

6-13-2003

## 2003 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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Approved August 7, 2003

## Board of Trustees Minutes

Special/Regular Meetings

June 12-13, 2003

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*June 12, 2003*

Board members met with Dr. McIntyre for dinner at the President's Reception Center. No action was taken.

*June 13, 2003*

**Board Committee Meetings (8:00 a.m. to 1:00 p.m.)** The trustees met with President McIntyre from 8:00 a.m. to 9:10 a.m. in the Munson Retreat Center. The trustees and Dr. McIntyre returned to Barge Hall for a meeting of the Committee of the Whole from 9:15 a.m. to 10:15 a.m. Operating and capital budgets and the impact of a potential budget shortfall were discussed in detail. Individual committees met from 10:15 a.m. to 11:20 a.m. to review various academic, fiscal, and student affairs issues. Dr. McIntyre and the trustees toured the new digital television studio in Bouillon before meeting for lunch at the Tunstall Dining Hall. No action was taken.

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

### **Present**

Ms. Gwen Chaplin, Chair  
Ms. Jennifer Hazen  
Ms. Leslie Jones  
Mr. Ken Martin, Vice Chair  
Mr. Jay Reich  
Ms. Nadine Romero  
Mr. Mike Sells  
Ms. Judy Yu

### **Others Present**

Dr. Paul Baker, Vice President for University Relations  
Mr. Danial Cann-Casciato, Chair-elect, Faculty Senate  
Mr. Rich Corona, Vice President for Business and Financial Affairs  
Ms. Teresa C. Kulik, Senior Assistant Attorney General  
Dr. Jerilyn S. McIntyre, President  
Ms. Judy B. Miller, Secretary to the Board  
Dr. David Soltz, Provost/Senior Vice President for Academic Affairs  
Dr. Charlotte Tullos, Vice President for Student Affairs and Enrollment Management

**Introductions** – Professor Bill Chandler spoke of the distinguished career of Jean Hawkins, secretary in the Information Technology and Administrative Management Department, who will be retiring August 22, 2003 after 27 years of service. Ms. Hawkins was characterized as a person who cared for the students and faculty of her department. Also honored was Professor Anne Denman, Anthropology, for her 34 years of service to Central Washington University. Meghan Miller, Interim Dean of the College of the Sciences, reviewed Dr. Denman's academic career. Dr. Denman was inspirational to students and faculty and was active in university life and service. Both honorees responded to their presentors and spoke briefly.

### **Approval of Minutes – 1**

**Motion 03-23:** Mr. Reich moved, seconded by Ms. Yu, that minutes of the board meetings May 8-9, 2003 be approved. Motion carried.

## Changes to the Agenda – 2

*Ms. Chaplin presented the following changes to the agenda: Item 3, add Item 3a, Election of Board Officers under the board chair's report; Item 8, Changes to the Faculty Code – move from action to discussion; Item 11, Capital Projects 2003-05 Biennium – additional backup; and Item 13, proposed 2003-2004 Operating Budget – backup.*

## Board Chair Report – 3

Ms. Chaplin asked Jennifer Hazen to report on the status of the new student trustees selection process. Ms. Hazen recognized two students present in the audience who have applied to become Central's next student trustee, Matt Schmitt and Karina Bacica. Ms. Hazen thanked the board for a year of learning experiences and the opportunity to bring a student perspective to the board. On behalf of the board, Leslie Jones read **Resolution 03-04** honoring Ms. Hazen:

*WHEREAS, Ms. Jennifer Hazen was appointed to the Central Washington University Board of Trustees by Gov. Gary Locke on June 28, 2002 — the fifth CWU student selected to serve on the board following 1998 legislation creating a student seat on the governing boards of the state's six public universities and college — and served with distinction until May 31, 2003, and*

*WHEREAS, during her one-year term on the board, Ms. Hazen skillfully represented all citizens of Washington State by convincingly communicating her position on many substantive issues and providing assiduous advocacy and conscientious commitment to students, their perspectives and concerns, and*

*WHEREAS, through her vision and concern for others, Ms. Hazen called upon her fellow trustees to consider how each CWU governing board decision would affect Central students, and*

*WHEREAS, Ms. Hazen provided wise counsel to the board, was consistently well prepared, and conscientiously attended numerous university activities as a representative of the board, and*

*WHEREAS, Ms. Hazen consistently demonstrated integrity, initiative, enthusiasm, personal warmth and skill in interacting with diverse university and public constituencies,*

*NOW THEREFORE BE IT RESOLVED, that this Board of Trustees wishes to publicly express its appreciation to Ms. Hazen for her effective, intelligent and dedicated service as a member of the Central Washington University Board of Trustees from June 28, 2002 to May 31, 2003.*

*ADOPTED and signed this 13<sup>th</sup> day of June, 2003.*

**Motion 03-24:** Ms. Jones moved, seconded by Mr. Martin, that **Resolution 03-04** honoring Jennifer Hazen for her service from June 28, 2002 through June 13, 2003 be approved. Motion carried.

Ms. Chaplin reviewed her tenure on the board and reflected on some of the issues the board and the institution have faced. (Ms. Chaplin has been a trustee since 1993 and chair since 1996.) An evaluation of the board and the president proved to be a pivotal event. The trustees began to work on issues confronting the board and used retreats to aid the process. Another pivotal event was a presidential transition, which included a superb search committee and a perfect outcome. As board chair, she has been a partner to three presidents and has grown to love the institution. Ms. Chaplin is especially proud that Central is being recognized as a true gem. She applauded the team that Dr. McIntyre has hired and individually praised the provost and vice presidents. Ms. Chaplin's term of service on the board ends September 30, 2003.

## Election of Officers – 3a

**Motion 03-25:** Mr. Reich moved, seconded by Ms. Jones, that Ken Martin be elected chair of the Board of Trustees, Mike Sells elected vice chair, and Judy Miller elected secretary, effective July 1, 2003. Motion carried.

## President's Report

Dr. McIntyre thanked Ms. Chaplin for her service and indicated that the university will celebrate that service soon. There have been many notable accomplishments in the past ten years, including the science building and Black Hall. Dr. McIntyre was impressed as a candidate with the board, the search committee, and the campus. Central was a good fit.

*Legislative Preview – 4*

The legislative report is included in the budget report that will be presented later in the meeting. We will be acknowledging the efforts legislators in the 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup> districts for their significant support during this session. Many legislators outside the region provided strong support as did our Government Relations Director Ann Anderson and Linda Schactler.

*Celebrating Special Accomplishments – 5*

Richard Mack and Wendy Bohrson reviewed external grant activity and stated that we have experienced a 50 percent increase over last year. Funds secured support the university, faculty positions, graduate assistants, undergraduate and faculty research, and more. Dr. Bohrson reviewed some of the unusual external funding opportunities available last year included diversity and globalization grants, GEAR-UP programs that prepare school children for college, a Native American grant in resource management, a science talent expansion program, and a permanent Chinese language position in the Foreign Language Department.

## **Board Committees**

*Academic Affairs – Jay Reich, Chair, and Nadine Romero*

Microbiologist Holly Pinkart spoke to the committee about her work involving Soap Lake and the thirty new species of bacteria and fungi that thrive there. Dr. Pinkart's enthusiastic presentation was very interesting and well received. The committee heard a report on the salary administration board process from Provost Soltz. We are working to deal with issues in the midst of dwindling resources. The salary administration board employs an elaborate process to allocate monies to solve long-standing problems. The committee reviewed issues and accomplishments of the past academic year. Mutual respect is evident between the president, provost, academic deans, and the faculty. Even though we are facing challenges, the campus is excited about new faculty hires for fall.

*Action Items*

**Academic Fee Request – 6**

New and adjusted academic fees were presented to the board for approval.

**Motion 03-26:** Mr. Reich moved, seconded by Ms. Jones, that requested new and changed academic fees be approved as submitted, effective fall quarter, 2003. Motion carried.

**Program Approval – Bachelor of Applied Science – 7**

A new degree type and level recently approved by the Faculty Senate was submitted for board approval.

**Motion 03-27:** Mr. Reich moved, seconded by Mr. Sells, that a new degree type and level, Bachelor of Applied Science, be approved. Motion carried.

*Discussion Items*

**Changes to the Faculty Code – 8**

Proposed changes to the Faculty Code will be considered for approval at the board retreat in August.

**General Education Program Changes – 9**

Proposed changes include efforts to integrate writing in the general education curriculum.

*Resource Development – Ken Martin, Chair, and Mike Sells*

Paul Baker reviewed next year's CWU Foundation budget and reported that the Foundation has added two new members. The Calling Center will cease their calling campaign and attempt to reach people differently. The

Gift and Pledge Report is strong. Mr. Corona presented an update on the SUB/REC Project, which is on time and on budget.

*Action Items*

**Auxiliary Services Business Plan – 10**

The current Auxiliary Services Business Plan requests an increase of up to 5.5 percent in Room and Board rates Fall 2004. As we continue our renovation of existing buildings, take care of rising costs, and plan for new construction, it is imperative to maintain an adequate fund balance. However, rates may vary by type of accommodation. Rate increases have been presented to the appropriate student and staff councils on campus.

**Motion 03-28:** Mr. Martin moved, seconded by Mr. Sells, that the Auxiliary Services Business Plan for 2003-07, including a room and board rate increase of up to 5.5% for Fall 2004, be approved.  
Motion carried.

**Capital Projects for 2003-2005 Biennium – 11**

Capital projects from the Central Washington University 2003-2005 Capital Budget Request were presented to the board. These projects are expected to be funded for the 2003-2005 biennium. The administration requests delegation authority to proceed with design and construction on these projects in order to utilize the summer 2003 construction period.

**Motion 03-29:** Mr. Martin moved, seconded by Mr. Sells, that predicated upon the receipt of funding, the board delegates authority to the Vice President for Business and Financial Affairs or designee to select and contract with consultants and to bid, award, and execute construction contracts for the identified projects. Motion carried.

**Tuition Setting Authority – 12**

The Washington State Legislature approved a tuition increase of up to seven percent for FY 2003-2004 for resident undergraduates. Institutions have tuition-setting authority for all other categories. It is recommended that CWU tuition increase by seven percent for resident undergraduate and resident graduate students, that there be no increase for non-resident undergraduates; that we reduce non-resident graduate tuition to equal non-resident undergraduate rates; and that we increase the service and activities fee by 4.9 percent for all categories.

This issue was discussed at length in the Committee of the Whole. The board understands the impact of tuition increases on students but must do what is appropriate to protect the quality of education at Central Washington University.

The following tuition and fee rates are proposed for FY 2003-2004. Rates for 2002-03 are listed for comparison.

<u>Full-Time</u>	<u>2002-2003</u>	<u>2003-2004</u>
Undergraduate		
Resident	1146.00	1218.00
Nonresident	3802.00	3810.00
Graduate		
Resident	1713.00	1831.00
Nonresident	5220.00	3810.00

**Motion 03-30:** Mr. Martin moved, seconded by Ms. Jones, that the Board of Trustees of Central Washington University approves:

1. A seven percent tuition increase for resident undergraduates and resident graduates;
2. Extension of the current non-resident undergraduate tuition rate;
3. A reduction in non-resident graduate tuition to equal tuition of non-resident undergraduates; and
4. Increase the service and activities fee by 4.9 percent for all students for FY 2003-2004.

Motion carried.

**Operating Budget – 13**

The board praised Dr. McIntyre and Government Relations Director Ann Anderson for their work in securing our budget. In spite of enormous cuts and being allowed to raise tuition, the administration has come forward with reallocations within the budget to pursue longstanding initiatives and policy goals. Tuition waivers have been increased to attract the best students. Funds have been reallocated internally to deal with inequities and salary adjustments for faculty in support of long-term goals.

**Motion 03-31:** Mr. Martin moved, seconded by Mr. Sells, that the proposed 2003-2004 Operating Budget for Central Washington University be approved. Motion carried.

**Sue Lombard Hall Renovation – 14**

In June 2002, Kovalenko Hale Architects of Seattle, the Project Architect for the Kamola Hall Restoration Project, proceeded with the predesign, program development, and schematic design for the Sue Lombard Hall. It is recommended that we determine financial feasibility for project funding in the current favorable rate environment.

**Motion 03-32:** Mr. Martin moved, seconded by Ms. Jones, that the board delegates authority to the Vice President for Business and Financial Affairs or his designee to determine the financial feasibility for project funding and authorize the consultants to continue with design and production of the construction documents for the renovation of Sue Lombard Hall. Motion carried.

**Student Affairs – Judy Yu and Jennifer Hazen**

*Discussion Items*

**S&A Guidelines – 15**

Revisions to the Guidelines and Procedures for Use and Expenditure of Services and Activities Fees were reviewed and discussed. These changes simplify and clarify the various processes required to administer Services and Activities Fees revenue. ASCWU Board of Directors President Nathan Harris outlined the process the S&A Committee used to make decisions and balance their budget. Waivers and enrollment projections were discussed.

*Action Items*

**Biennial S&A Funding Allocations – 16**

The S&A Committee received 41 requests for funding totaling \$3,684 million. The committee faced the arduous task of scaling down the requests to the \$3,185 million allocated. Original budget allocations from the previous biennium totaled \$2,069,665. Once again the S&A Committee decided only to fund requests they perceived to be student activity and support functions.

The resulting S&A budget was reviewed and discussed. The board is comfortable with the direction the S&A Committee is taking with allocations. The 4.9 percent increase to the S&A fees for 2003-04 will increase reserves for the future.

**Motion 03-33:** Ms. Jones moved, seconded by Ms. Hazen, that the services and activities fees allocations for the 2004-2005 biennium as submitted by the S&A Committee be approved. Motion carried.

**Supplemental S&A Allocations – 17**

The proposed S&A Supplemental budget allocation was presented for action. Allocations were proposed for the Brooklane Day Care Center, student support at the CWU Lynnwood Center, and the CWU Rugby Club. Motion carried.

**Motion 03-34:** Ms. Jones moved, seconded by Ms. Hazen, that the board approves the Services and Activities Fees Committee Supplemental Allocation for Brooklane Day Care Center, student support at the CWU Lynnwood Center, and the CWU Rugby Club. Motion carried.

## Other Action Items

### **Appointing Authority Resolution – 18**

Proposed title changes to the resolution delegating board authority to employ classified staff were submitted for board review. In addition, it was proposed that the board add the director of gifts and estate planning to the appointing authorities list.

**Motion 03-35:** Ms. Hazen moved, seconded by Ms. Jones, that changes to the resolution delegating board authority to employ classified staff be approved and **Resolution 03-02** adopted. Motion carried.

### **Contracting Authority Resolution – 19**

Various editorial changes were submitted to the resolution delegating board authority for university contracting.

**Motion 03-36:** Mr. Martin moved, seconded by Ms. Jones, that changes to the resolution delegating board authority for university contracting be approved and **Resolution 03-03** be adopted.

### **CWU Educational Benefits Policy – 20**

Several changes to the CWU Educational Benefits Policy (*CWU Policies Manual, Part 2-2.15*), approved by the President's Advisory Council, were presented for board review and discussion. Those changes include

- increasing the number of credits eligible employees may take per quarter from six (6) to eight (8);
- clarifying eligibility of faculty, exempt, and classified;
- adjusting make-up work requirement;
- registering for classes under this provision will not require payment of student fees, other than those associated with a course (employees registering for more than eight (8) credits will pay per-credit tuition rates for all credits in excess of eight);
- adjusting planned course of study and approval requirements originally for faculty only.

**Motion 03-37:** Mr. Sells moved, seconded by Ms. Yu, that changes be approved to the CWU Educational Benefits Policy (*CWU Policies Manual, Part 2-2.15*), which include increasing the number of credits eligible employees may take per quarter from six to eight, clarifying eligibility and makeup work, implementing a per-credit tuition rate for all credits in excess of eight, and clarifying the course of study requirement. Motion carried.

### **CWU Naming Policy – 21**

The University Naming Policy covers naming of university facilities and landmarks and is part of the university's *Policies Manual (Part 2-2.24)*. The President's Advisory Council has recommended revising the naming proposal submission process and changing the name of the responsible committee to Development *Priorities Committee*.

**Motion 03-38:** Mr. Reich moved, seconded by Mr. Martin, that the board approves changes to the CWU Naming Policy (*Policies Manual Part 2-2.24*) and approves changing the name of the responsible committee to the Development *Priorities Committee*. Motion carried.

### **Honorary Degree Proposal – 22**

Trustees reviewed a new policy that would allow the board in consultation with faculty to grant honorary master's degrees to individuals who have distinguished themselves by providing extended unusual service to the university, state, or nation, or who are recognized for unusual feats in service to humankind. Typically, those individuals will have close ties to Central Washington University.

**Motion 03-39:** Mr. Sells moved, seconded by Ms. Hazen, that the CWU Honorary Degree Policy (*Policies Manual Part 2-2.57*) be approved. Motion carried.

### **Proposed Board Meeting Schedule 2003-04 – 23**

A proposed schedule of board meetings for 2003-04 was presented for consideration.

**Motion 03-40:** Mr. Martin moved, seconded by Ms. Jones, that the following meeting schedule for 2003-04 be approved:

October 9, 2003 (*Campus Retreat with Faculty*)  
October 10, 2003  
December 5, 2003  
February 13, 2004  
March 12, 2004 (*CWU SeaTac Center*)  
May 7, 2004  
June 11, 2004  
August 5-6, 2004 (*Board Retreat*)

Motion carried.

## Reports

### Faculty Senate – 24

Faculty Senate chair-elect Daniel Cann-Casciato summarized various issues the Faculty Senate has addressed over the past academic year. Some of those issues include faculty collective bargaining, full implementation of the Salary Administration Board salary plan, and the addition of a new administrative assistant, Janet Shields. Jim Huckabay, the Faculty Legislative Representative, represented the faculty in Olympia and worked with the Council of Presidents on several issues. Dr. Huckabay also co-chaired the state Faculty Legislative Representative organization. Dr. McIntyre joined Mr. Cann-Casciato in applauding Dr. Huckabay's tireless and effective voice in Olympia. Mr. Cann-Casciato thanked the student senators – Nathan Harris, Karina Bacica, and David Uberti – for their strong involvement this year.

Both Mr. Cann-Casciato and Dr. McIntyre praised the leadership of Senate Chair Michael Braunstein and thanked him for a job well done.

### ASCWU Board of Directors – 25

President C. Nathan Harris presented a written report to the board outlining the accomplishments of the ASCWU Board of Directors in 2002-03. Their leadership, service, and strong advocacy for students was exemplary. Ms. Chaplin commended Mr. Harris for his service.

### Staff Organizations – 26 [no report]

## Communications [none received] – 27

## Consent Agenda – 28

**Motion 03-41:** Mr. Sells moved, seconded by Mr. Reich, that the Board of Trustees receive report Items 29 – 32 collectively, and approves action Items 33 – 41 collectively. Motion carried. (*Ms. Hazen abstained. Student trustees are not permitted to vote on personnel matters*)

### Consent Personnel Reports

#### Faculty Retirements – 29

Denman, Anne S., Professor, Anthropology, June 16, 2003 [34 years]  
Monson, Luetta, Professor, Curriculum and Supervision, August 22, 2003 [9 years]  
Steen, Claudia R., Assistant Professor, Biological Sciences, July 16, 2002 [9 years]

#### Faculty Resignations – 30

Naughton, Karen, Assistant Professor, Foreign Languages, effective June 16, 2003

#### Non-Tenure-Track Faculty Appointments – 31

Brown, Terri L., Lecturer, Theatre Arts, 13%, May 1, 2003 – June 15, 2003  
Louis, Paulette, Lecturer, Art, 7%, Spring 2003  
Peterson, Jane, Lecturer, Music, 20%, Spring 2003



Pinzon, Charles M., Lecturer, Communication, 100%, 2003-04 AY

**Exempt Administrative Appointments – 32**

Cziske, Matthew, Admissions Counselor, Admissions, effective May 16, 2003

Sun, Lixing, Interim Assoc Dean, College of the Sciences, 50%, Sept 16, 2003 – June 15, 2004

**Consent Personnel Action**

**Emeritus Professor Appointment – 33**

Denman, Anne S., Anthropology, June 16, 2003 [34 years]

**Faculty Promotion – 34**

*The faculty members listed below is hereby promoted to the rank indicated effective fall quarter 2003:*

<b>Name</b>	<b>Promoted To</b>	<b>Department</b>	<b>Effective</b>
Cann Cascinto, Daniel	Professor	Library	July 1, 2003
Creech, John K	Professor	Library	July 1, 2003
Culjak, Toni	Professor	English	Fall 2003
D'Acquisto, Leo	Professor	Health, Human Performance & Recreation	Fall 2003
Ely, Lisa	Professor	Geological Science	Fall 2003
Ghosh, Koushik	Professor	Economics	Fall 2003
Hubbard, Brenda	Professor	Theatre Arts	Fall 2003
Wise, Mary	Professor	Library	July 1, 2003
Yoon, Bang-Soon	Professor	Political Science	Fall 2003
Atkinson, Mary Anne	Assoc Professor	Accounting	Fall 2003
Breedlove, Lois	Assoc Professor	Communication	Fall 2003
Buergel, Nancy	Assoc Professor	Family & Consumer Sciences	Fall 2003
Carlson, Karyl	Assoc Professor	Music	Fall 2003
Christiansen, Shawn	Assoc Professor	Family & Consumer Sciences	Fall 2003
Coleman, Beatrice	Assoc Professor	Communication	Fall 2003
Drake, George	Assoc Professor	English	Fall 2003
Easley, Roxanne	Assoc Professor	History	Fall 2003
Fallshore, Marle	Assoc Professor	Psychology	Fall 2003
Gazis, Cary	Assoc Professor	Geological Science	Fall 2003
McCutcheon, Patrick	Assoc Professor	Anthropology	Fall 2003
Pichardo, Nelson	Assoc Professor	Sociology	Fall 2003
Pinkart, Holly	Assoc Professor	Biological Sciences	Fall 2003
Salyer, Keith	Assoc Professor	Teacher Education Programs	Fall 2003
Singh, Vijay	Assoc Professor	Music	Fall 2003

**Faculty Tenure – 35**

*The faculty members listed below are hereby granted tenure effective fall quarter 2003:*

<b>Name</b>	<b>Department</b>	<b>Effective</b>
Atkinson, Mary Anne	Accounting	Fall 2003
Bartel, Kimberlee	Information Technology & Administrative Management	Fall 2003
Buergel, Nancy	Family & Consumer Sciences	Fall 2003
Carlson, Karyl	Music	Fall 2003
Christiansen, Shawn	Family & Consumer Sciences	Fall 2003
Coleman, Beatrice	Communication	Fall 2003
Creech, John	Library	July 1, 2003
Curran, Christina	Teacher Education Programs	Fall 2003
Drake, George	English	Fall 2003
Easley, Roxanne	History	Fall 2003
Fallshore, Marle	Psychology	Fall 2003
Gazis, Cary	Geological Sciences	Fall 2003

Lee, Jeffrey	Geological Sciences	Fall 2003
McCutcheon, Patrick	Anthropology	Fall 2003
Penick, Jeffrey	Psychology	Fall 2003
Pichardo, Nelson	Sociology	Fall 2003
Pinkart, Holly	Biological Sciences	Fall 2003
Singh, Vijay	Music	Fall 2003
Wise, Mary	Library	July 1, 2003

**Department Chair Appointments – 36**

Darda, David M., Professor, Biological Sciences, 75%, September 1, 2003 – June 15, 2007

**Faculty Tenured Appointment – 37**

Quirk, Wayne, Professor, Psychology, effective September 1, 2003

**Faculty Tenure-Track Appointments – 38**

Andonie, Razvan, Associate Professor, Computer Science, September 16, 2003  
Poulson, Mary E., Associate Professor, Biological Sciences, September 16, 2003  
Schedler, Christopher, Assistant Professor, English, September 16, 2003  
Stack, Donna S., Assistant Professor, Art, September 16, 2003  
Weinbaum, Elisabeth, Assistant Professor, Teacher Education Programs, September 16, 2003

**Distinguished Civil Service Status – 39**

Cope, Ellen, Food Service Worker, Dining Services, June 30, 2003 [24 years]  
Hawkins, Jean B., Secretary, Information Tech and Admin Mgmt, August 31, 2003 [27 years]  
Pike, Doreen, Food Service Worker Lead, Dining Services, Mar 31, 2003 [18 years, 4 months]  
Snyder, Edward, Project Coordinator, Facilities Planning and Construction Services, July 31, 2003 [20 years]  
Wernex, Arlene, Cashier II, Cashier's Office, August 31, 2003 [21 years, 3 months]

**Consent Facilities Action**

**Hebeler Roof Project – 40**

Accept as complete the Replacement Roofing Hebeler Hall (Contract # 6295-1C) as performed by M.G. Wagner Co. Inc., Yakima, Washington, for the amount of \$193,653.84 not including Washington State Sales Tax.

**Old Hospital Roof Project – 41**

Delegate authority to the Vice President for Business and Financial Affairs or designee to select and contract with a consultant and to bid, award and execute a construction contract for the Old Hospital Roof Project.

**Executive Session**

At 2:43 p.m., the board convened in executive session for 20 minutes under the authority of RCW 42.30.110 (b) "[t]o consider the selection of a site or the acquisition of real estate by lease or purchase . . ." In addition, they will hear a progress report on collective bargaining negotiations that is excluded from the open meetings act per RCW 42.30.140. *[The act "shall not apply to . . . (2) [t]hat portion of a meeting of a quasi-judicial body which relates to a quasi-judicial matter between named parties . . . or (3) [m]atters governed by chapter 34.05 RCW, the Administrative Procedure Act . . ."]*

**Next Meeting**

The Board of Trustees will meet August 7-8, 2003 in retreat session at the President's Reception Center on the Ellensburg Campus of Central Washington University, 400 East 8<sup>th</sup> Avenue, Ellensburg, Washington.

**Reconvened after Executive Session and Adjourned at 3:03 p.m.**

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

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Gwen Chaplin, Chair  
Board of Trustees  
Central Washington University

*Attachments:*     *Appointing Authority Resolution 03-02*  
                          *Contracting Authority Resolution 03-03*

CENTRAL WASHINGTON UNIVERSITY  
Board of Trustees  
Resolution No. 03-02

**A resolution of the Board of Trustees of Central Washington University delegating the Board of Trustees' powers and duties to employ members of the classified staff.**

A resolution of the Board of Trustees of Central Washington University designating certain persons as "Appointing Authorities" for employment purposes and delegating the Board of Trustees' powers and duties of employment under RCW 28B.35.120(2) to certain designated persons.

*Whereas, effective May 6, 1971, and as still in effect, RCW 28B.10.528 reads as follows:*

*The governing boards of institutions of higher education shall have power, when exercised by resolution, to delegate to the president or his designee, of their respective university or college, any of the powers and duties vested in or imposed upon such governing board by law. Delegated powers and duties may be exercised in the name of the respective governing boards.*

*And whereas, the Board of Trustees has determined that it is in the best interest of Central Washington University that the President of the University or designees have the power and duty to employ members of the classified staff under the provisions of the Washington Department of Personnel.*

*Now, be it therefore resolved, that under the provisions of RCW 28B.10.528 and under the provisions of the Washington Department of Personnel rules, the Board of Trustees of Central Washington University designates that person now holding or subsequently appointed to the position of President of Central Washington University as "Appointing Authority" for the purposes of employment, discipline, or termination of any classified staff employee of Central Washington University and to delegate to that person now holding or subsequently appointed to the position of President of Central Washington University the powers and duties vested in and imposed upon the Board of Trustees of Central Washington University by the Legislature in RCW 28B.35.120(2), to employ individuals as members of the classified staff of the institution, who, except as otherwise provided by law, shall hold their positions until discharged there from by the President or designee for good and lawful reasons.*

and

*Be it further resolved, that under the provisions of RCW 28B.10.528 and under the provisions of the Washington Department of Personnel rules, the Board of Trustees of Central Washington University designates those persons now holding or subsequently appointed to any of the presidentially-designated positions set out below as "Appointing Authority" for purposes of employment, discipline, or termination of any classified staff employee under that person's immediate supervision; and delegate to those persons now holding or subsequently appointed to any of the presidentially-designated positions set out below the powers and duties vested in or imposed upon the Board of Trustees of Central Washington University by RCW 28B.35.120(2), to employ individuals as members of the classified staff of the institution in positions of employment under that person's immediate supervision, who, except as otherwise provided by law, shall hold their positions until discharged there from by any of the persons now holding or subsequently appointed to any of the presidentially-designated positions, set out below, of Appointing Authority, for good and lawful reasons and all actions taken pursuant to this resolution may be subject to the approval or disapproval of the President of Central Washington University.*

*It is further resolved, that the following list shall constitute the presidentially-designated positions in which the designation as "Appointing Authority" and the delegations of powers and duties set forth in this resolution are made:*

**President**

Executive Assistant to the President

**Provost/Senior Vice President for Academic Affairs**

Associate Vice President for Graduate Studies, Research, and Continuing Education

Associate Vice President for Undergraduate Studies

Assistant to the Provost for University Centers and Community College Relations

Dean, College of Arts and Humanities

Dean, College of Business

Dean, College of Education and Professional Studies

Dean, College of the Sciences

Dean, Library Services

Executive Director, International Studies and Programs

Director, Academic Computing

Director, Student Academic Support Services

**Vice President for Business and Financial Affairs**

Associate Vice President for Business and Financial Affairs

Senior Director, Facilities Management

Senior Director, Human Resources

Senior Director, Information Technology Services

Director, Business Services and Contracts

Director, Dining Services

Director, Facilities Planning and Construction

Director, Financial Services

Director, Housing and Conference Services

Director, Public Safety and Police Services

**Vice President for Student Affairs and Enrollment Management**

Associate Vice President for Enrollment Management/Registrar

Associate Vice President for Student Affairs

**Vice President for University Relations**

Senior Director, Development

Director, Alumni Relations

Director, Gift and Estate Planning

Director, Public Relations and Marketing

*Provided*, that the President may, at any time, withdraw the presidential designation from any one or the aforementioned presidentially-designated positions and shall notify the Board at its next regular meeting of such action; provided, further, that any additions to the aforementioned list of presidentially-designated positions must be approved by resolution of The Board of Trustees of Central Washington University.

*Be it further resolved*, that all actions taken pursuant to this delegation of powers and duties may be exercised in the name of the Board of Trustees of Central Washington University.

*Adopted* this 13<sup>th</sup> day of June, 2003.

***Attest:***

***Approved:***

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

\_\_\_\_\_  
Gwen Chaplin, Chair  
Board of Trustees  
Central Washington University

**CENTRAL WASHINGTON UNIVERSITY**  
**Board of Trustees**  
**Resolution No. 03-03**

**A resolution of the Board of Trustees of Central Washington University delegating their powers and duties for contracting as defined by RCW 28B.35.120, subsections (6), (7), (9), and (11) to certain designated persons.**

A resolution of the Board of Trustees of Central Washington University delegating their powers and duties for contracting as defined by RCW 28B.35.120, subsections (6), (7), (9), and (11) to certain designated persons.

*Whereas*, effective May 6, 1971, and as still in effect, RCW 28B.10.528 reads as follows:

*"The governing board of institutions of higher education shall have power, when exercised by resolution, to delegate to the president or his designee, of their respective university or college, any of the powers, and duties vested in or imposed upon such governing board by law. Delegated powers and duties may be exercised in the name of the respective governing boards."*

*Be it therefore resolved*, that under the provisions of RCW 28B.10.528, the Board of Trustees of Central Washington University designates that the person now holding or subsequently appointed to the position of President of Central Washington University as the authority for contracting for current operations of Central Washington University when such contracting is in accordance with budgets approved by the Board of Trustees and delegates to that person now holding or subsequently appointed to the position of President of Central Washington University by the Legislature in RCW 28B.35.120, Subsections (6), (7), (9), and (11) to so; and

*Be it further resolved*, that under the provisions of RCW 28B.10.528, the Board of Trustees of Central Washington University designates those persons now holding or subsequently appointed to any of the presidentially-designated positions set out below as authorities for contracting for current operation of Central Washington University when such contracting is in accordance with budgets approved by the Board of Trustees, and delegates to those persons now holding or subsequently appointed to any of the presidentially-designated positions set out below the powers and duties vested in or imposed upon the Board of Trustees of Central Washington University by RCW 28B.35.120, subsections (6), (7), (9), and (11) to so contract, purchase and lease, and all actions taken pursuant to this resolution may be subject to the approval or disapproval of the President of Central Washington University.

*Be it further resolved*, that the following list shall constitute the presidentially-designated positions to which the designation as authorities for contracting for current operations of Central Washington University and the delegations of powers and duties as set forth in this resolution are made:

**FOR ALL UNIVERSITY CONTRACTS:**

**President**  
**Provost/Senior Vice President for Academic Affairs**  
**Vice President for Business and Financial Affairs**  
**Associate Vice President for Business and Financial Affairs**

**FOR ALL PURCHASED GOODS, SERVICE CONTRACTS, AND LEASES:**

**Director, Financial Services**  
**Director, Business Services & Contracts**  
**Purchasing Manager and at the Purchasing Manager's discretion:**  
    Buyer II up to the amount where the State requires formal written bids.  
    Buyer I up to one-half the amount where the State requires formal written bids.

**FOR SELECTED CONTRACTING ACTIVITIES AS SET FORTH BELOW:**

**Vice President for Student Affairs and Enrollment Management** – All contracts as may be required for delivery of student services or for the operation of the Student Affairs and Enrollment Management Division.

**Vice President for University Relations** – All contracts as may be required for operation of the University Relations Division.

**Associate Vice President for Graduate Studies, Research, and Faculty** – All contracts as may be required to further University research or academic development.

**Associate Vice President for Undergraduate Studies** – All contracts as may be required to

**Dean, Library Services** – Limited to purchasing and contracting for the acquisition of library books, films, prerecorded tapes (audio and video), other audio records, library subscriptions and periodicals, and delivery of library services to students.

**Executive Director, International Studies and Programs** – Limited to contracting personnel and other services required to conduct Central Washington University international programs.

**Senior Director, Campus Life** – Limited to contracting for entertainment activities for the Student Union and the Associated Students of Central.

**Senior Director, Facilities Management** – Limited to contracting between Central Washington University and contractors for the completion of capital projects as specifically approved by the State Legislature and the University Board of Trustees. This authority extends to contracts, change orders and field authorizations up to a limit of \$100,000 per transaction. The Director of Facilities Management may, with the written concurrence of the Associate Vice President for Business and Financial Affairs, delegate contracting authority at a lower level to licensed architects and engineers who are Project Managers on individual construction projects, and to the two senior managers in charge of building maintenance and custodial/landscape maintenance. Such delegation shall not exceed \$50,000. Authority for the actual disbursement of funds after the completion of work will require the signatures of the Project Manager and a higher-level supervisor.

**Senior Director, Information Technology Services** – Limited to contracting for computing and voice/data equipment, software, and supportive services in accordance with the policies, procedures, and Washington Administrative Codes established by the State Information Services Board pursuant to Chapter 43.105 RCW.

**Director, Athletics** – Limited to contracting with other colleges and universities for "Athletic Contest Agreements" when such do not require expenditure of Central Washington University funds, and to contracting for officiating services requiring expenditure of funds in amounts not to exceed \$500.00 per contract. This authority shall include the responsibility for maintaining files of such agreements in Office of the President in lieu of submission to the CWU central file of contracts.

**Director, Conference Services** – Limited to contracting for personnel and other services required to conduct the Central Washington University Conference Program.

**Director, Continuing Education** – Limited to contracting for personnel and other services required to conduct the Central Washington University Continuing Education Programs.

**Director, Housing, Residence Life and New Student Programs** – Limited to contracting between Central Washington University and occupants, or potential occupants of university housing.

**Manager, University Store** – Limited to purchasing and contracting for items for resale through the University Store.

**Chair, Department of Music** – Limited to contracting for the rental of performance music to be used by departmental ensembles and chamber groups and for agreements related to the loan of musical instruments for departmental use. These performance music rental and instrumental loan agreements may not exceed \$500 for any one contract.

**OTHER SIGNATURE AUTHORITIES:**

For contracts for services only (does not include contracting for purchase goods) in amounts less than \$2,500.00, and which are written within the respective appropriate areas as designated below. Also delegated to the specified positions are authorities to ratify "after-the-fact" purchase requisitions for both goods and services when such ratification is found by the Principal Budget Administrator to be in the best interest of Central Washington University, and when ratification will not violate Washington State Purchasing Law by circumventing competitive bidding requirements, the receipt of competitive quotations, or the Minority and Women's Business Enterprises purchasing law: Chapter 39.19 RCW and Chapter 326 WAC.

- Associate Vice President for Graduate Studies, Research, and Continuing Education**
- Associate Vice President for Undergraduate Studies**
- Dean, College of Arts and Humanities**
- Dean, College of Business**
- Dean, College of Education and Professional Studies**
- Dean, College of the Sciences**
- Dean, Library Services**
- Executive Director, International Studies and Programs**
- Senior Director, Information Technology Services**
- Director, Conference Services**
- Director, Housing, Residence Life and New Student Programs**

*Provided*, that the President may, at any time, withdraw the presidential designation from any one of the aforementioned presidentially-designated positions and shall notify the Board at its next regular meeting of such action; provided, further, that any additions to the aforementioned list of presidentially-designated positions must be approved by resolution of the Board of Trustees of Central Washington University.

*Be it further resolved*, that all actions taken pursuant to this delegation of powers and duties may be exercised in the name of the Board of Trustees of Central Washington University.

*Adopted this 13<sup>th</sup> day of June, 2003.*

**Attest:**

**Approved:**

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

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Gwen Chaplin, Chair  
Board of Trustees  
Central Washington University