

10-26-2001

Board of Trustees Minutes, October 26, 2001

Eastern Washington University

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**EASTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
October 26, 2001
Executive Session at 12:00 p.m.
Open Public Meeting at 1:15 p.m.
Spokane Center Second Floor Mall**

MINUTES

Board Members Present

Gordon Budke
Neil McReynolds, Vice Chair
Mark Mays, Chair
Kris Mikkelsen
Mike Ormsby
Cynthia Shiota (via telephone)
Ines Zozaya-Geist

Call to Order and Quorum, I. and II.

Dr. Mays called the meeting to order at 12:10 p.m. He noted that a quorum of the board was present, and that Trustee Shiota would join the meeting via telephone.

Executive Session, III.

Chair Mays announced that the Board would recess into executive session for purposes authorized in RCW 42.30.110(1). To consider the selection of a site or the acquisition of real estate by lease or purchase, to evaluate the qualifications of an applicant for public employment or to review the performance of a of a public employee. He said the session would last approximately 1 hour, so the open public meeting should reconvene at approximately 1:00 p.m.

Reconvene

The board reconvened into open session at 1:15 p.m. with a quorum present. Trustee Shiota attended via telephone. Chair Mays noted that Trustee Williams is out of town at a conference for the U.S. Department of Education. He then asked to move one item up on the agenda, the Student & Activities Fees.

Student and Activity Fees Additional Allocation Plan, V.A.4.

Vice President Levin-Stankevich introduced Renon Losse, the finance vice president for the ASEWU. He reported that last spring the Board of Trustees approved a preliminary allocation of Student & Activity (S&A) fee funds based on the projected enrollment and budget. Now it is time to review the reallocation of those funds. Ms. Losse reported that last year's finance vice president left her a list of budgets that were cut significantly because of less money available last year than the prior year. The finance committee and S&A fee committee allocated back a lot of student wages that had been cut. They also allocated funds to intramurals, the superior court, the leadership account, and the outdoor program. Eventually they would like to fund the full wage of the clubs and organizations advisor, music ensembles, supplemental budgets, and some ASEWU PUB office repairs (which is actually a new budget and will be a line item under fixed overhead). She noted that on the pie chart this year they took out administrative costs as a separate item, as they technically don't allocate that money and clubs and organizations don't receive that money. Dr. Levin-Stankevich said he thinks the allocation is directed at

those areas that are experiencing the most growth, and is very much needed. Dr. Mays said that at the Coordinating Committee meeting, it was noted that a large sum of money has been allocated to a variety of recipients in a good manner, and he thanked the students for their work.

Motion 10-01-01: “*The Student Affairs Committee recommends that the Board accept the Student and Activities Fees Additional Allocation budget as presented.*”

Motion by Trustee McReynolds; seconded by Trustee Budke. The motion carried.

Reports, IV.

Trustees’ Reports, IV.A.

Trustee Budke reported from the Business and Finance Committee meeting held last night. They reviewed the omnibus issues and the contract completion that are on the agenda today. They also had reports from Vice President Voves on some budget planning scenarios and an update on the supplemental request. They had a report from the resource allocation task force, including a first look at the peer institutions for Eastern. Trustee Budke noted that he and Trustee McReynolds rode in a convertible in the homecoming parade last night.

Mike Ormsby reported from the Academic Affairs committee, which met this morning. Dr. Small talked about her research, which involves undergraduate students and is interdisciplinary in nature. He said it is exciting to hear about this research. The committee also had a presentation on working with developmental and basic skills services on campus. Dr. Lynn Briggs from the Writer's Center, Sally Burge from the Academic Support Center, and Marti Brzoska from academic advising presented information from their respective areas. The committee discussed the need to put together a work plan for the next few months, and will share that with the Board at a later meeting. They will be dealing with the program review process, budget adjustments, the Public Policy Institute, and other issues that may arise.

Neil McReynolds reported from the Student Affairs committee meeting this morning. Student Affairs held a special meeting on diversity last Tuesday with about 50 people in attendance, and this raised the awareness level of what is occurring on campus. He reiterated the Board’s commitment to diversity on campus. The committee’s action plans will be developed at the next meeting. The committee talked about the role of the Board in relationship to the Easterner, reviewed the policies surrounding that, and will continue review at a later date. The committee spoke with Steve Blewett, the advisor to the Easterner, and plans to have periodic reviews in the future. The committee also reviewed the Counseling and Psychological Services program at the University. Rob Quackenbush presented information on the program and the review that was recently done, and also reported on the progress being made in implementing the suggestions from that review. Scott Barnes reported on some policy issues being dealt with by the Athletic Policy Board, and the committee will hear more on that at the next meeting. They have been developing the roles and responsibilities of the Student Affairs committee, and approved them this morning. These will be shared with the Board and anyone else who wishes to see them. He noted that they are looking at all aspects of activities on campus that affect students, so their work may overlap with other committees. We need to make sure we have student input at all levels on campus.

Two books from the university press were given to each Trustee: *Forever Remembered*, interviews by Irv Roughton, and *Poems* by Joseph Miller; as well as tension squeeze balls from the counseling center.

Presidents’ Reports, IV.B.

Faculty Organization, IV.B.1.

Dr. Nick Jackson gave an update on the progress the Faculty Organization has made on the five initiatives outlined at the September Board meeting. He reported that the Faculty Organization is working to:

- 1) find a mechanism of financial support for a faculty representative to the legislature and to recruit a faculty member for this position. The Dean of the College of Arts and Letters once funded this position for .5 FTE release during each academic winter quarter. Ideally the person would need release time for winter and spring quarters. The Faculty Organization could pay travel but cannot pay for travel, lodging and meals;
- 2) explore resources to assist new and continuing faculty members with teaching and scholarship in conjunction with the Teaching and Learning Center (TLC). The TLC is actively engaged in this exploration, and they will hold a series of informational workshops for new faculty. The Grants office and the TLC are bringing more grant writing workshops to faculty, there will be collaborative training workshops for blackboard, and the Title III grant for teaching w/technology is providing leave, release time, summer stipends and equipment mini grants;
- 3) promote diversity on campus and beyond. Provost Dual and Bill Ponder met recently to discuss a coordinated effort to educate our community, plus the student services diversity meeting last week was a wonderful chance to hear from everyone. The TLC Critical Moments project promotes diversity in the classroom. A workshop in February entitled "Critical Moments: Diversity and Leadership Training";
- 4) address scheduling issues. The Enrollment task force has begun discussions with groups on campus about the issue of course scheduling: semester vs. quarter and daily vs. block scheduling. They will try to determine the amount of support from the faculty, and then move forward. They want to educate faculty about the merits of changing;
- 5) successfully work with the UFE to create structures and procedures for cooperation, consideration and action. He and Marvin Smith are cooperating, along with the executive board of the UFE, in educating one another about issues that affect both.

Associated Students, IV.B.2.

Ms. Christian Shook was unable to attend the meeting due to the many homecoming activities today.

Foundation Report, IV.B.3.

Mr. Phil Akers announced that the scholarship reception would be held on November 7 for scholarship recipients and donors. A Foundation Board meeting was held last night, and they formally approved the purchase of the Governor Martin home, which will be the new home for the Foundation office. They will take possession early in 2002. Regarding fundraising, they are three weeks into the telethon and have raised almost \$50,000, so they're off to a great start. There has been a good response from our alums. This week the Foundation received the proceeds from a bequest from Vera and Lawrence Laughbon. The proceeds (\$101,000) will establish three scholarships and additional support to honors programs and centers of excellence. The Foundation continues to move toward the university's first capital campaign. Next month a campaign planning committee will meet to set parameters, definitions, guidelines and rules for the campaign. This planning committee will be comprised of a couple of BOT members, Foundation Board members, faculty, staff, administration and deans' council members. The group should have the parameters set by late spring.

University Report, IV.B.4.

- President Jordan reported that this is Homecoming week. There will be an Admissions open house at 8:00 a.m. tomorrow morning, the grand opening of College Avenue at 11:30 a.m., a barbecue in mall at noon with the marching band in attendance, and various residence hall activities, and the football game tomorrow at 2:00 p.m. Jesse Chapman is leading the nation in rushing., and has been named offensive player of the week and Big Sky player of the week. He is on target to graduate in four years this spring.
- The student activities group is sponsoring a blood drive Oct. 29.
- The KEWU Jazz station fall pledge festival will be held Nov. 1-7, from 8:00 a.m.-5:00 p.m.
- Eastern sponsors the Teacher of the Month award for classroom teachers in public and private schools. The College of Education and Human Development will hold a symposium on Nov. 14 to which all past recipients will be invited to attend. Dr. Jordan noted that we've stepped up our participation this year by providing each selectee one four-credit class at Eastern.
- The University Family Thanksgiving Dinner will be held on Nov. 16. Please let Connie know if you need tickets.
- The first Presidential Speaker Series event, featuring Lech Walesa, was a resounding success. We had approximately 120 people attending the lunch, and almost 3000 at the talk in the Pavilion. President Jordan thanked Leslie Mowatt and Professor May for their help in putting this program together.
- The Goodwill Tours have concluded. Dr. Jordan thanked Trustee Zozaya-Geist for her participation in Walla Walla and Yakima.
- President Jordan has had several speaking engagements since last Board meeting, including the Seattle Roundtable and the Wenatchee Kiwanis. Trustee McReynolds joined the Roundtable event in Seattle.
- Eastern held the Washington Achievers Scholars Mentoring Reception last week. Dr. Jordan thanked all the faculty and staff who agreed to work as mentors to these students.
- Professor Jeanne Small has met with many media people about her research. The *New York Times* and *Newsweek* magazine have interviewed her, in addition to the more local media.
- President Jordan will have some additional comments about the state budget later on in the agenda.

Special Reports, IV.C.

Fall 2001 Enrollment Update, IV.C.1.

Vice President Levin-Stankevich reported the final number of 9,029 students for fall quarter 2001. He said the drop in international students hurts our diversity and has a financial impact--we need to look at other markets. He noted that we do have good diversity in our incoming class regarding students of color, and in our transfer class Caucasian students declined. Our overall numbers have remained relatively the same. We need to analyze the graduation rates and retention of those students. We had 1200 freshman, but one left, so that leaves us with 1199. Transfers were steady--down by 2 this year. There was a significant enrollment increase at Spokane Falls Community College and Spokane Community College. A pretty flat transfer intake was seen across the state (compared to last year). The community colleges have more students in terminal two-year programs. Our freshman average GPA is 3.27 (3.28 last year). SAT scores went down from last year, but overall they are still moving upward (993 average combined, versus 988 and 983 two years prior). The percentage of students with GPAs above a 3.0 increased this year.

Trustee Mays asked what is off in the demographics. Our predictions in percentage of capture? Dr. Levin-Stankevich said high school graduate growth predictions were higher a few years ago than were realized. Many students are going into the workforce rather than to college. However the significant increase in freshmen and transfers from Spokane indicates a vote of confidence from our own community.

Enrollment Management Task Force Update, IV.C.2.

Vice President Levin-Stankevich reported that the committee met with the Rules committee of the Senate, and did a survey of department chairs with the proposed model of block scheduling. We are now trying to accommodate their input. The topic had preliminary discussion at the Senate meeting last Monday, and the task force hopes to have a proposal for Senate at their next meeting. He noted that diverse disciplines are difficult to fit into some models. The task force is also looking at how to optimize enrollment, optimize the revenue from that enrollment, compile data for dept chairs and deans, and determine key performance indicators.

Resource Allocation Task Force Update, IV.C.3.

Vice President Voves reported that this task force has developed some very good base data, thanks to Theresa Martin and her staff. We now have a good set of peers against which we can measure our financial performance and our budget allocation. She noted that the IPEDS data being used is standardized. This information was shared with the Business and Finance committee last night. She will do further research, and will graph the information. Eastern is clustered in an average position with our peers. The task force has also reached some fundamental conclusion about where to go with the budget model, quantitative as well as qualitative, and they are looking at the Oregon Model.

President Jordan said this project has taken a lot of time on the part of members of the task forces. He said the work of these two task forces is critical to us as it is an attempt to bridge where we are now and where we are going. He expressed his appreciation for their hard work.

Action Items, V.

Consent Action Items, V.A.

Minutes of the September 28, 2001 Board of Trustees' Meeting, V.A.1.

Approval of Omnibus Selections, V.A.2.

- Omnibus Civil Engineer Consultant
- Omnibus Structural Engineer Consultant
- Omnibus Electrical Engineer Consultant
- Omnibus Mechanical Engineer Consultant

Approval of Contract Acceptance #AE-99-03, Woodward Field Toilet Facilities Phase II, V.A.3.

Motion 10-01-01: "I move approval of the consent items as presented."

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

Discussion Action Items, V.B.

Meeting Dates for 2002, V.B.1.

Chair Mays noted that the tentative schedule printed in the agenda would be revised so that the start time will be noon for the executive session and then the open public meeting will follow at 1:15 or 1:30 p.m..

Motion 10-02-01: "The Coordinating Committee moves that the Board approve the 2002 meeting schedule as revised."

Motion carried.

Old Business/New Business, VI.

President's Report on the Division of Educational Outreach (DEO), VI.A.

President Jordan acknowledged the committee for doing the initial report in April of this year, and the work of the Provost for his set of recommendations. He accepted the mission statement brought forward by the committee, and agreed with the recommendation of defining 3-5 year plans for each unit in the division. The decision to have DEO remain a division within Provost's office or move to a college structure wasn't determined by the committee, but President Jordan believes it should remain a division because they work across the colleges and this way can respond more quickly to market needs. He noted that much of the friction between DEO and the rest of the colleges has been around the question of who has control of the academic programming—the faculty and colleges or DEO? It is critical that the division must adhere to all academic policies and procedures—his statement reinforced this. It is important, and he concurs with the recommendation that we institute advisory boards for the programs and an external advisory committee for DEO with members appointed to three-year staggered terms.

There will be an effort to flatten the organization, which means the elimination of two positions: the associate vice provost for DEO and the assistant vice provost of Distance and Extended Learning. This decision was made to address concerns on the part of the faculty that the organization had become top heavy and that the directors should be running their areas. Regarding the location issue—Dr. Jordan accepts the recommendation that the division move back to campus, except for the University Press and the Professional and Technical programs, and the interdisciplinary studies program will be co-located.

Distribution of funds to for-credit programs offered as off-campus cohorts are not on the state budget. The split will be 75/25, with 75% of the funds going to the sponsoring college or unit, and the remaining 25% being divided equally among DEO, Business and Finance, Student Affairs, Academic Affairs, and to create a venture capital fund available at the discretion of the advisory committee.

DEO will be a self-support unit, and it is almost that now. \$100,000 was put into DEO because a number of activities within DEO contributed to the academic mission of the university and as such deserved state support. Dr. Jordan concurred with that recommendation and made the allocation. He does not concur with the way those funds were distributed—they were not distributed in the way he intended. He doesn't recommend to withdraw the state support from DEO, but redistribute the funds within DEO: partially to the University Press and Interdisciplinary Studies, and to a new position which had been created in DEO that contributes to the development/design of new distance education programs--which could contribute to the state-funded budget or the self-support budget. A number of other recommendations are included in the report. Dr. Jordan again acknowledged the work of the committee.

Trustee Ormsby noted that Provost Dual's report on DEO was brought to the Academic Affairs committee in May for discussion. He appreciates President Jordan's summary today.

David Rand, assistant vice provost for distance and extended learning at EWU for 3.5 years, read a short statement. He has been in this field over 35 years: in K-12, as a college professor, and as an administrator. He has worked for 20 years in continuing education, outreach, and distance education. He believes the recommendations being presented to the Board are not in the best interest of the university. Some recommendations are beneficial and appropriate, but others are not and will likely have a negative impact on numerous university constituencies. He said the plan is not fiscally sound. There has been no fiscal or cost analysis for any of the recommendations from the president or in any documents from the review. There is no agreement or consensus regarding the review and recommendations—in fact there is significant disagreement, including the DEO staff.. Mr. Rand said all of the recommendations should be individually examined. Implementation of the details will determine the outcome—and the details are not included. He strongly urged the Board to table the recommendations until they thoroughly examine the review process and the resulting recommendations.

Copies of Mr. Rand's comments were distributed to the Board, and are attached to the official minutes.

Chair Mays noted that there is a fine line between policy and administration of the university. The Board is concerned to ensure there is a process whereby there can be consideration of the issues. He asked President Jordan to review the comments carefully. He noted that the report has been received, and is an ongoing and organic issue.

***Motion 10-03-01:** "I move that the Board of Trustees acknowledge of the receipt of the DEO report from President Jordan, and thank those who have participated in the process, as well as the comments received today."*

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

2002 Supplemental Budget Request, VI.B.

Vice President Voves reported that the Board approved a tentative request for funding 540 FTE at their last meeting. We have since reduced that request to 450 FTE, for a total supplemental request of \$2,491,000. The Office of Financial Management (OFM) makes their request to the Governor this coming week. She will keep the Board apprised of the Governor's response.

Budget Planning Scenarios, VI.C.

Vice President Voves handed out a letter from President Jordan to Governor Locke, along with attachments of a memo from OFM that lays out the current budget gap as seen by OFM and a letter from Senator Lisa Brown. President Jordan said the Governor has frozen all capital budgets, and the Governor expects a state expenditure reduction of 15%. Higher education will not be held free from this process, so we anticipate an expenditure reduction and a tuition increase. We have some time to implement a spending conservation effort on campus. He now freezes overtime and compensatory time, travel, new hires, and management requested position audits. He is asking each vice president to provide detailed budget reduction scenarios of 3, 5 and 7%. Dr. Jordan will then modify the spending freeze consistent with the plans that are approved for the campus. The Cabinet will take on the role of Budget Committee for the University. He noted that he doesn't want to keep us from moving forward with the outcomes of the two task forces. The vice president for business and finance will act as the staff for this process. We also need to link responsibility with authority. An e-mail detailing the President's actions will be sent out to the entire campus this afternoon. The Cabinet will begin its work on Monday morning.

The Cabinet is made up of the president, the vice presidents, the deans, and the elected leadership of the Senate, the United Faculty of Eastern, the classified staff, and the student body--very broad-based participation. Chair Mays noted that the spending freeze and impending reductions are difficult, but it is appropriate to do what's important and necessary. Trustee McReynolds said that these are difficult times for both the public and private sector, and said he is glad we're getting on this right away as we're already four months into the biennial budget. Trustee Budke noted that having the President's Cabinet working on it will provide a more open process for all campus constituents—to keep everyone involved. President Jordan said that the Cabinet will share its activities with the Board and the Business and Finance committee as we work forward.

Personnel Actions, VII.

Motion 10-04-01: "I move that the Board of Trustees approve the personnel actions as presented in the Board agenda."

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

Adjournment, VIII.

The meeting adjourned at 2:50 p.m.

Mark Mays
Chair of the Board

Stephen M. Jordan
Secretary of the Board