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Board of Trustees Minutes, June 21, 2002

Eastern Washington University

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**EASTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
June 21, 2002**

**Open Public Meeting at 9:00 a.m.
Executive Session at 12:00 p.m.
Open Public Meeting at 1:00 p.m.
(Budget Approval)**

PUB 263-5-7

MINUTES

Trustees Present:

Mr. Gordon Budke
Dr. Mark Mays, chair
Ms. Kris Mikkelsen
Mr. Michael Ormsby
Mr. Kennet Phillipson
Ms. Cynthia Shiota
Ms. Ines Zozaya-Geist

Call to Order and Quorum, I. and II.

Dr. Mays called the meeting to order at 9:10 a.m. and noted that a quorum of the board was present, including new student trustee Kennet Phillipson. New appointment, Paul Tanaka, Deputy County Executive of King County, will replace Ms. Shiota effective July 1, 2002. Also new to our meeting is Barbara Alvin, President of the Faculty Organization. She is a faculty member of the Mathematics Department, so her voice will 'count'. Brandon Schinzel, Executive Vice President of the ASEWU, is sitting in for new President Dan Clark.

Reports, III.

Trustees' Reports, III.A.

Academic Affairs Committee, III.A.1.

Trustee Ormsby reported the committee had a lively discussion around the budget and the underlying policy issues regarding tuition and enrollment. We need to start making decisions now for the fall of 2003. They discussed the new revenue allocation plan, which notes that even though we have a budget reduction, we need to follow the model that frees up money from some areas to fund new initiatives that will be important for the growth of the university. The committee discussed the faculty tenure buyout proposal, noting that a number of faculty members will be able to retire over the next five years, so there is a chance of salary savings over time as well as a way to plan for replacements over time. They discussed the carryforward budget impact and the desire to eliminate the punitive nature of the way we've been doing that in the past. This should be helpful to the academic departments under the current restraints. The committee also discussed a number of other issues, including the program audit process, the NASC 5-year visit next year, and the Doctor in Physical Therapy (which has since been approved).

Student Affairs Committee, III.A. 2.

Trustee Zozaya-Geist reported the committee met on May 17. They heard from Scott Barnes about the gender equity plan and the state's mandate of achieving a ratio of female to male athletes that is proportionate to the undergraduate enrollment at EWU. Currently we have 57% female undergraduate students and 41% female athletes. We will try to increase the women's rosters through the development of track rosters, and limit the expansion of the men's rosters. The committee approved the key elements of the plan as presented. They also saw a budget presentation, especially as it affects the Student Affairs area. They reviewed the technology fee plan that will be presented today. They discussed the Fisher report recommendations in relation to Student Affairs, and asked the administration to report back on EWU's responses to the recommendations. The committee saw two presentations: one regarding the Student Union primary functions, and the other regarding the Student Activities primary functions. They also talked about the diversity initiative.

Coordinating Committee, III.A.3.

Chair Mays reported that the Coordinating Committee met on June 4 and reviewed the proposed board agenda. They moved the Policies and Procedures items from the consent to the discussion action section of the agenda.

Presidents' Reports, III.B.

Faculty Organization, III.B.1.

Dr. Barbara Alvin reported that the Senate passed the program audit process. The Undergraduate Affairs Council (UAC) has passed a proposal requiring students to complete pre-university requirements by the time that their first 45 credits are earned. The UAC also passed a proposal from the Course and Program Approval Committee (CPAC) to include two faculty members from each college on CPAC—this will increase the efficiency of getting proposals through that committee and the entire process.

Classified Staff Union, III.B.2.

Chair Mays noted the recent volume of logistic events could only be accomplished with the work of the classified staff. He acknowledged their exceptional work and support, noting that the commencement ceremony would not happen were it not for them. He thanked all of them for their work and the beautiful campus. Rod Nicholls said the troops make the events come off without too many hitches. He said the classified staff is grateful for all the hard work that Mary Voves and her staff, the deans and others have done so that we will make it through the budget reductions without mass layoffs. The classified staff is ready to face the future because of the ongoing openness of the Board and the administration. He said they will go forth and keep up their end of the responsibilities. The classified staff is already planning for the next year, including their annual picnic in September, to which the trustees are invited. They also plan to enter a float in the homecoming parade this year.

Associated Students, III.B.3.

Mr. Brandon Schinzel represented Dan Clark, and read a report from him (attached to the official minutes). Mr. Clark met with Trustee McReynolds about how the Board of Trustees and the Associated Students can work effectively together. He noted that it is important for the ASEWU to take full advantage of their resources and in the process make sure that the results align with the vision of EWU. It will be important to support each others' initiatives and prevent competing against each others' causes. The initial planning for next spring's leadership conference has begun. The ASEWU will send councilwoman Nicole Devon to the summer institute for Intercultural Communication. In the fall

MEChA will host a statewide conference at EWU. He also thanked the administration for their quick response and stern action taken recently regarding the hate literature found on campus.

Foundation Report, III.B.4.

Vice President Phil Akers reported that the Foundation Board of Directors had a good meeting last night. He then reviewed briefly the newly reorganized advancement unit and their goals for the next year. (Handout attached to the official minutes.)

University, III.B.5.

President Stephen Jordan told Trustee Shiota how much he's appreciated her participation on the board, especially following her accident, noting that she continued to provide valuable advice and participation on the Board. He then welcomed Kennet Phillipson, our new student trustee, to the Board, and told Brandon Schinzel that we look forward to working with him and Dan Clark this next year.

Provost Dual stepped down and we've made changes in the university organization. He expressed his pleasure that Brian Levin-Stankevich agreed to serve as interim Provost, and then Bill Ponder agreed to move up into Brian's position and serve as interim Vice President of Student Affairs. Phil Akers has agreed to accept the role of Vice President for Advancement—this is our first response to the recommendations of the Fisher report. The second response is our intent to do a program review of every graduate program in the university.

The HECB approved our Doctor of Physical Therapy, first regional university in the state to offer a doctoral program. Dr. Jordan noted that 8 of the cohort (25%) are minority students.

President Jordan served as chair of Big Sky Conference this past year. He and his fellow presidents unanimously agreed to change the most prestigious award offered by the conference from one of highest performance on the field to one that also includes highest performance in the classroom. One-half of the weight of the award will go toward competition, and one-half toward academic achievement. We are the first conference to show this leadership in calculating the most prestigious award on the basis of both academics and athletics.

There will be a number of physical changes on campus—the new School of Computing and Engineering Sciences, the new State Archives Building (the first digital archives building in the country), the new Washington State Patrol Crime Lab, and the remodel of Tawanka Commons.

President Jordan commented on athlete Tony Seau's condition. The bullet severed the aorta in his neck. He didn't receive any brain damage, but has had five operations to repair the aorta. He has been stabilized and moved to California.

Regarding Commencement, President Jordan thanked Neil McReynolds for his assistance in getting Dr. Lee Hartwell as our speaker this year. He also thanked the staff for their help, especially in getting the time down to two hours. He noted that this was his first graduating class—they started as freshmen the year he and Ruthie came to EWU. He said this was also the first class since 1937 to leave the university a gift: a bench located outside of the Cheney Heritage Center.

Chair Mays noted the recent listing of Eastern's "First, Best and Honors" was very long, and President Jordan deserves tremendous credit for his effectiveness and his vision.

Special Reports, III.C.

Diversity Initiative Report, III.C.1.

Trustee Zozaya-Geist reported that in April the Board charged the campus to achieve some diversity goals that were an outcome of the diversity forums. Specifically: to create a leadership that incorporates a faculty fellow model, to identify and retain services for a campus climate assessment, and to develop cost estimates for the initial year and through June 2003. Details for the faculty fellow position will be initiated in the next few weeks. Bidding procedures for a campus assessment are being set. The preliminary budget recommendation is \$143,000 to include the fellow and the assessment.

Ms. Zozaya-Geist extended the Board's thanks for the focus in this issue, especially given the events of the last few weeks. It was comforting to see the quick action of the President, as well as the rally. We all need to keep the goals in mind.

Trustee Shiota applauded the Board's initiative, and mentioned a program that promotes the concept of embracing differences and improving cultural competencies. This would make our services and programs more attractive. She encouraged the university to consider this type of training. Ms. Shiota noted that even though she's moving off of the Board, she's still available to us. She then expressed her appreciation to the university and the Board, noting that it has been an incredible and enjoyable learning opportunity for her. She is impressed with the caliber of the administration, staff, faculty and students, and said the university is progressing phenomenally—we're on the cutting edge. She thanked everyone for the opportunity of working with them, and will be happy to assist the Board and the university in any way. Chair Mays thanked Ms. Shiota for all she's contributed during her two years as a trustee.

Chair Mays announced a five-minute break

Enrollment Management and Resource Allocation, III.C.2.

President Jordan said it is time to begin a discussion around how we are going to manage enrollment over the next decade. For the past 2-1/2 to 4 years our plan was how to get more students. The Fisher report described it best as "the dog that chased the car, caught it and didn't know what to do with it." We are now going to raise a series of issues culminating the work of the task forces. Brian Levin-Stankevich and Bill Ponder will provide an overview of where we have been, what the intermediate term of enrollments look like, and what policy issues need to be addressed to control our enrollment growth in the future. This presentation lays the groundwork for our work at the Board of Trustees retreat next week. Dr. Levin-Stankevich and Mr. Ponder then went through the strategic enrollment management—where have we been and where we are going. (Handouts attached to the official minutes.) President Jordan noted the retreat participants have received their retreat packets, and explained how this information will be discussed in detail next week at the retreat.

Action Items, IV.

Consent Action Items, IV.A.

Minutes of the April 5, 2002 Board of Trustees' Meeting, IV.A.1.

Minutes of the May 17, 2002 Special Board of Trustees' Meeting, IV.A.2.

Acceptance of Completed Water System Improvements '99-'00, Contract #AE-00-04G, IV.A.3.

Acceptance of Jim Thorpe Fieldhouse Floor Resurfacing, Contract #AE-01-14, IV.A.4.

Acceptance of Expansion Joint Replacement '99-'00, Contract #AE-99-05G, IV.A.5.

Acceptance of Landscape Architectural Consultant, IV.A.6.

Acceptance of Security Systems Consultant, IV.A.7.

Ratification of Bid Acceptances, IV.A.8.

- a. Window Replacement--Showalter Hall, Contract #AE-01-13
- b. Roof Replacement '02, Contract #AE-01-15

Motion 06-01-02: "I move that the Board of Trustees approve the consent items as presented."

Motion by Trustee Ormsby; seconded by Trustee Zozaya-Geist. Motion carried.

Discussion Action Items, IV.B.

Housing and Dining System Certificate of Participation Financing, IV.B.1.

Gordon Budke reported it would be necessary to refurbish some residence halls and to purchase new furnishings for Brewster Hall. The most efficient way of doing that is through Certificates of Participation (COPs) in the amount of \$1.2 million on a ten-year payment schedule. The administration needs Board approval of this financing plan and approval of the authority to delegate.

Motion 06-02-02: "I move the Board of Trustees approve COP financing in the amount of \$1.2 million for the purpose of furnishing Brewster Hall and refurbishing other residence halls, and include the delegation of authority for all appropriate manner to the president."

Motion by Trustee Budke; seconded by Trustee Ormsby. Motion carried.

Student Technology Fee Annual Expenditure Plan FY03, IV.B.2.

Brandon Schinzel gave an overview of the student technology fee and Dave Dean summarized the financial highlights of this year's fee. Revenues were in line with last year's forecast—they collected \$745,000 in revenue. Expenditures focused on the PUB lab and the Spokane center. Brandon Schinzel presented Dr. Jordan with a check for \$460,000 for renewal of computer software. Dr. Jordan said this is an example of one of the successes of student government—the numbers far exceed the original projections.

Dave Dean then gave a brief update of how the money will be spent (\$900,000 over the first three years). They received \$800,000 worth of requests this year, with \$500,000 available for award. This next year he expects revenues of about \$754,000. He said we can now afford to set aside some funds for a tech fee consultant, and they are comfortable with continuing the three-year renewal plan. He presented the preliminary expenditure plan for 2002-2003, which continues the original objectives of providing Internet accounts and improved technology in the labs. The plan now includes covering the costs of a full-time tech fee consultant. The committee requests Board approval of the expenditure plan.

Motion 06-03-02: "I move that the Board of Trustees approve the recommendations outlined in the Student Technology Fee Annual Expenditure Plan FY03. I also thank the group for doing a great job."

Motion by Trustee Ormsby; seconded by Trustee Mikkelsen. Motion carried.

Transitions to Success, IV.B.3.

President Jordan presented a proposal for Eastern's participation in a college consortium to facilitate transfer from the community colleges to EWU and CWU. He explained the formation of the consortium, the mission and the intended outcomes and goals. We hosted a meeting here at EWU in April with full representation from all the institutions. This consortium will be important in helping us manage our future growth. Three committees were developed to assist in carrying out the goals of the consortium.

The meeting was followed by a trip to Walla Walla for purposes of finalizing and signing the document. All the Presidents have signed (except President Kaminski) and are taking it to their boards for approval. The timeline is ongoing, but there is a need for some immediate successes. Dual admission will occur first, and advising issues should be dealt with fairly quickly, but the 45-60 credit issue will take the longest. Trustee Zozaya-Geist requested regular updates on the consortium at future Board meetings, and recommended that communications be sent out to the area (this fall, after each Board endorses the project). Dean Dalla noted that he hopes to have a proposal finalized by the end of summer regarding the 45-60 credit block. It was noted that we also need to think about the issues of Running Start and students who transfer from EWU to one of the research institutions—the next step after this.

Motion 06-04-02: *“I move that the Board of Trustees approve the Transitions to Success agreement as presented.”*

Motion by Trustee Ormsby; seconded by Trustee Phillipson. The motion carried.

Proposed Policies and Policy Revisions, IV.B.4.

Retirement (TAMRA) Plan, IV.B.4.a.

Domestic Violence in the Workplace, IV.B.4.b.

Workplace Violence Prevention Policy IV.B.4.c.

Vacation Accrual for the President and Vice Presidents, IV.B.4.d.

Student Publications Board, IV.B.4.e.

Investment Policy, IV.B.4.f.

Centers and Institutes Policy, IV.B.4.g.

Faculty Professional Development—Tuition/Program, IV.B.4.h.

Honorary Degrees Policy, IV.B.4.i.

Delegation of Contracting Authority, IV.B.4.j.

Academic Unit Name Changes Policy/Procedure, IV.B.4.k.

Ms. Laurie Connelly briefly explained each of the policies. Chair Mays noted that the Fisher report noted that the policies need work. We’re making the first steps in doing this.

Motion 06-05-02: *“I move that the Board of Trustees accept the proposed policies and policy revisions.”*

Motion by Trustee Budke; seconded by Trustee Phillipson. Motion carried.

Executive Session. V.

At 12:10 p.m. Chair Mays announced the Board of Trustees would adjourn to Executive Session under RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session was expected to last for approximately one hour.

Reconvene

Chair Mays reconvened the meeting at 1:20 p.m.

Discussion Action Items, IV.B. (continued)

Housing and Dining System Revenue Bond Refunding, IV.B.5

Trustee Budke explained that this is a business-like decision for refunding the 1992 bonds. The interest rates are right, so it makes sense to replace the current outstanding bonds. The life of the bonds remains the same, but at a lower interest rate. He read the resolution (attached to the official minutes).

“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.”

Motion 06-06-02: *“I move that the Board of Trustees approve Resolution No. 06-21-02, authorizing the issuance of the University’s Housing and Dining System Refunding Revenue bonds, Series 2002, in the aggregate principal amount of not to exceed \$4,600,000 for the purpose of providing funds to refund certain outstanding housing and dining system revenue bonds and pay the costs of issuance and sale of the bonds and the cost of bond and reserve insurance; fixing the date, form, terms and maturities for the bonds; establishing a bond fund; providing for and authorizing the purchase of certain obligations out of the proceeds of the sale of the bonds and for the use and application of the money derived from those investments; authorizing the executing of an escrow agreement; providing for the call, payment and redemption of the outstanding bonds to be refunded; providing for bond and reserve insurance; delegating authority to certain University officers; and authorizing and directing the sale of the bonds.”*

Motion by Trustee Budke; seconded by Trustee Ormsby.

Discussion: Mr. Budke explained this motion includes delegation of authority to the President. The Business and Finance people have been working on this package for months. This refunding and the earlier COP for furnishings show how we’re furthering the residential nature of the campus and the long-term financial thinking of the administration. He commended them.

The motion carried.

Budget, IV.B.6.

President Jordan introduced this topic by reminding the Trustees of their discussion at the April meeting and the decisions made at that time. The Board directed the administration to take the full 5% cuts within the base budget, but not necessarily across-the-board. Then to look at a full implementation of the 14% tuition increase and apply it in the best way to implement the vision. The President’s Cabinet has discussed at length the operating and capital budgets.

Vice President Voves noted that the Board committees, student groups, faculty groups, cabinet, etc. have all seen budget presentations and their input was taken into account. She then presented the five agenda items related to the 2002-2003 Proposed Budget.

2002-2003 Tuition Rates, IV.B.6.a.

This piece of the proposed budget gives the administration the authority to implement a 14% tuition increase across all categories. This also impacts the Student and Activities fees, which will be \$357 per student. The total increase comes to about a \$400 difference in tuition and fees from 2002 to 2003. She noted that there will also be impacts on loans and grants. The administration recommends Board approval of the tuition increase.

Trustee Ormsby noted that, due to budget cuts and the need to move the university forward, we have to implement the maximum rate. Even with this maximum rate we have the lowest housing and dining fees, so our students will still be paying the lowest rates in the state.

Motion 06-07-02: *“I move that the Board of Trustees raise the tuition rate for 2002-2003 as recommended, by 14% across all categories.”*

Motion by Trustee Ormsby; seconded by Trustee Mikkelsen.

Discussion: Chair Mays noted that we have no choice. We’re penalized by the state thereafter if we don’t raise it to the maximum allowed, even if we don’t really wish to do that. We want to continue to

provide access and quality. He noted that we need a better and more predictable way to fund higher education in this state as the state support continues to decline.

The motion carried.

2002-2003 Student Service and Activity Fees Rate, IV.B.6.b.

In line with the proposed tuition increase, the S&A Fee committee has also approved a 14% rate increase in all student fee-paying categories. The Student Affairs committee recommends that the Board approve the recommendation of the S&A fee committee to raise S&A fees by 14% in all fee-paying categories as presented for the 2002-2003 fiscal year.

Motion 6-08-02: *“I move that the Board of Trustees approve the Student Service and Activity Fees Rate, including an increase by 14% in all fee-paying categories.”*

Motion by Trustee Ormsby; seconded by Trustee Budke.

Discussion: President Jordan noted that Christian Shook has said the number of clubs and organizations has almost doubled in the past four years, showing the interest of the students in the university. He complemented the ASEWU for the way they have been able to spread this money among so many groups.

The motion carried.

2002-2003 Room and Board Rates, IV.B.6.c.

The administration recommends that we continue the \$600 incentive grant for double and single-occupancy rooms (reduced from \$800 last year), impose a 5% rate increase overall, and raise the telecommunications fee by \$8 (to \$19). (This fee includes phone, Internet and cable access). Mr. Romero pointed out the costs have increased more than the 5% increase being requested. Increased revenues are coming from the growth in the housing system (economies of scale offset some of those cost increases). The administration recommends that the Board approve the room and board rates as presented for the 2002-2003 fiscal year.

Motion 6-09-02: *“I move that the Board of Trustees approve the room and board rates for 2002-2003 as presented.”*

Motion by Trustee Ormsby; seconded by Trustee Shiota. The motion carried.

Trustee Budke noted the staff and administration started working on these budget items last October, and the Board committees got involved in January. The task forces have worked on this all year and the Board committees have discussed these budget issues at length.

FY03 Operating and Capital Budget, IV.B.6.d.

Vice President Voves explained that Eastern is taking a 5% cut, or \$2.4 million, plus an additional \$177,000 from the Office of Financial Management (OFM). The new tuition dollars will be used to improve quality and benefit students and maintain long-term growth of the university. She noted that all units have taken reductions, with impacts to vacant positions and people being shifted. We have reduced some core but not critical areas, and are also taking some of the university operating reserve to help with reductions.

Operating budget: The administration proposes that we control enrollments to reach not more than 8700 FTES. The proposed budget is based on 8462 full fee-paying FTES and a 14% increase in all fee-paying categories. Next year's state funded enrollments are 8017 FTES, so EWU would be overenrolled by 445

students. Chair Mays noted this makes us a state-assisted, not state-funded, institution. We're not overenrolled in our capacity, but in our funding by the state. (We have fiscal capacity for 11,000 to 12,000 students.) Ms. Voves then walked through the operating fee revenue, which provides \$3,905,000. The operating budget allocation (enrollment-based distribution) is \$721,000, and the policy based allocation is \$3,184,000.

Motion 6-10-02: "I recommend that the Board of Trustees approve the operating budget of \$133,717,182 for fiscal year 2003."

Motion by trustee Budke; seconded by Trustee Phillipson.

Discussion: Chair Mays noted the economic consequences on the Spokane area cannot be overlooked. Trustee Ormsby commended the administration for taking the Board's direction and formulating this plan. President Jordan said the principles guiding this budget proposal were to maintain our capacity to handle the class schedules needed, and to maintain the employee base as much as possible (to provide service to students). He is disappointed that we had to make some of the cuts we had to make, e.g. the Spokane String Quartet, and noted the future is not very bright unless we can find some long-term funding.

The motion carried.

Supplemental Capital Budget for Tawanka Commons remodel. Ms. Voves said the administration is asking for expenditure authority for local fund expenditures/improvements to the Tawanka building for a total of \$4,670,000.

Motion 6-11-02: "I move that the Board of Trustees approve the supplemental capital budget request, in the amount of \$4,670,000, for the Tawanka commons remodel project."

Motion by trustee Shiota; seconded by Trustee Budke. Motion carried.

Carryforward Policy, IV.B.6.e.

Vice President Voves explained that under this policy 25% of each unit's carryforward balances will go to a central university reserve for emergency use, or if there are no emergencies the balances will go toward university-wide initiatives. The 75% remaining will go to the executive levels. The Provost will retain 15% of the Academic Affairs allocation and the remaining 85% will go to the deans.

Motion 6-12-02: "I recommend that the Board of Trustees approve the Carryforward Policy as presented."

Motion by Trustee Mikkelsen; seconded by Trustee Zozaya-Geist.

Trustee Budke noted this policy is part of the business-like approach the administration has taken to move the university forward.

The motion carried.

Personnel Actions, VI.

It was moved and seconded to approve the personnel actions as presented in Executive Session. The motion carried.

Adjournment, VII.

The meeting adjourned at 2:20 p.m.