

12-7-2007

## Board of Trustees Minutes, December 7, 2007

Eastern Washington University

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**EASTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES**

**December 7, 2007**

**Open Public Session ~ 2:00 p.m. (TAW 215 B&C)  
Committee of the Whole ~ 12:30 p.m.  
Executive Session ~ 11:30 a.m. (TAW 215 A)**

**MINUTES**

Trustees Present:

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

**Call to Order, I.**

Chair Tanaka called the open session of the December 7, 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 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 12:41 p.m.

Following the Committee of the Whole, Chair Tanaka called the open session of the December 7, 2007 regular meeting of the Eastern Washington University Board of Trustees to order at 2:03 p.m.

**Quorum, II.**

A quorum was present; all Trustees were present at the Open Board of Trustees meeting except Mr. Budke, due to a scheduling conflict.

**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**

Trustee Budke was present for the Committee of the Whole session.

### Enrollment Management Update

Vice President Zeisler-Vralsted and Provost Mason discussed with the board members enrollment trends and new strategic directions in recruitment and retention. Handouts were provided.

Dr. Theresa Martin provided student retention data and discussed Eastern's strategies for gathering and analyzing student retention data. The Higher Education Board's accountability goals were also discussed.

Trustees Zozaya-Geist, McReynolds, and Tanaka each thanked Dr. Vralsted and Dr. Mason for the excellent presentation and discussion. They remarked that this information is helpful to the Board with decision making.

Trustee Mikkelsen thanked Dr. Mason, Dr. Zeisler-Vralsted and Dr. Martin. She commented that she is impressed with their willingness to look at trends within the university that are not necessarily as favorable as people would like and she appreciates the attention given to working toward solutions. She was also impressed to hear that all departments are taking responsibility for retention.

### State of Information Technology at Eastern

Dr. Gary Pratt reported on the current state of information technology at Eastern. He outlined numerous strong points at Eastern, as well as significant challenges that need to be addressed, and plans for improvement. A handout was provided in the board materials.

Dr. Pratt reported that he is leading the development of a comprehensive strategic plan for the Information Technology area of the university, and he anticipates having a draft ready in April. This will help focus the goals in order to establish a quality infrastructure so the university can move forward and be a truly innovative.

Chair Tanaka thanked Dr. Pratt for his comprehensive review and evaluation regarding the information technology at Eastern and for the view into the improvements that will be made.

**Chair Tanaka reconvened the Board of Trustees Open session at 2:03 p.m.**

## **Reports, IV.**

### **University President's Report, IV.A.**

President Arévalo reported that he has been engaged in a number of internal and external activities over the past several months, as outlined in his written report. One highlight included very positive visits with potential students, parents, and alumni on the west side of the state. Dr. Arévalo participated, along with the presidents of Spokane Community Colleges, Whitworth, and Gonzaga, in a conversation with Representative Cathy Rogers regarding issues that are thought would negatively impact higher education institutions. Also, he, along with Trustees Ortega, Tanaka and McReynolds, met with Governor Gregoire and regents from other institutions this past Monday. Eastern Edge highlighted the WAMI and RIDE programs recently, and the Economic Forecast event was also

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extremely successful. Faculty and staff have continued to be very active with grant writing as funds received are almost \$450,000 ahead of last year at this time.

A major initiative President Arévalo accomplished was a ten day visit to Japan and China to visit with a number of institutions, some EWU has worked with over years and some with whom EWU recently developed relationships. These relationships will open Eastern's doors to more international students who will enrich the diversity and shared experiences of the campus community. Dr. Arévalo introduced Susan Hales to show photos and give details regarding the connections made during this trip. Ms. Hales shared that President Arévalo was warmly welcomed by the Chancellors and Presidents of the Japanese and Chinese universities. The Chancellors and Presidents expressed much interest in building upon the base provided by the partnership agreements and relationships. New initiatives have been sparked by these discussions. In fact, two nights ago President Arévalo had dinner with the President of Asia University, a result of EWU's visit with them overseas.

It was noted by a trustee that Eastern is not the only university visiting Japanese and Chinese universities. Dr. Arévalo stated that he believes Eastern has an advantage in that it is already very involved with China in the 1+2+1 programs sponsored by the government in China. This involves about thirty-six Chinese universities, which have thousands of students who have expressed interest in studying abroad. Also, the number of students attending college in china has increased over 300% and China does not have the capacity for those students so American universities can play a role in satisfying that demand.

Discussion occurred regarding how Eastern is preparing staff and faculty for additional Chinese and Japanese students. Ms. Hales and the International Education department have done a great deal to ensure that staff communicate effectively with students before they come to the United States and also after they arrive. The International Education staff are involved in the initial meetings with students to let them know what to expect when they come to U.S. and they are also involved in training sessions with counselors/advisors and students to let them know what to expect. Eastern has added a new section of the First Year Experience course specifically designed for international students, and has initiated a bridge program for the 1-2-1 program in which the students came one month prior to Fall quarter to be immersed in intensive English classes and additional cultural bridge curricula to help prepare them for their experience here. Eastern has hired a half time advisor who has been educated both in China and the United States, she is Chinese, and is well liked by the students. She will be a valuable resource for the students as well as the university.

## **Trustees' Reports, IV.B.**

### Academic Affairs Committee, IV.B.1.

Trustee Kauffman presented the report for the Academic Affairs Committee meeting. She reported that the committee discussed the following topics:

- EWU Board of Trustees Diversity Initiative – Dana Parker reported faculty diversity data from 2002 to 2007. The percentages show that Eastern has less faculty of self reported diversity than it had in '05-'06, however, progress is being made overall. The university is at 50% of the goal for faculty to be parallel with the student population. Strategies to improve this situation were discussed.
- Diversity grant awards – the selection committee met to review 24 proposals for activities to be concluded by June 2008, and 11 proposals were approved for a total of \$55,000.
- Education Outreach – Dr. Perez and the committee engaged in productive discussion regarding Eastern's off campus programs. Provost Mason shared a first draft of a proposal for off campus programs.

- Work plan for 2008 – discussion occurred regarding the possibility of having joint meetings with Student Affairs to talk about common topics such as athletics and student recruitment and retention.
- Course scheduling and classroom utilization – Dr. Nick Jackson and the committee discussed strategies to improve scheduling and classroom utilization.

#### Advancement Committee, IV.B.2.

Trustee McReynolds reported on the topics discussed at the meeting.

- Mike Westfall's initiatives during his first twelve months at Eastern – Mike has accomplished a good deal and the goals for the next twelve months include the external branding approach and campaign.
- Next Advancement Committee meeting is re-scheduled from February 22 to January 25.
- Board Policy Topics – Advancement has the lead role in one and a support role in the remaining seven goals. Fundraising is below the goal at this point, however, a one million dollar donation is currently in process as well as several others for a total of three million.
- Athletics – Athletic Director Bill Chaves talked with the committee. Discussed the collaboration between athletics, alumni, marketing and communications, etc.
- Legislative Affairs – Eastern's new Government Relations Director, David Buri, was introduced and he discussed the legislative climate. This is the first time since 2003 that the state revenue projections are down, and therefore this will be a tough session for higher education compared to the last several years. David will update the Board again at the January 25<sup>th</sup> Advancement Committee meeting.

#### Business & Finance Committee, IV.B.3.

Trustee Mikkelsen reported that many of the items discussed in committee are on the Board meeting agenda for this afternoon. She summarized the following:

- 10 year capital plan – the plan was recently updated and continues to be a challenge as funding continues to be tight. The prospect for the reauthorization of the Evans/Gardner funding does not look probable. It will continue to be a challenge for the university to fund the important initiatives it wants and needs to accomplish.
- Riverpoint campus – the executive dean position has been opened and posted, as Dr. Dalla is currently serving on an interim basis. The committee discussed the status of a joint health sciences building with WSU. There are many unknowns about this at this time, so President Arévalo is moving forward to explore the process and possibilities.

#### Student Affairs Committee, IV.B.4.

Trustee Zozaya-Geist reported that the committee discussed numerous items during their meeting.

- Board Goals and Work Plan – Vice President Zeisler-Vralsted discussed ways in which Student Affairs is involved in and is working toward accomplishing the goals. Also discussed the committee work plan for this year.
- Eastern Advantage, a program modeled after Washington Achievers, will provide 250 scholarships to seniors for \$ 1,500. Retention and academic success of Washington Achievers students has been very good, so this program's success is also being looked forward to.
- Position Searches - a student recruiter has been hired for Tri Cities, goal is to hire a registrar by February, and a residential life coordinator and dean of students in early spring.
- Student conduct code policy – Stacey Reese and Laurie Connelly answered a number of questions from committee members. The next step is to receive campus-wide input on this policy and then come back to the Board for approval of the final policy.

- Faculty activities - Terry MacMullen discussed ways faculty work with students in building relationships. Also discussed block scheduling. Trustee Zozaya-Geist expressed that it was nice to have Dr. McMullen at the meeting and they look forward to this coming year.
- Associated Students - Evan Buelt will give his report later in this meeting as well.
- Mandatory Transportation Fee – After discussing this topic for several years, the Board approved a \$6.50 per student per quarter fee to begin in January. An advisory committee similar yet different from the Student Technology Fee Committee will be formed to make recommendations regarding expending the revenue. The Board does not like to raise fees and the Board was concerned about initiating a new fee. The Board approved the fee because it believes the services will benefit the students and because students and the student government voted in support of implementing this fee.
- Athletics – Bill Chaves discussed the NCAA certification process and reported that Eastern is currently working on responding to the NCAA regarding five areas. The Big Sky review is also taking place at this time, which is an NCAA requirement. Trustee Zozaya-Geist extended the Board’s thanks to Mary Voves as chair of the Eastern committee, as her direction and leadership brought things together. She also thanked everyone involved in this extensive process, which occurs every ten years. Mr. Chaves reported on the academic successes of student athletes and various ways student athletes add to the university experience.
- Trustee Zozaya-Geist congratulated all of the fall student athletes, and thanked the staff and faculty who work with them to help them succeed academically.

#### Student Trustee, IV.B.5

Trustee Gallegos reported that during the last Board meeting in October, she was attending an academic conference at which she discussed her research.

She shared that from a student perspective she is satisfied with the Board’s decision to approve the \$6.50 student transportation fee. She doesn’t believe this will be limiting. She believes this decision will fund the necessities of transportation services adequately and that the committee to be developed will be a positive thing and that it will give the students an adequate voice to address the current services and to look at additional services if needed.

Ms. Gallegos said she was glad to see Dr. Pratt’s presentation on technology, as technology is no longer an enhancement but a necessity for classrooms and other services at universities.

#### Statewide Education Initiatives, IV.B.6.

Trustee McReynolds reported that President Arévalo, Chair Tanaka, Trustee Ortega, and he recently attended a meeting with Governor Gregoire and presidents and board members from other universities to discuss educational efforts from preschool through graduate school. Eastern is already engaged in a project with Cheney schools to review math curriculum (funded by the state and in cooperation with Microsoft). Dr. Dalla helped spearhead a math transitions project which looks at ways to improve the teaching of mathematics in the flow of math content and curriculum from schools to the university (recently received state funding). The governor has included math and science and teacher education in her priorities.

### **Presidents’ Reports, IV.C.**

#### Faculty Organization, IV.C.1.

Dr. Kissling reported on several items listed in her written report in the Board materials.

She also shared that six Eastern faculty, one from each college, will be attending the Faculty Serving Washington Exhibit in Olympia in January. Faculty Organization is funding \$100 per person. Last week United Faculty of Eastern voted unanimously to send the bargaining team back to the table.

Don Richter, President of UFE, encouraged the Board to be informed and to take an active part in the bargaining process. The teams will go back to the bargaining table on Monday, and the faculty look forward to a contract.

Chair Tanaka shared that the Board is familiar with the topics and that the Board, along with the UFE, would like to settle the contract soon.

Don Richter mentioned his appreciation that Board Chair Tanaka has initiated meetings with him each time he is here for board meetings.

#### Classified Staff Union, IV.C.2.

Ms. Van Bommel reported that local 931 has elected new officers to positions whose terms have expired. The new Executive Vice President is Cathy Richter, Treasurer is Chuck Malpass, Recording Secretary is David Sundstrom, General Board Position is Larry Matthias, and Trustee is Jim Pendleton. She stated that the classified staff support the faculty and the UFE in their negotiations.

#### Associated Students, IV.C.3.

Mr. Evan Buelte began his report with the positive news that student activities, services, conferences and participation and representation with ASEWU are all on the rise across campus.

Students begin the new budgeting cycle in January.

Students plan to increase instructional technology to help bridge the gap between students and faculty and to increase communion through lcd screens at the Riverpoint and Cheney campuses. The students thank the institution for assisting with two joint campus wireless projects, which currently extends from the library to Kingston hall. The second phase will be implemented in the next several years.

ASEWU approved the legislative agenda and are preparing to send the student liaison to Olympia. Students thank the Board of Trustees for the approval of the transportation fee. No longer will the students use up their reserves, so this is outstanding. The transportation committee has been finalized. Mr. Buelte stated that the students support their faculty.

### **University Initiatives Reports, IV.D.**

#### Strategic Plan, IV.D.1.

Dr. Mason and Dr. Youngs reported on the recently held Strategic Planning Retreat, at which Randi Nielsen, previously of ITRON Inc., spoke. Dr. Youngs mentioned that there are numerous on-going initiatives in motion at Eastern toward improving the quality of the university. The strategic planning process has been built each step of the way with the collaboration of constituents, and has been a positive experience of people developing new ways of learning from each other. He mentioned that one specific step Eastern wants to make toward connecting more with the Cheney community is to participate actively in the Cheney Rodeo.

Dr. Mason shared that over two hundred individuals attended the retreat. Half of the time was used to actively engage in strategic planning through work in groups. These groups developed draft action plans for two of the Board's goals for this year: 1) increase recruitment and retention of students, and 2) increase diversity at the university. At the end of the retreat, there were hundreds of proposals for additions and expansions of the strategic action plans of all of the units which were typed and distributed to all who attended the retreat. Shortly following the retreat, revised action plans were submitted for this year. The deadline for action plans for the next two years will soon be announced.

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## **Action Items, V.**

### **Consent Action Items, V.A.**

#### Minutes of the October 12, 2007 Board of Trustees' Meeting, V.A.1.

***Motion 12-01-07:** Motion by Trustee Ortega that the Board approve the minutes of the October 12, 2007 meeting of the Eastern Washington University Board of Trustees.*

*Seconded by Trustee Mikkelsen.*

*Motion carried.*

Item # V.A.2. Request for Indemnification was moved to the category of Discussion Action Items

### **Discussion Action Items, V.B.**

#### Resolution Authorizing Indemnification, V.A.2.

It was explained that this is a standard request required by statute. When an individual employee is named in a law suit the request for indemnification needs the Board's approval.

***Motion 12-02-07:** Motion by Trustee McReynolds that the Board approve the Resolution Authorizing Indemnification for EWU staff member Jolynn Rogers.*

*Seconded by Trustee Ortega.*

*Motion carried.*

#### Policy Management, V.B.1.

Trent Lutey and Laurie Connelly presented the Board of Trustees with an update on policy related activities since the last Board meeting in October.

The Policy Management policy has been finalized and is being brought to the Board for approval at this meeting. Minor modifications were made based on coordination with the Faculty Organization. Refer to Attachment V.B.1. in the Board materials for details regarding eight other policies that have been or are in the process of being finalized, formatted, or incorporated into the new policy management process.

The Board had asked how decisions will be made as to which policies are prioritized to be updated or reorganized. The following have been identified as factors that will bring policies to the top of the priority list: risk factors, safety, liability, compliance, conformity, and accuracy.

The Board had requested a flow chart of the policy process, and it is provided in the Board materials. The new web site is now on line, active, and fully functional. EWU is ready to notify the campus next week that the web site is operational, that they can begin reviewing and commenting on policies, and that training sessions are available (with on-line sign up) to educate regarding the new policy process.

The Board is being asked for formal approval today of EWU Policy 201.01 Policy Management.

This policy was reviewed and discussed at the October Board meeting, and prior to that the administration had several discussions with the Board over the last eighteen months regarding the need to update the policy management process and develop a policy. Also, Ms. Connelly and Mr. Lutey recently met with the executive committee of the academic senate to discuss this policy.

Ms. Connelly commented on the excellent work Mr. Lutey has done. His accomplishments with the policy management policy, organizing policies, and developing the web site are amazing. The web

site enables convenient public participation in the process and public comment and this will result in better policies.

***Motion 12-03-07: Motion by Trustee Mikkelsen that the Board approve the Policy Management Policy as presented.***

*Seconded by Trustee Zozaya-Geist.*

*Motion carried.*

Chair Tanaka complimented and thanked Ms. Connelly and Mr. Lutey for their excellent work.

Hargreaves Hall Contract Award – Project #AE0511, V.B.2.

Vice President Voves explained that contracts over five million dollars require Board approval. The recommended low bidder for the Hargreaves Hall renovation and addition is the local Spokane firm, Levernier Construction, Inc. They have considerable experience with this type of project management and their references show satisfactory performance. Because the bid was low enough, all of the additive alternates can be included as well. The recommended award base bid plus the five alternates is for a total of \$6,935,100. Chair Tanaka stated that Trustees were involved in detailed discussion regarding this topic at the Business & Finance Committee meeting.

***Motion 12-04-07: Motion by Trustee Ortega that the Board approve the Hargreaves Hall Contract Award, Project #AE0511.***

*Seconded by Trustee Kauffman.*

*Motion carried.*

**IV. E. Special Reports**

2007 Fiscal Year End Financial Review, IV.E.1.

Chair Tanaka stated that this is a second read of this report, as Board Members heard this presentation in the Business & Finance Committee meeting this morning.

Chief Financial Officer, Toni Habegger, provided a historical review of the year's finances to the Board. The audited report will be available in February.

The presentation included information regarding enrollment, university finances, and higher education comparisons. Details were provided in a handout.

Ms. Habegger pointed out that: 1) Eastern's investment in instruction has grown by 2.9 million dollars from 2006 to 2007, 2) future challenges will include the projected shifts in enrollment and the unknown level of state support, 3) Eastern's bond rating is A2 meaning the institution is stable and has an adequate amount of oversight by the administration and the Board.

She reported that financial ratio analysis in relation to industry benchmarks has been conducted for the past four years at Eastern. Ms. Habegger concluded her report by stating that Eastern is a financially stable institution and is committed to continuing in this manner.

Chair Tanaka thanked Ms. Habegger, Vice President Voves, and all of the staff members in their area for their work over the years.

Chair Tanaka thanked Dr. and Mrs. Arévalo for the nice holiday dinner last evening.

Tony Flinn, an EWU faculty member, requested to make an announcement. He reported that he has received word that the judge dismissed a lawsuit filed against the university which had named several employees, including himself. He stated his hope the university will publicly respond to allegations

that Eastern's campus has safety problems. He also hopes the EWU safety committee will explain the state report and discuss what the university might do to improve any safety concerns that might exist.

**Adjournment, VII.**

Chair Tanaka adjourned the meeting at 3:42 p.m.

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Paul Tanaka, Chair

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Rodolfo Arévalo, Secretary