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# 2000 - Board of Trustee Meeting Minutes

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## SPECIAL/REGULAR MEETINGS BOARD OF TRUSTEES CENTRAL WASHINGTON UNIVERSITY June 9, 2000

## Study Session (9:00 a.m. to 12:00 p.m.)

Various members of the campus community joined the trustees for discussions of the Title IX Report, strategic planning, budget process, and proposed changes to the Faculty Code of Personnel Policy and Procedure.

Lunch from 12:00 p.m. to 1:00 p.m.

## Reconvened in Regular Session (1:05 p.m.)

#### Present

Mrs. Gwen Chaplin, Chair Ms. Leslie Jones, Vice Chair Mr. Ken Martin Ms. Shawnte Pearson Ms. Nadine Romero Mr. Mike Sells

Absent Mr. Jay Reich Ms. Judy Yu

#### Others Present

Dr. Linda Beath, Chair, Faculty Senate Dr. David P. Dauwalder, Provost/Vice President for Academic Affairs Mr. Nick French, former trustee Ms. Kristy Gillespie, President, Board of Directors, Associated Students of Central Washington University Ms. Jen Gray, Interim Vice President for Development and Alumni Relations Dr. Jerilyn S. McIntyre, President-elect Ms. Judy B. Miller, Secretary to the Board Mr. Abdul Nasser, Vice President for Business and Financial Affairs Dr. James A. (Dolph) Norton, President ad Interim Dr. James Pappas, Vice President for Enrollment Management and Marketing

- Dr. Sarah E. Shumate, Vice President for Student Affairs Dr. Elizabeth Street, Executive Director, Special Assistant to the President
- Mr. Mark Young, Vice President for Special Projects

#### Resolution

In recognition of her exemplary service to the university and to the Board of Trustees, Leslie Jones read the following resolution honoring Barbara Radke, Director of University Relations, who is retiring June 30.

Whereas, Ms. Barbara Radke has served Central Washington University with distinction for 25 years in a variety of capacities, including Director of CWU News Services, Director of University Relations and interim Vice President of University Relations and Development; and

Whereas, during Ms. Radke's more than 20 years of service to the university as a media relations specialist, she skillfully procured invaluable print and electronic media coverage for CWU; and

Whereas, she has tirelessly served university administrators, faculty, staff, students, and this Board with her media relations expertise; and

Whereas, Ms. Radke has been an integral part of the marketing efforts of the university; and

Whereas, Ms Radke has been an invaluable member of a significant number and wide variety of university committees; and

Whereas, she has been a good friend and mentor to university students and staff; and

Whereas, Ms. Radke has consistently demonstrated 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. Barbara Radke for her service to the University; and

Be it further resolved, that this Board confers Distinguished Administrator status to Ms. Barbara Radke and wishes her well in her retirement.

Adopted and signed this ninth day of June 2000.

Motion 00-30: Ms. Jones moved, seconded by Ms. Pearson, that Resolution 00-04 honoring Barbara Radke be approved. Motion carried,

#### Approval of Minutes

Motion 00-31: Mr. Sells moved, seconded by Mr. Martin, that minutes of the Special and Regular Board Meetings May 12, 2000 be approved. Motion carried.

## Changes to the Agenda

The following changes to the agenda were accepted: Item 1, Minutes of May 12, 2000; Item 12, Faculty Salary Distribution – list of merit adjustments; Item 13a, Administrative Exempt Salary Distribution – pull Attachment 2 from Item 25 and place in Item 13; Item 29, Resignation of Faculty – add Shana Gillette, Assistant Professor, Communication, effective June 16, 2000; Item 32, Report of Exempt Administrative and Professional Staff Appointments – Rebecca S. Bowers, Dean, College of Education and Professional Studies, effective August 1, 2000 and Robert Campbell, Program Director, Disability Support Services, effective July 10, 2000.

## **Board Chair Report**

Mrs. Chaplin remarked that the Retirement Reception held June 8 was an enjoyable occasion honoring many people who are leaving the institution. She recapped the morning study session in which Title IX compliance, Board retreat, strategic planning, budget, and Faculty Code issues were discussed.

Also acknowledged were the anniversaries of the Girls and Boys State organizations. The university is pleased to support both of those programs and house their delegations each year.

On behalf of the Board of Trustees, Mrs. Chaplin read Resolution 00-03 honoring Interim President James A. (Dolph) Norton for his exemplary service as the university's interim president. Text of that resolution follows:

WHEREAS, Dr. James A. (Dolph) Norton was appointed President ad Interim of Central Washington University on August 20, 1999, and has served with distinction through June 30, 2000, and

WHEREAS, Dr. Norton, in the brief span of 10 months, has brought an air of dignity and urbanity to the presidential position, contributing his vision, wisdom and leadership to Central Washington University, and

WHEREAS, Dr. Norton has effectively set a tone of initiative, collaboration and cooperation, by seeking advice and building rapport across all facets of the university community, and

WHEREAS, Dr. Norton has encouraged more focused attention on constituents in the central region of the state, and encouraged greater focus on effective strategies for asynchronous learning, and

WHEREAS, Dr. Norton has required a more deliberate review of the university's budget allocation process; requested a review of Central's administrative structure, scope and size; and initiated a process of program review, which builds on previous planning efforts, and

WHEREAS, Dr. Norton's leadership has extended beyond the boundaries of the university, as he has effectively represented Central with external constituencies, and

WHEREAS, Dr. Norton has placed a high priority on initiatives to improve faculty and staff salaries in relation to peer institutions, and

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Whereas, under Dr. Norton's leadership and guidance, the Central Washington University community now has a revised, viable mission statement, and is well on its way to working toward common goals, with resources identified to accomplish those goals, and

Whereas, Dr. Norton has, with incredible skill, prepared the way for his successor by ensuring that every part of the university is ready to move toward performing well as part of an ambitious and energetic team,

Now therefore be it resolved, that this Board of Trustees honors Dr. James A. (Dolph) Norton and confers on him the title of President Emeritus ad Interim.

ADOPTED and signed this ninth day of June, 2000.

Motion 00-32: Mrs. Chaplin moved, seconded by Ms. Pearson that Resolution 00-03 honoring Interim President James A. (Dolph) Norton for his exemplary service as the university's interim president and conferring the title of President Emeritus ad Interim be approved. Motion carried.

Dr. Norton expressed his appreciation for the resolution and his support for Dr. McIntyre's leadership.

## Board Committee Reports - no report

## Discussion Items

Accreditation Status Report: NCATE

Dr. Dauwalder announced the appointment of Dr. Rebecca S. Bowers as Dean of the College of Education and Professional Studies effective August 1, 2000. Dr. Bowers will work with the NCATE task force which met through spring quarter. Dr. Dauwalder also presented an update on other NCATE issues and mentioned that the State Board of Education has invited the university to make a presentation at their meeting August 23-25, 2000.

## Action Items

Board of Trustees Meeting Schedule 2000-01 The following meeting schedule was presented for consideration:

October 5, 2000 (campus retreat and presidential inaugural) October 6, 2000 November 10, 2000 (changed to November 17, 2000 on August 3, 2000) December 8, 2000 February 9, 2001 April 13, 2001 (CWU Yakima Center) May 11, 2001 June 8, 2001 August 2-3, 2001 (Board Retreat)

Motion 00-33 Mr. Martin moved, seconded by Ms. Pearson, that the proposed meeting schedule for 2000-01 be approved. Motion carried.

#### **Operating Budget Allocation 2000-01**

A question from Dr. Norton about the university's cash and pooled investments sparked a discussion of balances and state requirements that regulate investment policies. Change in balances result from cash collection activities. Quick collections from accounts receivable, prompt reimbursement from state and federal funds, and slow payment process result in high cash balances, and vice versa. The Office of Financial Management (OFM) recommends that state agencies maintain cash balances equal to two (17%) to three (25%) months of operating budget as working capital and for emergencies or disruption of normal operations. For FY 98-99 the University's cash and pooled investment balances amounted to 23% of operating budget. Our annual operating budget was \$110 million and cash and pooled investment balance totaled \$25 million. Local fund accounts are dedicated for specific activities. The State requires that public funds be invested in federally insured instruments, such as municipal bonds or certificates of deposit (CDs).

Motion 00-34: Mr. Sells moved, seconded by Mr. Martin, the proposed 2000-01 Operating Budget be approved. Motion carried.

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#### Quarterly Tuition and Fees Regular Session 2000-01

During the legislative session the Washington State Legislature approved a 3.6 percent tuition increase for FY 2000-01. Vice President Nasser will conduct a tuition forum for students in the fall. Changes to be initiated Fall Quarter 2000 include the following increases:

Full-Time	<u>1999-00</u>	2000-01
Undergraduate		
Resident	913.00	946.00
Nonresident	3246.00	3363.00
Graduate		
Resident	1463.00	1516.00
Nonresident	4455.00	4616.00

Motion 00-35: Mr. Martin moved, seconded by Ms. Jones, that the Board approve the legislatively authorized quarterly tuition and fees for regular session FY 2000-01. Motion carried.

#### **Room and Board Rates**

Proposed changes to the 2000-01 room and board rates for the residence halls system were discussed. Rate increases are an aggregate 5 percent. The Residence Hall Council and ASCWU Board of Directors support the proposal. Ms. Romero noted that the information on this item was well presented.

Motion 00-36: Mr. Martin moved, seconded by Ms. Romero, that the proposed room and board rates for 2000-01 be increased by an aggregate of 5 percent over the rates of 1999-00. Motion carried.

## Capital Budget Request 2001-03

The university will submit its capital request to OFM in September or October. Information presented offered three different approaches to the capital request: our own priorities, a list of multi-institutional projects, and omnibus projects.

Motion 00-37: Mr. Sells moved, seconded by Ms. Romero, that the proposed 2001-03 Capital Budget Request be approved. Motion carried.

## **Operating Budget Enhancement Request 2001-03**

An enhancement package is a specific action or policy proposed for implementation in the budget, along with its supporting justification and statement of impact. The university's enhancement request for next biennium funding for will be submitted to OFM following review through the Council of Presidents Office, which will agree on common priorities.

Motion 00-38: Ms. Jones moved, seconded by Mr. Sells, that the proposed 2001-03 Operating Budget Enhancement Package be approved. Motion carried.

#### **Faculty Salary Distribution**

Proposed faculty merit adjustments are presented for approval. Merit is based on evaluation of teaching performance (primarily peer and student evaluations), service, and scholarly activity.

Motion 00-39: Ms. Jones moved, seconded by Ms. Romero, that in addition to the 3 percent across-the-board salary increase, the attached distribution of merit increases for tenured and tenure-track faculty be approved. Motion carried. (Lists of Level 1 and Level 11 merit increases attached to these minutes.)

## Administrative Exempt Salary Distribution

The president and each vice president distributed the 3 percent salary increase across the board and determined distribution of the additional 2 percent available based on equity and/or merit for exempt administrative employees in their divisions.

Changes to the Exempt Salary Plan were approved by members of the Exempt Employees Association May 22, 2000. Those changes are also presented for approval.

Motion 00-40: Ms. Jones moved, seconded by Ms. Romero, that the distribution of the exempt administrative staff salary increase as determined by the president and vice presidents be approved as well as changes to the Exempt Salary Plan. Motion carried.

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#### Faculty Code Amendments

Dr. Dauwalder explained that changes to the Faculty Code of Personnel Policy and Procedure are approved by the Faculty Senate then forwarded to the president for transmittal to the Board of Trustees. Changes presented for review May 12, as well as code changes presented under Agenda Item 14, are included in the requested approval.

Motion 00-41: Mr. Sells moved, seconded by Ms. Pearson, that editorial changes to Faculty Code 8.40A (steps to grades) be approved (corresponds to Faculty Senate Motion 00-34A). Motion carried.

Motion 00-42: Mr. Sells moved, seconded by Ms. Jones, that changes to Faculty Code of Personnel Policy and Procedure, Section 8.40B (merit increases) be returned to the Faculty Senate for further discussion (corresponds to Faculty Senate Motion 00-34A). Motion carried.

Faculty Senate Chair Linda Beath explained merit levels and benefits to faculty.

Motion 00-43: Mr. Martin moved, seconded by Ms. Romero, that faculty salary increase priorities be reordered in the Faculty Code of Personnel Policy and Procedure, Section 8.40B to Merit I, Merit II, and Across-the-Board (corresponds to Faculty Senate Motion 00-34A). Motion carried.

Motion 00-44: Mr. Sells moved, seconded by Ms. Jones, that the words "no more than" in Section 7.20A of the Faculty Code of Personnel Policy and Procedure be deleted (corresponds to Faculty Senate Motion 00-34B). Motion carried.

Mr. Sells requested a fiscal analysis of the impact of including the words "no more than" in Section 7.20A.

Motion 00-45: Mr. Sells moved, seconded by Ms. Romero, that the following proposed changes to the Faculty Code of Personnel Policy and Procedure be approved:

Faculty Senate Motion 00-34C	Changes to Section 15.20D
Faculty Senate Motion 00-34D	Changes to Section 15.20
Faculty Senate Motion 00-34E	Changes to Section 5.10
Faculty Senate Motion 00-34F	Changes to Section 5.30
Faculty Senate Motion 00-34G	Changes to Section 8.65D
Motion carried.	

Motion 00-46: Mr. Martin moved, seconded by Ms. Romero, that the changes to the Faculty Code of Personnel Policy and Procedure Sections 2.10 A.1, 4.67, 5.35, 5.40, 7.30 D and F, 9.20 B, 9.25 B, 9.30, 3.25, 6.25, 11.30, 14.40, 8.65 C, 5.25, 8.66 C, 7.32, and 9.92 approved by the Faculty Senate May 3, 2000, be approved by the Board of Trustees. Motion carried.

#### Exempt Employees' Code Amendments

Rob Christer, Chair of the Exempt Employees' Association, presented changes to the Exempt Employees' Code of Personnel Policy and Procedure.

Motion 00-47: Mr. Martin moved, seconded by Ms. Romero, that amendments to the Exempt Employees' Code of Personnel Policy and Procedure approved by the Exempt Employees' Association May 22, 2000, be approved, with the understanding that the president will send Section 3.041 and Section 3.042 (Section 2.032) back to the association with recommendations for amendment and deletion respectively. Motion carried.

#### Resolution 00-02 Honoring Trustee Nick French

Mr. Martin read Resolution 00-02, accepted by consensus, honoring Mr. French for his service to the Board over the past year.

WHEREAS, Mr. Nick French was appointed to the Central Washington University Board of Trustees by Governor Gary Locke on June 1, 1999 — the second 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, 2000, and

WHEREAS, during his one-year tenure on the Board, Mr. French skillfully articulated his position on many substantive issues, representing all the citizens of this state, while also providing unflagging advocacy for student perspectives and concerns, and

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WHEREAS, Mr. French assertively called upon his fellow trustees to consider how each of the decisions of the CWU governing board would affect Central students, and

WHEREAS, Mr. French consistently demonstrated his strong integrity, personal warmth and skill in interacting with a diverse university and public community,

NOW THEREFORE BE IT RESOLVED, that this Board of Trustees wishes to publicly express appreciation to Mr. Nick French for his effective, intelligent and dedicated service as a member of the Board of Trustees for Central Washington University from June 1, 1999, to May 31, 2000.

ADOPTED and signed this ninth day of June, 2000.

## **President's Report**

Tuition Policy - Dr. Norton observed several presentations during the university's SOURCE (Symposium on Undergraduate Research and Creative Expression) event. One of the student presenters, Josh Dazey, Political Science, was asked to share with the Board his research on the history of tuition policy in Washington State. Mr. Dazey reviewed the general state goal to create a fair and predictable tuition policy and legislative policy adjustments over the past few years. Options for the future were discussed.

Diversity Report - Nancy Howard, Director of the Office for Equal Opportunity, reviewed our progress on employee diversity and support for students with disabilities. Most of the university's ethnic/racial diversity is present in the executive/administrative job classification. The institution compares favorably with our peers across the state. Measures to maintain and encourage diversity were reviewed. Ms. Jones requested a diversity snapshot for the October Board meeting.

Administrative Structure - A committee was formed to study administrative structure before Dr. McIntyre was hired. Representatives from various divisions and faculty examined functions needed to support the academic mission of the university. Similar functions were grouped together divisionally with university-wide issues reporting to the president with the attention and visibility that that reporting line implies. Teamwork and communication is essential across divisions. Initial adjustments will occur July 1, 2000, with additional movement September 1, 2000. Some refinements to the initial organization may be necessary.

## **Other Reports**

#### Academic Affairs

Provost Dauwalder recognized emeritus faculty--John Agars, Art, and Bill Benson, Sociology-- for their years of service to the university. Also recognized were retiring classified staff--Laura Wilson, School of Business and Economics, and Beth Smith, Library--for their contributions. Rebecca S. Bowers has accepted appointment as Dean of the College of Education and Professional Studies and Bamey Erickson will serve as interim dean of the College of the Sciences. A progress report on the NCATE Task Force and information concerning a CWU presentation before the State Board of Education in August were included in the Academic Affairs written report.

#### **Faculty Senate**

In her last report of the year as Faculty Senate Chair, Linda Beath read Faculty Senate Motion 00-43, which acknowledged Interim President Dolph Norton's contributions to the university in preparing the way for new president Jerilyn McIntyre. Dr. Beath also presented the Faculty Senate Ad Hoc Market Definition Committee's Market Definition Report, which was prepared in response to recommendations in the faculty salary equity study. It was recommended that faculty and administration develop a policy to address faculty hiring, promotion, and salary issues. The Senate will work during the academic year to bring recommendations to the Board. Josh Nelson, Foreign Languages, will serve as chair of the Faculty Senate for the 2000-01 academic year. Dr. Beath thanked the trustees for their care for the institution and their investment of time. The Board thanked Dr. Beath for her strong leadership of the Senate.

#### **Business and Financial Affairs**

In his written report, Mr. Nasser presented a status update on the Energy Services Project and reviewed the impact of the budget exercise. A decrease in telephone long distance rates and other cost saving plans for next year were outlined.

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#### **Development and Alumni Relations**

Jen Gray distributed an investment summary and reported that fund raising goals for fiscal year 2000 were exceeded by 150 percent.

#### **Enrollment Management and Marketing**

Jim Pappas presented a status report of tuition waivers for new freshmen with gpa's of 3.50 or better. Freshmen applications and deposits are increasing steadily. Transfer student application issues, statewide enrollment trends, and marketing activities were reviewed.

#### Student Affairs

Dr. Shumate's written report included analysis information on the university's radio station, KCWU, and an update on Campus Life external funding initiatives. Next year's Services and Activities Committee will use guidelines approved by the Board of Trustees in November 1998. The committee was unable to complete their review and revision of the guidelines during the 1999-00 academic year. The ten-year capital plan for non-state-supported student facilities was included as well as an executive summary of the Noel-Levitz Student Satisfaction Surveys.

## Special Projects

Mr. Young, who is leaving the university June 30, thanked the trustees and administration for seven years of good memories.

## Board of Directors, ASCWU

Ms. Gillespie expressed appreciation for Norman Imamshah's efforts to resolve the issue of using social security numbers for student identification.

#### Exempt Employees Association

Mr. Chrisler's written report outlined the association's recommendation for the 3 percent salary distribution as well as adjustments to the Exempt Salary Plan. He expressed appreciation for Board approval of changes to the Exempt Salary Plan and the Exempt Employees' Code of Personnel Policy and Procedure.

## Communications - none received

## **Consent Agenda**

Motion 00-48: Mr. Sells moved, seconded by Mr. Martin, that report items 28, 29, 30, 31, 32, and 33 be received collectively, and action items 34, 35, 36, 37, 38, 39, and 40 be approved collectively. Motion carried. (Ms. Pearson abstained. Student trustees are not permitted to vote on personnel matters.)

#### Personnel Consent Reports

#### **Report of Faculty Retirements - 28** Benson, William L., Professor of Sociology, effective June 30, 2000 [31 years]

## **Report of Faculty Resignations - 29**

Bailey, James, Associate Professor, Accounting, effective June 30, 2000 Brady, Scott A., Assistant Professor of Geography and Land Studies, effective September 16, 2000 Gillette, Shana, Assistant Professor, Communication, effective June 16, 2000

## Report of Tenured Faculty Dismissal - 30

Cadello, James P., Associate Professor, Philosophy, effective June 1, 2000

#### Report of Non-Tenure-Track Appointments - 31

Joiner, Anne, Lecturer, Academic Skills, 75 % for Summer 2000 Woody, Linda, Lecturer, Music, September 16, 2000 through June 15, 2001

## Report of Exempt Administrative and Professional Staff Appointments - 32

Bowers, Rebecca S., Dean, College of Education and Professional Studies, effective August 1, 2000 Campbell, Robert, Program Director, Disability Support Services, effective July 10, 2000 Erickson, Barney, Interim Dean, College of Sciences, effective July 1, 2000 Tolman, Rosco, Associate Dean, College of Arts and Humanities, 75%, effective September 1, 2000 through August 1, 2001

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Report of Exempt Administrative and Professional Staff Retirement - 33 McKay, Jack, Interim Dean, College of Education and Professional Studies, effective July 31, 2000

Personnel Consent Action Items

Emeritus Professor Appointments - 34 Benson, William L., Professor of Sociology, effective June 30, 2000 [31 years]

## Faculty Tenure-Track Appointments - 35

Burnham, Tim, Assistant Professor, Physical Education, Health & Leisure Services, effective September 16, 2000 Chase, Dorothy, Physical Education, Health & Leisure Services, Assistant Professor, September 16, 2000 Cottrell, Tom R., Assistant Professor of Biological Sciences, effective September 16, 2000 Eastman, E. Grant, Associate Professor of Computer Science, effective September 16, 2000 Hickey, Robert James III, Assistant Professor, Geography and Land Studies, effective September 16, 2000 Hughes, Craig A., Teacher Education Program, effective September 16, 2000 Lubinski, Patrick M., Assistant Professor of Anthropology, effective September 16, 2000 Matheson, Megan D., Assistant Professor of Psychology effective September 16, 2000 Mathias, Kirk Associate Professor, Physical Education, Health & Leisure Services, effective September 16, 2000 Moody, Rex T., Assistant Professor, Business Administration, effective September 16, 2000 Stoddard, Shari S., Assistant Professor, Art, effective September 16, 2000

## Department Chair Appointment - 36

Bellah, George, Associate Chair, Theatre Arts, effective September 16, 2000 through August 15, 2001 Tolman, Rosco, Chair, Foreign Languages, 25%, effective September 1, 2000 through August 1, 2001

Faculty Leave Without Pay - 37 Madalon Lalley, Curriculum and Supervision, Leave Without Pay, 2000-01 academic year

#### Distinguished Civil Service Status - 38

Mandelas, George, Plumber, Pipe Fitter, Facilities Management, effective June 30, 2000 [16 years] Smith, Beth, Media Services Supervisor, effective April 30, 2000 [21 years] Sterkel, Shirleen, Program Assistant, effective May 31, 2000 [33 years] Varichak, Karen, Buyer II, Purchasing, effective June 30, 2000 [25 years] Wilson, Laura, Admin Assistant to Dean, School of Business & Economics, effective June 30, 2000 [30 years] Young, Ann K., Fiscal Technician III, Enterprise Accounting, effective June 30, 2000 [30 years]

Consent Action Items

## CWU/Edmonds Community College Higher Education Center - 39

Delegate authority to the Vice President for Business and Financial Affairs or designee to advertise for bids, award and execute a construction contract for the second phase of the Central Washington University/Edmonds Community College Higher Education Center.

#### Personnel Consent Action Item

#### Additional Faculty Promotion - 40

Lee, Jeffrey, Associate Professor, Geological Sciences, effective Fall Quarter, 2000

#### Next Meeting

The Board of Trustees will next meet in retreat session Thursday and Friday, August 3-4, 2000, at Sleeping Lady Resort in Leavenworth.

## Adjourned at 3:43 p.m..

Judy B. Miller, Secretary to the Board of Trustees Central Washington University Attachment: Level I and II Faculty Merit Increases Gwen Chaplin, Chair Board of Trustees Central Washington University

June 9, 2000

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