

6-11-1999

1999 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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Approved October 15, 1999

**SPECIAL/REGULAR MEETINGS
BOARD OF TRUSTEES
CENTRAL WASHINGTON UNIVERSITY
June 10-11, 1999**

June 10, 1999 – Study Session

A study session of the Board of Trustees of Central Washington University began at 7:50 p.m. June 10, 1999 in the Munson Retreat Center. Gwen Chaplin, Nick French, Amy Gillespie, Fritz Glover, Jay Reich, Ivory Nelson, and Judy Miller attended. Faculty salaries and the complex issues of compression and resulting morale impacts were discussed. The salary negotiating process for new faculty was reviewed. Faculty gender and compression issues are being addressed through policy and funding commitments. Distribution of the legislatively appropriated 3 percent faculty salary increase, program review and accountability issues, and university climate concerns were discussed. Also reviewed were summer session faculty salaries and loads. Faculty salary distribution will be discussed in detail during the regular meeting June 11 (Agenda Item 20, Faculty Salary Distribution). The Board applauded the strong work of the Faculty Senate over the past two years.

Other issues discussed included creating base budgetary support for the university centers and faculty development and technology replacement funding.

Meeting recessed at 9:45 p.m.

June 11, 1999 – Study Session

A study session of the Board of Trustees reconvened at 9:10 a. m. June 11, 1999 in Barge Hall, Room 412. Those present included trustees or former trustees Gwen Chaplin, Nick French, Amy Gillespie, Fritz Glover, Leslie Jones, Jay Reich, Mike Sells, and Judy Yu. Ken Martin was not present. John Alsoszatai-Petheo, Gregory Chan, David Dauwalder, Barney Erickson, Beverly Heckart, Judy Miller, Ivory Nelson, Linda Raubeson, and Roy Savoian also attended.

The group discussed the general process by which changes to the Faculty Code are recommended to the Board and types of changes recommended in the current proposal. Proposed changes are reviewed and discussed over the academic year. Open hearings for all faculty on code changes occur spring quarter. Additional discussion occurs after the hearings before changes are presented to the Faculty Senate for discussion and approval. Senators were encouraged to share discussion with their departments. Following final Faculty Senate approval, the changes are forwarded to the Board of Trustees.

Faculty Code Policy Changes and Salary Recommendations

Several faculty salary issues examined in the faculty equity study were discussed. Funding availability and projected costs to remedy inequities were reviewed. Liability for protected groups is higher following this year's faculty promotions. Retirements and other movements in rank have helped to ameliorate problems. These are complex issues involving market forces and other variables. Items presented in proposed code changes will help protect the faculty salary base. The group examined possible impact of the 3 percent increase on salary issues.

Trustees expressed interest in working with faculty to solve salary issues as expeditiously as possible. The Board complimented the Faculty Code Committee on the clarity of the proposed changes. The Faculty Salary Equity Study will be updated yearly.

Rationale of reducing faculty workload (12 to 10 credits) for summer session was examined. Faculty initiative presented this issue to the Faculty Senate for consideration. Proposed formula affects the rate of pay for the limited amount of work available for faculty during the summer. Proposal increases rate to 80 percent of the previous contract year rather than 66 percent of the regular quarter. Many faculty participate in regular committee activity, advising, and other duties during the summer, yet receive less salary. Twenty-nine percent of faculty work during summer session. Faculty contact load during the academic year is 80 percent, 20 percent is devoted to research and public service. Faculty are expected to do other things in addition to teaching and advising. All these activities are important in an academic environment.

Greater faculty participation was encouraged in the creation of the proposed changes this past year. Interactions were respectful and collegial. Recommendations are presented jointly from the Faculty Senate and administration. Full-time, non-tenure-track faculty issues will be addressed when contracts are issued. Any funding left after salary issues are addressed will be distributed back to faculty. Three percent is included in the calculations for inequity remedies. Total amount contributed to faculty salaries is \$1.5 million. This year is the first year of a process to address inequity issues. The Faculty Senate encourages an environment for rational discourse on issues.

University Budget Discussion

In response to a request from the Board Abdul Nasser, Joe Antonich, and Shelly Johnson joined the trustees for a discussion of budget issues. State appropriations have been declining since 1994. Details of base budgets and new funding were presented. Tuition increase scenarios were reviewed noting cost to students. The group discussed undergraduate tuition and statutorily required fees required nationwide and in Washington. In its 1999 session, the state legislature provided tuition increase flexibility to higher education institutions so the institutions could address salary increases and other pertinent issues. Differential tuition for various programs at each institution is authorized.

How much should CWU tuition increase? In order to help students and parents understand the impact, the proposed increase is listed in dollars rather than as a percentage (4.6% = \$40 more per quarter; \$120 per year). How will the students benefit from any proposed increase? Issues to be addressed include student access, faculty salaries, University Centers, mandatory programs, and goods and services. Benefits of student employment at the university and in the greater community were discussed.

Relatively flat student enrollment over the past few years was reviewed as well as the relationship between expenses and enrollment. Correlation between the two should be considered. The university could handle an enrollment of 10,000 students. Projected student enrollment was discussed. The university is experiencing increases in first year student enrollment rather than transferring community college students. Legislative funding is connected to meeting enrollment targets.

Student access and financial aid availability were reviewed. State need grants provide assistance to needy students. Changes in State Need Grant eligibility requirements allow more students to participate. A percentage of tuition dollars (11.5 percent) is returned to students in the form of financial aid. Types of financial aid and formulas for distribution were reviewed. Sixty-five percent of our students receive financial aid.

Faculty salary concerns were discussed. The faculty salary base is being increased with appropriated state funds and recruitment and retention as well as equity funds and promotion dollars. Regardless of student enrollment, funding for faculty salaries will be available.

Needs of the University Centers were discussed. This year, for the first time, University Centers will have budgeted base funding. There is an effort across university divisional lines to remedy issues at the centers. An advisor will be assigned to SeaTac, Lynnwood, and Steilacoom Centers to assist with advising needs. Career development issues at the centers have also been addressed. Faculty participating at the centers is 15.8 percent.

The North Snohomish, Island, and Skagit (NSIS) Higher Education Consortium is a collaborative effort designed to support the delivery of higher education in the Everett area. Central Washington University, Edmonds Community College, Everett Community College, Skagit Valley College, the University of Washington, Washington State University, and Western Washington University are participating in this cooperative effort.

Several budget issues were reviewed including impact of mandatory programs, increases in minimum wage, and accommodation of hearing impaired students. Funds available for goods and services have declined resulting in some measure from salary increases for the 1997-99 biennium approved but not funded by the State Legislature. Summer session revenue and distribution were reviewed. Reprioritization efforts during the current fiscal year were discussed.

In summary, state funding is declining, we have a relatively low tuition rate and proposed tuition increase (nationwide comparison), and legislative flexibility has been given to institutions.

Members of the Board expressed appreciation for insights into budget issues.

Meeting recessed at 12:00 p.m. for lunch in Barge 410.

Reconvened in Regular Session (1:07 p.m.)

Present

Mrs. Gwen Chaplin, Chair
Mr. Nick French
Mr. Frederic L. "Fritz" Glover
Ms. Leslie Jones, Interim Vice Chair
Mr. Ken Martin
Mr. Jay Reich
Mr. Mike Sells
Ms. Judy Yu

Others Present

Dr. John Alsoszatai-Petheo, Chair, Faculty Senate
Mr. Keith Champagne, Assistant Vice President for Student Affairs
Dr. David P. Dauwalder, Provost/Vice President for Academic Affairs
Mr. Bruce Eklund, President, Board of Directors, Associated Students of Central Washington University
Ms. Amy Gillespie, *former trustee*
Ms. Teresa Kulik, Senior Assistant Attorney General
Ms. Judy B. Miller, Secretary to the Board
Mr. Abdul Nasser, Vice President for Business and Financial Affairs
Dr. Ivory V. Nelson, President
Dr. James Pappas, Vice President for Enrollment Management and Marketing
Ms. Margaret Smith, President, Association of Exempt Administrative and Professional Staff
Mr. Mark Young, Vice President for Development and Alumni Relations

Mrs. Chaplin welcomed Nick French to the Board. Mr. French is a Central Washington University student who is pursuing majoring in history and political science.

University retirees over the last year were recognized for their exemplary work. Individuals who served as faculty, administrators, and classified employees were honored for 977 collective years of service to the university. Each contributed to providing a quality education for students.

Executive Session

Members of the Board recessed into an executive session for 12 minutes at 1:13 p.m. to review the performance of a public employee and to discuss with legal counsel representing the agency litigation to which the university is a party. The regular meeting reconvened at 1:20 p.m.

Resolution Honoring Amy Gillespie (99-04)

Mrs. Chaplin applauded former trustee Amy Gillespie for her work over the past year. Ms. Jones read the following resolution to those assembled:

Resolution 99-04 Amy C. Gillespie

Whereas Ms. Amy C. Gillespie was appointed to the Central Washington University Board of Trustees by Governor Gary Locke on June 1, 1998—the first CWU student chosen to serve on the Board following 1998 legislation creating a student seat on the governing boards of the state's six public colleges and universities—and served with distinction until May 31, 1999, and

Whereas during her one-year tenure on the Board, Ms. Gillespie skillfully articulated her position on many substantive issues, representing all the citizens of this state, while also providing unflagging advocacy for student perspectives and concerns, and creating opportunities for students to develop their own leadership, academic and scholarly potential, and

Whereas Ms. Gillespie assertively and relentlessly called upon her fellow trustees to consider how each of the CWU governing board's decisions would affect Central students, and

Whereas Ms. Gillespie consistently demonstrated her strong integrity, personal warmth and skill in interacting with a diverse university and public community.

NOW THEREFORE LET IT BE RESOLVED that this Board of Trustees wishes to publicly express appreciation to Ms. Amy Gillespie for her effective, intelligent and dedicated service as a member of the Board of Trustees for Central Washington University from June 1, 1998, to May 31, 1999, and as a representative of the Associated Students of Central Washington University Board of Directors, from September 1997 through May 1998, and

FURTHER BE IT RESOLVED that this Board and congratulates Ms. Gillespie on her graduation tomorrow with a bachelor's degree in political science from Central Washington University, and wishes her well in her future career.

ADOPTED and signed this 11th day of June, 1999.

Motion 99-26: Mr. Sells moved, seconded by Mr. Reich, that **Resolution 99-04** honoring Ms. Amy Gillespie be approved. Motion carried.

Ms. Gillespie expressed her gratitude for the experience and introduced members of her family who were present.

Approval of Minutes

Following the May 14, 1999 meeting, the trustees met briefly to debrief and summarize the meeting. Mrs. Chaplin reviewed that debriefing session and indicated that the trustees will continue the practice into next year.

Motion 99-27: Mr. Glover moved, seconded by Mr. Reich, that the minutes of the special and regular meetings May 13-14, 1999 be approved. Motion carried.

Changes to the Agenda

The following changes to the agenda were accepted: Item 18, Services and Activities (S & A) Fees Allocation, 1999-2001 (additional budget recommendation for approval); Item 20, Faculty Salary Distribution (explanation of amount of additional dollars in the faculty salary base); Item 24, Y2K Readiness, report item; Item 38, visiting/Exchange Faculty (additional faculty); and Item 42, Report of Exempt Administrative Resignations (additional resignation).

Action Items

Board Meeting Schedule 1999-00

The following meeting schedule for 1999-00 was proposed:

October 7, 1999 (*Ellensburg campus retreat*)
October 8, 1999
November 12, 1999
December 10, 1999
February 11, 2000
April 14, 2000 (*CWU Lynnwood Center*)
May 12, 2000
June 9, 2000
August 3-4, 2000

Motion 99-28: Ms. Yu moved, seconded by Mr. Martin, that the proposed schedule of meetings for the Board of Trustees be approved and the summer retreat session scheduled for August 3 and 4, 2000. Motion carried.

Election of Board Officers 1999-00

Judy Yu, chair of the Board Officer Nominations Committee, stated that the Nominations Committee considered the issues facing Central Washington University in the coming year and nominates Gwen Chaplin as chair and Leslie Jones as vice chair.

Motion 99-29: Mr. Sells moved, seconded by Ms. Yu, that the Board of Trustees elect Gwen Chaplin to serve as chair of the Board of Trustees and Leslie Jones to serve as vice chair during 1999-00. Motion carried.

Presidential Search Committee

Larry Sharpe, a member of the Ellensburg Chamber of Commerce, expressed concern that the nonuniversity community is not represented in the presidential search committee membership. He encouraged the addition of a community member to the committee.

Jay Reich thanked Mr. Sharpe for his interest and stated that this issue was discussed by the Board subcommittee that recommended search committee membership. The subcommittee felt there is community representation in the membership composition. The search committee intends to reach out to the community and solicit their input throughout the search process. Membership on the committee is already large. Opinions from everyone are welcome and valued and will be considered by the committee.

Mr. Reich presented a briefing of search committee progress and stated that a search consultant would not duplicate the good work already being done. A draft budget is being developed and will be presented to the Board this summer. Three people have been recently named to the search committee: Roy Savoian, Dean of the School of Business and Economics, and Kristy Gillespie and Djordje Popovic, students. Final membership is listed below.

Trustees

Jay Reich, Vice Chair
Mike Sells
Judy Yu

Faculty

Richard Alumbaugh, Psychology (SeaTac Center)
Linda Beath, Curriculum and Supervision
Roger Fouts, Psychology, Chair
Morris Uebelacker, Geography

Exempt Administrative Staff

Barbara Radke, University Relations

Classified Staff

Marilyn Thompson, Operations and Resource Management

Alumni

Doug Cochran, 1977 accounting graduate, currently Yakima County Auditor

CWU Foundation

Larry Pinnt, retired CFO for US West, Redmond

Students

Kristy Gillespie
Djordje Popovic

Dean

Roy Savoian

A letter from the Faculty Senate concerning voting rights of trustees on the search committee was discussed.

Motion 99-30: Mr. Reich moved, seconded by Mr. Martin, that rules of the Presidential Search Committee would be determined by the Board of Trustees. The Board and members of the Presidential Search Committee pledge to work cooperatively with all university constituencies during the search process. Motion carried.

Program Review Resolution

A resolution requesting ongoing university-wide program review was presented. All units, academic and nonacademic, will be involved. The process will allow us to examine and build on our strengths, check priorities, and evaluate resources. A timetable and outline for the development of the program review parameters and procedures shall be established and reported to the Board of Trustees during the 1999-00 academic year. The Board encouraged a speedy process and requested an initial report in the fall. A report on the progress and accomplishments of the program review will be made in the presentation of the university's annual operating budget for the year 2000-01 and every year thereafter.

Resolution 99-05
Nonacademic and Academic Program Review
at Central Washington University

Whereas, the Board of Trustees desires that the university administration, faculty, and staff establish and implement an ongoing process of review for all programs of the university, nonacademic and academic, as a means to ensure the quality, functionality of all programs, centrality of mission, and

Whereas, the Board of Trustees recognizes that the university has a strategic planning process that incorporates the university accreditation requirements and that conducting program review as part of the university strategic planning process would avoid duplication of effort, and

Whereas, the Board of Trustees is concerned about academic program criteria such as definable learner outcomes, assessment of student performance, graduation requirements, linkage to community colleges and/or other universities, program quality based on definable criteria, time to degree, cost per student, affordability, and accessibility, and

Whereas, the Board of Trustees is concerned about the costs of administrative functions and the delivery of services, and

Whereas, the Board of Trustees desires that the conduct of administrative functions serve to provide quality service to the student and the instructional process,

BE IT THEREFORE RESOLVED, that the university community establish and implement an ongoing process of review for all programs of the university, academic and nonacademic, as a means to ensure the quality, functionality of all programs, centrality of mission, and

BE IT FURTHER RESOLVED, that the president, vice presidents, and academic deans in conjunction with the faculty, through the Faculty Senate, develop program review parameters and procedures for all nonacademic and academic programs, and

BE IT FURTHER RESOLVED, that the parameters and procedures will be based on quality improvement, function, and centrality of mission and the resulting program review will become the basis for decisions regarding programs to be initiated, continued with modification, suspended temporarily, terminated, strengthened, and consolidated, and

BE IT FURTHER RESOLVED, that a timetable and outline shall be established and reported to the Board of Trustees during the 1999-00 academic year for the development of the program review parameters and procedures for the program review, and

BE IT FURTHER RESOLVED, that a report on the progress and accomplishments of the program review will be made in the presentation of the university's annual operating budget for the year 2000-01 and every year thereafter.

ADOPTED and signed this 11th day of June, 1999

Motion 99-31: Mr. Sells moved, seconded by Ms. Yu, that a process of nonacademic and academic program review defined in **Resolution 99-05** be implemented. Motion carried.

Appointing Authority Resolution

To provide additional signatory support, it is proposed that two positions be added to the appointing authority resolution—Executive Assistant to the President and Registrar/Associate Enrollment Management Officer.

Motion 99-32: Mr. Martin moved, seconded by Mr. Reich, that the Board accept revisions to the Appointing Authority Resolution, **Resolution 99-03**, adding the Executive Assistant to the President and Registrar/Associate Enrollment Management Officer (*Resolution 99-03 is attached to the minutes*). Motion carried.

Board Ethics Statement/Nondiscrimination Policies

Consistent with NASC accreditation standards, it is recommended that a statement of ethics be added to the Board bylaws (*Part 1 of the CWU Policies Manual*). Changes to the nondiscrimination sections of the *CWU Policies Manual* to reflect current or recommended practices were also presented.

Motion 99-33: Mr. Reich moved, seconded by Mr. Sells, that the Board amend its bylaws to include a proposed statement of ethics (*Part 1 of the CWU Policies Manual*) and accept proposed changes to the nondiscrimination sections of the *CWU Policies Manual*. Motion carried.

Exempt Code Changes

Proposed changes to the Exempt Employees' Code of Personnel Policy and Procedure presented to the Board for approval include clarifying the process for a supervisor's deferral of an employees' request to use vacation leave, changing code requirements regarding appointment letters, changing the notice for nonrenewal/termination, changing the definition of vacation leave anniversary, and clarifying employee eligibility for accrual of leave. Margaret Smith, Chair of the Association of Exempt Administrative and Professional Staff, stated that there were no anticipated additional costs or repercussions from proposed changes.

Motion 99-34: Mr. Sells moved, seconded by Ms. Yu, that the Board accept amendments to the Exempt Employees' Code of Personnel Policy and Procedure approved by the Association of Exempt Administrative and Professional Staff May 24, 1999. Motion carried.

Faculty Code Changes

Over the past year various Faculty Senate committees have worked to amend the Faculty Code. The amendments represent a joint submission from the Faculty Senate Code Committee and the university's administration. Four major policy changes for faculty are included in the proposal: 7.20.B.1. -- Teaching Load, 8.30 -- Faculty Salary Base, 8.46 -- Correcting Salary Inequities, and 15.30 -- Summer Salaries. Mr. Reich reviewed some of the discussion from the morning study session of the Board and mentioned that a spirit of cooperation and compromise was evident in the proposal. Drs. Beverly Heckart and Linda Raubeson, members of the Faculty Senate Code Committee, were recognized for their efforts in updating the Faculty Code as were Dr. Barney Erickson and other members of the Faculty Senate Budget Committee.

Motion 99-35: Mr. Reich moved, seconded by Mr. Sells, that the Board accept proposed changes to the Faculty Code of Personnel Policy and Procedure. Motion carried.

Capital Budget, 1999-01

Prioritized capital projects were reviewed. The request includes the Music Education Facility and a joint facility with Edmonds Community College for the Lynnwood Center.

Motion 99-36: Mr. Sells moved, seconded by Mr. French, that the Board of Trustees approve the 1999-2001 Capital Budget Request as approved by the State Legislature and signed by Governor Locke in the amount of \$19,000,000. Motion carried.

Music Education Facility/Authority to Contract

Hertz Hall, originally constructed in 1963, has become seriously overcrowded. New facilities are needed for rehearsal, studio, practice, instrument storage, faculty offices, and performance spaces. This project provides design in the 1999-01 capital budget. Next biennium we will request construction funding with occupancy in 2003. Dr. Liahna Babener, chair of the Music Education Facility building committee, expressed appreciation to everyone who has been instrumental in achieving the design funding.

Motion 99-37: Mr. Martin moved, seconded by Mr. Sells, that the Board of Trustees delegate authority to the Vice President for Business and Financial Affairs or designee to advertise, select, and contract with consultants for the purposes of programming, designing, and preparing contract documents for the Music Education Facility. Motion carried.

Quarterly Tuition and Fees FY 1999-00

Bruce Eklund, President of the Associated Students of CWU Board of Directors, expressed concern about excessive student costs. Tuition increases were discussed in view of the Board's desire to invest in faculty salaries and address pressing equity issues. Through a process of serious review, we must examine priorities and rationalize expenditures to

determine where limited resources can best be utilized. The Board is committed to increasing faculty salaries and strengthening student recruitment and invites the university community to support the effort.

Operating Budget, 1999-00/Tuition and Fee Waiver)

Central Washington University's current base budget is \$55,230,000 plus legislatively approved carry-forward and maintenance funds. Three proposed budgets for new funding were proposed based on tuition increases of 0 percent, 3 percent, and 4.6 percent.

Motion 99-38: Mr. Reich moved, seconded by Ms. Jones, that the Board of Trustees establish the quarterly tuition and fees for regular session Fiscal Year 1999-2000 in the amount of a 4.6 percent increase. Tuition for full-time undergraduate residents is \$913.00, nonresidents \$3,246.00; graduate residents is \$1,463.00, nonresidents \$4,455.00.

Also included in the motion was approval of the State General and Tuition Operating Budget for Fiscal Year 1999-00 in the amount of \$9,796,000 (\$40 per quarter) and the 1999-2000 Tuition and Fee Waiver Budget as presented. Motion carried.

Self-Support and Housing Budgets, 1999-00

Information was presented on various components of the self-support and housing budgets for 1999-00 which include a 2 percent increase.

Room and Board Rates (Housing and Dining Fund)

Rob Chrisler, Director of Operations and Resource Management, indicated that in response to student needs for greater meal plan flexibility, we will be offering a plan that excludes meals on Friday. Some students return home on the weekends and prefer not to pay for meals on Friday. New bond activity is being considered to support improvements to housing and dining facilities. The operation is self-supporting and must meet expenses through revenue generated. Advantages and disadvantages of privatizing part of the services were discussed. Central's operation is sound and provides strong, cost-effective services to the students. First year students provide greatest residence hall occupancy.

Motion 99-39: Mr. Martin moved, seconded by Mr. Reich, that the Board approve the self-support and housing budget in the amount of \$50,213,500 and approve an increase of 2 percent in the 1999-00 room and board rate. Motion carried.

S & A Fees Allocation 1999-2001

The Services and Activities Fees Committee has revisited the allocations and made some changes that affect the allocations that were submitted to the Board of Trustees for their consideration at the May 14, 1999 meeting. Proposed changes reflect recognition of the needs of music and theatre students.

1. The committee was told that the Campus Activities budget was insufficient to keep up the levels of programming that currently exist. The committee failed to realize that this budget now had all the salaries put into it and that our allocation of \$45,000 left only \$2,000 for programming. As a result, the committee made the decision to cut 1.6 percent across all the budgets, which gave the Campus Activities budget an additional \$24,375, bringing their total to \$69,375.
2. The committee was told by the administration to set some money aside for programming at the university centers. The reason being the committee had locked the centers out for two years by the way we allocated our funds. To solve this program, the committee moved to have \$80,000 taken from the Services and Activities Fees fund balance at the end of the year and put into a special account that the committee will allocate to the centers, when requests are submitted. This is \$80,000 for the entire biennium. These requests will follow the Supplemental Request procedures outlined in the Services and Activities Fees Guidelines.
3. The final change was in response to the president's plea not to cut the Theatre Arts and Music programs off so suddenly. He asked that the committee give the Academic Affairs office two years to work those departments into their budgets. The committee decided not to take this into dispute resolution and accepted the president's proposal. The committee decided to take \$20,000 from the SUB bond money and give \$10,000 to Theatre Arts and \$10,000 to Music. Next, the committee told both Theatre Arts and Music to come back to the committee next fall and request another \$10,000. This will give each department \$20,000 for each year of the biennium. The committee wants to make it clear that by the Board of Trustees accepting this budget, it means this is the last biennium the

Theatre Arts and Music Departments are going to receive funding from Services and Activities Committee.

Motion 99-40: Mr. Reich moved, seconded by Mr. Glover, that the Board approve the proposed Services and Activities Fees budget allocations for the 1999-2001 biennium and accept the three changes outlined by the committee. Motion carried.

Exempt Administrative Staff Salary Distribution

The president and each vice president determined distribution of the 3 percent salary increase and the 1 percent equity for exempt administrative employees in their divisions. Distribution decisions were based on merit and whether the employee was below the 20th percentile on the CUPA (College and University Personnel Association) scale as specified by the CWU Administrative Exempt Salary Plan. Salary increases granted by the legislature over the past 30 years were reviewed. Merit decision-making process within the divisions was discussed.

Motion 99-41: Mr. Glover moved, seconded by Mr. Reich, that the Board approve the distribution of the exempt administrative staff salary increase as determined by the president and vice presidents and that Dr. Ivory V. Nelson's salary be increased by 3 percent. Motion carried. (*Mr. French abstained.*)

Faculty Salary Distribution

Dr. Nelson expressed his support for the proposed faculty salary distribution. Dr. Barney Erickson, Chair of the Faculty Senate Budget Committee, reviewed the process used to produce the faculty salary distribution recommendation. Several key elements were considered: an across-the-board 3 percent salary adjustment for all faculty; protected groups identified in the Faculty Equity Study; decompression process for full professors; procedure to address movement of full professors on the salary scale; equity issue for full-time, non-tenure-track faculty. Appropriated funds will cover critical issues while discussion continues on development of a process to protect the faculty salary base.

The Board expressed gratitude for the thoughtful work that has been done on this issue. Mark Lundgren, new director of Institutional Studies, was recognized for his efforts. We are making progress on a complex issue. Faculty were congratulated for their work on salaries, code changes, and program review.

Motion 99-42: Mr. Sells moved, seconded by Mr. Glover, that the Board accept the following five points be employed to address the faculty salary issue:

1. Use monies received for the 3 percent average faculty salary increase as an across-the-board scale adjustment;
2. Remedy inequities noted within protected groups identified in the Faculty Salary Equity Study;
3. Begin the decompression process for full professors;
4. Postpone until this summer analysis and plan to address decompression between ranks, market for College of Arts and Humanities, and equity for full-time, non-tenure-track faculty;
5. Give the Budget Committee authorization to continue the equity study throughout the summer and make a final recommendation to the Senate early Fall 1999.

Motion carried. (*Mr. French abstained.*) As a result of this action, the faculty salary base will be increased by 7.85 percent

Facilities Master Plan

The Facilities Master Plan is one of a series of documents that will guide future efforts. The final master plan contains minor modifications and corrections from the draft document submitted April 16, 1999. Directions presented in the plan bind the university, but the plan can be modified in the future. A copy is on file with the City of Ellensburg.

Motion 99-43: Mr. Sells moved, seconded by Ms. Jones, that the Board adopt the Facilities Master Plan. Motion carried.

Management Team for Bargaining

Rich Corona, Associate Vice President for Business and Financial Affairs, discussed *binding agreements* and stated that the bargaining team will make recommendations to the Board throughout the bargaining process. It is proposed that the bargaining team be empowered with the authority to make tentative contractual agreements subject to final Board approval.

Motion 99-44: Mr. Reich moved, seconded by Ms. Jones, that the Board of Trustees of Central Washington University approve appointment of Richard Corona, Associate Vice President for Business and Financial Affairs (team leader); Ona Youmans, Director, Human Resources; Bill Vertrees, Director, Facilities management; and Rob Chrisler, Director, Operations and Resource Management, to serve as the bargaining team for Central Washington University in labor negotiations with Local 330 and that this team be empowered, following consultation with the Board and subject to final Board approval, to accept a tentative agreement on behalf of Central Washington University. Mike Hardiman, Director, Business Services and Contracts shall be an alternate team member in case of illness or unavoidable absence by another team member. Motion carried.

Revised Schedule for Winter Quarter 2000

The proposed schedule for Winter Quarter 2000 moves two holidays (New Year's Holiday of December 31, 1999 to January 3, 2000; and Presidents' Day Holiday of February 21, 2000 to January 4, 2000) and shortens final exam week by one day. In planning for any possible Y2K delays, this will allow a four-day weekend as we enter the new century.

Motion 99-45: Mr. Reich moved, seconded by Ms. Yu, that the Board approve the revised Winter Quarter 2000 schedule. Motion carried.

Y2K Readiness Report

Portions of the Year 2000 Phase III—Cycle 8 Risk Assessment from the Washington State Department of Information Services were presented to the Board for review.

President's Report

Dr. Nelson presented his report to the CWU Foundation and a vision document entitled Future Direction of CWU.

Dr. Phil Backlund, Chair of the Strategic Planning Committee, reviewed a presidential leadership profile developed through the efforts of the planning committee. Surveys completed by 196 members of the greater campus community were analyzed and three main points noted.

1. The first nine rank-ordered items focus on three areas: academic values, developing effective relationships, and effective representation of Central to outside constituencies. These results affirm our primary mission as a university, the sense of the character and skills of the person needed, and affirm the university recognition that effective outside representation is critical.
2. Committee members were encouraged by the number of respondents demonstrating faith that the comments would be used in the process to select a new president.
3. The committee sees this data being used in two primary ways. First, informing, to the extent possible, the position description. Second, and more critically, is the use of the data in developing the screening instruments used to evaluate the materials submitted by the candidates. It is hoped that the opinions of the university community and the Board are congruent, and if not, that we seek resolution of the discrepancy.

Trustees were encouraged to complete and return surveys to see how they correlate with the university community respondents. The Strategic Planning Committee would like to meet with the Board to discuss the leadership profile.

Other Reports

Academic Affairs

Dr. Dauwalder introduced Dr. Loran Cutsinger, Chair of the General Education Committee. Dr. Cutsinger presented a report on general education requirements, development of a mission and goals statement, and assessment and accountability of general education. Recent revisions have adjusted requirements and placed greater emphasis on basic skills and computing proficiency. Interdisciplinary options could tie areas of general education together. We are completing the second year of the revised program. General education assessment and accountability elements will be revised and strengthened to include elements of introductory, intermediate, and program completion assessment. Tools should be developed to assess students who have already met general education requirements when they transfer to CWU. Many students enrolling at the university centers have already completed an associate degree at a community college.

Business and Financial Affairs

In addition to his written report which identified outstanding efforts by Business and Financial Affairs personnel, Mr. Nasser congratulated Bill Vertrees, Director of Facilities Management, who was selected for the Student Excellence in Leadership Administrator of the Year at the "Dream Big" award ceremony on May 21, 1999. Two of Central's buildings, Barge Hall and the Science Facility, have been honored as historic Ellensburg buildings.

The *Major and Minor Capital Projects Report* defines progress on capital, noncapital, and maintenance projects supported by Facilities Planning and Construction Services.

Aspects of the *University Training and Development Plan* were discussed. The University Training and Development Plan for 1999-2001 was developed by the Training and Development Committee which is comprised of representatives from a broad cross-section of the university community. The purpose of the plan is to address three key issues critical to the success of the university and its employees: training of managers/supervisors, employee professional and interpersonal skill development, and developing a strong sense of community among university members. University divisions are creating a fund for the plan based on their percentage of the total pool of employees.

Development and Alumni Relations

Mr. Young's written report outlined activity in the Development and Alumni Relations division. Scholarships and endowments, alumni and donor events, and grant activity were discussed. Grants from charitable foundations are a focus of our development staff. We are expecting a visit from officials of the Murdock Charitable Trust in June. The past two years this trust has funded a grant in our Chemistry Department and officials will be evaluating a current proposal for a two-year grant to support an analytical geochemistry laboratory. The spring issue of *Central Today* focuses on student and faculty research.

Enrollment Management and Marketing

Dr. Pappas presented a written report that highlights current efforts in the Enrollment Management and Marketing division in support of recruitment and promotional efforts. He presented three very effective thirty-second promotional clips produced by Chris Smart.

Student Affairs

Keith Champagne, Assistant Vice President for Student Affairs, delivered a short report and stated that athletics focuses on academics. Student athletes are students first.

Faculty Senate

Dr. Alsoszatai-Petheo read a letter to Trustee Glover acknowledging his efforts over the past year on faculty issues. The letter was based on Faculty Senate Motion 3243 which formally recognized Mr. Glover's work on behalf of the university and its faculty. Dr. Linda Beath was introduced as the chair-elect of the Faculty Senate. Dr. Alsoszatai-Petheo expressed his gratitude to the Board and those with whom he has worked this past year.

Mrs. Chaplin thanked Dr. Alsoszatai-Petheo and praised his leadership.

Board of Directors, Associated Students of Central Washington University

Mr. Eklund expressed his appreciation for a memorable year.

Association of Exempt Administrative and Professional Staff

Ms. Smith also expressed her appreciation for a noteworthy year and introduced Rob Chrisler, chair-elect of the association.

Communications

Communications were received from the following individuals:

June 11, 1999 letter from John Alsoszatai-Petheo, Chair of the Faculty Senate

June 11, 1999 letter from Diana Tasker, First Vice President, Ellensburg Chamber of Commerce

Consent Agenda

Motion 99-46: Mr. Sells moved, seconded by Mr. Reich, that report items 38, 39, 40, 41, 42, 43 be received collectively, and action items 44, 45, 46, 47, 48, 49, 50 be approved collectively. Motion carried.

(Mr. French abstained).

Personnel Consent Reports

Report of Exchange Faculty

Abdalla, Laila, English, through Northwest Council for Study Abroad Council to London, effective Winter 2000
Alvin, John, Geography & Land Studies, to Northern Jiaotong University, effective Winter 2000
Brady, Scott, Geography, study abroad program Academic Project Director, effective July 6, 1999 through August 8, 1999
Choudary, Alla, Mathematics, to Shimane Women's College, effective Fall 1999
De Velasco, Javier Martinez, Foreign Languages, study abroad program Academic Project Director, effective June 20, 1999 through July 31, 1999
Garrison, Philip, English, to CMI-Moralia, Mexico, effective Winter 2000
Golden, Edward, Business Administration, to Anhui University, PRC, effective Spring 2000
Martin, Carlos, Foreign Languages, study abroad program, Academic Project Director, effective June 27, 1999 through July 31, 1999
Powell, Joseph, English, through Northwest Council/Study Abroad Council to Athens, Greece, effective Fall 1999

Report of Faculty Resignations

Emme, Michael, Associate Professor of Art, effective July 31, 1999
Jacobi-Karna, Kathleen, Assistant Professor of Music, effective July 31, 1999
Kidwell Moore, Michelle, Assistant Professor, Computer Science, effective June 16, 1999
Root, Ann L., Assistant Professor, Geography, effective June 16, 1999 [Supersedes resignation effective June 16, 2000]

Report of Faculty Retirements

Edington, Robert V., Professor, Political Science, phased retirement effective July 1, 1999
Frederick, Gary, Professor, Physical Education, Athletics, phased retirement effective September 22, 1999

Report of Non-Tenure-Track Faculty Appointments

Johnson, Cheryl C., Sociology, 27%, Lecturer, April 12 through June 11, 1999
Mandt, Douglas K., Science Education, 20%, Spring 1999

Report of Exempt Administrative and Professional Staff Resignations

Baeklund, Phil, Associate Dean, College of Arts and Humanities, effective September 15, 1999
Douglas, Lin, Dean, College of Education and Professional Studies, effective September 15, 1999
Frederick, Gary, Director, Athletics, effective September 16, 1999
Juárez, Reynaldo, Program Advisor, Educational Opportunity Center, effective May 21, 1999
Keeler, Sherry, Assistant Director for Counseling, Financial Aid Office, effective June 18, 1999
Perry, Duncan, Dean, Graduate Studies and Research and Professor of History, effective September 15, 1999
Trotman, Eon, counselor/Information Specialist, Financial Aid Office, effective July 25, 1999
Yackley, Don, Area Coordinator, Office of Residential Services, effective June 16, 1999

Report of Exempt Administrative and Professional Staff Retirement

Babcock, Carter, Manager, Conference Dining Program, Dining Services, effective June 30, 1999
Reyes, Carlos, Academic Advisor/Counselor, Academic Achievement Program, effective August 1, 1999

Personnel Consent Action Items

Department Chair/Center Director

Li, Chenyang, Philosophy Department Chair, effective September 16, 1999 through
Reasons, Charles E., Law and Justice Department Chair, September 1, 1999, through June 30, 2003

Emeritus Professor Appointments

Edington, Robert V., Professor, Political Science, phased retirement effective July 1, 1999 [11 years]
Frederick, Gary, Professor, Physical Education, Athletics, phased retirement effective September 16, 1999 [32 years]

Faculty Tenured Appointment

Li, Chenyang, Tenured Associate Professor, Philosophy, effective September 16, 1999
Reasons, Charles E., Tenured Associate Professor, Law and Justice, effective September 1, 1999

Faculty Summer Session Appointments

Street, Elizabeth, continued Executive Director – NASC Program, effective June 28, 1999 through August 9, 1999
Kaufman, David, continued special assignment at 50% with administrative duties assigned by Provost, effective
June 21, 1999 through August 31, 1999

**Reappointment of Faculty in Second or More Year of Service
for 1999-2000 Academic Year**

Kokta, Thomas L., Associate Professor, Business Administration

Faculty Tenure-Track Appointments

Black, Katherine D., Assistant Professor, Accounting, effective September 16, 1999
Loper, Patte, Assistant Professor, Painting and Drawing, Art, effective September 16, 1999
Madlem, Melody, Assistant Professor, Physical Ed, Health Ed & Leisure Services, effective September 16, 1999
Roberts, Scott, Assistant Professor, Physical Ed, Health Ed & Leisure Services, effective September 16, 1999
Shaffer-White, Vicki, Assistant Professor, Family & Consumer Sciences, effective September 16, 1999

Distinguished Administrator Status

Babcock, Carter, Manager, Conference Dining Program, Dining Services, effective June 30, 1999 [20 years]

Next Meeting

The Board of Trustees will next meet in retreat session Thursday and Friday, July 29 and 30, 1999 at Sleeping Lady Resort in Leavenworth, Washington.

Meeting Adjourned at 3:40 p.m.

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

Gwen Chaplin, Chair
Board of Trustees
Central Washington University