

10-13-2006

## Board of Trustees Minutes, October 13, 2006

Eastern Washington University

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**EASTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES**

**October 13, 2006**

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

**MINUTES**

Trustees Present:

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

**Call to Order, I.**

Chair Mikkelsen called the October 13, 2006, meeting of the Eastern Washington University Board of Trustees to order at 11:30 a.m.

**Quorum, II.**

A quorum was present, as all Trustees were present except Trustee Ortega who was unable to attend.

**Executive Session, III.**

Executive Session was held for purposes authorized in RCW 42.30.110 and/or 42.30.140. No action was taken during the executive session.

(12:30 p.m.)      *Recess to Committee of the Whole*

**Committee of the Whole**

**1. Moving Diversity Forward at EWU – Report and Discussion**

Dr. Carlos Maldonado, Chair of the President's Advisory Committee on Diversity, and Dr. Pui-Yan Lam, member of the President's Advisory Committee on Diversity, introduced the topic of diversity at Eastern and discussed the recommendations in the committee's report, Moving Diversity Forward at EWU, submitted to President Arévalo in August.

Dr. Maldonado summarized the extensive work that has been done at Eastern during this last year to address diversity. During winter and spring quarters of last year several forums and hearings were organized and the campus community was invited to share their concerns and thoughts regarding the status of diversity on campus. It was extremely important for the administration and the Board to listen, hear and honor the voices of those who spoke and who shared their experiences and gave

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their perspectives about Eastern. Approximately 100 people spoke at the hearing in the spring. Over 300 people participated throughout the year in this process of voicing concerns and coming up with solutions and recommendations for change. The hearings produced an excellent baseline of information and data that has been and will be further utilized. The hearings also brought together numerous people who are interested in participating in this positive change process.

The President's Advisory Committee on Diversity developed and submitted a report, Moving Diversity Forward at EWU, which contains recommendations for a plan of action to address issues of diversity at Eastern. The first and most fundamental recommendation in the report is that Eastern develop a long term comprehensive diversity plan for the institution. EWU has many diversity programs, projects and initiatives, but they are spread out and are not cohesive. Another important recommendation is to honor the voices who have spoken and move quickly to address immediate issues outlined in the report as short term achievable goals.

Dr. Maldonado reiterated that it is going to take a campus wide and comprehensive effort to address the diversity issues and needs of Eastern. He stated that the report has been submitted, and now the administration and Board of Trustees will determine the university's next steps. He hopes the efforts will begin immediately.

Chair Mikkelsen, Trustee McReynolds and several Trustees complimented those involved in developing this thoughtful and excellent report. They stated it is nice to see clear actions steps outlined and recommendations given. Trustees commended the work of Dr. Maldonado and the other committee members.

Trustee Kauffman noted the importance of this report being sent to the President and then to the Board for discussion at this point in the diversity process. The Board began an initiative several years ago, and it has been very important to take the time to get the engagement of constituents in order to proceed with an effort that truly reflects what is needed at the university. It is now significant that these recommendations and plans are coming back to the Board. Trustee Kauffman thanked the Advisory Committee for taking the time to do such a thorough job of getting stake holder input. The Board is looking forward to seeing measurement of the progress, and Trustee Kauffman noted she is most interested in seeing long term university change.

Trustee Budke asked when the Board can expect the university to take action on the short term action items.

Dr. Maldonado replied that Dr. Ochwa-Echel has already identified areas he will be working on, such as training, and these areas complement the recommendations in the report. The intention is that Dr. Ochwa-Echel will work closely with the committee to help implement the diversity recommendations.

Steps can be taken during this academic year to address the short term recommendations. Before the committee can proceed, however, Dr. Maldonado believes the committee needs feedback from the Board. There are many people willing to participate in this effort, but they need direction from the Board.

Discussion occurred regarding whose role it is to prioritize the action steps and set timelines. Dr. Arévalo reported that he has had conversations with Dr. Maldonado regarding which actions steps need to be the top priorities and ways to begin mobilizing people and zeroing in on these top priorities as one year initiatives.

Trustee Tanaka asked what the vision is for the centralized structure referred to in the report. It was reported that Dr. Arévalo has talked about putting together a group to develop a comprehensive plan for Eastern, and he plans to have the individuals identified by the end of November. He believes by next summer they should have something in writing regarding how this ties into and effects the budget and how it will be implemented.

Discussion occurred regarding how to start linking diversity efforts and the diversity comprehensive plan to the university strategic plan, as this is a very important element.

Trustee Zozaya-Geist expressed that this is an excellent report. It is clear, concise, and received campus wide input. She stated that the core of a comprehensive plan is already in place in this report and it just needs to tie into the strategic plan. She reminded everyone that Eastern already went through a huge amount of effort to do a campus climate assessment and report, and she wants to make sure that data is used and not forgotten.

The Board is interested in the establishment of time lines and accountability. Eastern has the opportunity to create a collaborative and inclusive effort. There are still a lot of opportunities and challenges ahead. It is time for Eastern to make progress in this area. Other universities have their plans established and are moving forward. Eastern has taken longer than expected to make significant progress and the Board is interested in positive progress.

In terms of implementation and the monitoring of progress, Dr. Arévalo reported that strengthening and expanding diversity is one of his presidential goals. All of the vice presidents, therefore, are looking at how their units will address diversity enhancement. Throughout the year President Arévalo will come back with regular reports to the Board on both the short term goals and progress on developing the comprehensive plan. This will be a standing item on the Board Meeting agenda.

Chair Mikkelsen is pleased to see an increase in Eastern's diversity enrollment for fall quarter. Freshmen who reported being of ethnic origins increased from 20.5 to 28.5%. It is believed that the university needs to make the campus more inclusive in order to see these students graduate. Chair Mikkelsen thanked all who have been involved in this effort.

Dr. Maldonado acknowledged the many contributions of Mary Jane Brukardt in this effort over the past year, and he recommended she continue to be involved.

Ms. Kinne reported on several fundamental changes the Associated Students are working on that complement this process: ASEWU officers will be mentors for the Washington Achievers students; they will be helping student clubs use their money more efficiently; they have restructured their meetings so that all discussion occurs during the council meetings in order to be more transparent and inclusive; and they are revising their web site so it is more accessible to students.

## 2. Board of Trustees Committee Charters and Work Plans

Chair Mikkelsen reported that the Board spent time at their August retreat discussing ways to make sure the Board committee meetings are as effective and useful to the university as possible. As a result, it was decided that each committee will develop a charter that outlines its scope of responsibility. Draft charters were discussed at each Board Committee meeting. Trustee Zozaya-Geist pointed out that some Board committees need to clarify which areas of the university will be covered. For example, the Student Affairs Committee has added instructional technology and policy to their charter. Trustee McReynolds reported that an excellent discussion took place in the Advancement Committee regarding two important roles of Trustees: oversight/public responsibility to make sure the university is doing what it needs to do, and to contribute value to the university. Each Trustee adds value to the institution and Trustees would like to be called upon to be more helpful in areas such as legislative relations and providing contacts for friend raising and fundraising. In terms of the charter, the committee wants to involve new Vice President for Advancement in finalizing the committee charter. Trustee Tanaka reported that the Board would like all committee meeting notes available on the web so Trustees can access them in order to be up to date regarding committee topics and discussions.

## 3. Proposed Policy Review Process

Associate to the President, Laurie Connelly, presented a policy review process to the Board. Ms. Connelly explained that the university's process for reviewing and revising policies needs to be improved upon and made more agile to respond to changing situations as they occur. This new process will help to meet several goals; clarify who is responsible for enacting policies, clarify and make more agile the steps for revising and implementing policies, ensure that policies are reviewed on an on-going basis, and ensure that university policies are consistent with the classified staff and faculty union contracts. The Board's role is to be involved with university wide policies which should not change frequently, while the Board delegates authority regarding department level policies and implementation of policies. The administration is looking for direction from the Board regarding the development of a policy on policies to include a standard policy format and a policy review process to include a policy repeal procedure. This will help clarify and ensure that the administration brings policies to the Board that are appropriate for the Board to deal with. Trustee Kauffman asked about the long term comprehensive institutional effect of this. For example, it has been mentioned that policies need to be reviewed to determine if there are policies currently in place at the university that undermine or enhance the Board's diversity goals. Ms. Connelly explained that once a policy review process is approved and enacted, all departments on campus will review all of their policies. If the Board approves this proposal, the policy on policies will be brought to the next Board meeting for approval and the review of policies across the university will take place during this academic year and beyond. The process will be managed through the President's Executive Committee, which is made up of the president, vice presidents, and Ms. Connelly. The President will provide parameters for use during a policy review. It will be the responsibility of the vice presidents and their department heads to review their policies and report on their timelines for accomplishment. Trustee Tanaka expressed his preference that the Board's area be addressed first. Ms. Connelly replied that the policies that govern how the Board operates can be reviewed first. Chair Mikkelsen thanked Ms. Connelly for this helpful information.

## **Reports, IV.**

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

President Arévalo reported that Eastern's budget presentation to the Higher Education Coordinating Board went well. Eastern's budget document was aligned with the goals and objectives of the HECB so they were able to see that Eastern is matching up with their goals.

Dr. Arévalo reported on a recent visit to Boeing where he met with Vice President Clay Richardson. Mr. Richardson has a son here at Eastern and his wife is an alum. This was a positive and productive conversation regarding the positive relationship between Eastern and Boeing, as 300 Eastern alumni are employees of Boeing.

President Arévalo also visited Unibar in Bellevue, and he is pleased to report that they responded positively to a \$100,000 request to benefit the College of Science, Health and Engineering.

The University of Washington has indicated they are involved in drafting a bill to allow tuition flexibility. This proposal is not well received by the other state university presidents.

Dr. Arévalo met with a group of Community College presidents on the west side of the state to develop relationships with the community college system. They expressed positive feelings toward Eastern Washington.

The President's Cabinet Retreat focused on many of the Trustees' goals for this coming year. The Cabinet discussed ways to ensure that the Board committees are more efficient and more effective. They also worked to develop a mission, vision, and goal statement for Spokane/Riverpoint and for the development of programs external to campus.

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

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

Trustee Budke reported that the committee discussed the Higher Education Coordinating Board and the importance of Eastern's relationship with them. Trustee McReynolds received feedback from HECB members that Dr. Arévalo did a great job of articulating Eastern's needs to their board.

The new Dean of Science, Health & Engineering, Dr. Judd Case, was introduced at the committee meeting and the Open Board meeting. The new Dean of the College of Business & Public Administration, Dr. Rex Fuller, begins at Eastern on November 1.

The committee received a report from Vice Provost Dorothy Zeisler-Vralstad on the deans' retreat, and a report from Dean Larry Briggs regarding the Board's diversity grant process and how it is being improved by being tied to the strategic plan.

The Committee's charter and work plan will be presented for approval at the next committee meeting.

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

Mr. McReynolds reported that he and others were pleased to have faculty and student representation at the committee meeting. The Committee is also pleased with the choice for the new Vice President for Advancement, Michael Westfall, who begins at Eastern on November 13. Dr. Darren Hamilton, Athletic Director, was introduced at the meeting and will be working with Advancement, as

Athletics touches many areas external to the university. Several vacant positions in the advancement area have recently been filled. A branding report was given by David Sonntag and a government relations report was given by Jeff Gombosky. Washington Learns continues to consider tuition setting authority. The Board is pleased to hear the faculty will have a liaison at the legislature this session, as well as the student government, to represent the university in Olympia. Higher Education Day in Olympia is February 20. Trustee McReynolds extended a special thank you to Barb Richey who has recently filled in as Interim Vice President for Advancement.

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

Trustee Tanaka acknowledged the attendance of an ASEWU representative, Matt Knott, and two faculty representatives, Dr. Sally Winkle and Dr. Bob Zinke, at the Business and Finance Committee meeting this morning.

The Committee discussed the first draft of a charter and work plan, and will continue to refine this for the December 1 meeting.

Several agenda items are being recommended by the Committee for approval at the open Board meeting today, including the statement of debt policy and final approval of senior hall renovation. The Committee heard a presentation on the 2006 financial review and discussed an appropriate fund balance. The Committee discussed the goal of improving current classroom space utilization and also received an update on the recreation center.

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

Trustee Zozaya-Geist reported that the committee was pleased to welcome several students and faculty representative, Dr. Liz Kissling, to their meeting. The Committee discussed a draft charter and work plan, reviewed the residence hall activity fee report, discussed the NCAA certification process in preparation for certification in 2008, received an update on student enrollment, and discussed the Banner conversion process. The ASEWU Student Representative for Student Health and Safety, Ryan Conrath, talked about health and insurance, his key focus for this year. The ASEWU Student Services Representative, Angie Waco, talked about her focus on dining services. She has organized a student committee to work directly with dining services to enhance the student experience in this area. Ms. Kinne plans to bring students with her to the Board Committee meetings and Trustee Zozaya-Geist thanked Ms. Kinne for this helpful way of engaging students with the Board.

It was discussed that perhaps it would be helpful for Dr. Darren Hamilton to address the entire Board at some point in Committee of the Whole to discuss Intercollegiate Athletics at Eastern. The Committee will receive reports from two new areas on a regular basis; policy and technology.

### **Statewide Education Initiatives, IV.B.5.**

No report regarding Joint Governing Board.

Prosperity Partnership continues their momentum, and their final report is expected on Tuesday of next week.

Chair Mikkelsen shared that the Board had a delightful time last evening talking with the students who have stepped up to fill the student government leadership positions here at Eastern. The Board is very impressed with the students and their dedication to making a positive impact here at the university. Chair Mikkelsen thanked the students and Trustees for attending.

## **Presidents' Reports, IV.C.**

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

Dr. Youngs summarized the items listed in his written report. He reported that the Faculty Organization Executive Committee members were very pleased with their reception at the Board Committee meetings during the last two days and are pleased with the improvement in communication with the Board. He thanked the Board and administrators for working to improve communication and collaboration with faculty. Chair Mikkelsen commented that one of the Board's goals is to increase trust and working relationships with all Eastern constituents, and she believes there will be value in having the same faculty attend the committee meetings over time.

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

Ms. Van Bommel reported on a number of issues the classified staff would like the Board to be aware. The Banner conversion has caused problems and frustration for staff and students such as checking pre-requisites manually which took a huge amount of the staff's time. There is also frustration that staff did not receive adequate training for Banner in general and some faculty didn't know how to access their class rosters for Fall quarter. This was also a burden on the staff as they needed to help faculty access their rosters. These problems effected numerous departments such as registrar's office, advising, admissions, financial aid, academic departments and many students. Also, the information resources area of the university has had staffing problems and staff feel they were not adequately trained for implementing the system.

Some classified staff also have concern about how work place violence investigations are being conducted. Some staff feel unsafe and that the investigations seem biased toward the administration. Ms. Van Bommel reported that the classified staff voted with a resounding yes to the new contract, and she thanked the Board for the new contract.

Chair Mikkelsen thanked the classified staff, union and administration for their efforts to develop the new contract. She also thanked the classified staff for their heroic efforts to make sure students were properly enrolled for Fall quarter.

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

Ms. Kinne reported that the Associated Students have used the strategic planning guidelines to write their own plan. They have developed outcomes based measurements for each goal they have set. ASEWU goals for this year are outlined in Ms. Kinne's written report.

Ms. Kinne praised this year's council members as they are extremely active, making contact with university representatives and students. More students than ever have been coming to the ASEWU office asking how they can get involved. Ms. Kinne thanked the Board for the opportunity for the student representatives to meet with Trustees at a reception last evening, and she looks forward to this year.

Chair Mikkelsen thanked Ms. Kinne for her dedication and for the growth ASEWU has gained under her leadership.

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

### **Leadership Transition, IV.D.1.**

Dr. Arévalo reported that Trustees met Dr. Hamilton, Eastern's new Athletic Director, and Dr. Case, Eastern's new Dean of Science, Health and Technology, at Board Committee meetings. Dr. Rex

Fuller begins in November as Dean of the College of Business and Public Administration and Michael Westfall joins Eastern as Vice President for Advancement on November 13. The search is in progress for the Dean of Education. The Provost search committee is reviewing 68 applications from candidates with diverse work experience from across the country.

### **Strategic Planning, IV.D.2.**

Ms. Brukardt reported that the strategic planning retreat was held last Tuesday, and the Trustees have been given a photo collage taken during the retreat. Representatives from every department on campus including the Associated Student Government leadership team participated in this important event. Attendees were introduced to outcome directed planning which focuses on a specific planning process that develops measurable outcomes. Those who participated expressed strong support for this type of planning. The goal at this point is for every unit on campus, including colleges and departments, to develop their own strategic plan by December 31 which will be in alignment with the university plan. These unit plans will form the basis for action plans to be developed starting in January in order for there to be integration with the university budgeting process. Ms. Brukardt thanked Dr. Arévalo, the deans, department heads and all who participated for making this a valuable retreat.

### **EWU in Spokane/Riverpoint, IV.D.3.**

Dr. Arévalo explained that shortly after he arrived at Eastern he requested a needs assessment concerning Eastern in Spokane. The Board discussed this at their retreat and they have asked Dr. Arévalo to define the purpose and mission for EWU in Spokane and at Riverpoint. The President's Cabinet then discussed this at their retreat, and a committee is working to develop Eastern's mission, direction, goals, and expectations for Eastern's presence in Spokane. The goal is to bring a draft purpose statement to the Board in December. President Arévalo has met with the Riverpoint Coordinating and Planning Council to discuss joint initiatives such as ways to cooperate even more on degree programs, and they also discussed the differences in semester and quarter systems. The hope is to have something come together in the next three months or so.

The question was asked as to whether Eastern will need to go to the legislature soon regarding Riverpoint. Dr. Arévalo replied that this will be further down the road. An emphasis of the planning has to do with enrollment planning for Riverpoint, and many of the programs there are high demand programs so Eastern may need to look at how to ask for high demand dollars in the future.

### **Action Items, V.**

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

Minutes of the August 17, 2006 Board of Trustees' Meeting, V.A.1.

Minutes of the September 29, 2006 Special Board Meeting, Attachment V.A.2.

*Motion 10-01-06: Motion by Trustee Budke that the Board approve the minutes of the August 17, 2006 regular Board meeting and the minutes of the September 29, 2006 special Board meeting. Seconded by Trustee Kauffman.  
Motion Carried.*

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

**2007 Board of Trustees Meeting Schedule, V.B.1.**

***Motion 10-02-06:*** Motion by Trustee Budke that the Board approve the 2007 Board of Trustees Meeting Schedule as presented.  
Seconded by Trustee Zozaya-Geist.  
Motion Carried.

**Election of Board of Trustees Officers, V.B.2.**

***Motion 10-03-06:*** Motion by Trustee Budke that the current officers of the Board of Trustees be re-elected and that the current committee structure and committee leadership remain the same.  
Seconded by Trustee McReynolds.  
Motion Carried.

**Proposed Policy Review Process, V.B.3.**

Ms. Connelly presented the proposed policy review process to the Board earlier today at their Committee of the Whole meeting. She thoroughly explained the need for a policy on policies, a policy review and repeal process, and a reorganization of the policy manual.

***Motion 10-04-06:*** Motion by Trustee Budke that the Board approve the proposal to develop a policy on policies, a policy review and repeal process, and reorganize the policy manual.  
Seconded by Trustee Tanaka.  
Motion Carried.

**Proposed Revision to HEC Board Higher Education Classification, V.B.4.**

Associate to the President, Laurie Connelly, reported that the Higher Education Coordinating Board asked Eastern to review its current classification as a regional institution. The administration believes the regional classification is limiting, and they propose that Eastern submit a revised description of Eastern as a statewide comprehensive institution which permits doctoral degrees. Apparently the legislature has asked for updated institution classifications, so the HEC Board is requesting this information from the institutions. It is very important that Eastern's classification reflects the institution appropriately. Trustee Tanaka believes it would be appropriate and helpful for the description to mention students.

***Motion 10-05-06:*** Motion by Trustee Tanaka that the Board approve the Proposed Revision to the HEC Board Higher Education Classification.  
Seconded by Trustee Budke.  
Motion Carried.

**EWU Statement of Debt Policy, V.B.5.**

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

Vice President Voves reported that this policy has been reviewed and discussed thoroughly by the Business and Finance Committee in two of their meetings. This past year the accreditation team recommended that Eastern develop a Statement of Debt Policy, and the policy presented today is the result of that recommendation.

***Motion 10-06-06:*** *Motion by Trustee Budke that the Board approve the EWU Statement of Debt Policy.*

*Seconded by Trustee Kauffman and Trustee Zozaya-Geist.  
Motion Carried.*

#### Final Acceptance of Senior Hall Renovation, V.B.6.

Vice President Voves reported that this item was reviewed and discussed in the Business and Finance Committee meeting. Associate Vice President Shawn King outlined the financial issues and answered numerous questions from Board Members. The Senior Hall project was completed on time, is a very nice building, and was completed under budget. The funds left over, due to the efficiency of the project, will be moved into other capital projects. Ms. Voves thanked Mr. King for his excellent work.

***Motion 10-07-06:*** *Motion by Trustee Tanaka that the Board approve the Final Acceptance of Senior Hall Renovation.*

*Seconded by Trustee Budke.  
Motion Carried.*

#### **Personnel Actions, VI.**

***Motion 10-08-06:*** *Motion by Trustee Budke that the Board approve the Personnel Actions as presented in the Board book and in the addendum.*

*Seconded by Trustee Zozaya-Geist.  
Motion Carried.*

#### **Special Report, IV.E.**

##### June 30, 2006 Year-End Financial Presentation

Ms. Habegger gave a thorough presentation which included the overall financial health of the institutional, information regarding enrollment, faculty, and staff, and financial details.

See PowerPoint presentation for details.

Numerous clarifying questions were asked by Trustees and responded to by Ms. Habegger.

Trustee McReynolds thanked and complimented Ms. Habegger for this thorough and timely presentation. He mentioned that at times in the past this information was not available so soon into the next fiscal year.

Chair Mikkelsen thanked Ms. Habegger and Vice President Voves.

#### **Adjournment, VII.**

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Meeting adjourned at 3:25 p.m.

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Kris Mikkelsen, Chair

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Rodolfo Arévalo, Secretary