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Board of Trustees Minutes, February 22, 2008

Eastern Washington University

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**EASTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES**

February 22, 2008

**Open Public Session ~ 1:30 p.m. (TAW 215 B&C)
Committee of the Whole ~ 12:40 p.m.
Executive Session ~ 11:30 a.m. (TAW 215 A)**

MINUTES

Trustees Present:

Paul Tanaka, Chair
Gordon Budke
Isaura Gallegos
Kris Mikkelsen
Bertha Ortega - connected via telephone for the presentation of the action items
Ines Zozaya-Geist

Call to Order, I.

Chair Tanaka called the open session of the February 22, 2008 regular meeting of the Eastern Washington University Board of Trustees to order at 11:50 a.m.

Chair Tanaka 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.

He announced that executive session would last approximately 60 minutes, that no final action would be taken during this executive session, and that at the conclusion of the executive session the Board would convene into Committee of the Whole and then would reconvene its regular meeting.

Chair Tanaka called the Committee of the Whole session to order at approximately 1:00 p.m.

Following Committee of the Whole, Chair Tanaka reconvened the open session of the February 22, 2008 regular meeting of the Eastern Washington University Board of Trustees to order at 1:47 p.m.

Quorum, II.

A quorum was present during the action items portion of the meeting, as Trustee Ortega joined via telephone for the presentation of the action items. Trustees Kauffman, McReynolds and Ortega were absent due to scheduling conflicts.

Executive Session, III.

Chair Tanaka 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.

Committee of the Whole

Intercollegiate Athletics

Mr. Bill Chaves, EWU Athletic Director, spoke with the Board about the mission of intercollegiate athletics; to help market the university and to help move the university mission forward. Mr. Chaves shared that he has begun to reorganize the athletic administrative team in order to better promote the department's expectations, which are; academic integrity, fiscal responsibility, and promoting a culture of compliance. Mr. Chaves plans to lead the department as they embark on a strategic planning process during the next six months, which will include topics such as revenue and facilities enhancement, gender equity, and diversity.

Mr. Chaves shared statistics that demonstrate ways EWU student athletes are meeting and exceeding expectations for earning their Eastern degree, being leaders, and performing to the highest level in their sport.

He introduced golf coach Marc Hughes and Eastern athlete Chloe Nelson. Ms. Nelson is the number one ranked golfer in the conference, the best player ever at Eastern, and she is on the dean's list for academics. Ms. Nelson shared about her experience in South Africa this past summer leading a clinic teaching young African girls how to play golf, and also teaching the girls ways in which golf can help a person throughout their life through team work, discipline, integrity, etc. She also had the opportunity to speak to the president of the country club, and she requested of him that the girls be allowed to participate in golf after the clinic was over. Ms. Nelson was thrilled when he later announced that the girls would be able to play golf every Wednesday for the next year at no cost and that they would receive guidance and mentoring as well. Ms. Nelson had worked for one year to acquire grants for this South African Junior Golf Academy for the benefit of South African girls - to give them the opportunity to learn the benefits of golf and to hear about the possibility of attending college for recreation management. Mr. Chaves pointed out that Ms. Nelson's very impressive work demonstrates what an impressive leader and student athlete she is.

Trustees Budke, Mikkelsen, and Tanaka thanked Mr. Chaves, Coach Hughes and Ms. Nelson for their valuable presentations.

Draft Policy – Communications to the Board

Chair Tanaka explained that the Board had asked Dr. Arévalo and his staff to put together a draft policy to address the procedures an individual or group would go through in order to address the Board. Board members have reviewed the draft policy in preparation for today's discussion.

Dr. Arévalo explained that Eastern researched similar policies at other universities to see how they handle this topic.

Ms. Connelly explained that it was determined to be important to provide a provision for written communication as well as verbal communication and/or appearance before the Board. Appearance before the Board occurs rarely and under exceptional circumstances.

Discussion occurred regarding the discretion of the Board Chair within the scope of the policy.

Discussion occurred regarding the value of adding a general statement to inform the public that the Board of Trustees deals with policy related topics, while the administration deals with other topics. Appropriate topics brought to the Board would, therefore, involve policies and/or policy decisions,

while topics related to the day to day operation of the university would be brought to the administration.

Trustees asked that a statement clarifying the scope of the Board's role be added to the draft policy. An updated draft will be sent to board members for review. Once the Board is comfortable with the policy, it will be posted on the policy web page, be reviewed by the public, receive public comment, and then be brought back to the Board for final approval.

Student Credit Hour Report

The Board had asked the Provost to look into Eastern's student credit hour/load situation. Dr. Mason explained that a decrease in student credit hours results in an overall decrease in full time equivalent (FTE) students, which form the basis of state budgeting. This is, therefore, an important element and one the university needs to understand. The first step is to understand better what is happening and the second step is to develop a plan to address the decrease.

Dr. Theresa Martin of Institutional Research has begun looking at the factors that are contributing to changes in credit load. They seem to fall under two categories: those related to student conduct/choices and those related to university choices.

EWU has seen a decline in the institutional average credit load. Details are available in the handout. Analysis of the data demonstrates the following:

- Institutional average credit load is sensitive to the student mix - # of incoming freshmen, size of undergraduate classes, graduate classes, mix of course credits offered by departments.
- Eastern's increase in the number of part time graduate students (who take fewer classes and fewer credits) effects the overall average credit load more than one might assume.
- A loss of freshmen and an increase in graduate students adds up to several hundred FTE.

The next steps include conducting student focus groups and surveys during spring quarter.

The university has already taken steps to get students off of wait lists faster and to evaluate whether there are direct course conflicts within departments and with general education courses. We will also find ways to help with course planning for those students who are in need of taking another course. Freshmen and Sophomores take the largest credit loads, so it will be important for the university to improve freshmen to sophomore retention rates.

Trustee Budke expressed that this type of data analysis seems to be helpful in developing the 'what ifs' associated with enrollment, class size, budgeting, etc. and is a more accurate model to work from. Trustee Mikkelsen expressed appreciation for the effort and willingness to share this information and to shed light on this important issue. She mentioned that it is often easier to focus on the great things happening around campus while it is more difficult to look at difficult issues. She thanked Dr. Mason and Dr. Martin for their research and their candor.

Chair Tanaka reconvened the open session of the Board of Trustees meeting at 1:47 p.m.

Reports, IV.

University President's Report, IV.A.

Dr. Arévalo began his report by inviting the auditors from Le Master & Daniels and the State Auditor's Office to give their reports to the Board.

Auxiliary Audit - Le Master & Daniels Audit Report -

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The Auxiliary Audits include housing, dining, bookstore, Pence Union, ASEWU and the agreed upon procedures for Intercollegiate Athletics. The auditors found no problems, they did not suggest any adjustments to the financials, and they gave clean opinions to all the auxiliary funds. The auditors listed no findings on athletics.

Trustee Budke explained that the Board spent a significant amount of time with the auditors during the Board committee meeting earlier this morning, and the Board also spoke with the auditors in executive session.

Trustee Budke made a motion that the Board accept the audits provided by Le Master and Daniels. Seconded by Trustee Zozaya-Geist. Motion Carried.

State Auditor's Office Audit Reports – The state auditors completed two different kinds of audits: Accountability Audit – they reviewed 20 areas of the university and found that Eastern's controls were adequate to safeguard public resources and that there was compliance with state laws and regulations and university policies; and review of university comprehensive annual financial report. The auditors issued an opinion and found that the financial amounts were fairly stated. They also reviewed other auditor's work related to the foundation agreement.

Trustee Budke explained that the Board spent time with the state auditor during the Business & Finance Committee meeting this morning. The Board is pleased to hear there are no findings, and the Board greatly appreciates the efforts of Ms. Habegger and the Eastern staff.

Trustee Budke made a motion to accept the state auditor's report.

Seconded by Trustee Mikkelsen. Motion Carried.

Dr. Arévalo reported to the Board on the following topics:

- President Arévalo commended the facilities, maintenance, dining, residential life staff, and others for their very hard work during the recent snow storms when the university needed to close for three days. They came to campus at 4:30 a.m. to clear sidewalks, parking lots, feed the students, make sure the students were safe, etc. and they did an excellent job.
- In mid-January Dr. Arévalo spent a week visiting legislators at the beginning of the legislative session to discuss those proposed bills related to higher education.
- President Arévalo visited Othello in January to spur interest in higher education, and he plans to visit additional communities as well. He spoke to 650 high school students and staff during the day and 120 parents at an evening session. Following this visit, a group of students traveled to EWU to visit the campus.
- Eastern launched its external marketing of Start Something Big with the theme, "Some day I'll..." through newspaper ads and a spectacular display at Riverpark Square. The display is of huge significance since Riverpark Square hosts a very limited number of only quality displays. It will be up for one month, coinciding with statewide basketball tournaments in downtown Spokane which will result in tremendous exposure for Eastern. Dr. Arévalo thanked all the staff involved in this successful project.
- Diversity –Board members should be receiving information at the board committees relating to ways each vice presidential unit is addressing diversity. President Arévalo and Provost Mason have created a Vice Provost for Diversity position to assist with review of curriculum, recruitment of faculty, training and mentoring, as well as work with Student Affairs regarding student recruitment. In addition, a Multicultural Center Program Director position is being created in Student Affairs to begin to bring groups and activities together into one structure.

- **Legislative Report** –David Buri, Director of Government Relations, gave an update on the current legislative session in Olympia. He explained that this is a supplemental budget year and that the Governor’s goal is for Washington State to have one billion dollars as a cushion so that the state budget can be more consistent from year to year rather than eb and flow with the highs and lows of the economy. A new revenue forecast was released last week and it reflects the slowing of the national economy and is 423 million dollars lower than expected. Earlier this week the House released their budget which includes 750 million dollars for reserve. EWU had requested funds for campus safety upgrades, which was one of the governor’s goals. The House budget funds one mental health counselor position for Eastern and the other four year regional institutions, but not the \$300,000 EWU requested for system upgrades. The Senate will release their budget next week and then the governor will have input. There are a variety of bills related to higher education that are being monitored. One bill of concern deals with way the capital budget is prioritized. The concern is that this bill would give branch campuses a similar level of priority on the list for capital dollars as the main universities, meaning there would be far more campuses competing for the same funding.

Trustees’ Reports, IV.B.

Academic Affairs Committee, IV.B.1.

Trustee Budke reported that the Academic Affairs Committee discussed the following topics:

- Diversity initiatives related to faculty recruiting
- Programmatic and regional academic accreditations
- Dr. Dalla reported on the cooperative efforts of EWU, WSU, and Community Colleges at Riverpoint. A lot of exciting things are being worked on for the benefit of Eastern students.
- International Education initiatives
- English Language Institute
- Space utilization – Dr. Pratt is working with the HECB initiatives related to this.
- Classroom and course scheduling - working on a policy to be discussed further in May.

Advancement Committee, IV.B.2.

Trustee Mikkelsen reported on the topics discussed at the January 25, 2008 meeting.

- Preview of the external branding campaign roll-out. Trustee Mikkelsen congratulated all involved with accomplishing the tremendous display at Riverpark Square. She expressed that Mike Westfall and his staff members have done an excellent job.
- Campaign funding priorities – the committee viewed the long list of ideas that have been brainstormed, and discussed how the process will move forward to narrow the list in order to focus on the key target campaign funding priorities.
- Fund-raising update – the total dollars raised by the end of this fiscal year will be five to six million dollars. Matt McCoy is to be commended for raising \$50,000 in one month to match a donor’s contributions - he did a great job.
- Legislative Affairs – Eastern’s Government Relations Director, David Buri, gave an informative report.

Business & Finance Committee, IV.B.3.

Trustee Mikkelsen reported on the following topics discussed at the committee meeting:

- Budget Task Force update – this appears to be an inclusive process of reaching across the entire university for input, seeking agreement about how to move forward with appropriate allocation of funds to different areas of university. They seem to be on the right track.
- Affirmative action report update – Jo Rogers shared a variety of strategies the university is engaged in to recruit diverse faculty and also discussed retention of faculty.
- Budget initiatives for 2009-11 – A beginning list of budget initiatives for the upcoming biennium has been drafted. This is still a work in progress.
- 10 year capital budget update – Shawn King gave a report similar to David Buri’s in terms of ways the capital process may be changing and what the implications to Eastern might be.
- Room and board & parking rates – Leann Case shared important information about these rates. The Board responded with their concerns. The Board would like to make certain that Eastern continue to do everything possible to make higher education affordable for our students and do everything possible to keep the costs down for students and parents.
- State Auditor and LeMaster & Daniels audit reports – Trustee Mikkelsen thanked Ms. Habegger and her staff for the great job they do to prepare for the audits every year. This is the seventh year in a row Eastern’s audits have had no changes. This is a very commendable place to be.
- Riverpoint – the committee received an update on the status of the community college building which Eastern is exploring the possibility of purchasing. John Mason updated the Board on the search for a dean of Eastern’s Riverpoint program. Rex Fuller is chairing this search process.
- Information Technology – Gary Pratt has impressed the Board with his strategic vision for improving the technology area. He is currently working to stabilize things in the short term prior to moving forward with new systems.
- Rec. Center - the building is essentially complete. They are working on the punch list and ordering furniture, exercise equipment. Most offices will be in the building by the end of March, except the body shop. The building is slightly over budget, however, this was not unanticipated and the funds were already set aside to deal with this – which was good planning on Shawn and Mary’s part. This will not impact the student fee.

Student Affairs Committee, IV.B.4.

Trustee Zozaya-Geist apologized to Vice President Zeisler-Vralsted and Interim Dean of Students Bob Hille for their presentation being postponed. Their important presentation on Student Life benchmarks will take place at the May Committee of Whole meeting.

Trustee Zozaya-Geist reported on the following topics discussed at the committee meeting:

- Enrollment update – compared to last year, overall enrollment is down, however, there is an increase in graduate students. Dr. Larry Briggs has been attending state wide sessions with other university administrators to discuss enrollment. The state-wide data is very interesting. Strategies are being implemented to improve the numbers with recruitment and retention.
- Student Affairs activities toward the board’s goals – numerous initiatives regarding diversity and first generation students such as hires in the Eastern Advantage programs and progress Jim Perez and his staff are making. Student Affairs staff are collaborating with WSU Spokane at Riverpoint in order to provide student centered services in Spokane.
- Associated Students – Patrick Anderson attended for Evan.

- Athletics – Trustee Zozaya-Geist thanked Bill Chaves for attending the committee meeting and also for his presentation today at Committee of the Whole. This helps the Board understand what is happening in athletics and the goals and vision for athletics.
- Faculty report – Dr. Terry McMullan shared that a committee has been organized to discuss the possibility of moving from a quarter to a semester system. He also shared that faculty appreciate the support received by students for a military service center on campus.
- Registrar has been hired - Erin Morgan will begin in April.
- Collaboration efforts – the committee discussed Dr. Zeisler-Vralsted’s goal of continuing collaboration between Academic and Student Affairs in order to find additional ways to serve students better.

Student Trustee, IV.B.5

Trustee Gallegos reported that she and the student trustees from the institutions across the state have been communicating for the purpose of addressing common issues and concerns they may have. The student trustee selection time line is one such concern, as notification from the governor’s office occurs after students have already planned their Fall quarter courses. Also, the selection process seems to not be consistent among all institutions. Ms. Gallegos has been talking to Eastern students who might potentially become the next Student Trustee. Trustee Gallegos met with Chair Tanaka yesterday, which was a helpful meeting. They had discussed in the past the idea of the Student Trustee having a mentorship relationship with another Trustee. She also believes it would helpful for the future student trustee to be educated on items like the Service & Activity Fee, various policies, and other helpful information.

Presidents’ Reports, IV.C.

Faculty Organization, IV.C.1.

Dr. Kissling reported that the United Faculty of Eastern and the Eastern administration reached an agreement Tuesday night and there will be a ratification vote next week. She reported that faculty are involved in numerous committees across campus, including all the search committees and the course scheduling committee. Faculty are very interested, active, and involved in the changes going on around the campus. The scheduling committee has been meeting weekly to work on scheduling policies and classroom utilization guidelines and has been reporting regularly to faculty senate, ASEWU, and the board. The legislative committee is monitoring a couple of bills, although some have since died in committee. Faculty are looking at a proposal to develop a veteran’s center on campus. The Faculty Serving Washington event last month was excellent. Eastern was the best represented of the six state universities, with six faculty and eleven students attending. Thank you to Dr. Arévalo for his generosity which helped the eleven students attend.

Chair Tanaka expressed, on behalf of the Board, that they are pleased the faculty and university have reached a tentative agreement. The Board has been following the discussions and issues very closely. Pending the faculty vote, the Board would be willing to hold a special meeting to take action on the contract.

Classified Staff Union, IV.C.2.

Ms. Van Bommel recognized the EWU carpenters, maintenance and grounds workers, police department staff and others who collaborated and assisted with clearing the snow during the snow storms and helping dig students out of the snow, etc. Since some staff members were already on their

way to work at 4:30 a.m. when decisions were made to close the campus, she requested the decisions be made earlier. She mentioned that the Washington State Federation of Employees experienced victory regarding a shift and schedule change issue. She expressed sadness regarding a recent shooting at another university, and yet it was nice to hear about the work EWU Police Chief Walters is doing to prepare Eastern's campus. The staff in her department would like to know what to do in this type of situation so they will show the active shooter response video at their next staff meeting. Ms. Van Bommel expressed sadness at the loss of EWU employee Linda Matthias and she reported that the classified staff have donated funds to a scholarship fund in Linda's memory.

Brief discussion occurred regarding Eastern's extensive emergency management plan and the work that former EWU Police Chief Tom McGill and current EWU Police Chief Tim Walters have done with departments on campus.

Associated Students, IV.C.3.

Mr. Evan Buel reported that communication has been increasing with Washington Student Lobby. They are looking at reorganizing and possibly including community colleges. ASEWU is currently in a very difficult budgeting session. They are unable to adequately fund the hundreds of clubs and organizations who request funds each year. Instead of this difficult system, they want to fund the students better and find an alternative way to continue to provide funding to athletics.

University Initiatives Reports, IV.D.

Strategic Plan, IV.D.1.

Dr. Mason began by reporting that all of the 109 units across campus have submitted their department strategic plan and 87 have submitted action plans. 73% have updated their action plans. The campus-wide engagement in this planning has been impressive. Through content analysis, it has been discovered that 36% of the plans address the university's two most important identified goals: recruitment and retention of students, and supporting increased diversity.

Dr. Youngs reported that the strategic planning council continues to look at ways to instill optimism and idealism into the planning process. These include: 1) the importance of instilling a sense of "we", 2) effective web page for entering and displaying accomplishments. Videos and other interesting technology will help develop a sense of excitement while demonstrating what has been accomplished through strategic planning, 3) speakers on campus would instill excitement and motivation.

Action Items, V.

Consent Action Items, V.A.

Minutes of the November 29, 2007 Special Board of Trustees' Meeting, V.A.1.

Motion 2-01-08: Motion by Trustee Budke that the Board approve the minutes of the November 29, 2007 special meeting of the Eastern Washington University Board of Trustees.

Seconded by Trustee Mikkelsen.

Motion carried.

Minutes of the December 7, 2007 Board of Trustees' Meeting, V.A.2.

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Motion 2-02-08: *Motion by Trustee Budke that the Board approve the minutes of the December 7, 2007 meeting of the Eastern Washington University Board of Trustees.
Seconded by Trustee Mikkelsen.
Motion carried.*

Personnel Actions, VI.

Motion 2-03-08: *Motion by Trustee Budke that the Board approve the tenure personnel action as detailed in the board materials.
Seconded by Trustee Zozaya-Geist.
Motion carried.*

Adjournment, VII.

Chair Tanaka adjourned the meeting at 3:00 p.m.

Paul Tanaka, Chair

Rodolfo Arévalo, Secretary