

Protocol for Meetings

Board of Trustees – Bylaws

CWU Policy 107-02

Effective: ~~February 2020~~

Policy Review Date: YEAR

Policy Executive: Board of Trustees

Responsible Office/Unit: Secretary to the Board of Trustees

Policy Statement:

This policy is adopted to clarify meeting protocols and expectations for regular meetings of the Board of Trustees.

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Applicability:

This policy applies to the CWU Board of Trustees and the appropriate administrators.

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Content:

Policy

(1) Agendas for the Meetings of the Board of Trustees.

A. The agendas for the meetings of the board of trustees will be developed collaboratively by the chair of the board, the president, and the board officers.

B. Distribution.

1. An agenda for each regular meeting shall be available on the board of trustees' website at least seven days prior to the board meeting. Proposals for tuition and fee increases will be made public twenty-one days prior to the meeting.

C. Committee reports.

1. Each committee of the Board of Trustees shall provide a report at each regular meeting. Committees meet monthly with the administrator in the respective committee areas as follows:

a. Executive Committee – meets with the President.

b. Academic Affairs Committee – meets with the Executive Vice President for Academic Affairs.

c. Finance and Audit Committee – meets with the Senior Vice President for Finance and Administration.

d. Student Engagement and Success Committee – meets with the Vice President for Student Engagement and Success.

D. The charges for each committee are as follows:

1. Executive Committee

a. The Executive Committee meets regularly with the President to discuss vision and strategy and to set the direction for the Board meetings and business.

b. The Executive Committee also acts as the Governance Committee overseeing policies and procedures of the Board.

c. Through the Chair of the Board, who also acts as the Chair of the Executive Committee, the Executive Committee has primary responsibility for coordinating the evaluation of the President.

d. The Board of Trustees Executive Committee can share information to the president on behalf of the entire board of trustees.

2. Academic Affairs Committee

a. The Academic Affairs Committee (AAC) assists the Board of Trustees in its oversight of CWU's academic mission, quality, and programs by serving as the primary forum for board engagement with colleges and degree-granting programs, and by monitoring key policies, initiatives, and indicators of student success, accreditation, academic planning, program creation, modification, and discontinuance, assessment of educational quality and student learning outcomes.

b. The committee also serves as the Board's primary forum for oversight of faculty and staff matters within Academic Affairs, including broad employment matters such as appointment, tenure, and promotion.

c. The committee is informed by data from the Academic Affairs division, is guided by the University's vision, mission, and strategic plan, and meets a minimum of four times per year.

3. Finance and Audit Committee

a. The Finance and Audit Committee (FAC) assists the Board of Trustees in its oversight of the integrity of CWU's financial and physical operations and ensure the effectiveness of internal controls related to financial and enterprise risk mitigation, and the development and executions of operational strategy and capabilities.

b. The committee is informed by data provided by the Finance and Administration division, is guided by the University's vision, mission, and strategic plan, and meets a minimum of four times per year.

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4. Student Engagement and Success Committee

- a. The Student Engagement and Success Committee (SES) assists the Board of Trustees in its oversight of CWU's student experience, engagement, and success by providing structured engagement with the Division of Student Engagement and Success and monitoring key policies, initiatives, and indicators related to student recruitment, enrollment, financial aid, retention, persistence, belonging, wellness, and co-curricular engagement.
- b. The committee also carries responsibility for board-level oversight of programs and services supporting students outside the classroom, including student development, leadership, health and wellness, basic needs, and federally funded access programs.
- c. The committee is informed by data from the Student Engagement and Success division, is guided by the University's vision, mission, and strategic plan, and meets a minimum of four times per year.

B.

(2) Communications.

- A. Written communications to the board of trustees received within seven days of a regularly scheduled board meeting will be included by the Bboard secretary in board briefing materials as appropriate.
- B. Communications received after that time will be shared at the following board meeting.
- C. Prior to each regular meeting of the board, the president of the board of directors of the Associated Students of Central Washington University, and the chairs of The Faculty Senate, Association of Exempt Employees, and the Employee Council, may send a report to the board.
- D. With the permission of the board chair, individuals, or representatives of organizations, may address the board during the business meeting.
- A-E. All written communications presented to the Bboard of Trustees shall be filed by the Bboard secretary.

(3) Minutes.

- A. Minutes of each meeting of the Bboard of Trustees, regular or special, will be available no later than one week prior to the next public meeting.
- A-B. Minutes of the Bboard of Trustees' meetings will be available online or by contacting the president's office.

(4) Authority to vote.

- A. Neither staff nor officers and representatives to the board shall have the authority to make motions or to vote on any matter before the board. ▲
- B. This authority is limited exclusively to the trustee members of the board. ▲
- A-C. Trustees must be present at a meeting or participating by phone in order to vote and may not vote by proxy.

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History:

02/2010, Resolution 10-06; 10/2010, Resolution 10-12; 10/2011, Resolution 11-09; 12/2011, Resolution 11-15; 05/2012, Resolution 12-04; 06/2013, Res. 13-04
11/1997, 06/2008, 02/2017, 10/2010, 10/2011, 12/2011, 05/2012, 06/2013: Responsibility: Board of Trustees;
Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 02/2020; Approved by:
James L. Gaudino, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 1-70-020, June 2025