – Action

Mr. George recommended approval of this bid award, informing Trustees that the bid had come in under budget.

Motion Ms. Roloff moved approval of the construction contract award for the Police
5-04-00 Services and Health Center office improvements to Construction Enterprises & Contractors, Inc. for \$617,720.00, which includes 3 base bids and 4 alternates and Washington State sales tax. Seconded by Mr. Imanaka and passed.

LAB II BUILDING: COMPUTING APPLICATION LABORATORY (CAL) AND SCIENCE LABORATORY REMODEL – Action

Mr. George briefly reviewed this project, which will need to be completed by September 18, prior to the start of fall quarter.

Motion Ms. Barnett moved approval of the construction contract award for the Computing
5-05-00 Application Laboratory (CAL) and Science Laboratory Remodel to Andy Johnson & Company, Incl. for \$1,246,844.00 which includes 2 bid alternates and Washington State sales tax. Seconded by Ms. Roloff and passed.

TACOMA CAMPUS LEASE – Action

Vice President Fanning recommended an adjustment to the Tacoma campus lease approved by the Board on January 12, 2000 due to a recalculation of the gross square footage needs. The revised occupancy date is December 1, 2000 (instead of September 1, 2000).

Motion Ms. Roloff moved approval of a modification to the Letter of Intent and the ten-year real property lease with Wedgewood Tacoma Limited Partnership for the Tacoma Campus in the amount of \$54,633 per month. The adjusted monthly rate is due to a recalculation of the gross square footage based on the final floor plan (31,760 to 32,649 square feet). The lease has also been adjusted to reflect negotiated tenant improvements/change orders not to exceed \$500,000. Seconded by Ms. Barnett and passed.
5-06-00

ACCEPTANCE OF AUDIT REPORT – Action

Ms. Fanning was pleased to report that for the sixth year in a row Evergreen had no audit findings, representing outstanding work by the controller's office and other areas of the College. She noted the College has put into place controls to strengthen an area of weakness related to annual leave accumulation.

Motion Mr. Imanaka moved acceptance of the Washington State Auditor's office Report No. 6118 for the period July 1, 1998 through June 30, 1999. Seconded by Ms. Barnett and passed.
5-07-00

APPROVAL OF MINUTES – Action

Motion Ms. Barnett moved approval of the minutes of the March 8, 2000 meeting as distributed. Seconded by Ms. Tierney and passed.
5-08-00

OTHER BUSINESS, REPORTS, AND ANNOUNCEMENTS**Report on Faculty Evaluation of Students**

Academic Dean Lee Lyttle reported that the number of late evaluations is continuing to decline and that evaluations are getting into the system sooner. He reported no outstanding evaluations for last year. Trustee Imanaka expressed appreciation for the efforts made to improve this situation.

Appointment of Board Nominating Committee – Action

The Acting Chair announced that Trustee Imanaka has agreed to serve with Trustee Lamb as the Nominating Committee for 2000-2001 Board officers.

CHAIR'S REPORT

The Acting Chair acknowledged the upcoming expiration of Trustee Tierney's term. Trustee Tierney commented that serving as a Student Trustee has been a wonderful experience; she will hold high expectations for other boards she might serve on because of her experience with this Board. The only regret, shared by the Board, was her inability to fully participate in the presidential selection.

PRESIDENT'S REPORT

President Jervis reported on a number of items: incorporating a report on an academic program as part of each Board meeting (Trustee Roloff's suggestion); written instead of verbal conference services report; postponement of the student life report; Governor's executive order protecting citizens' privacy; update of Food Services contract (which expires September 1, 2000), noting that the administration will approve this contract and apprise the Board of the successful contractor; the HELLO network (reaching prospective students early in their lives); May 1 traffic blockage (which involved some Evergreen students, some high school students and some community members); and she distributed a graduation newsletter, noting that Matt Groening is the graduation speaker. She provided an update on the **canopy project** (decision to move ahead with the project contingent upon consultation with and approval by the Board of Governors and approval to proceed with external fundraising). Additionally, she mentioned the Jackie Robinson scholarship (awarded at Safeco Field) and alumni events in New York, Boston (and upcoming in Eugene and Portland) and farewell dinners in Seattle, Olympia and Salem, Massachusetts.

She invited remarks from the Representatives to the Board. Faculty Representative John Perkins reported (at an earlier point in the meeting) that faculty continue to be preoccupied with issues of the general education DTF, continue to wrestle with narrative evaluations, have continuing interest in a bill providing collective bargaining between faculties and Boards of Trustees; and that there is graduate program interest in the work of the waiver DTF. He also mentioned an agenda committee meeting with the new president, and noted that the banner software has raised questions about our educational philosophy and how the curriculum is organized. Staff Representative Laura Grabhorn reported on the progress of the Banner implementation project (on time and on budget – should be ready to go in September, 2000 with the admissions module, by January, 2001 with the financial aid module, and by May, 2001 with the registration/student records module); mentioned Super Saturday events (highlighting Matt Groening's and Lynda Barry's presentation and Longhouse activities), and related some concern about the staff time and expense of Super Saturday. She also noted that the student employment office director has been hired. Alumni Representative Deborah Johnson was absent.

Legislative Report

Kim Merriman reported the possibility that half of the Senate members may change (pointing out specific retirements); mentioned the legislative interest in the waiver issue; and announced that off-campus folks are being invited to President Jervis' June 2 campus farewell. She briefly mentioned other issues dealt with by the legislature.

APPOINTMENT OF MANAGEMENT LABOR NEGOTIATING TEAM – Action

Trustee Lamb joined the meeting via conference phone to participate in action items resulting from the earlier executive session.

Motion
5-09-00

Ms. Barnett recommended the following individuals as part of the management team for the collective bargaining agreement: Ruta Fanning (Vice President for Finance and Administration), who would serve as *chief spokesperson*; Art Costantino (Vice President for Student Affairs); the to-be-named Director of Human Resource Services; Michel George (Director of Facilities); Laura Grabhorn (Academic Division); Karen Durant (Special Assistant to the Vice President for Finance & Administration); as well as other management team members as needed to equal to the number of union team members; and as well as other management team members for their subject matter expertise. Seconded by Ms. Roloff and passed, with Student Trustee Tierney abstaining.

Trustee Imanaka cautioned against a large negotiating committee (recommending closer to six rather than ten members).

PRESIDENTIAL DEFERRED COMPENSATION – Action**Motion**
5-10-00



Mr. Imanaka moved approval of the final contribution to the separate trust account for President Jervis according to the agreement dated October 14, 1998 to be made before June 30, 2000 in the amount of the current annual contribution of \$25,000 and an additional contribution of \$25,000. Seconded by Ms. Roloff and passed, with Trustee Tierney abstaining.

President Jervis expressed her deep appreciation.

DATE OF NEXT MEETING AND ADJOURNMENT

The date of the next meeting was confirmed as June 8, followed by graduation on June 9.

The meeting adjourned at 3:10 PM.


David E. Lamb, Chair
Stanley L. K. Flemming, Secretary