

3-12-2004

## 2004 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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**Board of Trustees Minutes**

**Special/Regular Meetings**

**March 11-12, 2004**

**Approved May 7, 2004**

*March 11, 2004*

Trustees and President McIntyre met at the Wild Ginger Restaurant in Seattle for dinner and conversation. No action was taken.

*March 12, 2004*

**Board Committee Meetings** (8:00 a.m. to 1:00 p.m.) Following a breakfast meeting at the Wyndham Hotel, the trustees met with Dr. McIntyre from 9:00 a.m. to 9:50 a.m. in Room 115 of the CWU - SeaTac Center. The vice presidents and other guests joined the board at 10:00 a.m. for a committee session followed by lunch. No action was taken.

**Reconvened in Regular Session** (1:00 p.m.)

**Present**

Ms. Leslie Jones  
Mr. Ken Martin, Chair  
Mr. Sid Morrison  
Mr. Jay Reich  
Ms. Nadine Romero  
Mr. Matthew Schmitt  
Ms. Judy Yu

**Absent**

Mr. Mike Sells, Vice Chair

**Others Present**

Dr. Paul Baker, Vice President for University Relations  
Mr. Daniel CannCasciato, Chair, Faculty Senate (Barge 412)  
Mr. Rich Corona, Vice President for Business and Financial Affairs  
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

**Approval of Minutes – 1**

**Motion 04-06:** Mr. Reich moved, seconded by Mr. Morrison, that the board approve minutes of the February 12-13, 2004 meetings. Motion carried.

**Changes to the Agenda – 2**

*Mr. Martin presented the following changes to the agenda:* Resource Development Committee report will be heard before Academic Affairs; backup added for Item 1, February 12-13, 2004 minutes and Item 15, Fiscal Year 2002-03 Financial Report.

### **Board Chair Report – 3**

Mr. Martin reviewed some of the discussion from the morning session, including a progress report on the SUB/REC Project. The board also received an update on the CWU - Des Moines higher education building. CWU centers are an important part of the university, and it is exciting for the board to see new center facilities being realized. Mr. Martin thanked Joe Antonich for his exemplary service to the university.

### **President's Report**

#### *Legislative Report – 4*

Dr. McIntyre shared an end-of-session legislative report and relayed good news for the university regarding operating and capital budgets. Funding for equipment at the CWU - Des Moines Center was approved as was a minor works request and \$1.5 million for CWU - Wenatchee. We received 50 FTE for enrollment recovery, placing us closer to the amount we were cut several years ago. High demand FTEs are available through a competitive process. Ann Anderson and Trustees Morrison and Sells were especially helpful during the session.

#### *Celebrating Special Accomplishments – 5*

Margaret Badgley, Assistant to the Provost for University Centers, introduced SeaTac Center staff members Dusty Brady, Ruth Chanez, and Kathleen McDaniel and praised their contributions and knowledge of university operations. They are passionate about the center and represent the university well.

Last year at their meeting at the CWU - Steilacoom Center, the board acknowledged the contributions of westside faculty members. This year, exceptional center students were highlighted. College of Business dean, Roy Savoian, introduced three students from his college – Victoria Cheung, Wendy Wekullo, and Michelle Noland – who shared details of their CWU experience. Generally, small class size, personal attention, excellent program reputation, and friendly environment were common themes. In addition, Law and Justice student, Steve Lettic, and Chung Tam, an engineer-turned-mathematics teacher through our career switcher program, shared their experiences. Dr. McIntyre congratulated the students on their accomplishments and expressed her appreciation for the role the faculty and staff play in supporting the excellent programs offered at the university centers.

Citing a recent Athletics Department gender equity report for 2003-04, Dr. McIntyre reviewed the strong involvement of our women athletes and their impressive academic records.

### **Board Committees**

#### **Academic Affairs – Mike Sells, Chair**

##### *Discussion*

#### **Program Approval – 6**

Initial information on two bachelor of science degrees was presented to the board: Bachelor of Applied Science, Safety & Health Management, Lynnwood and Bachelor of Applied Science, Industrial Technology, SeaTac. Following approval by the Faculty Senate and the Board of Trustees, both programs are scheduled for implementation Winter 2005.

##### *Action*

#### **Honorary Degree Approval – 7**

Consistent with the honorary degree policy and procedures approved by the board last June, the Ad Hoc Honorary Degree Selection Committee met fall quarter and recommended that Gwen Chaplin receive the first honorary degree from Central Washington University. The degree to be awarded will be Master of Humane Letters. Ms. Chaplin was praised for her excellent leadership skills and sensitivity. She sets a high standard for future honorary degree recipients.

**Motion 04-07:** Mr. Reich moved, seconded by Ms. Jones, that the Board of Trustees award an honorary Master of Humane Letters degree to Gwen Chaplin in recognition of her exceptional contributions to Central Washington University. Motion carried.

**Resource Development – Leslie Jones, Chair**

*Discussion*

**Student Union and Recreation Center Project – 8**

Trustees received a general informational report on the status of the SUB/REC project, including plans for new warehouse facilities and demolition of Holmes Dining Hall. Vice President Corona and his team have been doing a thorough job on this project. The finance structure, bond detail, and timeline for bond issuance were reviewed.

**Debt Policy – 9**

The board reviewed a statement of debt policy that sets forth the policies governing the issuance and repayments of debt by Central Washington University.

**Endowment Investment Report – 10**

The board received and reviewed an Endowment Investment Report for the period of July 1, 2003, through December 31, 2003. U.S. Bank now handles the university's investments.

**System Revenue Bonds, Master Resolution No. 04-01 – 11**

This document provides the framework under which series resolutions for individual projects may be issued in the future to restore and improve the auxiliary systems. The Master Resolution provides sufficient guarantees for repayment to the bondholders, while allowing flexibility for present and future university administrators to address the needs of our students.

**System Revenue Bonds, Series 2004 Bond Resolution No. 04-02 – 12**

This document provides for the funds to construct the SUB/REC Center and renovate and remodel Sue Lombard Hall. The Series 2004 Bond Resolution provides sufficient guarantees for repayment to the bondholders, as well as supplying adequate funds for construction of the SUB/REC Center and restoration of one of the university's historic buildings, Sue Lombard Hall. The new SUB/REC Center will provide a replacement facility for the old student union building, the University Bookstore, and Holmes Dining Hall, as well as provide a new recreation facility for students.

*Action*

**Investment Resolution – U.S. Bank National Association – 13**

Resolution 04-05, an Investment Resolution with U.S. Bank National Association, was submitted for approval by the board. The resolution will authorize specific university officers to invest university funds.

**Motion 04-08:** Ms Jones moved, seconded by Mr. Reich, that the board approve **Resolution 04-05**, an Investment Resolution with U.S. Bank National Association. Motion carried.

**Resolution for Depository Services with U.S. Bank national Association – 14**

Resolution 04-06 regarding depository services with U.S. Bank National Association was submitted for board approval. This resolution is to update signatures resulting from personnel changes.

**Motion 04-09:** Ms Jones moved, seconded by Mr. Reich, that the board approve **Resolution 04-06** for Depository Services with U.S. Bank National Association. Motion carried.

**Fiscal Year 2002-2003 Financial Report – 15**

**Motion 04-10:** Ms. Jones moved, seconded by Ms. Yu, that the board accept the Financial Report of Central Washington University for the period of July 1, 2002 through June 30, 2003. Motion carried.

**Authority to Call Bondowners Meeting – 16**

Two proposed adjustments in the university's Master Resolution for bonds require approval by a majority of bondowners: the elimination of a reserve requirement for future bonds, and a reduction of the debt service

coverage requirement from 1.25 to 1.0. Certain other proposed changes do not require bondowner approval; the most important of those is the broadened definition of the "system" financed by and responsible for repayment of the bonds, from the housing and dining system, to that system plus the bookstore system, the services and activities system (including SUB/REC) and the parking system.

**Resolution 04-03** is the form of notice to bondowners (including a proxy ballot), and the form of a resolution that the bondowners would be asked to approve. The meeting would be scheduled for the date of the closing of the 2004 bonds.

**Motion 04-11:** Ms. Jones moved, seconded by Mr. Reich, that the board authorize a resolution that formally calls a meeting of the owners of the university's revenue bonds for the purpose of considering amendments to the Master Resolution adopted in 2002. Motion carried.

#### **Student Affairs – Judy Yu, Chair**

##### *Discussion*

#### **Student Technology Fee – 17**

Proposed revisions to the ASCWU-BOD and CWU Student Technology Fee Contractual Agreement were discussed. The Student Technology Fee Committee and the ASCWU Board of Directors have approved the modifications. Ms. Yu asked Vice President Tullos to provide an overview of the allocations of technology fee funds.

##### *Action*

#### **S&A Fees Supplemental Allocation – 18**

At their February 18, 2004 meeting, the Services and Activities Fees Committee approved an allocation to provide programming and salary funds to the Center for Excellence in Leadership.

**Motion 04-12:** Ms. Yu moved, seconded by Mr. Reich, that the board approve the S & A Fees Committee supplemental allocation of \$40,000 for the Center for Excellence in Leadership. Motion carried.

#### **SUBREC Fee Approval – 19**

The Services and Activities Fees Committee recommends the annual budgeting and allocation to bond financing for the SUB/REC Project of the fees adopted by the Board of Trustees for the Recreation Center (\$95 per quarter) and the Student Union Building (\$64 per quarter), such fees to be imposed upon completion of each facility, or April 1, 2006, whichever comes first.

**Motion 04-13:** Ms. Yu moved, seconded by Mr. Reich, that the Board of Trustees specifies that the student fees adopted by Motion 01-28 on June 8, 2001 (\$95.00 per quarter for the Recreation Center and \$64.00 per quarter for the Student Union Building), shall be assessed upon completion of each building, respectively, or April 1, 2006, whichever occurs first. The Board commits the proceeds of those fees to support the repayment of bonds to be issued to finance those facilities. Motion carried.

#### **Reports**

##### **Faculty Senate – 20 [no report]**

##### **ASCWU Board of Directors – 21**

Mark A. Michael, participating from Barge 412, reported that the Board of Directors has established an experimental civic engagement center downtown on Pearl Street.

##### **Staff Organizations – 22 [no report]**

##### **Communications – 23 [none received]**

**Consent Agenda – 24**

**Motion 04-14:** Ms. Romero moved, seconded by Ms. Yu, that the Board of Trustees receive report Items 25 – 27 collectively, and approve action Items 28 – 34 collectively. Motion carried. (*Mr. Schmitt abstained. Student trustees are not permitted to vote on personnel matters*)

**Consent Personnel Reports**

**Non-Tenure-Track Faculty Appointments – 25**

Ach, Thomas J.	Lecturer	Business Administration	.67	Spring 2004
Allen, Robert	Lecturer	Business Administration	.67	Spring 2004
Armstrong, Sue	Lecturer	Business Administration	.33	Spring 2004
Bürge, Eileen M.	Lecturer	Business Administration	.33	Spring 2004
Butler, Jeanine	Lecturer	Curriculum and Supervision	.10	Winter 2004
Duca, Diane J.	Lecturer	Business Administration	.67	Spring 2004
Hirsh, Paul M.	Lecturer	Business Administration	.33	Spring 2004
Larkin, Richard F.	Lecturer	Business Administration	.67	Spring 2004
Tito, Joan	Lecturer	Business Administration	.33	Spring 2004
Titus, D. Douglas	Lecturer	Accounting	.33	Spring 2004
Wilson, Asher B.	Lecturer	Accounting/Business Administration	.67	Spring 2004
Woods, Jr., William P.	Lecturer	Business Administration	.33	Spring 2004

**Professional Leave Reports – 26**

Appleton, Laura, Professor, Sociology  
Holden, Lad, Professor, Industrial & Engineering Technology

**Exempt Administrative Appointments – 27**

Howell, Joe Dan, Academic Advisor, effective March 1, 2004  
Majekobaje, Abolade, Admissions Recruiter, effective February 17, 2004

**Consent Personnel Action**

**Faculty Overload Assignments – 28**

Name	Title	Department	FTE	Quarter
Bartel, Kimberlee	Assoc Professor	Information Technology and Administrative Management	.13	Winter 2004
Moody, Rex	Asst Professor	Business Administration	.33	Winter 2004
Pappas, James	Professor	Family and Consumer Sciences	.05	2003-04 AY
Stahelski, Anthony	Professor	Business Administration	.33	Spring 2004
Tidd, Ronald	Assoc Professor	Accounting	.33	Spring 2004

**Professional Leave 2004-05 – revised – 29**

Gray, Loretta, Professor, English, 2004-05 AY professional leave (with the exception of not teaching one 100-level, 5-credit class Spring 2004, and in exchange will teach one 500-level, 5-credit class during Fall 2004)

**Consent Facilities Action**

**Academic Building Construction – 30**

Delegate authority to the Vice President for Business and Financial Affairs, or his designee, to select and contract with consultants and to bid, award and execute construction contracts for the following projects:

- Library Floor Covering
- Library Partial Re-Roof
- Botany Green House Re-Roof and Ventilation Upgrade
- Barge Hall Exterior Weatherization, Snow Melt Addition, & HVAC Upgrade
- Dean Hall Predesign

Hebeler Hall Air Conditioning  
Jongeward Complex Upgrade  
Language and Literature Dampers  
Nicholson Pavilion Indoor Air Quality Improvements and Predesign  
Science Facility Recommissioning  
Farrell Hall Indoor Air Quality Improvements  
Psychology Building Indoor Air Quality Improvements and Predesign  
Hogue Tech Predesign  
Boiler House Controls Upgrade  
Upgrade of Electrical Sub Station 1A/1B  
Irrigation Master Plan & Implementation

**Auxiliary Projects for 2003-2004 Fiscal Year – 31**

Predicated upon receipt of funding, the board delegates authority to the Vice President for Business and Financial Affairs, or his designee, to select and contract with consultants and to bid, award, and execute construction contracts for the Courson and Muzzall Fire Protection Upgrade projects.

**Housing and Dining Warehouse Relocation – 32**

The board delegates authority to the Vice President for Business and Financial Affairs, or his designee, to authorize the consultants to finalize the construction documents and to bid, award and execute a construction contract for the Dining and Housing Warehouse project."

**Sue Lombard Hall Renovation Project – 33**

The board delegates authority to the Vice President for Business and Financial Affairs, or his designee, to authorize the consultants to finalize production of the construction documents and to bid, award, and execute a construction contract for the Sue Lombard Hall Renovation Project.

**Tunstall Dining Room Renovation – 34**

The board delegates authority to the Vice President for Business and Financial Affairs, or his designee, to authorize the consultants to finalize the construction documents and to bid, award, and execute a construction contract for the Tunstall Dining Room Renovation Project.

**Executive Session**

The board convened in executive session at 1:55 p.m. for 10 minutes to discuss a collective bargaining matter excluded from the open meetings act per RCW 42.30.140, (4) (a). (*Mr. Schmitt was not present for the discussion.*)

**Adjourned at 2:08 p.m.** – *debriefing session from 2:08 p.m. to 2:18 p.m.*

**Next Meeting**

The Board of Trustees will meet May 7, 2004 in Burge 412 on the Ellensburg campus of Central Washington University, 400 East University Way.

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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