

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

JUNE 10, 1999

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

Trustees Attending:

Stanley Flemming
Dwight Imanaka
David Lamb
Karen Lane
Marilee Roloff
Sinnamon Tierney

Absent: Deborah Barnett
Bill Frank, Jr.

Staff Present:

Art Costantino, Vice President for Student Affairs & College Relations (Interim)
Wade Davis, Controller
Ruta Fanning, Vice President for Finance and Administration
Paul Gallegos, Assistant to the President for Equal Opportunity
Michel George, Director of Facilities
Lee Hoemann, Executive Associate to the President
Steve Huntsberry, Director of Police Services
Jane Jervis, President
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
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:

Kechia Betts, Student, S&A Coordinator for the Tacoma campus
Ruth Brownstein, Student, S&A Coordinator for the Olympia campus
Howard Fischer, Attorney General's office
Kris Fransen, Intercity Transit
Byran Freeborn, Student
Joe Groshong, Student, next year's S&A Coordinator for the Olympia campus
Lara Littlefield, former Student Trustee
George Patton, Intercity Transit
David Rickert, Student
Jeremy Segel-Moss, Student
Darren Shaffer, Student

The June 10 regular meeting was called to order at approximately 9:00 AM. Chair Lamb announced a quorum and introduced and welcomed the new Student Trustee, Sinnamon Tierney (replacing Lara Littlefield).

EDUCATIONAL/PLANNING SESSION

Presidential Search

Executive Associate to the President, Lee Hoemann (who is serving as staff support to the Presidential Search committee/process), distributed draft copies of the president's position description and required and preferred criteria for the next president. She led the Board through a discussion of the two items which needed approval during the action portion of the meeting (the constitution of and charge to the Presidential Search Committee) and the draft items to be transmitted to the Search Committee. Ms. Hoemann reviewed the criteria and the position description (which will serve as background for the development of the ad); noted Trustee comments; reviewed the ad from the last search and a draft timeline and budget for this search; and distributed several articles regarding presidential searches. The College expenditure plan included setting aside funds for this search, as well as anticipating the need for discretionary funds.

Strategic Planning Update

Provost Barbara Smith reviewed the strategic planning draft, which incorporated suggestions made by Trustees at the last meeting and revisions to the technology section. The document will be circulated in the fall for community critique. Trustees will see a new draft toward the end of the fall. Dr. Smith indicated that staff would also be reviewing the enrollment plan during the fall. During the summer, five academic program areas will be developed and analyzed: expanding part-time studies and reviewing and developing proposals for four new programs (Master of Fine Arts in Media Studies, Master in Education, Master of fine Arts in the Written Word, and Native American Tribal Administration Program). Dr. Smith asked for Trustee feedback and suggestions regarding the strategic plan. Work yet to be done includes development of divisional action statements, setting the context, and sharing this document with the Foundation. Trustees expressed appreciation to those who helped develop the strategic plan, noting that it had astonishing breadth and gives a sense of the external environment.

S&A Budget

As a framework for action in the afternoon portion of the meeting, Tom Mercado (Director of Student Activities) and Denise Robertson (Assistant Director of Student Activities) reviewed the recommendation for the Services and Activities budget, which includes a request to keep the S & A fee at the maximum allowable under the law. Mr. Mercado reviewed the biennial budgets for the Tier I groups (the professionally staffed and managed offices) and the annual budgets for Tier II student groups and mentioned the development of the Tacoma campus S & A Board. This budget includes the use of student fees for light refreshments for Tacoma campus activities where food is important to the success of the activity (orientation, quarterly lectures, and graduation). Tom Mercado related that the S & A Board has (1) made a transfer of \$250,000 to a dedicated reserve fund for the building of a future child care facility as a visible commitment for future S & A Boards, and (2) set aside a special initiative fund in the fall in the amount of \$45,000 to respond to emerging needs and to be available to any registered student group who might not have been organized the previous spring during the Tier II allocation process.

In conjunction with the high priority placed on child care by both the Tacoma and the Olympia campuses, several trustees offered suggestions which included: a partnership arrangement among the college, the community and the city; adding after-school care and providing some leadership opportunities for the 10 – 12 year old children, and questioning whether this could be part of an academic program.

Student Bus Pass

Mr. Mercado also mentioned that students voted in April regarding their willingness to charge each student enrolled at the Olympia campus one dollar per credit hour enrolled (maximum of twelve dollars per quarter per student) for the opportunity to have a year-round bus pass program with Intercity Transit. Ninety seven percent of the 1300 students voting voted in favor of this charge.

RECESS FOR LUNCH

Following a lunch recess, Chair Lamb called the regular meeting back to order at 1:30 PM. The agenda was approved as distributed.

APPROVAL OF MINUTES - Action

Motion Dr. Flemming moved approval of the minutes of the May 12, 1999 meeting as
6-1-99 distributed. Seconded by Ms. Lane and passed.

APPROVAL OF MEMBERSHIP AND CHARGE TO THE PRESIDENTIAL SEARCH COMMITTEE - Action

The Chair extended the Board's compliments to all the constituencies for the work they have done to select the membership for the committee. Chair Lamb commented that the process, which resulted in the selection of Jane Jervis, reflected favorably upon the disappearing task force that developed the process. He introduced committee nominees in attendance, gave them an opportunity to comment, and thanked them for their willingness to participate in this rigorous and demanding process.

Motion Dr. Flemming moved approval of the following membership of the Presidential
6-2-99 Selection Committee as recommended by peer constituencies:

4 FACULTY:

John Aiking Cushing
Rita Pougiales
Tom Rainey
Artee Young
Alternate – George Freeman, Jr.

2 CLASSIFIED STAFF:

Lorri Moore
Ed Rivera
Alternate – Mal Pina Chan

Motion 6-2-99 continued**2 EXEMPT STAFF:**

Laura Grabhorn
 Lee Lambert
 Alternate – Wendy Freeman

1 GRADUATE STUDENT:

Jim Pace

2 UNDERGRADUATE STUDENTS:

Ellen Miley
 Richard Myers
 Alternate – Joe Groshong

ALUMS:

Selected by the Board Chris Meserve
Alumni Association recommendation Jerylyn Delaney
 Alternate – Jane Fisher

EXTERNAL COMMUNITY:

Roberto Reyes-Colón

Selected by the Board

Seconded by Ms. Lane and passed.

**Motion
6-3-99**

Ms. Roloff moved to charge the Presidential Search Committee in accordance with the attached memorandum dated June 10, 1999. Elements of the charge include:

- Select a chair from among the faculty members of the committee.
- Through the committee chair, provide regular reports to the Board of Trustees at regular meetings and on a monthly basis to the Board through its chair.
- Develop the position description, criteria, an official announcement and ads for approval by the Board at the meeting on July 14, 1999.
- Be active participants in the recruitment of a diverse pool of candidates.
- Develop criteria for the initial application and minimum screening process.
- Develop methodology for selection of semi-finalists, including review of applications, development of rating sheets, and process for semi-finalist interviews.
- Develop and implement reference check criteria and a process for semi-finalist candidates up to the Board's final selection process.
- Select finalists for Board consideration not later than the January 2000 Board meeting – the Board will determine whether to bring all or some subset of that group to the campus for final on-campus interviews.
- Develop methodology for finalists' credential review.
- Maintain and insure strict confidentiality for candidates on campus and off campus up to the time the finalists are announced by the Board and final candidates are invited to campus.
- Work within the Affirmative Action/Equal Employment Opportunity guidelines of The Evergreen State College.

Seconded by Dr. Flemming and passed.

APPROVAL OF RESOLUTION RECOGNIZING LARA LITTLEFIELD - Action

Motion Ms. Roloff read and moved approval of Resolution No. 99-10, "Recognizing the
6-4-99 contributions of *Lara Littlefield*. Seconded by Mr. Imanaka and passed unanimously.

On behalf of the Board, Chair Lamb presented a gift to Lara Littlefield, Evergreen's first student Trustee, upon the completion of her term. Ms. Littlefield expressed her deep appreciation to the Trustees for sharing their experiences, expertise, sense of humor and advice and especially for the way in which the Trustees welcomed her onto the Board, incorporated her in the process and made her feel a part of this group. She thanked them for being some of the best "educators" she has had.

APPROVAL OF FEE FOR STUDENT BUS PASS - Action

Director of Student Activities, Tom Mercado, reported that a record 41 percent of the student body voted on a recent bus pass program ballot. Ninety-seven percent favored charging themselves \$1/credit hour up to a maximum of \$12/person/quarter in order to institute this program. Mr. Mercado recognized the efforts of three students who provided leadership and guidance in this process (Darren Shaffer, David Rickert, and Byran Freeborn). He also introduced and expressed appreciation to Intercity Transit representatives Kris Fransen and George Patton who played a part in making this student initiative a reality. President Jervis noted that this action is permissible under RCW 28B.16.610 which allows the Board to impose a voluntary student fee on students.

Motion Ms. Roloff moved approval of the establishment of a new student fee for the
6-5-99 purpose of implementing a permanent student bus pass program as set forth in the attached guidelines voted upon by the students at the TESC Olympia campus. Final implementation of the fee is contingent on the Board of Trustees' approval of a contract with Intercity Transit. Seconded by Mr. Imanaka and approved.

Approval of the contract with Intercity Transit will be on the July 14 Board agenda.

1999-2001 SERVICES AND ACTIVITIES BUDGET - Action

Tom Mercado acknowledged that this would be the last Board meeting that Denise Robertson would attend, since she will be resigning in December to spend more time with her family. Also attending were Ruth Brownstein, this year's S & A Coordinator; Joe Groshong, next year's S & A Coordinator, and Kechia Betts, the S & A Coordinator for the Tacoma campus. The Coordinators introduced members of their boards in attendance. Ms. Brownstein reported highlights of the year: 47 student groups, seven of which were new student groups, received allocations from the special initiative fund; the special initiative fund was increased to \$45,000 (a \$10,000 increase from the previous year); and \$250,000 was transferred from the Student Activities Building fund to a dedicated reserve account for the future construction of a new child care facility. Ms. Betts highlighted Tacoma campus activities: orientation, participation in the S & A retreat, bi-monthly meetings; and being visible on campus and in the Tacoma community. The Tacoma campus S & A Board presented certificates of appreciation to Tom Mercado and

Denise Robertson for their leadership. Trustees complimented students for their commitment and foresight in earmarking funds for the child care center.

Motion
6-6-99

Ms. Roloff moved approval of (1) an increase in the Services and Activities Fee of 4.6 percent for 1999-2000 and 3.6 percent for 2000-2001, and (2) the 1999-2001 Services and Activities biennial budget as developed by the Services and Activities Fee Allocation Board, totaling \$3,064,937 (details attached). The budget includes two-year funding for Tier I and one-year funding for Tier II. The 2000-2001 Tier II budget is to be allocated by the 1999-2000 S & A Board and will be reported to the Board of Trustees in the Spring of 2000. Seconded by Dr. Flemming and approved.

APPROVAL OF ALL FUNDS OPERATING BUDGET, INCLUDING TUITION- Action

Since this budget has changed only slightly from the May Board work session, President Jervis did not review the budget in detail but pointed out that the recommended spending plan is based on an assumption of a 4.6 percent tuition increase in 1999-2000 and a 3.6 percent increase in 2000-2001. President Jervis mentioned that efforts to discuss the tuition increase with students were met with little response. Past Trustee Littlefield shared that conversations with other students indicated there was a major concern about the trend in higher education to place increasing burden on the student. Trustee Tierney mentioned that students she talked to understood the necessity of raising tuition.

Incorporated in this budget are salary increases granted by the legislature to redress faculty and exempt salaries and a 6% increase for student employees. The legislature did not allow the same flexibility for classified staff as they did for exempt staff. Given that flexibility, the College has taken a differential approach to exempt salaries based on how far they are behind a 75th percentile benchmark number. The President mentioned the difficulties of this process and plans for the future.

The Chair recalled the Board's position of opposing a tuition increase and encouraged students to express concern about the gap between tuition and financial aid.

Motion
6-7-99

Ms. Roloff moved approval of the attached \$116,916,163 1999-2001 operating budget spending plan for all areas of the college including: appropriated state-general funds, operating fee revenue, local dedicated funds, grants and contracts, and the college's non-budgeted local funds.

- 1) Operating fees include a tuition increase of 4.6% in 1999-00 and 3.6% in 2000-01
- 2) Non-budgeted funds include:
 - a) The S&A rate increase of 4.6% in 1999-00 and 3.6% in 2000-01
 - b) The S&A Tier I & II budget recommendations including the Tacoma food allowance expenditure plan.
 - c) The new mandatory Student bus pass fee; and
 - d) The approved Housing rental rate increases

Motion 6-7-99 continued**1999-01 BIENNIAL SPENDING PLAN BY FUND TYPE**

<u>1999-01 SPENDING PLANS</u>	<u>TOTAL</u>
▪ State General Funds	\$ 46,592,000
▪ Operating Fee Revenues	29,784,552
▪ Local Dedicated Funds	4,766,472
▪ Grants & Contracts	4,319,281
▪ <u>Non-Budgeted Local Funds</u>	<u>31,453,858</u>
TOTAL 1999-01 SPENDING PLANS	\$116,916,163

Seconded by Dr. Flemming and passed.

APPROVAL OF CAPITAL BUDGET – Action

Vice President Fanning reported there were no changes in this budget since last month's work session. The college is pleased that the Legislature recognized the need for funds for Seminar Phase II design and for modernization of the Daniel J. Evans Library.

Motion 6-8-99

Ms. Lane moved approval of the 1999-2001 Capital Budget Spending Plan as summarized below:

1999-2001 CAPITAL BUDGET SPENDING PLAN

1999-2001 Preservation Projects	Appropriated Level
▪ Minor Works: Preservation { <i>Re-appropriation</i> }	\$ 1,313,445
▪ Minor Works: Safety & Code Comp. { <i>Re-appropriation</i> }	30,462
▪ Minor Works: Safety & Code Compliance	1,900,000
▪ Minor Works: Preservation	3,600,000
▪ Infrastructure Project: Savings	1
▪ Emergency Repairs	560,000
Sub-Total Preservation Projects	\$ 7,403,908
1999-2001 Program Projects	Appropriated Level
• Seminar Phase II: Design	\$ 3,000,000
• Daniel J. Evans Bldg. Tech. Center & Modernization	150,000
• Minor Works: Program { <i>Re-appropriation</i> }	989,610
• Lab II 1 st Floor Remodel (CAL & Adj. Labs)	2,600,000
• Minor Works: Program	
- Communications Bldg. 2 nd Floor Addition	700,000
- Small Repair & Improvements	400,000
Sub-Total Program Projects	\$ 7,839,610
TOTAL 1999-2001 CAPITAL BUDGET EXPENDITURES	\$15,243,518

Seconded by Dr. Flemming and passed.

In response to a question about the relocation of the health and counseling centers, Ms. Fanning reported that the location under consideration proved to be unworkable but relocation of these areas is still in the facilities master plan.

The Chair commended Kim Merriman and Ruta Fanning for their efforts in explaining Evergreen's budget needs during the recent legislative session.

ELECTION OF OFFICERS

On behalf of retiring Trustee Vipperman and himself, Trustee Imanaka presented the slate of officers for 1999-2000 and reminded Trustees of the decision of several years earlier not to make Board officers a rotational assignment.

Motion Mr. Imanaka recommended approval of the following officers for 1999-2000:

6-9-99

Chair David Lamb

Vice Chair Karen Lane

Secretary Stan Flemming

Seconded by Ms. Roloff and passed.

OTHER BUSINESS, REPORTS, AND ANNOUNCEMENT

CHAIR'S REPORT

The Chair welcomed Sinnamon Tierney to the Board as the new student Trustee and expressed appreciation to his colleagues, to Lee Hoemann and to President Jervis for their efforts in getting the presidential search process started.

PRESIDENT'S REPORT

President Jervis introduced Assistant to the President for Equal Opportunity Paul Gallegos who presented to Trustees a copy of the *Students of Color Anthology* and introduced the project coordinator. Jeremy Segel-Moss described this project which is supported by S & A funds.

The President invited comments from Faculty Representative Sean Williams, who reported (1) gratefulness on the part of the faculty for the salary increases, and (2) faculty reaction to rumors surrounding graduation.

The President described the large reaction and extraordinary level of publicity the College has received in response to the selection of Mumia Abu Jamal as one of the graduation speakers at this year's ceremony, which she expects to be a thought-provoking event.

President Jervis reviewed the September Board meeting which is in conjunction with the opening of the academic year on September 15.

DATE OF BOARD RETREAT, NEXT MEETING AND ADJOURNMENT

Trustees discussed rescheduling the July 13 Board retreat to September 16 (subsequently this date was determined to be unworkable). The next meeting was confirmed for Wednesday, July 14.

EXECUTIVE SESSION

At 3:10 PM, the Board convened an executive session, lasting approximately one hour, to consult with legal counsel and to review the performance of an employee and announced that action may be taken as a result of the executive session.

DELEGATION OF AUTHORITY REGARDING PRESIDENTIAL SALARY - Action

Motion Ms. Roloff moved to delegate to the Vice President for Finance and
6-10-99 Administration the authority to increase the President's salary in the case of a legislatively authorized general cost-of-living increase or any other generally applied adjustments for the fiscal year 2000. Seconded by Dr. Flemming and passed.

ADJOURNMENT

The meeting adjourned at approximately 4:32 PM.

/s/ *David E. Lamb*

/s/ *Stanley L. K. Flemming*

David E. Lamb, **Chair**

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

Attachments - June 10, 1999 Charge to the Presidential Search Committee
Resolution 99-10 Recognizing the Contributions of Lara Littlefield
Student Bus Pass Program agreement (guidelines referred to in Motion 6-5-99)
1999-2001 S & A biennial budget
1999-2001 operating budget spending plan for all areas of the college

RMS