

12-5-2003

2003 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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Approved February 13, 2004

**Board of Trustees Minutes
Special/Regular Meetings
December 4-5, 2003**

December 4, 2003

Trustees gathered at the President's Reception Center for conversation and dessert following the President's holiday reception and dinner with students at Holmes Dining Hall. No action was taken.

December 5, 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 10:00 a.m. in the Munson Retreat Center. At 10:15 a.m., they joined the vice presidents in Barge Hall for committee sessions. No action was taken.

Reconvened in Regular Session (1:02 p.m.)

Present

Mr. Ken Martin, Chair
Mr. Jay Reich
Ms. Nadine Romero
Mr. Matthew Schmitt
Mr. Mike Sells, Vice Chair (*DE connection CWU – Lynnwood Center*)
Ms. Judy Yu

Absent

Ms. Leslie Jones

Others Present

Dr. Paul Baker, Vice President for University Relations
Mr. Daniel CannCasciato, Chair, 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 and Acknowledgements

Several individuals within Academic Affairs were recognized for either outstanding accomplishments upon their retirement from the university or a special award:

David Kaufman – Professor of Sociology and Interim Dean of Libraries – Dean Meghan Miller praised Dr. Kaufman for his contributions to the Sociology Department and the university community over the last 32 years and for championing computer literacy throughout the university.

Sandy Hoffman – Fiscal Specialist I in Geological Sciences – Dean Miller acknowledged Ms. Hoffman's intelligent, competent, and professional service to Academic Advising and Geological Sciences over the past 28 years.

Myrna Antonich – Administrative Assistant in the College of Arts and Humanities – Dean Liahna Armstrong complimented Ms. Antonich on her impeccable work ethic and exemplary service to the college and the university for the past 14 years.

Bob Wieking – Professor, Industrial and Engineering Technology – Dean Rebecca Bowers praised Dr. Wieking as a teacher/scholar and reviewed highlights of his 22 years of service to the IET department and the university.

Andrea Bowman – Professor, Curriculum & Supervision – Dean Bowers applauded Dr. Bowman for her commitment to teaching students and for her service to the university and the community.

Tom Boe – Courier, Provost's Office – Linda Hoff thanked Mr. Boe for his dedicated service to the university as courier to the centers for the past 17 years and praised him for always meeting his delivery schedule.

Terry Martin – Professor of English, was named Washington professor of the year by the Council for the Advancement and Support of Education (CASE). Dean Armstrong reviewed Dr. Martin's special contributions to the university and applauded her intellect, creativity, and passion, stating that Dr. Martin models professionalism and inspires her students to do better. One of her students, senior Junior Jackson, shared his thoughts about the instruction and encouragement he received from Dr. Martin.

Approval of Minutes – 1

Motion 03-56: Mr. Reich moved, seconded by Ms. Yu, that the board approve minutes of the October 9-10, 2003 meetings. Motion carried.

Changes to the Agenda – 2

Mr. Martin presented the following changes to the agenda: Item 9 – S&A Supplemental Funding, revised backup; Donna Kramer will present an ombuds report during the president's report.

Board Chair Report – 3

Mr. Martin reported that the President's December 4 holiday reception was well attended and thanked members of the Retirement Association for welcoming guests. Following the reception, he and Matt Schmitt joined students for dinner at Holmes Dining Hall. Mr. Martin reported that he attended a ceremony November 15 naming the library for Dr. James E. Brooks, former president of Central Washington University from 1961 to 1978. Mr. Martin, a 1971 CWU alumnus and student during President Brooks' tenure, praised Dr. Brooks for his unflagging support of the library.

President's Report

Legislative Preview – 4

Dr. McIntyre reported that the administration is gearing up for the supplemental legislative session. Budget issues and capital priorities are being finalized.

Celebrating Special Accomplishments – 5

Julie Tart, designer of the president's 2003 holiday card, and her instructor, Glen Bach, were praised for their support of the holiday card project. Ms. Tart is a graphic arts student whose winning design captured the theme of "light."

Bob Trumpy, representing the *retention action team* introduced the team and shared its efforts to work with at-risk students and make recommendations to aid in retaining them.

Donna Kramer reported that the Ombuds Office was created in 2001 on a part-time basis. As the ombudsperson, Ms. Kramer has been a neutral, confidential resource on the Ellensburg campus and at the centers for two years. There was a 51 percent increase in visits last year, perhaps because people are more willing to find alternative ways to look at problems. Ms. Kramer offers assistance facilitating meetings, individual coaching (advice), and in-depth training in conflict management.

Board Committees

Academic Affairs – Mike Sells, Chair

Mr. Sells stated that the board needs to know more about academic standards and accountability and requested a discussion at the February 13 meeting. In response, Dr. Soltz indicated that discussions begun in October

regarding college-level standards for evaluation of faculty teaching, scholarship, and service will be continued. An ad hoc committee on evaluation of instruction will report to the Faculty Senate in February.

Resource Development – Jay Reich

Mr. Reich reported that the committee reviewed adjustments to the university's operating budget approved last June and the process by which it was developed. The reoriented budget was designed to support students and faculty. In response to a concern expressed in October, the committee discussed growth in employee sectors. There was a slight increase in staff over faculty, possibly reflecting mandated requirements and technology. The definition of staff impacts understanding the statistics and choices. A draft fiscal year 2003 financial report and management summary were examined. The management summary was praised as readable and important.

Bids for the SUB/REC facility will be opened in February with construction scheduled to begin in August. We are currently looking for ways to minimize the risk of rising interest rates. Preliminary to launching a major fund raising effort, University Relations is interviewing candidates for the position of executive director of planned giving.

Discussion Items

Fiscal Year 2004 Operating Budget – 6

The committee reviewed changes to the 2003-04 operating budget approved June 13. The adjusted budget was reoriented to support provide greater support for students and faculty. The process is now more transparent and details more understandable.

Action Items

Endowment Spending Budget – 7

Motion 03-57: Mr. Reich moved, seconded by Ms. Romero, that the board, in accordance with university policy, approve a 2 percent spending rate for Fiscal Year 2004-2005 based on recommendations of the Central Washington University Foundation Investment Committee and increased returns in the investment markets in the past year with indication of continued positive returns. Motion carried.

Management Negotiating Team – 8

Collective bargaining, required under recent civil service reform legislation, will begin as early as January 2004. A Collective Bargaining Strategy Committee has been established to review issues and prepare for the upcoming negotiations. Because of the substantial changes involved with the new civil service reform requirements, it is still too early to identify specific negotiation team members. The Washington Federation of State Employees (WFSE) has not yet identified its negotiation team members, and the make-up of the union team will effect how CWU assigns individuals to sit at the negotiation table. While the make-up of the Collective Bargaining Strategy Committee is fluid and individuals are still being added to it, the management negotiation team will be determined from this larger strategy committee.

Motion 03-58: Mr. Reich moved, seconded by Ms. Romero, that the board approve the appointment of a Management Negotiation Team to bargain for Central Washington University in labor negotiations with Local 330 of the Washington Federation of State Employees (WFSE), and that the team be empowered to accept a tentative agreement following consultation with the Board of Trustees and subject to final board approval. The individuals appointed to the Management Negotiation Team, and several alternates in case of illness or unavoidable absence by a team member, will be determined at a later date, but will be drawn from the following Collective Bargaining Strategy Committee members:

Kenneth Baxter, Director, Residential & Conference Services
Ona Youmans, Senior Director of Human Resources
Dennis R. Defa, Director of Staff Labor Relations
Robert Borngrebe, Director of Dining Services
Keith Champagne, Associate Vice President for Student Affairs
Shelly Johnson, Budget Director
Ron Munson, Director of Environmental Health & Safety

Zilpha Nickerson, Library Circulation Manager
Bruce Porter, Director of Business Services and Contracts
Eugene Rau, Director of Information Technology Systems for Applications
Wendy Ritterreiser, Director of Benefits and Human Resources Information Systems
Margaret Smith, Director of Internal Audit
Philip Tolin, Associate Dean, College of The Sciences
Robert Tosch, Director of Maintenance and Operations
Robert Trumpy, Senior Director, Student Health and Counseling
Bill Vertrees, Senior Director, Facilities
Motion carried.

Student Affairs – *Judy Yu, Nadine Romero, and Matthew Schmitt*

Ms. Yu applauded the retention committee for their dedicated and passionate efforts to support student success. There are specific accountability measures for this effort. Each phase is monitored to screen at-risk students and provide intervention support.

Jennifer Fountain, Center for Excellence in Leadership, presented an overview of the center and how they bring students into leadership roles. Katrina Whitney reviewed the mission of the Center for Student Empowerment and the various issues addressed by the center (gender, nontraditional students, violence prevention, etc.). Leslie Webb, Diversity Education Center, discussed a fall quarter wall project in which a wall of bricks with sentiments holding society back was torn down. Projects such as this increase knowledge of diversity problems and what students can do to affect change. The three centers work collaboratively to provide meaningful out-of-classroom experiences for students.

Action Items

S&A Supplemental Funding Allocations *revision – 9*

At its December 3, 2003 meeting, the S&A Committee approved three supplemental allocations: \$20,000 for Service Learning and Civic Engagement for programming and student salaries; \$4,400 for the ASCWU Board of Directors salaries; and \$5,000 for the ASCWU legislative liaison.

Motion 03-59: Ms. Yu moved, seconded by Mr. Reich, that the services and activities fees supplemental allocations approved by the committee December 3, 2003 be approved. Motion carried.

Other Items

Discussion

Exempt Code Revisions – 10

Using an electronic ballot that increased member participation, the Exempt Employees' Association approved proposed changes to the *Exempt Employees' Code of Personnel Policy and Procedure* in October. Proposed changes improve language consistency, implement legislative changes, and increase employee flexibility. The changes will be submitted to the board for adoption February 13, 2004.

Action

Presidential Contract – 11

Changes to the president's contract provide a three-year rolling contract with automatic extension, unless notice is given, and amend to the benefits section previously approved by the board. All adjustments have been reviewed by legal counsel.

Motion 03-60: Mr. Reich moved, seconded by Mr. Sells, that the board approve changes to Dr. Jerilyn McIntyre's contract. Motion carried. (*Mr. Schmitt abstained. Student trustees are not permitted to vote on personnel matters*)

University Policies Manual – 12

Consistent with the board's directive at the August 7-8, 2003 retreat, a board subcommittee examined the allocation of responsibilities between university decision-making bodies and proposed **Resolution 03-04**, which delegates certain administrative powers and duties to the president of the university. Mr. Reich explained that the resolution is intended to clarify the board's policy-making delegation and confirm the board's trust in the president's ability to make necessary policy judgments. Except for a few clearly outlined duties, the board is delegating the rest of its authority to the president, while reserving its right to change the delegation. The president must keep the board informed of policy-making decisions.

Motion 03-61: Mr. Rich moved, seconded by Ms. Yu, that the board approve **Resolution 03-04** and direct the president to incorporate the resolution into the University Policies Manual, Part 1. Motion carried.

Appointing Authority Resolution [Resolution 03-06] – 13

Title changes to the resolution delegating board authority to appoint classified staff were submitted for review and approval (*CWU Policies Manual, Part 1-8.1.1*).

Motion 03-62: Ms. Yu moved, seconded by Mr. Reich, that the board accept proposed revisions to the appointing authority resolution – **Resolution 03-06**. Motion carried.

Contracting Authority Resolution [Resolution 03-07] – 14

Title changes to the resolution delegating board authority for university contracting were submitted for review and approval (*CWU Policies Manual, Part 1-8.2*).

Motion 03-63: Mr. Reich moved, seconded by Mr. Schmitt, that the board accept proposed revisions to the appointing authority resolution – **Resolution 03-07**. Motion carried.

CWU Naming Policy – 15

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 board approved revisions to the policy June 13, 2003. Further revisions to Section 2-2.24.3, page 2, that clarify processes following naming approval were approved by the President's Advisory Council September 17, 2003.

Motion 03-64: Mr. Schmitt moved, seconded by Mr. Reich, that the board approve revisions to the University Naming Policy (*CWU Policies Manual, Part 2-2.24*) approved by the President's Advisory Council September 17, 2003. Motion carried.

Educational Benefits Policy – 16

Editorial changes to the CWU Educational Benefits Policy (*CWU Policies Manual, Part 2-2.15*) clarifying educational benefits for CWU employees and other state employees were reviewed by the President's Advisory Council November 19, 2003 and approved December 3.

Motion 03-65: Ms. Romero moved, seconded by Ms. Yu, that the board approve changes to the CWU Educational Benefits Policy (*CWU Policies Manual, Part 2-2.15*) approved by the President's Advisory Council December 3, 2003. The changes clarify educational benefits for CWU employees and other state employees. Motion carried.

Reports

Faculty Senate – 17

Faculty Senate Chair Daniel CannCasciato presented a Daily Record clippings summary of faculty contributions to the board for review. He also presented a written summary of Faculty Senate activity and direction given to committees.

ASCWU Board of Directors – 18 *no report*

Staff Organizations – 19

Laury Berner, chair of the Employee Council, reviewed the positive impact of the Employee of the Month program in acknowledging contributions of classified staff. Working through the Campus Community Building Project, the Employee Council inaugurated another recognition program – the Extra Special, Over-the-Top Team Award for teams who have made significant contributions to the university. The Commencement Planning Committee and the Information Technology Services (ITS) team have been recent recipients of the recycled 1961 homecoming trophy that accompanies this award.

Communications – 20

The following communications were received and submitted to the board:

Cleary, Delores E., professor, Psychology, November 20, 2003

George, Zack, student, November 18, 2003

Consent Agenda – 21

Motion 03-66: Mr. Sells moved, seconded by Ms. Yu, that the Board of Trustees receive report Items 22 – 28 collectively, and approve action Items 29 – 34 collectively. Motion carried. (*Mr. Schmitt abstained. Student trustees are not permitted to vote on personnel matters*)

Consent Personnel Reports

Faculty Retirements – 22

Bowman, Andrea, Professor, Curriculum & Supervision, effective March 31, 2004 [14 years]

Heckart, Beverly, Professor, History, effective March 16, 2004 [36 years]

Kaufman, David E., Professor, Sociology, effective November 30, 2003 [32 years]

Military Leave – 23

Dittmer, Timothy, Assistant Professor, Economics, effective November 14, 2003

Non-Tenure-Track Faculty Appointments – 24

Ach, Thomas J., Lecturer, Business Administration, .67, Winter 2004

Armstrong, Sue, Lecturer, Business Administration, .33, Winter 2004

Bahaaddin, Sarah E., Lecturer, Music, decrease to .16, Fall 2003

Bames, Shannon, Lecturer, Business Administration, .17, Winter 2004

Cooke, Carol M., Lecturer, Music, end assignment, November 1, 2003

Duca, Diane J., Lecturer, Business Administration, .67, Winter 2004

Durkee, James J., Lecturer, Music, increase to .47, Fall 2003

Futterman, Alan, Lecturer, Music, decrease to .09, Fall 2003

Gries, Margret, Lecturer, Music, increase to 1.04, Fall 2003

Hamar, Jon, Lecturer, Music, decrease to .13, Fall 2003

Harper, Lila M., Lecturer, English, decrease to .27, Fall 2003

Hirsh, Paul M., Lecturer, Business Administration, .33, Winter 2004

Hosfeld, Scott, Lecturer, Music, increase to .48, Fall 2003

Koski, Joseph J., Lecturer, Music, increase to .32, Fall 2003

Larkin, Richard F., Lecturer, Business Administration, .67, Winter 2004

Marsh, Gail, Lecturer, Business Administration, .50, Winter 2004

Melik, Ella M., Lecturer, Reference Librarian, 1.0, Nov 1, 2003 – June 30, 2004

Millett, Derrick, Lecturer, Accounting, .33, Winter 2004

Nesselroad, Sidney L., Lecturer, Music, increase to .27, Fall 2003

Okada-Collins, Mariko, Lecturer, Foreign Languages, increase to 1.15, Fall 2003

Sherman, David K. Lecturer, History, .30, 2003-04 Academic Year

Stroh, Jr., Hugh W., Lecturer, Business Administration, .33, Winter 2004

Tito, Joan, Lecturer, Business Administration, .67, Winter 2004
Titus, D. Douglas, Lecturer, Accounting, .33, Winter 2004
Wilson, Asher B., Lecturer, Accounting, .33, Winter 2004
Woods, Jr., William P., Lecturer, Business Administration, .33, Winter 2004

Professional Leave Reports – 25

Loran Cutsinger – Anthropology
Robert Kuhlken – Geography and Land Studies
James Nimmicht – Business Administration
Debra Prigge – Teacher Education Programs
Lixing Sun – Biological Sciences

Athletics Temporary, Part-Time Coaching Appointments AY 2003-04 – 26

Crater, T. J., Assistant Track and Field Coach, Oct 16, 2003 – May 31, 2004
Sharpenberg, Jon, Asst Women's Basketball Coach, Nov 1, 2003 – Jan 31, 2004
Strauss, Davina, Asst Track & Field Coach, Sprinting/Jumping, Nov 1, 2003 – May 31, 2004

Exempt Administrative Appointments – 27

Nahan, Pat, Manager, Engineering Services and Resource Conservation, effective Oct 1, 2003
Yarwood, Bill, Manager, Major Capital Projects, effective October 1, 2003

Exempt Administrative Retirement – 28

Onstot, Caroline, Admin Asst/Exec Secretary to Provost/Senior Vice President for Academic Affairs,
effective March 31, 2003 [9 years, 10 months]

Consent Personnel Action

Emeritus Faculty Appointments – 29

Bowman, Andrea, Professor, Curriculum & Supervision, effective March 31, 2004 [14 years]
Heckart, Beverly, Professor, History, effective March 16, 2004 [36 years]
Kaufman, David E., Professor, Sociology, effective November 30, 2003 [32 years]
Wicking, Robert, Professor, Industrial & Engineering Tech, effective June 15, 2003 [22 years]

Faculty Leave of Absence – 30

Choudary, Alla Ditta Raza, Professor, Mathematics, 2003-04 Academic Year

Faculty Overload Assignments – 31

Law, Jay, Lecturer, Accounting, .33, Winter 2004
Mack, Richard, Professor, Economics, .67, Fall 2003
Stahelski, Anthony, Professor, Business Administration, .33, Winter 2004

Professional Leave 2004-05 – 32

Amby, Joan, Family and Consumer Sciences, Fall and Winter 2004-05
Andrews, Tracy, Anthropology, 2004-05 Academic Year
Choudary, Alla Ditta Raza, Mathematics, 2004-05 Academic Year
Gray, Loretta S., English, 2004-05 Academic Year
Kurtz, Martha, Chemistry & Science Education, 2004-05 Academic Year
Lewis, Scott, Mathematics, 2004-05 Academic Year
Powell, Joseph, English, 2004-05 Academic Year
Schaefer, Todd M., Political Science, Winter and Spring 2005
Stein, Stephanie, Psychology, 2004-05 Academic Year
Van Tassel, Wesley, Theatre Arts, Winter 2005
Wellock, Thomas, History, Fall 2004

Distinguished Service Status – 33

Antonich, Myrna, Admin Asst, College of Arts and Humanities, eff March 31, 2004 [14 yrs]
Boe, Tom, Courier, Provost's Office, effective December 26, 2003 [17 years]
Hoffman, Sandra, Fiscal Specialist I, Geological Sciences, effective April 1, 2004 [28 years]

Consent Facilities Action

Meisner Hall Replacement Roofing – 34

Accept as complete the Meisner Hall Replacement Roofing project (Contract # 5197-3C) as performed by CAMCO Construction Inc., Spokane, Washington, for the amount of \$146,932.00 not including Washington State Sales Tax

Executive Session

The board convened in executive session for 20 minutes at 3:00 p.m. 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, the board heard a progress report on collective bargaining negotiations that is excluded from the open meetings act per RCW 42.30.140. [RCW 42.30.140(2) – quasi-judicial matters and (4)(a)(b) – collective bargaining]

Executive Session extended at 3:20 p.m. for ten minutes

Reconvened at 3:33 p.m.

Property Purchase – 35a

The property and all improvement thereon, located at 913 East 10th, City of Ellensburg, County of Kittitas, State of Washington is necessary for the use of Central Washington University for the purpose of creating a parking lot to mitigate the loss of parking spaces due to the construction of the SUB/REC building and/or to provide a pathway for the Puget Sound energy transmission lines to exit the campus.

Motion 03-67: Mr. Reich moved, seconded by Ms. Yu, that the board delegate authority to the president or her designee to a) to acquire the property at 913 East 10th, City of Ellensburg, County of Kittitas, State of Washington by purchase or to condemn all or part of the land and improvements thereon as necessary to acquire the property by condemnation. Motion carried.

Adjourned at 3:35 p.m. – debriefing session from 3:37 p.m. to 3:45 p.m.

Next Meeting

The Board of Trustees will meet February 13, 2004 in Barge Hall, Room 412, on the Ellensburg Campus of Central Washington University, 400 East University Way, Ellensburg, Washington.

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

Ken Martin, Chair
Board of Trustees
Central Washington University