



BOARD OF TRUSTEES

**Board of Trustees Minutes
Special Meeting (via Zoom)
March 31, 2020**

Approved April 9, 2020

MARCH 31, 2020

Trustees Present

Ron Erickson, Chair
Robert Nellams, Vice Chair
Ray Conner
Gladys Gillis
Alex Harrington
Jeff Hensler
Zabrina Jenkins

Staff to the Board:

James Gaudino, President
Linda Schactler, Board Secretary & Chief of Staff
Joel Klucking, Board Treasurer & Vice President for Business & Financial Affairs
Kim Dawson, Executive Assistant to the President/Board of Trustees
Alan Smith, Assistant Attorney General

Executive Faculty & Staff

Andreas Bohman, Vice President for Operations
Delores (Kandee) Cleary, Vice President for Diversity & Inclusivity
Lynn Franken, Interim Provost/Vice President for Academic & Student Life
Josh Hibbard, Vice President for Enrollment Management
Kremiere Jackson, Vice President for Public Affairs
Rick Paradis, Interim Vice President for University Advancement

Chair Erickson convened the special board meeting at 1:05 PM. Ms. Schactler took role to confirm that a quorum of the Board was present. The purpose of the meeting was for the Board to discuss COVID-19 planning.

Approval of Agenda

Motion 20-16: Ms. Gillis moved that the Board of Trustees of Central Washington University approve the agenda of the meeting of March 31, 2020. Mr. Erickson seconded the motion, which the board unanimously approved.

Approval of Minutes

Motion 20-17: Mr. Conner moved that the Board of Trustees of Central Washington University approve the minutes from the meetings of February 20-21, 2020, February 28, 2020, and March 20, 2020. Ms. Gillis seconded the motion. The motion was approved.

Mr. Nellams reported that in February, Trustees asked for a March 31 meeting, anticipating that we would begin the discussion about the search for President Gaudino's successor. We will have that discussion, and it will be comprehensive, but our current focus is on COVID-19 planning.

COVID-19 BRIEFING

President Gaudino explained that on February 29, Governor Jay Inslee declared a state of emergency in all Washington State counties, in response to the advance of the SARS-CoV-2 virus. That proclamation was followed by a series of proclamations and orders by state and local agencies that resulted in the closure of CWU facilities to the public, the move of academic content online for spring quarter, and a shelter-in-place order for Kittitas County on March 23, 2020.

As of March 24, two students have tested positive for COVID-19: one now living in King County, and one staying in Grant County.

The president and vice president reviewed activities that have prepared the university to operate online through spring quarter.

Vice President Joel Klucking described the financial impact to the university, anticipating \$15 to \$20 million in reduced revenue through spring quarter. Much of the reduced revenue, about \$12 million, is due to absence of students on campus and using housing and dining services. The revenue from the non-academic portion of university activities generates revenue that supports bonds of about \$152.9 million, which were used to build student housing. The next bond payment of roughly \$9 million is due May 1, 2020. CWU has funds set aside in the current that will be used for this payment. The university's monthly expenses for salary and benefits total about \$15.5 or about \$3.7 million per week.

In order to address this drastic reduction in revenue, on March 19, the university implemented the following short-term measures to sustain service to students, to support employment and to ensure organizational financial integrity.

- Suspend all university-sponsored travel through the end of spring quarter.
- Freeze all hiring, including all hiring activities in which an offer has yet to be tendered.
- Restrict purchasing to essential functions and services.

CWU anticipates saving \$8 million from these measures over the course of spring quarter.

The federal government is providing some assistance to higher education institutions. Disaster recovery aid is tentatively forecast to total \$4 million.

Trustee Gillis suggested the university leverage immediate interests in online academic programming by increasing marketing investment in this area. Trustees Gillis and Erickson recommended avoiding spending cash to close the deficit. Trustee Gillis asked staff to move quickly to develop a budget plan that refines the budget gap estimate and provides a timeline and plan to address it, including consideration of staff layoffs.

Vice Chair Nellams asked staff to schedule a follow-up board meeting during the week of April 6, 2020, at which time the board could review budget-reduction scenarios and other strategies to stabilize the university budget.

The special meeting adjourned at 2:09 PM.



Linda Schactler, Secretary to the
CWU Board of Trustees



Ron Erickson, Chair
CWU Board of Trustees