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February 3, 2012 - Board of Trustees Meeting Minutes, Regular Meeting

Board of Trustees, Central Washington University

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Board of Trustees Minutes
Regular Meeting
February 3, 2012

Present:
Mr. Sid Morrison, Chair
Mr. Keith Thompson, Vice Chair
Mr. Dan Dixon
Ms. Kate Reardon
Mr. Ron Erickson
Ms. Annette Sandberg
Ms. Ivana Trottman
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
Ms. Sandra Colson, Executive Assistant

Business Meeting Called to Order at 9:10 a.m.

Changes to the Agenda - none

Approval of Minutes

Motion 12-01: A motion that the Board of Trustees of Central Washington University hereby approves the minutes of the special and regular meetings of December 1 and 2, 2011 was presented by Ms. Sandberg and seconded by Mr. Dixon. Motion carried.

Chair Report
Chair Morrison welcomed campus and community members to Hal Holmes Center. He thanked everyone who attended the reception the night before at Gallery One, and welcomed Ellensburg City Mayor Bruce Tabb and City Manager Ted Barkley.

Chair Morrison discussed the Board’s commitment to the strategic plan that they endorsed last July. He noted that the meeting was being held in the Hal Holmes Center to demonstrate to the community that the Board and university appreciate the importance of partnering with the community. This partnership is especially important in this time of decreased state investment in higher education because the town and university have a shared interest in economic development, promoting tourism and investment in downtown and increasing educational opportunities for students and local citizens. Chair Morrison participated in a series of community breakfast meetings this fall that resulted in a number of initiatives
that community and campus leaders have endorsed. A copy of these initiatives was included in the Board’s agenda materials.

President’s Report

Celebrations
President Gaudino began his report by also welcoming Mayor Tabb and City Manager Barkley. He also introduced Scott Wade, the new Director of University Advancement.

Dave Darda, associate dean of the College of the Sciences, spoke on behalf of Morris Uebelacker, professor of Geography, who retired after twenty-three years and has been nominated for faculty emeritus. Dr. Darda described Professor Uebelacker as a keen observer of human beings who also understands the natural world. Professor Uebelacker shared that five generations of his family has been involved with CWU. He thanked the University for welcoming him back each time he left and that he believes that this is a special place where young people keep you alive.

Margi Morgan introduced Jeff Snedeker, a professor in our Music department. Professor Snedeker was named Music Educator of the Year by the Washington Music Educators Association. Professor Snedeker stated his belief that engagement in the arts is a community value.

Barry Donahue, chair of the department of Educational Foundations and Curriculum introduced Professor Don Woodcock, who is retiring at the end of winter quarter after seventeen years. Professor Woodcock has also been nominated for faculty emeritus. Professor Woodcock shared his vision for CWU as an institution that values the importance of inclusive, multi-cultural teaching.

President Gaudino noted that the Board will vote on the emeritus faculty nominations during the consent agenda. Also attached to the agenda materials is the Points of Pride.

Strategic Plan Update
President Gaudino presented information on the process that the university will use to implement and operationalize the strategic plan so that there is a cycle of continuous improvement. In his presentation he showed examples of the types of dashboard reports that are being developed to link objectives, outcomes and indicators to each core theme. He plans to use time during each Board meeting to report progress in meeting the benchmarks identified in the plan. Trustee Dixon commented that the Board has not had access to this type of data in the past and appreciates these efforts.

Presentation by Ellensburg City Officials
Ted Barkley discussed how the relationship between the city, community and university has evolved over the number of years that he has resided in Ellensburg. He noted that this relationship is as good, or better, now than it has ever been before. He identified a number of ways that the university supports the community such as the Campus Community Coalition, Tourism Development Commission, support for a mutual legislative agenda, and joint strategic planning processes. He also discussed ways that the city and university could further integrate their efforts – improving the freeway interchanges, a CWU presence downtown, and integrating tourism and marketing so that when asked everyone in town could identify three ways that CWU impacts the economic development of the community.
BOARD COMMITTEES

Academic and Student Life – Annette Sandberg and Ivana Trottman

Information- Institute for Innovation and Entrepreneurship (I4IE)
Dr. Roy Savoian, dean of the College of Business, discussed the mission, funding and goals of the Institute for Innovation and Entrepreneurship (I4IE). He showed how innovation and entrepreneurship are closely related and how the institute will assist students, faculty, staff and entrepreneurs in the central region of Washington by bringing together resources to pursue activities that encourage and promote small business and entrepreneurial ventures. Some of these activities and initiatives include a business plan competition, speaker series, advisory group and entrepreneur club, an internship program and faculty research, and a special focus will be veterans in business.

Business, Finance and Audit – Keith Thompson

Information – Enrollment Management/Financial Report
Vice President Clark’s report showed that enrollment is on target to achieve the 9840 FTE. The university has experienced record transfer enrollment winter quarter; we are up 48 FTE over the previous winter. Web enrollments have generated 995 FTE; of this number, 25% of the “web only” students are from the Ellensburg campus. The number of freshmen admits for fall 2012 also improved over fall 2011 numbers. He attributed this, in part, to investments made in support of recruitment activities and sending offer letters earlier than had been done in the past. He noted that in response to increased competition from Western Governor University and Washington State University, the university is revising our waiver forecasts to enhance freshman recruiting. Vice President Clark also reviewed the FY 2012 forecast which showed that there are no major revenue and expense issues.

Action – Bond Refinance
Trustee Thompson reviewed previous Board items related to the bond refinance. He noted that ten years ago the Board adopted a resolution that established a consolidated housing, dining, bookstore, parking and student services and activities “System.” Each time the university desires to issue a specific series of bonds, the Board adopts a “Series Resolution” that includes the details for that specific bond issue. Due to attractive interest rates, the university now has an opportunity to issue refunding bonds to refinance the 2002 Series Bonds. These bonds had an original value of $9.2 million with an interest rate of 4.4 to 5.1 percent. Of the $7.3 million outstanding balance, it is believed that the 2002 Series Bonds could be refinanced at an interest rate of 3.6 percent, saving the “System” approximately $1.6 million over the life of the reissued bond.

The bond sale will be handled through a sealed bid process rather than a negotiated sale. The Board will be asked to reconvene via a telephonic special meeting to approve a Bond Sale Resolution on the date of sale, which is expected to be one of the first two weeks of March.

Assistant Attorney General Alan Smith asked whether the amended and restated Master Resolution brings forward all previously adopted resolutions pertaining to the 2002 Series Bonds and, if so, whether the restated Master Resolution should also be adopted by the Board with the current series resolution. Hugh Spitzer, bond counsel, agreed that this would be an appropriate action.
**Motion 12-02:** A motion that the Board of Trustees adopts Series Resolution [12-01] providing for the issuance of the University System revenue refunding Bonds Series 2012 was presented by Mr. Thompson and seconded by Mr. Dixon. Motion approved.

**Motion 12-03:** A motion that the Board of Trustees adopts Resolution [12-02] approving the amended and restated System Revenue Bonds Master Resolution as presented, incorporating Resolution [02-03] adopted on May 20, 2002, as subsequently amended by Resolution [04-01] adopted on May 26, 2004, including certain provisions approved by bond owners on June 10, 2004, and by Resolution [10-10] adopted on October 1, 2010, was presented by Mr. Thompson and seconded by Mr. Dixon. Motion approved.

**Action – Approve S&A Supplemental Allocation**
Trustee Thompson explained that the Services and Activities Fee Committee has requested approval of a supplemental allocation in the amount of $65,820 to support one-time travel opportunities for three student groups as well as one-time funds to support expenses related to the relocation of the KCWU radio transmitter tower due to an unforeseen early termination of the existing tower site lease agreement. This request was also reviewed and approved by the Budget and Finance Committee. Trustee Reardon asked if there was a savings impact from the early termination of the lease agreement. A member of the Services and Activities Committee present in the audience indicated that was the case.

**Motion 12-04:** The Board of Trustees of Central Washington University hereby approves the Services and Activities supplemental allocations, as presented on the attached document was presented by Mr. Thompson and seconded by Ms. Trottman. Motion approved.

**Action – Approval Authority to Proceed with Close-Out Process on Capital Project**
Trustee Thompson reported that the Hogue Hall addition and renovation project has achieved substantial completion and that this action item provides authority to the Vice President for Business and Financial Affairs, or his designee, to proceed with the proscribed close out process.

**Motion 12-05:** The Board of Trustees of Central Washington University delegates authority to the Vice President for Business and Financial Affairs, or designee, to proceed with the Major Capital Project Close-Out Process for Final Completion and Final Acceptance of each phase of the Hogue Hall Addition and Renovation Project was presented by Mr. Thompson and seconded by Mr. Dixon. Motion approved.

**Public Affairs and Government Relations – Dan Dixon and Ron Erickson**

**Information - Legislative Update**
Ms. Schactler discussed various bills that are being tracked by staff including budget, aerospace program FTE’s, capital funding and governance issues; a copy of her report was included in the Board’s agenda materials. Trustee Erickson noted that he and Dr. Gaudino held a series of meeting with legislators on Tuesday, Jan. 31.

**Information – Marketing Briefing**
Ms. Schactler reported on the new website launch, our successful internet advertising marketing campaign, and other new marketing efforts including campus banners, advertisements in support of the Seattle Times *Greater Good Campaign*, publications, Spanish language advertising and television ads that will include spots during the local broadcast of the Super Bowl.
General – Kate Reardon

Information – Information Technology Consultant
Trustee Reardon reported that the university intends to issue a consulting contract for an assessment of its enterprise information systems. The university wants to insure that there is optimal integration of the financial, budget, human resources, student enrollment and other systems so that the services that the university needs or wants, can be implemented efficiently and effectively.

Action – Approval of Change to CWUP 6-60-060, Leaves of Absence without Pay
Trustee Reardon explained that the proposed change to the exempt code adds language clarifying when leaves of absence without pay may be granted for educational and/or professional development.

**Motion 12-06:** A motion that the Board of Trustees of Central Washington University approves the change to CWU Policy 6-60-060, Leaves of Absence without Pay was presented by Ms. Reardon and seconded by Mr. Dixon. Motion approved.

REPORTS
Members accepted the reports from the Faculty Senate, Exempt Employee Association and Employee Council that were included in the agenda materials without discussion.

Communication Report
The Board acknowledged receipt of a letter dated November 10, 2011 from an anonymous student-athlete without discussion.

Consent Agenda
**Motion 12-07:** A motion that the Board of Trustees of Central Washington University approves consent action items and receives report items submitted February 3, 2012 was presented by Mr. Dixon and seconded by Ms. Reardon. Motion approved.

Meeting adjourned at 12:15 p.m.

Next Meeting
The next special and regular meetings of the Board of Trustees are scheduled for March 1 and 2, 2012.

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

Sid Morrison, Chair
Board of Trustees
Central Washington University