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October 20 and 21, 2016- Board of Trustees Meeting Minutes, Regular and Special Meetings

Central Washington University

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October 20, 2016

1:30-3:00 PM CWU Board of Trustees Joint Meeting with Sammamish City Council at Mars Hill Church in Sammamish, WA

Chair Thompson and City of Sammamish Mayor, Don Gerend, called the meeting to order at 1:36 PM.

Present:
Keith Thompson, Chair
Joseph Knight
Chris Liu
James Gaudino, President
Linda Schactler, Chief of Staff / Secretary to the Board
Joel Klucking, Vice President for Business and Financial Affairs, Treasurer to the Board
Katherine Frank, Vice President for Academic and Student Life
Sharon O’Hare, Vice President for Enrollment Management
Gene Shoda, Vice President for Operations
Alan Smith, Assistant Attorney General
Kim Dawson, Executive Assistant to the President and Board of Trustees
Don Gerend, Mayor, City of Sammamish
Ramiro Valderrama, Deputy Mayor, City of Sammamish
Lyman Howard, City Manager, City of Sammamish
Tom Hornish, Councilmember, City of Sammamish
Kathleen Huckabay, Councilmember, City of Sammamish
Bob Keller, Councilmember, City of Sammamish
Christie Malchow, Councilmember, City of Sammamish
Tom Odell, Councilmember, City of Sammamish
Jessi Bon, Deputy City Manager, City of Sammamish
Steve Leniszewski, Public Works Director, City of Sammamish
Angie Feser, Parks Director, City of Sammamish
Aaron Antin, Finance Director, City of Sammamish
Beth Goldberg, Administrative Services Director, City of Sammamish

CWU Trustees, Cabinet members and Sammamish City officials met to discuss a possible memorandum of understanding between CWU and the City of Sammamish, in which CWU would lease the Mars Hill Church property in order to operate a higher education center.
In January 2016, the City Of Sammamish asked Central Washington University to consider providing programming to residents of the Sammamish Plateau at the former Mars Hill Church site, which the city purchased in March 2015. The 22.4-acre property is located at 120 228th Ave. NE, and features a two-story, multipurpose facility of nearly 31,000 square feet. The City's preliminary survey of residents indicated a desire for postsecondary programming.

In spring of 2016, more than twenty CWU faculty, staff and administrators reviewed the site to determine its compatibility with academic programming needs and found it promising. In order to assess the appetite of the community for programming, in late spring and summer CWU collected qualitative and quantitative data through interviews with elected officials, business owners, community members, and school district administrators. Data indicate a strong immediate interest in flexible extended learning options, including Running Start and professional education. Residents also are interested in support services and specialized instruction, such as tutoring/testing and English as a Second Language instruction, as well as personal enrichment opportunities. The City of Sammamish also has indicated that the community is interested in renting space in the facility for special events, programs, extracurricular activities, etc.

The president and provost have visited the site and met with city officials. The concept has been presented to the Faculty Senate, and discussion and continued analysis has taken place with deans, department chairpersons, and Continuing Education faculty and staff.

In October, the trustees and Sammamish City representatives discussed the higher education opportunities, feasibility, and sustainability at length. With approval of the Board, next steps are finalizing an agreement with the City of Sammamish; submission of a Substantive Change Application to NWCCU no later than the beginning of February 2017; commencing renovation work at the site; continued consultation with CWU staff, faculty, and administration; and preparing for the launch of fall quarter 2017 programming.

The business meeting adjourned at 2:30 PM. The group then participated in a tour of the Mars Hill Church facility. No business was conducted during the tour.

Following the tour, CWU staff traveled back to Ellensburg to meet in executive session from 6:00-7:00 PM at the University House. A social dinner followed, during which no business was conducted.

October 20, 2016

EXECUTIVE SESSION
Trustees Present:
Keith Thompson, Chair
Ron Erickson, Vice Chair
Dan Dixon
Chris Liu
Joseph Knight

Staff present:
James Gaudino, President
Linda Schactler, Chief of Staff / Secretary to the Board
Joel Klucking, Vice President for Business and Financial Affairs, Treasurer to the Board
Katherine Frank, Vice President for Academic and Student Life
An executive session was held for the purpose of discussing the acquisition of real estate as permitted under RCW 42.30.110 (1)(b) and (c)

The executive session convened at 6:00 p.m. and adjourned at 7:00 p.m.

October 21, 2016

REGULAR MEETING

Chair Keith Thompson called the official business meeting to order in Barge 412 at 9:01 a.m.

Trustees Present:
Keith Thompson, Chair
Ron Erickson, Vice Chair
Erin Black
Dan Dixon
Joseph Knight
Chris Liu

Also present:
James Gaudino, President
Linda Schactler, Chief of Staff/Secretary to the Board
Joel Klucking, Vice President for Business and Financial Affairs, Treasurer to the Board
Katherine Frank, Vice President for Academic and Student Life
Sharon O’Hare, Vice President for Enrollment Management
Gene Shoda, Vice President for Operations
Alan Smith, Assistant Attorney General
Kim Dawson, Executive Assistant to the President and Board of Trustees

Not present:
Glenn Johnson

Changes to the Agenda
Chair Thompson called for changes to the agenda.

Motion 16-33: Mr. Erickson presented a motion that the Board amend the agenda in order to add a change to the fiscal year 2017 budget. Mr. Dixon seconded the motion, which was approved.
Approval of the Agenda

Motion 16-34: Mr. Liu presented a motion that the Board approve the revised agenda of the meeting of October 21, 2016. Mr. Dixon seconded the motion, which was approved.

Approval of Minutes

Motion 16-35: Mr. Liu moved that the Board of Trustees of Central Washington University approve the minutes of the regular meetings of July 28-29, 2016 and the special telephonic meeting of August 8, 2016, which was seconded by Mr. Dixon. Motion approved.

PRESIDENT’S REPORT

Celebrations

Welcoming New Employees

President Gaudino welcomed Lauren Zeutenhorst as the new Director of Executive Events. Lauren is a graduate of Gonzaga University with a Master’s degree in Higher Education/Student Affairs from Boston College.

Gene Shoda, Vice President for Operations, introduced the following nominees for distinguished civil service status:

Distinguished Civil Service:

Ken Young started his career in Information Services in 2004 as a Service Desk technician after coming to CWU to study English. Ken spent his 12 years developing relationships with faculty, staff and students by providing exemplary customer service and was often the go to person for many on campus. Ken was chair of the Employee Council for 5 years and was instrumental in coordinating the Employee of the Month and Employee of the Year awards. In his last few years, Ken was transferred to Computer Support Services in order to improve meeting and conference room support by standardizing the service and vetting hardware.

Distinguished Civil Service:

Judy Allen started her custodial career at CWU in May of 1986. Over the course of her career, Judy received multiple letters of recognition and appreciation from library staff, including letters from several deans. Judy was highly respected for the manner in which she took responsibility of the areas she cleaned. She consistently reported maintenance needs and brought attention to emergent issues to ensure that facilities were always clean, functional and safe. With tens of thousands of students utilizing the library over Judy’s 30 years of service, Judy’s warm and approachable disposition, attention to detail, and dedication to her job has served CWU well.

Joel Klucking, Chief Financial Officer/Vice President for Business and Financial Affairs, introduced the following nominee for distinguished civil service status:

Distinguished Civil Service:

Lewis Clark was hired by the Wildcat Shop in 1983 and has worked for the store for 33.5 years. Lewis’s entire career in the store has been one of assisting customers and helping faculty to have the required materials needed for their students on a timely basis. He has faithfully served many generations of students doing everything he can to have all the books available for class on the first day they come to campus. Lewis helped keep the cost of books down low for students by providing as many used books as possible. His outstanding work was recognized with the Award of Excellence in Course Materials Management from the Independent College Bookstore Association for the years 2008-2013.
Approval of the Consent Agenda

**Motion 16-36:** Mr. Dixon moved to approve distinguished and emeritus status for individuals named in the consent agenda, submitted to the Board of Trustees of Central Washington University on October 21, 2016. Mr. Liu seconded the motion, which carried unanimously.

Other Celebrations / Points of Pride:

**CWU Homecoming 2016**
- Athletic teams swept all games over the weekend
- The class of 1966 had their 50-year reunion
- Distinguished Alumni were honored

**Washington 2017 Teacher of the Year**
Camille Jones received her Certificate in Teaching from CWU in 2010. Ms. Jones is a Science, Technology, Engineering, Art and Math (STEAM) Enrichment Teacher at Pioneer Elementary School in Quincy, WA.

**The Grand Opening of Science II** attracted a standing-room-only audience on October 13. The $64-million science facility boasts a planetarium, observatory tower, scanning electron microscope, and specialty labs, including an anechoic chamber that absorbs all sound.

Other Accolades
- David Bieloh, Assistant Professor, Graphic Design, received two gold and two silver awards at the Summit International Competition Awards for his logo and book cover designs.
- Wendy Bohrson, Professor, Geological Sciences, earned the Undergraduate Research Mentor Award from the Council on Undergraduate Research.
- Jason Berthon-Koch, CWU Police Officer, received the Susan B. Anthony Award in recognition for his sacrifice, accumulated contributions, and consistent support to Rape Aggression Defense (R.A.D.) organization and its mission.
- Todd Ames, CWU Police Officer, received the R.A.D. Aggressor Award. This award goes to instructors for promoting awareness and education surrounding personal safety for promotion of the safety programs in their community.
- Richard DeShields, Associate Dean/Student Living, earned the 2016 Judy Spain Award from the Association of College and University Housing Officers-International.
- CWU's achievements in supporting and enhancing an inclusive campus earned a Minority Access Award from Minority Access Incorporated. Dr. Kandee Cleary accepted the award on behalf of CWU at the Annual Conference in Washington, DC on October 1.

Inclusion and Diversity
President Gaudino reported that with the return of students to campus, CWU will continue promoting tolerance and inclusion in a number of ways:
- Frequent messages to the campus and community
- Wildcat Way Customer Service Training
- Diversity Training
- Student Conversations
Communications
No board communications were received since the last board meeting.

Reports
Employee Council
Lidia Anderson was introduced as the 2016-2017 Employee Council Chair. She reported that Connie Dahlberg from Payroll was awarded the September Employee of the Month. She added that the council assisted with the welcome back BBQ for employees and is currently working with the Exempt Employee Association to review the Employee Tuition Waiver policy.

Exempt Employee Association
Joey Bryant was introduced as the new chair for 2016-2017. The EEA will be working with Employee Council on a number of collaboration opportunities this year. Also, new this year, exempt employees will be included in Employee of the Month awards.

ASCWU Student Government
Some of the projects that the ASCWU SG will focus on this year include:
- Meeting space for clubs and ESC groups
- Solidifying funding for a winter concert/entertainment
- Promoting “Tradition Keeper” booklets
- Servant leadership & 4 core themes: empowerment, innovation, exploration & diversity

Faculty Senate
The top priority for Faculty Senate this year is the General Education redesign. In addition, Senate will focus on the following this year:
- Enhancing the faculty role in shared governance
- Faculty Senate processes: new complaint process, a new vote of no confidence process, and protected speech at Faculty Senate meetings
- Improving response rate for student evaluation of instruction (SEOI)

PUBLIC COMMENT
No one signed up to make public comments on October 21, 2016.

SUBCOMMITTEE REPORTS
Enrollment Management – Trustee Erickson

Information – Enrollment Management Update
Tenth Day Census Enrollment Report for Fall Quarter 2016
Fall quarter 2016 yielded a 15-percent increase in first-year undergraduate students, setting an all-time record enrollment of 1,907. New transfer enrollments held at 2015 levels. Fall enrollment also marked a record for students of color, who comprise 33.8 percent of the first-year class. The retention rate for first-year students fell by 2.3 percentage points to 76.2 percent. There was a marked increase in the retention rate for first-year Hispanic students, from 72.1 percent in 2015 to 78.7 percent in 2016.
Waiver Optimization Analysis

Ruffalo Noel Levitz provided preliminary recommendations for the Enrollment & Revenue Management System (ERMS), with the final report coming later this month. Enrollment Management (EM) staff have implemented some recommendations, and are developing procedures to proceed with others. Overall, this will streamline processes for students and families, and offer more timely notification of financial aid awards. EM anticipates the new strategies will enhance enrollment and retention, particularly with the immediate elimination of the FAFSA filing requirement for merit-only awardees.

Strategic Enrollment Plan Schedule

EM is developing strategies and processes to create a collaborative, university-wide strategic enrollment plan. Following extensive campus-wide involvement in the process during the winter and spring quarters of 2017, the draft will be ready for presentation at the trustees’ July 2017 meeting.

Business and Financial Affairs – Trustees Johnson and Thompson

Information – Financial Update

Joel Klucking gave a brief budget update noting that all funds are tracking as expected.

Action - Approval of Tuition Increase

In 2015 the legislature revised state tuition policy in SB 5954. The bill, now incorporated in RCW 28B.15.067, sought to rebalance the higher education funding burden, placing a greater share on the state and reducing pressure on students.

The measure reduced tuition rates for fall 2015 and fall 2016 and provided appropriations approximately equal to the lost revenue associated with those reductions. RCW 28B.15.067 provides that future state appropriations must not fall below those in the 2013-15 biennium plus net revenue lost with tuition reductions. The legislature is to adjust the tuition “backfill” in 2017 to reflect changes in enrollment. The tuition backfill will grow independent of other state funding at an inflationary rate based on Washington CPI, which has ranged from 1.2 to 2.5 percent over the last two years.

The new tuition policy links future increases in tuition to a conservative, predictable measure of affordability and inflation. Beginning 2017, tuition may increase no faster than the average annual percent growth rate in the median hourly wage for Washington for the previous 14 years. This rate will be calculated officially by the Office of Financial Management in spring 2017, but is expected to be no more than 2.2 percent.

This fall, new federal Pell Grant rules allow students to fill out federal financial aid applications three months earlier than in previous years. This will require CWU to begin structuring financial aid packages in October, when staff will need to be able to estimate the 2017 cost of attendance, including tuition costs.

Mr. Klucking explained that he has met with several student groups regarding this tuition increase. Most students understand the inflationary part of why the legislature put this in the bill; students value high quality faculty and instruction and don’t want that to diminish.

**Motion 16-37:** Mr. Erickson presented a motion that for the 2017-18 academic year, the BOT approves an increase in tuition, as provided in RCW 28B.15.067(6)(c), equal to “the average annual percentage growth rate in the median hourly wage for Washington for the previous fourteen years as the wage is determined by the federal bureau of labor statistics,” or about 2.2 percent, for all resident and non-resident undergraduate and graduate students. Mr. Dixon seconded the motion, which was approved.
Action – Approval of Budget Revision for FY 17

Mr. Thompson addressed the amendment to the agenda that was approved earlier and asked for a motion for the board’s consideration. Mr. Erickson explained that the board met yesterday to discuss opportunities that may come before CWU over the next several months. In order to create the financial flexibility to leverage these opportunities, if and when they arise, the board needs to approve a revision to the fiscal year 2017 budget.

**Motion 16-38:** Mr. Erickson presented a motion that the Board of Trustees of Central Washington University hereby authorizes an increase in the fiscal year 2017 operating budget of up to $2 million, in order to facilitate purchases of real property. Mr. Liu seconded the motion. Motion approved.

Academic and Student Life – Trustees Erickson, Black and Knight

Information – Provost’s Report

NWCCU Reaffirmation of Accreditation

Preparation for the 2018 accreditation site visit continues with unit visits, and roll-out of the communications plan. The Provost’s Office is preparing resources essential for the site visit, including a shared drive, email distribution lists, and a heightened web presence.

Strategic Planning

Work continues at the unit level to update current strategic plans and generate new plans when necessary. The online system, Strategic Planning Online (SPOL), now has the capacity for unlimited users, and system refresher trainings are being offered. Additionally, we are offering a series of fall quarter trainings on strategic planning. The training includes materials and an all-day training for administrative and academic leaders, provided by the Society of College and University Planning (SCUP).

Baccalaureate Task Force

The Baccalaureate Task Force, led jointly by ASL and the Faculty Senate, has reconvened for fall and is featured on the Academic and Student Life (ASL) Workplan. Next steps include populating and convening relevant workgroups/taskforces as featured on the ASL Workplan: General Education Redesign, Outcomes Assessment Workgroup, Survey Workgroup, Advising Workgroup, Online Learning Workgroup, Honors College Taskforce, Developmental Programs Workgroup.

General Education Redesign

The General Education Redesign project has progressed along the projected timeline as planned. A successful General Education Summit took place September 19, and was attended by approximately 100 faculty. The first draft of a guiding perspective has been generated, and on October 5, the Faculty Senate voted unanimously to support the project timeline. The next Senate vote to approve the General Education Perspective took place on October 19; the target date for the Senate vote on General Education Program Outcomes and Assessments is November 30.

Education Advisory Board

The Education Advisory Board (EAB), through their Academic Performance Solutions (APS) project, has been working with CWU for the past year to provide data analysis to help us examine and respond to enrollment trends, student progress barriers, class size and seat utilization. EAB is creating dashboards where the data will be readily available. Once finalized using 2015-2016 data, the dashboards will help college and unit leaders to better understand and respond to enrollment needs and to deploy resources more strategically.
Operations – Trustees Dixon and Liu

No report from the Operations subcommittee.

Next Meeting:
Chair Thompson announced that the next regular meeting of the Board of Trustees will be January 26 and 27, 2017 in Ellensburg. The meeting adjourned at 11:32 AM.

Linda Schactler, Secretary to the Board of Trustees
Central Washington University

Keith Thompson, Chair
Board of Trustees
Central Washington University