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Board of Trustees Minutes, September 17, 2004

Eastern Washington University

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**EASTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES**

**September 17, 2004
Executive Session at 12:00 p.m.
Open Public Session at 1:00 p.m.
TAW 215**

MINUTES

Trustees Present:

Mr. Gordon Budke, Chair
Ms. Jo Ann Kauffman
Mr. Neil McReynolds
Ms. Kris Mikkelsen
Ms. Katie Moffitt
Ms. Bertha Ortega
Mr. Paul Tanaka

Call to Order and Quorum, I. and II.

Chair Budke called the meeting to order at 12:15 p.m., noting that a quorum was present.

Executive Session, III.

Chair Budke announced that the Board would recess into executive session as authorized in RCW 42.30.110 (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; to adopt a strategy or position regarding the Joint Governing Board, and to discuss the classified staff collective bargaining/mediation process. He said the Board expected to be back in full session at 1:30 p.m.

Reconvene

The Board reconvened at 1:40 p.m. Chair Budke welcomed Travis Nichols (ASEWU President) and Katie Moffitt (student trustee) to the meeting. He also recognized President Jordan's inclusion in Jim Fisher's new book The Entrepreneurial President.

Reports, IV.

Trustees' Retreat Report, IV.A.

Chair Budke gave information from the Board's retreat on June 29 and 30, 2004. Terry MacTaggart, through the Association of Governing Boards, was the moderator this year. The theme was "Implementing the Vision", and the retreat revolved around two policy initiatives: the strategic plan and fundraising. They focused on processes and communication. A self-evaluation instrument was completed prior to the retreat, so there was lively discussion on whether the Board is doing what it should be doing, and how well it is

doing it. There were sessions on the Academic Strategic Plan, board processes and board development, and the campaign/development area—including a timeline, working goals, and the Board’s role. Chair Budke looks forward to another productive year. Trustee McReynolds concurred, noting that in-depth time was spent on some of the major issues facing the university.

As an outcome of the discussion at the retreat, orientation process and continuing education and development information has been sent out by Trustee Zozaya-Geist. Since she is unable to attend today’s meeting, please review the information and get any feedback to her.

University President’s Report, IV.B.

- Dr. Jordan noted that the President’s Cabinet retreat followed the Board retreat, and covered the same topics. The Cabinet determined the first steps on the strategic plan, discussed the third phase of strategic planning regarding the growth, capacity, and resources component, and will have a stated set of goals. They ended the retreat with a team process centered around the capital campaign, and revisited Steve’s personal priorities and leadership principles—there will be a new version of the “bookmark”. His past goals focused on internal relationships, external relationships and the 3 Rs. His new goals are to position the university to respond to a changing environment, expand his focus on external relationships, lead the university in a capital camp and government relations initiatives, and to nurture university leaders at all levels. He said it was a very successful retreat, and is excited about Patty Chantrell and Brian Levin-Stankevich stepping forward to provide leadership on the general education review and service learning pieces.
- He said he is very pleased to announce that this week that he and the Provost received a letter from James Sulton (HECB) giving final approval for moving forward with the Electrical Engineering degree. He thanked everyone for their work on this, especially Mick Brzoska, who was the chair of the department and is now the interim dean of the School of Computing and Engineering Sciences.

President Jordan participated in the beginning of the “biennial budget dance”—he gave a presentation to the HECB yesterday which gave a high priority on enrollment and funding for 900 students (currently enrolled at EWU) and asked for support for all our students on community college campuses throughout the state. He pointed out how the increased FTE is a direct result of the increased credit load being taken by our students. This will be a long legislative session this year, so we probably won’t have any answers until May or June.

- Dr. Jordan and other administrators participated in the annual Goodwill Tours to Wenatchee, Yakima, Tri-Cities, and Walla Walla. They will still go to Colville and Moses Lake. He has met with editorial boards, newspapers, and has had some television and radio interviews. He met with local legislative delegations, along with alums, over dinner. We are the only school to do this type of tour. On the tour he talked a lot about the consequences of I-884, and the importance of the press in presenting both sides of the vote. He also met with the community college presidents at each stop. He thanked Katie Moffitt and the other board members who joined him in their areas.

- Jeremy Bailey, assistant professor of government, has been awarded the American Political Science Association 2004 prize for the best dissertation in American government in the United States. He offered his congratulations to Dr. Bailey—noting that this is an indicator of the quality of the faculty here at EWU.
- Dr. Jordan noted that Eastern’s Board Policies are on the new EWU web site which went live yesterday.

Trustees’ Reports, IV.C.

Academic Affairs Committee, IV.C.1.

Ms. Ortega said the joint committee (Academic Affairs and Student Affairs) met this morning. They discussed diversity and the incorporation of that into all disciplines across campus. They talked about the strategic plan, which will be reported on later in the agenda. Brian Levin-Stankevich also discussed the vice provost for diversity position—one more closely related to the curriculum and academic duties, and one related to compliance issues. The deans and vice presidents gave reports on their areas and on the new things emerging in their departments. \$150,000 is going toward the recruitment of faculty of diversity. He said we are trying to be creative in advertising and hiring for these positions. The President’s Diversity Commission will select from 14 nominees for placement on that commission.

Advancement Committee, IV.C.2.

Ms. Mikkelsen reported that the committee heard an update from Phil Akers regarding the good work being done on the capital campaign. They are getting the resources in place to move forward, and there is a lot of enthusiasm from the staff involved with that process. They heard an update from Barb Richey on the west side strategy, and saw a video to be shown there. Activities are being planned for the west side for enhanced giving. They also heard an update from Angela Brown on Alumni relations. She said the Spokane Alumni Association is on campus helping students move into the residence halls. Development work is also being conducted on the west side. There are efforts to try to get new students involved in the concept of becoming active alumni as soon as they leave campus at graduation—emphasizing their obligation to remain connected to the community. The committee also heard an update from Jeff Gombosky regarding federal items (e.g. the \$1 million request for cybersecurity).

Business and Finance Committee, IV.C.3.

Mr. Tanaka reported that the committee moved several of the items forward to the consent agenda.

Student Affairs Committee, IV.C.4.

Trustee Kauffman added to Trustee Ortega’s report, noting that the joint committees learned about residential hall activities and orientation and heard a report on the residence hall activity fee. Feedback on the fee has been very positive (they have had over 690 events with high attendance) and it is recommended that the fee continue. Scott Barnes reported on intercollegiate athletics, pointing out the impressive GPA showing of the athletic teams—the women’s basketball team was #1 in the U.S. The committee also heard

from Bill Ponder regarding student affairs. The diversity initiative grant applications are going out soon; enrollments are increasing and are exceeding earlier estimates. There are 80-90 student volunteers involved in orientation this week. Travis Nichols gave an update from the ASEWU and introduced the members of student government, who shared their academic interests.

Joint Governing Board, IV.C.5.

Neil McReynolds reported that the new working group met in July, and again this past Tuesday. They have finalized their statement of purpose, and the five things they hope to accomplish are: 1) to inform regents and trustees about public policy issues affecting higher ed; 2) to provide some advocacy for the benefit of higher education in this public policy arena; 3) to establish a regular informal liaison between board members of the two-year and four-year schools; 4) to build stronger ties with others in the state who have an interest and really care about higher education (community groups and other interest groups across the state); and 5) to organize the annual meeting of all regents and trustees in the state (of both the two-year and four-year schools). They have established Feb. 15, 2005 as the date for this meeting, which will be combined with the Higher Education Day in Olympia, and will involve the community colleges. He noted that Susannah Malarkey from the Washington Technology Alliance attended their July meeting, and Dr. Jim Sulton (HECB) attended this week's meeting.

Presidents' Reports, IV.D.

Faculty Organization, IV.D.1.

Dr. Patricia Chantrill reported the faculty is looking forward to a busy year; however they haven't met since the last Board meeting so she has nothing to report at this time.

Classified Staff Union, IV.D.2.

Mr. Michael Nelson said his speech at the breakfast this morning can stand as his report. He noted that the classified staff had a good rally at noon today. Also, he has been re-elected as president of the local for the next two years.

Associated Students, IV.D.3.

Mr. Travis Nichols said the ASEWU has been very active this summer. Areas in the PUB are being renovated, and he has been doing research into what the ASEWU has accomplished in the past. Their retreat and training started on Monday. They have three returning council members this year, and have organized a mentoring program for council members to partner with their counterparts in the administration. He thanked everyone who offered to participate in that program. Eastern has continued the STA ridership program, effective Sept. 15, 2004, through June 15, 2005. This fall they will be working to increase awareness of their organization; updating their web site and improving the coordination of web sites. He said they hope to bring back a new and improved university event calendar. He then introduced several of the council members who were in attendance.

Special Reports, IV.E.

Strategic Plan Update, IV.E.1.

Vice Presidents Levin-Stankevich and Ponder reported that this year's effort is around growth, capacity and resources, and how those areas of the campus can support the goals of the strategic plan. They will follow a similar process as that which was successful last year. They are preparing a SWOT analysis of the institution designed to elevate the level of discussion so we can have informed discussions. The accountability team (the vice presidents and Patty Chantrill) will meet and draft a white paper (by the end of September) to provoke discussion around these issues. Information sessions will be held around campus in October with web access for input. They will identify broad-based workgroups to work through February and then generate reports on key areas in March, followed by a set of recommendations to the Board. They hope for support and input from all the campus in this effort. Mr. Ponder said the work of the SWOT analysis hasn't been done for a number of years, so this is a chance to integrate and consolidate all that information into a useful format. Dr. Chantrill said she met with the Faculty Organization executive committee and they will be taking on some things that didn't have a home before, e.g. a leadership role in the faculty fellows program and the general education review. They are looking forward to being involved.

Action Items, V.

Consent Action Items, V.A.

Minutes of the May 12, 2004 Board of Trustees' Meeting, V.A.1.

Minutes of the June 28, 2004 Board of Trustees' Meeting, V.A.2.

Acceptance of Bid for Senior Hall Renovation, Project #AE-99-97, V.A.3.

Delegation of Authority for Personnel Actions, V.A.4.

Auxiliary Funds 2004 Audit, V.A.5.

Administrative System Software Contract, V.A.6.

Request for Indemnification for Dean Patricia Kelley, V.A.7.

Paul Tanaka explained that the Business and Finance Committee reviewed the recommendation from staff that the bid be accepted, and the committee agreed. The delegation of authority is a housekeeping item allowing the President to sign personnel contracts between board meetings. The Auxiliary Funds Audit item approves standard audits for 2004, and the administrative system software contract is with SunGard SCT for the student support systems replacement. The committee recommends approval of all of these items.

Chair Budke added that, based on a recommendation of the Attorney General's office, the Board of Trustees wishes to approve the indemnification for Dean Kelley.

Motion 09-01-04: *“I move that the Board of Trustees approve the consent action items as presented.”*

Motion by Trustee Ortega; seconded by Trustee Mikkelsen. The motion carried.

Discussion Action Items, V.B.

Access Control Policy, V.B.1.

Laurie Connelly gave a brief description of the policy, which is a revision of the current policy and practice in that it delegates authority for keys to the deans and chairs rather than being held solely by the key shop. The inventory will be held on the web. This policy applies to faculty, staff and students, as well as contractors, and makes the issuing department responsible for lost keys. She noted that the policy has gone through the labor management processes.

Motion 09-02-04: *“I move that the Board of Trustees approve the revised Access Control Policy as presented.”*

Motion by Trustee Mikkelsen; seconded by Trustee McReynolds. The motion carried.

Chair Budke requested a change in the agenda order, and skipped to the 2005 Board Schedule.

2005 Board Schedule, V.B.3

Chair Budke noted there are seven dates for meetings, all beginning at 9:00 a.m., with committee meetings held the afternoon and evening prior to the Board meeting, possibly with a dinner or evening activity. He asked the board about that concept, and asked them to let Ms. Gross know of any conflicts with the proposed dates and suggested changes. It was decided to finalize the schedule at the September 30 conference call. President Jordan pointed out that we tried to think about the legislative session and the comments received from the trustees in the past regarding the timing of the meetings with respect to the legislative session. Not much happens in the first weeks of the session, so we didn't see the need for a board meeting in January. However by the first of February or so the trustees might want an update. In April we should anticipate the budget coming out, and most of the substantive legislation will be completed by then. A May meeting allows us to have a more complete picture of what the budget looks like; at least a House and Senate version to look at; and the June meeting allows for Board approval of a final budget.

Trustee McReynolds said he likes the concept of committee meetings the day prior to the full meeting, and likes the board development piece. He said the schedule looks better than this past year. He asked if this schedule helps the Board address its fiduciary responsibility, and noted that the trustees need to come to the meetings ready to discuss the issues and take action on them. The administration needs to get as much information out in advance as possible. Dr. Jordan noted that if the administration believes that a meeting doesn't need to be held, he will put that in writing to the Board (for the record). Trustee Tanaka requested committee meetings later in the afternoon so he and others have time to work at their jobs and then travel. Trustee Mikkelsen said this layout will be smoother because the Board meeting can start on time. Chair

Budke said the trustees need to commit to staying for the entire Board meeting—if it ends early it's a bonus, but trustees shouldn't have to leave early. If I-884 passes, we're going to have to be accountable—the public's expectations will increase.

Election of Officers, V.B.4.

Chair Budke asked to roll this item to the September 30 conference call.

2005-07 Operating Budget, V.B.2.

Vice President Voves went through a PowerPoint presentation (handout attached to the official minutes) describing the 2005-2007 operating budget biennial request. She said the decision package requests are centered around enrollment, salaries (faculty), our self-insurance premium and collective bargaining (costs unknown until negotiations are closed). The total request is an additional \$13,267,000, not including any additional salary increases.

Motion 09-03-04: "I move that the Board approve the 2005-07 Operating Budget as presented."

Motion by Trustee Ortega; seconded by Trustee Tanaka.

Trustee Tanaka asked about the mechanism for amending the request once the negotiations are complete. Ms. Voves said the contracts are due to the Office of Financial Management by October 1, and they will determine if the package is fundable. If so, it will go forward to the legislature for approval.

The motion carried.

Trustee McReynolds asked to receive additional efficiency information for people who ask.

Old Business/New Business, VI.

Trustee McReynolds brought up I-884—he is on the steering committee as a concerned citizen, not as a board member. This initiative will be on the ballot in November, and Eastern would benefit from it, however it means a one cent increase in sales tax. There is active opposition to it, and some schools are doing nothing about the initiative. It still has more than 50% support, but the concern at the last meeting was that the support might be soft. The university/board cannot campaign for this issue, but can inform people of the pros and cons. Individuals can also make donations to the cause. President Jordan said he truly believes that the outcome of I-884 will define the future of education in our state.

Personnel Actions, VII.

Motion 09-04-04: “I move that the Board approve the personnel actions as presented, along with the amendments distributed during today’s executive session.”

Motion by Trustee Mikkelsen; seconded by Trustee McReynolds. The motion carried.

Adjournment, VIII.

The meeting adjourned at 3:30 p.m.

Board Development: New Building Tour and Reception at the New Woodward Field Suites

Chair Budke announced that the tour would go from Tawanka to the new Computing and Engineering Sciences building, then through the new Archives building, from there view the outside of the new Crime Lab, and end with a reception at the new Woodward Field donor suites.

Gordon Budke, Chair

Stephen M. Jordan, Secretary