

A (Beginners) Guide to Creating Change at Evergreen

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ILC: A Study in Urban Planning at TESC Campus

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What is this?

This guide is intended to help Evergreen students understand the basics of the campus organization, and layout a pathway to make a change (be it policy, infrastructure, or services). “Bureaucracy” is defined as “a system of government (or business) that has many complicated rules and ways of doing things” (Merriam-Webster Dictionary). While the term is often used with a negative connotation at Evergreen, the concept itself is not malicious. Rather it is just the naturally inclined structure of a college institution. To navigate a bureaucracy, such as within an administration like a campus, simply means to know enough of the departments/people, resources, and channels to accomplish certain objectives.

This document will go over the following:

Seeing Evergreen – Organizations/Resources

Suggested Steps – A starting point

Others’ Advice – On dealing with college administrations

Future Content – Expansions for this document

History of this document:

This document originated from my observations of frequent frustration with Evergreen students on campus. Often targeted towards the administration, or Residential and Dining Services (RAD). I noticed that many of these frustrations were often miss-targeted, or came from a lack full informativeness, or sympathy towards other parties. In my contract I took time with and observed different groups in the Evergreen community, and collected observations from them and my own bits of experience working with the campus to for a long-term energy-saving installation. The following is a product of a few of those observations, and I highly encourage others to add to these, as a single person in one quarter could not see or cover all of the pertinent points.

Seeing Evergreen

Organizational/Resource Structure

The Evergreen State College (TESC): Evergreen is a federal and state funded public institution, which means it must obey federal law.

Upper Campus

Board of Trustees (BOT): Largely run by, “The Board of Trustees is an eight member governing board that provides Evergreen with its long-term strategic leadership. The BOT directs Evergreen into the future, initiates policy and delegates authority to the president, who reports to the Board.” (<http://www.evergreen.edu/trustees/>). “The Governor of Washington appoints seven of the members from the external community and alumni, and the eighth member is a student chosen by the governor from a group of nominees selected by campus peers.”

The Geoduck Student Union (GSU): The official representation of the student body at The Evergreen State College.

Point of Contact: Currently Wednesdays, 1:15 pm-3:00 pm in CAB 301

<http://www.evergreen.edu/gsu/>

Student Activities (SA): Student Activities has full-time staff that work to make entertaining, meaningful, and engaging events the whole year round. They also house and support the Student Groups and clubs, as well as help provide funding via the S&A Board. They are a great resource to go to with an idea, and can connect one to a number of groups on campus that might be interested. Starting a group with them also provides the benefits of a club advisor, and advice on advertising/outreach, and making progress.

Point of Contact: 3rd Floor of the CAB Building. <http://www.evergreen.edu/activities/>

Center for Community-Based Learning and Action (CCBLA): Similar in SA’s knowledge of campus clubs, but with the greater Olympia community organizations. They help connect faculty and students to communal efforts and organizations. They can help provide you with possible on and off campus connections for projects that might require such.

Point of Contact: Sem II E2123. Read:

<http://www.evergreen.edu/communitybasedlearning/>

First Peoples Multicultural Advising Services (First Peoples): They operate on a lot of levels, from academic help, to educational events. Also provide a social space. If you are looking at a social justice project or idea, they are a great group to talk to. Also have strong knowledge of the campus and community, good for finding connections.

Point of Contact: Library Building, 2nd Floor, Rm. 2153.

<http://www.evergreen.edu/multicultural/>

Campus Land Use Committee (CLUC): For any permanent or long-term campus changing projects, the CLUC has to provide approval before they can take place. One can schedule a meeting, or submit an application and present their proposal. If you present your proposal, they may give you feedback and questions to come back with before they approve.

Point of Contact: Read online for upcoming meetings.

<http://www.evergreen.edu/committee/cluc/applications.htm>

Clean Energy Committee (CEC): The CEC's goal is to lower carbon impact of the campus, and support sustainability and renewable energy. The CEC has a student-based fund that they can award to applicants for project proposals, as the committee approves. I suggest emailing the CEC to schedule a talking appointment, or sitting in on a general meeting to listen, before applying. Applications can be found online, and require certain signatures before the deadlines.

Point of Contact: <http://www.evergreen.edu/committee/cleanenergy/home.htm>

Faculty & Staff: Often your faculty will have ideas for the campus, and have seen other attempts or similar projects. If not yours, another may have suggestions. Staff members may also gained observations to offer. The campus directory can help you find related faculty and/or staff by keywords. <http://www.evergreen.edu/directory/people/a>

Lower Campus

Residential and Dining Services (RAD): With two branches; RAD Facilities, and RAD ResLife. RAD is responsible for the running and maintenance of lower campus, from freshman and upperclassmen housing (RAD Facilities). To assessing residents' needs, and running social and academically helpful events (RAD ResLife). ResLife is responsible for the *financing, and selecting* of resident's *meal plans*. But not of the actual food provided, nor the methods or sourcing it (see Greenery/AraMark).

RAD works collaboratively with many groups on "upper campus" such as Student Activities, Facilities. Overall, they work for and under the authority of "upper campus" (Campus Facilities, The BOT, etc.), in that if a campus-wide, or upper-campus decision/change is being made, RAD likely has nothing to do with it, other than maybe voicing their input (regardless of for or against).

Point of Contact: (ResLife) Residential Hall "A" 3rd Floor, Front Office. (Facilities) Mod Shop in the Modular Housing, past the Apartments and Soccer Dome.

<http://www.evergreen.edu/housing/staff.htm>

Mural Approval: <http://collab.evergreen.edu/policies/policy/studentmuralpolicy>

The Greener Organization (GO) & National Residence Hall Honorary (NRHH): Both organizations operate to help meet the needs of residents, and host events/programs to do so. GO serves the students, and thus is always willing to listen to students' needs and suggestions. They

work with RAD and can often help forward ideas. Similar to that NRHH also does the same, and has events for members as well. Both are good resources to discuss ideas with in early, or late, stages.

Point of Contact: Residential Hall "A" 2nd Floor, GO/NRHH Office.

Starting Steps & Tips:

Change-making projects on campus usually are one of four types: Infrastructure, Event/Workshop, Supply/Service, or Policy based. From changing the current status, to alternating, or adding to a lack, these steps are generic enough to apply to most. These following steps might seem obvious, but can often get mixed or skipped, and result in hiccups along the way.

Start with your idea

1. Initial Idea – get it clearly articulated, not detailed, but enough to convey it easily
2. Background Research – educate yourself on:
 - a. What already/has existed like this? How did it do?
 - b. What information do I need to know to design this?
 - c. Who can I talk to? Use the Evergreen.edu website, and the internet. But also other students and on-campus groups/organizations that might know (see the listed “Resources/Camps Organization”).
3. Strengthen/Develop idea
 - a. Best way: share it with others, get different feedback/fresh perspectives
 - b. Use the background research to redevelop it
 - c. Don’t rush it. Take time to really think on it.
4. Find the Appropriate Listeners
 - a. If you haven’t already, find out who would be in charge of allowing/making the project happen.
 - b. Contact them. Email is a good start, but at Evergreen that often doesn’t work, try a few times, then see if you can physically go in to schedule an appointment, or drop-in. Remember to be courteous, as you want them to listen to you, and hopefully permit a project.
5. Present your Idea & Listen
 - a. Prep with their motives in mind. What reasons do they have to approve your project? Does it help students, does it work with them?
 - b. Come in with Support. It’s great if you can have something that shows a project is supported by others.
 - c. Once you have the audience for your project, listen to their response. Regardless of disapproval or not, ask questions to know what they’d like to see to make it happen. Don’t show discouragement. You can come back to the drawing board to present later.

Others' Advice

“Six Simple Tips to Navigate Your University's Bureaucracy”

By: Matthew La Corte

<http://studentsforliberty.org/blog/2012/10/09/navigating-bureaucracy/>

1) Find a Friend in the Administration

It is so imperative to make friends with some of the administrators. One friend in administration can really be beneficial to helping lessen the rigors of bureaucracy. Whether that person is involved in your events management office, the clubs office, or even students in student government, having someone close to the club can push things through much easier, help with paperwork, and explain all the cumbersome regulations to you in a succinct way.

2) Chocolate Works

Is there someone in administration who really pulled through for you in booking a room, approving flyers, or walking you through paperwork? Don't be afraid to show your appreciation! Going to their office with a box of chocolates and thanking them for their efforts is a great way to show how much the event meant to you and helps you create a better relationship with the person. Something else, send a thank you email, letter, or office visit once the year ends to everyone on your campus that helped you. This simple gesture makes your club look great and saying thank you is always right.

3) Repeat, Repeat, Repeat

Is administration ignoring your requests or emails? I may have sent 50 unanswered emails since summer began about organizing a libertarian speaking event on my campus. The outcome was, after many aggravating email checks, a great event with university support! While it may seem overzealous and pushy, sending emails on a consistent basis keeps reminding the administrator they need to do their job and keeps you fresh in their memory. Remember: always be respectful and cordial.

4) Don't Try to Make Enemies

Some libertarian groups relish at the chance to take on “the man.” They welcome this potential conflict between the group and administration. This does nothing but hurts a group on their campus. Don't purposely take on administration unless you see a good opportunity to spread your message because of it, get some local press, work out an event, or contact FIRE about a legal issue. But merely taking on administration in some attempt to prove how hardcore your group is futile. Try to make friends despite hatred for the university bureaucracy. It will make it a lot easier on your club to operate. While it may be fun, it is not beneficial.

5) In your Infancy, Be Nice!

Continuing off the last point, groups must be smart in their dealings with administration when they are young. If a group is in its first year on campus, doing the dirty work is imperative. Schedule meetings with all the “important” people in each office (clubs, events, university relations, student government) so they know who you are, find out about your club, and put a face to a name. Developing a rapport with these people is one of the first things to do when the

club starts up. It helps big in the long run! Remember, first impressions are priceless. Reshape the image of libertarians: we are young, polished, respectful, and professional.

6) Talk to Other Groups

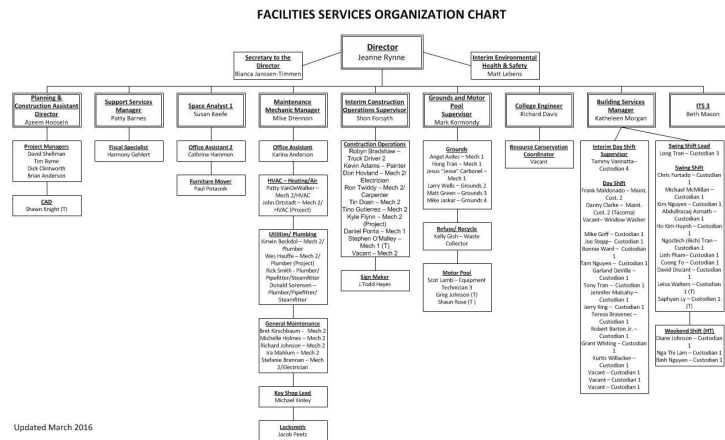
Every group has to go through this in their hopes to operate clubs. By speaking to the leaders of other clubs one gets a good idea about administration. Talk to other groups and find out things that they have figured out during their time on campus. This is crucial to not make the same mistakes that other groups on your campus have. Also, the political clubs on campus may have a more difficult relationship with administration than the cooking club. Talk to other political groups specifically to hear their stories.

Every campus is different and individual groups will find best practices for their campus. The goal for clubs is to find ways to navigate the bureaucracy without it inhibiting the group's growth and events. Maybe there is "that" administrator nobody wants to deal with, maybe the events management office has extremely strict deadlines, and maybe there is a way to avoid paperwork. The more local knowledge you have the better you will be able to lead your club to prominence. Ask questions, be respectful, and figure out the in's and out's of your school's administration. Dealing with administration may be aggravating, but it is crucial to operate a successful club.

Future Content:

Ideally this guide could contain more to help direct students on the less basic parts of dealing with the Evergreen campus organizations. Hopefully this is a useful starting point to some, and can inspire others to help us collectively better at bringing about important and good changes.

Thoughts for future renditions of this would include a flowchart map of the organizational structure, with more details on who to see for what specific things based on job description and personal interests. Similar to the Facilities layout, but with details targeted more towards student with particular projects.



<http://www.evergreen.edu/facilities/>

Additional tips would include presentation tips to groups such as CLUC, and applications all in one place to easily access. If you have suggestions or ideas, feel free to email “greenerurbanedesign@gmail.com”.