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Board of Trustees Minutes, February 23, 2007

Eastern Washington University

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**EASTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES**

February 23, 2007

Open Public Session ~ 12:50 p.m. (TAW 215 B&C)
Executive Session ~ 11:30 a.m. (TAW 215 A)

MINUTES

Trustees Present:

Paul Tanaka, Chair
Jo Ann Kauffman, Vice Chair
Gordon Budke
Isaura Gallegos
Neil McReynolds
Kris Mikkelsen
Bertha Ortega
Ines Zozaya-Geist

Call to Order, I.

Chair Tanaka called the open session of the February 23, 2007 regular meeting of the Eastern Washington University Board of Trustees to order at 1:00 p.m.

Chair Tanaka announced that the NCAA Report was inadvertently left off of today's agenda, and it will be added under University Reports, IV.D.5.

Quorum, II.

A quorum was present; all Trustees were present.

Executive Session, III.

Executive Session was held for purposes authorized in RCW 42.30.110 and/or 42.30.140. No action was taken during the executive session.

Trustee Tanaka announced that the Board would like to take this opportunity to give special recognition to the outgoing Chair of the Board, Kris Mikkelsen. Chair Tanaka read a Resolution honoring Trustee Mikkelsen's contributions to Eastern and to the Board since her appointment in 2001. He thanked her for her distinguished service. It was clarified that she is not leaving the Board, only completing her term as Chair. Trustee Mikkelsen thanked Chair Tanaka and said it has been an honor and a privilege to serve on the Board and to serve as Chair. Vice Chair Kauffman presented a gift to Trustee Mikkelsen on behalf of the Board.

Reports, IV.

University President's Report, IV.A.

President Arévalo began his report with information about a number of trips he has made to Olympia since the start of the legislative session. He and other staff members have presented the Eastern budget as well as other information to the legislature, members of the higher education committee, and others. Yesterday Dr. Arévalo visited with five legislators regarding the capital budget, to make certain Eastern's priorities are looked at seriously due to the need for funding for Patterson Hall.

Dr. Arévalo has been promoting Eastern to a number of groups such as Rotary and Kiwanis where he receives very friendly welcomes, as many members of these groups are Eastern alums. He has also met with the Seahawks, several alums in Washington D.C., and the Kalispel Tribe to discuss additional involvement with Eastern. Eastern recently signed a consortium agreement with Spokane School District, Community Colleges of Spokane, and WSU to begin extensive work in articulating public school, community college and university curriculum in math and science. This work progresses in the direction of Washington Learns goals and will continue to enhance our relationships with those organizations. While in Washington D.C., he and Earl Gibbons met with several embassies, including the Saudi Arabian Embassy, which may send fifty additional Saudi Arabian students to Eastern next year, many of whom will be seeking degrees in high demand areas which may connect with some of the high demand funding.

President Arévalo had the opportunity to be interviewed by both TV W and the Latino Education Achievement Program (also broadcast on TV W).

He concluded by announcing that EWU's club hockey team is ranked #1 in the west coast conference and they travel to Colorado to play in the championships. Dr. Arévalo wished them great success.

Reports, IV.

Trustees' Reports, IV.B.

Academic Affairs Committee, IV.B.1.

Trustee Budke reported on the following topics discussed in the Academic Affairs meeting:

- Teacher Training - important discussion with Acting Dean Alan Coelho and Joan Dickerson. They gave an overview of the goals, challenges and plans. It is a challenge for the university to enable teacher training to keep pace with the expectations in the marketplace. They will update the committee again in approximately six months.
- Grants and Contracts Annual Report - Ruth Galm gave an overview of this topic. She also reported on Early Head Start, a program that works with children birth through age three, and the Gear Up program, which works with students in sixth through ninth grades to familiarize them with and inspire interest in a college education. Both are important programs.
- Deferred signature programs discussion to the next committee meeting.

Joint Committee Meeting focused on classroom utilization and scheduling. Michelle Whittingham and Larry Briggs led this discussion. This will be a step forward in how EWU schedules classes and utilizes class rooms. It is also important to make progress on ensuring the classrooms are ready for the students and that the schedules fit the time needs of the students. The Board will hear from them again at the May meeting.

Advancement Committee, IV.B.2.

Trustee McReynolds reported on the following topics discussed in the Advancement meeting:

- First committee meeting with Mike Westfall, the new vice president. Mike will give a presentation later in this meeting about his approach to advancement here at Eastern. The committee is impressed with Mike's approach and his base of experience and good ideas for moving Eastern forward.
- Eastern's vision and role in Spokane – this is one of the Board's major goals for this year. Later in the meeting Dr. Arévalo will report on the progress in this area. Earl Gibbons is chair of the university's task force on Spokane and he attended the committee meeting. The Board

would like to know more about Eastern's vision, goals, and strategies for serving in Spokane and the Board is available to help, support, and add value by offering feedback from the community as well as providing contacts and assistance with communication. This is a multi faceted issue and the Board believes it is extremely important.

- Legislative issues – Jeff Gombosky joined the meeting by phone to discuss key issues for Eastern, such as the capital budget. The governor's overall budget for higher education looks positive, although the challenge will be whether this is sustained over several years. Jeff reported that high demand enrollment is a very important issue in Olympia, and it is tied to community and industry needs in the areas of science, math and technology. Unfortunately, Washington State ranks thirty-sixth in educating engineers but first in hiring them.
- Trustee McReynolds extended congratulations to Trustee Kauffman, as her appointment to the EWU Board was recently officially confirmed by the Senate.
- Professor Gary Krug and ASEWU President Alicia Kinne reported on legislative issues related to their respective constituencies. Eastern was the only public university represented by a student delegation at Higher Education Day in Olympia and Trustee McReynolds thanked Ms. Kinne for her efforts. Ms. Gallegos and Mr. McReynolds attended as board members.
- Capital campaign – discussed the roll out plan for the campaign planned for April 19.
- Athletics – Darren Hamilton discussed what is involved with sustaining Division 1. He discussed fiscal integrity, financial challenges, and his goal of athletics having more of a presence in both the campus and broader community.

Business and Finance Committee IV.B.3.

Trustee Tanaka reported on the following topics discussed at the Business and Finance meeting:

- Reviewed and approved a fund balance policy which the Board will take action on today.
- First read of Fee Approval Policy, Room and Board Rates, and Parking Rates. The committee will discuss each further at the May meeting prior to the Board taking action.
- Benchmarking – Committee engaged in good discussion. Eastern is planning to acquire an AGB benchmarking service. Committee agrees that internal benchmarking is needed as well.
- Ten year capital planning – Board members gained further understanding of this process. Eastern is optimistic regarding funding for its top priorities, but will need to wait for legislative action.
- State Audit Report – the Board will hear from the state auditor later in this meeting. This is a very positive audit report, one the university should be proud of.
- Recreation center - 30% complete, on budget and on schedule.
- Budget task force – Dr. Sally Winkle and Ms. Mary Jo Van Bommel reported on the progress of the task force and mentioned that there is still much work to be done.

Student Affairs Committee, IV.B.4.

Trustee Zozaya-Geist reported on the following topics discussed at the Student Affairs Committee meeting:

- Committee welcomed Trustee Kauffman back as a member of this committee.
- Fall quarter Residence Hall Fee - More detail and discussion. Looked at how best to manage the income and expenses. Need to decide the best target amount for reserves.
- Degree Audit System - April 17 is the target date for implementation.
- Associated Students - Alicia will update the full board in her report later in this meeting.
- Athletics - Darren Hamilton discussed several areas: enrollment management, such as ensuring that athletes register for 15 credit hours; recruitment efforts, benchmarking, and

staying within the goals of in state and out of state students; best ways to manage the budget; decisions regarding the number of games on the road; and encouraging coaches and students to get more involved in campus activities.

- NCAA Certification and Self Study – Vice President Voves will report on this later in the meeting. The draft report will be out in March for campus review, and the board will be involved and will be asked to review the report. The final report is due to the NCAA on May 1 and their evaluation team will visit campus in the fall. Trustee Zozaya-Geist extended a special thanks to Mary Jane Brukaradt, Mary Voves, and all who have worked on this important project.
- Student Affairs – Vice President Zeisler-Vralsted updated the Board on several important topics such as policy review, Instructional Technology, Riverpoint student services mirroring those available on campus, joint efforts with Academic Affairs regarding student retention, cultural competency and sensitivity training for faculty and staff. All of these items are important to creating positive experiences for students at Eastern.
- Precautionary security procedures and guidelines – continuing to refine this.
- Goals for the future: to look at benchmarks and performance outcomes that tie Student Affairs to the strategic plan. Very important to measure performance and to see how it affects the students.

Statewide Education Initiatives, IV.B.5.

No report at this time.

Presidents' Reports, IV.C.

Faculty Organization, IV.C.1.

Dr. Youngs began his report by telling of his experience last evening as a guest coach for the EWU basketball team. He related this experience to faculty and board relations. He pointed out his belief that it is important for the board to understand how hard faculty work and for the faculty to understand how hard board members work, and how much time they all give to the university.

Dr. Youngs also mentioned that the faculty and university are moving toward more transparency, which leads to better understanding.

Trustee Budke suggested that Dr. Youngs talk with Vice President Westfall regarding possible private funding for the faculty values statement monument, and that he talk with Associate Vice President King regarding the use of classroom enhancement funds as was discussed in committee meeting.

Classified Staff Union, IV.C.2.

Ms. Van Bommel reported that she and Kathy Green went to Olympia to meet with legislators on February 9th. In particular they talked with Representative Armstrong regarding funding for the new 2007-09 collective bargaining agreement and an increase in the number of classified staff at EWU. They intend to collect comparative data regarding staffing levels at other universities so they can show how and where EWU is understaffed. They also asked the legislature for funding for information technology and for an increase in the contract dollar amount to at least \$80,000 so EWU staff can perform more of the work instead of contracting out so many projects.

- The classified staff executive board met with the five provost candidates and they appreciated this opportunity.

- Classified staff serve on the following committees: university budget task force, women's commission, changing climate on campus for sexual assault, student life health and safety residence hall improvement committee, and labor management communications.
- Several staff met with Jo Rogers to express their concern regarding work place violence investigations.

Associated Students, IV.C.3.

Ms. Kinne summarized the current areas of focus for the Associated Students:

- New web site has been launched; is more user friendly and efficient with one click access.
- Student Leadership Conference was extremely well received by students. The speaker, from Survivor Africa, spoke about philanthropy, leadership, and making impact in the community through little things. Attendance was nearly double that of previous years: 130 students.
- Higher Ed Day in Olympia - twenty students attended five legislative meetings. One of the highlights is that EWU alumni attend legislative visits with current students. This is a nice opportunity for students to connect with successful alums.
- Budget process is finishing up, and will be brought to the Board in May. One decision still being worked out is how to fund the Spokane Transit project. A survey will be sent to 1600 students asking them their willingness to pay a fee between seven and twelve dollars for this program. If the survey results are positive, the fee will be taken to the students for a vote. If the fee does not pass, will need to revisit the service and activity fee budget and include funding for a subsidized bus pass program.
- Assessing the needs of Spokane students – ASEWU is considering the possibility of adding another counsel position to represent Spokane students. It appears that childcare, the number three barrier to attending college, is a large barrier for students and there may be state funds to help as a bill passed out of the higher education committee. Another beneficial bill to students is a tax exemption on class related materials. While not expected to pass, it brings awareness and discussion.
- Elections in May – Ms. Kinne graduates from Eastern in the spring, so another student will be elected president of the Associated Students for next year.
- ASEWU is reviewing its policies and procedures.

University Initiatives Reports, IV.D.

Leadership Transition, IV.D.1.

Dr. Arévalo reported that five candidates have been interviewed for Provost. He is in the process of checking references and he expects to make an offer to one of the candidates next week. The search has begun for the Chief Information Officer position. The committee has been formed and applications should be received in the next week to ten days.

Strategic Plan, IV.D.2.

Dr. Dalla updated the Board on the search for Dean of Education & Human Development. Telephone interviews have been conducted and several candidates will be brought to campus for interviews.

Dr. Dalla reported that the unit and department level strategic plans have been developed and are now on the web site. These plans have been reviewed by the Assessment, Institutional Effectiveness and Accountability Committee and feedback has been given when appropriate. The next phase is Action Plans, which are due March 1. Academic departments are also working on Student Learning Objectives for degree and certificate programs, due April 5.

Dr. Youngs reported on the Strategic Planning Council, a group that meets once per month. The Council has been working to develop ways of measuring the plan outcomes, and reviewing the plans in terms of goals, procedures and language – both of which have been a challenge. He mentioned the balance between adequate guidance and direction and adequate autonomy. The action plans are the next phase, and this is a real challenge for the faculty. There is a need to look at curriculum reform. Universities who have been successful with their strategic planning, have in common that university community members take responsibility for the strategic plan because they were involved with developing it, carrying it out, and evaluating its effectiveness.

Dr. Dalla closed the report by acknowledging Mary Jane Brukardt's outstanding work on the strategic planning process, he stated that Mary Jane has been the driving force for moving ahead with the strategic planning, and she is an outstanding individual who has contributed a great deal to EWU.

Diversity Initiative, IV.D.3.

Dr. Arévalo reported that the university is moving forward with the short term and long term recommendations from the advisory committee on diversity, such as the organization of student forums on campus. The comprehensive planning group has met several times and will put together a design for how the university should be addressing, in a comprehensive way, the support and delivery of diversity programs and activities. The charge to the committee is to develop a draft plan in April or May, so there will be time to look into budget implications for the coming year.

Dr. Ochwa-Echel, Faculty Fellow for Diversity, continues to develop faculty and staff trainings, as well as numerous other initiatives.

Trustee Kauffman reported that she assisted with the diversity grant review process recently, along with two students and several staff and faculty. Eastern Students, staff and faculty submitted nineteen grants this year and they were of higher quality and a more competitive nature than in past years. Trustee Kauffman expressed her excitement to be involved in this project. The results of the process should be available during this next quarter.

EWU in Spokane/Riverpoint, IV.D.4.

Dr. Arévalo reported that discussion began at the Advancement Committee meeting regarding the mission, vision and goals for Eastern's initiatives in Spokane. The EWU Spokane task force views Riverpoint as Eastern's opportunity to establish an urban comprehensive campus to deliver services and programs to an urban population that requires specialized program delivery. This will require a re-design in the way EWU offers programs in Spokane. Dr. Arévalo referenced a report by Dr. Patrick Jones of the EWU Institute for Public Policy which is a Spokane county employer assessment of EWU graduates and programs. The report begins to identify the interest of business, industry, and government entities in terms of what they believe Eastern should be providing in Spokane. Their impressions are that people are interested in programs in business, technology, and health science, and that they are interested in evening programs, weekend offerings, and graduate level programs for the greater Spokane area. President Arévalo intends to ask Deans to look at how Eastern begins to re-design degree programs, curriculum, and increase the services provided in Spokane. Toward this goal, several weeks ago President Arévalo approved a \$400,000 expenditure for the remodel of a Riverpoint building in order to position Eastern to provide higher quality and increased student services at Riverpoint by the start of the next academic year. He had also asked the Deans to develop a plan for how and where Eastern will house programs as the transition from the Spokane Center to Riverpoint is made.

Dr. Arévalo invited Provost Dalla to speak to the Board about program location as Eastern begins to transition from the Spokane Center to the Riverpoint Campus.

Provost Dalla reported on two main topics: location of programs during the transition of the sale of the Spokane Center building, and long term decisions regarding which programs are best to be located in Spokane and which are best to be located on the Cheney campus.

In terms of the transition while the Spokane Center is being sold, several options are being researched and developed. Dr. Dalla and Vice Provost Gibbons have met with WSU Spokane Chancellor Brian Pitcher and Community Colleges President Mark Palek regarding Eastern's use of classroom and office space in existing Riverpoint buildings. These conversations have been positive and Dr. Pitcher and Dr. Palek are open to this plan; Dr. Pitcher is confident they have space to accommodate Eastern's classes at no cost to Eastern and Dr. Palek believes they have space available in the evenings. An EWU and a WSU representative will begin working on class scheduling for the time until Eastern has its own building at Riverpoint. Vice President Voves is also looking into the possibility of leasing space near Riverpoint if needed for faculty offices. Some programs will likely come back to the Cheney Campus.

Trustee Budke shared that he has heard fear expressed about where classes would be held should the Spokane Center be sold, and he suggested that it would be helpful to get the message out that faculty need not fear where their classes will be held because there is a plan in place to take care of this.

The EWU task force report recommends the hiring of a senior administrator for EWU Spokane. Dr. Arévalo agrees with this recommendation and is looking at moving forward. This would enable Eastern to interact more regularly with Spokane community members, WSU and Community College staff, and would help lead the launch of EWU's new mission in Spokane.

In terms of the sale of the Spokane Center building, the preliminary work has been done and the state is prepared to put the building up for bid. It will take only about 45 days to know if the building is sold. The intention is to stipulate in the RFP that Eastern would have a lease back option of the building for one year and the buyer would know this going into negotiations. This would give time to finalize decisions regarding the location of the programs currently housed at Spokane Center.

Trustee Budke thanked President Arévalo for the inclusive and informative report. He is pleased with the progress being made and is glad that space on the Riverpoint campus is being pursued. He concurs with the thought of having a senior person for EWU in Spokane. He reiterated that Board members are at the ready to provide resources and support that EWU might need in order to focus on the initiatives in Spokane.

Vice President Voves said that, with the board's approval, she would release the Spokane Center building for sale, as all of the preparation work has been done in this regard. The RFP is ready and the company that will handle the sale is ready. If the sale of the Spokane Center building is not completed by June 30, 2007, Eastern would need to ask the legislature for an extension on the proviso which allows Eastern to use the proceeds for a building at Riverpoint.

Motion 02-01-07: Motion by Trustee Budke that the Board authorize EWU to move forward with the sale of the Spokane Center building.

Seconded by Trustee Ortega.

Discussion occurred.

Chair Tanaka stated that it is important that all Board Members understand what this action does or does not commit the university to.

Vice President Voves explained that the only thing this commits the university to is advertising the building for sale and taking bids. She stated that the university has the ability to reject any of the

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bids at any time during the process. The university will plan to include a lease back option in the RFP. Moving forward with the bid and sale process would enable Eastern to use the budget proviso before it expires on June 30.

Trustee Mikkelsen expressed that she would have hoped the university would demonstrate a clear vision and plan/blue print for where the Spokane Center classes will go and where faculty offices will be located before Eastern releases the Spokane Center building for sale. She expressed hesitancy in disposing of the asset and EWU's physical presence in downtown Spokane not knowing the exact plan in terms of space on the Riverpoint campus.

Dr. Arévalo reported that work has been done to plan for the move from the Spokane Center. The one uncertainty is where some of the faculty offices will be located.

Discussion occurred regarding Board members' concerns in the context of specificity. Vice President Voves stated that the administration can document the plans to help the Board see and feel more comfortable with the plan.

Discussion occurred regarding the fact that the Board has discussed for quite some time proceeding toward the sale of the Spokane Center building and proceeding with increasing Eastern's presence at Riverpoint. The Board continues to believe Eastern's commitment to proceed with the transition to the Riverpoint campus is important. Trustee Kauffman states she would be concerned about delaying this process and possibly losing the proviso. She stated her desire to move forward with the Board's commitment to proceed with enlarging Eastern's presence at Riverpoint.

The motion was restated: to authorize the President and Vice President to proceed, using GSA, with the process of listing the Spokane Center building for sale.
One vote in opposition to the motion and one abstention.

Motion carried.

NCAA Certification Self-Study, IV.D.5.

Vice President Voves reported that Eastern is on target with meeting the time lines for this process. The committee recently reviewed the first draft of the self study report, and will be available for Board and community input in March. It will be shared with the Faculty Senate at their meeting on March 12. The report is due to the NCAA on May 1. Trustee Zozaya-Geist has actively participated in this process and has reviewed the document. Vice President Voves stated that the staff in the athletics department have done a great job over the last five years in making changes and improvements. As in any department further improvements can continue to be made, however, this process has been reaffirming in a lot of ways. The staff are doing impressive work to help Eastern's student athletes succeed, and the students continue to have very high graduation rates and high grade point averages. Trustee Zozaya-Geist remarked that the university appears to be on track for meeting the goals by 2008-09. She thanked everyone involved in the process, including Pam Parks, Frank Nelson, Mary Voves, Mary Jane Brukart, and all the others for their expertise, time and dedication.

Special Reports, IV.E.

University Advancement-The Way Forward, IV.E.1.

Vice President Westfall began by thanking Dr. Arévalo, Mary Voves, the staff and others for their leadership and investment in the advancement unit prior to his arrival. This has established a good foundation from which to build and grow from. He acknowledged the unit has great volunteers,

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staff, and strong boards, which will contribute to future success. He shared that advancement is not just about fundraising, but is about providing an infrastructure that nurtures people through the process from awareness of Eastern to being an advocate of Eastern. Advancement includes University Relations, Alumni, and Development. He shared the new realities and new opportunities that Eastern has, including new leadership, new vision, strong volunteers, and growth in alumni. Campaign necessities include, first and foremost, a strategic plan which is the backbone of a capital campaign since people don't invest in need they invest in vision. Several years ago Eastern was not ready to engage in a campaign, however, the vice president believes that many of the infrastructure pieces will be in place by the end of this fiscal year to enable the university to begin that process. The proposal is to begin the silent phase of the campaign on July 1, 2007. During this two year phase, 50-60% of the campaign goal would be raised before entering the public phase. Concern was expressed regarding the work of the consultant who worked with the president and board over the past several years. Vice President Westfall explained that without a vice president for advancement and without a president, the university was unable to move forward with a campaign. EWU will continue to utilize Mr. Wu, and there is no intention of discarding the work that has been done, rather, to build upon what has been done. Mr. Wu will consult with Eastern four times over the next year; twice with the Trustees and twice with the Foundation Board. Vice President Westfall outlined three goals and ten objectives that will help improve and provide the infrastructure necessary for Advancement to become more successful. The goals and objectives are detailed in the attached presentation. Trustee Budke mentioned that an extensive and in-depth discussion occurred at the Advancement Committee regarding advancement, the campaign, and the plans for the future.

State Audit Report 2006, IV.E.2.

The State Auditor, Debbie Pennick reported on the Eastern Washington University State Audit for the year ending June 30, 2006. According to the statutory authority of the state auditors office, they conducted an accountability audit. The university will receive a report that the university's internal controls were adequate to safeguard public assets and that the university complied with state laws and regulations and their own policies and procedures in the areas that were examined. The auditor had only minor recommendations for improvement that was communicated to department personnel. This is the sixth consecutive year with no audit findings, and this is a commendable result for an institution of this size and complexity.

The state auditor was also engaged by the university to review the universities financial statements, and as stated in the financial statement opinion the university prepared financial statements in accordance with generally accepted accounting principals and based on work performed those statements were fairly presented for EWU's financial position for years ending 2006 and 2005. The state auditor also reviewed the EWU Foundation's audit that was prepared by a cpa firm, and it was determined that it was also properly prepared.

Motion 02-02-07: Motion by Trustee Budke that the Board accept the State Audit Report 2006. Seconded by Trustee Mikkelsen. Motion carried.

Chair Tanaka thanked Dr. Arévalo and the Eastern staff for the work they do. To have such excellent audit reports for six consecutive years is outstanding.

Action Items, V.

Consent Action Items, V.A.

Minutes of the December 1, 2006 regular Board of Trustees' Meeting, V.A.1.

***Motion 02-03-07:** Motion by Trustee Ortega that the Board approve the minutes of the December 1, 2006 meeting of the Eastern Washington University Board of Trustees.*

Seconded by Trustee Budke.

Motion carried.

Discussion Action Items, V.B.

Approval of EWU Policy on Reserves, V.B.1.

Chief Financial Officer, Toni Habegger, presented the policy on reserves to establish an appropriate level of unreserved fund balance in fund 149; operating fees which are a component of the tuition rate that funds the operating budget along with state appropriations. This policy will establish the range of an acceptable level of unreserved fund balance. This topic was discussed in the Business and Finance Committee in December as well as February. Recommended levels for governmental entities range from 10 – 15% of total operating expenses or 5 – 15% of general fund revenues. EWU is recommending a policy level of 9 – 11% of general operating expenses, with the expected level being around 10%. Currently Eastern is at 10.7 %. In approving this policy, the Board would also be approving that the fund balance could be used to off set unanticipated revenue fluctuations during a fiscal year or one time expenditures the Board would choose to approve. The expectation is that the funds would be replenished within a two year period.

Trustee Tanaka reiterated that this policy had two readings in the Business and Finance Committee.

***Motion 02-04-07:** Motion by Trustee Budke that the Board approve the policy on reserves.*

Seconded by Trustee Mikkelsen

Motion carried.

Personnel Actions, VI.

***Motion 02-05-07:** Motion by Trustee Budke that the Board approve the personnel actions.*

Seconded by Trustee Ortega.

Motion carried.

Adjournment, VII.

Chair Tanaka adjourned the meeting at 3:08 p.m.

Paul Tanaka, Chair

Rodolfo Arévalo, Secretary