

10-5-2012

October 4-5, 2012 - Board of Trustees Meeting Minutes, Regular and Special Meetings

Board of Trustees, Central Washington University

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**Board of Trustees Minutes
Special and Regular Meetings
October 4 and 5, 2012**

Approved December 7, 2012

October 4, 2012

Special Meeting

The CWU Board of Trustees, President and Mrs. Gaudino, and CWU administrators joined the Yakima Valley Community College (YVCC) Board of Trustees and administrators a reception at Larson Gallery on the campus of YVCC. The joint reception celebrated their partnership in education. Assistant Vice President for University Centers Margaret Badgley, Site Director Melanie Palm, Education Program Director Cristina Santamaria-Graf, and Law and Justice Program Director Rodrigo Murataya also attended. Following the reception, the Board, cabinet members and Dr. Linda Kaminski, President of YVCC, dined at a local restaurant.

October 5, 2012

EXECUTIVE SESSION

Present:

Mr. Sid Morrison, Chair
Mr. Keith Thompson, Vice Chair
Mr. Dan Dixon
Mr. Chris Liu
Ms. Kate Reardon (via phone)
Ms. Lindsey Sires

Also present:

Dr. James Gaudino, President
Ms. Sherer Holter, Chief of Staff/Secretary to the Board
Mr. Alan Smith, Assistant Attorney General

The Board convened an executive session at 8:13 a.m. in Deccio 249 to discuss a personnel matter. The session was extended at 9 a.m. to 9:15 a.m. Executive Session adjourned at 9:15 a.m.

BUSINESS MEETING

The Business Meeting in Deccio 290 was called to order at 9:26 a.m.

Present:

Mr. Sid Morrison, Chair
Mr. Keith Thompson, Vice Chair
Mr. Dan Dixon
Mr. Chris Liu
Ms. Kate Reardon (via phone)
Mr. Ron Erickson (via phone)
Ms. Lindsey Sires

Also present:

Dr. James Gaudino, President

Dr. Marilyn Levine, Provost/Vice President for Academic and Student Life

Mr. George Clark, Vice President for Business and Financial Affairs

Ms. Sherer Holter, Chief of Staff/Secretary to the Board

Ms. Sandra Colson, Executive Assistant to the President and Board of Trustees

Mr. Alan Smith, Assistant Attorney General

Chair Morrison opened the meeting by welcoming everyone to CWU Yakima and expressing his appreciation for the warm welcome of the students, faculty and staff. He noted that the trustees enjoyed the joint reception with the trustees and administration of YVCC at the Larson Gallery, and thanked Linda Kaminski for her hospitality. Chair Morrison welcomed Student Trustee Lindsay Sires and noted two trustees who have been appointed to full terms, Chris Liu and Dan Dixon, who will serve through September 30, 2018. He also stated that two trustees were joining the meeting by phone, Kate Reardon and Ron Erickson.

Changes to the Agenda

Chair Morrison called for changes to the agenda.

Motion 12-57: Ms. Sires moved to add an action item on the defense and indemnification of an employee. The motion was seconded by Dan Dixon. Agenda approved.

Approval of Minutes

Motion 12-58: A motion that the Board of Trustees of Central Washington University hereby approves the minutes of the annual planning retreat of July 19 and 20, 2012 was presented by Mr. Dixon and seconded by Mr. Liu. Motion approved.

Motion 12-59: A motion that the Board of Trustees of Central Washington University hereby approves the minutes of the special telephonic executive session of September 4, 2012 and the Special Telephonic meeting of September 27, 2012 was presented by Mr. Liu and seconded by Mr. Dixon. Motion approved.

Chair Report

Chair Morrison recapped the Board's summer planning retreat which was held in Ellensburg this year to hold down cost. He noted that it was an interesting and successful experience. The Board participated in two panel discussions on the university landscape – one focusing on the student experience and the other on relationships. Several themes emerged from these discussions:

- 1) **Communication and shared governance.** We know that our president is committed to shared governance and meets regularly with the Faculty Senate and the ASCWU board president, the university policy advisory committee, president's advisory team and ensures that information is shared across the organizational structure.
- 2) **We must build relationships to survive.** This includes town/gown, parents/student, staff and administration, legislators, alumni and donors.
- 3) **We must never lose focus on who we are and those qualities that attract students to our programs.** We must recruit an inclusive and diverse student population, keep our eyes on the cost of attendance and improve financial aid opportunities; improve and expand our data systems to help inform decision making and continue to grow our reputation regionally, nationally and internationally.

Chair Morrison noted that as a neighbor to the “big burn of 2012” he appreciated the outpouring of support for the fire fighters and those affected by the fires. He noted that there have been a number of letters sent to the President and Board from folks expressing their appreciation for the kindness and hospitality of the CWU community. The Board prepared a resolution to honor those staff members and departments who went above and beyond to reach out to the community and asked that the following individuals stand if they were in the audience either at the meeting or in Barge 412: Jason Berthan-Koch, Mary Aho, Ann Anderson, Richard DeShields, Sheri Kinnan, Dan Layman, Carmen Rahm, Linda Schactler and Cherie Wilson. Trustee Dixon read the resolution.

**CENTRAL WASHINGTON UNIVERSITY BOARD OF TRUSTEES
RESOLUTIONS HONORING TAYLOR BRIDGE FIRE RESPONSE TEAM
NO. 12-11**

WHEREAS, the health and safety of the community is among the highest priorities of the Board of Trustees; and

WHEREAS, the Taylor Bridge Fire threatened the wellbeing of the Kittitas County Community, the quality of our air and residents' families, property and livestock and pets; and

WHEREAS, the Taylor Bridge Fire left many of our friends and neighbors without a home and bereft of the animals they care for; and

WHEREAS, the Kittitas County community leaped to the aid of firefighters and residents threatened by fire; and

WHEREAS, the university staff, students and faculty partnered with state and federal agencies and the community to respond to the crisis with professionalism, dedication, and with compassion; and

WHEREAS, university actions provided housing, meals and entertainment for evacuees, timely and accurate community information about the fire and ways to support fire victims, including a CWU Foundation account for making monetary contributions to fire victims that ultimately collected nearly \$10,000 on their behalf; and

WHEREAS, the leaders of the Associated Students of CWU personally escorted evacuee to campus facilities while they were our guests and SURC employees arranged special activities for our youngest guests; and

WHEREAS, in particular, Captain Jason Berthon-Koch, who served as CWU’s representative to the incident command post, Mary Aho, Ann Anderson, Richard DeShields, Sheri Kinnan, Dan Layman, Carmen Rahm, Linda Schactler and Cherie Wilson went beyond expectations to aid in the crisis;

NOW, THEREFORE, BE IT RESOLVED, THAT the Board commends and thanks staff within the following university departments: Dining, Housing, Conferences, Information and Technology Services, University Advancement, Public Affairs, University Housing and New Student Programs, Campus Police and Parking Services, Student Union and Recreation Scheduling, and Public Affairs for fostering transparency and open communication with the campus community; and

BE IT FINALLY RESOLVED THAT these Resolutions shall be, and they are hereby, adopted and presented to all of the staff involved in this incident on a standing vote of acclamation and with the sincere appreciation and support of the Board of Trustees.

Adopted and signed this fifth day of October 2012.

Sid Morrison, Keith Thompson, Chris Liu, Dan Dixon, Kate Reardon, Annette Sandberg, Ron Erickson, and Lindsey Sires (trustees not present requested that their name be attached to the resolution)

Motion 12-60 A motion that the Board adopt [Resolution 12-11], in honor of the Taylor Bridge Fire Response Team was presented by Mr. Dixon and seconded by Mr. Liu. Motion approved.

President's Report

President Gaudino agreed that there had been an absolutely outstanding effort by faculty, staff in responding to not just the Taylor Bridge Fire but the ongoing fires on Table Mountain, Wenatchee Complex, and Yakima Complex fires. He noted that faculty have adjusted their teaching schedule and, in some cases, teaching methods to reduce student exposure to smoke and other fumes. The Athletics department moved their events to other venues. Staff monitored air quality several times a day and updates were posted on the university website by Public Affairs staff.

President Gaudino discussed his State of the University address and noted that the text of that speech will be posted to the President's web page by the end of the day. He complimented the Enrollment Management staff for their efforts to keep enrollment numbers strong in light of competition with other institutions and stated that Vice President Clark and John Swiney would have more information to share later in the meeting.

He discussed the results of the annual National Survey of Student Engagement (NSSE). Dr. Gaudino had discontinued our participation in this survey three years ago during the budget downturn, but reinstated our NSSE membership this year. The survey, taken each year by freshmen and seniors rates five key attributes of CWU against national benchmarks: level of academic challenge, active and collaborative learning, student-faculty interaction, enriching educational experiences and supportive campus environment. CWU's rankings show improvement in each attribute. Dr. Gaudino noted that this report is remarkable not just in retaining but in improving our benchmarks during a time when everyone was doing more with less.

President Gaudino commented that we have 53 new faculty, eight new administrators and four new faculty administrators working in the Academic and Student Life division this academic year, bringing new energy to the campus.

PUBLIC COMMENT

Dr. Bob Hickey, representing the faculty union, spoke regarding university distinctiveness. Following his comments, Chair Morrison closed the public comment period.

BOARD COMMITTEES

Academic and Student Life –Chris Liu and Dan Dixon

Provost Levin announced several key hires in her division. She introduced Mateo and praised his efforts to improve enrollment opportunities for Latino/Latina students through his work with grants and academic advising.

Information – CWU Yakima Programs

Margaret Badgley, Assistant Vice President for Community College Relations, discussed the role of university Centers in general and the history of CWU Yakima. She outlined her plans for future collaborations with community colleges, including program development to meet industry needs, expanding CWU activities and services within the community and increasing Center visibility through outreach and marketing. She noted that CWU has established relationships with nearly every division on the YVCC campus to identify areas for shared resources, and that this model makes it very effective to duplicate at other community college campuses. Ms. Badgley introduced Christina Santamaria-Graf, Education Program Director who spoke about her experiences as a Center faculty. Professor Santamaria-Graf shared how she is especially proud of efforts to integrate education program activities into the local school system and for bringing the voice of the Latino/Latina community to the Teaching English as a Second Language (TESL) Program. Ms. Sara Ettl, senior in the elementary education major, spoke on behalf of Center students and shared how the ability to complete her degree locally has impacted her family.

Information – Academic Advising

Dr. Jesse Nelson, Mr. Mateo Arteaga, and Mr. Jason White, discussed the university's academic advising, HEP and CAMP programs. There are two types of advising at CWU: 1) general advising for the approximately 3000 undeclared students; this work is done by eight academic advisors, and 2) intrusive advising for approximately 700 students enrolled in programs such as the College Assistance Migrant Program (CAMP); the grant-funded Student Support Services (SSS) program and Student Transitions and Academic Resources (STAR) program. Advisors are working on ways to develop high-touch (personalized) pre-major advising, standardizing major advising across the university and ways for academic advising and career counseling to work more collaboratively in serving students. The Board congratulated the trio and reiterated the importance of this work because of the ability it has to directly impact the lives of our students.

Business and Financial Affairs – Keith Thompson

Keith Thompson announced a number of staffing changes in the Business and Financial Affairs area. He provided follow up on the Wenatchee bond, noting that the city passed their refinancing levy, allowing the university to recoup their investment, with interest. The university also has an opportunity to refinance one of its bonds that has a May call date; doing so may generate considerable savings. There will be more information on this opportunity a future meetings.

Information – Business and Financial Affairs Projects Update

Vice President George Clark gave an overview of several important projects that are underway in his division. The information services project is in response to recommendations provided by the consultant BerryDunn last spring. It entails hiring a contractor to provide project management services to complete PeopleSoft upgrades and other IT project deliverables within a 12-18 month timeframe. Work on this project was funded, in part, with approval from the Board in July to use the \$3 million contingent/emergent funds. Mr. Clark discussed the remodel of the Wildcat store, the 2013-2014 capital

budget request, and showed the trustees a “fly-over” of what the Science Neighborhood will look like if we receive funding for Science II and Samuelson Communication buildings.

Information – Commercial Activities Update

Mr. Clark reviewed the status of the Commercial Activities policy review and concerns raised by the Ellensburg business community.

Information – Enrollment Overview

John Swiney, Associate Vice President for Enrollment Management and Organizational Effectiveness, reviewed the latest data on student enrollment. He noted that although we have achieved an overall enrollment of 10,717 headcount. He noted that FTE enrollment is slightly down and attributed the trend to students taking less than a full load (1-10 credits) to keep their costs down. The enrollment management team is working on steps to boost freshmen and transfer enrollments. They have purchased 5000 Phi Theta Kappa honors names to target for transfer enrollment and are also offering dual admission or free winter application to admitted fall transfers who did not enroll in the fall quarter.

Vice President Clark reviewed the fiscal year revenue forecast by funding and source report. He listed the areas across the university where we have invested some of the excess tuition revenue this year. Mr. Clark reported that the revenues and expenses continue to reflect the flight plan but that the state’s economic climate is still challenging. There is an expected \$1.2 to \$1.5 billion deficit in the state’s overall revenue forecast, which will likely cut state funds to the university by 10% over the current biennium. The five year flight plan anticipated this cut.

Action – Summer Recreation Fee

Mr. Thompson reported that a Recreation Center Fee has been proposed for students enrolled on the Ellensburg campus and taking six or more credits during the summer session. A student enrolled in a 9-week summer session would be assessed a \$102 fee. A student enrolled in a 6-week summer session, but not a 9-week session, would be assessed \$68.

Students recommended making the proposed fee mandatory so that it would be included in their overall costs and covered by financial aid. The required Summer Session Recreation Center fee provides consistency in the manner in which the recreation fee is assessed to students taking 6 or more credits at the CWU Ellensburg Campus. Credits taken for online courses or internships located outside of Ellensburg would not be included in this fee assessment. These fees would go into effect Fiscal Year 2013 with the first fees being collected in spring 2013 for summer 2013 course registrations, and are endorsed by the University Recreation Advisory Board, ASCWU-BOD, and the Budget and Finance Committee.

Motion 12-61: A motion that the Board of Trustees of Central Washington University hereby approves a Summer Recreation Center fee of \$102/9-week session and \$58/6-week session, effective Fiscal Year 2013 was presented by Mr. Thompson and seconded by Mr. Dixon. Motion approved.

Public Affairs – Dan Dixon for Annette Sandberg and Ron Erickson

Information – Marketing Update

Linda Schactler, Public Affairs Director, reported on the results of recent alumni focus groups. The key findings were that alumni have strong ties to academic programs and faculty, a high level of satisfaction with the university and a desire for information and connection with their alma mater. She showed the

Board examples of drive-by advertising, such as the new “Welcome to Ellensburg” sign at the west interchange and a bill board off of I-5 in Fife that features the blue sky of Ellensburg. She relayed that the web site update is scheduled to be completed by December 2012. Several new promotional products were created over the summer including university flags, banners, and athletics-specific logos. Staff also collaborated to give CWU a strong presence at the Kittitas County Fair, rodeo and parade. We received earned media in the Daily Record, Seattle Times, Science magazine and KVEW TV. CWU was a key provider of information and services for those affected by the Table Mountain Fire. The university hosted a website with links to Facebook and Twitter, provided support to emergency and community agencies and set up an on-line donation site to receive monetary support for the Red Cross.

Information – Legislative Update

Ms. Schactler next provided an update on legislative issues or, as she phrased it “Out of the Fire – Into the Frying Pan.” During the month of August, the 2013-2014 operating budget was developed and submitted to the governor’s budget office. The budget has two priorities: 1) Market position support and 2) Aerospace Support. We will also have a policy request for authorization of an Education specialist degree. The university received good news on the capital budget request. State prioritization ranked CWU first in each of the categories. We have also been notified that there are also more bond funds available than expected. She noted that Science II and Samuelson are already state priorities so we are off to the best possible start in the capital budget. She cautioned however that all of this can change once the legislative session starts. She also reported that implementation of an advocacy plan for the capital budget in general and Science II specifically has been developed to reach out to policy makers, and to expand our advocacy base by identifying alumni, faculty, business, and students willing and able to meet and educate policymakers. These individuals will participate in events and will have marketing materials to support their message. Ms. Schactler shared that information requests coming from legislators, staff and the Office of Financial Management include collective bargaining background, interpreter services, veteran services, STEM provision reporting, placement testing costs, fee inventories, remedial education and foreign real estate holdings.

Administrative – Kate Reardon and Lindsey Sires

Information – Ethics and Risk Analysis

As requested by several trustees during their July planning meeting, Ms. Staci Sleigh Layman presented information on risk in the university environment. She defined risk as any issue or event that adversely impacts the institution’s ability to meet its objectives and noted that risk can be in three major areas: fiscal, physical and human. She also noted that to minimize risk it is imperative that an institution create and maintain a culture of expectations and openness; being willing to talk about problems and concerns directly. We must also protect those who report issues. The university has clear and concise policy and procedures for reporting issues, as listed by Ms. Sleigh Layman. It has also implemented an education and awareness program that includes training, campus communication as well as empowering supervisors to resolve issues while holding them accountable for enforcing university policy. The university also has a number of advisory groups that communicate and coordinate with each other and with the administration to minimize risk.

Information – Naming Policy and Development

Mr. Scott Wade, Director of University, presented a historical perspective on the university’s naming policy. He noted that there are two types of naming opportunities: 1) honorary namings that are given to recognize individuals that have a significant legacy with the university and 2) namings that are the result of fundraising efforts. CWU’s standard for philanthropic naming has traditionally meant a

donation of 30% of the construction costs, although up to this point in time we have not cultivated donors to give at this level. He explained that naming opportunities for the Hogue Technology Building were identified in the planning/design phase of the building and this, as well as the Board's approval to lower the construction cost threshold, has led to the success in donor funding / naming rooms within the building. University Advancement will be involved earlier in the planning/design process of capital construction to identify future potential naming opportunities and potential corporate/donor targets.

Action – Hogue Technology, Safety Lab Naming Opportunity

Ms. Sires explained that this opportunity was presented to the university between Board meetings and there was a desire to complete signage in time for the grand opening of Hogue Hall. Therefore approval was given to proceed, and the Board is now asked to formally adopt the name. Capital Safety, Inc. is a global leader in developing and manufacturing fall protection, confined space, and rescue equipment for oil and gas, construction, transportation, utilities, wind energy, and general industries. Many of CWU's safety graduates rely on Capital Safety equipment to ensure safety in their workplace. This is Capital Safety, Inc.'s first gift to CWU.

The \$25,000 total gift is part equipment donation and part cash payable in two installments over two years. The opportunity to recognize this corporate gift follows the established naming guidelines for Hogue Technology approved by the CWU Naming Committee, the President, and the Board of Trustees on December 3, 2010.

Motion 12-62: A motion that the Board of Trustees of Central Washington University hereby formally names the Hogue Technology Addition Safety Lab the Capital Safety SHM Lab was presented by Ms. Sires and seconded by Mr. Liu. Motion approved.

Action – Hogue Technology, 35-Seat Classroom Naming Opportunity

Ms. Sires explained that as with the safety lab, this opportunity was presented to the university between Board meetings and there was a desire to complete signage in time for the grand opening of Hogue Hall. SNC-Lavalin Constructors, Inc. is one of the leading engineering and construction groups in the world, and a major player in the ownership of infrastructure, and in the provision of operations and maintenance services. Building on experience and innovation, SNC-Lavalin Constructors, Inc. and CWU student interns and graduates together can maintain and strengthen SNC's core engineering business, develop new skills and activities, and respond to the changing needs of clients and markets. This is the first gift from SNC-Lavalin Constructors, Inc.

The \$35,000 total gift is payable in three installments over the next three years. The opportunity to recognize this corporate gift follows the established naming guidelines for Hogue Technology approved by the CWU Naming Committee, the President, and the Board of Trustees on December 3, 2010.

Motion 12-63: A motion that the Board of Trustees of Central Washington University formally names the Hogue Technology Addition 35-seat Classroom the SNC-Lavalin Safety and Health Management Classroom was presented by Ms. Sires and seconded by Mr. Liu. Motion approved.

Action – Naming of Buildings and other Memorials

CWU current naming policy states that the Board of Trustees approves all naming opportunities, including buildings, their wings, labs, classrooms, lecture halls, libraries, auditoria, and other interior components; recreational facilities, plazas, fountains, roadways, malls, quadrangles, and walkways; parks, patios, gardens, steps and service facilities; and colleges, programs, centers and institutes. A

proposed change to the policy and procedure would have the Board as the final authority for naming buildings and colleges, and delegate authority to the president/designee for all other names. The same criteria for funding considerations will be used by the president/designee.

Motion 12-64: A motion that the Board of Trustees adopts [Resolution 12-12] which delegates authority to the president/designee for all naming opportunities with the exception of buildings and colleges was presented by Ms. Sires and seconded by Mr. Liu. Motion approved.

Information – Official Notice to Employees from the Public Employment Relations Commission

Ms. Sires reported that the Public School Employees (PSE) of Washington filed an unfair labor practice complaint (PERC 23263-U-10-5930) with the Public Employment Relations Commission (PERC) against Central Washington University in February 2010. On appeal by CWU, PERC issued its decision (10967-A-PECB), which ruled that CWU did commit an unfair labor practice by violating the status quo; however, PERC agreed that reinstatement of the employees to full-time status with back pay and interest was inappropriate because the status quo had terminated by the time the cyclic reductions were actually implemented. As required by the PERC order, a copy of the Official Notice to Employees was read into the record during the meeting by Ms. Sires, and is appended to these minutes. The Human Resources department has also posted a copy of the order as appropriate.

Ms. Sires read:

“The Washington Public Employment Relations Commission conducted a legal proceeding and ruled that Central Washington University committed an unfair labor practice and ordered us to post this notice to employees:

We unlawfully interfered with employee rights by deciding and announcing our decision to reduce the cyclic work hours and wages of certain counselors, advisors, coordinators, and recruiters in the Departments of International Studies, Academic Achievement, and Academic Advising on the main campus of the university while they were the subject of a representation petition pending before PERC.

To remedy our unfair labor practices:

We will mail C. White, Clarice Tan, Davida Stafford, Edward Esparza, Janine Graves, Juana Rios, Larwen Lutrin, Lisa Berthon, Robert Spencer, and Roslyn Moes a copy of the notice provided by the Compliance Officer.

We will not make any changes to employees’ wages, hours or other terms and conditions of employment while employees are the subject of a pending representation petition.

We will not, in any other manner, interfere with, restrain, or coerce our employees in the exercise of their collective bargaining rights under the laws of the State of Washington.”

Attached: PERC Decision.pdf

Action: Changes to CWU Policy 1-80, Delegations of Authority [Resolution 12-10]

Ms. Sires reported that Resolution 12-10 changes the board’s delegation of appointing and contracting authority to reflect the university’s current organization.

Motion 12-65: A motion that the Board of Trustees adopts [Resolution 12-10] which updates CWUP 1-80-010, Appointing Authority and CWUP 1-80-020, Contracting Authority, to reflect the university's current organization was presented by Ms. Sires and seconded by Mr. Liu. Motion approved.

Action – Employee Defense and Indemnification

Ms. Sires explained that a lawsuit, *Talley v. Central Washington University, et al.*, Cause No. 11-2-01846-3, has been filed in Thurston County Superior Court against Central Washington University and Professor Charles Reasons in his individual capacity. Professor Reasons requested defense by the Attorney General and indemnification by the State of Washington pursuant to RCW 28B.10.842. The Board of Trustees may, by resolution, authorize the individual defense and indemnification of a CWU employee if the Board finds and determines that the employee was in good faith performing his or her official duties. The Assistant Attorney General concurred with the recommendation of management concerning the Board's adoption of Resolution No. 12-13.

Motion 12-66: A motion that the Board of Trustees adopts [Resolution 12-13] authorizing the defense and indemnification of Charles Reasons pursuant to RCW 28B.10.842 was presented by Ms. Sires and seconded by Mr. Liu. Motion approved.

REPORTS AND CONSENT AGENDA

Chair Morrison asked if any members of the Board wished to comment on or discuss the communications received. Hearing none, he also noted that no consent items were submitted for this meeting, and declared the meeting adjourned at 12:30 p.m.

Next Meeting

The next special and regular meetings of the Board of Trustees will be December 6 and 7 at CWU Ellensburg Campus.



Sherer M. Holter, Secretary to the
Board of Trustees
Central Washington University



Sid Morrison, Chair
Board of Trustees
Central Washington University