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Board of Trustees Minutes, September 12, 2008

Eastern Washington University

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**EASTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES**

September 12, 2008

Open Public Session ~ 1:15 p.m. (TAW 215 B&C)

Executive Session ~ 11:40 a.m. (TAW 215 A)

MINUTES

Trustees Present:

Paul Tanaka, Chair
Jo Ann Kauffman, Vice Chair
Gordon Budke
Neil McReynolds
Kris Mikkelsen
Bertha Ortega

Call to Order, I.

Chair Tanaka called the September 12, 2008 regular meeting of the Eastern Washington University Board of Trustees to order at 11:40 a.m.

Chair Tanaka announced that the Board would convene in executive session under RCW 42.30.110 for the following purposes: (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, litigation or potential; and/or under RCW 42.30.140 to plan or adopt a strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

He announced that executive session would last approximately one hour, that no final action would be taken during the executive session, and that at the conclusion of the executive session the Board would convene into the Open session of its regular meeting.

Quorum, II.

A quorum was present, though Trustee Zozaya-Geist and Trustee Fleming were unable to attend.

Executive Session, III.

Chair Tanaka stated that executive session was held for purposes authorized in RCW 42.30.110 and/or 42.30.140 as previously scheduled. No action was taken during the executive session.

Chair Tanaka called the committee of the whole session to order at 12:50 p.m.

Committee of the Whole

1. Enrollment Update

Dr. Larry Briggs, Associate Vice President for Enrollment Services, presented the board with positive enrollment news for Fall quarter 2008. Enrollment is up compared to last year in the following categories: total FTE, total credit hours, new freshmen (up 146 from 10th day last Fall), and

new graduate students. At this point, EWU's freshman class is the 2nd largest freshman class in Eastern's history, and the ethnic diversity of this freshman student population is up, at 25.4%. Dr. Briggs described the admissions recruitment efforts Eastern has undergone such as college fairs, high school visits, visitation programs and other activities. He mentioned special visitation programs have grown tremendously and transfer visits to Spokane Community Colleges have been doubled. Another strategy that has already been implemented to assist with transfer enrollment, is that Eastern now accepts the State of Oregon's transfer degree.

He stated that institution wide ownership of working to improve recruitment and retention at Eastern has clearly improved and the collaboration between all areas of the university, staff, and leaders has made a difference - including Dr. Arévalo's visits to communities and schools, the deans and colleges moving forward with initiatives, and the efforts of admissions staff, recruiters and numerous campus program staff. The Eastern booth at the Spokane fair won the award as the best booth at the fair.

Chair Tanaka expressed appreciation to Vice President Vralsted, Dr. Briggs, the staff, faculty, and Dr. Arévalo for their efforts in regard to enrollment. He stated that the board understands the competitive demographics and is concerned about enrollment, so appreciates the attention to this situation.

2. Budget Update

Vice President Voves reported that the Board has received the internal budget planning guidelines for Eastern that the president distributed this week. The guidelines are based on the budget model developed through the university budget task force. The budget will now be developed on a biennial basis rather than annually and all requests for spending will go through this new budget process. President Arévalo has asked for a 2% reduction in planning for the 2009-2011 biennium in anticipation of tough economic times for the university as well as the entire State of Washington.

3. EWU Policies

Laurie Connelly, Associate to the President, explained that the three policies on the board agenda for today, are at the stage of requiring board approval.

- Human Rights policy – this is a consolidation of current policies. It does not modify practices or procedures in regard to discrimination policy, sexual harassment policy, or complaint processes. This policy is believed to do a better job describing the university's position and how it handles the situations. Several policies are being superseded by this policy - see list.

Trustee Budke requested a summary of the process the policies went through up to this point. Human Rights policy went through a campus wide policy period two years ago and recently went through the new on line policy process including the opportunity for public comment. This policy did not receive any public input, so collaboration with human resources staff has occurred in order to brainstorm any other needs or recommendations for changes.

- Violence Prevention, Control and Response policy was originally adopted as two policies in 2002. Last year a campus wide committee spent an entire year reviewing the policies and how they worked. They recommended a streamline of these policies. In the past when there was a report of an incident, a representative from labor, human resources, and the police met to try to formulate an initial response to the situation, This turned out to be quite cumbersome, took quite a bit of time, and the situation ended up being referred to the police for investigation. This newly updated policy charges the university police with responsibility for these situations and clearly indicates what the supervisor's responsibilities are, it commits the university to training in this regard, and it covers students and also deals with requests for restricting access of identified persons to the university.

Trustee Tanaka asked what procedures the university has to deal with situations wherein there is a complaint against the campus police. Ms. Connelly explained that Eastern, as other agencies, has an agreement with another agency to investigate such situations.

- Shared Leave Policy update was almost entirely driven by revisions to the state law that passed in the last legislative session that changed shared leave use for military leave, for victims of domestic violence, sexual assault or stalking, and there is an additional sharing program for military. This policy has been changed in order that Eastern be in compliance with state law.

All policies have gone through the web and public comment process.

Reconvene Open Board of Trustees Meeting

Chair Tanaka called the open session of the September 12, 2008 regular meeting of the Eastern Washington University Board of Trustees to order at 1:28 p.m.

Chair Tanaka welcomed the classified staff in the audience. He expressed that he appreciates that they feel strongly about issues. He reminded them that the Board is not at the bargaining table, and that Eastern will only negotiate regarding their contract at the table.

Chair Tanaka announced that item, Board of Trustees Goals for 2008-09, will be added to the agenda under Discussion Action Items, V.B.1.

***Motion 09-01-08:** Motion by Trustee Budke that the Board add to today's meeting agenda the Board of Trustees Goals for 2008-09 as item V.B.1., and that the remaining action items be re-numbered.*

Seconded by Trustee Mikkelsen.

Motion carried.

Reports, IV.

On behalf of the entire Board of Trustees, Chair Tanaka expressed admiration and gratitude for President Arévalo's continued dedication to Eastern during his illness and recovery. Everyone's thoughts and prayers are with Dr. Arévalo and Nadine.

University President's Report, IV.A.

Dr. Arévalo shared with the board and audience that his medical treatment is planned to last about five weeks. In the meantime, he may not be spending as much time at events as he normally would. The recent EWU Quality Service Initiative two day conference on campus was very successful, with over 480 Eastern employees attending.

Eastern staff, faculty and students have continued to be very active in the Cheney community, through Pathways to Progress and numerous other organizations and events.

The Cheney Food Bank normally runs out of food during the summer months, so Mrs. Arévalo chaired the planning committee for a food drive and the entire campus got involved. Eastern filled up the Cheney Food Bank and additional donations also went to Spokane Second Harvest.

Dr. Arévalo has been nominated and appointed to the Empire Health Foundation Board and he is looking forward to the opportunity to work with the other board members of this organization. He will be helping to draft the bylaws for the distribution of funds to the community through this board. He and Dr. Gary Livingston met recently to discuss the collaborative approach that will be taken to seek legislative approval for Eastern to purchase a building currently owned by Community Colleges. President Arévalo thanked everyone who participated in a number of campus wide events recently.

Trustees' Reports, IV.B.

Academic Affairs Committee, IV.B.1.

Trustee Budke reported that Dr. Mason presented the Academic Affairs goals for 2008-2009 and these goals fit very well with the board's goals for the year.

- Academic Support Center - Aaron Brown's presentation was very informative. It was enlightening for trustees to hear about what is being done for and on behalf of Eastern's students in this area.
- Trustee McReynolds reported that Theresa Martin presented the results of a retention study that was done recently. The results are helping the university identify reasons why students leave Eastern, and then to begin strategizing ways to address problem areas. The Board is pleased that action is being taken in this area, as the Board believes retention is extremely important.

Advancement Committee, IV.B.2.

Trustee McReynolds reported on the following topics discussed at the meeting:

- Fundraising/Comprehensive campaign – preparations and improvements are going well. Groundwork and many improvements have been made over the last year and a half.
- Vice President Westfall reported on several successful accomplishments, made possible by the excellent staff in his department: successful launch of the Start Something Big brand campaign to get Eastern's message and story out to the community; alumni event participation has doubled; fundraising commitments have increased by 25% compared to prior year; and the re-design of EWU's web site is planned to go live around the end of December.
- Leadership giving – Dr. and Mrs. Arévalo have pledged \$20,000 for Eastern scholarships. This is extremely important for leaders to show their commitment to the institution. Board members will be participating in leadership giving as well.
- EWU Foundation Board President, Steve Dahlstrom, was in attendance. This is an excellent organization and the EWU Board appreciates all that their members do for Eastern.
- Faculty representative, Dr. Raphael Guillory, stepped up and asked about ways the faculty and faculty organization can participate in the capital campaign.
- Government relations – discussed the list of key priorities Eastern will be working toward during the legislative session.

Business and Finance Committee, IV.B.3.

Trustee Mikkelsen reported on topics discussed at the meeting:

- Riverpoint campus – this continues to be a focus for the committee. Eastern has been working toward acquiring permanent space on the Riverpoint campus and things are on track to purchase half of the community college building there. Once the sale of the Spokane Center building is finalized, Eastern will ask the legislature for authority to use those funds to purchase the building at Riverpoint.
- Riverpoint Academic programming – Dr. Fuller gave an update and plans seem to be on track.
- Technology - Dr. Pratt gave a great report. The board continues to be impressed with the number of improvements he is making in the technology area.
- New capital ranking process - presentation and discussion. The legislature has changed the way institutions ask for capital project funds, so there is a new process that must be followed.

- Financial aid, waivers, scholarships – Ms. Habegger and Ms. Voves provided information regarding how these things relate to the revenue stream and enrollments within the university. This was helpful and informative for the trustees.
- Recreation center contract – Business & Finance Committee approved to recommend final acceptance of this contract. Board ratification is needed to finalize the contract for payment.

Student Affairs Committee, IV.B.4.

Trustee Kauffman reported on the following discussions that took place at the committee meeting:

- Dr. Larry Briggs introduced Al Thompson, Eastern's new Dean of Students, and Terry Ashby Scott, Interim Director Multicultural Student Services. It was noted that they, along with Raphael Guillory, are three of the original fifty Gates Millennium Scholars and Eastern is honored to have them here.
- Eastern Advantage – Terry Ashby Scott and Maria Reyna presented information regarding scholarship and mentoring programs. Most compelling were the three freshmen students who shared their stories about how and why they chose Eastern. They each shared that the one-on-one attention they received from Eastern staff as well as the numerous ways Eastern Advantage helps them be prepared for and comfortable with Eastern, have made a huge impact on their successful transition to college.
- Cheney Community Outreach – Michelle Helmerick of the Dean of Student's Office shared about her role and her involvement as liaison between EWU and the Cheney community.
- Athletics – Pam Parks gave a general update as well as an update on the NCAA certification process.
- Student Government and Faculty Organization reports.

Student Trustee, IV.B.5.

Refer to written report in the board materials, as Ms. Fleming could not be in attendance today due to a scheduling conflict.

Chair Tanaka announced that the Board will now move down the agenda to Action Items, and will then return to President's Report after the action items have been addressed.

Action Items, V.

Consent Action Items, V.A.

Minutes of the June 26, 2008 and August 20, 2008 Board of Trustees' Meetings, V.A.1. and V.A.2.

Final Contract Acceptance for EWU Recreation Center – EWU Contract # AE0502, V.A.3.

***Motion 09-02-08:** Motion by Trustee Budke that the Board approve all of the consent action items including; minutes of the June 26, 2008 regular meeting, minutes of the August 20, 2008 special meeting of the Eastern Washington University Board of Trustees, and the final contract acceptance for the EWU Recreation Center – EWU Contract #AE0502 as presented in the board materials.*

Seconded by Trustee Ortega.

Motion carried.

Discussion Action Items, V.B.

Board of Trustees Goals 2008-2009, V.B.1.

The 2008-2009 Board of Trustees goals have been discussed thoroughly beginning at the June Board Retreat. Categories include enrollment/retention/student success, diversity, Riverpoint/Spokane, and EWU visibility and awareness.

Motion 09-03-08: Motion by Trustee Budke that the Board approve the 2008-2009 Board of Trustees Goals.

Seconded by Trustee McReynolds.

Motion carried.

Board of Trustees Officer Elections, V.B.2.

Motion 09-04-08: Motion by Trustee Budke that the Board elect Trustee Kauffman as Chair and Trustee Ortega as Vice Chair of the Eastern Washington University Board of Trustees for 2008-09.

Seconded by Trustee McReynolds.

Motion carried.

Amendment to December 2008 Board Meeting Date V.B.3.

Due to an unavoidable conflict for several Eastern administrators including the president, the December Board of Trustees meeting is being rescheduled to December 2, 2008.

Motion 09-05-08: Motion by Trustee Ortega that the Board approve the amendment to the December 2008 Board meeting date. The new date for the meeting is December 2, 2008.

Motion Seconded by Trustee Budke.

Motion carried.

2009 Board of Trustees Meeting Schedule, V.B.4.

Motion 09-06-08: Motion by Trustee Mikkelsen that the Board approve the 2009 Board of Trustees Meeting Schedule included in the board materials.

Seconded by Trustee Ortega.

Motion carried.

EWU Policy # 402-01 Human Rights, V.B.5.

EWU Policy # 603-02 Violence Prevention, Control and Response, V.B.6.

EWU Policy # 403-02 Shared Leave, V.B.7.

These policies have gone through the EWU policy process, including the public comment period, and trustees have discussed these policies prior to them being presented for approval.

Motion 09-07-08: *Motion by Trustee Budke that the Board approve the three EWU policies in the board materials; EWU Policy # 402-01 Human Rights, EWU Policy # 603-02 Violence Prevention, Control and Response, and EWU Policy # 403-02 Shared Leave.*
Seconded by Trustee Mikkelsen.
Motion carried.

Vice Chair Kauffman announced that she would like to share a few thoughts and words about Chair Tanaka's two years of service as EWU Board Chair. She acknowledged, on behalf of all the trustees, the fine job Chair Tanaka has done. The Board wanted to thank Chair Tanaka for the excellent job he has done and for all the time, attention and energy he has devoted to the board, constituents, and the university. His continued service on the board is looked forward to.

Chair Tanaka thanked the trustees. He acknowledged that the office of Chair has taken a great deal of time, yet he has given the time gladly. As his time on the board has progressed, he has come to appreciate and respect all who are involved with Eastern, and his time has been well spent.

Presidents' Reports, IV.C.

Faculty Organization, IV.C.1.

Dr. MacMullan thanked the Board for receiving the faculty's input and perspective.

Faculty Organization have been primarily working on two projects this summer: preparing the Fall Gathering Breakfast, which everyone is welcome to attend on September 22nd, and moving forward with evaluations of senior administrators.

Dr. MacMullan highlighted ways the Faculty Organization goals for the academic year overlap with the board's and administration's goals. Their three goals are: Strengthen EWU's Shared Governance Model, Make our Campus as Engaging and Intellectually Stimulating as Possible, and Continue Our Efforts to Diversify Eastern.

Classified Staff Union, IV.C.2.

Chair Tanaka mentioned that Ms. VanBemmel shared with him that her term as president is coming to an end soon. He expressed that Ms. VanBemmel always represented the classified staff well to the trustees, with dedication and passion and he has appreciated her comments and insights.

Ms. VanBemmel reported that the classified staff are in contract negotiations currently. She expressed the need for pay increases, due to large increased costs for individuals and families. She reported to the Board that the staff works very hard for the university and cares deeply about the university.

The classified staff have once again earned the customer service satisfaction recognition from the students and each staff person will receive an extra \$200.00 as a result.

Trustee Tanaka replied that the board recognizes the value of and how hard the staff members work for Eastern.

Associated Students, IV.C.3.

Mrs. Whitney Jones, ASEWU President, reported that the Associated Students wrapped up their training yesterday, and the representatives are excited to get started. One of their goals for this year is to improve campus life and one way they are addressing this is by providing late night programming for the students which will bring students together on campus for positive activities on a regular basis.

October is university month in Spokane and students will be involved in activities such as river clean-up along the river in the university district. The student council is involved in the first steps orientation and new student orientation here at Eastern. Ms Jones expressed that she and the other representatives are looking forward to this year at Eastern.

Chair Tanaka thanked Ms. Jones, and he mentioned the ASEWU representatives attended the board committee meetings yesterday afternoon and this morning, so have begun their involvement already.

University Initiatives Reports, IV.D.

Performance Agreement between EWU and the State of Washington, IV.D.1.

Provost Mason and Vice President Voves outlined key elements of the performance agreement.

- Legislative action has mandated that four year higher education institutions participate in a pilot study to assure increased institutional accountability is connected to levels of state support.
- The legislature assigned the Higher Education Coordinating Board to convene the committee responsible for reviewing each institutions agreement. This committee is made up of members of the state senate, staff of the governor' office, representatives from the Office of Financial Management, and the State Superintendent of Public Instruction.
- EWU submitted its draft accountability report to the state-wide committee on September 2nd. Dr. Mason and Dr. Martin met with the committee to present the report orally. Dr. Mason believes the members of the committee understand that the institutions will need support in order to accomplish the goals. During the presentation, however, they mostly focused on what the institution will provide and produce, rather than on the state's commitment of support.
- The legislature requires that EWU commit to time to degree graduation rates, retention, and relations and articulations with k-12 schools and community colleges.
- EWU's agreement was prepared by a group of faculty, staff and administrators. Time was spent researching and establishing benchmarks in key areas of accountability and studying EWU's options for increased production and performance promises. The agreement captures EWU's mission, strategic plan, and goals, and it also dove tails with the HEC Board's long range goals. Once we come to agreement with the state over the next several months, the idea is that EWU will also have a commitment of support from the state and also freedom from some current state regulations.
- Discussion occurred in response to a trustee's question whether Eastern will need to stop doing some things in order to accomplish these commitments. Dr. Mason explained that the commitments are part of the university's strategic plan and mission, and therefore EWU will need to find a way to fund them.

Several trustees expressed their expectation that they receive periodic updates in order to be informed and up to date on where the institution stands on accomplishing and meetings its obligations.

Adjournment, VII.

Chair Tanaka adjourned the meeting at 2:39 p.m.

Paul Tanaka, Chair

Rodolfo Arévalo, Secretary