10-1-2010

October 1, 2010 - Board of Trustees Meeting Minutes, Regular/Special Sessions

Board of Trustees, Central Washington University

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September 30, 2010
President Gaudino and President Bill Bonaudi of Big Bend Community College co-hosted a reception celebrating the educational partnership between the two institutions. CWU trustees Patricia Notter, Annette Sandberg, and Logan Bahr attended.

October 1, 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 (1:02 p.m.)

Present
Mr. Sid Morrison, Chair
Ms. Patricia Notter
Ms. Annette Sandberg
Mr. Logan Bahr

On Conference Phone
Mr. Dan Dixon
Ms. Kate Reardon

Absent
Mr. Keith Thompson, Vice Chair

Others Present
Dr. James L. Gaudino, President
Ms. Sherer Holter, Chief of Staff and Secretary to the Board
Ms. Sandy Colson, Executive Assistant
Dr. Wayne Quirk, Provost/Senior Vice President for Academic Affairs
Mr. Bill Vertrees, Vice President for Business and Financial Affairs
Alan Smith, Assistant Attorney General

Approval of Minutes – 1

Motion 10:48: A motion to approve minutes of regular and special meetings July 28 - 30, 2010 was presented by Ms. Sandberg and seconded by Ms. Notter. Motion carried.

Changes to the Agenda – 2
Item 2A, Acceptance of 2011-2013 Negotiated Union Contract between CWU and Public School Employees of Washington and the backup for Item 16, President’s Contract, were added to the agenda. Items for action by the Board were moved to the beginning of the agenda.
Acceptance of 2011-2013 Negotiated Union Contract between CWU and Public School Employees of Washington – 2A
The Public School Employees of Washington Union (PSE) represents 142 clerical and technical employees. CWU entered into contract negotiations with the union for the 2011-2013 biennium on August 30, 2010 and completed negotiations on September 22, 2010. PSE membership ratified the proposed contract on September 29, 2010.

Motion 10:49: A motion to ratify the negotiated union contract between CWU and Public School Employees of Washington was presented by Ms. Sandberg and seconded by Ms. Notter. Motion carried.

President’s Contract – 16
The Board, having completed its annual review of the President’s performance, proceeded to consider a proposed addendum to the President’s Contract modifying Section II of the contract to extend the President’s appointment through July 31, 2013. Also before the Board at its request was proposed Resolution 10-11 honoring President Gaudino for his accomplishments during his first 20 months in office.

Motion 10:50: A motion to approve the proposed addendum to President Gaudino’s contract and to adopt Resolution 10-11 honoring President Gaudino for his accomplishments was presented by Ms. Sandberg and seconded by Ms. Notter. Motion carried.

Board Constitution Changes - 17
The Constitution of the Board of Trustees is part of the CWU Policies Manual, Section 1-0. Proposed changes to the constitution were discussed with the Board at their July retreat. These included election of the secretary to the board and changing the OFM classification of the board from Class 3 to unclassified. It was also proposed that the agenda reflect the following committee titles in the coming year—Academic and Student Life; Business, Finance, and Audit; and Government Relations. A section for general items would be retained [WAC changes, board resolutions, etc.].

Motion 10:51: A motion that the Board of Trustees approves the changes to the Constitution of the Board of Trustees was presented by Ms. Notter and seconded by Ms. Sandberg. Motion carried.

Consent Agenda - 23
Consent action items 24-32 and consent report items 33-41 were submitted for review and/or action.

Motion 10:52: A motion that the board approve consent action items 24-32 and consent report items 33-41 was presented by Ms. Sandberg and seconded by Ms. Notter. Motion carried.

Hogue Hall Addition and Renovation Project – 12
The University received a 2009-2011 capital budget construction funding allotment in the amount of $27,265,000 for the Hogue Hall Addition and Renovation Project. An early site/utility work package was completed in September 2009. In October 2009, the bids that were received from twenty general contractors for the Hogue Hall Addition portion of the project were significantly under budget and the construction contract was awarded to TW Clark Construction of Spokane, Washington. During its last session, the legislature approved the use of the unspent allocation for the renovation phase of the project. In August 2010, we received bids from three general contractors. Renovation work is scheduled to commence in September 2011 with substantial completion scheduled for June 2012.

Motion 10:53: A motion that the Board of Trustees delegate authority to the Vice President for Business and Financial Affairs, or designee, to award a construction contract for the Hogue Hall Addition and Renovation Project was presented by Ms. Sandberg and seconded by Mr. Bahr. Motion carried.

System bond team members Susan Musselman, Hugh Spitzer and Richard King described the framework of the bond resolutions that authorize the issuance of the University’s upcoming revenue bonds and amend the master resolution to enable the university to use bonds permitted under federal stimulus legislation. The bonding process on a new residence hall to replace Barto Hall is scheduled to be completed in early November.
**Motion 10:54:** A motion that the Board approve Resolution 10-10 to amend the “Master Resolution” to enable the University to more effectively use “Build America Bonds” (BABs), a type of bonds that are permitted under federal stimulus legislation, was presented by Ms. Sandberg and seconded by Mr. Bahr. Motion carried.

**New Residence Hall (Barto Hall Replacement), Approval for Delegated Authority to Award Construction Contract – 14**

The design team for a new residence hall to replace Barto Hall is currently in the phase of producing the project bid and construction documents, and requested delegated authority to award a construction contract. A bond sale to finance the construction, and approval of bond resolution, will be requested via a telephonic special meeting after the construction bids are opened in October 2010.

**Motion 10:55:** A motion that the Board delegate authority to the Vice President for Business and Financial Affairs, or designee, to award a construction contract after appropriate bonding/funding requirements are satisfied was presented by Ms. Sandberg and seconded by Mr. Bahr. Motion carried.

On the advice of the Assistant Attorney General, the Board Chair called the roll of trustees present in person or by phone and instructed the minutes to record that a quorum of trustees was present and acting throughout with respect to the system revenue bonds and residence hall matters.

**Board Chair Report – 3**

Mr. Morrison reported that he attended the recent College of Business faculty and staff retreat. He noted that the event reinforced that we have a great institution which performs a great and vital task for the state of Washington.

**President’s Report - 4**

President Gaudino celebrated the College of Business’ accreditation by the Association to Advance Collegiate Schools of Business (AACSB). He noted that this accreditation moves the College into a very elite category. Dean Savoian added that having the support of the Provost and of the Board was absolutely essential to the process and that the accreditation reflects the accomplishments of the faculty and students.

The President discussed the Inclusiveness Initiative and the appointment of Dr. Kandee Cleary to lead a campus-wide effort to make the university a welcoming environment for faculty, students and staff.

A visioning process to help guide the development of an updated strategic plan for the university began with the trustees this summer. Faculty participated in a similar exercise as part of Fall Faculty Day and, later that afternoon, exempt and classified staff held a joint session. Dr. Gaudino noted that each group that has gone through this exercise - trustees, faculty and staff – has articulated the same vision.

**Board Committees**

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

**Academic Affairs – Wayne Quirk for Kate Reardon, Chair**

**Academic Planning Update – 5**

The academic planning committee is in the process of reviewing the qualitative and non-qualitative data collected over the past academic year. The university currently has 117 unique programs; that number will likely change next year as programs are combined and funds are reallocated. In working through this process, the university has committed to involving the Faculty Senate. Mr. Morrison asked if this initiative was prompted as a way of preparing for the twenty-first century or if it was the result of budget cuts. Dr. Quirk noted that most universities do this type of analysis on a regular cycle by looking at selected groups of programs. The current planning process at CWU has been more comprehensive and has been done on a fast track, partially driven by the economy but also as a means to identify and focusing on key programs for recruitment and retention efforts.

**Academic and Student Life Merger – 6**

Dr. Quirk reported that a merger of academic affairs with student affairs and enrollment management has been completed over the past several months. The primary purpose of the merger is to focus on student success.
**Enrollment Report** - 7
CWU has 11,046 new and returning students as of September 23, 2010 and our annual average full time equivalent (FTE) is projected to be 9900. We have a high number of freshmen and transfer students; our student mix also reflects an increase in the numbers of minorities, particularly Hispanic students.

**Business, Finance, and Audit** – Annette Sandberg for Keith Thompson

**Data Information Update** – 8
The university’s management and enterprise information systems are rapidly changing and communication between systems is improving. For example, in the past our budget systems were unable to communicate with each other. The new Budget Planning System will improve that communication and Vice President Vertrees plans to present real time budget data at the December meeting of the Board. Another data improvement is the Management Information System Team (MIST). This task force is cross divisional and allows programmers to share ideas to improve data access and business processes. The work of the MIST group includes electronic workflow issues such as e-PAF (Personnel Action Form), faculty work load forms, online requisitions and online travel documents.

**Allotment Reduction for Across-the-Board Cuts Mandated by Executive Order 10-4** - 9
The Governor issued an executive order mandating across-the-board reductions in allotments. As a result, the university’s state general fund allotment was cut 6.287% as of Oct. 1. The three directives set by the Board at the June 2010 meeting were to base the fiscal year 2011 operating budget on 9,500 FTE, that a minimum reserve fund balance of 6% be maintained, and that a contingent/emergent reserve of $3,000,000 be established.

Enrollment information available at this time indicates that we will be above the 9,500 FTE budget projection. The increase in enrollment revenue will be used to offset additional instructional costs, and the balance applied to the Governor’s across-the-board allotment reduction.

**Update to CWU Retirement Plan for Faculty and Exempt Staff** – 10
Revisions to Internal Revenue Code Section 403(b), along with subsequent Department of Labor guidance, have prompted substantial changes in the administration of the CWU Retirement Plan for Faculty and Exempt Staff. These changes require an increased level of employer involvement and responsibility, including oversight of investment performance and vendors. Since that time, human resources staff has worked with other universities and with consultants to review the investment program structure for our retirement plan. Over the next few months, feedback will be sought from faculty and exempt staff on moving to a tiered investment structure and a best-in-class approach. Investment options would be added where there are gaps and consolidated where there are redundancies. Working with our investment consultant, there will be regular, ongoing review of fund performance.

An action item will be submitted to the Board in December to delegate authority to the Chief Financial Officer and Treasurer to the Board to determine investment program structure and fund line up and to select a record keeper.

**2011-2013 Operating Budget Request Summary** – 11
This request is part of a prescribed process followed each year to provide the Office of Financial Management with a list of our operating priorities if additional funds were available from the state. The university structured its proposal to focus on student success, economic development and research activities.

**Government Relations** – Jim Gaudino

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

**Reports**

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*Board of Trustees Minutes*

*October 1, 2010*
Faculty Senate – 18
Faculty Senate Chair Rodney Bransdorfer reported on the President’s shared governance task force and the work being done on general education curriculum.

Associated Students of Central Washington University – 21
President Gabriel Munoz was unable to attend the meeting. Mr. Morrison noted that the board treasures their relationship with Student Government.

Exempt Employees Association – 23
Matt Cziske, chair of the Exempt Employees Association, reported exempt staff has expressed concern about the impact of the restructure of academic affairs and student affairs and enrollment management. The current member assignments will not change this year. The EEA is also working to fill positions on several committees including the Retirement and Insurance Committee and Student Technology Fee Committee.

Employee Council – 24
Lucy Rolfe, new chair for Employee Council, reported that classified staff has the same concerns about the restructure of academic affairs and student affairs and enrollment management. The Council decided to retain their current members for the rest of this year. In October they will hold a joint meeting with the Exempt Employee Association and have invited Dr. Gaudino who will speak in an open forum.

Communication – 22
Mr. Morrison discussed communications received related to the Alumni Association’s proposal for an Alumni House or work center. He noted that the Board passed a motion extending Dr. Gaudino’s contract that gives the assurance of an additional three years service and extends the mandated use of the current residence. This, however, does not foreclose any discussion with the Alumni Association on their need for a permanent facility. For the record, Mr. Morrison read into the minutes Resolution 10-11, Resolutions Honoring President James L. Gaudino.

Adjourned at 1:53 p.m.

Next Meeting
The Board of Trustees will meet December 3, 2010 on the Ellensburg campus.

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

Sid Morrison, Chair
Board of Trustees
Central Washington University