



**Board of Trustees Minutes  
Special and Regular Meetings  
April 4 and 5, 2013**

**Approved June 7, 2013**

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***April 4, 2013***

**Special Meeting**

**Present:**

Mr. Sid Morrison, Chair  
Mr. Keith Thompson, Vice Chair  
Mr. Dan Dixon  
Mr. Ron Erickson  
Mr. Chris Liu  
Ms. Annette Sandberg  
Ms. Lindsey Sires

**Absent:**

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  
Ms. Linda Schactler, Executive Director for Public Affairs  
Ms. Sandra Colson, Executive Assistant

Ms. Schactler provided an update on the three state budget proposals that have been released: former Governor Gregoire's budget bill, Governor Inslee's priorities, and the Senate bill. She also discussed the various requests for data that have come from policy makers and legislative staff.

The Trustees and Cabinet met for dinner with Dean Kathryn Martell, Professor Carlos Smith, Career Services Advisor Angela Engle, alumni Alan Brannan and student Jamie Macumber, from the College of Business.

***April 5, 2013***

**EXECUTIVE SESSION**

**Present:**

Mr. Sid Morrison, Chair  
Mr. Keith Thompson, Vice Chair  
Mr. Dan Dixon  
Mr. Ron Erickson  
Mr. Chris Liu  
Ms. Annette Sandberg  
Ms. Lindsey Sires

**Absent:**

Ms. Kate Reardon

**Also present:**

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

The Board convened an executive session at 8:10 a.m. in Barge Hall, room 410, to discuss a personnel issue. Executive session adjourned at 9:05 a.m.

**BUSINESS MEETING**

The business meeting in Barge 412 was called to order at 9:10 a.m.

**Present:**

Mr. Sid Morrison, Chair  
Mr. Keith Thompson, Vice Chair  
Mr. Ron Erickson  
Mr. Dan Dixon  
Mr. Chris Liu  
Ms. Lindsey Sires  
Ms. Annette Sandberg

**Absent:**

Ms. Kate Reardon

**Also present:**

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

### **Changes to the Agenda**

Chair Morrison called for changes to the agenda. Hearing none, he proceeded to the approval of the agenda.

### **Approval of the Agenda**

**Motion 13-07:** A motion that the Board of Trustees of Central Washington University hereby approves the agenda of the meeting of April 5, 2013 was presented by Mr. Dixon and seconded by Ms. Sandberg. Motion approved.

### **Approval of Minutes**

**Motion 13-08:** A motion that the Board of Trustees of Central Washington University hereby approves the minutes of the special and regular meetings of January 31 and February 1, 2013, was presented by Ms. Sandberg and seconded by Mr. Erickson. Motion approved.

**Motion 13-09:** A motion that the Board of Trustees of Central Washington University hereby approves the special telephonic meeting of March 5, 2013 was presented by Mr. Erickson and seconded by Mr. Dixon. Motion approved.

### **Chair Report**

Chair Morrison remarked that the trustees had a briefing on the bills currently under consideration by the legislature. He noted that none of the current budget proposals are ideal for they do not take into consideration that Higher Ed was granted tuition-setting authority two years ago in order to plan for the future. The budget scenarios presented so far rescind that authority and replace it with restrictions that, if enacted, will make it difficult for CWU to remain its current flight path. He shared that the trustees discussed the effect of sequestration on student programs and that the university will mitigate the effects.

Chair Morrison remarked that the Board enjoyed their dinner with Dean Martell and members of the College of Business Supply Chain Management Program. Members of the Board added that they appreciated how supply chain management affects every facet of society.

### **President's Report and Celebrations**

Dr. Gaudino reported on the iCAT project, explaining that it is actually a series of 18 projects that include PeopleSoft and Oracle upgrades as well as changing electronic and administrative workflow processes. The project got underway in January and since then there has been a learning curve in the areas of organization and authority and security and access. These issues are being addressed by focusing the administrative oversight of the project and of the enterprise technology group under the direction of the Chief of Staff. The overall project is on schedule and budget and has delivered its first go-live date this week for online travel authorization and workflow. This online travel project uses intelligent forms to increase transparency, reduce required signatures, and enhance reporting. Some of the organizational benefits include encumbering travel authorizations in department budgets, reducing data entry requirements, reducing paperwork and phone traffic and making approvals easier to verify which should allow for faster reimbursements. Dr. Gaudino thanked the members of the project team: Anna Fisher, Connie Williams, Gene Shoda, Heidi Wixom, Natalie Kovalerchuck, Shelley Spencer, Tim McGuire and Tina Short.

The President noted some of the items included in the Faculty Senate Report. Among these were the selection of the 2013 Distinguished Faculty; the continuing review of the General Education proposal, a recommended change to the title of the Academic Code, which will be included in today's action items, faculty evaluation of academic administrators, and a study on the curriculum review process. He also reviewed each of the items in the communication report.

Dr. Gaudino announced that the Emergency Medical Technician (EMT) Para-medicine program received praise from their national regulatory agency and that the College of Education recently earned preliminary Professional Education standards Board (PESB) approval. He noted that the letter from PESB included special recognition for the interdisciplinary nature of our education program and that final approval from PESB is expected in May. He reported that the university has hosted several FIRST Program robotics tournaments and that excitement at the tournaments rivaled the CWU/WWU basketball games. He also noted that the Wrestling team recently hosted the Northwest regional championship for the first time and captured five individual titles as well as the team championship.

Three retirees nominated for distinguished service status were present. Mike Luvera spoke on behalf of Nancy Bakeman who retired March 31 after 25 years with the Parking department. He noted that Nancy had ticketed him when he was a student at CWU, but that over the years he has come to appreciate her dedication and commitment to safety. Richard DeShields nominated Lynne Harrison who retired after thirteen plus years and commended her for her work both on campus and in the community to reduce alcohol and drug abuse. Brad Sparks nominated Larry Mack who retired after ten years. In his position as stationary engineer in the facilities management department, Mr. Mack was responsible for maintaining the operation of the main heating plant on a 24/7/365 day basis over the course of his career. The board congratulated each of these nominees.

Dr. Stephanie Stein recommended Dr. Eugene Johnson of the Psychology Department for emeritus faculty status upon his retirement after twenty-nine years. Dr. Johnson was responsible for accreditation of the School Psychology Master's program and for spearheading the Educational Specialist degree approval which is now before the legislature. If approved, students in the program will earn the highest degree level awarded by CWU.

The President concluded the recognition ceremony by introducing the recipients of the 2013 distinguished faculty awards and sharing some of their notable accomplishments.

*Ms. Joan Cawley Crane, Distinguished Non Tenure Track Faculty Teaching Award*

Ms. Cawley Crane has taught at the university since 1989 and has made invaluable and lasting contributions to the Art Department, her students and to the community at large. She has taught eleven different courses in the Art Department and has lent her considerable expertise and skill to the courses in printmaking, papermaking and the book arts. She was the faculty advisor to the Student Artist Collective from 1999 to 2006, and again from 2008 through 2009. She has also won numerous awards at the Central Washington Artists Exhibition at the Larsen Gallery, and was the first recipient of the College of Arts and Humanities Part-Time Faculty Award for Excellence in 2005. She is a board member of the Yuma Art Symposium in Yuma, Arizona, and is a past board member of the Artist Trust, representing Central Washington.

*Dr. Karl Lillquist, Distinguished Professor for Teaching*

Dr. Karl Lillquist is a Professor of physical geography with teaching and research expertise in geomorphology, soils, aerial photo interpretation, and environmental change, especially in arid and

mountain environments of the West. He has taught over 20 different courses, many of which have become components of the department of geography's upper-level field and lab-based instruction. Due to its applied nature and relevance to his teaching interests, his research invariably finds its way into the classroom, including topics ranging from mass wasting in the Swauk Creek watershed, to use of stream tables and catastrophe in teaching, to the geography of Japanese-American relocation centers. He has served as the chair of the geography department, co-director of the resource management program, a member of the Farrell scholarship committee, and has been the recipient of numerous CWU equipment and teaching grants.

*Dr. Dan Herman, Distinguished Professor for Research*

Since his initial hire as an instructor of history in 1999, Dr. Herman has compiled an impressive record of productive scholarship that has led to considerable recognition, including this award. He has a long, sustained record of research accomplishment, including three books (and a fourth in progress), ten peer-reviewed journal articles and book chapters, twenty-four book reviews and encyclopedia entries, and eight conference presentations. Dr. Herman's books have been produced by some of the most reputable publishers in the field of US history, the *University of Arizona Press*, *Yale University Press*, and the *Smithsonian Institution Press*. These books have garnered national recognition, including the Pima County Library Southwestern Book of the Year, the American Historical Association/Pacific Coast Branch Book Prize, and most recently the prestigious Labriola National Book Award for Modern American Indian History/Studies.

**PUBLIC COMMENT**

No requests for public comment were received; Chair Morrison moved to Board Committee discussion.

**BOARD COMMITTEES**

**Academic and Student Life –Chris Liu**

**Information – Academic and Student Life Overview by Trustee Liu**

Trustee Liu complimented the Provost and Dean Sarah Swager on the student success implementation and the recent letter from the Professional Education Standards Board (PESB). He used the fortieth anniversary of the mobile phone as an example of technology that has adapted to change and noted that the university needs to show similar flexibility to meet the changing needs of our students.

**Information – College of Business**

Dean Kathryn Martell presented information on the College of Business , noting that one half of their faculty and students are located at one of the Centers on the west side of the state. Changing accreditation standards also mean that the College must focus on how they are preparing students for their professions by engaging them in clubs and other required extracurricular activities. Professor Carlos Smith, Career Counselor Angela Engle, and Alumni Alan Brannan discussed how the College taps into its alumni as well as the use of career fairs to get their message out to major employers. Trustee Dixon commented that he had already discussed with Ms. Engle the connection between supply chain management and the healthcare industries and asked how the trustees could help to make connections with other industries.

**Information – PANGA**

Professor Tim Melborne presented information on the Pacific Northwest Geodetic Array (PANGA) and how this work can reduce seismic hazards with global positioning systems (GPS). He noted that the

Geological Sciences department has 80 majors and a thriving Master's of Science program that has several notable alumni. He showed GPS data that indicates the Cascadia subduction zone is moving below the North American plate. Using this data, scientists can forecast the amount and location of future earthquake fault slip. A similar GPS system has been used extensively in Japan, and has influenced policy makers to develop codes requiring buildings have the ability to withstand 9.0 earthquakes. He noted that although 23,000 lives were lost following the 2011 Tohoku earthquake, none of these were attributable to the collapse of buildings.

The Cascadia Hazards Institute, under the direction of Dr. Melborne, has been established by CWU as the only hazards research and mitigation center in the Pacific Northwest. Work done by the Institute is interdisciplinary and includes the departments of supply chain management, resources management, sociology and elementary education. He hopes the Institute will provide scientific understanding of the natural hazards of the region in order to influence policy makers to develop building codes that can mitigate the impact of natural disasters. Trustees Liu and Dixon both requested that Dr. Melborne forward them additional information on the Institute.

#### **Action – Approval of Middle Level Humanities Bachelor of Arts Teaching Major**

The Middle Level Humanities Bachelor of Arts Teaching Major will provide a program that directly addresses the need for middle level certified/endorsed teachers. Currently the only way a CWU teacher education candidate can obtain a middle level humanities teaching endorsement is to complete majors in both Secondary English (4-12 teaching endorsement) and Secondary Social Studies (4-12 teaching endorsement).

This new major, approved by the Faculty Senate on February 6, 2013, would collaterally endorse graduates to teach Language Arts & Social Studies at the middle level (5 – 8 grade levels). The Middle Level Humanities degree program will result in candidates being qualified and endorsed to teach middle level humanities (English & Social Studies).

**Motion 13-10:** A motion that the Board of Trustees of Central Washington University endorses the recommendation of the Faculty Senate and approves the Middle Level Humanities Bachelor of Arts Teaching Major was presented by Mr. Liu and seconded by Ms. Sandberg. Motion approved.

#### ***Business and Financial Affairs – Keith Thompson***

##### **Information – Business and Financial Affairs Overview by Trustee Thompson**

Trustee Thompson reported that in addition to the successful bond sale in March, the university also received a slightly higher bond rating from Moody's Financial Services. This bond rating directly influences the interest rate charged to university bonds. He commended Vice President Clark and his staff for being proactive in their bond refinancing efforts. Trustee Thompson also noted that BFA is working on putting together next year's formal budget proposal which will be presented at the June meeting.

##### **Information – Enrollment Management and Budget Update**

Associate Vice President Swiney reviewed the spring quarter enrollments. He stated that although year-end FTE might be slightly lower than the budgeted 9800, revenue projections will be met based on total headcount and the mix of students (undergraduate/graduate; in-state/out-of-state/international).

Fall 2013 freshmen applications are on track to equal or exceed fall 2012 in part because the priority

deadline was moved from March 1 to April 1, influencing students to apply earlier than usual. Dr. Swiney also reported that financial aid estimates are also being provided to students in an effort to boost enrollment. He also discussed the Student Paths program which is generating prospects from Washington, California and Oregon.

Connie Williams, Associate Vice President for Finance and Business Auxiliaries, reviewed the FY 2013 budget by fund and source for both revenue and expenses and provided comparative data for FY 2012. She noted that the internal service fund shows in the red (as of Jan. 31, 2013) because the facilities planning and construction account is funded at the beginning of each biennium, but expenses occur in both years. This is expected to self-correct in the coming months.

#### **Information – State Auditor’s Office (SAO) Letter – Services and Activities Fee**

For two years, CWU has worked closely with the Office of the Attorney General (OAG) and the Services and Activities (S&A) Committee to ensure that S&A fees supported only those administrative functions that serve S&A programs and activities. At the request of students, the university altered the calculation method and has twice reduced charges to the fund. Beginning fiscal year 2012, CWU has applied a service fee to the more than 25 accounts that generate revenue for the university, such as housing, dining, facilities, athletics, summer school, etc. This fee pays for services required to provide services to these programs to include accounting, purchasing, contract management, payroll, human resources, mail, and more which have been paid for out of the general state operating funds. The state auditor and the state attorney general both have agreed that it is appropriate to charge the S&A fund for services that can be clearly demonstrated to support S&A programs and activities.

No formal audit has been conducted by the state auditor and no official "finding" was produced. In March 2013, the auditor released a review of charges to the S&A fund, identifying three categories of fees: those they accept, those for which they seek more information, and those they reject.

The university is preparing a response to the SAO to reaffirm costs that are clearly associated with student activities, services and programs, as described in RCW 28B.15.045 and will provide any additional clarification needed for the other costs. Allocations that the SAO considers not sufficiently demonstrated as supportive of S&A funded programs will be reviewed and adjustments made accordingly to reconcile the S&A Fee account. A copy of the SAO letter was provided with the Board’s materials and a copy of the university’s response will be provided to the Board.

#### **Information – 2012 Financial Statement**

A copy of the audited financial report for CWU for the period of July 1, 2011 through June 30, 2012 was provided to the Board for informational purposes.

#### **Information – State Auditor’s Reports**

The State Auditor’s report on the university’s financial condition includes the financial statements for the entire university, along with the system (auxiliary funds) and athletics funds. The auditors performed field work for all three audits. The auditors confirmed CWU will have no material audit findings and one single exit item (lowest level recommendation). CWU had one exit item from last year regarding the calculation of tuition discounts, but that issue was resolved and they are satisfied with the current process.

These reports for the period of July 1, 2011, through June 30, 2012, were provided to the Board of Trustees for informational purposes in the Communication Report.

### **Action – Short-Getz Apartment Renovation Project**

Getz-Short is a CWU apartment complex situated along University Way and is very popular with students due to its proximity to both campus and downtown shopping. Getz-Short Apartments consist of 1 and 2 bedroom units that were built in the 1960s, but have not received a significant renovation since. The 2005 Comprehensive Housing Master Plan recommended a Getz-Short renovation once the Barto Hall project was completed to continue its useful life for another 30 years or more. This request before the Board was to initiate the renovation project by delegating authority to hire a project architect.

**Motion 13-11:** A motion that the Board of Trustees of Central Washington University delegate authority to the Vice President for Business and Financial Affairs, or designee, to hire a project architect and proceed with design was presented by Mr. Thompson and seconded by Mr. Dixon. Motion approved.

### **Public Affairs –Annette Sandberg and Ron Erickson**

#### **Information – Marketing and Legislative Update**

Ms. Schactler provided a marketing update that demonstrated how our faculty and students are generating earned media. She showed examples of publications that have been developed such as the Connections and Beacon magazines, career networking postcards and a website for the Athletic Director search. The marketing department has created brand awareness through direct mailing pieces and is working on branding the new Westlake office.

During her legislative update she reported that the latest revenue forecast was flat, and that is considered good since it indicates that we are slowly recovering from the recession. She discussed the legislative budget schedule and policy proposals for the Education Specialist Degree, tuition policy and the State Need Grant. She reported Science II day in Olympia was successful and that letters of support from alumni, students and faculty appear to legislators have had a positive impact. She noted that we are now half way through the budget process, but the final outcome will likely depend on negotiations between leaders of both sides of the legislature.

### **Administrative – Lindsey Sires**

#### **Information – PERC Decision**

The Public School Employees (PSE) of Washington filed an unfair labor practice complaint (PERC 24687-U-12-6313) with the Public Employment Relations Commission (PERC) against Central Washington University in March 2012. PERC issued its decision (11630-PSRA), which ruled that CWU did commit an unfair labor practice by removing the secretary senior position in the Center for Teaching and Learning from the bargaining unit and not bargaining the removal of the position with PSE. As required by the PERC order, CWU has reestablished the secretary senior position in the Center for Teaching and Learning as a bargaining unit position, posted the Official Notice to Employees and the notice is hereby entered into the meeting minutes:

#### **CASE 24687-U-6313; DECISION 11630 PRSE**

The Washington Public Employment Relations commission conducted a legal proceeding and ruled that Central Washington University committed an unfair labor practices and order use to post this notice to employees:

We unlawfully skimmed the Secretary Senior – Center for Teaching and Learning Position from the bargaining unit.

To remedy our unfair labor practices:

We will restore the status quo ante by restating the Secretary Senior – Center for Teaching and Learning position to the bargaining unit/

We will not, in any manner, interfere with, restrain, or coerce our employees in the exercise of their collective bargaining rights under State of Washington.

Signed by Stevan DeSoer, February 26, 2013.

### **Action – Change the title of the Faculty Senate Academic Code**

The Faculty Senate, at their March 6, 2013 meeting, voted to approve the name change of the current Faculty Senate Academic Code to be re-titled the “Faculty Code”. Such a change would actually return the Code to something closer to its former title, when it was known as the “Faculty Code of Personnel Policy and Procedure”.

There are two substantive reasons in favor of the change:

(1) The phrase “Academic Code” is often used (albeit informally) to refer to other policies, such as the Student Code of Conduct. Changing the title of the Academic Code to “Faculty Code” would remove such confusion.

(2) “Faculty Code” is more descriptively apt than “Academic Code” for two reasons:

- (a) The Code specifically concerns faculty matters. The term “academic” does not convey that specificity, for it is commonly also applied to student matters;
- (b) The word “academic” connotes scholarly matters, yet the Code concerns not just scholarly matters but also administrative procedure.

**Motion 13-12:** A motion that the Board of Trustees of Central Washington University approves the title change from Faculty Senate Academic Code to the Faculty Code was presented by Ms. Sires and seconded by Mr. Erickson. Motion approved.

### **REPORTS AND CONSENT AGENDA**

Chair Morrison noted for the record that he appreciated the President summarizing the reports and communications for the Board. He then asked if any members of the Board wished to comment on or discuss the reports and communications received. Hearing none, he moved to the consent agenda.

### **CONSENT AGENDA**

**Motion 13-13:** The Board of Trustees approves the consent action items and accepts the consent information and report items submitted April 5, 2013 was submitted by Mr. Erickson and seconded by Mr. Liu. Motion approved.

**Next Meeting:**

Chair Morrison announced that the next special and regular meetings of the Board of Trustees will be June 6 and 7, 2013 at CWU Ellensburg Campus. The Ellensburg commencement ceremonies will be held on June 8, 2013 and the Westside commencement ceremony at ShoWare Center will be held on June 9, 2013.

Meeting adjourned at 12:42 p.m.



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



Sid Morrison, Chair  
Board of Trustees  
Central Washington University