

6-12-1998

1998 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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Approved October 9, 1998

SPECIAL/REGULAR MEETINGS
BOARD OF TRUSTEES
CENTRAL WASHINGTON UNIVERSITY
June 12, 1998

Study Session

A special study session of the Board of Trustees of Central Washington University was called to order by Board Chair Gwen Chaplin at 10:00 a.m., June 12, 1998 in Barge Hall, Room 410, on the campus of Central Washington University.

Present
Ms. Gwen Chaplin, Chair
Ms. Amy Gillespie
Mr. Frederic L. "Fritz" Glover
Ms. Leslie Jones
Mr. Frank Sánchez
Mr. Mike Sells
Mr. Wilfred Woods, Vice Chair
Ms. Judy Yu

Others
Dr. Gregory Chan, Executive Assistant to the President
Ms. Judy B. Miller, Secretary to the Board
Dr. Ivory V. Nelson, President
Mr. Mark Young, Vice President for University Advancement

The trustees met in an informal session to discuss university marketing and fund raising. Vice President Young reviewed CWU fund raising history and plans for a future capital campaign. Dr. Chan, Chair of the University Marketing Committee, discussed committee recommendations.

Recessed for Lunch (12:00 p.m.)

Reconvened in Regular Session (1:03 p.m. in Barge 412)

The following individuals joined the board for the regular session

Dr. David P. Dauwalder, Provost/Vice President for Academic Affairs
Ms. Jen Gray, President, Association of Exempt Administrative and Professional Staff
Ms. Teresa Kulik, Senior Assistant Attorney General
Mr. Abdul Nasser, Vice President for Business and Financial Affairs
Dr. Robert Perkins, Chair, Faculty Senate
Ms. Barbara Radke, Director, University Relations
Dr. Sarah E. Shumate, Vice President for Student Affairs

Mrs. Chaplin welcomed Amy Gillespie to the Board of Trustees. Ms. Gillespie will abstain from voting today. She is completing her term as president of the Associated Students of Central Washington University.

Executive Session

Mrs. Chaplin requested an executive session from 1:05 p.m. until 1:20 p.m. under the authority of RCW 42.30.110(g), to . . . review the performance of a public employee, and RCW 42.30.110 (i), discuss with legal

counsel representing the agency litigation. The executive session was extended until 1:30 p.m. but reconvened at 1:25 p.m.

Approval of Minutes

Motion 98-19 Mr. Sells moved, seconded by Mr. Woods, that minutes of the special and regular meetings May 18, 1998 be approved. Motion carried.

Changes to the Agenda

The following changes to the agenda were accepted: Item 9, Exempt Staff 2% Salary Distribution (*revised backup*) ; Item 10, Faculty 2% Salary Distribution (*revised backup*) , Item 21, CWU/Ellensburg School District P-5 Proposal (*revised backup*) , Item 38, Report of Faculty Resignations (*Timothy*)

Yoxtheimer did not resign)

Action Items

Board Meeting Schedule, 1998-99

The following meeting calendar for 1998-99 was discussed and approved. All meetings are in Ellensburg unless otherwise noted.

October 8, 1998 (*Board Retreat*)

October 9, 1998

November 13, 1998

December 11, 1998

February 12, 1999

April 16, 1999 (CWU SeaTac Center, 2450 South 142nd, SeaTac, WA)

May 14, 1999

June 11, 1999

July 29-30, 1999 (*Board Retreat*)

Motion 98-20 Trustee Glover moved, seconded by Trustee Sells, that the proposed meeting schedule for 1998-99 be approved. Motion carried.

Board Officer Election, 1998-99

Motion 98-21 Mr. Woods moved, seconded by Mr. Sells, that Gwen Chaplin be reelected chair of the Board of Trustees for 1998-99 and Frank Sánchez elected vice chair. Motion carried.

Board Resolutions: Appointing Authority and Contracting -

Revisions

Proposed changes to the appointing and contracting authority resolutions are editorial and reflect title changes.

Motion 98-22 Mr. Glover moved, seconded by Ms. Jones, that proposed editorial changes to the Appointing Authority Resolution (98-01) and Contracting Authority Resolution (98-02) be accepted. Motion carried.

(Resolutions 98-01 and 98-02 are attached.)

Capital Budget Request 1999-2001, Legislative

Details of the proposed new music facility were reviewed. Rationale for reducing building costs was discussed. The current proposal includes an addition and refurbishment of Hertz Hall. Adjustments to the original proposal are calculated to secure legislative support and funding appropriation.

Motion 98-23 Mr. Sánchez moved, seconded by Mr. Sells, that the 1999-2001 Capital Budget Request to the State Legislature in the amount of \$40,640,500 be approved as part of the proposed ten-year Capital Plan. Motion carried.

Capital Plan for Nonacademic Buildings, Interim 1998-99

The 1998-99 Interim Capital Plan for Nonacademic Buildings was discussed. Using a process similar to that

used for state-funded buildings, the nonacademic buildings capital plan is linked to the university's strategic plan and is formatted as a ten-year plan.

Motion 98-24 Mr. Sells moved, seconded by Mr. Woods, that the 1998-99 Interim Capital Plan for Nonacademic Buildings be approved for \$2,044,500. Motion carried.

Endowment Earnings Spending Budget, 1998-99

Endowment Spending Budgets for FY 1998-99 were prepared in accordance with the CWU Foundation Budget Committee guidelines as directed by the Board of Trustees in October 1996.

Motion 98-25 Mr. Glover moved, seconded by Ms. Jones, that the proposed 1998-99 Endowment Spending Budget be approved. Motion carried.

Exempt Staff 2% Salary Distribution

The legislature authorized a 2 percent salary increase for exempt administrative staff for the second year of the 1997-99 biennium. Institutional budgets must absorb the costs for 1998-99. A portion of the total percentage will be distributed across the board and a portion will be disbursed by each vice president.

Motion 98-26 Mr. Woods moved, seconded by Ms. Jones, that the legislatively approved

2 percent salary increase to eligible exempt staff be distributed according to the following formula: 1.25 percent across the board and .75 percent for merit. Motion

carried.

Faculty 2% Salary Distribution

Bringing existing faculty salaries up to standard is a concern. In an effort to mitigate salary difficulties, Dr. Nelson asked Christine Gregoire, Washington State Attorney General, to provide guidance on several salary questions. Any response will be communicated to the campus community.

Motion 98-27 Mr. Woods moved, seconded by Ms. Jones, that the Board accept the 2 percent salary increase (also self-funded) approved for the 1998-99 fiscal year as an across-the-board scale adjustment and the Faculty Salary Scale, effective July 1, 1998, approved by the Faculty Senate May 20, 1998. Motion carried.

Faculty and Exempt Administrators Retirement Plan Changes

Proposed retirement plan adjustments include changes approved by the Board of Trustees December 12, 1997. The proposal is clearer and more understandable than the current rules, and complies with the Employee Retirement Income Security Act of 1974 (ERISA). There are no additional costs associated with the changes.

Motion 98-28 Mr. Glover moved, seconded by Ms. Yu, that the Central Washington University Retirement Plan document be adopted effective September 1, 1998, to replace the Central Washington University retirement rules and regulations for faculty and administrative exempt employees (CWU Policy Section 2-2.18). Motion carried.

Faculty Promotion and Tenure

Motion 98-29 Mr. Sells moved, seconded by Mr. Glover, that the faculty listed below be promoted to the rank and/or tenure indicated effective Fall Quarter, 1998. Motion carried.

Promotion to Associate

Professor

Faculty Member

Department College Step

Glen Bach Art Arts & Humanities 13d

Joseph Brooks Music Arts & Humanities 13d

Leo D'Acquisto Physical Ed, Health Ed, & LS Educ & Prof Studies 15

Lisa Ely Geology Sciences 16

Paulus Pimomo English Arts & Humanities 12

Alan Taylor Communication Arts & Humanities 13

Promotion to Professor

Faculty Member Department College Step

Margaret Beilke Administrative Mgt/Bus Ed Educ & Prof Studies 21b

Cindy Emmans Curriculum & Supervision Educ & Prof Studies 17

Dan Fennerty Teacher Education Programs Educ & Prof Studies 17

Gail Goss Teacher Education Programs Educ & Prof Studies 17

Michael Launius Political Science Sciences 20

Scott Lewis Mathematics Sciences 18

Craig Rademacher Physical Ed, Health Ed, & LS Educ & prof Studies 17

Charles Rubin Geology Sciences 22

Susan Madley Teacher Education Programs Educ & Prof Studies 17

Faculty Tenure,

Effective Fall Quarter,

1998

Faculty Member Department College

Glen Bach Art Arts & Humanities

Joseph Brooks Music Arts & Humanities

New/Increased Academic Fee Request

Motion 98-30 Mr. Woods moved, seconded by Ms. Yu, that the academic fee request be approved as submitted effective Fall Quarter, 1998. Motion carried.

(The approved list of academic fees is attached.)

Operating Budget Request 1999-2001, Legislative

Detailed instructions have yet to be received from the Office of Financial Management (OFM). We may have to decrease our request by 5 to 7 percent. Discussion followed on reprioritization within the institution for cuts. Options will be evaluated assuring maintenance of program quality.

Motion 98-31 Mr. Sells moved, seconded by Ms. Jones, that the 1999-2001 Operating Budget Request to the State Legislature in the amount of \$121,353,000, which will be adjusted for OFM Maintenance Level Changes, be approved. Motion carried.

Operating Budget - FY 1998-99

Motion 98-32 Mr. Sells moved, seconded by Mr. Woods, that the Board of Trustees approve the fiscal year 1998-99 Operating Budget in the amount of \$103,856,000. This figure is comprised of the general fund appropriation and tuition revenue in the amount of \$56,721,000, which includes tuition and fee waivers of \$1,480,000. Also included are the self-support, auxiliary, and student and activity funds that total \$47,135,000, including a 2 percent room and board increase. Motion carried.

Parking at University Centers

Various options were considered to cover parking costs at the westside university centers. It is recommended that faculty, staff, and students at the CWU SeaTac and Lynnwood Centers be assessed a quarterly fee and that parking fines in Ellensburg be increased.

Motion 98-33 Mr. Glover moved, seconded by Mr. Sánchez, that authority be delegated to the Vice President for Business and Financial Affairs to assess a quarterly parking fee in the amount of \$12 per student, staff, and faculty at those university centers where independent parking operations exist. Such a fee will have waiver provisions for those who show proof of using public transit or live in a 1/4 mile radius of the campus. Such a fee will also have waiver provisions for students who are taking CWU courses at another location where parking fees are imposed. The Board further authorizes the Vice President for Business and Financial Affairs to make necessary changes to the Washington Administrative Code to increase parking fines at the Ellensburg campus according to the recommendations of the Director of Business Services and Contracts. Motion carried.

Quarterly Tuition and Fees for Regular Session - FY 1998-99

The Washington State Legislature passed a 4 percent tuition increase for 1998-99 during the 1997 legislative session. Fall 1998 tuition changes are listed below:

Full time Fall 1997

Fall 1998

Undergraduate

Resident 842.00 874.00

Nonresident 2,987.00 3,105.00

Graduate

Resident 1,347.00 1,400.00

Nonresident 4,097.00 4,260.00

Motion 98-34 Mr. Woods moved, seconded by Ms. Jones, that the legislatively authorized quarterly tuition and fees for regular session, Fiscal Year 1998-99, be

approved. Motion carried.

Samuelson Union Building Replacement Roofing

The present roof system has failed and is in immediate need of replacement.

Motion 98-35 Mr. Sells moved, seconded by Mr. Woods, that authority be delegated to the Vice President for Business and Financial Affairs or designee to select and contract with a consultant, advertise for bids, award and execute a construction contract. Motion carried.

Services and Activities Fees Revenue, Adoption of Revised Guidelines

Revised General Guidelines and Procedures for Use of Services and Activities Fees were drafted by the Services and Activities Committee in cooperation with the current ASCWU Board of Directors and have been reviewed by the Vice President for Student Affairs. Additional input was provided by the Board of Trustees at the May 18, 1998 meeting.

Motion 98-36 Mr. Glover moved, seconded by Mr. Sells, that the revised guidelines for the use, budgeting, and expenditure of Services and Activities Fees revenue be approved in principle. Final approval will occur after codification of the guidelines. Motion carried.

Future Action Items *(reviewed for action October 1998)*

Board Bylaws, Proposed Changes

With the addition of a new trustee, a quorum of the Board is now five members rather than four. The Board bylaws, Part 1 of the *CWU Policies Manual*, will be adjusted accordingly to reflect the quorum change.

CWU/Ellensburg School District P-5 Proposal

It is proposed that Central Washington University enter into a contractual relationship with the Ellensburg School District whereby CWU leases to the district land upon which a P-5 school can be built. This cooperative effort would provide a model learning environment for parents, P-5 students, district teachers, university faculty, and university students.

Faculty Code Changes

Dr. Nelson recommended that the changes to the Faculty Code of Personnel Policy and Procedure approved by the Faculty Senate May 20, 1998 be approved by the Board of Trustees. The Faculty Senate was commended for inclusion of post-tenure review provisions.

Motion 98-37 Mr. Glover moved, seconded by Mr. Woods, that proposed amendments to the Faculty Code of Personnel Policy and Procedure approved by the Faculty Senate May 20, 1998 be approved. Motion carried.

Program Proposals

Information was presented on two proposed degree programs. The Bachelor of Fine Arts with specializations in Graphic Design and Studio Art is a professional degree program providing valuable credentialing for our students which replaces the degree program in Graphic Design. The Bachelor of Science degree in Primate Behavior and Ecology combines biology, anthropology, and psychology and will utilize the Chimpanzee and Human Communication Institute (CHCI) research facility. Funding support and enrollment issues were discussed.

Dr. Dauwalder recommended that Board take action on the proposed programs as Higher Education Coordinating Board (HECB) approval is a lengthy process.

Motion 98-38 Mr. Sells moved, seconded by Mr. Woods, that the Bachelor of Fine Arts with specializations in Graphic Design and Studio Art and the Bachelor of Science, Primate Behavior and Ecology be approved. Motion carried.

Discussion Items

Campus Input on Theme 4 Presentation

**Theme 4 - Reaffirm commitment
to diversity
leadership on main
campus, in centers,
and respective
communities.**

*Diversity on campus
should reflect the
state/students,
faculty, staff; broad
definition including
gender/sexual
orientation/race/
ethnicity
Special attention to
Central Washington area*

*participation rate;
programs/curriculum*

Responses from the Associated Students of Central Washington University and the Association of Exempt Administrative and Professional Staff stressed improvements to academic advising. Suggestions included a freshman advising seminar and devising a program to meeting the advising needs of undeclared majors. A university advising committee will examine advising needs and expectations next fall. Recruitment and diversity programming were discussed. Students were praised for responding to each theme presentation.

President's Report Items

AACSB Accreditation Report

A self-evaluation report and five-year faculty profiles report were submitted in support of initial accreditation by the AACSB (International Association for Management Education). John Lasik, Associate Dean of the School of Business and Economics, was complimented for his efforts in producing the report.

University Marketing Committee Recommendations

The final recommendations of the University Marketing Committee chaired by Dr. Gregory Chan were submitted to Dr. Nelson and discussed in the President's Cabinet. Members of the university community had an opportunity to review the recommendations and provide input or suggestions prior to adoption of recommendations designed to strengthen the university's image supported by a coherent marketing strategy.

Employee of the Year Award

Each month during the past year, an "Employee of the Month" has been chosen from the ranks of CWU classified staff. From that pool of monthly honorees, Becky Baker, Employee Benefits Representative in Human Resources, was selected as "Employee of the Year" and will be recognized at Honors Convocation.

Other Reports

Academic Affairs

Provost Dauwalder encouraged attendance at Honors Convocation and commencement.

Business and Financial Affairs

Major and Minor Capital Report

Information on capital, noncapital, and maintenance projects was presented for review.

Student Affairs

Vice President Shumate provided a detailed report on the Student Health and Counseling

Center and summary strategic planning reports for the radio station and the Athletic Program. Plans for an FCC license for our FM station are progressing well. New call letters will be KCWU. At a recent student recognition awards ceremony, Arthur Krontz was named this year's recipient of the President's Award for excellence in student leadership.

University Advancement

In his supporting documentation, Vice President Young reviewed the current status of Development activities and provided updates on Foundation and Alumni Boards, University Relations, and Community Relations. Governor Locke is scheduled to attend the dedication ceremonies for Black Hall and the Science Building Thursday, October 8, 1998.

Faculty Senate

Faculty Senate Chair Rob Perkins reviewed several items including a proposed curriculum planning and procedures guide, changes to the Faculty Code, support for distance education, and a report on part-time faculty issues to be released fall quarter. Ad hoc committees have been formed to examine the faculty salary equity issue and Senate responsibilities within a collective bargaining environment. Dr. Perkins introduced the chair-elect for 1998-99, John Alsoszatai-Petheo, Professor of Anthropology, then thanked the Board for listening to faculty concerns and engaging in discussion.

Board of Directors, Associated Students of Central Washington University

President Amy Gillespie expressed some student concerns regarding faculty collective bargaining and other issues. At recent award ceremonies, Mark Young, Vice President for University Advancement, was named ASCWU Administrator of the Year and Phil Backlund, Professor of Communication and Associate Dean of Arts and Humanities, received the Professor of the Year Award. Others honored for their commitment to excellence were Jim Pappas, Dean of Academic Services; Scott Drummond, Assistant Director, Campus Life; Gary Frederick, Director of Athletics; and student JoVal Fabela. Ms. Gillespie thanked the Board of Directors for their excellent service. Dr. Nelson commended Ms. Gillespie and her board for their exemplary involvement on campus and their service on several university committees.

Association of Exempt Administrative and Professional Staff

Association President Jen Gray reviewed activities of the group over the past year including efforts to respond to Board themes and work of the professional development committee. Margaret Smith will serve as chair next year.

Communications

Letter received from Keith Lewis, Art Department, May 27, 1998

Consent Agenda

Motion 98-39 Mr. Sells moved, seconded by Mr. Sánchez, that report items 36, 37, 38, 39, 40, 41 be received collectively, and action items 42, 43, 44, 45, 46, 47, 48 be approved

collectively. Motion carried.

Personnel Consent Reports

Report of Department Chair Appointment

Schwing, James L., Associate Professor, Computer Science, 100%, 1998-2002

Report of Non-Tenure-Track Faculty Appointments

Fitzgerald, Quentin, Lecturer, Art, 20%, Spring 1998

McCutcheon, Patrick T., Lecturer, Anthropology, 100%, 1998-99 academic year

Payton-Yoon, Colleen, Lecturer, English, 26.67%, Spring 1998

Report of Faculty Resignations

Clark, Harry J., Assistant Professor, Industrial and Engineering Technology, effective June 15, 1998

Report of Faculty Retirements

Black, Don, Professor, Curriculum and Supervision, effective June 5, 1998 [27 years]

Boyungs, Janice, Associate Professor, Physical Education, Health Education and Leisure Services,

effective August 15, 1998 [33 years]

Chan-Nui, Ernest, Associate Professor, Curriculum and Supervision, effective June 5, 1998 [31 years]

Gregson, Robert, Associate Professor, Physical Education, Health Education and Leisure Services,

phased retirement beginning December 16, 1998 [32 years]

Lapen, Robert F., Professor of Biological Sciences, full retirement effective June 16, 1998 [25 years]

Pearson, John, Professor, Physical Education Health & Leisure Services, phased beginning Winter Quarter 1999, [34 years]

Report of Exempt Administrative and Professional Staff Appointments

Koshork, Lori, Area coordinator-Residence Halls, Residential Services, August 17, 1998 through June 16, 1999

Weddington, Phyllis, Project Manager, Academic Support Systems Project, effective May 26, 1998

Report of Exempt Administrative and Professional Staff Resignations

Nelson, Patricia A., Assistant Director for Academic Programs, McNair Scholars Program, effective June 30, 1998

Business Consent Action Items

Electrical Cable Replacement - Phase III

Accepted as complete the Electrical Cable Replacement - Phase III (Contract #2866-4C) as performed by Colvico, Inc., Spokane, Washington, for the amount of \$1,110,050.62 not including Washington State Sales Tax.

LAN Infrastructure Project (CLIP)

Accepted as complete the Complete LAN Infrastructure Project (CLIP) (Contract #3913C) as performed by Central Telecom East, Yakima, Washington, for the amount of \$435,422.69 not including Washington State Sales Tax.

Personnel Consent Action Items

Tenured Faculty Appointment

Schwing, James L., Associate Professor, Computer Science, effective September 16, 1998

Faculty Tenure-Track Appointments

Bender, William J., Assistant Professor, Industrial & Engineering Technology, 100%, 1998-99 acad year

Bohrson, Wendy A., Assistant Professor, Geology, 100%, 1998-99 academic year

Diaz, Jesse P., Assistant Professor, Psychology, 100%, 1998-99 academic year

Englund, Timothy F., Assistant Professor, Mathematics, 100%, 1998-99 academic year

Melbourne, Timothy I., Assistant Professor, Geology, 100%, 1998-99 academic year

Southard, P. A. Dee, Assistant Professor, Sociology, 100%, 1998-99 academic year

Emeritus Professor Appointments

Black, Don, Professor, Curriculum and Supervision, effective June 5, 1998 [27 years]

Boyungs, Janice, Associate Professor, Physical Education, Health Education and Leisure Services,

effective August 15, 1998 [33 years]

Chan-Nui, Ernest, Associate Professor, Curriculum and Supervision, effective June 5, 1998 [31 years]

Gregson, Robert, Associate Professor, Physical Education, Health Education and Leisure Services, phased retirement beginning December 16, 1998 [32 years]

Lapen, Robert F., Professor of Biological Sciences, full retirement effective June 16, 1998 [25 years]

Pearson, John, Professor, Physical Education, Health Education and Leisure Services, phased beginning Winter Quarter 1999 [34 years]

Leave of Absence without Pay

Bicchieri, Barbara N., Assistant Professor, Anthropology, 50% leave of absence without pay, time not to count toward seniority, 1998-99 academic year

Pearson, John, Professor, Physical Education, Health Ed and Leisure Services, time not to count toward seniority, Fall Quarter 1998

Overload Assignments

Klemin, Wayne, Administrative Management and Business Education, \$500 stipend to complete work on a computer literacy test by the end of spring quarter.

Emmans, Cindy C., Curriculum and Supervision, \$500 stipend to complete work on a computer literacy test by the end of spring quarter

Next Meeting

The Board of Trustees will next meet in retreat session July 29-30, 1998 at Sleeping Lady Resort in Leavenworth, Washington.

Adjourned

Meeting adjourned at 3:45 p.m. June 12, 1998.

Judy B. Miller, Secretary to the
Board of Trustees
Central Washington University

Gwen Chaplin, Chair
Board of Trustees
Central Washington University

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