6-11-2010

June 10-11, 2010 - Board of Trustees Meeting Minutes, Regular/Special Sessions

Board of Trustees, Central Washington University

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June 10, 2010
Trustees Dan Dixon, Sid Morrison, Patricia Notter, Annette Sandberg, Keith Thompson, and Brent Weisel joined President Gaudino for a budget discussion and dinner at the President’s Reception Center. No action was taken.

June 11, 2010
Committee of the Whole
Minutes of committee of the whole are integrated into the regular session minutes. No action was taken.

Reconvened in Regular Session (1:06 p.m.)

Present
Mr. Dan Dixon
Mr. Sid Morrison, Chair
Ms. Patricia Notter
Ms. Annette Sandberg
Mr. Keith Thompson, Vice Chair
Mr. Brent Weisel

Absent
Ms. Kate Reardon

Others Present
Dr. James L. Gaudino, President
Ms. Sherer Holter, Chief of Staff
Ms. Judy B. Miller, Secretary to the Board
Dr. Wayne Quirk, Provost/Senior Vice President for Academic Affairs
Dr. Charlotte Tullos, Vice President for Student Affairs and Enrollment Management
Mr. Bill Vertrees, Vice President for Business and Financial Affairs

Approval of Minutes – 1

Motion 10:28: A motion to approve minutes of regular and special meetings April 29-30, 2010 was presented by Ms. Notter and seconded by Ms. Sandberg. Motion carried.

Changes to the Agenda – 2
Backup for Item 9, Operating Budget FY 2011, was added to the agenda.

Board Chair Report – 3
Mr. Morrison reported that he attended a banquet recently commemorating the 30-year anniversary of the College of Business. Seven members of the board attended a memorial ceremony May 8 for former trustee Sanford Kinzer. Mr. Weisel represented the board at a recent meeting of the CWU Foundation Board.
President’s Report

Celebrating Special Accomplishments – 4
President Gaudino acknowledged the following individuals or groups during his celebrations report: LTC Gregory Solem, professor and chair, Military Science, who is retiring and leaving the university; David Gee and the Food Science and Nutrition Team that recently took honors in the Nutrition College Bowl; Peter Gries, professor and chair, Music, retiring faculty and Distinguished Professor of the University—Service for 2010; Adrianna Droz, freshman student who participated in the National Collegiate Wind Ensemble at Carnegie Hall in New York in May; CWU baseball, softball, and track and field teams for their outstanding seasons; Johnny Spevak, GNAC Male Athlete of the Year; and retiring Softball Coach Gary Frederick. In addition, several people nominated for distinguished service recognition [Item 44] were honored: Connie Bliss, Nadalee (Dusty) Brady, John Drinkwater, Judy Miller, Teryl Payne, Jody Scheffelmaier, Rebecca Smith, and Fred Stanley.

Resolution for Judy Miller
Mr. Dixon read a resolution honoring Judy Miller, Executive Assistant, President’s Office, for her service to the university and the Board of Trustees.

Motion 10:29: A motion to adopt Resolution 10-09 honoring Judy Miller for her service to the university and the Board of Trustees was presented by Mr. Dixon and seconded by Ms. Notter. Motion carried.

Legislative Report – 5
A written legislative briefing was included in the agenda materials.

Board Committees
Utilizing a committee-of-the-whole format, all trustees participated in the morning committee session.

Academic Affairs – Brent Weisel for Kate Reardon, Chair

Action

Academic Fee Request – 6
Consistent with the Academic Fee Policy [CWU Policies Manual 5-80], the academic fee request was previously reviewed by the board in April and is now presented for approval. Increased fees requested in the proposal have been included in financial aid packaging calculations.

Motion 10:30: Mr. Weisel moved, seconded by Ms. Sandberg that the board a) approves the implementation of those charges or changes in charges that are proprietary and not subject to I-960, as submitted, effective Fall Quarter 2010; and b) approves the submission to OFM and the Legislature those new fees or changes in fees that are subject to I-960, as submitted. Motion carried.

Academic Code Changes – 7a and 7b
While proposed changes to the Academic Code have been approved by the Faculty Senate and discussed with President Gaudino and Provost Quirk, only the addition of Section III, Distinguished Faculty Awards and Appendix B as outlined in Exhibit D [Item 7b] was presented for action. Changes to the faculty rights and responsibilities section of Academic Code as outlined in Exhibit C [Item 7a] were not discussed.

Motion 10:31: Mr. Weisel moved, seconded by Ms. Sandberg that the board approve the addition of Section III, Distinguished Faculty Awards and Appendix B as outlined in Exhibit D to the Academic Code. Motion carried.

Business, Finance, and Audit – Keith Thompson, Chair
Mr. Thompson noted that consent Item 27 presents three State Auditor audit reports—accountability, system financial statements audit, and Athletic Department financial statements audit—all clean reports. A capital projects status report
is included in consent Item 28.

Information

General Operating Funds FY 2010 Budget Status – 8
Documents outlining FY10 spending projections and available resources were discussed in detail during the committee session. We are teaching more students with fewer resources, although course offerings are being affected by funding reductions. Mr. Thompson praised Mr. Vertrees and his staff for producing comprehensive reports that reflect actual spending and resource detail.

Action

Operating Budget FY 2011 – 9
The proposed spending plan for FY 2011 is consistent with directives established by the board at the April meeting: 1) Enrollment of 9,500 annual average student FTE, 2) Minimum reserve fund balance of 6%, and 3) A contingent/emergent reserve of $3,000,000. Actual reductions in operating budgets will solidify by July; revenues will also change during the year. The budget has been impacted by a substantial increase in employee benefits from 2009. Exempt and classified staff have been reduced by 8.2 percent.

Motion 10-32: A motion to approve the FY 2011 Operating Budget as submitted was presented by Mr. Dixon and seconded by Ms. Sandberg. Motion carried.

New Residence Hall Project Approval to Proceed with Bid Phase – 10
In support of the 2005 Comprehensive Housing Master Plan and the current financial plan, a design is underway for a new residence hall to replace Barto Hall. The proposed new facility is a 360-bed, freshman-oriented residence hall, which is scheduled to be ready for occupancy in September 2012. The design team is currently in the phase of producing the project bid and construction documents, and is requesting authority to bid the project. A discussion of the draft bond resolution is expected at the July board retreat, and delegated authority to award a construction contract will be requested at the October 1, 2010 meeting. Solid planning and management effectiveness affect bond purchase.

Motion 10-33: A motion to delegate authority to the Vice President for Business and Financial Affairs, or designee, to proceed with the project bid phase was presented by Mr. Dixon and seconded by Ms. Sandberg. Motion carried.

Wendell Hill Hall – Final Completion – 11
Subsequent to achieving substantial completion of the project, as reported to the Board in June 2009, the general contractor, Graham Construction and Management, Inc. of Spokane, Washington submitted the final project application for payment.

Motion 10-34: A motion to delegate authority to the Vice President for Business and Financial Affairs, or designee, to proceed with the final completion and final acceptance of the Wendell Hill Hall Project was presented by Mr. Dixon and seconded by Ms. Sandberg. Motion carried.

Endowment Report and FY 2011 Spending Rate – 12
An Endowment Investment Report for July 1, 2009 through March 31, 2010 was presented to the Board of Trustees. The university has generally followed the authorized spending rate approved by the CWU Foundation for CWU endowment funds. The CWU Foundation Board approved a 2.5 percent spending rate for the 2010-2011 fiscal year at their November 2009 meeting.

Motion 10-35: A motion to authorize a spending rate of 2.5 percent for CWU endowment funds the 2010-2011 fiscal year was presented to Mr. Dixon and seconded by Ms. Notter. Motion carried.

Resource Development and Marketing – Patricia Notter, Chair
Information

Development Update – 13
A Comprehensive Gifts Report for July 1, 2009 through May 31, 2010 was presented for the board’s information. Donations are up 25 percent from a year ago; but fewer donors are involved. Plans to reestablish a student calling center were also discussed.

Student Affairs – Annette Sandberg, Chair

Information

Enrollment and Financial Aid Report – 14
During the morning session, Dr. Tullos reviewed several key factors that impact enrollment. Enrollment numbers for several categories of students are increasing, but freshman applications are down slightly, which reflects decreasing Washington State graduation rates. Recruitment and retention strategies were discussed. Online courses are popular and have waiting lists. We are on target for our enrollment goals.

Action

Services and Activities (S&A) Fees Supplemental Budget Allocation – 15
The Services and Activities Fees Committee proposes that the board approve their recommendations for the following one-time supplemental allocations: 1) $25,000 for the Bridges Program for FY 2010-2011; 2) $20,000 for the Math Center for FY 2010-2011; 3) $110,000 for the Writing Center for FY 2010-2011; and 4) $10,000 to fund speaker Frank Warren and the PostSecret Project. Total Supplemental Allocations: $165,000.00

Motion 10-36: A motion to approve the S&A Supplemental Budget Allocation as submitted was presented by Ms. Sandberg and seconded by Mr. Dixon. Motion carried.

Services and Activities (S&A) Fees Base Funding Request – 16
The Services and Activities Fees Committee approved an additional budget of $69,490 per year for each of the next three years of the Quadrennium to address the shortfall of state dollars in support of student activities and services at the westside centers.

Motion 10-37: A motion to approve a $69,490.00 increase to the S&A base budget for Student Affairs Westside was presented by Ms. Sandberg and seconded by Mr. Dixon. Motion carried.

Services and Activities (S&A) Fees Guideline Changes – 17
On May 19, 2010, the Services and Activities Fees Committee approved revisions to the S&A Guidelines and Procedures to change the voting structure of the S&A Committee from two ex-officio members (nonvoting) and eleven appointed members—seven students (voting), three faculty (voting) and one university administrator (voting), to two ex-officio members (nonvoting) and eleven appointed members—seven students (voting), three faculty (nonvoting) and one university administrator (nonvoting). Recommended changes have been approved by the ASCWU Board of Directors, the Vice President for Student Affairs and Enrollment Management, and the President’s Cabinet as stipulated in the S&A Guidelines. The proposal to change the voting structure is designed to improve committee functioning; nonstudents will continue to serve on the committee in an advisory capacity.

Motion 10-38: A motion was presented by Ms. Sandberg and seconded by Mr. Dixon to approve a proposal to change the voting structure of faculty and administrator members of the S&A Committee to non-voting status. Motion carried.

General Items
Information

Nondiscrimination WAC Rule Change Report – 18
Ms. Holter reported that the WAC rule change process for the university’s nondiscrimination rules [WAC 106-72] authorized by the board February 5, 2010 is now complete.

Action

Appointing Authority Resolution Changes – 19
Proposed changes to the board’s appointing authority resolution were discussed. Title changes and other adjustments are consistent with recent divisional realignments.

Motion 10-39: A motion to adopt proposed revisions to the appointing authority resolution [Resolution 10-05] was presented by Ms. Sandberg and seconded by Ms. Notter. Motion carried.

Contracting Authority Resolution Changes – 20
Proposed changes to the board’s contracting authority resolution were reviewed. Title changes and other adjustments are consistent with recent divisional realignments.

Motion 10-40: A motion to adopt proposed revisions to the contracting authority resolution [Resolution 10-06] was presented by Ms. Sandberg and seconded by Mr. Dixon. Motion carried.

Resolution for ASCWU Board of Directors

Motion 10-41: A motion to adopt Resolution 10-07 honoring the 2009-10 ASCWU Board of Directors for their contributions to the university was presented by Mr. Weisel and seconded by Mr. Dixon. Motion carried.

Resolution for Student Trustee Brent Weisel
His colleagues on the board praised Mr. Weisel for his willingness to participate, express his ideas, and advocate for students.

Motion 10-42: A motion to adopt Resolution 10-04 honoring Brent Weisel for his contributions to the Board of Trustees was presented by Ms. Sandberg and seconded by Mr. Dixon. Motion carried.

Reports

Faculty Senate – 21
In addition to her written report, Faculty Senate Chair Loran Cutsinger noted that the initial report of the shared governance committee is nearly ready. A two-year rather than one-year term for the senate chair will be among the report’s recommendations. The senate has been very involved during the academic year and is continuing its work on general education reform.

Associated Students of Central Washington University/Board of Directors – 22
Keith James, ASCWU Board of Directors president noted that several student initiatives have had an impact this year. Students want to become more proactive rather than reactive. Mr. James introduced Gabriel Munoz, the ASCWU Board of Directors president for 2010-11.

Exempt Employees Association – 23
Matt Cziske, chair of the Exempt Employees Association, reviewed an association initiative to establish a recognition program for exempt employees. Members of the association are helping the institution move forward in a positive manner.

Employee Council – 24
Elaine Ames, Employee Council chair, reported that the Exempt Employees Association and Employee Council are working together. The executive boards of both groups will meet quarterly next year.

Communications – 25 [none received]

Consent Agenda – 26

Motion 10-43: A motion to receive report items 27-34 collectively and approve action items 35-44 collectively was presented by Ms. Sandberg and seconded by Mr. Dixon. Motion carried. (Mr. Weisel abstained; student trustees are not permitted to vote on personnel matters.)

Consent Business, Finance, and Audit Information Items

State Auditor Reports – 27
The audit reports listed below disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards:

CWU Accountability Audit Report, 1003327
CWU System Financial Statements Audit Report, 1003322
CWU Athletic Department Financial Statements Audit Report 1003321

Capital Projects Status Report – 28
The latest Capital Project Status Report, dated March 5, 2010, was presented for the board’s information. This report is regularly updated and may be accessed at http://www.cwu.edu/~facility.

Consent Personnel Reports

Non-Tenure-Track Faculty Appointments – Fixed Term – 29
[Per terms and conditions outlined in the appointment letter]
Gustafson, Roberta, Lecturer, Advanced Programs, Spring 2010
Jorgenson, Kay, Lecturer, Advanced Programs, Spring 2010
Loye, Teresa, Lecturer, Art, Spring 2010
Lu, Melvin, Lecturer, Nutrition, Exercise and Health Sciences, Spring 2010
Miller, Carol, Lecturer, Advanced Programs, Spring 2010
Minor, Mary, Lecturer, Information Technology and Administrative Management, Spring 2010
Monprode, Lorraine, Lecturer, Advanced Programs, Spring 2010
Sims, Cody, Lecturer, Physical Education, School and Public Health, Spring 2010
Simundson, Gary, Lecturer, Advanced Programs, Spring 2010
Wallace, Michael, Lecturer, Information Technology and Administrative Management, Spring 2010
Wittkopp, Ann, Lecturer, Nutrition, Exercise and Health Sciences, Spring 2010

Faculty Resignations – 30
Babbitt, Mark, Assoc. Professor, Music, June 15, 2010
Brown, Gregory G., Asst. Professor, Geography, June 15, 2010

Program Director Appointments [Exempt or Faculty] – 31
Lilquist, Karl, Professor, Geography, September 16, 2010
Moreno, Stella, Professor (Co-Director), Latino and Latin American Studies, September 16, 2010
Ogden, Michael, Professor, Film and Video Studies, September 16, 2010
Schedler, Chris, Assoc. Professor (Co-Director), Latino and Latin American Studies, September 16, 2010
**Exempt Staff Position Changes** – 32
Gray, Jen, Director, University Advancement, President’s Division, effective May 14, 2010
Schactler, Linda, Interim Director, Public Affairs, President’s Division, effective May 14, 2010
Street, Elizabeth M., Interim Vice President for University Advancement, return to faculty, effective June 30, 2010

**Exempt Staff Resignations** – 33
Janney, Keisha, Residence Hall Coordinator, Univ Housing & New Student Programs, effective June 15, 2010

**Exempt Staff Retirements** – 34
Drinkwater, John, Senior Director, Campus Life & Student Union, effective June 30, 2010 [over 34 yrs]
Miller, Judy B., Executive Assistant, President’s Office, effective August 31, 2010 [31 yrs]

**Consent Personnel Action**

**Faculty Emeritus Status** – 35
Gries, Peter, Professor, Music, effective July 31, 2010 [36 yrs]

**Department Chair Appointments** – 36
Backlund, Phil, Communication, Acting Chair, AY 2010-11
Butterfield, Carol (Co-Chair), Language, Literacy and Special Education, September 1, 2010-August 31, 2014
Fennerty, Dan (Co-Chair), Language, Literacy and Special Education, September 1, 2010-August 31, 2014

**Faculty Tenure-Track Appointments** – 37
Kao, Yi-Ching, Asst. Professor, Accounting, September 16, 2010

**Faculty Leave – Leave Without Pay** – 38
Cutsinger, Loran, Assoc. Professor, Anthropology, AY 2010-11

**Faculty Post-Tenure Review** – 39
Britto, Marwin, Advanced Programs

**Faculty Promotions** – 40
Bartel, Kimberlee, Family & Consumer Sciences, Professor, September 16, 2010
Diaz, Anthony, Chemistry, Professor, September 16, 2010
Kasseli-Smith, Nathalie, Foreign Languages, Professor, September 16, 2010
Lubinski, Patrick, Anthropology, Professor, September 16, 2010
McCutchon, Patrick, Anthropology, Professor, September 16, 2010
Melbourne, Timothy, Geological Sciences, Professor, September 16, 2010
Nourse, Steve, Educational Foundations & Curriculum, Professor, September 16, 2010
Sun, Key, Law & Justice, Professor, September 16, 2010
Thomas Bradley, Carin, Chemistry, Professor, September 16, 2010

**Faculty Promotion and Tenure Granted** – 41
Black, Christine, Mathematics, Assoc. Professor, September 16, 2010
Henschel-Pellett, Heidi, Physical Education, School & Public Health, Assoc. Professor, September 16, 2010
Mayer, Eric, Foreign Languages, Assoc. Professor, September 16, 2010
Petersen, Naomi, Educational Foundations & Curriculum, Assoc. Professor, September 16, 2010
Pritchard, Mark, Management, Professor, September 16, 2010
Rieffer-Flanagan, Barbara, Political Science, Assoc. Professor, September 16, 2010
Sorey, Timothy, Chemistry/Science Education, Assoc. Professor, September 16, 2010
Willard, Teri, Mathematics, Assoc. Professor, September 16, 2010
Faculty Tenure Granted – 42
Brammer, Robyn, Assoc. Professor, Psychology, September 16, 2010

Faculty Overload Assignments – 43
Braunstein, Lori, Professor, Information Technology and Administrative Management, AY 2009-10
Georgeson, Tina, Assoc. Professor, Teaching Elementary, Adolescent and Young Children, AY 2009-10
Lochrie, Mary, Assoc. Professor, Educational Foundations and Curriculum, AY 2009-10
Shorr, David, Professor, Teaching Elementary, Adolescent and Young Children, AY 2009-10

Distinguished Service Recognition – 44
Blackmore, Geraldine, Office Assistant 2, Dining Services, effective June 30, 2010 [19 yrs]
Bliss, Connie, Data Control Supervisor, Admissions, effective May 31, 2010 [34 yrs]
Bloxham, Joyce, Custodian 1, Facilities Management, effective June 30, 2010 [over 21 yrs]
Brady, Nadalee (Dusty), Program Support Supervisor 2, University Centers, effective June 30, 2010 [30 yrs]
Drinkwater, John, Senior Director, Campus Life & Student Union, effective June 30, 2010 [over 34 yrs]
Kennedy, Richard, Food Service Supervisor 1, Dining Services, effective June 30, 2010 [29 yrs]
Miller, Judy B., Executive Assistant, President’s Office, effective August 31, 2010 [31 yrs]
Payne, Teryl, Program Support Supervisor 2, University Centers, effective June 30, 2010 [28 yrs]
Scheffelmaier, Jane (Jody), Instructional & Classroom Support Technician 3, Biology, effective June 30, 2010 [38 yrs]
Smith, Rebecca, Library & Archive Paraprofessional 6, Library, effective June 30, 2010 [24 yrs]
Stanley, Fred, Computer Analyst, Computer Science, effective June 30, 2010 [39 yrs]
Thomas, James, Custodian 1, Facilities Management, effective June 30, 2010 [over 27 yrs]
Thompson, Marilyn, Secretary Supervisor, Dining Services, effective June 30, 2010 [over 25 yrs]
Wall, Judith, Office Assistant – Lead, Copy Cat Shop, effective June 30, 2010 [over 20 yrs]

Adjourned at 3:00 p.m.

Next Meeting
The Board of Trustees will meet in retreat session July 29-30, 2010 at the President Reception Center, 211 East 10th, Ellensburg, Washington.