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Board of Trustees Minutes, October 12, 2007

Eastern Washington University

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**EASTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES**

October 12, 2007

Open Public Session ~ 1:00 p.m. (TAW 215 B&C)
Executive Session ~ 11:30 a.m. (TAW 215 A)

MINUTES

Trustees Present:

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

Call to Order, I.

Chair Tanaka called the open session of the October 12, 2007 regular meeting of the Eastern Washington University Board of Trustees to order at 11:30 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 90 minutes, that no final action would be taken during this executive session, and that at the conclusion of the executive session the Board would reconvene its regular meeting.

Quorum, II.

A quorum was present; all Trustees were present except Ms. Gallegos, due to a scheduling conflict.

Executive Session, III.

Executive session was held for purposes authorized in RCW 42.30.110 and/or 42.30.140.

Reconvene Open Session

Chair Tanaka reconvened the Open session of the Eastern Washington University Board of Trustees at 1:12 p.m. He stated that executive session was held for the purposes stated when the Open meeting was called to order at 11:30 a.m. He reported that no action was taken by the Board during the executive session.

Reports, IV.

University President's Report, IV.A.

President Arévalo began his report by highlighting that funding through grants and contracts as of the end of September is well over thirteen million dollars - approximately three million dollars more than last year at this time. This demonstrates that faculty and staff across the university are engaged in grant development and program enhancement. The McNair Scholars grant, normally renewed for four years, has been renewed for five years due to the quality of the program. The School of Social Work received a grant from the State of Idaho for 4.9 million dollars to help support Eastern's center for child welfare training and research. The social work program is very active in training social work students and in addition is a significant provider of this service to the State of Idaho. Eastern also received a \$110,000 grant from Washington Compact, of which EWU is a member, to help fund seventy-two education scholarships for students on campus.

President Arévalo was pleased to announce that EWU's jazz program was one of twenty programs highlighted for their excellence in the magazine Downbeat, which focuses on jazz in the United States. This is fantastic national publicity for EWU's jazz program.

Reports, IV.

Trustees' Reports, IV.B.

Academic Affairs Committee, IV.B.1.

Trustee Budke began his report by sharing that he attended the reception for new faculty and merit award winners earlier in the week. He expressed that this was an outstanding event where the Deans introduced the new faculty in each college, and the merit awards for faculty excellence were awarded. It was fascinating to hear about the faculty who are accomplishing great things for their students.

He then reported that Provost Mason did an excellent job at his first Board committee meeting and that the following items were discussed at the Academic Affairs Committee Meeting:

- Provost Mason outlined plans to further enhance diversity at Eastern through the hiring and retaining of faculty and staff;
- Department of Education teacher training program update,
- Course demands and their costs;
- Classroom utilization and course scheduling – the greatest concentration of classes on campus is between 9 & 11:30 a.m. and the lowest is between 1:30 & 4 p.m. Further data will be brought forward in the near future. Eastern has been working on this topic for a couple of years and will continue in order to reach an improved utilization plan;
- The committee established priority topics for the rest of year: the diversity program, teacher training, balancing of the demand for classes and the costs, and classroom utilization. These are all works in progress.

Advancement Committee, IV.B.2.

Trustee McReynolds reported that a work session was held in August to map out a plan for the committee for this next year. Goals and strategies were developed.

The Advancement Committee met yesterday and the following items were discussed:

- Update from Mike Westfall regarding changes and plans for the year ahead in Advancement, including training that will be provided to Advancement staff;

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- Campaign renewal – case statements and plans for raising private support are being developed. Corporate fundraising – Mike Allen is now focusing on corporate fundraising;
- Committee members had the opportunity to meet and talk with Bill Chaves, the new Athletic Director. Mr. McReynolds reported that he is pleased to hear how Mr. Chaves is planning to increase collaboration between athletics and the other areas of the university;
- Government Relations – David Buri has been appointed as the new director. Mr. Buri is resigning as a state representative and will join Eastern on November 1. The university will have great representation in Olympia with Mr. Buri as well as Mr. Gombosky for special projects. Mr. Gombosky reported on the current climate in Olympia and discussed items EWU is hoping to accomplish. He does not believe there will be very large additional expenditures authorized during the supplemental session. Mr. McReynolds stated there is concern regarding the larger number of higher education institutions competing for the higher education dollars;
- HECB will hold hearings across the state, including Spokane on October 29, to receive input on their master plan;
- Charitable Gift Policy - recommendation to come forward for approval by the Board.

Business & Finance Committee, IV.B.3.

Trustee Mikkelsen reported that they had a great committee meeting during which sixteen agenda items were discussed. The highlights of the discussions are as follows:

- Enrollment – Fall enrollment numbers and the budgetary impacts of enrollment. This topic ties into Mr. McReynolds’ comments regarding heightened competition for students and legislative dollars. Trustee Mikkelsen thanked Mary Voves, Toni Habegger, Tesha and Mark for the information and for helping trustees see how EWU compares to other state institutions;
- Information Technology – Gary Pratt outlined technology issues and discussed those he believes are the highest priority to be dealt with. The discussion included a focus on student retention in terms of student technology and the need for systems that are user friendly and highly effective for students. Trustee Mikkelsen commended Mr. Pratt for making such a thoughtful and timely assessment of where the university stands with this area;
- Affirmative action - Jolynn Rogers and the committee discussed the challenges associated with ensuring that the diversity of the EWU faculty matches that of the students;
- Campus safety and police - report by Chief Tim Walters highlighted areas he is moving forward with, including items in the supplemental budget request;
- Supplemental budget requests include emergency response, notification, & equipment; faculty recruitment and retention; and administrative exempt salary compression. The requests will be on the agenda for Board approval later in this meeting.

Trustee Mikkelsen thanked everyone who participated in the Business & Finance Committee.

Trustee Zozaya-Geist also thanked Mary Voves and Toni Habegger for their information regarding enrollment and budgets. She stated this is exactly the kind of information the board needs in order to do their job effectively and for the benefit of the students.

Student Affairs Committee, IV.B.4.

Trustee Zozaya-Geist announced that the Student Affairs Committee now begins at 3:00 p.m., which enables people to attend part of the Advancement Committee as well.

- Enrollment – Vice President Zeisler-Vralsted gave a presentation in June on measurements of student success, and then yesterday she facilitated a presentation on enrollment. This was an excellent presentation and copies are available for those trustees who

could not attend. The committee participated in productive discussion regarding enrollment trends, retention rates, graduation rates, admission trends, financial aid and loan data, and discussed the goals for retention and graduation rates to be met by 2009. Eastern, on a regular basis, works to identify new ways to address retention, graduation rates, and ways to provide innovative enrollment services for students. Several new programs to assist new students and transfer students are being implemented;

- Residence Hall Activity Fee Report – Bob Hille, Acting Dean of Students, gave the report;
- Security – Mr. Hille also discussed the Campus Alert Team, which is a collaborative effort in place to assist distressed students. This is another resource to protect and help students;
- Athletic Director, Bill Chaves, was welcomed to Student Affairs Committee meeting. He shared the message he gives to student athletes - he encourages them to do three things; earn their degree, be a leader, and perform at the highest level possible in their sport. The new Athletics Compliance Director, Don Ross, and the new Athletic Academic Coordinator, Mike Miller, were also introduced. They gave overviews of their jobs here at Eastern;
- NCAA Certification – The report was submitted in May and the site team will be on campus Nov 5 -7. Trustee Zozaya-Geist acknowledged that a great deal of work went into the self study report and making sure Eastern is in compliance with NCAA regulations. The university is already addressing some of the self reported areas needing improvement, as evidenced by new positions in athletics (approved by the Board in the improvement plan);
 - Student conduct code and alcohol policy - will be addressed in December as well;
 - Personnel searches are in process - dean of students, director of student life, and registrar;
 - Technology - Gary Pratt was introduced and gave an informative presentation focusing on the student systems and degree audit system;
 - ASEWU – Evan reported on ASEWU activities and will also report at this meeting.

Student Trustee, IV.B.5

Written report is included in the Board materials, as Ms. Gallegos was unable to attend this meeting.

Statewide Education Initiatives, IV.B.6.

Prosperity Partnership is currently focusing on where the high demand funds will be spent.

Presidents' Reports, IV.C.

Faculty Organization, IV.C.1.

Dr. Kissling reported that the faculty senate has met once so far this academic year. They heard and responded to a progress report on developing new course evaluation forms, required by the faculty union contract. The committee will continue to look for a suitable form and method.

She reported that shared governance with Eastern's new provost is off to good start. She believes they will be able to work together very well on common concerns around scheduling, space utilization, faculty work load and work planning. The Senate has started an exploratory committee to look at the possibility of using a semester system and also has begun looking at general education review. The next priority for the executive committee is to meet with Laurie Connelly and Trent Lutey to discuss the faculty role in the policy and procedures revisions.

Chair Tanaka thanked Dr. Kissling and executive committee for inviting him to meet with them.

Classified Staff Union, IV.C.2.

Ms. Van Bemmel reported that the classified staff began the year by electing their new contract negotiation team for the 2009-2011 contract. At the same time they are celebrating their new 2007-2009 contract because: many staff at Eastern received a pay increase as they were behind in the prevailing wage; a brand new step, Step L, has been added which benefits long term staff who have been at their highest step for several years; a 1.6 % lump sum received last year became part of the base salary this year as a result of a grievance since the state underpaid health care premiums. The work place violence committee continues to work on re-writing the policy and working to add an anti bullying policy as well. Classified staff serve on committees such as the diversity advisory committee and the resource allocation task force. They have met with human resources to discuss project positions and how they are used. Local 931 has filed an unfair labor practice grievance regarding classified staff positions being transferred to administrative exempt. They would like to look into the employee tuition waiver system and allow a dependent and/or spouse to use the waiver. Classified staff sponsor a scholarship and a student was recently awarded \$650.00, a new senior in education.

Trustee Tanaka reported that he has mentioned the tuition waiver topic to Mary Voves and she will prepare a response regarding that topic.

Associated Students, IV.C.3.

Mr. Evan Buelt reported that students have asked the Associated Students to go to the Washington Student Lobby to advocate for child care and college course text book prices. Mr. Buelt is very pleased with the large amount of student activity and involvement this year. He has noticed an increase in student activity in the PUB and across campus. One important event recently held was a diversity forum, hosted by Provost Mason and Dr. Ochwa-Echel, which was very well attended. It focused on further increasing diversity and the quality of services across campus and in the PUB. Mr. Buelt reported that the student government has three major concerns/projects they are working on: ensure that negotiations are finalized with STA to create additional transportation services, as the students voted on a fee between \$7 & \$12 to begin winter quarter; to ensure student focused by laws and procedures for the recreation center; and investigate additional student focused policies and procedures regarding event planning in the PUB.

University Initiatives Reports, IV.D.

Leadership Transition, IV.D.1.

President Arévalo introduced the following new Eastern administrators: Bill Chaves, Athletic Director, Gary Pratt, Chief Information Officer, Nick Jackson, interim vice provost for academic administration, Jim Perez, interim director of international and educational outreach, Melissa Lavitt, interim vice provost for graduate research, Lynn Briggs, interim dean of arts and letters, Larry Briggs, interim associate vice president for enrollment services, and also, Ron Dalla has accepted the appointment as the faculty athletic representative.

Strategic Plan, IV.D.2.

Dr. Mason reported that the university strategic planning retreat is scheduled for November 1st and he and Dr. Youngs would like to report on the progress of the retreat at the December Board meeting. The retreat has several purposes: to provide opportunity for faculty and staff to provide updates on their action plans, to create new actions plans for 2008-2010 that incorporate retention, graduation rates and the university's goals, to share success stories and to hear about best practices for student

retention and diversity. Discussion will take place regarding balancing enrollment numbers and quality. Eastern is not only about the numbers, but is about quality.

Diversity Initiative, IV.D.3.

President Arévalo reported that he has asked the vice presidents to provide opportunity during each Board committee meeting to discuss diversity related topics. Each committee received a report over the last two days on different diversity initiatives taking place in the different areas of the university such as Business & Finance discussed the data regarding staff and faculty, Student Affairs discussed the shift in student enrollment from 17.7 to 19.9% this fall, etc. This will allow board members to ask more specific questions and engage in more in-depth discussions during the committee meetings.

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

Dr. Arévalo reported that all classes have been moved from Spokane Center to Riverpoint. Eastern coordinated a first day of classes event at Riverpoint and it was a successful student event. At least one radio and one television station covered the event and reported about the growth of students on the Riverpoint campus – Eastern has over 2,000 students there, which means that 80% of the student body on Riverpoint campus are Eastern students. Faculty and staff offices have been moved into space in the community colleges building and space is being renovated for student services, a book store, and the university press.

Special Reports, IV.E.

Policy Management, IV.E.1.

Jolynn Rogers, Director of Human Resources, Rights and Risk, and Trent Lutey, University Policy Administrator, provided an overview update on the policy management system. In October 2006 a proposal to develop a policy on policies, to reorganize the policy manual, and to standardize the policy format was presented to the Board. The process will improve the effectiveness of the policy management system by instituting a pre-approval process for new policies, a review process for existing policies, and a constituent input process for the policies.

It is important to acknowledge that the university is governed by external laws and agencies and that the university's policies and procedures need to be consistent with those laws and requirements. Discussion occurred regarding the following four items: 1) when a new policy is proposed, the University Policy Administrator checks to make certain it is consistent with existing university policies. If there is any conflict, he would alert Laurie Connelly and she will also work with the attorney general's office to ensure consistency; 2) the existing Eastern policies are being thoroughly reviewed, updated, consolidated when appropriate, and formatted into the new policy format. Clarification was requested and given regarding the difference between structure/format changes and more substantive changes to policy content. 3) a new interactive web page has been developed by Mr. Lutey wherein constituents can propose new policies and comment on proposed or existing policies. There will be a thirty to sixty day time period for public input and discussion of new and proposed revisions to policies; 4) the interactive comments will be reviewed and managed by the University Policy Administrator. Comments from those who are subscribers on the system will be seen immediately by the public while comments from others will be reviewed first. Comments will also be reviewed by Laurie Connelly and the vice president in whose area the policy will effect. It was discussed that the approval process will be clarified for each policy depending on the level of the policy. Some policies will be approved by a vice president or the president, while some will need Board of Trustees approval.

The goal is to bring the final Policy Management Policy to the Board for approval at the December Board meeting. A policy processing flow chart and plan of action for the revision of existing policies will also be outlined.

Chair Tanaka thanked Ms. Rogers, Mr. Lutey and Ms. Connelly for their extensive work on this project.

Trustee Mikkelsen complimented the innovative web comment system and the structured approval process, and thanked everyone for their work on this.

Action Items, V.

Consent Action Items, V.A.

Minutes of the June 28, 2007 Board of Trustees' Meeting, V.A.1.

Minutes of the July 18, 2007 Board of Trustees' Meeting, V.A.1.

Minutes of the August 23, 2007 Board of Trustees' Meeting, V.A.1.

***Motion 10-01-07:** Motion by Trustee Budke that the Board approve the minutes of the June 28, July 18, and August 23, 2007 meetings of the Eastern Washington University Board of Trustees.
Seconded by Trustee Ortega.
Motion carried.*

Discussion Action Items, V.B.

Board of Trustees Officer Elections

Chair Tanaka reported that this is the time of year the Board elects its officers.

Trustee Budke explained that Trustee Tanaka was elected as Chair and Trustee Kauffman was elected as Vice Chair last December, effective in January. The nomination committee, consisting of recent past chairs, has talked with Trustees Tanaka and Kauffman about serving in their current roles for this next year. Both Trustee Tanaka and Trustee Kauffman have stated they would serve as Chair and Vice Chair respectively, for this next year.

***Motion 10-02-07:** Motion by Trustee Budke that the Board elect Trustee Tanaka as Chair and Trustee Kauffman as Vice Chair of the Board for this next year.
Seconded by Trustee Ortega.
Motion carried.*

Delegation of Authority for Personnel Actions, V.B.2.

Chair Tanaka explained that when Dr. Arévalo began serving as President, the Board approved a delegation of authority resolution for personnel actions. The Board is now refining, clarifying, and approving a revised delegation of authority resolution for personnel actions.

***Motion 10-03-07:** Motion by Trustee Budke that the Board approve the Delegation of Authority for Personnel Actions.
Seconded by Trustee McReynolds and Trustee Mikkelsen.
Motion carried.*

Charitable Gift Annuities Policy V.B.3.

Vice President Westfall began by thanking Mary Voves, Toni Habegger, and Gale Ogden for their assistance with this process. This policy has been reviewed by the university's administration, legal counsel, and two Board committees; Business & Finance and Advancement. The charitable gift annuity is a valuable planned giving tool and is part of the development process for the majority of higher education institutions. Eastern has a number of donors who are interested in utilizing charitable gift annuities to donate to the university. Charitable gift annuities are tools through which a donor transfers funds or other assets to an institution in return for that institution's promise to provide the donor with fixed and guaranteed annual payments for the remainder of their life. At the time of the donor's death, the remaining assets will belong to the institution for the purposes specified by the donor. The rates of the payments are determined using actuary tables developed by the American Council on Gift Annuities and are based upon the age and situation of the donor. Vice President Westfall demonstrated a web tool available on Eastern's web site that donors can use to calculate various giving scenarios that might meet their needs. Eastern, as the institution involved, will be responsible for the fiduciary management of the charitable gift annuities reserves and would hold and invest the money consistent with policies and procedures regarding investments. Eastern's foundation would be responsible for securing the contribution and working with donors regarding their preferences for their charitable gift annuity. Annuities can have positive tax implications for donors. Trustee McReynolds reiterated that gift annuities are used frequently by other higher education institutions and this would be an important and beneficial fundraising tool for Eastern. He reported that the Advancement Committee recommends approval of this policy. Trustee Budke reported that this policy has also been reviewed and discussed by the EWU Foundation Board and has been well reviewed by several areas of the university.

Motion 10-04-07: Motion by Trustee McReynolds that the Board approve the Charitable Gift Annuities Policy.

Seconded by Trustee Budke.

Motion carried.

Chair Tanaka thanked Vice President Westfall, the foundation board and the others involved in developing this helpful policy and process.

FY08 Operating Budget Amendment for the Social Work Program, V.B.4.

Vice President Voves explained that moving the graduate program in social work from a self support to a state support model is in keeping with Eastern's academic planning. Changing this program to state support will incorporate 261 FTE into the state FTE count rather than the self support count. This change action transfers revenue from a self support fund into the university's general fund, and the administration would need budget authority from the Board to allocate that revenue to the social work program. The social work program is financially healthy and has been used to subsidize departments in the School of Social Work such as Africana Education, American Indian Education, Chicano Education, and Alcohol and Drug Studies. By approving this budget amendment, the Board would be giving the authority to take the revenue that has been moved into the general university fund and to expend it on these programs in the School of Social Work.

Trustee Mikkelsen reported that a great deal of time has been spent discussing this in the Business and Finance Committee and that for a variety of reasons it makes sense to move in this direction.

Motion 10-05-07: Motion by Trustee Mikkelsen that the Board approve the FY08 Operating Budget Amendment for the Social Work Program.

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*Seconded by Trustee Budke.
Motion carried.*

Supplemental Budget Request, V.B.5.

Vice President Voves reported that the supplemental budget requests were distributed to the Board during the last several weeks because the deadline to submit the supplement budget requests to the Office of Financial Management was prior to this board meeting. The requests have been submitted pending Board approval.

The first request is for emergency response. The Governor called all the higher education institutions together to discuss ways the institutions can improve safety on campus and response to emergencies. The request includes funds to hire two counselors to assist with proactive efforts and two police officers to assist with response. It also requests equipment to help improve safety and emergency management.

The second request is for faculty recruitment and retention dollars. Every biennium EWU puts in a faculty salary request, and this year it was decided to submit a supplemental request to help with the funding. All six four year institutions are requesting a 3% funding level at this time.

The third request is for administrative exempt staff salary compression issues that have been identified and need to be dealt with. With some of the changes in the civil service salary structures, there are some salary and market differential situations that need addressed. The request is for 3% of the exempt salary base and would be distributed to deal with the compression issues.

Chair Tanaka reported that this was discussed in the Business & Finance meeting this morning.

Motion 10-06-07: Motion by Trustee Budke that the Board approve the Supplemental Budget Requests.

*Seconded by Trustee Ortega.
Motion carried.*

Personnel Actions, VI.

Motion 10-07-07: Motion by Trustee Budke that the Board approve the personnel actions.

*Seconded by Trustee Ortega.
Motion carried.*

Adjournment, VII.

Chair Tanaka invited the audience to attend a welcome reception for Dr. Mason, Dr. Pratt and Mr. Chaves at three thirty this afternoon.

Chair Tanaka adjourned the meeting at 2:41 p.m.

Paul Tanaka, Chair

Rodolfo Arévalo, Secretary