

Preparing for CWU Board of Trustees' Meetings

The CWU Board of Trustees is constituted under state law ([RCW 28B.35](#)). The board is comprised of eight individuals appointed by the governor with one member being a student trustee. The term of office for the trustees is six years and they may be reappointed, with the exception of the student trustee, who is appointed for only one year. In addition to state law, the Board of Trustees is governed by the [Board of Trustee Bylaws, Constitution and Policy](#).

Members of the Board of Trustees currently meet five times a year to be advised of important matters related to Central Washington University and to take formal action on others. The Board of Trustees currently functions with three standing committees: Business and Finance (Keith Thompson and Glenn Johnson), Academic and Student Life (Ron Erickson and Erin Black), and Operations (Chris Liu and Dan Dixon). The chair of the Board is Keith Thompson and the Vice Chair is Ron Erickson.

The following information is intended as a basic guideline to assist in submitting, presenting, and formatting information for the CWU Board of Trustees along with links to applicable documents.

For additional assistance, please contact

Linda Schactler, Board of Trustees Secretary
Chief of Staff, Office of the President
509-963-1384
schactler@cwu.edu

or

Kim Dawson, Executive Assistant
Office of the President
509-963-2159
dawsonk@cwu.edu

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Useful Links for Board of Trustee Information:

[Board of Trustee Web Page](#)

[Board of Trustee Enabling Statute RCW 28B.35](#)

[Board of Trustee Bylaws, Constitution and Policy](#)

[Board of Trustee Information](#)

[Board of Trustee Agenda](#)

[Sample Action Item](#)

[Sample Information Item](#)

[PowerPoint Template](#)

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Submitting Information and/or Action Items to the CWU Board of Trustees

- ✓ **All items** with a budgetary impact will be approved by the vice president for Business and Financial Affairs. Approvals for addition or deletion of degree programs must include the endorsement of the Faculty Senate and the Provost's Council.

2016-2017 Board of Trustees Agenda Items Submittal Schedule Meeting Dates

Initial Draft Due to BOT Secretary	Final Draft to BOT Secretary	Agenda Released	Board Meeting Date
October 3, 2016	October 10, 2016	October 13, 2016	October 21, 2016
January 9, 2017	January 16, 2017	January 19, 2017	January 27, 2017
March 13, 2017	March 20, 2017	March 23, 2017	March 31, 2017
May 1, 2017	May 8, 2017	May 11, 2017	May 19, 2017
July 3, 2017	July 10, 2017	July 13, 2017	July 21, 2017

For information regarding the public's opportunity to comment during the Board of Trustees' meeting, go to [Board of Trustee Public Comment Rules](#).

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Presenting Information at Meetings of the CWU Board of Trustees

When speaking before the Board, your presentation should be to the point and flow logically. Below is a suggested format:

1. State your name and position.
2. State the topic and give context.
3. State up-front what you want the trustees to do. (Is the topic “for information” or “for board action”?) If it is “for action” state what action the board may take. Action items always require briefing or background information.
4. Outline what will be presented today and what questions are posed for discussion.
 - Presentation should be clear and concise.
 - If there are three or four topics, deal with them separately, one at a time, and do not confuse them.
 - Presentation should include a brief history of item (give general background information down to specific information for the item).
 - If this topic went to the Board at a previous meeting, summarize what happened.
 - Explain options, if any, you considered in analyzing your issue. (You did your homework as you looked at the issue and here is what you considered.)
 - Summarize and give administration’s recommendations.
5. Remember to address your presentation to the Board of Trustees. The Board will decide when/whether to address questions to the audience.
6. If you are doing a PowerPoint presentation, use the [PowerPoint Template](#).

Formatting Items for Presentation to the CWU Board of Trustees

Submit all documents electronically to the appropriate vice president’s office. Once approved, the divisional Administrative Assistant will forward to the BOT Secretary and the President’s Office Executive Assistant. Once approved by the Board Secretary, the Executive Assistant will load the documents to the CWU Board of Trustees web page.

Equipment/Software Program:	PC, Microsoft Word, Excel or PowerPoint
Font Style:	Regular
Font:	Calibri

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Word Font Size:	11 point (preferred)
PPT Font Size	No less than 20 point; 32 preferred for headings; 28 preferred for outline
Page Margins:	Item cover sheets are submitted on electronic letterhead with one inch margins on all sides.
Paragraph Alignment:	Left justified
Title of Item Cover Sheet (one page only): <u>Sample Action Item</u> <u>Sample Information Item</u>	Title Case, Bold Example: Action – Consent Agenda (All item cover sheets are structured in this order <u>and 1 page only.</u>) Information items should be new information, avoid repeating the same information at each meeting
Attachments:	Please list the titles of any and all attachments accompanying your item. Examples: 1. Consent Action and Report List 2. Project Status Report 2012.02.03
Description:	Each item cover sheet will have a 1-2 paragraph description of the item.
Jargon:	Translate jargon. Assume the audience for the packet is smart and inquisitive, but not higher education geeks.
Action/Information Notation:	Upper and Lower Case Example: Staff recommend the following resolution: The Board of Trustees approve the consent action and accept the consent information items submitted February 3, 2012. Review the upper left hand intro for Info and Action items.

Signature Line:	Each item cover sheet will be submitted with signature lines. Example: Submitted by: (electronic signature) Name Title Approved for submission: (electronic signature of president) Name Title
PowerPoint Presentations: <u>PowerPoint Template</u>	Develop on standard template. Use “bullet” format, not paragraphs. Recap the information to be imparted in the PPT.