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Board of Trustees Minutes, February 27, 2009

Eastern Washington University

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**EASTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES**

February 27, 2009

Committee of the Whole ~ 12:45 p.m. (TAW 215 B&C)

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

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

MINUTES

Trustees Present:

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

Call to Order, I.

Chair Kauffman called the February 27, 2009 regular meeting of the Eastern Washington University Board of Trustees to order at 11:40 a.m.

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

She announced that executive session would last approximately one hour, that no final action would be taken during the executive session, and that at the conclusion of the executive session the Board would convene into Committee of the Whole and then into open session.

Quorum, II.

A quorum was present; all trustees were in attendance.

Executive Session, III.

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

Chair Kauffman called the committee of the whole session to order at 12:55 p.m.

Committee of the Whole

Information Technology Strategic Plan

Dr. Gary Pratt, Chief Information Officer, presented the EWU Institution Information Technology Strategic Plan to the Board. The strategic plan is available on-line <http://wiki.ewu.edu/oit/Planning>. The purpose of strategic planning for information technology at EWU is to determine how best to align information technology support with the mission, vision and values of the institution and also to guide the creation of a plan for developing an effective, efficient and flexible information technology organization that will provide organized support to the university.

Information Technology is already implementing many of the initiatives in the plan and the goal is to reach full implementation in three years.

Cost of implementation will be minimal because a great deal will involve organizational change through a cultural shift in how service is provided. Many of the investments have already been made and Eastern just needs to better utilize the capital, partnerships and collaborations.

Chair Kauffman asked about Eastern's use of web interfaces such as You Tube and Face Book. Mike Westfall explained that there are links dedicated to EWU for Flickr and other social networks, and that EWU has purchased marketing through Face Book. Dr. Pratt mentioned the need for proactive training for staff, faculty and students regarding the best use of and the safe use of such sites.

Trustee Mikkelsen asked how much e-learning occurs at Eastern and Trustee Fleming asked about the cost of online courses. Dr. Mason explained that currently Eastern's online courses are mostly offered through the Division of International and Educational Outreach, which needs to be updated, changed, and the quantity increased (about 5% of courses offered online). The goal is for online courses to be taught through the academic departments, although the online degrees would remain within DIEO. Trustee Zozaya-Geist asked about the IT centralized support model. Approximately 1/3 of the technology staff do not report under the central information technology department and Dr. Pratt has been discussing this with the vice presidents and some of the deans. It is important to evaluate the best and most effective ways to deal with this, and consolidating areas such as web development and maintenance will likely be the best solution.

Reconvene Open Board of Trustees Meeting

Chair Kauffman called the open session of the February 27, 2009 regular meeting of the Eastern Washington University Board of Trustees to order at 1:45 p.m.

Chair Kauffman announced that item V.B.1. Agreement between EWU and EWU Foundation - will be tabled until the May Board meeting.

Reports, IV.

University President's Report, IV.A.

Acting President Dr. John Mason introduced State Auditor, Deborah Pennick, who reported to the Board regarding their audit on the EWU Financial and Compliance Audits.

Ms. Pennick reported that the State Auditor's Office conducted three types of audits.

1) Accountability for public resources and legal compliance. The auditors determined that the university was in compliance with all significant state laws and regulations and that the university had adequate internal controls to safeguard public assets.

2) Financial statement audit. The auditors found no issues with any of the financial balances and they issued an opinion on the university's individual financial statements on Feb 2, 2009 which

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reported that the statements are an accurate representation of the financial activities, and a clean opinion was issued. The comprehensive annual financial report by the state is issued by OFM.
3) Performed procedures related to federal compliance in regard to student financial aid. The auditors performed specific procedures and found no significant issues.

The State Auditors identified no significant difficulties or disagreements with management while conducting the audit, there were no material mis-statements or corrections that needed to be made by management during the audit, and there were no uncorrected mis-statements in the audited financial statements.

Trustee Budke reported that the Board heard a far more extensive report from the state auditors during the Board Business & Finance Committee meeting.

***Motion 02-01-09:** Motion by Trustee Budke that the Board accept the State Auditor's Report regarding EWU Financial and Compliance Audits for fiscal year ending June 30, 2008.*

Seconded by Trustee Ortega.

Motion carried.

Trustee Budke explained that LeMaster and Daniels representatives gave an extensive report in the Business & Finance Committee meeting on the Auxiliary Enterprises Audits and the agreed upon procedures for Intercollegiate Athletics.

***Motion 02-02-09:** Motion by Trustee Budke that the Board accept the audit report from LeMaster and Daniels regarding Auxiliary Enterprises Audits and the agreed upon procedures for Intercollegiate Athletics.*

Seconded by Trustee Mikkelsen.

Motion carried.

Dr. Mason reported that while serving as Acting President, he has concentrated on a few major goals: On campus – assisting with making the budget as transparent and collaborative as possible; Off campus – increasing the visibility of the institution in Olympia as well as solidifying relationships in the greater Spokane community. He is working on visiting twenty-one business leaders in the near future, and has met with all of the K-12 superintendents and other education leaders.

Dr. Mason has made seven trips to Olympia in the past six weeks regarding the budget, the expansion of Eastern's engineering degree authority, and other important topics. He has talked with legislators and explained EWU's specific mission characteristics and what the proposed budget cuts will mean to Eastern and its students. He believes they understand how serious the dilemma is.

EWU Trustees and alumni contributed greatly at Higher Education Day by talking with legislators and attending legislative hearings and events. EWU's symphonic choir performed inside the capital, and was very impressive. A photo of Eastern Trustees with Representative Joe Schmick was shared. Eastern's staff did an excellent job of caring for the campus during record-setting December weather.

Trustees' Reports, IV.B.

Board Chair Report, IV.B.5.

Chair Kauffman thanked Dr. Mason for stepping forward during this time, as he is doing a great job on campus and across the State of Washington. She reported that she, along with Trustees Fleming, McReynolds, and Tanaka, participated in Higher Education day in Olympia and had the opportunity to hear Dr. Mason speak regarding the governor's budget and its potential impact on Eastern Washington University and he did an excellent job of representing EWU and explaining why EWU is important and different from the other universities. He shared with legislators that Eastern educates a large number of first generation students who stay in Washington after graduation to work, live and pay taxes. He also spoke of the proactive approach Dr. Arévalo and others have taken, such as the soft hiring freeze early on, to position the university to more effectively deal with this budget situation.

Since the last regular Board Meeting, the Board has conducted several special meetings and has created a special advisory committee to work with the administration regarding the budget.

Chair Kauffman attended recent audit meetings and was pleased to hear such excellent audit reports. She explained that the board members hear detailed audit reports prior to the brief report during this meeting. She commended the staff for their excellent work, as the audit reports have shown no findings for eight years in a row.

Academic Affairs Committee, IV.B.1.

Trustee Budke reported on the following topics discussed in the committee meeting:

- Academic Affairs budget process – Trustee Budke complimented the administration for the inclusive and transparent budget process. Private enterprise often doesn't work this way, so it is admirable that the university is going to such lengths to be inclusive and transparent.
- Riverpoint Campus and the Spokane Community – Dr. Rex Fuller
- College of Arts & Letters – Dr. Lynn Briggs
- Virtual Laboratories – Dr. Judd Case
- Discussions occurred regarding collaborations within Eastern, within the broader community, and with other institutions – part of the board's and president's goals for this year. Trustee Budke believes this information should be captured as talking points to inform the legislature, the media, and potential students and parents of the excellent things Eastern is accomplishing.

Advancement Committee, IV.B.2.

Trustee McReynolds reported that these are challenging times for the university and for the Advancement unit as well. The committee reviewed plans, activities and progress in the government relations and fundraising areas. The conclusion of the committee is that Eastern is doing the right things in both of these areas.

- Government Relations – Trustee McReynolds thanked Dr. Mason for spending time in Olympia during the past few months, as this is very important for the university. He reported that Dr. Mason has done an excellent job representing Eastern. Higher Education Day - Eastern was represented exceptionally well this year, with four trustees and numerous staff, alumni and students meeting with legislators. Trustee McReynolds thanked those who attended for their support.
- The expansion of Eastern's authority for granting engineering degrees is making progress in the legislature. The bill has passed through committees unanimously in both the house and senate.
- Advancement - Vice President Westfall reported that several areas of fundraising are up, while some are down. The Foundation endowment is down 21 - 26% which impacts Eastern

student scholarships. Last year Eastern received \$500,000 for scholarships and this year will receive \$100,000, which has prompted the launching of a “Save Our Scholarships” campaign.

- One of the Board’s goals for this year is to raise the visibility of Eastern, and the Advancement Committee spent time discussing progress in this area. Eastern’s branding campaign, “Start Something Big”, has received a major award, The Best in the Northwest, and also is a finalist for a global marketing award along with Disney and Microsoft. Trustee McReynolds complimented Vice President Westfall and his staff for this great accomplishment.
- Media relations – Trustee McReynolds thanked Dave Meany for his excellent work with Seattle Times reporter Nick Perry, as this resulted in a front page Sunday story in the Seattle Times about Eastern’s educational efforts with Latino students. This is the largest media coverage Eastern has had in the Puget Sound area in the past nine years, and Dave Meany deserves to be commended for contributing to this success for Eastern.

Business and Finance Committee, IV.B.3.

Trustee Mikkelsen reported that the committee spent significant time discussing the following topics:

- Audit Reports – Trustee Mikkelsen congratulated and thanked Toni Habegger, Mary Voves and their staff who work with the university’s financials. It is very nice for the Board to know that Eastern’s set of financial statements are in excellent condition.
- Riverpoint campus – One of the Board’s goals again this year is to better clarify the vision for Eastern on the Riverpoint campus. The goals are to assess which programs should be offered on that campus, develop the time line for alignment of programs back to Cheney, and develop a plan for making sure EWU has the buildings and space needed for the programs at Riverpoint. The committee heard a report from Rex Fuller regarding those initiatives and plans and will discuss this again at the May meeting. Trustee Mikkelsen shared that she receives a lot of positive feedback about Eastern’s presence at Riverpoint, which has been enhanced by the work Dr. Fuller is doing there.
- Housing and dining rates - The committee discussed but did not take action on this item, as the rates will be included in the budget presented in 1st read form at the May Board meeting. A 4.75% increase is planned for next year which is still below other institutions in the state.
- Global discussion of possible budget reductions related to the Business & Finance area.

Special Board Budget Advisory Committee, IV.B.7.

The committee discussed three areas: 1) reviewed the Board Budget Reduction Principles and how they are being applied to the developing budget proposals, 2) reviewed the Senate budget and its impact on potential reductions at Eastern, 3) discussed budget reduction timelines.

The committee will meet again in March to monitor the university’s progress and the university will plan some type of public hearing for the first week of April regarding the budget reduction process.

Student Affairs Committee, IV.B.4.

Trustee Zozaya-Geist began her report by thanking Dr. Larry Briggs and all of those in Student Affairs for stepping up and also for collaborating so well during this challenging time.

The committee discussed the following topics during their meeting:

- Student E-mail Policy – comes before the Board later today for action.

- Legislative Action Fee – Whitney Jones presented this proposal to implement a \$2 optional fee that students can choose to pay when they register for classes. The fee is to support legislative efforts on behalf of Eastern students.
- Athletic student absence procedures – discussed the history of and how best to approach student absences from classes and how best to support the students when they are traveling and/or representing the university through their participation in sports or related activities.
- Student Conduct Code – the revision of this code has been discussed over a long period of time within Student Affairs and the Board SA Committee. The goal has been to develop a code that represents best practices, and the current plan is to have a final review and approval at the May Board meetings for Fall quarter implementation.
- Career Services presented an update on their 2007 benchmarks & indicators presentation. Their outreach programs to help students prepare for their future after college are excellent.
- Student Affairs budget - discussed some potential impacts of the state budget cuts.
- Updates were given during the meeting regarding enrollment, technology, NCAA, Faculty Organization and Associated Students.

Trustee Tanaka expressed thanks to Dr. MacMullan for his willingness to meet with athletics and others from the university to discuss possible solutions to student absences.

Student Trustee, IV.B.6.

Ms. Fleming reported that she attended Higher Education Day in Olympia and she enjoyed the atmosphere and was inspired by the participation and collaboration. She believes it made a positive impact to have four Eastern trustees in attendance. She appreciates Dr. Mason's realistic and empathetic approach to the budget challenges and she believes the legislators also appreciate Eastern's approach. Trustee Fleming commended the administration and everyone working on the budgets and the plans for budget cuts. She has noticed that everyone is approaching this situation with a collaborative spirit and she encourages that this continue as the process gets even more difficult.

Char Kauffman thanked Trustee Fleming for participating in Higher Education Day.

Presidents' Reports, IV.C.

Faculty Organization, IV.C.1.

Dr. MacMullan reported to the Board regarding the following:

Faculty budget proposals – Suggestions re: tuition were sent to a faculty committee that developed and sent a proposal to the faculty senate. It will then be given to Patty Chantrill, Faculty Legislative Liaison, as the official position of the faculty. Suggestions re: university budget will be sent to the three faculty who are members of the University Budget Committee.

Dr. MacMullan thanked Dr. Mason and Mary Voves for their open and transparent approach to the budget. He recently read an article that other universities are being torn apart by their budget problems, and he commends the administration for their collaborative and open approach.

Patty Chantrill has served two terms as Faculty Legislative Liaison, and the current nomination for next year is Dr. Tony Flinn.

Faculty have been actively engaged in work with the legislature and are planning a trip to Olympia in March, after Higher Education Day, to provide legislators with on-going interaction with EWU.

Military service center – Lane Anderson, primary contact for veterans at EWU, estimates that Eastern's military student population could grow from 338 to 850 students by Fall quarter. Folks are

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working hard to make this center a reality to be of assistance to military students. They have asked for: space in the PUB, MSW practicum students, and ROTC students. They meet with Vice President Briggs and Dean Thompson next week to discuss Student Affairs' role. The increase in students is predicted due to the two major military conflicts the U.S. is involved in and the low economy.

Classified Staff Union, IV.C.2.

James Pendleton reported to the board that the Classified Staff and administration are going back to the bargaining table. Mr. Pendleton described the classified staff as people who are dedicated and committed to their jobs and to doing what they can to help keep EWU strong. They often represent the lowest paid jobs and often live in single income households, so the cloud of losing their positions has created anxiety with the staff. Many of these staff have spent years at Eastern and some have spent their entire career here, so they care deeply about the university. He shared that he and his wife both attended college here at EWU and their daughter is now a senior. The staff has a lot of pride and ownership in the university. In fact the local bargaining units have purchased an alumni brick to be placed at the columns at the entrance to Showalter Hall as a welcome to EWU students. The staff is happy and proud to do this as a way to say we are proud of our students.

Chair Kauffman thanked Mr. Pendleton and expressed appreciation for his leadership of the classified staff and for painting a personal picture of the staff and their situations.

Associated Students, IV.C.3.

Mrs. Whitney Jones, ASEWU President, reported that she also attended Higher Education Day in Olympia and received positive feedback from senators and representatives regarding Eastern. The Associated Students are visiting members of the legislature over time, rather than just one visit on Higher Ed. Day. This past Monday they sent seventeen students to meet with seven senators and representatives, including some from the Higher Education Committee. The students are feeling positive about the legislators, who seem to care about higher education and the current issues. They seem to understand that Washington needs more engineers than the state is currently producing. The students are concerned about an effort in the legislature to re-brand financial aid into an opportunity fund or passport. The students believe this will confuse students even more than they are currently. The hope is to add an amendment to the bill to provide education to high school students about this. The ASEWU budget will be finalized and will come before the Board in May. They received good feedback on the process this year and on the on-line budgeting system, which had more transparency. The students seem to be understanding of the need for budget cuts, since they were involved in the whole process and were communicated to at open forums, etc.

ASEWU is working on a business discount system with local Cheney businesses to assist students. March 6-8 welcomes families of current students onto campus – will show how great Eastern is. ASEWU elections – primaries are April 21 & election of officers is May 5.

Action Items, V.

Consent Action Items, V.A.

Minutes of the November 21, 2008, December 2, 2008, December 17, 2008, and January 12, 2009 Board of Trustees' Meetings, V.A.1., V.A.2., V.A.3., V.A.4.

***Motion 02-03-09:** Trustee Kauffman asked for unanimous approval of the consent action items: Minutes of the November 21, 2008, December 17, 2008 and January 12, 2009 Special Board of Trustees' Meetings and Minutes of the December 2, 2008 regular Board of Trustees meeting. Motion carried.*

Discussion Action Items, V.B.

EWU Policy 603-01, Campus Safety, Security and Crime Prevention, V.B.2.

This policy was discussed at the Business and Finance Committee this morning. The Board is being asked to approve a revised draft, dated February 27, 2009, due to two small changes that were made to the previously distributed draft. Ms. Connelly reported that the approval of this policy will bring Eastern into compliance with the Cleary Act, and that the policy has been developed and vetted through the university policy process.

***Motion 02-04-09:** Motion by Trustee Budke that the Board approve the revised version dated February 27, 2009 of EWU Policy 603-01, Campus Safety, Security and Crime Prevention. Seconded by Trustee Ortega. Motion carried.*

EWU Policy 409-01, Retirement, V.B.3.

The Board enacted this item as an interim policy in December due to an end of the year deadline. This policy has been developed to bring Eastern into compliance with new IRS regulations and it is important to note that there are no changes to any employee's benefits due to this policy. The policy has been vetted through the EWU web policy process.

***Motion 02-05-09:** Motion by Trustee Mikkelsen that the Board approve EWU Policy 409-01 Retirement. Motion Seconded by Trustee Fleming. Motion carried.*

EWU Policy 502-01, Student E-Mail, V.B.4.

The Board Student Affairs Committee discussed this policy at their meeting yesterday. Dr. Larry Briggs explained that Student Affairs worked collaboratively with the Associated Students and Information Technology in proposing a university assigned e-mail account as one of the official methods for the university to communicate with students. Policies at other institutions were researched. This will provide much more effective and reliable communication to students than trying to keep up to date with personal e-mail addresses which change frequently. It will also assist with budget expenses by reducing the quantity of paper that is mailed. When students confirm their admission to the university, they will be assigned an Eastern e-mail account and they will be informed that the university uses this e-mail account to communicate important information to them.

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Trustee Budke raised concern about the registration hold until students activate their e-mail account and about students who may not have regular access to reliable internet service.

Dr. Briggs explained that certain important information will still be mailed to students, but the e-mail will reduce the volume. He also explained that this procedure will prompt the university to contact students by phone if their e-mail account hasn't been activated by 10th day. This will provide the opportunity to talk with them about their student status. The university will do everything it can to assist the students in making sure they know about and have access to computer labs or computers.

Motion 02-06-09: *Motion by Trustee Budke to approve EWU Policy 502-01, Student E-Mail. Seconded by Trustee Geist. Motion carried.*

WAC 172-132, Course Materials, V.B.5.

The Board held a public hearing regarding this Washington Administrative Code during their December Board of Trustees meeting. The development of this WAC is in response to state legislation that was passed. It is possible that further legislation may be passed in the continuing effort to try to address the cost of course materials for students. The Board will be kept informed about any new legislation that the university must comply with.

Motion 02-07-09: *Motion by Trustee Fleming that the Board approve the WAC 172-132, Course Materials. Seconded by Trustee Ortega. Motion carried.*

Chair Kauffman announced that after the meeting there will be a tour of Hargreaves Hall, which is currently being renovated, and trustees are encouraged to attend.

Chair Kauffman thanked Dr. Mason, Dr. Zeisler-Vralsted, Dr. Briggs and others for stepping forward during this difficult time for the university. She expressed the Board continues to keep Dr. Arévalo and his family in their thoughts and prayers.

Adjournment, VII.

Chair Kauffman adjourned the meeting at approximately 3:00 p.m.

Jo Ann Kauffman, Chair

John Mason, Acting President
on behalf of Rodolfo Arévalo,
Secretary