

8-25-2000

Board of Trustees Minutes, August 25, 2000

Eastern Washington University

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EASTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
August 25, 2000—10:00 a.m.
Cheney Campus
PUB 263-5-7

MINUTES

Board Members Participating

Mrs. Jean L. Beschel, Chair
Mr. Gordon Budke
Ms. Kelly Behne
Mr. Joe Jackson
Mr. Neil McReynolds
Dr. Mark Mays
Mr. Michael Ormsby
Ms. Cynthia Shiota

Staff Participating

Mr. Ryan Aiello, Residence Hall Director
Mr. Phil Akers, Associate Vice President for Development/Executive Director EWU Foundation
Ms. Alice Dionne, Associate Vice Provost for Continuing Education
Dr. Peter Dual, Sr., Provost and Vice President for Academic Affairs
Mr. George Durrie, Director of Government Relations
Ms. Bamby Fields, Secretary Supervisor for Academic Affairs
Dr. Flash Gibson, Vice Provost for Undergraduate and Institutional Studies
Ms. Connie Gross, Secretary to the Board of Trustees
Ms. Toni Habegger, Chief Financial Officer
Ms. Lynn Harty, Executive Assistant to the Provost
Dr. Robert Herold, Executive Vice Provost
Dr. Neville Hosking, Interim Dean of Distance and Extended Outreach
Ms. Linda Ishiguro, Director of Residential Life
Dr. Stephen M. Jordan, President
Ms. Patricia Kelley, Dean of Information Resources
Ms. Shawn MacDuff, Budget Analyst II
Chief Tom McGill, University Police
Ms. Pam Parks, Senior Women's Athletic Director
Ms. Missy Pasarello, Residential Life
Ms. Judith Penrod Siminoe, Associate to the President
Ms. Stefanie Pettit, Public Information Officer
Mr. William Ponder, Associate Vice President for Enrollment Services
Mr. David Rand, Assistant Vice Provost for Distance and Extended Learning
Ms. Jolynn Rogers, Director of Human Resources
Mr. Rick Romero, Associate Vice President for Business Services
Ms. Annette Skaer, Division Planning and Finance Officer
Ms. Carol Terry, Director of Budget Services
Ms. Julie Thayer, Assistant to the Vice President for Student Affairs
Ms. Doreen Timm, Administrative Assistant to the Executive Vice Provost
Mr. Brian Ufford, Residential Life
Mr. Lee Urbaniak, Computer Maintenance Tech III
Ms. Mary Voves, Vice President for Business and Finance

Faculty Participating

Dr. Phillip Castille, Dean of the College of Arts and Letters

Dr. Fritz Erickson, Dean of the College of Education and Human Development

Dr. Frank Nelson, Faculty Athletic Representative

Dr. Wendy Repovich, President of the Faculty Organization

Students Participating

Shane Hart, Legislative Liaison

Robert Ingraham, Dryden Hall Building Director

Christian Shook, ASEWU Council Rep 1

Brian Ufford, Residential Life

Others Participating

Deborah Danner, Assistant Attorney General

Dave Rey, Cheney Free Press

Call to Order and Quorum, I. and II.—Mrs. Beschel

At 10:10 a.m. Chair Beschel called the meeting of the Board of Trustees of Eastern Washington University to order. A quorum was present at the meeting.

III. Reports

Trustees' Reports, III.A.

Trustee Budke reported that the Foundation is preparing to ramp up the capital campaign, which is a step being taken forward. Reporting from the Facilities Committee, he noted that the Higher Education Coordinating Board is taking a very active role this year in the recommendations to the Legislature for taking capital items forward. We all need to work together to make sure the HECB understands our needs.

Trustee Mays reported from the Academic Affairs committee, noting that the primary focus of today's meeting was two reports. Consultant Courtney McAnuff reported on our enrollment issues, and a report from Robert Charles reviewed and made recommendations concerning the reorganization of Academic Affairs and Institutional Research. Dr. Mays noted that information is a very important thing, and Eastern's access to reliable information needs to improve. The report recommendations will be distributed to the full Board of Trustees. The committee is also looking at the definitions of chairs/responsibilities/allocation of resources—we need to move from a focus on just the department and look at the institution as a whole and how it needs to work. We need to be systematic in the allocation of space resources, schedule for optimum use, and address the responsibilities of department chairs. He said every external consultant has recommended more investment in all areas. We need to make decisions using a communication system involving the entire university. Dr. Mays also said he is appreciative of the commitment and open communication of the current administration.

Trustee Ormsby reported on the Student Affairs committee, which met in July and discussed the student activity fee for residence halls which is being driven by the students to provide better activities and equipment for those students living in the dorms. The committee also received an enrollment update—it appears that we will have more than the 180 extra students the legislature approved. Eastern is doing a good job of targeting good students for new enrollees. Our residence hall occupancy was at 98%, so the issue of space problems needs to be addressed. He noted that we may need to raise some of those fees to

take care of deferred maintenance issues and to be able to have a sound financial basis from which to move forward with more housing for the increased enrollments. The committee also had an update on the

“Eastern Washington University strives to satisfy all requests for special access needs for persons with disabilities. Requests for such accommodation are welcome and may be made by calling the President's Office, (509) 359-6598.”

student health clinic contract. It is clear that we need input from the student users when discussing and looking at health options next year. The committee will also be discussing the consultant's report at this afternoon's meeting.

Chair Beschel noted that two new action items, public works contract awards, are being added to the agenda by the Facilities Committee. Project #AE-97-04, Electrical Substations Replacement, in the amount of \$1,421,957, and project #AE-99-02, Chilled Water Extensions '99, in the amount of \$413,700.

Presidents' Reports, III.B.

Faculty Organization Report, III.B.1.—Dr. Wendy Repovich

Dr. Repovich said the faculty union contract was ratified at end of academic year, noting that it will have an impact on everyone as new plans must be created by the end of winter quarter. A lot of new faculty have been hired this year, and the New Faculty Orientation has been significantly changed to a one-day session on team building, with additional meetings to be held during the year with additional information. The Faculty Organization retreat for new officers will be September 13. Class scheduling needs to be fixed, so faculty will have input on that issue. The communication issue—how do we get information to the faculty, via the Web or in print, will be discussed. The Student Learning Environment Task Force begun last year will finish their work by the end of Fall quarter. The Integrative Studies Task Force finished their primary function last spring, stating that they would no longer require the 310 course but would continue the goals and objectives. She anticipates a busy fall quarter for the faculty.

Associated Students' Report, III.B.2.—Ms. Christian Shook

Ms. Shook said that over the summer the ASEWU have been trying to work together as a team and to develop their leadership skills. They are working on setting up a book exchange for students beginning this winter quarter. This will be a special service involving MEChA, the bookstore, and the ASEWU cabinet. A diversity task force is being pulled together with many representatives from groups on campus to increase culture and diversity on campus. The students are looking at installing an electronic reader board on the corner of the Four Lakes/Cheney highway and Betz Road to advertise events and tout good professors, programs, and sports. The ASEWU retreat will be held next week. Ms. Shook thanked Dana Elder for his help and support as interim dean over the last 2 months. Trustee Shiota noted that she met with Bree Holsing in Seattle recently, and was very impressed with her enthusiasm.

President's Report, III.B.3.—Dr. Stephen Jordan

- Dr. Jordan welcomed new deans Dr. Fritz Erickson of the College of Education and Human Development, and Dr. Phil Castille of the College of Arts and Letters.
- EWU was awarded a five year, \$1.6 million Title III grant with a goal to heighten proficiency in information literacy with a focus on faculty development.
- Eastern is playing the University of Montana on Saturday, September 30 at Albi stadium. We are building a major economic and academic event that Friday focusing on the theme: "What are the barriers to tri-state economic development?" to be held at 11:30 a.m. at the Ag Trade Center. A "Battle of the Bands" will be held that evening in downtown Spokane between the marching bands from both universities. It is time for Eastern to have more fans than the University of Montana.
- President Jordan is pleased to have the One Room Schoolhouse (Cheney Heritage Center) which arrived on campus August 16. Renovation of the schoolhouse should be completed by late October, and we are grateful to the Spokane Credit Union for their help in funding part of the restoration.

- The HECB has requested that the six university presidents present their budgets in Seattle, followed by a roundtable discussion of issues facing people of color in higher education administration. Faculty salaries will also be discussed. President Jordan mentioned that WSU has requested 10% over the biennium: 6% plus 4%. The University of Washington is concerned about the message being sent if institutions make too high a request, so they are looking at 8%: 4% plus 4%. The regional university presidents are trying to negotiate a position somewhere between these two—10%: 5% plus 5%. This will be a critical issue in terms of how the higher education request will be received by the legislature.
- The Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET) recently held a year 2000 summer meeting to act on Eastern's program evaluations. They have agreed to accredit the computer engineering technology and the mechanical engineering technology programs leading to the BS degree until September 30, 2002. ABET requests that a report describing the actions taken to correct shortcomings they identified in their final statement be submitted to them by January 31, 2002. If that report is accepted, the report may serve as the basis for extension of accreditation to September 30, 2006.
- President Jordan, Phil Akers, George Durrie, and Terry Flynn will be starting this year's round of Goodwill Tours beginning September 12 in Colville, Chewelah and Newport and will continue on through October, meeting with legislators, media, donors and alumnus in Moses Lake, Pasco Walla Walla, Yakima and Wenatchee.
- Pat McManus has sold 10,000 copies of his latest book, *Deer on a Bicycle*. Proceeds have been donated to Eastern student scholarships.
- Keith Quincy, Professor and Chair of the Government Department, has published *Harvesting Pa Chay's Wheat*, his second book on the Hmong of Southeast Asia.
- The HECB selected Eastern to receive three Washington State work-study leveraging educational assistance partnership community grants. They include EWU/Cheney Community Outreach Partnership (\$31,000), Students Acquiring Individual Leadership (\$34,000), Little Eagle's Nest and Beyond (\$35,400).
- Eastern's Professional and Technical programs is delighted to be involved with the University of Washington department of surgery for training on high-performance teams. A workshop has been set up in Seattle for senior management at the University of Washington Department of Surgery that will include both faculty and administrators in a two-day training session on team building.
- Eastern has been selected as the site for data collection and the distribution center for the general election this fall for the Associated Press in the west. This will provide a great educational opportunity for EWU students to be involved in the process, and will also put EWU in the spotlight.
- President Jordan met with City of Cheney and Avista representatives yesterday on the potential to bring dark fiber to EWU. This would provide opportunities by linking Eastern to the terabyte triangle in Spokane and from Spokane to the rest of the world are very exciting for our faculty.
- President Jordan reported that Eastern is anticipating 8,500 headcount and 8,200 FTES for fall. This is an increase of 200 headcount and FTE over last year. It is conceivable it could go 100 above that because we have a large pool of stop outs. If that group registers, we could be up 300. He noted that the efforts of the last two years are succeeding. We now have almost at a 1-1 ratio of headcount to FTE, and the distribution of students across classes has changed substantially--our lower-division and upper-division cohorts are almost the same percentage. We have become a box shape with a roof on top for our graduate program. We have added 75-78 beds to the housing system and are

currently at 98% occupancy. We are looking at converting the single rooms to double rooms, and then a possible new residence hall will be considered.

- President Jordan distributed unabridged copies of the Cabinet Retreat notes held August 6-7. He briefly discussed what the retreat focused on, noting that the vision resulting from the retreat was for Eastern to be the student learning center of choice.
- Eastern was featured in positive publicity in two newspaper pictures and articles in today's Spokesman-Review. Copies are attached to the official minutes.

Special Reports, III.C.

Summer Session "A Decade of Highlights": Overview 2000, III.C.1.—Dr. Robert Herold

Dr. Herold reported that Summer session 2000 was a big success. Headcount has remained stable over the years. The Student Credit Hour (SCH) Load was 26,039 this year, the third straight year of growth and 600 above the projected/budgeted number. He said that Summer Session deals with three markets. In 1989-1993 we dealt with an active teacher market propelled by the master's degree requirement. In 1994 the state lifted the master's degree requirement, and we were dealing with a rapidly maturing/aging teacher population that didn't have the incentive to come back for post-graduate study. By 1995 we began a serious assessment and found that an increasing percentage of students took summer session to deal with the time-to-degree problem—so we needed to offer more courses in the major for these students. In 1995 we took deliberate steps to schedule more of these courses requested by the students. There was a university-wide enrollment decline, but it was anticipated so the Summer Program made the necessary changes to keep their revenue.

In 1998-99-2000 three critical points were addressed: 1) 1989 how to make the program more student-centered, more student-responsive; 2) 1990's needed to deal with time-to-degree problem more aggressively as 80% of the summer students had that problem; and 3) President Jordan showed up—trying to make the institution more responsive to student needs and wanting summer session to be even bigger. This shifted everything, so a reduction in tuition was suggested, which has shown some good results. Also, the issues of how we could use Summer Session even more aggressively with the time-to-degree problem and also use it as a way to help recruit out of state students was considered.

Dr. Herold then gave an overview of the Summer Session budget. The projected revenue was \$2,187,372, actual was \$2,251,197. In the expense category: \$67,540 comes off the top, \$219,082 went to administrative salaries, \$1,305,595 to instructional cost, \$288,300 to benefits, and \$299,701 to operations. Dr. Herold uses "profits" to increase his operations—to support the programs. His closing observations regarding the budget were that he came to the program with a big deficit in 1989, and his charge was to deal with many problems. Eleven years later he can point to a long list of achievements including: has never cancelled a course because of low enrollment; faculty received full pay for contact hours taught; a long list of off-campus and general interest courses have been offered; Summer Session has promoted and produced interdisciplinary courses; internationalized the curriculum; and improved community outreach. Dr. Herold emphasized that with George Durrie they began the public affairs symposiums annually from 1991 through 2000, two of which have been televised. These symposia have helped change the politics and economics in Spokane as have Eastern's musical contributions to cultural life in the Spokane area.

Dr. Herold pointed out that in order for the Summer Session program to succeed, they have to guarantee classes and all faculty pay. They have not lost money in a decade, but this has required good predictive powers. In the mid-90's flexible scheduling was implemented in order to increase load, which

demonstrates they have been responsive to student need—including the recruitment of an involved and energetic faculty.

Finally, Dr. Herold wished to acknowledge his staff, noting that the program also succeeded because he hired good people such as Annette Skaer, Alice Dionne, and Doreen Timm. He thanked the Board for all their support, and noted that he worked under Mark Drummond, Niel Zimmerman and Steve Jordan and received good support from each.

Chair Beschel thanked Dr. Herold for his dedication to Eastern and the Summer Session program, noting that he has done an exemplary job.

Year End Financial Statements, III.C.2.—Ms. Toni Habegger

Chief Financial Officer Toni Habegger reported on the operating funds, self-support funds, internal service funds, grants and financial aid activity for year-end wrap up. She noted that the enrollment of the institution and the dedication of all of our staff is really what has contributed to the increases that we've seen in our financial situation and the general attitude around campus. Copies are attached to the official minutes.

Chair Beschel announced a 10-minute break.

IV. Action Items

Action Item IV.A.: Minutes of the June 23, 2000 Board of Trustees' Meeting

***Motion 8-1-00:** "I move that the minutes of the June 23, 2000 Board of Trustees' meeting be approved as submitted, with one minor editing change."*

Motion by Trustee Mays; second by Trustee Budke. Motion carried.

Action Item IV.B.: Minutes of the July 3, 2000 Special Meeting of the Board of Trustees

***Motion 8-2-00:** "I move that the minutes of the July 3, 2000 special meeting of the Board of Trustees be approved as submitted."*

Motion by Trustee Budke; second by Trustee Mays. Motion carried.

Action Item IV.C.: Policy Update: Bylaw 570-020-040, Appointments, Dismissals, Suspensions, Discipline and Resignations

Vice President Voves explained that this policy is being modified to decentralize the appointing authority signatures on personnel actions. This places responsibility and authority where the hiring decisions are being made.

***Motion 8-3-00:** "I move that Bylaw 570-020-040 be amended as presented."*

Motion by Trustee Mays; second by Trustee Jackson. Motion carried.

Action Item IV.D.: Policy to Establish Mandatory Residence Hall Activity Fees

Chief Financial Officer Toni Habegger said the administration is asking for approval of a mandatory residence hall activity fee of \$10 per quarter/\$30 annually. Trustee Ormsby noted that this item was presented at the last meeting of the Student Affairs committee, with much discussion, and the committee recommends implementation of this fee for the upcoming school year. Trustee Budke commented that the Coordinating Committee has also discussed this fee and also recommends approval.

Motion 8-4-00: *“The Board of Trustees approves the establishment of a mandatory residence hall activity fee of \$10 per quarter/\$30 annually.”*

Motion from the Student Affairs Committee. Motion carried.

Action Item IV.E.: Substance Abuse Prevention Policy for Intercollegiate Athletics

Pam Parks and Frank Nelson presented this item to the board as a first reading, and distributed the actual proposed wording to be voted on at the next meeting. The Coordinating Committee has discussed this agenda item. Trustee Ormsby noted that the policy puts a framework in place in case of any future problems, and that it is not driven by any specific incident or incidents.

Motion 8-5-00: *“I move acceptance of the concept being presented by this first reading of the proposed Substance Abuse Prevention Policy for Intercollegiate Athletics.”*

Motion by Trustee Ormsby, second by Trustee Mays. Motion carried.

V. Old Business/New Business

Trustee Budke announced that the Facilities Committee would like to bring forward an action item for the approval of Public Works Contract Award to Colvico, Inc. for project #AE-97-04, Electrical Substations Replacement in the amount of \$1,421,957.

Motion 8-6-00: *“The Board of Trustees approves Public Works contract award to Colvico, Inc. for project #AE-97-04, Electrical Substations Replacement in the amount of \$1,421,957.”*

Motion from the Facilities Committee. Motion carried.

Trustee Budke announced that the Facilities Committee would like to bring forward an action item for the approval of Public Works Contract Award to Hamre Construction, Inc. for project #AE-99-02, the Chilled Water Extensions '99 in the amount of \$413,700.

Motion 8-7-00: *“The Board of Trustees approves Public Works contract award to Hamre Construction, Inc. for project #AE-99-02, the Chilled Water Extensions '99 in the amount of \$413,700.”*

Motion from the Facilities Committee. Motion carried.

Trustee Budke also noted that a more in-depth presentation of the year-end financial statements was made at the Coordinating Committee meeting last Monday.

Executive Session, VI.

At 12:15 p.m. Chair Beschel announced that the Board would adjourn into Executive Session for purposes authorized in RCW 42.30.110, to discuss personnel issues and seek legal counsel. Following the Executive Session the Board of Trustees' meeting would resume to take action on the personnel items. The lunch and executive session was estimated to last one hour.

Reconvene

At 1:30 p.m. Chair Beschel reconvened the Board of Trustees meeting into open session.

VII. Personnel Actions

Motion #8-7-00: "I move approval of the personnel actions as presented."

Motion by Trustee Mays second by Trustee Jackson. Motion carried.

VIII. Adjournment

At 1:35 p.m. Chair Beschel adjourned the meeting.

Jean L. Beschel
Chair

Stephen M. Jordan
Secretary of the Board of Trustees