AGENDA

9:00am 1. Call to order, determination of quorum
2. President's overview
3. Approving minutes
4. Public comment*
5. Executive session**

10:50am 6. Return to open session
7. FY20 operating budget spending and revenue plan for 2019-20
   a) Capital budget spending plan
   b) Operating budget spending plan
      i. Tuition & Fees
      ii. Spending levels
      iii. Intercollegiate athletics budget
   c) Services and Activities (S&A) fees
      i. S&A Fees
      ii. Tier I & Tier II spending plans

Action items:
   a) Approval of capital budget
   b) Approval of operating budget including:
      i. Approval of tuition & fee increases
      ii. Approval of spending levels
      iii. Approval of intercollegiate athletics budget
   c) Approval of S&A fee increase and Tier I and II spending plan

11:50am Lunch

12:15pm 8. Sustainability in Prisons Project contract
   Action item: Approval of delegation of authority for the Sustainability in Prisons Project Contract

9. Updating the college seal
   Action item: Approval of revised college seal
10. Naming the legacy garden
Action item: Approval to name “Legacy Garden”

11. Campaign counting guidelines
Action item: Approval of campaign counting guidelines

12. Updating the delegation of authority
Action item: Approval of revised delegation of authority

13. Chair’s report
   a) Remarks
Action item: Appointment of officers and representative to the Foundation Board of Governors FY20
   b) Student Trustee’s report

14. President’s report
   a) Remarks
   b) Fundraising report
   c) Representative reports

2:00pm  15. Faculty Emeritus Nominations
Action items: Approval of faculty emeritus appointments as recommended by the faculty

2:30pm  16. Adjourn

* To participate in public comment, please arrive and sign in by 9.00am.

** The Board will meet in Executive Session pursuant to RCW 42.30.140(4)(a) and RCW 42.30.110(1)(g) and (i).

For more information or accommodations, please call 360-867-6100.
Special Meeting of the Board of Trustees  
May 8, 2019

Trustees Attending:  
Monica Alexander  
Karen Fraser  
Fred Goldberg  
Irene Gonzales  
Kathleena Ly  
Ed Zuckerman  

Trustees Absent:  
Keith Kessler  
David Nicandri  

Staff Present:  
George Bridges, President  
John Carmichael, Vice President for Finance and Operations  
Laura Coghlan, Executive Associate for the Vice President for Finance and Operations  
Andy Corn, Executive Associate to the Vice Provost for Student Engagement  
Jennifer Drake, Provost and Vice President for Student and Academic Life  
Sharon Goodman, Director of Residence and Dining Services  
Susan Harris, Executive Associate to the President and Secretary to the Board of Trustees  
Chassity Holliman-Douglas, Vice President for Inclusive Excellence and Student Success  
Holly Joseph, College Budget Officer  
Sandra Kaiser, Vice President for College Relations  
Elizabeth McHugh, Director of Student Wellness, Recreation, and Athletics  
Jeremy Mohn, Director of Government Relations  
Eric Pedersen, Chief Enrollment Officer  
Emily Pieper, Assistant Director First Peoples Multicultural, Trans, and Queer Support Service  
Jeannette Smith, Director of Student Activities and College Activities Building  
Laurel Uznanski, Associate Vice President for Human Resource Services  
Amanda Walker, Vice President for Advancement and Executive Director of The Evergreen State College Foundation  

Others Present:  
Alexander Farley, GSU Representative to the Board of Trustees  
Michael Lusk, Staff Representative to the Board of Trustees  
Aileen Miller, Assistant Attorney General  
Paul Przybylewicz, Faculty Representative to the Board of Trustees  

Chair Fred Goldberg called the meeting to order at 9:02 a.m. at the Lord Mansion located at 211 21st Ave SW, Olympia, WA. A quorum was present. Chair Goldberg welcomed new Trustee Ed Zuckerman and new Geoduck Student Union Representative to the Board of Trustees Alexander Farley.
President’s overview
President George Bridges gave a brief overview of the meeting agenda and discussed the renewal initiatives being undertaken by the College. He thanked faculty and staff for being involved in the work.

Adoption of minutes
Motion 2019-02
Trustee Irene Gonzales moved for approval of the minutes of the March 8, 2019 and the April 25, 2019 meetings. The motion was seconded by Trustee Ed Zuckerman and passed on a voice vote.

Public comment
Chair Fred Goldberg called for public comment.

Evergreen third-year student Bill addressed the Board of Trustees. Bill noted that the location for this Board of Trustees meeting is difficult for campus community members to participate. Bill said that he traveled 30 minutes to attend this meeting to provide comment and was missing class to do so. He requested that the meetings be held in a location more convenient to the Evergreen community.

Chair Goldberg called for student Alex Medina to provide public comment. Alex submitted a comment through the Board of Trustees web form noting concerns about meeting times and the change in meeting location. Alex was not present at the meeting.

Executive session
Chair Fred Goldberg announced that the Board would move into executive session, pursuant to the Open Public Meetings Act 42.30.140 and 42.30.110, to discuss collective bargaining, and to receive and evaluate complaints brought against a public officer or employee and/or to review the performance of a public employee. He said that the Board would return to an open meeting at 11:35 a.m. unless notified that the time has been extended and that no final action will be taken in executive session. The Board returned to an open meeting as scheduled at 11:35 a.m.

Action items
Motion 2019-03
Trustee Karen Fraser moved for approval of the 4SU contract. The motion was seconded by Trustee Irene Gonzales and passed on a voice vote.

Fiscal Year 2020 budget
Vice President for Finance and Operations John Carmichael briefed the Board on the upcoming budget discussion, focusing on tuition and fees, enrollment, and the legislative budget. Vice President Carmichael noted that the College is preparing for a budget reduction. The expectation is that we will graduate over 1,000 students in spring, with an expected entering class of less than 1,000, resulting in a smaller total student population in 2019-2020. The budget will be brought to the Board of Trustees meeting in June for approval.

To discuss the budget, Executive Associate for the Vice President for Finance and Operations Laura Coghlan; Executive Associate to the Vice Provost for Student Engagement Andy Corn; Director of Residential and Dining Services Sharon Goodman; College Budget Officer Holly Joseph; Director of Student Wellness, Recreation, and Athletics Elizabeth McHugh; Chief Enrollment Officer Eric Pedersen; Assistant Director of First Peoples Multicultural, Trans, and Queer Support Services Emily Pieper; and Director of Student Activities and College Activities Building Jeannette Smith joined Vice President Carmichael at the table.
Vice President Carmichael noted that to evaluate the best course of action for tuition recommendations, fee changes need to be considered at the same time. College Budget Officer Joseph and Executive Associate Coghlan reviewed the tuition recommendation to the Board of Trustees. The recommendation includes a 2.4% increase in resident undergraduate tuition and graduate non-resident tuition and a 4.0% increase for non-resident undergraduate tuition and graduate resident tuition. They noted that the recommendation comes from an in-depth look at statutory authority, expected costs, budget cuts, and comparisons with peer groups. The 2.4% increase in resident undergraduate tuition is in line with the other four-year Washington State higher education institutions.

Executive Associate Corn, Director Goodman, Director McHugh, Assistant Director Pieper, and Director Smith, presented on the proposed fees for the biennium for services and activities, wellness services, and residential and dining.

The recommendation includes an increase of 4% in the services and activities fees for 2019-2020 with an additional increase of 4% for 2020-2021, and a request for approval of the 2019-2021 services and activities fee biennial budget as developed by the College and the Services and Activities Fee Allocation Board as outlined in the material distributed to the Board. It was noted that the rates and fee levels are similar to other institutions in the state and the proposed fees represent relatively modest increases. They noted that during an enrollment decline, fee revenue budgets are not buffered by state appropriations. Factors to take into consideration include the new expenses due to the new paid family medical leave program and increased minimum wage. The Services and Activities Fee recommendation was reviewed with the Board and the difference between tier 1 and tier 2 budgets were explained. Assistant Director Pieper stressed that this was a collaborative effort with the Services and Activities Fee Allocation Board and what is presented is a collective budget developed through this process.

Director McHugh reviewed the recommendation for 2019-2021 student wellness fees. Recommendations include an increase to $474/year for 2019-2020 and an increase to $501/year for 2020-2021. This fee would ensure the continuation of current services and programs as well as referral services for students whose care is beyond the scope of the Wellness Center services. Director McHugh responded to Board questions regarding services offered, expanded access, number of students served, and service to the Tacoma program.

Director Goodman reviewed the recommendation for increases in the Residential and Dining Services rates. Recommendations include an increase of 5% for housing rates and 4% for dining rates for both the 2019-2020 and the 2020-2021 school years. She indicated that Residential and Dining Services is embarking on a renewal strategy to look at staffing and facilities over the next few years.

Chief Enrollment Officer Eric Pedersen gave an enrollment update. He indicated that we have 205 new students registered for Fall 2019 compared to 263 around this time last year. He stressed that recruitment efforts will continue throughout the summer. Transfer student registration is scheduled to open on Monday, May 15, 2019 so the comparison to last year is not exact. We expect to see most transfer student registrations between now and the end of August. Chief Enrollment Officer Pedersen noted that we expect to graduate approximately 1,000 in June.

The meeting was briefly interrupted by representatives of the Industrial Workers of the World South Sound General Education Union (IWW). The group distributed a statement to the Board of Trustees and
a statement was read aloud by one of the IWW members. After approximately 5 minutes, the IWW members dispersed and the meeting reconvened.

Chief Enrollment Officer Pedersen returned to the presentation and reviewed the renewal initiatives being undertaken to bolster new student recruitment. He indicated that as these are new initiatives, the lack of historical data creates difficulty in developing accurate projections of future enrollment. Chief Enrollment Officer Pedersen stated that he will continue to update projections as the data comes available. The Trustees expressed an interest in supporting the work on student recruitment. Chief Enrollment Officer Pedersen and President George Bridges agreed to work on a plan for the Trustees to engage in this work.

Director of Government Relations Jeremy Mohn presented a legislative update. He indicated that the College received funding for almost all operating budget requests. He noted that while not all requests were fully funded, those that were funded are permanent investments made by the legislature. He highlighted that the legislature included full funding of a 3% increase in compensation for staff and faculty, funding for student success programs, high demand psychology, an updated Student Wellness Services Center, and LAB I seismic and HVAC renovations.

Director Mohn then gave an overview of HB 2158, The Workforce Education Investment Act. This act replaces the State Need Grant program with the Washington College Grant program with guaranteed funding for all eligible students beginning FY21. Director Mohn thanked President Bridges for all the work he has done with the legislature. In turn, the Trustees expressed their thanks to Director Mohn and gave appreciation for his work.

**Working lunch**
During the Board’s working lunch, Vice President for Inclusive Excellence and Student Success Chassity Holliman-Douglass led a workshop on inclusive excellence with the Board of Trustees.

The Board separated into smaller groups to review stories and discuss amongst themselves, then return to the larger group for discussion. She then asked the group to do a reflective exercise considering the following questions: 1) In what environments do you feel the greatest sense of belonging? 2) Have there been times in your life when you did feel belonging? 3) If so, when were those times? 4) What are some of the characteristics that describe your experience?

Vice President Holliman-Douglas shared that there is no way to reach inclusive excellence without acknowledging marginalized groups on campus. The following questions to ask: 1) Who is missing? 2) Who is here? 3) Why are they missing? 4) What opportunities are we creating for increased access?

She also posed the following questions to the Board: As a member of the Board of Trustees, what learning do you need to be an effective partner in our College’s inclusive excellence work? The Trustees expressed an interest in the Board engaging with students on campus, in particular to hear student stories and learn what type of support the Board can provide.

Chair Fred Goldberg then addressed earlier comments regarding the decision to use the Lord Mansion for this meeting. He expressed that utilizing this space is one way in which to bring Evergreen into the Olympia community and develop positive relationships with our neighbors.
Board committee
Provost and Vice President for Student and Academic Life Jennifer Drake presented on behalf of the Student Success and Recruitment Committee. She noted that she presented on behalf of David Nicandri, Chair of the Committee, in his absence. Vice President Drake reported that the Student Recruitment and Success committee met on Tuesday, April 23, 2019 and outlined the key topics discussed: inclusive excellence, Paths of Study, and accreditation.

Delegation of authority
Vice President for Finance and Operations John Carmichael gave an overview of the delegation of authority. He will propose revisions to the 2007 delegation of authority and request approval at a future meeting. Three areas where revisions are being contemplated include rule making, contracts, and legal actions.

Assistant Attorney General Aileen Miller gave an overview of executive session rules with regard to legal discussion, action, and delegation. She indicated that a revision to the delegation of authority would allow for a degree of clarity with policy and administrative work.

Chair’s report
Chair Fred Goldberg gave a brief history of the Lord Mansion. Chair Goldberg appointed a nominating committee to propose a new slate of Officers for The Evergreen State College Board of Trustees to serve in FY20. The nominating committee includes the following Trustees: Irene Gonzales, Keith Kessler, and David Nicandri. He requested that the nominating committee come back to the next meeting with a nominative report.

Chair Goldberg asked Trustee Karen Fraser to report on the Association of Governing Board (AGB) National Conference on Trusteeship that she attended in April 2019. Trustee Fraser reported that the focus of the conference was on governance in colleges and universities. She expanded by noting that the primary role of a Trustee is to protect and enhance the long term goals of the institution and added that the biggest failure of Trustees is engaging in the daily administration of the College rather than the higher level strategic work. Trustee Fraser acknowledged that the conference was exceptionally well done and encouraged ongoing participation.

Chair Goldberg invited Trustee Kathleena Ly to give a Student Trustee report. Trustee Ly reported that she is wrapping up last few weeks as a senior in the Tacoma program. She invited the Trustees to attend the upcoming spring fair and the Tacoma graduation celebration. Trustee Ly noted that on May 20 and 29 she will be representing Evergreen at a transfer fair and in doing so promoting Evergreen to prospective transfer students.

President’s report
President George Bridges announced that Evergreen commencement is scheduled for June 14, 2019 and noted that the biography for commencement speaker Tracy Rector could be found in the folder previously shared. Work on renewal and summer institutes is underway. A search for a Dean and an Admissions position for the Tacoma program has been launched. The College is commissioning a market analysis in Pierce and Thurston counties to inform how best to engage prospective students.

President Bridges invited Vice President for Advancement Amanda Walker to give a fundraising report. Vice President Walker provided a fundraising report and noted that it is the second biggest year in the
history of the foundation for revenue received from gifts and pledges, second only to 2017. This signals that we have strong support for our students and renewal initiatives. Vice President Walker highlighted that we have 100% participation from the Board of Trustees and Board of Governors. She thanked the Trustees for their participation in Art of Giving and indicated it was a huge success, exceeding the event goal. Vice President Walker also noted that she will be bringing forward a proposal on campaign counting guidelines to the June meeting for the Board’s approval.

President Bridges invited Alexander Farley to report as the Geoduck Student Union Representative to the Board of Trustees. Representative Farley reported that the new speaker to the Geoduck Student Union (GSU) will be voted on in the fall. Representative Farley reported that the GSU is working to become more cohesive. One example of this includes the GSU assembly, which allows interactions with the student body as a whole. Representative Farley noted that numbers have been increasing in attendance, from 10 at the first assembly to approximately 50. The GSU will be working on better advertising in an attempt to increase participation. The next GSU assembly is scheduled for May 22, 2019 where the budget committee will be presenting. Representative Farley noted the GSU is hosting a consent prom, a fun and interactive event for students on June 7, 2019. GSU representatives Annie Landis and Charles Adkins helped support legislation during the legislative session that completed, and polling is currently in progress for next years’ legislative team.

President Bridges invited Michael Lusk to report as Staff Representative to the Board of Trustees. Representative Lusk reported that he has not been connecting with other staff as he normally would as he has been working nights. He did note that the staff that he has encountered are feeling unsure about what is happening on campus and often perceive the messages going out are more spin than information.

Finally, President Bridges invited Paul Przybylowicz to report as Faculty Representative to the Board of Trustees. The faculty will be reviewing hiring priorities and will vote on a new process for establishing priorities today. In addition, bargaining is occurring with the United Faculty of Evergreen (UFE) today. He noted that the First Year Experience (FYE) and Paths of Study have been approved and are moving forward. Faculty are discussing and raising concerns about leadership and want more information on how the evaluation process works. There are also ongoing conversations about faculty governance, and Agenda Committee recruitment is difficult as not much power and benefits come with the additional responsibility and workload. Representative Przybylowicz stated that there is middle level talent flight with the perceived uncertainties on campus and some are seeking more stable options elsewhere.

**Concluding remarks**
Chair Fred Goldberg noted that graduation is the “pay” that volunteer Trustees receive as it is deeply rewarding to hand students their diplomas.

The meeting adjourned at 2:20 p.m.
Executive Summary

TO: Board of Trustees
FROM: George S. Bridges, President
DATE: May 24, 2019
RE: 2019-2021 Capital Budget Spending Plan

1) Administrative Recommendation
   a. Approve the 2019-2021 Capital Budget Spending Plan of $18,146,000.
   b. Approve the 2017-2019 Capital Re-appropriation Spending Plan of $10,200,000.

2019-2021 CAPITAL BUDGET SPENDING PLAN

New Appropriations
Minor Works
Facilities Preservation                      5,866,000
Preventive Facility Maintenance & Building System Repairs 880,000
Minor Works Programmatic Projects          1,500,000
--------------------------------------------
Total New Appropriations                   8,246,000

Stand-Alone/Major Capital Projects
Health and Counseling Center               5,400,000
Science Lab I, Seismic Upgrade             4,000,000
Infrastructure Master Plan                 500,000
--------------------------------------------
Total New Appropriations                   9,900,000

Reappropriations from 2017-19
Facilities Preservation                    1,100,000
Critical Power, Safety and Security        8,600,000
Health and Counseling Center               400,000
Lord Mansion Upgrades                      100,000
--------------------------------------------
Total Reappropriations                     10,200,000

Vice President for Finance & Operations | Library 3200 | 360-867-6500 | carmichaj@evergreen.edu
The Evergreen State College | 2700 Evergreen Parkway NW | Olympia, Washington 98505 | evergreen.edu
2) **Explanation:**
   a) Present Policy: At the June 14, 2018 meeting the Board approved the College’s proposed Ten-Year Capital Plan (2019-2029) and the 2019-2021 Capital Budget Request for submission to the Governor and Legislature.

   The recommended action authorizes staff to spend the funds approved by the Legislature for the 2019-2021 capital programs and re-appropriates funds from the Fiscal Year 2019 budget to the Fiscal Year 2020 budget.

   b) Proposed by John Carmichael, Vice President for Finance & Operations

3) **Scheduling:**
   The College will prepare the documentation for allotments for the capital budget to be submitted to Governor’s Office of Financial Management in July 2019. Upon approval of the allotments, work will begin on the capital projects outlined above.

   Some projects will start in July 2019; others will start later in the biennium. Re-appropriated projects started in the current biennium will continue in the new biennium. The Board may be asked to make further approvals on projects. For example, the Board will be asked to approve any contract that exceeds authority delegated to the administration.

4) **Fiscal Impact:**
   The college’s capital budget is appropriated by the state legislature, drawing primarily from revenue raised through the state Treasurer’s bond sales, the building fee collected as part of tuition, and revenue from the timber trust lands managed by the Department of Natural Resources.

5) **Program Impact:**
   The allocations funded in this appropriation allow for critical repairs to ensure the preservation of the college’s buildings and grounds, maintaining the college’s infrastructure, constructing a new Health and Counseling Center, addressing seismic and HVAC issues in the Lab I building, and developing a design for sustainable utility infrastructure.

6) **Legal Process:**
   Washington State Law and the Board of Trustees Delegation of Authority require Board approval of the biennial Operating and Capital Budget and spending plans.

7) **Staff Review:**
   
   ![Signature]
   College Budget Officer

   ![Signature]
   Vice President for Finance and Operations

   ![Signature]
   Executive Associate to the President/Secretary to the Board of Trustees
TO: Board of Trustees

FROM: Elizabeth McHugh, Director, Student Wellness, Recreation & Athletics
Wendy Endress, Vice Provost for Student & Academic Life
Jennifer Drake, Provost

RE: 2019-21 Student Wellness Fees

1. **Funding Recommendation**

   a) Approve an increase to $474/year or $158/quarter in the Wellness Fee for 2019-2020

   b) Approve an increase to $501/year or $167/quarter in the Wellness Fee to for 2020-2021

2. **Explanation and Purpose**

   The Wellness Fee is assessed to students attending the Olympia campus enrolled for four (4) or more credits. This fee directly supports Student Wellness Services and is not health insurance. Student Wellness Services operates during Fall, Winter and Spring quarter and provides limited services during the summer; no fees are charged during the summer quarters. This fee is similar to those assessed at other Washington state four-year public institutions that charge a health/wellness fee.

3. **Funding Recommendation for Student Wellness Services**

   The proposed budget and associated fee increases will maintain the quality of service for students in a manner which is sustainable. The purpose of Student Wellness Services is to promote student health and emotional well-being through care and support to students in the pursuit of academic and co-curricular success. Student Wellness Services continues to balance meeting the needs of the greatest number of students while responding to the students with the greatest need.

   This increase will address compensation and benefit changes, support the transition of costs from the services and activities fee budget onto the fee and secure base staffing to sustain a Wellness Services Program for the student population at Evergreen. This fee increase ensures continuation of current services and programs for the student population, and referral services for students whose care is beyond the scope of a campus medical and/or counseling service.
Additionally, Student Wellness Services has worked closely with the S&A Board this year and issues a joint recommendation that based on budget reductions and revenue constraints within the S&A Program, Student Wellness Services will support and fund a larger share of the recreation programs related to holistic wellness to sustain these vital services for students. This service programatically aligns well with the portfolio of services within Student Wellness, Recreation, and Athletics. The transition would be effective July 1, 2019 upon approval by the Board of Trustees.

The projections for Wellness Fee revenue for 2019-2021 are based on an increase in the fee from $420/year ($140 per quarter) to $474/year ($158/quarter) in FY20 and $501/year ($167/quarter) in FY21.

**Proposed Wellness Fee Budget 2019-2021**

<table>
<thead>
<tr>
<th>Budget Model for Student Wellness Fees</th>
<th>2019-2020 (Proposed)</th>
<th>2020-2021 (Proposed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits (12.96 FTE)</td>
<td>1,165,781</td>
<td>1,184,895</td>
</tr>
<tr>
<td>Goods/Services</td>
<td>90,000</td>
<td>90,000</td>
</tr>
<tr>
<td>Travel</td>
<td>3,000</td>
<td>3,000</td>
</tr>
<tr>
<td><strong>Budget Total</strong></td>
<td><strong>1,258,781</strong></td>
<td><strong>1,277,895</strong></td>
</tr>
</tbody>
</table>
TO: Board of Trustees

FROM: Sharon Goodman, Director, Residential & Dining Services
       Wendy Endress, Vice Provost for Student & Academic Life
       Jennifer Drake, Provost

RE: 2019-21 Residential and Dining (RAD) Services, Housing and Board Rates

1. Funding Recommendation

   a) Approve increases in the Residential & Dining Services rates as follows:
      i. Approve an increase in housing rates of 5% for 2019-2020
      ii. Approve an increase in dining rates of 4% for 2019-2020
      iii. Approve an increase in housing rates of 5% for 2020-2021
      iv. Approve an increase in dining rates of 4% for 2020-2021

2. Explanation and Purpose

   Residential and Dining Services is an auxiliary enterprise within the institution. Revenues from housing and dining contracts are the sole source of funding for operations of providing safe and comfortable facilities. Rates are recommended based on an assessment of the cost of operations, anticipated investments for the future, and review of the local rental market. Rates for the dining plans are also recommended in the context of the existing contract with the food service provider as well as the cost of operations.

3. Funding Recommendation for Residential & Dining Services

   The proposed budget and associated rate increases will maintain the high level of service for students in a sustainable manner.

   This increase will address compensation and benefit changes, routine maintenance and improvements to the housing and dining facilities, and increase the fund balance intended to afford some flexibility in financing future investments for facility improvements.
The estimated 12.5% increase in labor costs due to state mandated minimum wage increases is significant for RAD due to the reliance on student labor. Over 30% of operating budget is allocated to student wages.

The housing fee increases are estimated to generate new revenue of $180,000 in 2019-20, and an additional $190,000 in 2020-21. Individual housing rates are variable based on the type of plan selected by the student. For example, the average monthly cost of housing for a student living in a residence hall with a roommate would increase from $577/month to $607/month in FY20 with the proposed 5% increase and to $638/month in FY21 with the proposed 5% increase.

The additional revenue is targeted for the following:

<table>
<thead>
<tr>
<th>Proposed Use of New Housing Fee Revenue</th>
<th>2019-20</th>
<th>2020-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student wage increases</td>
<td>$66,000</td>
<td>$47,000</td>
</tr>
<tr>
<td>Professional staff wage and benefit increases</td>
<td>$42,000</td>
<td>$32,000</td>
</tr>
<tr>
<td>Housing facility and furniture improvements</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>Directed to fund balance for future flexibility</td>
<td>$22,000</td>
<td>$61,000</td>
</tr>
<tr>
<td>Total</td>
<td>$180,000</td>
<td>$190,000</td>
</tr>
</tbody>
</table>

Dining rates are built in partnership with the college food service provider and are variable based on the type of plan selected by the student. For example, the typical monthly cost of dining for a new student would increase from $345/month to $360/month in FY20 with the most common plans. Returning students, who often select more limited service plans, would increase from $162/month to $169/month in a typical plan for FY20.

Dining rate increases are required for compliance with the college food service contract, and represent cost increases across the food system and service industry sector related to minimum wage increases and cost of food. The institution receives commission from net revenue increases and this commission will grow 5.6% in FY19 and FY20. In addition, the aspects of program funded by the College will likely see increased costs associated with utilities and services and institutional recharges associated with staff compensation.
Financial Condition Overview  
June 4, 2019

Each spring, when the Board acts to adjust tuition and mandatory fees, the action makes an incremental change in anticipated revenue in the college’s operating budget and a handful of auxiliary budgets. At the same time, college staff prepare spending plans in the operating and auxiliary budgets, focusing on incremental spending changes in those budgets.

This year, much of our attention has been focused on a 5% adjustment in the operating budget, which makes up approximately 54% of the money flowing through the college. Adjustments in some auxiliary budgets are larger. Rather than focus on incremental changes in one part of the college’s finances, this report seeks to provide a broad overview of the financial condition of the college and to describe trends in that condition.

This report draws upon the most recent (unaudited) financial statements, which cover the fiscal year ending June 30, 2018.

NOTE: Three accounting rule changes over this period substantially affect this report. Costs for current and future retiree benefits that were previously accounted for on the State of Washington’s financial statements are now accounted for on the college’s financial statements.

- Two rule changes in 2015 (GASB 68 and 73) reduced the college’s reported unrestricted assets by $17 million.
- A third rule change in 2018 (GASB 75) further reduced the college’s reported net assets by $38.7 million.
- The net effect over the period was a $54 million reduction in recorded net assets, leaving a negative (-$24.7 million) in unrestricted net assets. This reduction in net assets reflects an accounting rule change, not a change in the college’s underlying financial condition.

Overview
The college continues to hold sufficient net assets to support current operations and has a manageable level of long-term debt. For the past five years, however, the college's net annual revenue has been negative, leading to a steady and accelerating deterioration in the college’s financial position.
Several conditions contribute to this annual loss. The most significant cause is a decline in enrollment over this period. The college has taken steps to reduce expenditures to reflect the change in enrollment. There is a notable lag in the adjustment due to the requirements of collective bargaining agreements, faculty tenure rights, and staffing needs of the curriculum. At the same time, compensation and benefits policies that are set at the state level have put upward pressure on expenses. Finally, the scale of the physical plant and the need to comply with federal and state regulations make rapid, sustainable reductions in expenditures difficult.

**Ratios**

Over the past year, the Board’s Finance & Budget Committee has begun working with a set of four ratios that provide a broad measure of the college’s financial condition. These calculations also consider Foundation assets, income, and expenses. This method of assessing institutional financial strength was developed by the National Association of College and University Business Officers (NACUBO). These ratios can be calculated from audited financial statements, making it possible to make reliable comparisons among institutions. Although some widely cited guidelines establish ideal ranges for these metrics, it is important to evaluate these ratios considering institutional strategy.

The two most important ratios are the Primary Reserve Ratio and the Viability Ratio.

**Primary Reserve Ratio**

The Primary Reserve Ratio offers a general measure of financial strength by weighing expendable assets against annual expenses. A high Primary Reserve Ratio suggests that an institution is well prepared to handle unexpected expenses or losses of revenue. The general guideline for this ratio is that institutions should strive for a ratio of 0.40 or higher.

![Figure 1: Primary Reserve Ratio](image)

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1 The accounting rules governing public institutions have changed very substantially over the past five years. To preserve comparability across this reporting period, the ratios presented here reflect the rules in place at the beginning of the period (2014). Please see the note on page 1.
Viability Ratio
The Viability Ratio examines the college’s debt burden. The ratio compares an institution’s expendable assets to its long-term debt. The general guideline for the Viability Ratio suggests that an institution should strive to maintain a ratio between 1.25 and 2.00, although some institutions may reasonably adopt debt policies that lead to a Viability Ratio outside this range.

Evergreen’s long-term debt represents bonded debt obligations for the Residence Halls and CAB Building. In 2016, the college took on additional debt to purchase the site of Evergreen’s Tacoma Program, reducing Evergreen’s Viability Ratio from 2.6 to 1.9.

Net Operating Revenue Ratio
Primary Reserve and Viability Ratios are generally regarded as the most important ratios for taking a snapshot of an institution’s financial strength at a point in time. The Net Operating Revenue Ratio is an indicator of whether an institution’s financial position is strengthening or weakening. The ratio compares the college’s net income (or loss) to annual expenses. This view excludes capital investments.

The general guideline is that an institution’s Net Operating Revenue Ratio should average 2% to 4% over the long-term. There may be years when an institution chooses to make strategic investments that take the ratio outside this range.

Evergreen’s Net Operating Revenue Ratio has been negative for
each of the past five years. The trend worsened in Fiscal Year (FY) 2017 and FY 2018, reflecting unexpected expenses and a downturn in enrollment.

**Return on Net Assets Ratio**
The Return on Net Assets Ratio takes a wider view than the Net Operating Revenue Ratio, encompassing capital assets and investment in addition to the gain/loss from operations. The general guideline is that this ratio should average between 3% and 4% over the long-term. At Evergreen, this ratio is sensitive to changes in the state capital budget appropriations. The spike in the ratio in 2016 reflects capital investment in Purce Hall and Lab I. The drop in the ratio in 2018 reflects the absence of a state capital budget that year.

**Financial Data Trends, 2014-2018**
The following charts track trends that the Board has followed for several years. Unlike the ratios above, which are shown using the accounting rules in place in 2014, the charts that follow tie directly to financial reporting in each year, so part of the year-to-year changes in these charts is a function of changes in reporting standards rather than changes in the college’s financial condition. This is most striking when looking at the change in the college’s net position over this five-year period.

**Net Assets**
Net assets are a measure of the total, cumulative economic value of the college. Three accounting rule changes over this period substantially affected reported net assets. The new rules changed how the college records the cost of benefits for current and future retirees. Costs that were previously accounted for on the State of Washington’s financial statements are now accounted for on the college’s financial statements. Two rule changes in 2015 (GASB 68 and 73) reduced the college’s reported unrestricted assets by $17
million. A third rule change in 2018 (GASB 75) further reduced the college’s reported net assets by $38.7 million. The net effect over the period was a $54 million change, leaving a negative (-$24.7 million) in unrestricted net assets. This reduction in net assets reflects an accounting rule change, not a change in the college’s underlying financial condition.

Figure 5: Net Position by Type

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment in Capital</td>
<td>162.6</td>
<td>154.7</td>
<td>164.8</td>
<td>166.7</td>
<td>167.6</td>
</tr>
<tr>
<td>Restricted</td>
<td>10.5</td>
<td>9.4</td>
<td>9.5</td>
<td>9.1</td>
<td>8.5</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>24.8</td>
<td>11.8</td>
<td>16.7</td>
<td>16.4</td>
<td>-24.7</td>
</tr>
<tr>
<td>Total</td>
<td>197.9</td>
<td>175.9</td>
<td>191.0</td>
<td>192.2</td>
<td>151.4</td>
</tr>
</tbody>
</table>

Please see note on page 1.
Revenue and Expenses
Annual changes in net assets are a function of the difference between annual revenues and expenditures. Figure 6 shows these changes over a five-year period. These data include state capital appropriations and expenses, which have been highly variable over the period. In the FY16/17 biennium, the college received a $32 million capital appropriation to support the renovation of Purce Hall and other projects. In FY18, the state did not pass any capital budget. This year-to-year variability makes it difficult to draw firm conclusions about trends from this data. Over the five-year period, the median change in revenues was -0.7% and the median change in expenses was +1.9%.

![Figure 6: Revenues, Expenditures, & Changes to Net Assets](image)

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenues (Millions)</th>
<th>Expenditures (Millions)</th>
<th>Incr/Dcr Net Assets (Millions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>97.8</td>
<td>100.2</td>
<td>(2.4)</td>
</tr>
<tr>
<td>2015</td>
<td>98.1</td>
<td>96.5</td>
<td>1.6</td>
</tr>
<tr>
<td>2016</td>
<td>115.1</td>
<td>100.0</td>
<td>15.1</td>
</tr>
<tr>
<td>2017</td>
<td>113.1</td>
<td>109.0</td>
<td>4.1</td>
</tr>
<tr>
<td>2018</td>
<td>104.2</td>
<td>109.1</td>
<td>(4.9)</td>
</tr>
</tbody>
</table>
Sources of Revenue
The college’s sources of revenue vary from year-to-year. As noted previously, the level of state support for capital projects has been highly variable over this period. As enrollment has declined, tuition revenue has decreased. At the same time, general fund appropriations have increased as the state has pursued a policy to reduce resident undergraduate tuition and replace lost tuition revenue with additional state support.

![Figure 7: Sources of Revenue](image-url)
Expenses
Salaries and benefits make up the majority of college expenses. The college controls staffing levels and some salaries. Minimum wage costs and employee benefits are a function of state policy.
Capital Appropriations
As noted above, a large part of the variance in year-to-year revenue is a function of state capital appropriations. Capital appropriations include funding for major projects (e.g., the renovation of Purce Hall) and minor works that contribute to the maintenance and continued functionality of the physical campus. Figure 9 breaks down these two categories.
Auxiliary Enterprises
Auxiliary enterprises provide support to students, faculty, staff and the Thurston County community. These enterprises are expected to be self-supporting and operate as profit centers. In FY 2017 Residential and Dining Services had a profit of $917,000 and the Bookstore lost about $70,000. Both of these auxiliaries are primarily reliant on student enrollment to cover their costs. As expected, the decrease in enrollment had a larger negative financial effect on these auxiliaries than on the auxiliaries that are less reliant on student enrollment.

Figure 10: 2018 Auxiliary Funds Revenues, Expenses & Net Income
Reserves
Carry-forward fund balances provide an important source of financial reserves. Figure 11 displays the year-end carry forward amounts in the operating budget and in the summer school account. In addition to these reserves, the Board of Trustees maintains an emergency reserve fund and most auxiliary enterprise accounts maintain a carry forward fund balance. Notably, Residential and Dining Services has built up a carry forward reserve in anticipation of future capital investment. Carry forward fund balances in the operating account declined from a high of $9.5 million in FY 2016 to a low of $2.2 million in FY 2018. The college is pursuing a strategic renewal plan that is expected to draw down the summer school fund balance by approximately $3 million over the next three years.
Executive Summary

TO: Board of Trustees

FROM: George S. Bridges, President

DATE: June 4, 2019

RE: 2019-2020 Tuition, Fees, and Operating Budget Approval

1) Administrative Recommendation

Approve the following changes to the tuition, fees, and operating budget spending levels for Fiscal Year 2020 (July 1, 2019 – June 30, 2020):

a. Approve a 2.4% increase in the operating fee portion of tuition for resident undergraduate and non-resident graduate students.
b. Approve a 4% increase in the operating fee portion of tuition for non-resident undergraduate and resident graduate students.
c. Approve an increase to a 12.9% increase ($18/quarter) in the Wellness fee.
d. Approve an increase in Housing rates of 5% for 2019-20.
e. Approve an increase in Dining rates of 4% for 2019-20.

AND

Approve spending levels for Fiscal Year 2020 as follows

<table>
<thead>
<tr>
<th>College Spending Plan by Fund Type</th>
<th>2019 Budgeted Spending Level</th>
<th>2020 Proposed Spending Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>State General Fund</td>
<td>28,166,000</td>
<td>31,178,000</td>
</tr>
<tr>
<td>Education Legacy Trust Fund</td>
<td>2,725,000</td>
<td>2,725,000</td>
</tr>
<tr>
<td>Tuition Revenue</td>
<td>22,333,962</td>
<td>20,088,102</td>
</tr>
<tr>
<td>Local Dedicated Funds</td>
<td>7,359,000</td>
<td>7,600,000</td>
</tr>
<tr>
<td>Grants &amp; Contracts</td>
<td>4,925,000</td>
<td>5,600,000</td>
</tr>
<tr>
<td>Service/Auxiliary Funds</td>
<td>14,113,500</td>
<td>14,300,000</td>
</tr>
<tr>
<td>TOTAL SPENDING PLANS</td>
<td>$79,622,462</td>
<td>$81,491,102</td>
</tr>
</tbody>
</table>

AND

Approve an intercollegiate athletics budget of $888,926. (Please see Attachment B).

1) Explanation:
Previous tuition and fee levels and spending levels were established by Board action in response to proposals developed by staff and recommended by the President. In developing proposals, staff seek to balance student equity and affordability, increasing labor market costs, and the need to provide quality academic programs and services that support
student success. The staff process includes an assessment of the college's position relative to peer institutions.

Staff attempt to present all proposed tuition and mandatory fee changes to the Board as a package, so that the cumulative effect on students' cost of attendance can be clearly discerned.

For students, these changes (including proposed changes in Services and Activities Fees) would increase total cost of attendance as shown in Table 1. A full display of Cost of Attendance is included in Attachment A. This proposal was shared at the Geoduck Student Union’s General Assembly on May 22, 2019.

Table 1. Summary of changes to cost of attendance for 2019-20

<table>
<thead>
<tr>
<th></th>
<th>Resident Undergraduate</th>
<th>Non-resident Undergraduate</th>
<th>Resident Graduate</th>
<th>Non-resident Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes in tuition</td>
<td>3.0%</td>
<td>4.0%</td>
<td>4.2%</td>
<td>2.6%</td>
</tr>
<tr>
<td>&amp; mandatory fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes in other</td>
<td>7.3%</td>
<td>7.3%</td>
<td>7.2%</td>
<td>7.2%</td>
</tr>
<tr>
<td>costs of living</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total change</td>
<td>5.9%</td>
<td>5.2%</td>
<td>6.0%</td>
<td>4.4%</td>
</tr>
</tbody>
</table>

2) Proposed by: John Carmichael, Vice President for Finance & Operations

3) Scheduling:
Following the Board's approval, the college will finalize notification to students of tuition and fee levels and complete student financial aid packaging. This approval finalizes remaining budget policy elements and allows accounting staff to load line-item budget controls in the college’s financial system. Finally, this approval allows staff to submit allotment schedules to the Office of Financial Management as required.

4) Fiscal Impact:
The proposed actions authorize the spending of legislatively appropriated funds and anticipated collections from tuition and fees. The net effect of the proposed changes produces a planned 3.4% increase in spending, reflecting an anticipated reduction in tuition and fee revenue offset by increases in state appropriations and grant and contract funds. The accompanying Financial Condition Overview provides additional information and enterprise-wide context.

5) Program Impact:
The major programmatic changes included in this spending plan are a 3% increase to base wages effective July 1, 2019; hiring of faculty to provide Psychology curriculum to an additional 75 students; and support for pre-college and first-year programs. Spending reductions are achieved through a reduction in goods and services, reducing staffing levels, largely achieved through the elimination of vacant positions, and moving expenses from the operating budget to other fund and fee accounts. In addition, reductions in some equipment replacement budgets, while manageable for the next year, would be unsustainable over the long-term. Staff will use the next year to consider whether technology, lab, or studio fees are an appropriate solution for future years.
6) **Legal Process:**
The Board of Trustees retains the authority to approve "operational expenditure plans" and to "approve general tuition and mandatory fees, as well as Housing and Dining rates" (Resolution 2007-04). The Board is required to specifically approve the annual budget for its programs for intercollegiate athletic competition in advance of any expenditure for that fiscal year (RCW 28B.15.120).

7) **Staff Review:**

[Signature]
College Budget Officer

[Signature]
Vice President for Finance and Operations

[Signature]
Executive Associate to the President/Secretary to the Board of Trustees
**DRAFT 4/30/19**

**Estimated Total Cost of Attendance for AY 19-20**

*Full-time, Full-year: UG at 16 cred/qtr, GR at 10 cred/qtr. Mandatory fees are presented at Olympia campus rates; off-site students pay only Clean Energy and New Student fees.*

<table>
<thead>
<tr>
<th>Proposed Tuition Increases:</th>
<th>UG Resident</th>
<th>UG Non-Resident</th>
<th>GR Resident</th>
<th>GR Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating</td>
<td>2.4%</td>
<td>4.0%</td>
<td>4.0%</td>
<td>2.4%</td>
</tr>
<tr>
<td>Building</td>
<td>3.0%</td>
<td>3.0%</td>
<td>3.0%</td>
<td>3.0%</td>
</tr>
<tr>
<td>Services &amp; Activities</td>
<td>4.0%</td>
<td>4.0%</td>
<td>4.0%</td>
<td>4.0%</td>
</tr>
<tr>
<td>Total tuition increase</td>
<td>2.6%</td>
<td>4.0%</td>
<td>4.0%</td>
<td>2.5%</td>
</tr>
</tbody>
</table>

*Student Wellness Services Fee would increase by $18/qtr (12.9%). New Student Fee would increase by $25 (9.1% for Fall admits, 17.2% for Winter and Spring admits). No Change proposed for Optional WASHPING ($8/qtr) and GSU fees ($7.50/qtr).*

<table>
<thead>
<tr>
<th>Base Tuition</th>
<th>Undergraduate Resident</th>
<th>Undergraduate Non-Resident</th>
<th>WUE Non-Resident</th>
<th>Graduate Resident</th>
<th>Graduate Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating</td>
<td>5,868</td>
<td>6,009</td>
<td>23,700</td>
<td>24,668</td>
<td>9,014</td>
</tr>
<tr>
<td>Building</td>
<td>309</td>
<td>318</td>
<td>987</td>
<td>1,017</td>
<td>477</td>
</tr>
<tr>
<td>Services &amp; Activities</td>
<td>648</td>
<td>674</td>
<td>648</td>
<td>674</td>
<td>648</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>6,825</strong></td>
<td><strong>7,001</strong></td>
<td><strong>25,335</strong></td>
<td><strong>26,339</strong></td>
<td><strong>10,165</strong></td>
</tr>
<tr>
<td>per credit hr equivalent</td>
<td>583</td>
<td>700</td>
<td>2,534</td>
<td>2,634</td>
<td>1,017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mandatory Fees</th>
<th>Undergraduate Resident</th>
<th>Undergraduate Non-Resident</th>
<th>WUE Non-Resident</th>
<th>Graduate Resident</th>
<th>Graduate Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Wellness</td>
<td>420</td>
<td>474</td>
<td>420</td>
<td>474</td>
<td>474</td>
</tr>
<tr>
<td>Transit</td>
<td>90</td>
<td>90</td>
<td>90</td>
<td>90</td>
<td>75</td>
</tr>
<tr>
<td>Late Night Bus</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>CAB</td>
<td>276</td>
<td>276</td>
<td>276</td>
<td>276</td>
<td>276</td>
</tr>
<tr>
<td>Clean Energy</td>
<td>48</td>
<td>48</td>
<td>48</td>
<td>48</td>
<td>30</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>849</strong></td>
<td><strong>903</strong></td>
<td><strong>849</strong></td>
<td><strong>903</strong></td>
<td><strong>903</strong></td>
</tr>
<tr>
<td>Total Direct Costs</td>
<td>7,674</td>
<td>7,904</td>
<td>26,184</td>
<td>27,242</td>
<td>11,068</td>
</tr>
<tr>
<td>Dollar change</td>
<td>220</td>
<td>1,068</td>
<td>472</td>
<td>654</td>
<td>4,2%</td>
</tr>
<tr>
<td>Percent change</td>
<td>3.0%</td>
<td>4.0%</td>
<td>5.0%</td>
<td>5.0%</td>
<td>5.0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Costs</th>
<th>Undergraduate Resident</th>
<th>Undergraduate Non-Resident</th>
<th>WUE Non-Resident</th>
<th>Graduate Resident</th>
<th>Graduate Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books/Supplies</td>
<td>870</td>
<td>900</td>
<td>870</td>
<td>900</td>
<td>900</td>
</tr>
<tr>
<td>Room/Board</td>
<td>11,346</td>
<td>12,363</td>
<td>11,346</td>
<td>12,363</td>
<td>12,363</td>
</tr>
<tr>
<td>Transportation</td>
<td>1,170</td>
<td>1,200</td>
<td>1,170</td>
<td>1,200</td>
<td>1,200</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>135</td>
<td>135</td>
<td>135</td>
<td>135</td>
<td>135</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>2,130</td>
<td>2,190</td>
<td>2,130</td>
<td>2,190</td>
<td>2,190</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>15,851</strong></td>
<td><strong>16,788</strong></td>
<td><strong>15,851</strong></td>
<td><strong>16,788</strong></td>
<td><strong>16,788</strong></td>
</tr>
<tr>
<td>Dollar change</td>
<td>1,137</td>
<td>1,137</td>
<td>1,137</td>
<td>1,137</td>
<td>1,167</td>
</tr>
<tr>
<td>Percent change</td>
<td>7.3%</td>
<td>7.3%</td>
<td>7.3%</td>
<td>7.3%</td>
<td>7.2%</td>
</tr>
</tbody>
</table>

**TOTAL ESTIMATED COSTS**

<table>
<thead>
<tr>
<th>Dollar change</th>
<th>Percent change</th>
</tr>
</thead>
<tbody>
<tr>
<td>23,325</td>
<td>1,347</td>
</tr>
<tr>
<td>5.9%</td>
<td>5.9%</td>
</tr>
</tbody>
</table>

Page 29 of 53
Attachment B: 2019-2020 Intercollegiate Athletics Budget

In 2018, the legislature required boards of trustees to specifically approve in an open public meeting the annual budget for its programs for intercollegiate athletic competition in advance of any expenditure for that fiscal year (RCW 28B.15.120).

The proposed budget includes the 2019-2020 revenue and spending plan for the Intercollegiate Athletics program at Evergreen. This plan includes funding for seven competitive teams, and costs related to the support of the overall program. Evergreen Athletics includes: Men’s and Women’s Basketball, Men’s and Women’s Soccer, Men’s and Women’s Track and Field, and Women’s Volleyball. Evergreen is a member of the Cascade Collegiate Conference (CCC) and the National Association of Intercollegiate Athletics (NAIA).

### Intercollegiate Athletics 2019-2020 Proposed Budget:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
<th>Revenue</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of SWRA (0.15)</td>
<td>25,263</td>
<td>Institutional Athletics Budget</td>
<td>540,000</td>
</tr>
<tr>
<td>Business Operations Manager (.25)</td>
<td>18,847</td>
<td>S &amp; A Athletics Budget</td>
<td>88,921</td>
</tr>
<tr>
<td>Asst Dir of Athletics/Men’s Soccer Coach (1.0)</td>
<td>85,397</td>
<td>Contracts and Rentals</td>
<td>260,005</td>
</tr>
<tr>
<td>Volleyball Coach (.55)</td>
<td>46,921</td>
<td>Total</td>
<td>888,926</td>
</tr>
<tr>
<td>Women’s Soccer Coach (.55)</td>
<td>46,921</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women’s Basketball Coach (.55)</td>
<td>46,921</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men’s Basketball Coach (.55)</td>
<td>41,425</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Track and Field Coach (.5)</td>
<td>43,697</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinator of Sports Medicine (.92)</td>
<td>70,527</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports Info Director (.55)</td>
<td>46,616</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Referee Services and Entrance Fees</td>
<td>36,940</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Coaches (2.25)</td>
<td>60,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Game Management hourly staff</td>
<td>12,734</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team In-Season Travel</td>
<td>135,457</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Pre-Season Travel</td>
<td>24,975</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Post Season Contingency Travel</td>
<td>20,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual NAIA Conference Travel</td>
<td>3,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>53,772</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAIA &amp; CCC Dues</td>
<td>30,197</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website Contract</td>
<td>3,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic Equipment/Uniforms</td>
<td>30,800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Goods &amp; Services</td>
<td>2,016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports Medicine Goods &amp; Services</td>
<td>3,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports Information Goods &amp; Services</td>
<td>500</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>888,926</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TO: Board of Trustees

FROM: Jeannette Smith, Director, Student Activities & CAB
       Wendy Endress, Vice Provost for Student & Academic Life
       Jennifer Drake, Provost

SUBJECT: 2019-21 Services and Activities Fees

1. Funding Recommendation

   a) Approve an increase of 4% in the Services and Activities Fee for 2019-2020

   b) Approve an increase of 4% in the Services and Activities Fee for 2020-2021

   c) Approve the 2019-2021 Services and Activities Fee biennial budget as developed by the College and the Services and Activities (S&A) Fee Allocation Board (see attached detail). The budget includes two-year funding for Tier One programs and one-year funding for Tier Two organizations

2: Explanation and Purpose

Services and Activities Fees are defined in RCW 28B.15.041 to mean “Fees other than tuition fees charged to all students registered at the state colleges and universities. Services and activities fees shall be used for the express purpose of funding student activities and programs.” The RCW also authorizes the expenditure of services and activities fees for the acquisition, construction, equipping and betterment of lands, buildings, and facilities.

At Evergreen, Services and Activities Fees are used to fund a broad spectrum of programs and organizations. All funding is for the purpose of meeting the diverse needs of the Evergreen student body.

RCW 28B.15.004 and .045 establishes procedures for development and approval of expenditure plans for services and activities fees. The statute requires Board of Trustees approval of those plans. Guidelines governing the establishment and funding of programs supported by Services and Activities Fees were adopted by the Board of Trustees at the July 14, 1993 meeting. Revisions to the Services and Activities Fee Allocation Board Institutional Guidelines were approved by the Board of Trustees in 2002 and again in 2008.

Criteria for the annual Services and Activities Fee allocation review were developed by the S&A Board. As part of this annual process, orientation and training was provided in the areas of
budgeting, group communication and dynamics, consensus decision-making, relevant case law, and the history of student activities fee use both locally and nationally.

3. Funding Recommendation for Services & Activities Fees

The proposed budget and associated fee increases includes continued funding on a biennial basis for Tier One activities, which includes the Children’s Center, KAOS-FM, Student Wellness, Recreation & Athletics (SWRA), Student Activities Administration, College Activities Building, and the Native Pathways & Tacoma S&A Committees. In addition, the proposal includes the 2019-2020 Tier Two funding for registered student organizations and a special initiative fund.

The College administration and the S&A Board worked closely with S&A funded programs to respond to the challenges of reduced fee revenues anticipated for 2019-2021. This recommendation was collaboratively developed by staff directing S&A Tier One funded programs. It is positioned to provide core services attending to the highest needs and interests of our students.

This required strengthening existing partnerships and offers a fiscally responsible approach involving reductions, strategic use of fund balances, and migrating some services to alternative funding sources given significant constraints. Funding for the First Peoples Multicultural, Trans, and Queer Support Services which has been funded by S&A for the past three years to assist in launching this important program will move to general operating funds.

The S&A Board in collaboration with SWRA issues a joint recommendation to migrate funding for some services within Recreation from S&A Fees to Wellness Fees. This shift in funding source prioritizes and sustains students’ holistic wellness while offering a programmatic alignment given the scope of the Wellness Fee.

The projections for S&A Fee revenue for 2019-2021 are based on a 4% increase in the fee during the first year of the biennium and a 4% increase in the second year as well. Each full-time student pays an average of $649 per year. This will increase in FY20 to $675 with the proposed 4% increase and in FY21 to $702 with the proposed 4% increase.

As of May 29th, the S&A Board has finalized the Tier Two funding recommendation for registered student organizations and a special initiative fund. Over half of this years registered student organizations applied for and received operational funding which can be viewed in the Tier 2 Operational Budget Recommendations visual below. A full list of the currently registered student organizations can be viewed on the Student Activities website: www.evergreen.edu/activities.
# Proposed Services & Activities Fee Budget 2019-2021

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Expenditures</th>
<th>Revenue</th>
<th>S&amp;A Fees Needed</th>
<th>Expenditures</th>
<th>Revenue</th>
<th>S&amp;A Fees Needed</th>
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Page 34 of 53
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**Total Available in Tier 2** $250,957.00

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* Please note: The Cooper Point Journal has estimated that they will raise $8,000.00 in advertising revenue - which is subtracted from their initial request.
Executive Summary

DATE: June 3, 2019

TO: Board of Trustees

FROM: George Bridges, President

Re: Interagency Agreement for the Sustainability in Prisons Project

1) Administrative Recommendation:
Motion to delegate to the President or his designee, the authority to approve an Interagency Agreement funding the Sustainability in Prisons Project (SPP), an Evergreen Public Service Center and partnership founded by the Washington State Department of Corrections (WA Corrections) and The Evergreen State College (Evergreen). The proposed interagency agreement will provide Evergreen $285,683 in 2020 and $295,618 in 2021 for general operations. Activities under the agreement will occur throughout Washington State and include education and research opportunities for Evergreen faculty, staff, students and incarcerated people.

2) Explanation:
   a) Present Policy Comparison: The Sustainability in Prisons Project (SPP) is a collaboration co-founded by Washington State Department of Corrections (WA Corrections) and The Evergreen State College (Evergreen) to bring science, nature and environmental education into prisons. SPP was initiated on July 1, 2008, via an Interagency Agreement between the college and the WA Corrections. The proposed Interagency Agreement supports SPP personnel, organization planning, science and sustainability education programs, training, partnership building, tracking, reporting, and dissemination. SPP was designated as a Public Service Center July 2017. The current agreement providing partial support for SPP expires June 30th, 2019. The proposed action would delegate to the President or designee the authority to approve the proposed Interagency Agreement from July 1, 2019 through June 30, 2021 through which the college would receive approximately $581,301 over two years from WA Corrections for operation of SPP.

   b) Proposed by Provost & Vice President for Student and Academic Life Jennifer Drake

3) Scheduling:
After both parties sign the agreement, it will take effect July 1, 2019.

4) Fiscal Impact:
The college will receive approximately $581,301 over two years from WA Corrections to pay for the activities under the agreement.
5) **Legal Process:**
The Board's Delegation of Authority (Resolution 2007-04) reserves to the Board the authority to enter into interagency agreements that exceed $150,000 annually.

6) **Staff Review:**

[Signature]
Executive Associate to the President and Secretary to the Board of Trustees
Provost and Vice President for Student and Academic Life
Executive Summary

DATE: June 3, 2019

TO: Board of Trustees

FROM: Abby Kelso, Associate Vice President for Advancement Operations
      William Ward, Associate Vice President for Facilities
      Amanda Walker, Vice President for Advancement

Re: Approval to name the “Legacy Garden”

1) Administrative Recommendation
   Motion to approve the naming of the “Legacy Garden”.

2) Explanation
   Evergreen’s Naming of Facilities and Memorials Policy describes a “memorial tree grove” where trees may be planted in memory of a loved one.

   In 2016, staff from Facilities Services and Advancement received approval from the Campus Land Use Committee (which is now part of the Space and Land Use Group) to place the “memorial garden” on the west side of the Library Building (see diagrams A and B).

   During the first phase of the project, a sidewalk and one donor-funded memorial bench were installed according to the conceptual designs presented to the Campus Land Use Committee (see diagrams C and D). Now, there is adequate funding from donor gifts to expand the sidewalk, add landscaping elements, and install a sign welcoming the community to the space.

   The vision for this space is to create a contemplative garden where community members may take a quiet moment to reflect and remember loved ones. The sign will help visitors understand the purpose of the space and invite them to enter.

   Before installing the entrance sign, it is necessary to formally name the space as the “Legacy Garden”, as per the authorities reserved by the Trustees outlined in the Delegation of Authority: “To name college facilities and landmarks, including the naming of buildings, their wings, labs, classrooms, lecture halls, libraries and other interior components; roadways, plazas, gardens, and other outdoor features; and programs, institutes or centers”.

   The name Legacy Garden communicates the intent of this space to be a place where community members can reflect on the legacy of their loved ones. It is both forward looking and reflective of our history.

3) Relevant policies:
   Naming of Facilities and Memorials Policy
   Delegation of Authority (p. 4, item 26)
4) **Staff Review:**

- Executive Associate to the President and Secretary to the Board of Trustees
- Vice President for Advancement

Diagram A: Legacy Garden location on campus map

Diagram B: Legacy Garden Location Close-Up Diagram
Diagram C: Conceptual Drawing 1

Diagram D: Conceptual Drawing 2
Executive Summary

DATE: June 3, 2019

TO: Board of Trustees

FROM: Abby Kelso, Associate Vice President for Advancement Operations
Paul Rudnick, Associate Vice President for Development
Amanda Walker, Vice President for Advancement

Re: Approval of Campaign Counting Guidelines

1) Administrative Recommendation
Motion to approve the proposed Campaign Counting Guidelines to begin counting on July 1, 2019 for Evergreen’s first comprehensive fundraising campaign.

2) Explanation
Before counting gifts and grants in the preparatory, advance phase of a comprehensive campaign, it is necessary to approve guidelines governing counting protocols during the campaign. This requires approval in accordance with the authorities reserved by the Trustees outlined in the Delegation of Authority: “To adopt regulations to govern the receipt and expenditure of the proceeds, rents, profits, and income of gifts, grants, conveyances, devices, and bequests of real or personal property”.

In March 2017, The Evergreen State College Foundation Board of Governors adopted Campaign Counting Guidelines which allowed for early gifts to the Foundation of at least $100,000 to be counted in a comprehensive fundraising campaign.

This proposal allows Evergreen to start counting all gifts and grants received by the Foundation and College beginning July 1, 2019, rather than only counting gifts and grants received by the Foundation. To ensure alignment of approach between Foundation and College, the guidelines proposed will be considered for approval by the Foundation Board on the same day as the Trustees meeting.

Counting Every Gift in a Comprehensive Campaign
Evergreen is planning a comprehensive fundraising campaign, as discussed at the March Trustees meeting when James Plourde of Campbell & Company, the consultants who conducted a campaign feasibility study on behalf of Evergreen’s Foundation this year, presented the results of their findings. Several institutions in Washington State have recently completed or are currently conducting comprehensive campaigns:

- Eastern Washington University: $16 million comprehensive campaign concluded in 2014
- Western Washington University: $60 million comprehensive campaign concluded in 2016
- Washington State University: $1 billion comprehensive campaign concluded in 2015
- University of Washington: $5 billion comprehensive campaign currently underway
A comprehensive campaign seeks to increase broad understanding of an institution’s vision over a fixed period in order to increase external support. Evergreen’s campaign will include capital, endowment, annual fund, and other priorities requiring more immediate spending. Every area of the institution will collaborate to work towards shared vision and goals, and all gifts and grants will be included in the campaign.

Faculty, staff, students, alumni, parents, and friends will share in the campaign vision, therefore it is essential to identify a multitude of funding needs and options to capture the interest of every donor. During a comprehensive campaign, it is important that every donor be celebrated and every gift be counted towards the campaign. This includes the recent graduate who gives $10 to the annual fund and the donor who gives $1 million to fund an endowed scholarship.

A working campaign goal for Evergreen will be established during Evergreen’s advance phase of the campaign. The advance phase will begin July 1, 2019 and last approximately 18 months. Adoption of the attached campaign counting guidelines is a critical next step.

**Comprehensive Campaigns and Capital Campaigns**

A capital campaign is a familiar model used by many nonprofit organizations. During a capital campaign, an organization continues the typical annual fundraising campaign and simultaneously mounts a special one-time campaign to fund extraordinary needs (e.g., a new gymnasium). In effect, the organization is running two campaigns at once with separate counting for each campaign.

Evergreen is planning a comprehensive campaign, a model most commonly found in higher education and healthcare. This model bundles multi-year, annual fundraising goals over all the campaign years with the additional fundraising needs of a special campaign. It results in a single, integrated multi-year campaign goal and a single, integrated fundraising effort with a unified counting approach. Comprehensive fundraising campaigns include endowment fundraising as well as fundraising for more immediate spending.

**Best Practices in Higher Education Fundraising**

To ensure clarity, transparency, and accountability in campaign management, the Council for Advancement and Support of Education (CASE) advises institutions to make decisions prior to a campaign regarding the types of gifts that will be accepted, counted, and reported. The campaign feasibility study is complete, and the next step is to establish the beginning date of the campaign and describe Evergreen’s campaign counting approach.

The CASE Reporting Standards and Management Guidelines publication is a standard reference within higher education fundraising. CASE recommends reviewing the reporting standards to determine their applicability, and clearly identifying when other choices for campaign counting have been made. The proposed guidelines follow this practice of adopting guidelines with certain exceptions, amplifications, and adjustments.
1) Relevant policies:
Delegation of Authority (p. 4, item 23)

2) References

The following applies to the comprehensive fundraising campaign to be launched July 1, 2019.

Evergreen will adhere to the CASE Reporting Standards & Management Guidelines, 4th edition, with the following exceptions, considerations, and amplifications:

1. All gifts and pledges received by the College and the Foundation will be counted towards the comprehensive campaign beginning July 1, 2019.

2. Evergreen will count certain gifts and commitments made prior to the official campaign period as described in the campaign counting guidelines adopted by The Evergreen State College Foundation Board of Governors in March 2017. These gifts must be received between March 5, 2017 and June 30, 2019, equal or exceed $100,000, and the fully-executed gift agreements reference them as counting in the campaign.

3. Government funds from grants to the College and the Foundation will be included. This includes funds from tribal, local, regional, state, and federal governments.

4. The five-year payment period recommended by CASE will be honored. Exceptions for leadership gifts ($1,000,000 or above) may be approved by the President of The Evergreen State College and the Executive Director of The Evergreen State College Foundation. If longer pledge payment schedules are approved, they can be extended no more than 5 additional years (10 years total).

5. Pledge payments received after July 1, 2019 toward pledges that were committed previously will be counted in the campaign. For example, if a donor pledged $75,000 in December 2018 with $25,000 paid in June 2019 and $50,000 paid in October 2019, the $50,000 payment in October 2019 would count in the campaign.

6. Planned gifts (i.e., bequest expectancies)
   a. These must be documented either by a copy of the portion of the will mentioning Evergreen or an affiliated entity, or a properly executed bequest intention form. Pledge agreements outlining specific purposes for use of the bequest must be executed during the campaign period. Other prior bequests will not be counted, although additions to those provisions made during the campaign will provided they are supported by the above documentation. If a specific dollar amount is not stipulated (percentage allocation or “rest and residue”), there must be due diligence to validate the amount estimated for counting. Campaign credit will be at full face value regardless of the donor’s age.
   b. Bequests realized during the campaign will not be counted if an expectancy was recorded prior to July 1, 2017, even if the amount realized is greater than originally expected. If, however, a donor amends an earlier expectancy during this campaign to reflect a larger specific amount or percentage, that increase will be counted.

7. Deferred gifts will be reported and counted at both face and present (IRS deductible) values, with separate goals developed for both amounts.

8. Conditional pledges and bequest commitments will not be counted.
Executive Summary

TO: Board of Trustees
FROM: George S. Bridges, President
DATE: June 3, 2019
RE: Revising the Board’s Delegation of Authority

1) Administrative Recommendation
Adopt the attached proposed resolution reserving certain authorities to the Board and delegating all other board authority to the President and, through the President, to the President’s designees.

2) Explanation:
a) Background: Resolution 2007-04 ("Delegating the Board’s Powers and Duties") describes the Board’s standing delegations of authority. Except for those authorities specifically reserved by the board, all the board’s delegable powers are assigned to the president. The resolution enumerates the board’s reserved authority. The resolution was last updated on June 14, 2007.

b) Present Policy: The proposed revisions fall into three general categories:

i. Clarification of authority for rule-making
The current resolution is silent on the authority to engage in rule-making, so presumably rule-making authority under the Administrative Procedures Act is delegated to the president. The sole exception under the current resolution is contained in Reservation #4:

To review and adopt any changes to Chapter 174, Section 121 of the 1989 Washington Administrative Code, SOCIAL CONTRACT - COLLEGE PHILOSOPHY.

Any revisions of the college’s Social Contract would require the college to follow the rule-making process defined by the Administrative Procedures Act. Under the current Delegation of Authority, the board could conduct this process directly or could delegate the authority to conduct the process in a separate resolution.

In recent years, in discussion at open meetings, trustees have expressed that the board should exercise similar authority over revisions to the Student Conduct Code. Responding to that discussion, the president sought and received an express delegation of authority from the board before adopting the most recent revision to the Student...
Conduct Code. The proposed revision expressly reserves to the Board the authority for future revisions of the Student Conduct Code.

ii. Contracts, including major capital projects
The Delegation of Authority deals with the authority for contracts and capital projects at length (Reservations 12 – 22). The dollar thresholds in these sections have not been updated in many years.

For capital projects, the state’s Office of Financial Management defines major projects as those with budgets that exceed $5,000,000. The proposed revision sets the Board’s major project threshold at this level. Most other dollar thresholds for capital asset delegations are doubled, reflecting construction inflation over the dozen years since the delegation was last revised.

The Board has routinely delegated authority to authorize change orders on capital projects on a project-by-project basis. A contingency line is included in the board-approved budget for major projects, and the authority to approve change orders has been delegated provided that the overall project remains in budget. The proposed revision continues to reserve the board’s authority to approve change orders that would cause projects to exceed Board-approved budgets. Otherwise, change order authority is delegated.

Finally, the current delegation reserves to the board the authority to approve interagency agreements that extend beyond two years or exceed $150,000 annually. The proposed revision expands the scope of the board’s reserved authority by asserting the board’s authority to approve contracts with private as well as public entities. At the same time, the scope of the reservation is narrowed by eliminating the two-year threshold and raising the dollar threshold to $500,000.

iii. Clarification of authority for certain legal actions
Under the current Delegation of Authority, the board reserves the authority “to authorize lawsuits and recommend legal defense” (Reservation #11). The delegation is silent regarding the cessation of lawsuits, so the authority for these actions is presumably delegated to the president. (In some cases, the statutory authority to settle lawsuits rests with the Office of the Attorney General, not with the Board.) The Office of the Attorney General has provided the Board with advice on the exercise of this delegation under separate cover. The proposed revision makes clear the Board’s expectation to be informed of legal settlements that the college enters into under this delegation.

c) Proposed by John Carmichael, Vice President for Finance & Operations

3) Scheduling:
Board resolutions take immediate effect unless another effective date is specified.

4) Fiscal Impact:
No fiscal impact.
5) **Program Impact:**
   Staff review the Board’s Delegation of Authority to determine which decisions are reserved to the Board.

6) **Legal Process:**
   The Board of Trustees can delegate authority by resolution (RCW 28B.10.528). By policy, the board prefers to delegate authority to the president. The president may in turn delegate authority to faculty and staff (Board Policy #3 – Board-President Relationship).

7) **Staff Review:**

   [Signature]
   Vice President for Finance and Operations

   [Signature]
   Executive Associate to the President and Secretary to the Board of Trustees
THE EVERGREEN STATE COLLEGE
RESOLUTION NO. 2007-04 2019-XX
Resolution of the Board of Trustees of
The Evergreen State College

DELEGATING THE BOARD'S POWERS AND DUTIES

Whereas, it is the intention of the Board of Trustees of The Evergreen State College to concentrate its efforts on strategic direction and major policy making functions and to reaffirm its expectation that the president be responsible for managing the institution and carrying out Board policy; and

Whereas, the Board of Trustees of The Evergreen State College has the authority to delegate its powers and duties under RCW 28B.10.528. And whereas, RCW 28B.10.528 states:

"The governing boards of institutions of higher education shall have the power, when exercised by resolution, to delegate to the President or his" (or her) "President or their his or her designee, of their respective university or college, any of the powers and duties vested in or imposed upon such governing board by law. Delegated powers and duties may be exercised in the name of the respective governing boards";

Be it therefore resolved that pursuant to the authority in RCW 28B.10.528 and RCW 28B.40.120, The Evergreen State College Board of Trustees grants to the President, or to such persons the President declares to be his or her designee, appointing authority for all employment matters relating to all personnel with the exception of the position of President.

Be it further resolved that the Board of Trustees of The Evergreen State College delegates to that person now holding or subsequently appointed to the position of President of The Evergreen State College the authority to exercise in the name of the Board all of the powers and duties, which are required for the effective management of the institution and which do not set major policy or strategic direction, and which are vested in or imposed upon the Board by law which may be delegated, except such powers and duties as the Board shall expressly reserve for the Board.

Be it further resolved that the president may designate other college employees to exercise specific powers and duties delegated to the President.
Be it further resolved that the President will use good faith and judgment in bringing to the Board’s attention any new areas of major institutional policy or strategic direction that may from time to time arise.

Be it further resolved that the Board of Trustees has reviewed the legally mandated functions of the board and assessed which areas of this policy-making function are of the long-term strategic nature described and reserves unto itself the following authority:

**AUTHORITIES RESERVED BY THE BOARD OF TRUSTEES**

1. To organize, administer, and operate the Board of Trustees.

2. To employ the President and set the salary, terms and conditions of employment.

3. To review any additions or changes to the powers and duties assigned to the Board of Trustees as may be required by the enactment of new law or Higher Education Coordinating Board requirements.


5. To review and approve all changes to the strategic/long-range plan, operating budget requests to the governor and the legislature, and operational expenditure plans regardless of fund sources. This in no way hinders the Board's responsibility to provide strategic leadership to the institution. Initiating changes to the strategic/long-range or expenditure plans is always the prerogative of the Board.

6. To approve all elements of the college campus master plan, 10 year long-range capital plans, modifications to the 10 year long-range capital plan that vary by more than 5% for each individual program project or preservation category, biennial capital budget requests, and capital spending plans regardless of fund source. (Program projects include remodeling to change or improve the use of existing space, or creating a new facility. Preservation projects maintain and preserve college facilities, and do not significantly change the program use of the facility.)

7. To establish academic divisions, schools, departments, programs and institutes connected with the College.
8. To approve the degrees offered by the institution and to award all degrees earned by its students e.g., Masters in Environmental Science, Masters in Public Administration, Masters in Teaching, Bachelor of Arts and Bachelor of Science.

9. To award Emeritus status.

10. To authorize self-supporting programs, services, and facilities. (Funding for self-supported programs is generated by the users of the program through general fees or through payment-for-services fees. Housing, the bookstore, food services, parking facilities, student activities, and summer school are all examples of self-supported programs or services.)

11. To authorize lawsuits and recommend legal defense, provided that the President Shall inform the Board of any settlement agreements that the college enters into to resolve tort claims.

12. To enter into interagency, inter institutional, and intra governmental agreements which establish a contractual relationship between The Evergreen State College and another entity that costs the college more than $500,000 annually. Agency, institution, or governmental jurisdiction that extend more than a two-year period or exceed $150,000 annually.

13. To purchase, sell or lease college real property and to approve entering into leases of real property in excess of $50,000 per year.

14. To authorize borrowing money and the issuance and sale of revenue bonds.

15. To authorize all non-real property leases that have a total value of $250,000 or greater over the total life-cycle of the lease agreement.

16. To approve the final design and establish budgets for all major capital program projects. Major capital program projects are those with a total project cost exceeding $1,000,000.

17. To authorize the award of professional architectural, and engineering consulting (A&E) contracts which exceed a total award of $250,000 for major capital program projects (i.e., those with where the total project cost exceeds $5,000,000).

18. To authorize the award of construction contracts which exceed $500,000 for major capital program projects.

19. To authorize change orders that would cause a project to exceed the Board approved contract level (including construction contingency) for both the base bid and any bid.
alternate awards by more than $100,000 except as otherwise established by the Board for a specific contract.

20. To approve change order levels not previously approved by the Board when the cumulative amount of change orders for any contractor will exceed $49,999 within a biennium.

21. Notwithstanding any limitation or reservation of authority to the contrary contained in this Resolution, the Board of Trustees hereby further delegates to the President or the President’s designee, as now or hereafter appointed or designated, the emergency power and authority to enter into lawful contracts and agreements, and to incur lawful financial obligations, on behalf of the Trustees and College which are necessary to reduce or eliminate threats of serious injury to persons or property that: (a) are immediate and apparent; and (b) are within the jurisdiction of the College to control. To the extent practicable, the president of the college will consult with the Chair of the Board regarding decisions made under this grant of emergency authority; until such time as a quorum of the full Board can be convened.”

22. To approve construction projects not previously reviewed by the Board as part of the regular budget cycle that exceeds $100,000 regardless of fund source.

23. To adopt regulations to govern the receipt and expenditure of the proceeds, rents, profits, and income of gifts, grants, conveyances, devices, and bequests of real or personal property.

24. To define management's objectives in negotiations, approve the management bargaining team, and approve collective bargaining agreements.

25. To approve general tuition and mandatory fees, as well as Housing and Dining rates.

26. To name College facilities and landmarks, including the naming of buildings, their wings, labs, classrooms, lecture halls, libraries and other interior components; roadways, plazas, gardens, and other outdoor features; and programs, institutes or centers.

Be it further resolved that the Board of Trustees of The Evergreen State College reserves all rights to revoke or revise this delegation of authority in part or in whole, at any time, at its discretion.

Be it further resolved that nothing in the delegation of authority absolves the Board of Trustees from assuming its ultimate responsibility for the powers and duties as defined under RCW 28B.40.

Resolution XXXX-XX
Be it finally resolved that this resolution rescinds Resolution 2007-04 adopted May 9, 2007 and all other previous resolutions of the Board of Trustees of The Evergreen State College regarding delegating powers and duties of the Board or reserving powers and duties for Board action.

Done in open meeting by the Board this 14th day of June, 2007.

THE EVERGREEN STATE COLLEGE
BOARD OF TRUSTEES

By: _____________________________
Christopher Hedrick
Fred Goldberg

Chair

Attested to by: ____________________________
Marilee K. Roloff
Irene Gonzales, Secretary

Revision History:

June 13, 2019: Revised and adopted as Resolution XXXX-XX
June 14, 2007: Revised and adopted as Resolution 2007-04
May 9, 2007: Revised and adopted as Resolution 2007-03
May 11, 2005: Revised and adopted as Resolution 2005-02
January 9, 2002: Revised and adopted as Resolution 2002-02
May 14, 1997: Revised and adopted as Resolution 97-10
June 8, 1994: Revised and adopted as Resolution 94-5
March 11, 1992: Adopted as Resolution 92-2
November 20, 1992: Resolution adopted on Board approval of capital projects