

12-1-2006

Board of Trustees Minutes, December 1, 2006

Eastern Washington University

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**EASTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES**

December 1, 2006

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

MINUTES

Trustees Present:

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

Call to Order, I.

Chair Mikkelsen called the open session of the December 1, 2006 regular meeting of the Eastern Washington University Board of Trustees to order at 12:55 p.m.

Quorum, II.

A quorum was present; all Trustees were present except Trustee Gallegos who was unable to attend.

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.

Reports, IV.

University President's Report, IV.A.

President Arévalo reported that Eastern has received \$10,700,000 in grants and contracts, up \$600,000 from this time last year. This accomplishment demonstrates how very active the staff and faculty are in securing external funding. The Center for Entrepreneurship received a \$140,000 grant to support the Business Resource Center, an important unit of the College of Business. This fits nicely into Eastern's continued engagement in the local community.

The University continues to develop service and learning opportunities for students. Student intern opportunities were recently developed in the health field with Deaconess and Valley Hospitals. These two hospitals accept Eastern student interns, which gives students unique and valuable health profession internship experiences.

Dr. Arévalo has been involved in numerous community engagement activities during the last few months. He has given presentations at organizations such as West Plains Chamber, a suicide and violence prevention conference sponsored by the Camas Institute in partnership with EWU and the Healing Lodge of Seven Nations, and the Mary Walker School District regarding the Onward Scholars Program. He has met with the Gates Foundation, the Coleman Foundation, Avista, Itron, US Bank and numerous others.

Action Item, V.

Discussion Action Item, V.B.

Auxiliary Funds Independent Audit Report 2006, V.B.3.

Dan Frickle of LeMaster and Daniels summarized the audit report.

This audit involved four auxiliary funds: Associated Students, Housing and Dining Services, Pence Union Building, and the Bookstore. LeMaster and Daniels has issued unqualified audit opinions for the four auxiliary funds. There are no management letter comments and no reportable conditions for any of the funds. This is the best report possible. In addition to the audit, LeMaster and Daniels also engaged in an agreed upon procedures engagement for the Intercollegiate Athletics program. This is different from an audit. Two years ago NCAA came out with new standards for independent services as it relates to the financial data of NCAA intercollegiate athletics programs. NCAA outlined a clear set of procedures they want an independent audit firm to perform. LeMaster and Daniels has performed these procedures as outlined by NCAA requirements. They have not audited nor expressed an opinion as to whether or not the financial statements are fairly stated or any other representation to that effect. They have listed the agreed upon procedures outlined by NCAA and at the end of each paragraph which describes a task to be performed they stated whether or not there were any findings related to those procedures. After performing the procedures outlined on both the revenue and expense side, LeMaster and Daniels have no findings regarding any of these procedures.

The Board of Trustees discussed the financial position of each of these funds in executive session.

***Motion 12-01-06:** Motion by Trustee Budke that the Board accept the audit reports from LeMaster and Daniels regarding Associated Students, Housing and Dining, Pence Union Building, and the Bookstore, and that the Board accept the agreed upon procedures performed by LeMaster and Daniels regarding Intercollegiate Athletics for the year ending June 30, 2006.*

Motion seconded.

Motion carried.

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:

- Committee charter and work plan were finalized and will be distributed and made available
- Board of Student Publications - there was a question as to access to the Attorney General and Dr. Arévalo has sent a memo to Provost Dalla clarifying that process. The Academic Affairs Committee has asked Dr. Arévalo to contact the members of the Board of Student Publications to make certain they are meeting the policies and procedures regarding membership and constituents of their Board
- NWCCU accreditation – the committee discussed the importance of the ongoing effort to be prepared for this process and comply with their standards
- Academic Affairs Strategic Planning Update – Dean Vicki Shields gave a detailed update as to the planning process in her college;

- Diversity – Dr. James Ochwa-Echel, Faculty Fellow, discussed the campus environment, community outreach, curriculum transformation, and recruitment & retention areas he is focusing on. He has also uploaded a new web page. Trustee Budke shared that Romeal Watson, a student recipient of a diversity grant, Diversity in the Community, brought together speakers from across the United States to Spokane. Romeal is a graduate student at Eastern who has initiated several large scale events here, and he is a great representative of Eastern.

Joint Committee Meeting focused on classroom utilization and scheduling. The original information on this topic was from a 2004 study, and Eastern has been working on this for several years. It is being said that EWU could have 18,000 students with our facilities, but this doesn't take into account the huge variety of students such as commuters, non commuters, etc. By the February committee meeting the Board has asked for Best Practices in this area. By May the Board wants to have recommendations to better utilize the facilities that tie back to the Strategic Plan. The Board wants to see results and see that action is being taken. In order to accomplish the goals, Eastern may need to spend money to update classrooms and may need to add course sections in the afternoon (which may work well for residential freshmen).

Advancement Committee, IV.B.2.

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

- Committee charter and work plan were discussed and adopted. Since the new vice president, Michael Westfall, has only been at Eastern for two weeks, he will give input on these documents over time. The Advancement Charter outlines three main areas of the university in which the committee will have oversight and give direction; Advancement, Government Relations, and those departments that are externally focused (an integrated approach will be taken). A fourth area, Intercollegiate Athletics, will also work closely with Advancement
- Eastern's role in Spokane and Dr. Arévalo's plan to refine the Spokane vision and mission
- Fundraising efforts - status report from Barb Richey
- Intercollegiate Athletics - status report from Darren Hamilton
- Dr. Gary Krug presented the faculty's legislative goals. The Board hopes the faculty, students and administration are working together on issues related to the legislature
- Washington Learns report, released two weeks ago, will have an impact on governor's budget

Business and Finance Committee IV.B.3.

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

- Charter and work plan - he noted that the Business & Finance Committee also doubles as the Audit Committee, so there will be two separate charters.
- First read of the fund balance policy - Vice President Voves and CFO Toni Habegger have asked for direction from the board on this topic. The policy mostly deals with ledger 1 funds, but it has been suggested that other fund balances need to be looked at as well.
- Dr. Arévalo's budget task force - committee engaged in good discussion and the Board gave guidelines as to the types of policy issues the Board would like to see from this task force. The task force will possibly have an update by the next Board meeting.
- Recreation center is on schedule and on budget
- Financial report noted several areas the university is keeping an eye on in terms of financial reports: enrollment, athletic fund, occupancy rates in residence halls, and the bookstore

Student Affairs Committee, IV.B.4.

Trustee Zozaya-Geist began by stating that she is looking forward to working with Dr. Dorothy Zeisler-Vralsted. The following topics were discussed at the Student Affairs meeting:

- Residential activity fee follow-up report, as requested. Staff reported that they will survey the students to find out if they are getting value for this fee. It was also suggested that the budgets be refined regarding the programs and activities.
- Charter and work plan – goal is to finalized these documents at the next committee meeting
- Information security guidelines specific to student affairs - these guidelines will be kept consistent with university policies and procedures
- 2005-06 Financial Aid and Scholarships - Michelle Whittingham led a valuable discussion about students, Eastern's student population, demographics, etc. Eastern does a good job of distributing aid and scholarship funds
- NCAA Certification process - Darren Hamilton reported on his current areas of focus such as student athlete behavior policy and goals and philosophies regarding competitions
- Banner and DARS updates
- ASEWU legislative agenda and new web pages - Alicia Kinne gave the Board an update.

Statewide Education Initiatives, IV.B.5.

Trustee McReynolds gave an update on the Prosperity Partnership working group. The group has heard from legislators and state education leaders such as college and university presidents, and the conclusion is that Washington State is short on the number of bachelor degrees being awarded in math, science and technology. The group announced a month ago that they are going to the legislature with an initiative to try to increase the number of bachelor degrees in the high demand areas. The Governor has also put emphasis on this in her Washington Learns report. If the funding package is approved it will mean four million dollars more in high demand areas for Eastern.

Chair Mikkelsen thanked Dr. and Mrs. Arévalo for hosting the Board and vice presidents in the beautifully renovated Senior Hall Lounge for a very nice holiday dinner. The Board enjoyed the opportunity to spend time with Dr. Arévalo, Nadine and the others.

Presidents' Reports, IV.C.

Faculty Organization, IV.C.1.

Dr. Youngs began by stating that the focus of his report is shared governance.

He reported on two items which have had positive outcomes:

- During Fall quarter the leadership of ASEWU and Faculty Organization began working on a joint resolution on environmental policies and values of Eastern, and great ideas have been shared back and forth. President Arévalo has expressed his interest in this project, which people are glad about.
 - Faculty involvement in the Board committee meetings has been very positive. Dr. Youngs thanked Trustee McReynolds and others for acknowledging faculty contributions to the committee meetings.
- Dr. Youngs reported on two items of concern to him:
- The Council of Faculty Representatives of universities across the state are considering adopting a values statement based on Eastern's, which Dr. Youngs said is a compliment. He is concerned that he perceives a lack of great enthusiasm from non-faculty for Eastern's faculty values statement.
 - The Faculty Organization and Faculty Values Committee have been working on developing an evaluation system to evaluate administrators. Some faculty seem frustrated that the reception to this idea seems lukewarm.

Dr. Youngs concluded by stating that there are many challenges and opportunities ahead.

Classified Staff Union, IV.C.2.

Ms. Mary Jo Van Bommel reported that the following staff have been elected officers of the union: President - Ms. Mary Jo Van Bommel, Vice President for bargaining unit 1 - Pat Terrell, Vice President for bargaining unit 2 - Jim Allers, Recording Secretary - Larry Matthias, Executive Board for unit 2 - Jodi Knox, Executive Board general bargaining unit - Chuck Malpass, Bargaining unit 1 Nellie Reynolds and David Sundstrom, Correspondence Secretary - Debra Moradi.

Ms. Van Bommel thanked the Trustees and President Arévalo for taking into consideration the concerns expressed in her report to the Board at the last meeting. The classified staff are very appreciative that their concerns were heard and that action is being taken in the technology area.

- She clarified a point from her report given at the last Board meeting – that the technology training itself was adequate, but the resources available for the training were inadequate
- She thanked Ron Syth, a classified staff member, for his part in correcting a technical problem
- Ms. Van Bommel reported that she has talked with Jo Rogers, Laurie Connelly, Chief Walters and others regarding work place violence concerns and she is glad this is being addressed
- Classified staff members are serving on and contributing to numerous committees
- Michael Nelson is still in Florida undergoing chemotherapy. He will be home for two weeks at Christmas time and plans to attend the union meeting
- The staff are being encouraged to communicate with supervisors regarding any concerns or issues
- Staff continue to be concerned about staffing levels here at Eastern, perceived as low.

Associated Students, IV.C.3.

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

- Leadership conference coming up in February with the theme of “Challenge the Quo”
- Legislative agenda was passed a couple of weeks ago at their council meeting which touches on affordable tuition policy with the best financial aid being low tuition
- Eagle Day in Olympia will take place during winter quarter
- Team Red, a group of students who attend athletic games, has been encouraged to form a club called Team Red to show Eagle pride
- S & A Fee budget requests were due yesterday and the finance committee will begin evaluating the requests during winter quarter
- ASEWU web site is being totally revised in order to be more student friendly and will encourage student involvement in the Associated Students
- Conducting a survey during winter quarter re: the Spokane Transit ridership program in order to determine the next step with that program
- Student elections will get underway during winter quarter.

University Initiatives Reports, IV.D.

Leadership Transition, IV.D.1.

Dr. Arévalo reported that Michael Westfall, Vice President for Advancement, began at Eastern on November 13. The Provost Search Committee will finish telephone interviews with twelve candidates today. The goal is to narrow the field to around five finalists to bring to campus for on campus interviews after the first of the year. In Student Affairs an interim vice president, Dr. Dorothy Zeisler-Vralsted, has been appointed in order give the president time to review and evaluate the structure of Student Affairs before a search for a vice president would be initiated.

Strategic Plan, IV.D.2.

Ms. Brukart reported that Board Members heard about the vice presidential unit strategic plans at the Board committee meetings yesterday and today. All departments at Eastern, academic and non-academic, will develop their own departmental strategic plans by December 31.

The Strategic Planning Pool is a means to implement some of the projects outlined in the strategic plan. The attachment lists the grants awarded in 2005-06 for a total of \$267,240. These initiatives represent work being done by students, staff and faculty. Strategic Planning Pool grant recipients Dr. Nanette Wickman from English and Jane Lane from Mathematics reported to the Board about their programs. Dr. Wickman gave an overview of the Scholars Learning Community workshops that were developed and the Critical Moments project that was conducted. These projects have impact on student retention here at Eastern as they engage students, faculty and staff in gaining important awareness and in learning to think from a different perspective than they normally would have. Jane Lane gave an overview of the Student Success in Math 103 project. Math 103 has historically been a class with low student success rates. These funds helped Ms. Lane set aside time to re-design the course to incorporate an on-line homework system and in-class electronic clickers so the instructors can instantly see what the students are thinking and how they are doing. The result is positive as students seem to benefit from this system. The hope is that this will trigger a re-evaluation of the way Eastern teaches math. Dr. Youngs commented that these projects are extremely valuable and he hopes the grant program will inspire additional successful programs. Dr. Wickman and Ms. Lane thanked the Board for supporting the strategic plan grant program.

Diversity Initiative, IV.D.3.

Dr. Arévalo mentioned that the Board discussed and accepted the President's Advisory Committee's diversity report at their October Board meeting. The report recommended that a task force be formed to develop a comprehensive diversity plan for the university. Dr. Arévalo has formed the task force and has asked them to submit a comprehensive diversity plan by June 1 with the goal of beginning implementation in September. Dr. Arévalo has met with Dr. Ochwa-Echel, Eastern's Diversity Faculty Fellow, to discuss the many areas Dr. Ochwa-Echel is and will be working on. He has already begun working on many of the same topics mentioned in the report such as; improving campus environment, retention of minority faculty and students, curriculum improvement and communication methods. Dr. Arévalo reported that Dr. Ochwa-Echel has already begun addressing 6 of the 9 short term goals included in the Advisory Committee's report, which indicates that Eastern is moving very quickly to address the items and is on target to accomplish these goals. Several other items will be addressed during Winter and Spring quarters.

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

Dr. Arévalo reported that he has appointed a task force to develop a mission and goal statement for Eastern's presence in Spokane. The task force will complete its work in January. This will meet the important objective of refining the goals and developing a time table for improving the focus and direction for EWU in Spokane. Dr. Arévalo clarified that this is not a community of interest task force, it is a task force that will outline the mission, purpose and direction of EWU in Spokane. The committee will not make decisions regarding which academic programs will be in Spokane. In an effort to work collaboratively, Dr. Arévalo has met with university presidents and community members to share information about Eastern's process of defining its mission and goals for Spokane.

Special Reports, IV.E.

NCAA Certification Self-Study, IV.E.1.

President Arévalo has asked Vice President Voves to chair this process, which is very much like an accreditation process. Every ten years the NCAA assesses the strength and quality of Eastern's athletic programs and athletic administration. The committee has representatives from across the university including the Board. Trustee Zozaya-Geist is the Board representative for this process. Ms. Voves believes Eastern will do exceptionally well with this process due to the high quality student athletic program and the great amount of university and broad community involvement. The self-study reports will be disseminated to the university and the Board for review and input during winter quarter. The final report will be submitted to the NCAA in May, with a site visit from NCAA in the fall. The campus community is encouraged to give their input during the review process. Information regarding how to give input can be found on Eastern's web site.

Trustee Kauffman asked for examples of what is looked at in this process. Ms. Voves replied that the process looks at gender equity, equity in terms of special treatment of athletes, it compares athletes to the general student body, the knowledge level regarding gifts to athletes rules, etc. This NCAA study does not look at financial information.

Information Technology, IV.E.2.

Dr. Arévalo began this discussion by stating his observation that one of the structural areas that has a great impact on the university as a whole is information technology. Currently information technology is an activity within academic affairs. Dean Pat Kelley presented a PowerPoint overview of technology issues the university is currently dealing with, and she mentioned that the new upcoming issue will be replacing the telephone system. The main current issues are: Banner, the university's administration systems; DARS, the degree audit system; faculty computer replacement program; and classroom technology upgrades. Refer to the handout for presentation details. One of the main lessons learned during the Banner conversion is that Eastern should have brought additional staffing on line sooner and should have backfilled the higher level positions. Many of the problems were due to not having adequate staffing resources.

Action Items, V.

Consent Action Items, V.A.

Minutes of the October 13, 2006 regular Board of Trustees' Meeting, V.A.1.

***Motion 12-02-06:** Motion by Trustee Ortega that the Board approve the minutes of the October 13, 2006 meeting of the Eastern Washington University Board of Trustees.*

Seconded by Trustee Budke.

Motion carried.

Discussion Action Items, V.B.

Developing University-Wide Policies & Procedures, V.B.1.

Associate to the President Laurie Connelly presented a policy for developing, adopting, reviewing, and repealing university-wide policies. She explained that the policy will include a standard format and a proposal form. The Board heard about and discussed this topic at the October Board Meeting as well. The new policy and procedures will establish clarity regarding the authority to adopt policies and the importance of reviewing policies to ensure they are up to date and don't conflict. Trustee McReynolds asked how often university-wide policies are proposed.

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Ms. Connelly and Dr. Arévalo gave examples of several recent policies that have come before the Board for discussion or approval: data security, debt, investment, and patents.

The university hasn't had a formal process in place to review policies. Numerous outdated policies need to be reviewed, updated and some repealed. The review process will begin with the Board of Trustees' policies, as requested by Trustees at the last Board Meeting. The newly developed Board Committee Charters will be included in the policies regarding how the board operates.

Some policies are approved directly by the Board while authority is delegated to the President or vice presidents in other cases. Delegated authority will also be reviewed during the policy review process.

Motion 12-03-06: Motion by Trustee Budke that the Board approve the policy on developing university wide policies and procedures.

Seconded by Trustee McReynolds.

Motion carried.

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

Trustee Budke explained that when he was Board Chair it was decided he would serve for two years. This was beneficial to Eastern at the time and it was convenient for Mr. Budke. Trustee Mikkelsen, however, has responsibilities outside of Eastern that make it difficult for her to serve a second year. The Board proposes to elect a new chair and vice chair, effective January through September 2007.

Motion 12-04-06: Motion by Trustee Budke that the Board elect Paul Tanaka as Chair and Jo Ann Kauffman as Vice Chair beginning January 2007 through September 30, 2007. Trustee Tanaka and Trustee Kauffman have indicated they are in favor of being elected.

Seconded by Trustee Zozaya-Geist.

Motion carried.

Auxiliary Funds Independent Audit Report 2006, V.B.3.

Action was taken on this item earlier in the meeting.

Personnel Actions, VI.

Motion 12-05-06: Motion by Trustee Budke that the Board approve the personnel actions.

Seconded by Trustee Ortega.

Motion carried.

Adjournment, VII.

Chair Mikkelsen wished everyone the happiest of holidays, on behalf of the Board.

The meeting was adjourned at 3:06 p.m.

Kris Mikkelsen, Chair

Rodolfo Arévalo, Secretary