

11-12-1999

1999 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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Approved December 10, 1999

**SPECIAL/REGULAR MEETINGS
BOARD OF TRUSTEES
CENTRAL WASHINGTON UNIVERSITY
November 12, 1999**

Study Session

The study session began at 9:00 a.m. and recessed for lunch with the ASCWU Board of Directors at 12:00 p.m.

Accreditation Issues

All trustees were present for a review of the NASC (Northwest Association of Schools and Colleges) draft accreditation report, which contained the visiting team's commendations and recommendations. The university was commended for its self-study, level of commitment of the faculty and staff to students, beauty of the Ellensburg campus, positive technology positioning, impressive university centers, research and creative work at the graduate and undergraduate levels, and diversity. Recommendations regarding the mission statement, governance, assessment, faculty salary equity, faculty evaluation, and graduate programs were presented. Specific suggestions indicated in the report were reviewed. The report will be finalized in December. A recent review of Central's teacher education program was discussed. The National Council for the Accreditation of Teacher Education (NCATE), which accredits teacher education institutions, recently completed a review of the university's teacher education program. Their report and the university's response were discussed.

Enrollment Issues

Issues and strategies to support recruitment and retention were reviewed. Interdivisional forums have helped created a collaborative climate.

Preventing and Responding to Alcohol Problems on Campus

Bob Trumpy, Director of the Student Health and Counseling Center, presented national and local data on high-risk alcohol use.

Reconvened in Regular Session (1:17 p.m.)

Present

Mrs. Gwen Chaplin, Chair
Mr. Nick French
Ms. Leslie Jones
Mr. Ken Martin
Ms. Nadine Romero
Mr. Jay Reich
Mr. Mike Sells
Ms. Judy Yu

Others Present

Dr. Linda Beath, Chair, Faculty Senate
Dr. Gregory Chan, Interim Associate Vice President for Academic Affairs – Academic Programs
Mr. Rob Chrisler, President, Association of Exempt Administrative and Professional Staff
Dr. David P. Dauwalder, Provost/Vice President for Academic Affairs
Ms. Kristy Gillespie, President, Board of Directors, Associated Students of Central Washington University
Ms. Jen Gray, Interim Vice President for Development and Alumni Relations
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. James A. (Dolph) Norton, President
Dr. James Pappas, Vice President for Enrollment Management and Marketing
Dr. Sarah E. Shumate, Vice President for Student Affairs
Dr. Elizabeth Street, Executive Director, NASC Accreditation Self-Study
Mr. Mark Young, Vice President for Special Projects

Approval of Minutes

Motion 99-65: Mr. Reich moved, seconded by Mr. Sells, that minutes of the Regular and Special Meetings of October 14-15, 1999 and Special Meeting of October 21, 1999 be approved. Motion carried

Changes to the Agenda

The following changes to the agenda were accepted: Item 2, Minutes of Special/Regular Meetings October 14-15, 1999 and Special Meeting October 21, 1999; Item 30, Exempt Administrative and Professional Staff Resignation, Deborah Horne's resignation is effective November 24, 1999.

Awards

CASE 1999 Washington Professor of the Year

Dr. James L. Nimmicht, Professor of Business Administration, has been honored by the Council for Advancement and Support of Education (CASE) as their Washington Professor of the Year. Dr. Nimmicht was recognized for his extraordinary dedication to teaching, commitment to students, and innovative teaching methods. Created by CASE in 1981, the U.S. Professors of the Year program recognizes college and university professors nationwide for their teaching. Winners are selected from more than 400 faculty members nominated by colleges and universities across the country. Mrs. Chaplin praised Dr. Nimmicht for his dedication to Central's students and presented him with a framed certificate from CASE.

Black Hall Award

At a Spokane meeting of the American Institute of Architects, Central Washington University's Black Hall Renovation and Addition project was awarded the "1999 Robert Fraser Masonry Design" award. The award recognizes excellence in the design and use of masonry.

Board Chair Report

Mrs. Chaplin reviewed issues discussed in the study session: accreditation, enrollment, and alcohol on campus. The trustees enjoyed lunch with members of the ASCWU Board of Directors. Future discussions will include the budget process, faculty salary improvement, and equipment upgrades.

Ms. Romero was the Board representative at a meeting of the Department of Natural Resources trust beneficiaries group. A unitary trust proposal designed to manage lands more efficiently and provide a more consistent return has been presented for consideration. This proposal will be discussed in greater detail in subsequent meetings.

Discussion Items

Strategic Planning Conversation

This segment was designed to stimulate planning conversation and encourage the trustees to participate in discussions of the mission statement. Phil Backlund, Chair of the Strategic Planning committee, was invited to lead the discussion. He reviewed current efforts and direction of the planning committee as they respond to the Board charge to help define the university's vision and mission. The group spent 20 minutes discussing basic planning questions and five essential planning elements: mission, environmental scan, vision, plan, and mileposts. A short, revised mission statement will be presented to the Board December 10.

Dashboard Reports

Consistent with Board direction to provide summary, visual information on key topics, dashboard reports depicting enrollment and retention data were presented. Mike Reilly, Director of Admissions, and Mark Lundgren, Director of Institutional Studies and Assessment, prepared the graphs that provided snapshots of university enrollment and retention information for the past six years. Comparisons with peer institutions were included. Enrollment remains an issue of great concern. Strategies to address both enrollment and retention are being formulated at many levels.

Board Committees and Changes to Board Bylaws

Mrs. Chaplin referred the trustees to an outline of three basic committees (*academic affairs, financial affairs, and student affairs*) adapted from information provided by the Association of Governing Boards. Changes to the Board bylaws were proposed to remove specific committee notations.

Motion 99-66: After discussion, Mr. Reich moved, seconded by Mr. Martin, that the Board amend its bylaws to include the following changes to the CWU Policies Manual Part 1-6.6.3, Standing Committees. Motion carried.

Committees shall be activated as necessary to meet the needs of the board. Membership on committees shall be for a one-year term and shall be by appointment of the chair. The committees shall have such powers and duties as the board may determine.

Committee composition was assigned as follows:

Student Affairs – Leslie Jones (Chair) and Ken Martin
Academic Affairs – Nadine Romero (Chair), Gwen Chaplin, and Nick French

Members will work collaboratively with university staff and faculty. Each committee will set its own agenda.

Motion 99-67: Mr. Reich moved, seconded by Ms. Jones, that Leslie Jones and Ken Martin be appointed to the Board Student Affairs Committee and Nadine Romero, Gwen Chaplin, and Nick French be appointed to the Board Academic Affairs committee. Ms. Jones and Ms. Romero will serve as chairs of their respective groups. Motion carried.

University Space Planning

University space planning is another issue of concern to the Board. Gregory Chan briefed the Board on university-wide efforts to meet space planning needs using a holistic approach to space usage. University centers and the Ellensburg campus have space needs that must be addressed in a timely manner. Providing appropriate space for faculty and staff to teach and work is a major component of a student-centered environment. A facilities master plan for academic programs will be coordinated with the strategic plan and biennial budget. Dr. Chan also briefed the Board on a major facilities issue at SeaTac and applauded the Highline School District for their prompt response.

Presidential Search Committee Report

Dr. Roger Fouts, Chair of the Presidential Search Committee, reviewed the current status of the presidential search. Twelve applicants have been interviewed by telephone. The pool was narrowed to eight who will be interviewed at SeaTac. Names of finalists may be forwarded to the Board by December 10. It was suggested that the Board revisit presidential expectations in December to help with the process.

Action Items

Faculty Code – Changes to 12.15 Faculty Grievance

The Faculty Senate approved changes to the Faculty Code of Personnel Policy and Procedure at their meeting October 20, 1999 that changed membership requirements for the faculty grievance committee.

Motion 99-68: Mr. Reich moved, seconded by Mr. Sells, that the Board accepts the proposed change to the Faculty Code of Personnel Policy and Procedure, 12.15 Faculty Grievance: *The faculty grievance committee shall consist of, three (3) faculty members who shall elect their own chair. At least ~~(4)~~three (3) and not more than six (6) alternate members shall also be elected, at the same time and in the same manner as the regular members, and be possessed of the same powers and subject to the same restrictions as regular members. Alternate members shall serve in the place of regular members in the event that a regular member, prior to any hearing or consideration of an issue, disqualifies himself or herself for any reason, resigns or is otherwise unable to serve as a functioning member of the faculty grievance committee. The order of service of alternate members shall be determined by the chair of the committee.* Motion carried.

President's Report

Dr. Norton announced that following completion of her duties as Executive Director of the NASC Accreditation Process, Libby Street will join the President's Office staff as his special assistant. He continues to meet with deans and faculty to share concerns and accomplishments and has recently met with district legislators. The Higher Education Coordinating Board's proposed master plan has been widely discussed around the state and will be finalized in December.

Other Reports

Academic Affairs

Dr. Dauwalder's written report included details of the draft HECB Master Plan, the faculty salary base report, a briefing on the 1999 Economic Outlook Conference, and fall enrollment and immediate retention efforts. Details of selected programs were presented. Dean Jack McKay and Luetta Monson (*College of Education and Professional Studies*) shared information about a practical yearlong program delivered in close cooperation with a local elementary school. Dean Roy Savoian (*School of Business and Economics*) discussed the 1999 Economic Outlook Conference and valuable contributions of the School of Business and Economics advisory board. Additional short briefings were offered by David Hedrick, International Studies and Programs, and Richard Mack, Graduate Studies and Research.

Faculty Senate

Dr. Beach encouraged everyone to attend a reception at 4:00 p.m. today in Grupe Conference Center honoring Dr. James Nimnicht.

Business and Financial Affairs

Mr. Nasser had nothing to add to the items submitted in his written report regarding Y2K compliance and a recent award for Black Hall design.

Development and Alumni Relations

Ms. Gray's written report reviewed gift and grant activity, various divisional events, and contributions within the unit. A scholarship has been established in memory of Cathy Nisbet, a valued university supporter, who recently passed away.

Enrollment Management and Marketing

Dr. Pappas' written report reviewed events of Native American Awareness Week including dedication of a totem pole from the Lelooska Family in the library. The Yakima Nation provided a salmon lunch for participants. An open house is scheduled Saturday, November 13 for prospective students. Over 400 students and some parents are expected to attend. Martha Lindley, Director of Government Relations, reviewed possible implications of I-695 and legislative response.

Special Projects

Mark Young continues to gather information from various university groups concerning program review. An implementation plan and accompanying time line will be presented to the Board December 10.

Student Affairs

Dr. Shumate's written report reviewed noteworthy contributions of divisional staff and contained a report from the Student Affairs Ad Hoc Campus Climate Committee.

Board of Directors, Associated Students of Central Washington University

In addition to a written report outlining recent initiatives, Ms. Gillespie presented a petition from students protesting nonrenewal of three exempt administrative appointments in the Division of Student Affairs. Several members of the audience spoke in support of the petition.

Association of Exempt Administrative and Professional Staff

Mr. Chrisler shared recent association activities in his written report including Dr. Norton's remarks to the group and continued discussion of the 1999 salary distribution. Many at the university will miss Carter Babcock, former Associate Director of Dining Services, who passed away earlier in the month.

Communications – none received

Consent Agenda

Motion 99-69: Mr. Sells moved, seconded by Ms. Yu, that action items 24 and 25 be received collectively, and report items 26, 27, 28, 29, 30, 31 be approved collectively. Motion carried. (*Mr. French abstained.*)

Personnel Consent Action Items

Faculty Leave Without Pay - 24

Rehkopf-Michel, Carrie, 20% Leave Without Pay, effective Winter and Spring 2000

Faculty Overload - 25

Hosford, David, AUAP (Asia University America Program) Lecturer, 33%, Fall 1999

Personnel Consent Reports**Report of Visiting Scholars - 26**

Iitsuka, Yumi, Shimane Women's Junior College, September 1, 1999 – March 30, 2000
Masamura, Hidemi, Hiroshima Women's University, September 1, 1999 – November 30, 1999
Qian, Guanghua, Anhui University, September 1, 1999 – June 30, 2000
Varga, Josef, Janus Pannonius University, September 1, 1999 – December 30, 1999
Yue, Fangsui, Anhui University, September 1, 1999 – June 30, 1999

Report of Non-Tenure-Track Faculty Appointments - 27

Bergman, Lisa, Lecturer, Music, 24%, Fall 1999
Coleman, Kent, Lecturer, Music, 10%, Fall 1999
Cummisk, Gary, Lecturer, Douglas Honors College, 7%, Fall 1999
Hi, Meiqi, Lecturer, Foreign Languages, 10%, Fall 1999
Horowitz, Kate, Lecturer, International Studies & Programs, 8% Fall 1999
Hosfeld, Scott, Lecturer, Music, an additional 50%, Fall 1999
Kaufmann, Marcia, Lecturer, Music, an additional 37%, Fall 1999
Stover, Christopher, Lecturer, Music, 54%, Fall 1999
Tozer, Kirsten, Lecturer, Assistant Serials Librarian, effective July 1, 1999
Weitz, Sally, AUAP Lecturer, 26%, Fall 1999

Report of Exempt Administrative and Professional Staff Appointments - 28

Barclay, Heather, Study Abroad Advisor, 100%, 1999-2000
Johnson, Suzanne L. Study Abroad Coordinator, 25%, 1999-2000
Kukar, Nicole, Student Services Coordinator, 100%, August 9, 1999 – February 29, 2000

Report of Exempt Administrative and Professional Staff Interim Appointments - 29

Davis, M. Tina, Interim Director of McNair Scholars Program, effective November 15, 1999

Report of Exempt Administrative and Professional Staff Resignations - 30

Home, Deborah, Asst Director for Programming and Development, Residential Services, effective Nov 24, 1999
Watters, Bert, Personnel Representative, Human Resources, effective October 15, 1999

Consent Reports**Energy Services Project Status Update – 31**

Central Washington University has entered into an ESCO (Energy Services Company) Agreement with Abacus Engineering Systems of Seattle, Washington, to evaluate all energy systems and resource distribution systems (water, sewer, gas, electric, irrigation, and waste disposal). Abacus is to recommend cost-effective modifications and implement these changes utilizing a "design/build" approach to their construction. The Washington Department of General Administration is responsible for administration of all ESCO contracts and has been performing this function in conjunction with CWU's Facilities Planning and Construction Services on-site project management supervision. The status of various ESCO projects was presented.

Executive Session

Members of the Board recessed into an executive session for 20 minutes at 4:05 p.m. to discuss a real estate transaction, review the performance of a public employee, and discuss with legal counsel representing the agency litigation or potential litigation to which the agency is . . . a party" RCW 42.30.110 (c), (g), and (i) and discuss collective bargaining issues, RCW 42.30.140(4) a. Session was extended 25 minutes at 4:25 p. m.

Next Meeting

The Board of Trustees will next meet in regular session Friday, December 10, 1999 in Barge 412 on the Ellensburg campus of Central Washington University.

Meeting Adjourned at 4:50 p.m.

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

Gwen Chaplin, Chair
Board of Trustees
Central Washington University