



**Board of Trustees Minutes
Regular Meeting
February 7, 2014**

Approved April 4, 2014

February 6, 2014

The trustees had a social dinner with President and Mrs. Gaudino at the University House.

February 7, 2014

EXECUTIVE SESSION

Present:

Mr. Sid Morrison, Chair
Mr. Keith Thompson, Vice Chair
Ms. Amy McCoy
Mr. Ron Erickson
Mr. Dan Dixon

Absent:

Ms. Kate Reardon
Ms. Annette Sandberg
Mr. Chris Liu

The Board convened in Executive Session at 8:00 a.m. for the purpose of consulting with legal counsel pursuant to RCW 42.30.110(1)(i). The Executive Session adjourned at 9:05 a.m.

BUSINESS MEETING

The business meeting was called to order at 9:11 a.m.

Present:

Mr. Sid Morrison, Chair
Mr. Keith Thompson, Vice Chair
Mr. Chris Liu (via phone for motions 14-01, 14-02 and 14-03)
Ms. Amy McCoy
Mr. Ron Erickson
Mr. Dan Dixon

Absent:

Ms. Kate Reardon
Ms. Annette Sandberg

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, Vice President for Operations
Ms. Linda Schactler, Chief of Staff/Executive Director, Public Affairs & Secretary to the Board
Mr. Alan Smith, Assistant Attorney General
Ms. Kim Dawson, Administrative Operations Coordinator

Changes to the Agenda

Motion 14-01: A motion to revise the agenda to consider the consent agenda items immediately following this motion was presented by Mr. Dixon and seconded by Mr. Erickson. Motion approved.

Approval of the Revised Agenda

Motion 14-02: A motion that the Board of Trustees of Central Washington University hereby approves the revised agenda of the meeting of February 7, 2014 was presented by Mr. Dixon and seconded by Mr. Thompson. Motion approved.

Action – Consent Agenda

Motion 14-03: A motion that the Board of Trustees approves the consent agenda of February 7, 2014 was presented by Mr. Dixon and seconded by Mr. Thompson. Motion approved.

The Board requested a briefing on the faculty tenure and promotion in order to have a more thorough understanding of the role of the Board of Trustees in the process. The briefing will be arranged for the April 4 Board meeting.

Approval of Minutes

Motion 14-04: A motion that the Board of Trustees of Central Washington University hereby approves the minutes of the special and regular meetings of December 5 and 6, 2013 was presented by Mr. Dixon and seconded by Ms. McCoy. Motion approved.

CHAIR REPORT

Chair Morrison noted that the legislative session is underway and he looked forward Linda Schactler's legislative update to see where we stand in both the operating and capital budgets.

Mr. Morrison stated that over the past year the Board has appreciated the briefings on the iCAT project and wished to commend the iCAT team leaders and the many employees and consultants who have dedicated hours to its success. In recognition of this accomplishment, he asked Trustee Dan Dixon read Resolution 14-01.

Central Washington University Board of Trustees Resolution 14-01

WHEREAS, the Central Washington University Board of Trustees strongly supports the need for the university's information infrastructure to be updated and approved the commitment of funds for this important endeavor; and

WHEREAS, President Gaudino charged the campus community (students, faculty, and staff) to review all of the university's administrative systems, streamline processes, and employ digital solutions where possible; and

WHEREAS, President Gaudino initiated the "Improving Campus Applications and Technology (iCAT)" project to design and implement a set of system priorities to bring the university's core systems up to date,

increase efficiencies in key business process areas, and improve the interaction of staff and student systems; and

WHEREAS, from January 2013 through January 2014 the following iCAT projects were successfully completed within budget and scheduled timelines: cAPPS, Faculty Workload and Activity Reporting, Online Purchase Requisitions, Online Travel, Human Resource System Upgrade, Finance System Upgrade, Split Campus Solutions, and Human Resources Database, along with a security redesign and the implementation of MyCWU;

NOW, THEREFORE, BE IT RESOLVED that the Board commends the university community for its participation in this project by attending focus group meetings, providing feedback and support, and understanding and committing itself to the changes that will pave the way to the new university information infrastructure; and

BE IT FURTHER RESOLVED that the Board commends the individual university project sponsors, Stevan DeSoer and Connie Williams; the individual university project managers, Tina Short and Sue Noce; the CedarCrestone project manager, Gene Shoda; and the university iCAT project sponsor and manager, Sherer Holter, for their leadership; and

BE IT ALSO RESOLVED that the Board commends the entire iCAT team for its dedication, hard work, and support in implementing these initiatives; and

SO BE IT FINALLY RESOLVED that these new business processes and procedures to create an innovative streamlined campus receives a standing vote of acclamation, with the sincere appreciation and support of the Board of Trustees.

ADOPTED this 7th day of February 2014.

Signed by Sid Morrison, Chair on behalf of
Keith Thompson, Vice Chair, Chris Liu, Dan Dixon, Annette Sandberg, Ron Erickson, and Amy McCoy

Motion 14-05: A motion that the Board of Trustees of Central Washington University hereby approves [\[Resolution 14-01\]](#) honoring the entire iCAT team for its dedication, hard work, and support in implementing a set of system priorities to bring the university's core systems up to date, increase efficiencies in key business process areas, and improve the interactions of staff and student systems was presented by Mr. Dixon and seconded by Mr. Erickson. Motion approved.

PRESIDENT'S CELEBRATIONS AND COMMUNICATIONS REPORT

Distinguished Service

Dr. Gaudino introduced Mr. Bill Yarwood, Director of Facilities Planning and Construction, who presented *Mr. Barry Caruthers*. Mr. Caruthers retired in January after 23 years with CWU. Bill mentioned that Barry started working in FMD while he was getting his construction management degree here at CWU. He started as a full-time employee the day after he received his degree. Mr. Caruthers was the project manager for many construction projects on campus and at University Centers.

Dr. Gaudino then introduced Mr. Michael Moon, Director of Facilities Management and Operations, who presented *Mr. Brad Sparks*. Mr. Sparks retired in January after 26 years with CWU. He came to us from the private sector and his advice to make sound judgment on electrical system will be missed.

Other Celebrations

The President introduced Dr. Jesse Nelson, associate dean of student achievement, who presented *Mr. Jonathan Cortez*, a senior at Davis High School in Yakima. Mr. Cortez has not only participated in the College Success Foundation, but he is one of the Latino Education Achievement Program (LEAP) scholarship recipients. Mr. Cortez will attend CWU this fall and is very excited about the opportunities that Central has to offer. He thanked President Gaudino and the Board for inviting him to speak today and shared that he came to this country from Mexico and is an undocumented, "1079" student. As a young child he never imagined he would have the opportunity to go to college. He hopes that his story will help students in similar situations realize that they, too, can attend college.

The President next introduced *Professor Dominic Klyve*. Dr. Klyve was previously recognized at the December board meeting along with his students for their "weird number" calculation. Dr. Klyve recently received the National Henry L. Alder Award for Distinguished Teaching from the Mathematics Association of America. The Alder Award goes to individuals whose teaching has been extraordinarily successful and who have had influence beyond their own classrooms.

The President emphasized that it was the collaborative nature of University Advancement, working in partnership with the faculty and deans that led to CWU receiving three recent gifts/grants. Development Officers Kari Anderson and Catherine Scarlett were instrumental in securing a \$100K gift for Geography: The Joseph P. and Gillian A. Stoltman Endowed Scholarship. This gift provides merit-based scholarships to either undergraduate students majoring in Geography or graduate students in the MS in Resource Management program.

The Department of Biology received \$350K in grants to acquire a flow cytometer, to create new and updated biological sciences curriculum using flow cytometry, and to foster undergraduate research. The funds for the 3-yr program come from W.M. Keck Foundation, the M.J. Murdock Charitable Trust, and the Seattle Foundation. Grants were acquired by University Advancement Director of Corporate and Foundation Relations, Margaret Reich, and Biology Professors *Blaise Dondji, Holly Pinkart, Gabrielle Stryker, Ian Quitadamo, and Linda Raubeson*. The President also noted that the Foundation recently received a verbal commitment and initial pledge payment for a gift of \$150K to support the Finance program in the College of Business over the next five years.

Reports

The *Faculty Senate* reported that the ad hoc committee on the formation of a new college continues to gather feedback. The information this committee develops will be shared with the Faculty Senate during spring quarter. The curriculum committee continues working a large number of curriculum proposals. The Senate has received this year's nominations for Distinguished Faculty and those recommendations will come to the Board for approval at the April meeting. The general education committee is now accepting courses for the revised general education program, which is scheduled to start academic year 2015-16. During winter quarter, the Faculty Senate will hold several faculty forums on evaluation of teaching, semester feasibility, and possibly resource centered management (RCM).

The President noted that the *ASCWU BOD* has had a strong start to winter quarter as they continue to work on a fresh-air initiative, a zip car proposal, CWU legislative priorities, upcoming BOD elections, and Central Transit. The BOD has also been working this year to develop relations with the Alumni Association.

The *Employee Council* reported on the addition of two new officers to the council: a budget officer and a technology officer. The employee council website is being redesigned to better provide important, timely and relevant information to the CWU classified employee community. Other initiatives they are working on include establishing a budget and clarifying the roles and responsibilities of employee council. The goal is to bring the group to the same level of autonomy as the exempt employee association and the faculty senate.

Communications

The President reported that the Board received another anonymous letter from a concerned member of the community who uses the pen name "Mary Smith." The letter expressed additional concerns about university reserves. A second anonymous letter from "Bullied at CWU" expressed concerns regarding a workplace bullying claim previously investigated by the State's Labor and Industries (L&I) department. Dr. Gaudino noted that the university responded appropriately and in accordance with state and university guidelines. As there has been no further communication from L&I, we are confident that further action is unnecessary. The final communication received was from Ivan Dansereau at the Washington State Auditor's Office explaining the upcoming, annual audit process.

Chair Morrison thanked the President for his report, and expressed his gratitude to everyone for the wonderful work that everyone is doing and our investment in shared governance

PUBLIC COMMENT

Chair Morrison noted that no individuals had signed up for public comment.

STRATEGIC PLANNING

Theme 3, Scholarship and Creative Expression

Dr. Melody Madlem, Strategic Planning Director, introduced theme 3 of the strategic plan: scholarship and creative expression. Theme 3 has two fundamental objectives: 1) increase the emphasis on and the opportunities for students, faculty and staff to participate in research and creative expression; and 2) increase the external funding received for research, scholarship, and creative expression by faculty, staff, and students.

Dr. Kara Gabriel, director of the office of undergraduate research, reported on undergraduate scholarship. She noted that providing opportunities for faculty, staff and students to engage in scholarship and creative activities at CWU not only helps to build, but also it reinforces, a community of scholars. For faculty, engaging in scholarship advances their discipline and enhances their classroom teaching because it keeps the material in that course up to date. We have many model programs that truly support scholarship and creative expression. Some of those programs have specific disciplines or student backgrounds like the McNair Scholars, the Science Talent Expansion Program, or the Science Honors Research Program. In addition, we hold our annual Symposium on University Research and Creative Expression (SOURCE).

Dr. Kevin Archer, Interim Dean of the School of Graduate Studies, highlighted graduate scholarship in terms of external and internal funding. Active scholarship helps establish the brand of CWU and keeps faculty at the top of their disciplines. We need active scholarship to be good teachers. Dr. Archer noted that some things he would like to accomplish in the future include a new structure for internal funding awards, increasing the number of large (>\$500,000/year) awards, offering faculty grant writing workshops, and better tracking of faculty scholarship (sponsored and unsponsored).

Steve Hussman, University Archivist and Faculty Chair of Libraries, talked about infrastructure and how it is the foundation to documenting scholarship and creative expression. The Library has some new technologies that are adding to this success, including the academic and research commons, MediaAMP, a streaming audio/video service, and ScholarWorks, a digital institutional repository.

Martin Sanchez is a recent CWU graduate who received a Bachelor of Science in Public Health and is now employed with Yakima Valley Memorial Hospital as a community health specialist. He explained that he is the youngest of seven siblings, brought to the US as children by their parents. He explained how undergraduate research opportunities have impacted his life. He and another student received the College of Education and Professional Studies Best Poster Presentation Award at SOURCE in 2012. This created an opportunity to present at a state conference where they had a chance to interact with public health professionals. He stated that the one-on-one mentoring and the research opportunities he received at CWU helped him get the job he has today.

COMMITTEES

Academic and Student Life – Trustees Liu and McCoy

Action – Degree Approval, Bachelor of Science in Geography

The Bachelor of Science (BS) in Geography is organized around two well-defined specializations: a Geographic Information (GI) Science Specialization and an Environmental and Resource Geography Specialization. This new degree program and specializations were designed to meet the career needs and academic interests of students, particularly given the growth of science, technology, engineering, and math (STEM) occupations in the regional and U.S. economies. This new degree will make CWU the only institution in Washington State to offer a BS in Geography.

Graduates in the GI Science Specialization will be well prepared for employment as managers and analysts of spatial information, including positions in business, governmental agencies, and private consulting, as well as graduate study and advanced professional certification. Graduates in the Environmental and Resource Geography Specialization will be prepared for careers in natural resource management and are likely to be employed by federal, state, and tribal agencies, as well as private consulting firms. Advanced graduate study also is an option.

This new degree was approved by the Faculty Senate on January 8, 2014.

Motion 14-06: 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 Geography was presented by Ms. McCoy and seconded by Mr. Thompson. Motion approved.

Business and Financial Affairs – Trustee Thompson

Enrollment and Finance Update

John Swiney, Associate Vice President for Enrollment Management, reported on fiscal year 2014 enrollment noting that total winter 2014 new enrollments are on target. Continuing student enrollments exceed our targets, allowing us to meet funding projections for FY 2014. Winter headcounts are back on target after the fall 2013 drop. Our total headcount annual average is projected to be 10,200. With regard to winter 2014 recruitment, new freshmen exceeded winter 2013 by 90%. New transfers are below winter 2013 by 9%. We are steady on the Ellensburg campus, but down at University Centers. Online course enrollments have grown by 10%, and post-baccalaureates and graduates are steady. Thanks to the efforts of many and due to several new strategies in the areas of financial aid, student success, registrar, and enrollment management communications, 200 of the 230 continuing students we lost in fall 2013 came back winter 2014.

Connie Williams, Associate Vice President for Finance and Business Auxiliaries, updated the Board on the fiscal year 2014 budget. The university-wide budget for fiscal year 14 increased \$35.1M over the prior year, primarily due to an increase in capital funds, \$22.1M, an increase in projected grants and contracts of \$6.3M and, as a result, and increase in associated facilities and administrative cost recovery.. As of December 31 our actual expenditures are below (or are within a tolerable range) of projected budgeted expenditures. Ms. Williams

explained the items that fall under capital projects. She noted that we are in the construction phase of the Science II building, which will house departments of Geology, Physics, and the Center for Excellence in Science and Mathematics Education. The four-story structure will occupy the center of the “science neighborhood” on campus. We received design funds in the 2011-2013 biennium for the proposed Samuelson project. This project renovates, demolishes and remodels the old “SUB” building to house programs in the Sciences. Our combined utilities project will replace deteriorated, energy inefficient utilities and will minimize cost by utilizing common pathways. Finally, our minor works funding will address multiple projects to preserve existing state facilities.

Action – S&A Supplemental Allocation

Mr. Thompson reported that the Service and Activities Fees 2013-14 base budget was approved by the Board of Trustees in December 2013. The S&A committee now seeks approval to increase the base budget by \$46,552.73 to fund the one-time mandatory pay increase classified staff and the state minimum wage increase, which went into effect January 1. This request is also recommended by Budget and Finance Committee.

A second request from the CWU Police Department would expand the Rape Aggression Defense (RAD) Women’s Basic Physical Defense academic class into a non-academic program, which will allow trainers to reach more students. The fund will be used for the purchase of equipment, training to start the program and to cover the additional expenses for the program in years two and three. The total amount of funding requested is \$32,090.

Since the dollar amount for each of these requests exceeds \$25,000, Board of Trustees approval is required.

Motion 14-07: The Board of Trustees of Central Washington University hereby approves the increase to the Services and Activities base budget totaling \$46,552.73 to accommodate the one-time mandatory pay increases for classified staff and the increase to the minimum wage approved by the Washington State Legislature. We also approve the supplemental allocation of \$32,090 to support the cost of expanding the CWU Police Department RAD Women’s Basic Physical Defense Program beyond the classroom. The motion was presented by Mr. Thompson and seconded by Mr. Dixon. Motion approved.

Action – Summer Session 2014 Budget

Mr. Thompson noted that after review and recommendation by the Budget and Finance Committee, Provost and Associate Provost, the Summer Session 2014 budget was presented for approval. The Summer Session tuition increase has historically been equal to the tuition increase applied the previous fall quarter. Therefore, the proposed tuition rates for summer 2014 are zero percent for resident undergraduate tuition and a 5% increase for non-resident undergraduate and resident and non-resident graduate tuition.

Motion 14-08: A motion that the Board of Trustees of Central Washington University hereby approves the Summer Session 2014 budget was presented by Mr. Thompson and seconded by Ms. McCoy. Motion approved.

Action – Getz-Short Project

The Getz-Short apartment complex, situated along E. University Way, consists of 1 and 2 bedroom units, which were built in the late 1960s but have not received a significant renovation since that time. The Comprehensive

Housing Master Plan identified Getz-Short for renovation once the Barto Hall project was completed, in order to sustain the useful life of Getz-Short for another 30 years or more. After a thorough review process, it is now recommended the current structure be demolished and a new facility constructed in its place.

Motion 14-09: The Board of Trustees of Central Washington University hereby delegates authority to the Vice President for Operations, or designee, to a) hire an architect to design and create construction documents for Getz-Short; b) hire a construction firm; c) demolish the current complex; and d) build a new facility, replacing the current Getz-Short apartment complex

The Board further delegates to the Vice President for Business and Financial Affairs approval to finance the project at an estimated cost of \$11 million. The motion was presented by Mr. Thompson and seconded by Ms. McCoy. Motion approved.

Action – Depository Services Resolution for Governmental Entities

The three Depository Services Resolutions for Governmental Entities authorize U.S. Bank National Association as a depository of university funds and updates the list of individual authorized to sign on the accounts.

Motion 14-10: A motion that the Board of Trustees of Central Washington University approves the Depository Services Resolutions for Governmental Entities, Nos. [\[14-02, CWU Investment Resolution\]](#) [\[14-03, CWU Main Checking Account\]](#) and [\[14-04, CWU Payroll Account\]](#) was presented by Mr. Thompson and seconded by Mr. Dixon. Motion approved.

Operations and Administrative – Trustee Dixon

Information – MyCWU Portal

Gene Shoda reported that the launch of the MyCWU portal was very successful thanks to the work of hundreds of staff, students and faculty in development, focus groups and feedback sessions, testing, and training. MyCWU is a personalized desktop that reflects individualized roles for students, faculty and staff. The single sign on link provides access to current workflow systems such as travel, purchasing and human resources and, in the near future, positive time recording and on-boarding.

Information – Legislative Briefing

Linda Schactler updated the Board on the current legislative session, noting that we are almost halfway through the current session. Although the economy is improving slightly, the Supreme Court has ruled that the State is required to show significant progress on funding for K-12 basic education, so it is likely that there will be no additional funding for higher education.

Chair Morrison asked Ms. Schactler where we are now regarding tuition setting authority. He recalled the December discussion regarding the possible necessity of a tuition increase if general support is not forthcoming. Ms. Schactler explained that House Bill 1795, signed into law in 2011, allows higher education governing boards to set resident undergraduate tuition through academic year 2015. However, Ms. Schactler explained that House and Senate members disagree on whether to allow institutions to exercise this authority for the 2014-2015 academic year. The Senate proposes to freeze tuition; the House proposes to sustain tuition authority for universities. CWU's supplemental operating budget request asked for \$5.2 million to eliminate the need for a tuition increase of 6-7% and \$3.6 million in continuing and \$1.36 in one-time funding to expand access to computer science and engineering.

Ms. Schactler also reported that we submitted a supplemental capital budget request for the renovation of the CHCI facility that will service the award-winning Aerospace Studies and Military Science ROTC programs.

Next Meeting:

Chair Morrison announced that the next special and regular meetings of the Board of Trustees will be April 3 and 4, 2014. He thanked the entire CWU community for their hard work and dedication.

Meeting adjourned at 12:19 p.m.



Linda Schactler, Secretary to the
Board of Trustees
Central Washington University



Sid Morrison, Chair
Board of Trustees
Central Washington University