



**Board of Trustees Minutes
Special and Regular Meetings
October 3 and 4, 2013**

Approved December 6, 2013

October 3, 2013

Present:

Mr. Sid Morrison, Chair
Mr. Keith Thompson, Vice Chair
Mr. Dan Dixon
Mr. Chris Liu
Ms. Amy McCoy

Absent:

Mr. Ron Erickson
Ms. Kate Reardon
Ms. Annette Sandberg

Board members Morrison, Thompson, Dixon and McCoy joined Dr. Gaudino on stage for the annual “State of the University” address. Later that afternoon, they were joined by Trustee Liu, the ASCWU Board of Directors (BOD) and President’s Cabinet at the Student Union and Recreation Center (SURC) fireplace pit for an open forum moderated by Dr. Sarah Swager, Dean of Student Success. After introductions and an opening statement by Bryan Elliott, BOD President, discussion centered on the role shared governance at CWU and how to encourage student involvement in activities and events that support shared governance. Cassandra Dubore, VP for Legislative Affairs discussed how important it is for students to advocate for their education in Olympia and efforts to encourage voter registration. Jacob Whittman, Executive Vice President, has been working to fill student positions on committees so that their voice is heard. Chair Sid Morrison and the other trustees encouraged all those in attendance to get involved in university shared governance.

Following the forum, the trustees had a social dinner with President and Mrs. Gaudino.

October 4, 2013

EXECUTIVE SESSION

Present:

Mr. Sid Morrison, Chair
Mr. Keith Thompson, Vice Chair
Mr. Dan Dixon
Mr. Ron Erickson (via phone)
Mr. Chris Liu
Ms. Amy McCoy

Absent:

Ms. Kate Reardon
Ms. Annette Sandberg

Also present:

Dr. James Gaudino, President
Ms. Sherer Holter, Chief of Staff/Secretary to the Board
Mr. Alan Smith, Assistant Attorney General

Executive session convened at 8:25 a.m. and adjourned at 9:40 a.m.

BUSINESS MEETING

The business meeting was called to order at 9:45 a.m.

Present:

Mr. Sid Morrison, Chair
Mr. Keith Thompson, Vice Chair
Mr. Dan Dixon
Mr. Chris Liu
Ms. Amy McCoy

Absent:

Mr. Ron Erickson
Ms. Annette Sandberg
Ms. Kate Reardon

Also present:

Dr. James Gaudino, President
Dr. Marilyn Levine, Provost/Vice President for Academic and Student Life
Mr. George Clark, CFO/Vice President for Business and Financial Affairs
Ms. Sherer Holter, Chief of Staff/Secretary to the Board
Mr. Alan Smith, Assistant Attorney General
Ms. Sandra Colson, Executive Assistant to the President and Board of Trustees

Changes to the Agenda

Chair Morrison announced that there would be additional action items and called for a motion to change the agenda.

Motion 13-36: Mr. Thompson presented a motion to revise the agenda to discuss all action items immediately following the approval of the minutes. He further moved to add two action items to the agenda: 1) approval of the faculty contract and 2) an addendum to the President's contract. Mr. Liu seconded the motion. Motion approved.

Approval of the Agenda

Motion 13-37: A motion that the Board of Trustees of Central Washington University hereby approves the revised agenda of the meeting of October 4, 2013 was presented by Mr. Dixon and seconded by Mr. Thompson. Motion approved.

Approval of Minutes

Motion 13-38: A motion that the Board of Trustees of Central Washington University hereby approves the minutes of the annual planning retreat of July 17 – 19, 2013 was presented by Mr. Dixon and seconded by Mr. Thompson. Motion approved.

Approval of United Faculty of CWU Collective Bargaining Agreement

Mr. Dixon reported that following six months of negotiations, representatives from the university and the United Faculty of Central reached a tentative agreement in September on a new collective bargaining agreement. The proposed contract replaces one that expired on August 31, 2013. The UFC membership ratified the contract on September 30, 2013.

Motion 13-39: A motion that the Board of Trustees of Central Washington University approves the proposed collective bargaining agreement between Central Washington University and the United Faculty of Central Washington University was presented by Mr. Dixon and seconded by Mr. Thompson. Motion approved.

Chair Morrison congratulated the bargaining team for a job well done. He announced that the contract would be signed at the conclusion of the meeting and asked that Alan Smith, Holly Pinkart, Gary McNeil and Roxanne Easley join him in Barge 410 at that time.

Approval of Amendment to President's Contract

Mr. Dixon noted that all administrative exempt employees received a 3% across the board increase on July 1, 2013. The proposed amendment to the President's contract, Article VI.A Compensation, would adjust the President's annual salary to \$298,700.16 effective July 1, 2013.

Members of the Board spoke openly of their approval of the President's performance and the direction he has and continues to provide to the university. Mr. Liu spoke of the high regard legislators in Olympia have for Dr. Gaudino, noting that at a recent dinner the President held the attention of key Seattle-area representatives for over three hours during which they had a frank and constructive discussion on issues faced by higher education institutions.

Motion 13-40: A motion that the Board of Trustees of Central Washington University approves the addendum to President James Gaudino's employment contract, Article VI.A Compensation effective July 1, 2013 was presented by Mr. Dixon and seconded by Mr. Liu. Motion approved.

Changes to Shared Operating Guidelines and Agreement for the Student Union and Recreation Center

Mr. Liu reported that the update to section E: 1-B of the Student Union and Recreation Center Shared Operating Guidelines updates the members of the facilities management team.

Motion 13-41: A motion that the Board of Trustees of Central Washington University approves the amendments of section B of the Shared Operating Guidelines and Agreement for the Student Union and Recreation Center was presented by Mr. Liu and seconded by Mr. Dixon. Motion approved

Approval of New Degree, Bachelor of Science (BS) in Education, Business and Marketing Education

Mr. Liu stated that the proposed BS in Education, Business and Marketing Education degree is designed for candidates who seek teaching careers in Business and Marketing Education at the secondary grade levels (7-12). The coursework provides experiences in the business and marketing education content areas and instructional

pedagogy including field experiences that are designed to prepare teacher education candidates to exceed the Washington state competencies for secondary level teacher certification and content endorsement.

Students in the Business and Marketing Education degree must be admitted to the Teacher Certification Program and complete the Professional Education Program sequence coursework as part of the teacher certification program. Students must have a university-level cumulative grade point average (GPA) of at least 2.3 for full admission to this major and a 3.0 minimum cumulative GPA in the major to exit the program and to graduate from CWU with teacher certification.

The BS in Education, Business and Marketing Education, will be housed in the Career and Technical Education (CTE) program within the Family and Consumer Sciences Department, College of Education and Professional Studies. This new degree was approved by the Faculty Senate on May 29, 2013. Upon approval by the Board, this program will begin winter 2014.

Motion 13-42: A motion that the Board of Trustees of Central Washington University endorses the recommendation of the Faculty Senate and approves the Bachelor of Science in Education, Business and Marketing Education was presented by Mr. Liu and seconded by Mr. Thompson. Motion approved.

Approval of the Consent Agenda

Motion 13-43: A motion that the Board of Trustees of Central Washington University approves the consent action items submitted October 4, 2013 was presented by Mr. Liu and seconded by Mr. Thompson. Motion approved.

PUBLIC COMMENT

Chair Morrison noted that there were no signups for public comment.

CHAIR REPORT

Chair Morrison reported that the July annual planning retreat was one of the most productive he has attended. In addition to the Board, administrators and deans, attendees included business leaders from throughout the Northwest, state legislators, and national experts on higher education trends. The Chair offered that the presentations and reading materials were of the highest quality and provoked thoughtful debate among the group. Trustees Thompson and Liu stated that they too found the retreat productive and time well spent. The trustees, in particular, enjoyed an impromptu student focus group that occurred during a social dinner the first evening. The servers at the restaurant that evening were CWU students and were invited to sit down with the Board and share both positive and negative experiences they have had while attending CWU.

Mr. Morrison reflected on the State of the University Address and on an open forum held Thursday afternoon with the ASCWU Board of Directors. He noted that integral to both these events was a discussion of shared governance and how we all make that work here at CWU. He acknowledged the BOD for “hitting the ground running” this fall and for their voter registration initiative.

Chair Morrison also reported on an open house he attended at the new CWU Westlake office where he had the opportunity to meet the Operations Manager for University Centers and the new Dual Enrollment Coordinator. He feels that the reorganization of the Centers is a positive move for the university.

CELEBRATIONS AND COMMUNICATIONS

Distinguished Service

Dr. Gaudino introduced four staff members whose nominations for distinguished service were approved in the consent agenda. Dean Sarah Swager and Associate Dean Richard DeShields presented *Mr. Jack Baker*. Mr. Baker retired September 1 after 25 years of service. Over the course of that time, he worked in a variety of departments within Student Affairs, most recently as a key advisor to the Services & Activities Fee Committee.

Sandra Martinez presented *Ms. Ruth Ann Stacy*, human protections administrator, who retired on July 15 after nearly 17 years. As a member of the Human Subjects Review Committee she was responsible for ensuring that any use of human participants in research met ethical guidelines.

Vice President George Clark spoke in honor of *Mr. Robert Tosch*, who retired on September 3 after 22 years with the facilities management department where he was responsible for maintenance and operations. Bob was a member of the “dynamic duo” in FMD who, along with Bill Yarwood, served as an interim assistant vice president for facilities management during a time of transition several years ago. Since Bob’s name was at the top of the emergency call list, he spent many nights and weekends responding to emergencies.

Dr. Jesse Nelson, Associate Dean for Student Achievement, presented *Teresa Youngren*, who retired September 1 after 11 years with Career Services where she worked as an employment recruitment coordinator. Over the years, Teresa was the go-to person for employer relations and recruitment and assisted over 17,000 students with securing internships. Her latest project culminated in the first student cohort to travel to El Salvador for an international internship.

Professor Emeritus

Dr. Gaudino introduced Professor César Garcia who presented *Professor Lois Breedlove*. Professor Breedlove worked in the Communication Department for 18 years. She served as department chair for 4 years. During that time the number of Communication faculty and the number of majors doubled. She also founded the Bridges Program, which is dedicated to multicultural learning and serves underrepresented youth in central Washington.

Other Celebrations

The President announced that two CWU athletes competed at the USA Rugby All American Tournament in August. Team mates *Tanner Barnes* and *Patrick Blair* were members of the team that won a spot in the prestigious Coral Coast 7’s in Fiji.

Work is underway to completely improve the tennis courts, creating a USTA-quality facility that will be available to students and to the community. This project was initiated when the university received a \$370,000 donation this summer.

Dr. Gaudino also introduced Professors *Audrey Huerta* and *Paul Winberry* who received a \$2.5 million award from National Science Foundation for their collaborative research titled, “MRI Development of Geophysical Earth Observatory for Ice Covered Environments (GEOICE).” The research will measure changes to the earth surface under the polar ice cap. The President also reminded the Board that other points of pride were included with the meeting materials.

Governance Reports and Communications

The President summarized each of the reports submitted by the governance groups. The *Faculty Senate* report highlighted the opening of the new Faculty Center on October 16. The Center, located in Mary Grupe, is a collaborative work space. Both the *Employee Council* and the *Exempt Employee Association* are working to clarify the roles and responsibilities of their organizations. The *Associated Students of CWU Board of Directors* report noted that their office space has been reconfigured to make it a student-friendly environment. It now includes an area that can be reserved by student organizations. The BOD has been involved in a number of events and collaborated with the City of Ellensburg on the joint public transit system operated by HopeSource, which will improve services for both the students and the community.

The Board received three communications since the last meeting. Two of the letters were retainage claims against the Barto Hall Project; one was from Scott Hookland, representing Rose City Contracting, and the other from Richard Cole representing Jim's Glass & Contracting. Both companies were subcontractors to Killian Construction. The third communication was an anonymous letter regarding the Office of International Studies and Programs.

Chair Morrison asked if any members of the Board wished to comment on or discuss any of the communications received. Hearing none, the meeting proceeded to the strategic plan report.

Strategic Planning and Theme 1, Teaching and Learning

Dr. Gaudino announced that strategic planning and the core themes will be a focus during each meeting this year. He introduced Dr. Melody Madlem who provided an overview of recent planning efforts and reviewed the core themes of teaching and learning, inclusiveness and diversity, scholarship and creative expression, public service and community engagement, and resource development and stewardship. She explained that the strategic plan helps the university to answer the "who, what, when and how" of university operations, by identifying objectives, outcomes, indicators and strategies for each core theme. This meeting's focus is theme 1, teaching and learning and she gave a definition for the key terms: teaching, learning, assessment, and improvement.

Dr. Tracy Pellett and Dr. Sarah Swager provided data on program assessment, student learning, student engagement and persistence. CWU has nearly 1200 learner outcomes tied to 119 degree programs in 34 different academic departments. Since 2008 the university has more thoroughly and consistently implemented its assessment plan to ensure continuous improvement in teaching and learning, as recommended by the Northwest Council for Colleges and Universities (NWCCU), our accrediting body. There has been a 100% participation rate the past two years for both undergraduate and graduate programs.

Dr. Pellett reported that one of the ways student achievement can be measured is by the percent of students who receive passing grades (A-C). Another way is where CWU students score on the standard tests required in some disciplines. In the latter measurement, CWU students in physics, economics and business have tended to perform better than national peers.

Dr. Swager showed how student success may also be measured in persistence and graduation rates. Student persistence, which is defined as the number of first year students who go on to complete a second year, was last measured in 2010. At that time, 74% of first year freshmen persisted. This is above the national norm of 70% but well below Western Washington University who is at 84%. This trend was also shown for a 6-year comparison of graduations rates. Dean Swager's team is working to on predictive model to assist in identifying at risk students and to improve student services and engagement.

Dr. Dennis Francois, Athletic Director, demonstrated that CWU student athletes graduate at a slightly higher percent overall than non-athlete students based on a six year cohort model. Data also showed that participation in athletics improves retention for first time, full-time freshmen to sophomores. Dr. Francois has several strategic initiatives within Athletics. The first is to hire a student athlete academic success coordinator who will do transcript evaluation and intrusive academic advising and monitoring. He has set up mandatory study tables for student athletes in the Library, and is exploring the feasibility of an electronic grade monitoring system.

Dr. Francois also discussed his desire to build an athletic program that invests in freshmen athletes. He believes that the benefits of such a program would be balanced rosters, leadership development and building lifelong affinity with CWU that will result in increased external support.

Police Chief Michael Luvera discussed the importance of campus safety to both the university's mission and to teaching and learning. Student survey results show that 99% of respondents feel safe on campus during the daytime and 73% feel safe at night. The department is looking at ways to improve safety in the evening.

Chief Luvera also stressed that we have a comprehensive emergency operations plan based on an incident command system (ICS) which allows the university to adopt an organizational structure to match the complexity of different types of incidents. Other safety measures include the CWU emergency notification system, safety training and officer engagement activities, blue light emergency phones and the courtesy assistance team (CAT). The CAT team is available to escort students, faculty and staff to their cars after dark.

SUBCOMMITTEES

Academic and Student Life – Trustees Liu and McCoy

Trustee Liu reiterated his position that University must envision what it wants to be in the future and continue long range planning efforts that look forward ten years or more. He noted his appreciation for the opportunity to meet with the ASCWU Board of Directors and hoped that there will be opportunities to meet with students at future meetings.

Business and Financial Affairs – Trustee Thompson

Trustee Thompson reviewed his briefing with Vice President Clark. He noted that our financials are right in line for what would be expected and the finance department is preparing for the annual visit from the state auditors. He also met with Diane Fishel-Hall to discuss recruitment efforts.

Enrollment Forecast and Budget Review

Associate Vice President for Enrollment Management, John Swiney stated that fall new student growth was the result of moving the application deadline to March 1 and accelerating the review process. Recruiters received a 25% increase in their travel budget allowing them to visit more schools. He noted that the number of minority student has been increasing by 1 percent per year. Dr. Swiney noted several retention initiatives, including a two-year merit award system and increasing the amounts of merit awards. A recently approved procedure will allow students to make monthly installment payments on their quarterly tuition and other fees. Connie Williams, Associate Vice President for Finance and Business Auxiliaries reviewed the 2014 budget, by fund type. She also reviewed the status of the capital budget projects.

Administrative – Trustee Dixon

No report.

Next Meeting:

Chair Morrison announced that the next special and regular meetings of the Board of Trustees will be December 5 and 6, 2013 in Ellensburg. Meeting adjourned at 1:27 p.m.



Sherer M. Holter, Secretary to the
Board of Trustees
Central Washington University



Sid Morrison, Chair
Board of Trustees
Central Washington University