March 2, 2012 - Board of Trustees Meeting Minutes, Regular Meeting

Board of Trustees, Central Washington University

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March 2, 2012

Present:
Mr. Sid Morrison, Chair
Mr. Keith Thompson, Vice Chair
Mr. Dan Dixon
Ms. Kate Reardon (by phone)
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 9:05 a.m.

Changes to the Agenda - none

Approval of Minutes

**Motion 12-08:** A motion that the Board of Trustees of Central Washington University hereby approves the minutes of the regular of February 2, 2012 was presented by Mr. Erickson and seconded by Mr. Dixon. Motion approved.

Chair Report

Chair Morrison reported that he traveled to Olympia to participate in meetings with legislators as part of the College Promise group that includes trustees from the baccalaureate institutions and community and technical colleges. The meetings were positive as the group acted as one voice to share concerns regarding the impact of cuts to higher education. Chair Morrison remarked that the Board met for dinner the previous evening at the Aviation department and learned a great deal about the Aviation program. He noted that the Board will continue this type of outreach to colleges and departments as it is vital to good governance to learn more about all aspects of the university. Chair Morrison reported that new trustee Chris Liu will join the Board at the May meeting. Trustee Erickson met Mr. Liu for lunch recently and noted that he brings a wealth of experience to the Board.
President’s Report

Celebrations
Bill Vertrees, Assistant Vice President for Facilities Management, spoke on behalf of Mickle Hull who has been nominated for Distinguished Service Status. Mr. Hull retired after 37 years with the Facilities Management Department. He was the first custodian assigned to the Brooks Library and assisted staff during the move into the building. Mr. Hull rarely missed a work shift during his career and was generous in his support to the shared leave program. Mr. Vertrees called him an “emissary of good will” for the university. In his remarks, Mr. Hull stated that CWU was a wonderful place to work.

President Gaudino noted that the Board will vote on this distinguished service recommendation during the consent agenda. He also referred the Board to the Points of Pride included with the agenda materials.

Dr. Gaudino recognized two recent employees of the month: Corporal Brian Melton from Public Safety (November 2011) and Ryan Hopkins (December 2011). He also recognized the marketing team that received two ADDY awards from District 11 of the American Advertising Federation: Bret Blegg, Jeremy Higuchi, David Matayoshi, Teri Olin, and Rich Villacres from Public Affairs and Richard DeShields, Jenna Hyatt and Elaine Ames from University Housing and New Student Programs. The CWU Acceptance Book won a gold ADDY award in the collateral material category for book design and the 2011 Discover Orientation Materials won a silver ADD award in the collateral material category for special event campaign.

Dr. Gaudino also congratulated Jack Bishop who will be receiving the 2012 Distinguished Service Award from the Utah Sports Hall of Fame. Mr. Bishop was not in the audience because he was traveling with the men’s basketball team for the GNAC conference tournament.

BOARD COMMITTEES

Academic and Student Life – Annette Sandberg and Ivana Trotman

Information- College of Education and Professional Studies
Dean Connie Lambert and Interim Associate Dean Bill Bender presented an overview of the College of Education and Professional Studies (CEPS). Dean Lambert discussed the five units that report within Education (Center for Teaching and Learning, Office of Research, Evaluation and Assessment, Teacher Certification, Education Technology Center, Special Education Technology Center and Washington Sensory Disability Services) as well as the five areas of study for teacher certification (Teaching elementary, Adolescent, and Young Childhood, Advanced Certification, Physical Education, School and Health Programs, Language, Literacy and Special Education, and Education Foundations and Curriculum). She noted that CWU has the largest teacher certification programs in the state and one of the largest in the country. Associate Dean Bender discussed the seven departments that comprise Professional Studies (Aerospace Studies; Aviation; Family and Consumer Science, Recreation and Tourism; Nutrition, Exercise and Health Sciences; Industrial and Engineering Technology, Information Technology and Administrative Management; and Military Science). He emphasized that many of the programs in Professional Studies stressed relevant skills that employers want and need. For example, the Construction Management program has a job placement rate of 100% for their graduates. All of the accredited programs within CEPS are approved and in good standing. Mr. Dixon asked what the
Education program might do to take a lead role nationally in discussions about education. Dean Lambert volunteered to work with him in these discussions.

**Information – Academic Planning Task Force Update**

Dean Kirk Johnson reported on the progress of the Academic Planning Task Force (APTF). In December, the APTF recommended 82 programs for elimination or revision based on the criteria of student credit hours generated, student demand, graduate school and/or employer demand and quality. Since that time, the APTF has received feedback from the academic departments where these programs are housed. Based on their analysis, some of the 82 programs have been re-categorized. The task force will provide final recommendations to the Provost’s Council and other stakeholders in mid-March and will make final recommendation to the Board at the May meeting.

**Information – Office of International Studies and Programs Update**

Assistant Vice President Michael Launius gave an overview of International Studies and Programs and strategic international initiatives for student recruitment, increased study abroad activities and increased scholarly exchanges.

**Information – Student Success Plan Update**

Interim Dean of Student Success Ethan Bergman gave an overview of the Student Success unit and key organizational restructuring to align with the three elements they have identified to promote student success: student development, student achievement and student living.

**Business, Finance and Audit – Keith Thompson**

Mr. Thompson noted that each year the state auditor’s office reviews the university’s financial records and at the completion of the audit, has an exit interview with the administration to which the trustees are also invited. This year the exit interview is scheduled for March 7. He noted that are no findings reported for either the financial audit or for the audit related to how well the university follows its own procedures. Trustee Thompson also reminded the Board that, as discussed at the February meeting, the university is moving forward with plans to refinance the Series 2002 bonds.

**Information – Enrollment Management/Financial Report**

Vice President Clark’s report showed that enrollment continues to be on target to achieve 9840 FTE. There has been no change in the forecast for spring enrollment projections and 2012 spring applications are trending similar to spring 2011. Our fall 2012 freshman applications and offers of acceptance to CWU are on track to meet or exceed fall 2011. We have also made a record number of fall 2012 freshman merit awards. Vice President Clark noted that all of the Deans are participating in recruitment and thanked them for their efforts. He also reviewed the FY 2012 revenues and expenses for each fund type and gave a brief overview of the legislature’s supplemental budget proposals.

**Action – S&A Fee Supplemental Allocation**

Mr. Thompson explained that the Board is asked by the Services and Activities (S&A) Fee Committee to approve $16,494.78 in supplement allocations, mostly for one-time travel support for student groups. He also noted that the S&A Committee has approximately $200,000 in supplemental funds available in their base each year to allocate to these types of requests. All supplemental requests are reviewed and approved by the Business and Finance Committee prior to being forwarded to the Board.
**Motion 12-09:** A motion that the Board of Trustees of Central Washington University hereby approves the Services and Activities Fee supplemental allocations in the amount of $16,494.78 was presented by Mr. Thompson and seconded by Ms. Sandberg. Motion Approved.

Mr. Thompson asked the Board to consider a motion related to the approval of S&A fee supplemental allocations. He stated that the Board preferred to delegate authority to the university’s chief financial officer to approve supplemental allocations up to a predefined limit rather than to review each supplemental request during the Board meeting. Mr. Thompson noted that the Board would like the S&A budget done on a six year cycle to bring it into alignment with the rest of the university. Prior to voting on the motion, Mr. Erickson stated that it should delegate authority to the president, or his designee, rather than directly to the chief financial officer.

**Motion 12-10:** A motion that the Board of Trustees of Central Washington University delegates to the president, or his designee, authority to approve Services and Activities Fee supplemental allocations up to $25,000 was presented by Mr. Thompson and seconded by Ms. Sandberg. Motion Approved.

**Action – S&A Base Budget Allocation Adjustment Approval**
Vice President Clark reported that the Services and Activities (S&A) Fees Committee approved a request to adjust the S&A base budget to fund a new Conduct Case Manager. Both the S&A Fee Committee and the ASCWU Board of Directors support this adjustment. The Budget and Finance Committee also reviewed and approved the adjustment.

**Motion 12-11:** A motion that the Board of Trustees of Central Washington University hereby approves $65,000 of the Services and Activities Fees base budget is reallocated to fund the Student Rights and Responsibilities Conduct Case Manager position was presented by Mr. Thompson and seconded by Ms. Sandberg. Motion approved.

**Action – Approval to Proceed with Brooklane Village Project Close Out**
Mr. Thompson explained that this project that involved the installation of new underground cable to Brooklane and the replacement of all old medium voltage cable within the Brooklane complex. The repair work conducted by combined crews of CWU and Arc Electric with the assistance of a small works contractor, Poletelco, completed the repair in a timely manner. Subsequent to achieving substantial completion of the work with a total of $815,075.75 in change orders, Arc Electric has submitted a final project acceptance application for payment, which will be certified, per CWU major capital project close-out process.

**Motion 12-12:** 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 the Medium Voltage Feeder Upgrade Project was presented by Mr. Thompson, and seconded by Mr. Erickson. Motion approved.

**Information – Campus Master Plan**
Vice President Clark explained that the Board will be asked to approve the Campus Facilities Master Plan at their May meeting. This plan ([http://www.cwu.edu/~facility/index.html](http://www.cwu.edu/~facility/index.html)) helps to guide the future development of the university as a whole and the Ellensburg campus and have been developed in collaboration with a variety of constituencies.
Public Affairs and Government Relations – Dan Dixon and Ron Erickson

Information – Marketing Briefing
Ms. Schactler updated the board on the university’s website and other promotional initiatives, including earned media. The Board also viewed the video “Central knows my name.” A copy of her marketing briefing was included in the agenda materials.

Information - Legislative Update
Ms. Schactler explained that as of today’s date, any bill that is not forwarded out of committee is considered “dead,” although sometimes such bills can be resurrected in final negotiations. She discussed the Senate’s budget bill and the Wenatchee bond bill. A copy of her legislative briefing was included in the agenda materials.

General – Kate Reardon and Sherer Holter

Action – Approval of CWU Policy 2-30-055 and Endorsement of CWU Procedure 3-70-035, Education Benefits for Eligible Staff Dependents and Retired Staff
Ms. Holter explained that pursuant to RCW 28B.15.915 (called the West Waiver) the university has developed a policy that waives a portion of the tuition fee for eligible staff dependents and retirees and a procedure to implement the policy. She further explained that the policy uses the West Waiver authority granted to the Board, and that in order to provide the Board with an estimate of the use of the waiver program, an on-line survey was conducted during the month of January that solicited input on support for this waiver and the likelihood that dependents of current employees, defined as spouse, domestic partner, or biological, step or adopted children age 25 or younger, would use the benefit. The survey received 511 responses or approximately 39% of eligible full-time faculty and staff. Of this response, 96% were in favor of the program, with comments indicating that it would incentivize recruitment and retention. President Gaudino stressed that this policy supports the university’s enrollment management plan by maximizing revenue.

Motion 12-13: A motion that the Board of Trustees of Central Washington University approves CWU Policy 2-30-055 and endorses CWU Procedure 3-70-035, Education Benefits for Eligible Staff Dependents and Retirees was presented by Ms. Reardon and was seconded by Ms. Sandberg. Motion approved.

Action – Approval of changes to CWU 401(a) Supplemental Retirement Plan
Ms. Holter reported that compliance with the federal Pension Reform Act requires that the IRS ensure the appropriate tax status and funding requirements of the CWU 401(a) Supplemental Retirement Plan. The request for an IRS Determination Letter under IRC 401(a) was filed on the university’s behalf by Ropes and Gray in February 2009. A favorable determination letter was received in December 2011. The IRS required that the plan add the definition of the “Washington State Retirement System” and revisions to section 5.1 dealing with Vesting.

Motion 12-14: A motion that the Board of Trustees of Central Washington University approve the addition of section 2.21, which adds the definition of “Washington State Retirement System” and changes to section 5.1 of the CWU 401(a) Supplemental Retirement Plan to reflect changes required by
the IRS determination letter received December 13, 2011 was presented by Ms. Reardon and was seconded by Ms. Sandberg. Motion approved.

**Action – Hogue Technology Lobby Naming Opportunity**
Brian and Elizabeth Clarke recently pledged a significant gift of $10,000 to be paid in annual payments of $2,000 over five years (2011-2015). Brian Clarke is acknowledged for being a leader in the safety profession. He served on two national committees for the American Contractors Insurance Group (Ergonomics in Construction and Silica in Construction) and as a member on the Board of Directors for the American Society for Safety Engineers (ASSE). Mr. Clarke’s professional experience has proven to be beneficial to CWU’s success. He has dedicated his time to support and grow Central’s safety program and served as an industry volunteer for the safety program for over seven years. This naming opportunity follows the established naming guidelines for Hogue Technology and has been approved by the Naming Priorities Committee.

**Motion 12-15:** A motion that the Board of Trustees of Central Washington University hereby names the Hogue Technology first floor lobby, the Brian and Elizabeth Clarke Lobby was presented by Ms. Reardon and was seconded by Ms. Sandberg. Motion approved.

**Action – Hogue Technology Research Lab Naming Opportunity**
Jim and Katie Gaudino recently pledged a significant gift of $12,500 to be paid in annual payments over five years (2-11-2015). The financial support of the Gaudino-Keatts gift will not only enable faculty to continue to promote scholarly work but will honor Jim and Katie’s fathers, Peter C. Gaudino and Hassell C. Keatts. Peter and Hassell built successful careers without the aid of a college education and worked hard to ensure their children could attend college. This naming opportunity follows the established guidelines for Hogue Technology and has been approved by the Naming Priorities Committee.

**Motion 12-16:** A motion that the Board of Trustees of Central Washington University hereby names the Hogue Technology research lab, the Peter C. Gaudino and Hassell C. Keatts Research Lab was presented by Ms. Reardon and was seconded by Ms. Sandberg. Motion approved.

Mr. Thompson was granted the floor by Chair Morrison to make a statement. He noted that the Business and Financial Affairs division is considering the use of an investment manager to handle the university’s bond portfolio. Since Mr. Thompson is an investment manager for U.S. Bank, he will recuse himself from any discussions or decisions on this topic.

**REPORTS**
Members accepted the reports included in the agenda materials without discussion.

**Consent Agenda**
**Motion 12-17:** A motion that the Board of Trustees of Central Washington University approves consent action items and receives report items submitted March 2, 2012 was presented by Ms. Sandberg and seconded by Mr. Thompson. Motion approved.

Meeting adjourned at 12:20 p.m.
Next Meeting
The next special and regular meetings of the Board of Trustees are scheduled for May 3 and 4, 2012.

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

Sid Morrison, Chair
Board of Trustees
Central Washington University