6-8-2012

June 8, 2012 - Board of Trustees Meeting Minutes, Regular Meeting

Board of Trustees, Central Washington University

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Board of Trustees Minutes  
Regular Meeting  
June 8, 2012  
Approved July 20, 2012

Present:
Mr. Sid Morrison, Chair  
Mr. Keith Thompson, Vice Chair  
Ms. Kate Reardon  
Ms. Annette Sandberg  
Mr. Dan Dixon  
Ms. Ivana Trottman  
Mr. Ron Erickson  
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  
Mr. Alan Smith, Assistant Attorney General

Absent:  
Mr. Chris Liu

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

Changes to the Agenda
Chair Morrison called for changes to the agenda. Trustee Reardon added a special presentation to the end of the agenda.

Approval of the Agenda
Motion 12-29: A motion that the Board of Trustees of Central Washington University approves the agenda of June 8, 2012 was presented by Ms. Sandberg and seconded by Ms. Reardon. Motion approved.

Approval of Minutes
Motion 12-30: A motion that the Board of Trustees of Central Washington University hereby approves the minutes of the special and regular meetings of May 3 and 4, 2012 was presented by Ms. Trottman and seconded by Ms. Sandberg. Mr. Erickson noted that he was not in attendance at the May meeting and abstained. Motion approved.
Chair Morrison reflected on the past year and on the commencement the activities planned for the coming weekend, likening it to “harvest time.” He noted how wonderful it is to celebrate with students and their families. He particularly enjoys the Westside graduation ceremony and how the programs at our Westside centers are attended by the extended families of the students who cheer loudly when their graduates walk across the stage.

Chair Morrison has been impressed with how well the university has adapted to the new financial reality of decreased state investment in higher education. He noted that we did as well as we could, and avoided the chaos that could have resulted from such a precipitous drop. This year the Legislature acknowledged the impact of their past decisions and apologized for how the deep cuts have passed a financial burden onto the families of our students.

He applauded the legislative staff, Linda Schactler, Ann Anderson and Steve Dupont, and noted that CWU has been reimbursed with interest for funding that was overcut three years ago.

Chair Morrison acknowledged Trustee Sandberg in the reading of a resolution for Trustee Trottmn.

Action – Resolution 12-06 Honoring Student Trustee Ivana Trottmn
Trustee Annette Sandberg read Resolution 12-06:

WHEREAS, Ms. Ivana Trottmn was appointed to the Central Washington University Board of Trustees by Governor Chris Gregoire on July 5, 2011—the fourteenth CWU student selected to serve on the board following 1998 legislation creating a student seat on each of the governing boards of the state’s six public baccalaureate institutions—and will have served with distinction until June 30, 2012; and

WHEREAS, during her one-year term of service on the board, Ms. Trottmn thoughtfully represented all citizens of Washington by communicating her positions on many substantive issues along with providing advocacy and conscientious commitment to students, their perspectives, and their concerns; and

WHEREAS, her commitment to the university’s vision, mission, and goals was revealed through her involvement in a variety of university functions and activities, at which she served as an official representative of this board; and

WHEREAS, Ms. Trottmn consistently demonstrated integrity, initiative, enthusiasm, and skill in interacting with diverse university and public constituencies;

NOW, THEREFORE, BE IT RESOLVED that this Board of Trustees wishes to publicly express its appreciation to Ms. Trottmn for her effective, intelligent, and dedicated service as a member of the Central Washington University Board of Trustees.

ADOPTED and signed this 8th day of June, 2012.
**Motion 12-31** A motion that the Board of Trustees of Central Washington University hereby adopts [Resolution 12-06] honoring Student Trustee Ivana Trottman for her service on the Board of Trustees during academic year 2011-2012 was presented by Ms. Sandberg and seconded by Mr. Erickson. Motion approved.

Chair Morrison acknowledged Trustee Trottmann in the reading of a resolution for the ASCWU Board of Directors.

**Action – Resolution 12-07, Honoring ASCWU Board of Directors**
Trustee Ivana Trottmann read Resolution 12-07:

**WHEREAS**, members of the 2011-2012 Associated Students of Central Washington University Board of Directors (BOD) Steven Ross, Paul Stayback, Maylin Sevilla, Allyson Mundy, K.J. Stilling, James Rae, and Mike Merz have worked hard to represent students; and

**WHEREAS**, the BOD was a persistent and passionate advocate for issues and programs affecting the college experience for students of Central Washington University;

**BE IT THEREFORE RESOLVED** that this Board of Trustees expresses its appreciation to the members of the 2011-2012 Board of Directors for their dedicated service to Central Washington University and wish them well in their future endeavors.

ADOPTED and signed this 8th day of June, 2012.

**Motion 12-32**: A motion that the Board of Trustees of Central Washington University hereby adopts [Resolution 12-07] honoring the 2011-2012 Associated Student of Central Washington University (ASCWU) Board of Directors was presented by Ms. Trottman and seconded by Mr. Dixon. Motion approved.

Chair Morrison acknowledged Trustee Reardon in the reading of a resolution for the Faculty Senate Executive Committee.

**Action – Resolution 12-08 Honoring the Faculty Senate Executive Committee**
Trustee Reardon read Resolution 12-08:

**WHEREAS**, the Faculty Senate is the primary means by which faculty collectively share in the governance of Central Washington University by shaping the university’s academic environment; and

**WHEREAS**, the Faculty Senate Executive Committee serves a leadership role for the Senate by receiving, evaluating, and directing the disposition of items under Senate consideration; and

**WHEREAS**, the Faculty Senate Executive Committee represents the Senate in discussions with various committees, administrators, and other university groups on issues related to the academic mission of the university; and

**WHEREAS**, the Faculty Senate Executive Committee completed a number of important initiatives during the 2011-2012 academic year including initiating a faculty survey on transitioning from
a quarter system to a semester system, surveying students, faculty, and the administration regarding issues with the general education requirements, updating curriculum and general academic policies, and re-establishing the Library Advisory Council; and

WHEREAS, the Faculty Senate Executive Committee established the Faculty Dispute and Allegations Committee to resolve allegations of scholarly misconduct; and

WHEREAS, Faculty Senate Executive Committee members were key participants on the Academic Planning Task Force and worked with the Provost on the reorganization of the Office of the Associate Provost to more efficiently and effectively meet the needs of faculty; and

WHEREAS, the Faculty Senate Executive Committee, in coordination with the Curriculum Committee, also guided a new degree type, two master’s programs, one new specialization, four new minors, and two certificate programs through the curriculum process, thereby expanding opportunities for our students that meet the needs of their intellectual growth as well as preparing them for the job market;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Central Washington University extends its grateful appreciation to the Faculty Senate Executive Committee: Ian Loverro, Chair, Melody Madlem, Chair-Elect, John Alsoszatai-Petheo, Michael Young, Eric Cheney, Cesar Garcia, Toni Culjak, Rodney Bransdorfer, and Bret Smith for their hard work and dedication in articulating the academic mission of the university as it moves forward to meet its challenges.

Adopted in a regular meeting assembled this 8th day of June, 2012.

Motion 12-33: A motion that the Board of Trustees of Central Washington University hereby adopts [Resolution 12-08] honoring the faculty senate Executive Committee was presented by Ms. Reardon and seconded by Mr. Dixon. Motion approved.

Chair Morrison acknowledged Trustee Dixon in the reading of a resolution for the Campus Community.

Action – Resolution 12-09 Honoring the CWU Campus Community

Trustee Dixon read Resolution 12-09:

WHEREAS, since 2009, a deep recession has forced the state to cut support to Central Washington University by $66 million; and

WHEREAS, the new normal for public higher education means universities must generate the lion’s share of its funding; and

WHEREAS, in response to this new era of higher education funding, CWU has managed costs by trimming overhead, reducing redundancy, encouraging collaboration, and developing long-term and innovative fiscal-planning strategies; and

WHEREAS, the CWU Board of Trustees recognizes that these changes have placed a heavy burden on students and their families, due to rising tuition and fees, and have also required
extraordinary efforts by CWU faculty and staff as they have learned to “teach more and do more with less”; and

WHEREAS, the university is now placing a new premium on basing informed decisions on hard evidence derived from the efforts of the Strategic Operational Plan Committee, Academic Planning Task Force, Budget and Finance Committee, as well as other shared governance structures, and the revitalization of CWU’s organizational structure, which focuses on student success; and

WHEREAS, CWU is emerging from the Great Recession leaner and stronger than it was three years ago, and is now prepared to begin to reinvest in the programs and people required to ensure it continues to provide students with rich, relevant, and successful learning experiences;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Central Washington University extends its grateful appreciation to all members of the CWU campus community—students, faculty, and staff—for their continued energy, efforts, and enthusiasm as we move forward together to meet the opportunities and challenges of the future.

Adopted in a regular meeting assembled this 8th day of June, 2012.

Motion 12-34: A motion that the Board of Trustees of Central Washington University hereby adopts [Resolution 12-09] honoring the campus community was presented by Mr. Dixon and seconded by Ms. Sandberg. Motion approved.

President’s Report
President Gaudino began his report by discussing shared governance at the university. Shared governance means that information is developed, reviewed and received through an open and inclusive process. University systems, such as budgeting, curriculum, parking, policies, planning, student life and technology currently use this process. Organizational changes have meant that previously siloed areas now work together through structures such as the Provost Council, Budget and Finance Committee and the Strategic Operations Team. Dr. Gaudino gave the university a passing grade on the current flow of information through shared governance, but noted that there is much room for improvement.

The President discussed the recent information services external review. The consultant, BerryDunn, has provided recommendations on our information services infrastructure, governance, workflow, commitment to PeopleSoft, business intelligence, data warehouse, security and access, as well as staffing and professional development.

There have been a number of communications received from the community related to concerns that the university bookstore is competing unfairly with the local retail community. President Gaudino explained that the university, in compliance with RCW, is drafting a revision to the Commercial Activities Policy, and is soliciting community input to the changes.

President Gaudino summarized the ASCWU BOD, Employee Council, Exempt Employee Association and Faculty Senate reports to the Board, highlighting each areas achievements and concerns.

The President’s report concluded with a number of celebrations. Kati Davis, NCAA 2011-2012 Female Athlete of the Year and two time All American, set a CWU record of 12 feet, 5 ½ inches in the pole vault.
Delta Airlines unfortunately lost Ms. Davis’ pole when she traveled to a national competition. She was forced to compete with a borrowed pole and did not place as high as expected.

Linda Schactler nominated Mari Hubbard for Distinguished Service. Ms. Hubbard is retiring on July 1 after 32 years in the graphics department during which time she has adapted to many technological changes.

Psychology Chair Stephanie Stein nominated Dr. Elizabeth Street for faculty emeritus upon her retirement on June 15 after 33 years. Professor Stein noted Dr. Street’s expansive vitae and the impact she has had on students’ lives.

Computer Science Chair Jim Schwing nominated Dr. Ed Gellenbeck for faculty emeritus upon his retirement on June 30 with 18 years. Dr. Schwing noted Dr. Gellenbeck’s many contributions to the Computer Science department and students.

The nominations for distinguished service and faculty emeritus will be formally approved on the consent agenda. Dr. Gaudino concluded his report by reminding everyone to read the Points of Pride included with the Board’s agenda for a complete list of the amazing accomplishments of our students, faculty and staff.

PUBLIC COMMENT
Three individuals spoke to the board: Bob Hickey, representing the faculty union regarding Board communication and shared governance, Jim Armstrong representing the concerns of the Ellensburg business community, and Professor Holly Pinkart regarding her communication to the Board.

BOARD COMMITTEES

Academic and Student Life—Annette Sandberg and Ivana Trottman
Provost Levine updated the Board on the new hires in her organization: Sarah Swager, Dean, Student Success; Katherine Martell, Dean, College of Business; and Ric Byham, Director, Continuing Education.

Information—Faculty Senate Overview
Dr. Ian Loverro, Faculty Senate Chair provided an overview of the 2011-2012 Senate accomplishments, including: endorsing a 2013-14 academic calendar, elimination of the print catalog, conducting a study on conversion to a semester system and re-establishing the Library Advisory Council. He noted that Senate committees conducted a survey on general education requirements, proposed changes to the university’s writing and math requirements, explored peer review for evaluation of faculty, assisted in the transition to online student evaluation of instruction (SEOI), established a consistent date and time policy for committee meetings, established the Faculty Dispute and Allegations Committee and updated the Academic code, Senate Bylaws and Academic Policy. The Senate approved the Educational Specialist degree (Ed.S) two masters programs, Jazz Pedagogy Graduate Cognate and a Masters of Education, Higher Education. They approved a new Screenwriting specialization, minors in Event Planning and Screenwriting, as well as a Global Literacy and a Professional Sommelier certificate program.

Information—Academic Department Chair Organization (ADCO) Overview
Dr. James Huckabay, outgoing chair of the Academic Department Chair Organization (ADCO) discussed the many roles and responsibilities of academic department chairs. He noted that chairs are the ultimate “middle managers” who support the needs of students, faculty and staff, and collaborate with
parents, deans, community partners and alumni. The goals of the ADCO group are to streamline processes and to improve relations at all levels to better manage decisions that affect chairs and their departments. He noted ADCO revised its mission and bylaws and developed chair leadership training. They increased participation in curriculum development and established mentoring tools for new and continuing chairs. He noted that chairs should be involved in all discussions when decisions are made that affect their departments.

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

**Information - Enrollment and Finance Update**

John Swiney reported that fall 2012 freshmen offers are on track with fall 2011. Also on track with fall 2011 data is the freshman admitted GPA of 3.3 and average SAT score of 1021. The incoming freshman class is the most diverse in CWU history, with 30 percent self-identified as a minority or multi-ethnic. Enrollment Management staff are calling freshmen who have not confirmed their fall enrollment. They are also doing a competitive admission review, offering admission to students who have previously been admitted to Eastern Washington University or Washington State University. Overall, the university is on target to meet the enrollment number of 9800 FTE.

Shelly Baird reviewed fiscal year 2012 revenue and expenses by fund type, as of the end of April. All funds are expected to end the year with a positive balance.

**Action – Fiscal Year 2013 Proposed Budget**

Vice President Clark noted that last year the Board approved the fiscal year 2012 budget and the fiscal year 2013 budget, contingent on supplemental legislative action. These budgets were constructed on the premise that the university would maintain 9800 FTE and tuition would increase by 14% both years.

Since the university did not receive a supplemental budget cut in state funds, and enrollment exceeded the planned 9800 FTE, revenues have exceeded our previous assumptions. The university is now in a position to reinvest $6.3 million to expand teaching capacity, promote entrepreneurial strategies, enhance student success, support enrollment management, marketing and fundraising activities as well as make long overdue infrastructure improvements. The revised 2013 budget also maintains the Board required 6% reserve as well as the $3 million emergent needs fund.

Vice President Clark also reviewed how the proposed budget supports the university’s “flight plan” and contributes to direct cost of attendance for our students. He noted that he would review each of the rate and fee changes separately.

**Motion 12-35:** A motion that the Board of Trustees of Central Washington University hereby approves the fiscal year 2013 $101.9 million operating budget for ledger 1 based on maintaining 9800 FTE and maintaining the required 6% reserve fund was presented by Mr. Thompson and seconded by Ms. Sandberg. Motion approved.

**Action – Auxiliary Services Housing and Dining Rate Proposal 2012-2014**

Trustee Thompson explained that the Housing and Dining rate proposal is for a maximum, not to exceed 5% for academic year 2013 and 2014. This request supports the comprehensive housing master plan established and approved by the Board of Trustees. The two year budget approval has been very helpful for planning and budgeting purposes. It has also allowed us to inform students and seek their input in a
timely manner. If costs grow more than is manageable, further adjustments may be requested. CWU housing and dining rates put us in the “middle of the pack” compared to the other six state institutions.

**Motion 12-36:** A motion that the Board of Trustees of Central Washington University hereby approves the Auxiliary Services Housing and Dining maximum rate increase, not to exceed 5% for fall 2013 and fall 2014 was presented by Mr. Thompson and seconded by Ms. Sandberg. Motion approved.

**Action – Student Technology Fee Increase**
The CWU Student Technology Fee was established in 1996, and was set at $25 per quarter (prorated at $2.50 per credit up to 10 credits). The fee has not increased since it was implemented sixteen years ago. Even though the cost of many technology items has decreased, the proliferation and demand for better and newer technology has increased exponentially. After review and approval by the Budget and Finance Committee and the ASCWU-BOD, the proposed Student Technology Fee increase was recommended for submission to the Board of Trustees. Trustee Reardon asked if students pay to use our computer labs, and was advised that this is not the case.

**Motion 12-37:** A motion that the Board of Trustees of Central Washington University hereby approves increasing the student technology fee from $25 per quarter to $30 per quarter for a full time student, or a .50 cent increase per credit hour, was presented by Mr. Thompson and seconded by Mr. Dixon. Motion approved.

**Action – Academic Course and Program Fee Increases**
The proposed increases to academic courses and program fees were reviewed and approved by the Budget and Finance Committee. Trustee Thompson noted that the Dean of the College of Education and Professional Studies had provided additional justification regarding fee increases for Industrial and Engineering Technology (IET) courses.

**Motion 12-38:** A motion that the Board of Trustees of Central Washington University hereby approves the Academic Course and Program Fee Request as submitted, effective July 1, 2012, was presented by Mr. Thompson and seconded by Ms. Trottman. Motion approved.

**Action – Student Lobby Fee Increase**
The proposed increase to the Washington Student Lobby Fee was a student-led effort that increases the fee by $1 per year and changes the way that the fee is charged from $2 fall quarter only to $1 per quarter. The change in the fee structure is expected to increase revenue by approximately $8,200 annually. The funds are then used by students to attend sessions in Olympia, maintain student employees to keep current on issues associated with higher education, and to provide travel support costs.

**Motion 12-39:** A motion that the Board of Trustees of Central Washington University hereby approves increasing the Washington Student Lobby fee from a $2 annual fee collected in fall quarter to $1 per academic quarter was presented by Mr. Thompson and seconded by Ms. Sandberg. Motion approved.

**Action – Daily Parking Rate Increase**
Central Washington University’s Parking Services proposed increasing the daily parking permit from $3 to $5 beginning September 1, 2012. The increase parking permit rates would provide additional funding to purchase new parking permit dispensers. After review and recommendation by the Budget and
Finance Committee, the proposed daily parking permit increase was approved for submission to the Board of Trustees.

**Motion 12-40:** A motion that the Board of Trustees of Central Washington University hereby approves the dialing parking permit increase from $3 to $5 was presented by Mr. Thompson and seconded by Ms. Sandberg. Motion approved.

**Action – Rescind S&A 2% Increase**
Trustee Thompson noted for the record that there is an additional change to the agenda that was not recorded earlier in the meeting. The Trustees received notification from the Services and Activities Fee Committee rescinding their recommendation to increase the Services and Activities Fee by 2 percent in the coming year. Since this request was received after the agenda was made public, removing the action item must be made by formal motion.

**Motion 12-41** A motion that the Board of Trustees of Central Washington University hereby approves rescinding the requested 2% increase in the services and activities fee was presented by Mr. Thompson and seconded by Mr. Erickson. Motion approved.

**General – Kate Reardon**

**Action – 2012-2013 Board Meeting Dates**
Central Washington University Policy 1-10-030, Meetings, states that the Board shall hold a regular meeting at least once each calendar quarter and may establish a schedule of regular meetings. The Board has typically met seven times each calendar year, with meetings back to back in February/March and May/June. The proposed schedule for the coming year identifies six meeting dates and eliminates back-to-back meeting months during the academic year:

October 5, 2012 – CWU Yakima  
December 7, 2012  
February 1, 2013  
April 5, 2013  
June 7, 2013  
July 18 and 19, 2013 [retreat]

**Motion 12-42:** A motion that the Board of Trustees of Central Washington University adopts the proposed 2012-2013 meeting schedule was presented by Ms. Reardon and seconded by Mr. Erickson. Motion approved.

**Action – Change to CWU Policy 1-10-050, Duties and Power**
The proposed change updates this chapter of the policy manual to coincide with the delegation of authority to the president/ designee last updated at the October 7, 2011 meeting. This change recognizes that all policies and procedures at the university are approved by the president / designee with the exception of the bargaining agreements, academic code and student policies.

**Motion 12-43** A motion that the Board of Trustees of Central Washington University adopts the changes proposed to CWU Policy 1-10-050, Duties and Powers, was presented by Ms. Reardon and seconded by Mr. Erickson. Motion approved.
Action – Changes to the Academic Code
The Faculty Senate approved at its regularly scheduled meeting on May 2, 2012 two motions to recommend the changes to section IV and V of the Academic Code, which the Board of Trustees must approve. Section IV changes are to add language on Interpretation and Emergency as well as language on Initiatives. This was language that was included in the former Faculty Code that needs to be included in the current Academic Code. Section V change is to add language regarding scholarly misconduct. Faculty Relations has requested that a process be developed by which scholarly misconduct charges can be addressed. This process is being folded into the current Dispute Resolution process.

Motion 12-44: A motion that the board of Trustees of Central Washington University approves changes to Section IV and V of the Academic Code as submitted was presented by Ms. Reardon and seconded by Mr. Dixon. Motion approved.

COMMUNICATION REPORT
Members accepted the communications included in the agenda materials without discussion.

Consent Agenda
Motion 12-45: A motion that the Board of Trustees of Central Washington University approves consent action items and receives report items submitted June 8 was presented by Ms. Reardon and seconded by Mr. Thompson. Motion approved.

Information – “No Place Untouched by War: The Second World War and Central Washington College of Education”
Graduating senior Kevin Sodano discussed his exhibit which concentrates on the 413th Army Air Forces College Training Detachment that was stationed on the Ellensburg campus from March 1943 until June 1944. Mr. Sodano invited WWII veteran combat pilot Jerry Mason, a lifelong resident of Kittitas County, who flew 243 missions in the Pacific to join him at the podium. Mr. Mason described his war experiences and thanked the Board for the invitation to their meeting. Mr. Sodano also thanked his professors and fellow students who assisted him in the installation. Trustee Dixon expressed his appreciation for the exhibit, and thanked Mr. Mason for his service. Mr. Dixon noted that it is important to remember the past and to also remember the men and women who are serving the country now and ensure that they are supported.

Meeting adjourned at 12:29 p.m.

Next Meeting
The Board of Trustees will meet for their annual planning retreat June 19-20, 2012 at the University Reception Center.

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

Sid Morrison, Chair
Board of Trustees
Central Washington University