



**Board of Trustees Minutes
Regular/Special Sessions
December 6-7, 2007**

Approved February 1, 2008

December 6, 2007

Dr. McIntyre and Trustees Leslie Jones, Sanford Kinzer, Rebecca Neighbors, Patricia Notter, Keith Thompson, and Judy Yu met for dinner and conversation at the President's Reception Center. No action was taken.

December 7, 2007

Executive Session

The board convened in executive session at 9:00 a.m. for 90 minutes, extended for 30 minutes at 10:30 a.m., to discuss a collective bargaining matter excluded from the open meetings act per RCW 42.30.140 (4) (a) and under the authority of RCW 42.30.110 (g) "to review the performance of a public employee. . . ." and (i) "to discuss with legal counsel representing the agency . . . litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is . . . a party . . ."

Committee Sessions

Trustees discussed the university's supplemental operating and capital budget request and the proposed Head Start Collocation project before hearing a presentation from Student Affairs and Enrollment Management regarding current and projected student demographics. Individual committee sessions, a meeting with President McIntyre, and lunch completed the morning session. No action was taken.

Reconvened in Regular Session (1:37 p.m.)

Trustees Present

Ms. Leslie Jones
Mr. Sanford Kinzer
Mr. Sid Morrison, Vice Chair
Ms. Rebecca Neighbors
Ms. Patricia Notter
Mr. Keith Thompson
Mr. David Valdez
Ms. Judy Yu, Chair

Others Present

Dr. Paul Baker, Vice President for University Relations
Mr. Rich Corona, Vice President for Business and Financial Affairs
Ms. Kim Loran, Assistant Attorney General
Dr. Jerilyn S. McIntyre, President
Ms. Judy B. Miller, Secretary to the Board
Dr. David Soltz, Provost/Senior Vice President for Academic Affairs
Dr. Libby Street, Chief Planning Officer
Dr. Charlotte Tullis, Vice President for Student Affairs and Enrollment Management

Introductions

Steve Wenger, manager of the Wildcat Shop, introduced *Gloria Wilson*, who spent twenty-five of her thirty years at Central in the university's bookstore and was Bookstore Supervisor when she retired August 31. Gloria, whose helpfulness in solving problems demonstrated her sincere regard for staff, faculty, and students, was the welcoming face of the store.

Tracy Pellett, Associate Vice President for Undergraduate Studies, introduced *Karen Raymond* and reviewed her outstanding career in Student Support Services as tutor coordinator, mentor, and friend to countless students and student employees.

Craig Hughes, chair of the Education Department, reviewed the distinguished career of *Minerva Caples*, who came to Central in 1981 as a grant writer and was hired as a tenure-track faculty in 1986. Dr. Caples, one of the original members of the President's Diversity Council, has been involved in several programs, including bilingual education, and has served leadership roles in the Faculty Senate.

Steve Jeffries, chair of the Department of Health, Human Performance and Nutrition, introduced *Andrew Jenkins* and reviewed Dr. Jenkins' contributions to his department, including his reputation for storytelling. Following a serious accident a few years ago, Dr. Jenkins' perseverance in the face of tremendous physical obstacles has inspired his colleagues and his students to be equally determined to achieve.

Chenyang Li, chair of the Philosophy Department, reviewed the long and distinguished career of *Peter Burkholder*, who is completing 42 years at the university December 15. During his tenure, Dr. Burkholder taught philosophy, ethics, and logics and served as department chair. He was instrumental in establishing a philosophy honor society and is known for his love of reading and his penchant for planting trees.

Dave Soltz recognized *Meghan Miller*, dean of the College of the Sciences, who is taking a three-year leave of absence from the university to serve as president of UNAVCO, Inc., a nonprofit research support corporation in Boulder, Colorado. Dr. Soltz reviewed some of Dr. Miller's university and national accomplishments university and indicated that she has set a high standard for scholarship in her department and college. Dr. Miller is passionate about undergraduate student research and has served as a mentor and leader to students and faculty.

Dr. McIntyre acknowledged *David Soltz*, who completed six years as provost in August, is resigning January 4, 2008, to accept the presidency of Bloomsburg University in Pennsylvania. Dr. Soltz worked effectively with his team to accomplish divisional goals and objectives including increasing faculty scholarship, refining the role of continuing education, and increasing the level and type of assistance available to students. He and his wife, Robbie, a productive member of the Biological Sciences Department, made strong contributions to the university and the greater Ellensburg community. They will be missed.

Approval of Minutes – 1

Motion 07-56: Mr. Morrison moved, seconded by Ms. Jones, that the Board of Trustees approves minutes of the regular and special board meetings October 4-5, 2007 Motion carried.

Changes to the Agenda – 2

Ms. Yu reviewed the following changes to the agenda: Item 22, Faculty Retirements – addition of Gerald Gunn, Professor, Economics, effective December 15, 2007 [34 years]; Item 23, Faculty Sabbatical Leave Reports – addition of Sun Key, Associate Professor, Law & Justice, AY 2006-07; Item 27, Faculty Emeritus Status – addition of Gerald Gunn, Professor, Economics, effective December 15, 2007 [34 years]; and Item 31, Faculty Sabbatical Leave Appointments – addition of Karen Blair, Professor, History, Fall 2008 & Winter 2009 and Steven Hackenberger, Professor, Anthropology, Winter & Spring 2009. *Two new items were added:* Item 7a, Approval of Changes to the Faculty Collective Bargaining Agreement and Item 33, Exempt Staff Professional Training Leave – Amy Mumma, World Wine Program Coordinator, Continuing Education, effective October 6, 2007.

Board Chair Report – 3

Ms. Yu reported that trustees have attended various events this fall, including the Comprehensive Campaign Gala October 5, a wine education event in Seattle, and a meeting with Governor Gregoire at the Governor's Mansion December 3. The board is examining their own activities through a self-study mechanism and discussion to identify how they can become a more high performing board. Various members of the university community will be asked to participate in the process.

President's Report

Dr. McIntyre thanked Paul Baker for providing Barge Hall holiday ornaments for the trustees.

Celebrating Special Accomplishments – 4

Football Team – Dr. McIntyre praised Central’s football team for their outstanding accomplishments this year in a tough football conference. Jack Bishop introduced Coach Bo Baldwin and his staff—John Pica, Torey Hunter, Ryan, Sawyer, and John Graham—and applauded them for their efforts. Mr. Baldwin thanked the university’s administration for their support of the team.

Laura Jones – Washington State Teacher of the Year – is a CWU alumna currently teaching in Pasco who is eligible to be considered for national teacher of the year honors.

Outstanding CWU Faculty – four Central faculty were honored recently by the Alumni Association for their outstanding teaching: Eric Mayer, Chad Wassell, David Rawlinson, and Sarah Britto. Each of these faculty routinely receives outstanding teaching evaluations. By their examples, they answer the question recently posed by Governor Gregoire, “What does good teaching look like?” Dr. McIntyre reviewed the contributions of several other university faculty from various disciplines who collectively provide an outstanding learning experience for Central students.

Holiday Card 2007 – Dr. McIntyre presented Brett Floyd, student designer of the president’s 2007 holiday card, with a framed version of his design. Dr. McIntyre explained that students in the graphics design class the preceding fall quarter compete for this honor. This year’s card has received many positive comments from recipients.

The 2007 edition of the President’s Report was distributed to the trustees. Dr. McIntyre thanked Rob Lowery for his work on this outstanding publication.

Legislative Report – 5

Ann Anderson, Director of Government Relations, discussed the university’s supplemental budget request and details of the upcoming legislative session. Since this session will be short, budget submissions will include technical corrections and unanticipated increases, such as fire protection, rather than new initiatives. The university has a reputation with the legislature for being wise stewards of state funds. Combined issues among the baccalaureate institutions include faculty recruitment and retention, salary compression and inequity, and emergency preparedness enhancements. Statewide educational capital needs and proposals to address those needs were reviewed. Ms. Anderson continually reminds legislators that the CWU-Lynnwood Center is a strong contributor to the educational resources in north Snohomish county. Her recent newsletter to legislators focused on math and science education.

Board Committees

Academic Affairs – David Valdez, Chair

Mr. Valdez discussed a spreadsheet the committee received which tracks accreditation efforts and external quality assessments from 2007 through 2012. They discussed the data-tracking system and training efforts needed to ensure success on these important university-wide efforts. The committee of the whole will receive an accreditation update at the February meeting.

Discussion

Summer Session 2008 Budget Proposal – 6

The Summer Session 2008 budget proposal approved by the Budget Advisory Committee November 27 was discussed in the Academic Affairs Committee. Summer session is designed to 1) provide appropriate course and programmatic offerings in order for students to meet their academic needs and interests; 2) provide opportunities and support for faculty; and 3) provide financial support to address the university’s mission. This proposal applies anticipated costs for Summer 2008 against an assumed enrollment level and distribution of enrollments for Summer 2008 equal to that achieved in Summer 2007 and will be presented for board approval in February.

Action

Academic Fee Request – 7

As a result of a change in the law resulting from passage of Initiative 960, all new fees or changes to fees must be submitted to OFM, unless the fee is proprietary. The Attorney General’s Office will soon issue a definition of *proprietary*.

Motion 07-57: Mr. Valdez moved, seconded by Ms. Jones, that the Board of Trustees hereby: a) approves the implementation of those charges or changes in charges that are proprietary and not subject to I-960, as submitted,

effective Winter Quarter 2008; and b) approves the submission to OFM and the Legislature those new fees or changes to fees that are subject to I-960, as submitted. Motion carried as modified.

Faculty Collective Bargaining Agreement – 7a

Changes to the faculty collective bargaining agreement recently approved by the United Faculty of Central Washington University membership were presented for board approval. Dr. McIntyre praised both bargaining teams for their collaborative and professional handling of the contract negotiations.

Motion 07-58: Mr. Morrison moved, seconded by Ms. Jones, that the Board of Trustees approves proposed Articles 1, 10, and 20, and the new wage agreement of the collective bargaining agreement between Central Washington University and the United Faculty of Central Washington University. Motion carried.

Resource Development and Audit – Patricia Notter, Chair

Ms. Notter stated that the committee received a report of a recent visit by Moody’s Investor’s Service regarding the university’s proposed new residence hall. Another visit or conference call will occur in the spring. Construction details for the new residence hall, which will replace beds eliminated when Courson and Muzzall Halls were taken off line, were discussed.

A state audit of the last fiscal year is currently being conducted; results will be presented to the board in March. Campus technology improvements were discussed. A first in the state, Central will launch a fully bilingual, ADA compliant website in January. Summer 2008 plans to renovate the floor and seating at Nicholson Pavilion were discussed. The public phase of the comprehensive campaign is doing well and will be completed in June. Over 90 percent of the goal—\$19.3 million—has been raised through a successful, collaborative effort. Alumni membership is also steadily increasing.

Discussion

Supplemental Operating and Capital Budget Request 2008 – 8

Governor Gregoire, legislative committee staff, and staff from OFM direct institutions to limit requests for operating and capital funding in the second year of the biennium to those needs that constitute emergencies not anticipated at the time the biennial request is submitted. In that spirit, the university supplemental request identified two operating budget and two capital budget items that represent unanticipated emergencies specific to Central Washington University and also agreed to support a combined Council of President’s request to address three additional emergencies.

The two operating budget requests are for a salary technical correction in the amount of \$913,000 and for \$100,000 to respond to an unanticipated increase in fire protection costs. Capital budget requests include \$1.3 million to address the inflated cost of instruction for Dean Hall and a \$2 million placeholder for deconstruction of Courson and Muzzall.

CWU also supports three supplemental operating budget requests shared by the Council of Presidents, of which CWU’s portion of the request includes \$225,000 to enhance emergency preparedness; \$1 million to fund a faculty recruitment and retention pool, and \$380,000 to address salary compression and inequity among exempt and professional staff.

Action

Courson/Muzzall Demolition Update – 8

This action item requests delegation of authority to proceed with the process to remove Courson and Muzzall Halls by awarding the deconstruction contract, if the bidder’s responsiveness is determined to meet the submitted responsibility criteria. Deconstruction of the buildings was determined to be more cost effective and less dangerous. During the deconstruction phase, the Muzzall and Courson structures will be demolished, debris removed from the site, and minor site restoration work will be done. During the second phase, the site will be developed into a landscaped park.

Motion 07-59: Ms. Notter moved, seconded by Ms. Jones, that the Board of Trustees hereby delegates authority to the Vice President for Business and Financial Affairs, or designee, to proceed with award of a deconstruction contract to the successful low responsible bidder, subject to funding approval. Motion carried.

Mr. Valdez left the meeting at 3:32 p.m.

Student Affairs – Sam Kinzer, Chair

Mr. Kinzer reported that the trustees received an outstanding presentation during the committee of the whole regarding who our students are, and who they are likely to be in the future. The Student Affairs committee discussed the Western Undergraduate Exchange [WUE], which is a program of the Western Interstate Commission for Higher Education [WICHE] that allows students who are residents of participating western states to enroll at participating two-and four-year college programs outside of their home state at a reduced tuition rate. Currently, seventy-eight Central students participate, but that number may increase. The committee discussed removing our self-imposed enrollment caps.

Action

S&A Supplemental Allocations – 10

At its meetings October 31, 2007 and November 28, 2007, the Services and Activities Fees Committee approved the following supplemental allocations: Solar Panel Project (CETA Club) – \$900.00; CWU Newspaper Readership Program – \$6,900.00; and Campus Activities – \$20,900. The total allocation request is \$28,700.

Motion 07-60: Mr. Kinzer moved, seconded by Ms. Jones, that the Board of Trustees approves the Services and Activities Fees Committee Supplemental Allocations as presented. Motion carried.

Other Items

Action

Changes to Nondiscrimination Policy [Part 2-2.1, CWU Policies Manual] – 11

Consistent with its bylaws, the board has reserved decision-making authority for “ethics and nondiscrimination policies” [Part 1-1.6]. Proposed changes to the nondiscrimination policy strengthen the university’s commitment to diversity, inclusiveness, and nondiscrimination and include a section concerning the grievance process. Proposed changes were approved by the President’s Advisory Council August 8, 2007.

Motion 07-61: Ms. Notter moved, seconded by Ms. Jones, that the Board of Trustees approves proposed changes to the Nondiscrimination Policy [Part 2-2.1, *CWU Policies Manual*] to strengthen the university’s commitment to diversity, inclusiveness, and nondiscrimination and include a section concerning the grievance process. Motion carried.

Changes to Board Bylaws [Part 1, CWU Policies Manual] – 12

The travel reimbursement policy for the trustees has been reevaluated and streamlined consistent with the State Administrative and Accounting Manual (SAAM). Other proposed changes will modify the distribution of minutes and remove the duties of appointing authorities to the Procedures Manual.

Motion 07-62: Ms. Notter moved, seconded by Mr. Morrison, that the Board of Trustees approves proposed changes to the Board Bylaws, Part 1 of the *CWU Policies Manual*, simplifying the board travel reimbursement policy, modifying the distribution of meeting minutes, and moving the duties of appointing authorities to the Procedures Manual. Motion carried.

Changes to Educational Benefits Policy [2-2.15, CWU Policies Manual] – 13

Proposed revisions to the university’s educational benefits policy will correct terminology referring to veterans, adjust restrictions, clarify approval and release time details, and separate policy from procedure. Proposed changes were approved by the President’s Advisory Council September 5, 2007.

Motion 07-63: Ms. Notter moved, seconded by Mr. Morrison, that the Board of Trustees approves proposed changes to the Educational Benefits Policy, Part 2-2.15 of the *CWU Policies Manual*, realigning veterans terminology consistent with RCW language, adding a section on the approval process, and separating policy from procedures. Motion carried

Head Start Collocation on CWU Campus – 14

The university has enjoyed a long-standing cooperative relationship with Kittitas County Head Start. The proposed project will be mutually beneficial and increase services to students and the community. There is currently a waiting list at the university’s child care facilities. The proposed facility would house current and future Head Start programs as well as CWU’s early learning programs.

Motion 07-64: Mr. Kinzer moved, seconded by Ms. Jones, that the Board of Trustees adopts **Resolution 07-09** authorizing a partnership between Central Washington University and Kittitas County Head Start to create a model

learning environment for parents, birth to five students, early learning teachers, university faculty, and university students. Motion carried.

Reports

Faculty Senate – 15

Faculty Senate Chair Jeff Snedeker reported that the faculty are relieved that the collective bargaining process was resolved successfully. The senate is revamping its bylaws this year which will result in changes to the Academic Code. Five committees are working on a variety of issues. The senate chair, faculty union president, and the provost have met to discuss roles and issues. The Faculty Senate remains committed to providing opportunities for faculty to be heard on issues of concern.

Associated Students of Central Washington University/Board of Directors – 16

President Katie Underwood reported on a successful fall event—Wellington's Wildfire—and indicated that student government is collaborating with the S&A Committee to work through issues of concern to both groups. Students are working to develop a student senate which would mirror the Faculty Senate with representative students from each department. The organization would begin with two students from every college. Students are also preparing for the legislative session.

Staff Organizations – 17

Representing staff, Exempt Employee Association president Staci Sleigh-Layman mentioned that she was proud of the generosity of Central employees as demonstrated by amazing responses to programs such as the president's holiday gift project and the million penny drive.

Communications – 18 [none received]

Consent Agenda – 19

Motion 07-65: Mr. Morrison moved, seconded by Ms. Jones, that the Board of Trustees receives report items 20-26 collectively and approves action items 27-33 collectively. Motion carried. (*Ms. Neighbors abstained; student trustees are not permitted to vote on personnel matters.*)

Consent Personnel Reports

Non-Tenure-Track Faculty Appointments – Fixed Term – 20

[Per terms and conditions outlined in the appointment letter]

Callihan, Ronald, Lecturer, Accounting, AY 2007-08

Faculty Resignations – 21

Creech, Anna, Asst. Professor, Library, effective November 30, 2007

Erickson, Kirsten, Asst. Professor, Library, effective October 15, 2007

Faculty Retirements – 22

Burkholder, Peter, Professor, Philosophy, effective December 15, 2007 [42 years]

Caples, Minerva, Professor, Education, effective December 15, 2007 [23 years]

Gunn, Gerald, Professor, Economics, effective December 15, 2007 [34 years]

Faculty Sabbatical Leave Reports [formerly Professional & Retraining Leave] – 23

Name, Rank, Department, Quarter(s)

Bach, Glen, Professor, Art, AY 2006-07

Bagamery, Bruce, Professor, Finance & OSC, AY 2006-07

Butterfield, Carol, Professor, Education, AY 2006-07

Drake, George, Assoc. Professor, English, AY 2006-07

Easley, Roxanne, Assoc. Professor, History, AY 2006-07

Fallshore, Marte, Assoc. Professor, Psychology, AY 2006-07

Glasby, Stephen, Professor, Mathematics, AY 2006-07

Hickey, Robert, Assoc. Professor, Geography, AY 2006-07

Lillquist, Karl, Assoc. Professor, Geography, AY 2006-07
Mack, Richard, Professor, Economics, Fall 2006 & Spring 2007
Mathias, Kirk, Professor, Health, Human Performance and Nutrition, AY 2006-07
Michel (Rehkopf), Carrie, Professor, Music, AY 2006-07
Sun, Key, Associate Professor, Law & Justice, AY 2006-07

Exempt Staff Appointments – 24

Alvarez, Luz, Retention Counselor/Recruiter, College Assistance Migrant Program, effective Nov 1, 2007
Campbell, Ian, Asst Director, Disability Support Services (Access Technologies), effective Nov 1, 2007
Gaer-Carlton, Katherine, Associate Director, Admissions, effective August 1, 2007
Lambert, Connie, Interim Dean, College of Education and Professional Studies, effective Nov 16, 2007
Lien, Marian, Acting Director, Diversity Education Center, effective October 16, 2007
Webb, Leslie, Interim Assistant Vice President for Assessment and Strategic Planning, Student Affairs and Enrollment Management, effective September 16, 2007

Exempt Staff Resignations – 25

Bowers, Rebecca, Dean, College of Education and Professional Studies, effective September 30, 2007
Hanousek, Mandy, Development Officer, effective November 30, 2007
Miller, Meghan, Dean, College of the Sciences, effective January 4, 2008
Sanden, Karina, Residence Hall Coordinator, Univ Housing/New Student Programs, effective Dec 21, 2007
Soltz, David, Provost/Senior Vice President, Academic Affairs, effective January 4, 2008

Consent Facilities Information

Nicholson Pavilion Gym/Lobby Renovation Project – 26

This renovation project, funded with 2007-09 capital funds, includes the following improvements to the Nicholson Pavilion: replacing the existing gymnasium floor with a new maple flooring system, replacing the existing wood bleachers with a new telescopic seating system with contoured seats and chairs, upgrading the lobby and offices, and adding restrooms. The project will be bid in mid-January 2008 and is scheduled to be completed in September 2008. An action item for award of a construction contract will be submitted at the February 1, 2008 board meeting.

Consent Personnel Action

Faculty Emeritus Status – 27

Burkholder, Peter, Professor, Philosophy, effective December 15, 2007 [42 years]
Caples, Minerva, Professor, Education, effective December 15, 2007 [23 years]
Gunn, Gerald, Professor, Economics, effective December 15, 2007 [34 years]
Jenkins, Andrew, Professor, Health, Human Performance, and Nutrition, effective June 15, 2006 [15 years]

Faculty Military Appointments – 28

Armour, John E. (Lt Col), Professor, Aerospace Studies, Summer 2007

Department Chair Appointments – 29

Armour, John E. (Lt Col), Aerospace Studies, Summer 2007

Faculty Overload Assignments [per terms and conditions outlined in workload plan] – 30

Lochrie, Mary, Assoc. Professor, Education, AY 2006-07

Faculty Leave – Sabbatical Leave Appointment – 31

Beck, Daniel & Ernest, Kristina, Professors, Biological Sciences, AY 2008-09
Blair, Karen, Professor, History, Fall 2008 and Winter 2009
Cook, James, Associate Professor, History, AY 2008-09
Cottrell, Tom, Associate Professor, Biological Sciences, AY 2008-09
Culjak, Toni, Professor, English, AY 2008-09
Ely, Lisa, Professor, Geological Sciences, AY 2008-09
Gellenbeck, Edward, Associate Professor, Computer Science, AY 2008-09

Hackenberger, Steven, Professor, Anthropology, Winter and Spring 2009
Johansen, Anne, Assistant Professor, Chemistry, AY 2008-09
McCutcheon, Pat, Associate Professor, Anthropology, AY 2008-09
Melbourne, Timothy, Associate Professor, Geological Sciences, AY 2008-09
Moreno, Stella, Professor, Foreign Languages, AY 2008-09
Saunders, Peter, Professor, Economics, Winter, Spring, Fall 2009
Wagner, R. Steven, Associate Professor, Biological Sciences, AY 2008-09

Distinguished Service Status – 32

Clement, Bonnie, Secretary, College of the Sciences, effective Nov 30, 2007 [16 years]
Raymond, Karen, Tutoring Coordinator, Academic Achievement, effective Sept 30, 2007 [23 years]
Wilber, Marlene, Program Support Supervisor, Facilities Management, effective Nov 30, 2007 [17 yrs 7 mo]
Wilson, Irma (Gloria) Wilson, Bookstore Supervisor, Wildcat Shop, effective Aug 31, 2007 [30 yrs]

Exempt Staff Professional Training Leave – 33

Mumma, Amy, World Wine Program Coordinator, Continuing Education, effective October 6-20, 2007 and March 7-15, 2008

Executive Session

The board convened in executive session at 4:00 p.m. for 20 minutes, extended 15 minutes at 4:20 p.m., under the authority of RCW 42.30.110 (g) “to review the performance of a public employee. . .”.

Adjourned at 4:32 p.m.

Next Meeting

The board will meet in regular session February 1, 2008, in Barge 412 on the Ellensburg campus of Central Washington University.

Judy B. Miller, Secretary to the
Board of Trustees
Central Washington University

Judy Yu, Chair
Board of Trustees
Central Washington University

Attachment: Resolution 07-09 CWU/Head Start Collocation