

8-7-2003

## 2003 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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Approved October 10, 2003

## Board of Trustees Retreat

### Minutes

August 7-8, 2003

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#### Trustees Present

Ms. Gwen Chaplin  
Ms. Leslie Jones (*joined the board at 2:30 p.m.*)  
Mr. Ken Martin, Chair  
Mr. Jay Reich  
Ms. Nadine Romero  
Mr. Matthew Schmitt  
Mr. Mike Sells, Vice Chair  
Ms. Judy Yu

#### Others Present

Dr. Paul Baker, Vice President for University Relations  
Mr. Daniel CannCasciato, Faculty Senate Chair  
Mr. Rich Corona, Vice President for Business and Financial Affairs  
Ms. Barbara Hodges, President's Office, Administrative Operations Coordinator  
Dr. Jerilyn S. McIntyre, President  
Dr. David Soltz, Provost/Senior Vice President for Academic Affairs  
Dr. Libby Street, Executive Assistant to the President  
Dr. Charlotte Tullos, Vice President for Student Affairs and Enrollment Management

August 7, 2003 – convened in regular session at 9:30 a.m.

#### Discussion

##### Changes to the Agenda

The following changes were made to the agenda: Item 2 – Board Policy-Making Authority Delegation, will be considered after the consent agenda Thursday afternoon; Item 7 – Financial Report for 2001-02 will be considered for approval Friday morning when Mr. Corona will be present; and Item 7a – Naming Nominations was added and considered Thursday afternoon.

##### Board Protocol – 1

The trustees began the retreat with an hour of general conversation and team building followed by a discussion of board protocol. Agenda formats for regular meetings and the summer retreat were also reviewed.

##### President's Vision for the University

*Members of the President's Cabinet joined the trustees and President McIntyre at 11:00 a.m. Dr. McIntyre presented her vision for the university using information included in Agenda Items 12 and 13 (Transforming the University and Enrollment and Academic Planning). Discussion on vision continued through lunch until 1:50 p.m.*

## Action

### Approval of Minutes – 3

**Motion 03-42:** Ms. Yu moved, seconded by Mr. Reich, that the Board of Trustees approve the minutes of the regular and special meetings of June 12-13, 2003. Motion carried.

### Changes to the Faculty Code – 4

Proposed changes to the *Faculty Code of Personnel Policy and Procedure* were approved by the Faculty Senate April 16, May 7, and May 28, 2003, and presented for board review June 13, 2003. Changes involve membership, code revisions, grievances, pregnancy leave and promotion in rank. In addition, a modification to Section 9.44, Pregnancy Leave and Related Benefits was approved July 23, 2003 that adjusted where leave documentation will be maintained.

Mr. CannCasciato, Faculty Senate Chair, introduced himself and Ms. Janet Shields, Administrative Assistant. There were no questions for Mr. CannCasciato.

**Motion 03-43:** Mr. Reich moved, seconded by Mr. Sells, that the Board of Trustees approve the changes to the *Faculty Code of Personnel Policy and Procedure* as approved by the Faculty Senate April 16, May 7, May 28, and July 23, 2003. Motion carried.

### S&A Supplemental Allocations – 5

Dr. Charlotte Tullos briefly summarized the S & A supplemental allocations. The Services and Activities Fees Committee approved supplemental allocations of \$6,325.00 to the CWU Rodeo Club for regional and national competitions and \$35,000.00 to the Homecoming 2003 budget to assist with the cost of big name entertainment. These items were both reviewed at the May 9<sup>th</sup> meeting of the Board of Trustees but were not brought forward for approval in June.

**Motion 03-44:** Mr. Reich moved, seconded by Ms. Yu, that the Board of Trustees approve the S & A Supplemental Allocations for the CWU Rodeo Club and 2003 Homecoming as presented. Motion carried.

### Tamamura Rose Garden Resolution – 6

Junior high school Japanese students and their families involved in the Tamamura-Ellensburg Homestay program donated funds to the university to establish a rose garden in the spirit of international friendship. The university accepted the gift and the garden is now located on the west side of Bouillon Hall.

**Motion 03-45:** Mr. Reich moved, seconded by Ms. Chaplin, that the Board of Trustees approve **Resolution 03-05** establishing the Tamamura Rose Garden on the Central Washington University Ellensburg campus. Motion carried.

### Financial Report, Fiscal Year 2001-02 – 7

This item was tabled on August 7, and will be discussed on the morning of August 8 when Mr. Rich Corona is present. (*Mr. Corona was excused to attend funeral services for Distinguished Administrator Wendell Hill.*)

### Naming Nominations – 7a

The board received naming nominations for the Tower Theatre and the Library. Mr. Reich felt that the nominations were overwhelming in depth and very fitting and, therefore, should be accepted. However, he did feel that in the future the university should use naming opportunities as a way to appropriately raise funds for the university with the intent of honoring those individuals for whom facilities are named. Dr. Baker agreed and added that the need for such a program has been identified and will be pursued in the future.

**Motion 03-46:** Ms. Chaplin moved, seconded by Ms. Yu, that the Board of Trustees approve renaming the Smith Tower to the **Milo Smith Tower Theatre**. Motion carried.

**Motion 03-47:** Ms. Chaplin moved, seconded by Mr. Reich, that the Board of Trustees approve renaming the CWU Library to the **Dr. James E. Brooks Library**. Motion carried.

**Consent Action** – *Agenda Items 8-11 considered for approval in one motion.*

**Motion 03-48:** Mr. Sells moved, seconded by Mr. Reich, that the Board of Trustees receive action items 8-11 collectively and approve action items 8-11 collectively. Motion carried. *(Mr. Schmitt abstained. Student trustees are not permitted to vote on personnel matters.)*

**Faculty Reassignments – 8**

Fouts, Roger, Professor, Interim Director of University Research, 50%, July 16, 2003 – June 30, 2004  
Lannius, Michael, Professor, Interim Exec Director of International Studies & Prog, 75%, AY 2003-04

**Faculty Tenure-Track Appointments – 9**

Britto, Marwin, Director, Educational Technology Center and Asst Professor, Curriculum and Supervision, 12 months, effective August 18, 2003  
Hoover, Amy, Asst Professor, Industrial & Engineering Technology, effective Fall 2003

**Faculty Resignations – 10**

Christiansen, Shawn, Assoc Prof, Family & Consumer Science, effective August 14, 2003  
Rawashdeh, Mufeed, Assistant Professor, Accounting, effective July 24, 2003

**Faculty Leave Without Pay – 11**

Choudary, Alla Ditta Raza, Professor, Mathematics, 100%, AY 2003-04

**Board Policy-Making Authority Delegation – 2**

The board examined policy-making authority delegation and discussed internal management procedures as they relate to university policies. The intent is to clarify board authority delegated to the President's Cabinet and President's Advisory Council. Dr. McIntyre asked Libby Street to work with the board committee assigned to examine the allocation of responsibilities between decision-making bodies to determine if the current allocation is appropriate. A draft resolution delegating policy-making authority will be revised and submitted as an action item in October.

**Campus Tour of Dining Services – 4:00 p.m.**

**Social Time** – 6:00 p.m. at President's Reception Center

**Dinner** – 6:30 p.m. at President's Reception Center

**August 8** – Reconvened at 9:35 a.m.

**Action**

**Financial Report, Fiscal Year 2001-02 – 7**

Last year, Mr. Corona provided the resource development committee with regular updates regarding progress on the 2002 financial statements. This 2002 year-end report is later than is typical because of some unusual events, e.g., the new FMS computer system, and the implementation of two new GASB accounting standards that led to a significant change in the format of the report. Essentially, the report has changed from fund accounting to enterprise reporting. In addition, the state auditors had to become familiar with how to audit the new report format, which took additional time. However, in spite of all the complications, Mr. Corona was pleased to report that the state auditor has given CWU an unqualified opinion on the financial statements, with no material discrepancies. The 2002 financial statements set a new baseline format for comparative measurements in the future. The 2003 financial report should be produced much earlier, as the

data will come together quicker. This will be important to the bond issuance process for SUB/Rec facility. The board asked Mr. Corona a number of detail questions.

**Motion 03-49:** Ms. Chaplin moved, seconded by Mr. Reich, that the Board of Trustees approve the Financial Report for Fiscal Year 2001-02 as presented. Motion carried.

Ms. Jones complimented Mr. Corona on the appearance of the campus. The grounds are kept immaculate and always look lovely. She asked that he please convey the appreciation of the entire board to the grounds staff.

#### **Discussion**

##### **Discussion of Diversity Report – 15**

A diversity report will be discussed at a later date.

##### **Board Self-Evaluation – 16**

Trustees discussed a self-evaluation instrument and considered a systematic program of presidential and board performance assessment. Such evaluation is required by our regional accrediting agency. The process will be examined through the academic year and another survey completed at the August 2004 retreat.

##### **Committee Assignments for 2003-04**

Committee assignments for 2003-04 were reviewed and reassignments determined.

Academic Affairs – Mike Sells, chair, and Gwen Chaplin  
Resource Development – Leslie Jones, chair, and Jay Reich  
Student Affairs – Judy Yu, chair, Nadine Romero, and Matthew Schmitt  
CWU Foundation Board Liaison – Ken Martin

##### **Trustee Scholarship Fund**

The board asked Mr. Martin to discuss a trustee scholarship fund with Paul Baker.

##### **Executive Session – Presidential Evaluation – 17**

*Under the authority of RCW 42.30.110 (g) the board held an executive session for 40 minutes to . . . review the performance of a public employee. . . .*

**Adjourned at 1:00 p.m.**

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

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Ken Martin, Chair  
Board of Trustees  
Central Washington University