

12-10-1999

1999 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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Approved February 11, 2000

**SPECIAL/REGULAR MEETINGS
BOARD OF TRUSTEES
CENTRAL WASHINGTON UNIVERSITY
December 10, 1999**

Study Session

The study session began at 9:09 a.m. and recessed for lunch at 11:25 a.m. Gwen Chaplin, Nick French, and Ken Martin were present in Ellensburg; Jay Reich, Nadine Romero, and Mike Sells joined the group via a distance education connection from CWU's SeaTac Center.

Program Review – Mark Young, Vice President for Special Projects

Mrs. Chaplin asked Mark Young to present background information about program review during the study session. Additional discussion on this topic will occur during the regular session. The program review process focuses on functions rather than programs. Planning and evaluation processes, budgeting, and capacity planning are elements of program review. Functional program review concentrates on program effectiveness as it relates to strategic goals. Guiding principles include fairness, comprehensiveness, timeliness, good communication, objectivity, credibility, and utility. Implementation phases, proposed time lines, and recommendations were reviewed. Several issues remain to be determined including the role of the Board, external review, stakeholder responses, resources for program implementation, coordination of various components, and outcomes. The program review process could be considered an extension of our accreditation self-study into the future. Additional program review discussion will occur in February.

Strategic Planning – Phil Backlund, Chair, Strategic Planning Committee

At the request of the Board of Trustees, the Strategic Planning Committee reviewed the university's current mission statement and proposed a revision. Phil Backlund, Chair of the Strategic Planning Committee presented a draft mission statement to be reviewed and revised by the trustees before being circulated to the university community. A final version, which includes shared values, should be available in February. The mission statement should guide institutional behavior and drive our budget. A vision statement will be generated after the mission statement is finalized.

Presidential Search – Jay Reich, Vice Chair, Presidential Search Committee

Mr. Reich reviewed some of the presidential search information he will present during the regular session. Three or four presidential candidates will be invited to campus where members of the university community will have many opportunities to interact with them. The schedule will be refined, coordinated with trustees' calendars, and announced in January.

Other Board Briefings

Mrs. Chaplin asked Nadine Romero to give a brief report on the DNR Unitary Trust initiative report and the time line for future discussions. The Board of Trustees Student Affairs Committee has initially organized and will come to campus January 28 to meet with Student Affairs personnel.

*Recessed at 11:15 a.m. for lunch at Lind Hall (ceremony to honor donors and recipients of two graduate fellowships)
Reconvened in Barge 412 for a reception honoring those who participated in the successful NASC Accreditation process.*

Reconvened in Regular Session (1:30 p.m.)

Present in Ellensburg

Mrs. Gwen Chaplin, Chair
Mr. Nick French
Mr. Ken Martin

Absent

Ms. Leslie Jones

Present at CWU SeaTac Center

Ms. Nadine Romero
Mr. Jay Reich
Mr. Mike Sells
Ms. Judy Yu

Others Present

Dr. Linda Beath, Chair, Faculty Senate
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. 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 and Special Assistant to the President
Mr. Mark Young, Vice President for Special Projects

Approval of Minutes

Motion 99-70: Mr. Martin moved, seconded by Mr. French, that minutes of the Regular and Special Meetings of November 12, 1999 be approved. Motion carried.

Changes to the Agenda

The following changes to the agenda were accepted: Item 5, Strategic Planning – revised planning documents and mission statement; Item 13a, New Master Degree Programs – Professional Accountancy and Engineering Technology; Item 14, Faculty Senate Report; Item 18a, Services and Activities Fees Budget Allocation; Item 26, Faculty Professional Leave and Retraining – remove Barry Donahue's request for retraining leave; Item 28, Reappointment of Faculty in Second or More Year of Service – list of individuals recommended for reappointment.

Board Chair Report

Mrs. Chaplin stated that the Board of Trustees has accepted the hearing officer's report in the grievance appeal filed by Professors Walter Arlt and William Vance and directed President Norton to implement the findings of fact, conclusions of law, and recommended decision.

During the morning study session, as requested by the Board, Mark Young presented background information and outlined a process for program review. Trustees asked for clarification of the Board's role and more information about resources required to implement the process. Phil Backlund presented a draft mission statement, which will be finalized in February following input from the university community. Nadine Romero was involved in discussions of the Department of Natural Resources proposed unitary trust.

Following the study session the trustees participated in a ceremony in Lind Hall honoring donors Marcella Braden-Dodd and Puget Sound Energy as well as students who have received the resulting graduate fellowships. Before the regular session began, the Board and many other members of the university community gathered to celebrate the university's successful NASC accreditation effort.

Board committees for academic and student affairs established in November will be meeting soon.

Discussion Items**Program Review**

In response to Board Resolution 99-03 adopted June 11, 1999, Mark Young presented recommendations and a time line to implement program review. Additional discussion will occur in February.

Strategic Planning (mission)

Phil Backlund reviewed the draft mission statement presented during the morning study session. Members of the Strategic Planning Committee will continue to massage the statement, include input from the university community to be solicited in January, and present a revised final draft to the Board in February. The new president will assist the committee in developing a vision statement from the revised mission statement. Both documents will be used to formulate strategic goals.

Enrollment and 2000-01 Budget

Mrs. Chaplin asked Vice President Nasser to present information on enrollment and operating budget issues to help the Board understand how those issues correlate and impact budget decisions. Enrollment and retention strategies were reviewed as well as known funding needs for 2000-01. Winter 2000 enrollment will be reviewed in February and recruitment and retention plans adjusted accordingly.

Dashboard Reports Revisited

During the dashboard report presentation in November the Board asked why college participation had declined even though the number of high school graduates has increased. Dr. Pappas examined this phenomenon and changing trends affecting college enrollments. Several variables were reviewed including the lure of a job market promising lucrative employment without a college education, technical skills from a community college sufficient for employment without a four-year degree, increases in educational costs for middle income families, and nontraditional course offerings at electronic or virtual universities. Status of winter quarter applications was reviewed and retention strategies examined. Dashboard reports were presented depicting Washington State public baccalaureate institutions average annual FTE information, CWU faculty headcount by rank, CWU five-year tuition trend, and CWU operating revenue and expenses.

Presidential Search Committee Report

In the absence of Roger Fouts who was out of the country, Jay Reich provided a report on recent activity of the Presidential Search Committee. Committee members are enjoying their good working relationship and are excited about the quality of candidates. Each member has reviewed over 75 applications and participated in telephone and in-person interviews with candidates. Final preparations are underway prior to an announcement of finalists in early January. University interviews with candidates will occur late January and early February. Committee members will pool input from visitations and report to the Board for a final decision.

Grant County Advanced Technologies Education Center Feasibility Study

Big Bend Community College is proposing to construct an advanced technologies education center on their campus in Moses Lake. A major component of the proposed facility is a university center, which will provide increased higher education accessibility to place-and-time bound students through a collaborative effort between Big Bend Community College and four-year institutions. A feasibility study, funded by Big Bend Community College with nonappropriated local funds, is currently underway to test the overall project goals. Central Washington University is serving as a consultant to manage the feasibility study.

Major/Minor Capital Projects Report

Mr. Nasser presented a written report outlining the current status of all capital and noncapital projects requiring support from Facilities Planning and Construction Services as well as Facilities Management Department maintenance projects.

Action Items

Appointing Authority Resolution (99-07)

A proposed revision to the appointing authority resolution reflects a position change. Two positions, *Associate Vice President for Academic Affairs – Academic Programs* and *Associate Vice President for Academic Affairs – Faculty and Administration*, are replacing Associate Vice President for Academic Affairs and Vice Provost for Learning Technology.

Motion 99-71: Mr. Martin moved, seconded by Mr. French, that the Board amend the **Appointing Authority Resolution 99-07** (*attached*) to include two positions, *Associate Vice President for Academic Affairs – Academic Programs* and *Associate Vice President for Academic Affairs – Faculty and Administration*, which replace the Associate Vice President for Academic Affairs and Vice Provost for Learning Technology. Motion carried.

President's Report

The agenda packet contains the final Northwest Association of Schools and Colleges (NASC) Evaluation Committee Report. Dr. Norton reported that he attended a meeting of the NASC Commission on Colleges in Portland December 2. Commission members applauded our self-study efforts. A final accreditation decision is expected late December.

Other Reports

Academic Affairs/New Master Degree Programs

Provost Dauwalder reviewed the time line for approval of new master degree programs. The appropriate departments have followed the procedures detailed in the *Curriculum Planning and Procedures Guide* and are now submitting the new master degree program proposals for review and approval by the Board prior to submittal to the Higher Education

Coordinating Board. Jim Bailey, Accounting, and Walter Kaminski, Industrial and Engineering Technology provided details of the proposed programs.

Motion 99-72: Mr. Sells moved, seconded by Mr. Martin, that the following new master degree programs be approved: Master of Professional Accountancy (M.P.Acc.) effective Fall 2001 and Master of Science in Engineering Technology Degree in Engineering Technology Degree (MSET), effective Fall 2000. Motion carried.

An update on Summer Session 2000 was presented which included data from past summer sessions (*student credit hours, headcount, tuition, and revenues*), a review of changes for Summer Session 2000, and anticipated revenues which are expected to be lower than in past years.

Faculty Senate

Consistent with recent changes to the Faculty Code, a new faculty salary equity review will be conducted this year. The process should help to clarify some areas of confusion including performance indicators and market issues.

Business and Financial Affairs

Mr. Nasser's written report included items of interest from the division of Business and Financial Affairs. University staff was commended by the State Year 2000 Office for their "exceptionally cooperative and helpful" efforts to prepare the university for Y2K. Central Washington University has completed all required readiness assessments.

Development and Alumni Relations

Ms. Gray's written report reviewed recent development and alumni activity including gifts, events, and notable staff contributions.

Enrollment Management and Marketing

Dr. Pappas reported that university marketing goals are 50 to 75 percent operational.

Student Affairs

Dr. Shumate explained that allocations for Services and Activities (S & A) Fees funding for 1999-2001 were approved by the Board of Trustees last June. Funding for the first year of the biennium was granted to the Theatre Arts and Music Departments with the specific request that both departments return to the committee Fall 1999 and request the second year allocation. Both departments are aware that this is the last biennium that funding will be provided to the Theatre Arts and Music Departments through S & A funds. Future funding must come from other sources. At their meeting November 16, 1999, the S & A Committee approved an allocation of \$10,000 to Theatre Arts bringing their total to \$20,000 and an allocation of \$7,800 to Music bringing their total to \$17,800 for the 1999-2001 biennium.

Motion 99-73: Mr. French moved, seconded by Mr. Martin, that the Services and Activities Fees allocations submitted by the S & A Committee for the year 2000 for the Theatre Arts and Music Departments be approved. Motion carried.

Board of Directors, Associated Students of Central Washington University

Ms. Gillespie's written report outlined exemplary student community service efforts, plans to involve more students in service activities, and efforts to improve parking safety. Discussion continues regarding the needs of university center students.

Association of Exempt Administrative and Professional Staff – no report

Communications – Letter received from Robert N. Irving, November 8, 1999.

Consent Agenda

Motion 99-74: Mr. Martin moved, seconded by Ms. Yu, that action items 23, 24, 25, 26, 27, 28, and 35 be approved collectively, and report items 29, 30, 31, 32, 33, and 34 be received collectively. Motion carried. (*Mr. French abstained*).

Personnel Consent Action Items

Faculty Tenure Track Appointments - 23

Salyer, B. Keith, Assistant Professor, Teacher Education Programs, effective January 1, 2000

Emeritus Professor Appointments - 24

Cutlip, W. Frederick, Emeritus Professor of Mathematics, effective June 16, 2000 [32 years of service]
Sparks, Larry M., Emeritus Professor of Psychology, effective December 16, 1999 [32 years of service]

Faculty Overload Assignments - 25

Collins, J. Fuji, Assistant Professor, Psychology, 20%, Fall 1999
Murataya, Rodrigo, Lecturer, Law and Justice, 36%, Fall 1999 and Winter 2000
Olivero, J. Michael, Associate Professor, Law and Justice, 10%, Fall 1999
Pattison, Robert P., Lecturer, Law and Justice, 13%, Fall 1999
Roberts, James B., Associate Professor, Law and Justice, 10%, Fall 1999

Faculty Professional Leave - 26

Callaghan, Patsy, English, 2000-2001
Emmans, Cindy, Curriculum and Supervision, 2000-2001
Holtfreter, Robert, Accounting, 2000-2001
Jefferies, Stephen, Physical Education, Winter/Spring 2001
Lefkowitz, Natalie, Foreign Languages, 2000-2001
Nethery, Vincent, Physical Education, 2000-2001
Saunders, Peter, Economics, 2000-2001

Performance Based Salary Merit Increase - 27

Street, Elizabeth, Executive Director, NASC Accreditation Process

**Reappointment of Faculty in Their Second or More Year of Service for the 2000-2001 - 28
Academic Year**

Reappointed for Second Probationary Year

Jorgensen, Jan, Assistant Professor, Library

Reappointed for Third Probationary Year

Anderson, Chuck, Assistant Professor, Physical Education, Health Education & Leisure Services
Arrington, Caleb, Assistant Professor, Chemistry
Arrington, Jane, Assistant Professor, Chemistry
Bartel, Kimberlee, Assistant Professor, Administrative Management & Business Education
Bender, William, Assistant Professor, Industrial & Engineering Technology
Bohrson, Wendy, Assistant Professor, Geology
Bryan, Patrick, Assistant Professor, Biological Sciences
Cobbs, Paul-Elliott, Assistant Professor, Music
Cook, James, Assistant Professor, History
Diaz, J. Philip, Assistant Professor, Psychology
Drake, George, Assistant Professor, English
Englund, Timothy, Assistant Professor, Mathematics
Gillette, Shana, Assistant Professor, Communication
Jones, Kim, Assistant Professor, Curriculum & Supervision
Kennedy, Sally, Assistant Professor, Psychology
Kovalerchuk, Boris, Professor, Computer Science
Pinkart, Holly, Assistant Professor, Biological Sciences
Ruble, Michael, Assistant Professor, Accounting
Sledge, Andrea, Associate Professor, Teacher Education Programs
Sloan, Teresa, Assistant Professor, Industrial & Engineering Technology
Southard, P.A. Dee, Assistant Professor, Sociology

Reappointed for Fourth Probationary Year

Atkinson, MaryAnne, Assistant Professor, Accounting
Behpour, Kurosh, Assistant Professor, Industrial and Engineering Technology
Brady, Scott, Assistant Professor, Geography
Buerger, Nancy, Assistant Professor, Family & Consumer Sciences
Carlson, Karyl, Assistant Professor, Music
Creech, John, Assistant Professor, Library
Curran, Chris, Assistant Professor, Teacher Education Programs
Easley, Roxanne, Assistant Professor, History
Fallshore, Marte, Assistant Professor, Psychology

Gazis, Carey, Assistant Professor, Geology
Huckabay, James, Associate Professor, Geography
Lee, Christopher, Assistant Professor, Business Administration
Penick, Jeffrey, Assistant Professor, Psychology
Pitlock, Beatrice, Assistant Professor, Communication
Polishook, Mark, Assistant Professor, Music
Smith, Michael, Assistant Professor, Theater Arts
Spencer, John, Assistant Professor, Library
Stege, Ken, Assistant Professor, Industrial and Engineering Technology
Vasek, Cheri, Assistant Professor, Theater Arts
Wellock, Thomas, Assistant Professor, History
Wessell, Nancy, Assistant Professor, Sociology
Wise, Mary, Assistant Professor, Library
Wyatt, Marla, Assistant Professor, Family & Consumer Sciences

Reappointed for Fifth Probationary Year

Abdalla, Laila, Assistant Professor, English
Amby, Joan, Assistant Professor, Family & Consumer Sciences
Booth, Carolyn, Assistant Professor, Physical Education, Health Education & Leisure Services
Burton, Laurie, Assistant Professor, Mathematics
Culjak, Toni, Associate Professor, English
Daniels, Jeffrey, Assistant Professor, Psychology
DeLuca, JoAnn, Associate Professor, Chemistry
Folkestad, William, Assistant Professor, Art
Fuentes, Agustin, Assistant Professor, Anthropology
Johnson, Craig, Assistant Professor, Industrial & Engineering Technology
Kassels, Nathalie, Assistant Professor, Foreign Languages
Lambert, Connie, Assistant Professor, Teacher Education Programs
Li, Xingzhong, Associate Professor, English
Lochrie, Mary, Assistant Professor, Administrative Management & Business Education
Matteson, Roger, Assistant Professor, Industrial & Engineering Technology
Ngalamulume, Kalala, Assistant Professor, History
Schaefer, Todd, Assistant Professor, Political Science
Sun, Lixing, Assistant Professor, Biological Sciences
Wilson, Dale, Assistant Professor, Industrial & Engineering Technology
Yang, Taiqian, Assistant Professor, Industrial & Engineering Technology

Reappointed for Sixth Probationary Year

Baxter, Louise, Assistant Professor, Biological Sciences, SCED
Brandsdorfer, Rodney, Assistant Professor, Foreign Languages
Breedlove, Lois, Assistant Professor, Communication
CannCasciato, Daniel, Assistant Professor, Library
Gerdes, John, Associate Professor, Chemistry
Kurtz, Martha, Assistant Professor, Chemistry, SCED
Lillquist, Karl, Assistant Professor, Geography
Oursland, Mark, Assistant Professor, Mathematics
Raubeson, Linda, Assistant Professor, Biological Sciences
Schmitz, Steve, Associate Professor, Curriculum & Supervision
Thomas-Bradley, Carin, Assistant Professor, Chemistry
Williams, Wendy, Assistant Professor, Psychology
Woodcock, Don, Associate Professor, Curriculum & Supervision
Yoon, Bang-Soon, Associate Professor, Political Science

Consent Action

Recreation Center Demolition – 35

Accept as complete Recreation Center Demolition (Contract #4798S) performed by Belsaas and Smith Construction Inc., Ellensburg, Washington, for the amount of \$11,262.81 not including Washington State Sales Tax.

Personnel Consent Reports

Report of Faculty Resignations - 29

Davis, Bruce E., Associate Professor of Geography, effective June 16, 2000
Rademacher, Craig, Professor, Physical Ed, Health and Leisure Services, effective December 16, 1999
Soliz, Jean T., Assistant Professor of Law and Justice effective November 1, 1999

Report of Faculty Retirements - 30

Beilke, Margaret, Professor, Admin Management and Business Education, effective June 16, 2000 [9 years]
Cutlip, W. Frederick, Professor, Mathematics, phased retirement effective June 16, 2000 [32 years of service]
Sparks, Larry M., Associate Professor, Psychology, full retirement effective December 16, 1999 [32 years of service]

Report of Faculty Reassignments - 31

Street, Elizabeth, Special Assistant to the President, effective January 4, 2000

Reports of Professional Leave Recipients 1998-99 - 32

Beaghan, James, Business Administration
Klug, Linda, Anthropology
Miller, Meghan, Geology
Nott, Connie, Business Administration
Olson, Steve, English
Rubin, Charles M., Geology
Spall, Hugh, Business Administration

Report of Exempt Administrative and Professional Staff Appointments - 33

Rademacher, Craig, Online Programs Specialist effective December 27, 1999
Ryder, Doug, Academic Facilities Planning Officer, effective December 16, 1999

Report of Exempt Administrative and Professional Staff Resignations - 34

Dawson, Brian, Residential Services, effective December 17, 1999
Lundy, David A., M.D., Physician, Student Health and Counseling Center, effective December 31, 1999

Executive Session

Members of the Board recessed into an executive session for 15 minutes at 3:35 p.m. to discuss a real estate transaction and review the performance of a public employee - RCW 42.30.110 (c) and (g) and discuss collective bargaining issues, RCW 42.30.140(4) a.

Next Meeting

The Board of Trustees will next meet in regular session Friday, February 11, 2000 in Barge 412 on the Ellensburg campus of Central Washington University.

Meeting Adjourned at 3:50 p.m.

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

Gwen Chaplin, Chair
Board of Trustees
Central Washington University

Attachment: Resolution 99-07, Appointing Authority Resolution