



Central Washington University  
 Board of Trustees  
 July 21, 2017

**EXECUTIVE SUMMARY-ACTION –2017-2018 Board Meeting Structure and Schedule**

State law [RCW 28B.35.110] requires boards of trustees of baccalaureate institutions to meet twice per year; Central Washington University Policy 1-10-030 states that the Board shall hold a regular meeting at least once each calendar quarter. Additionally, with 24-hours notice, board may schedule special meetings. Over the past 12 months, CWU has met seven times: four regular meetings and three special meetings. Additionally trustees have come together for the State of the University address, the AGB conference, and Commencement ceremonies.

Public baccalaureate institutions in Washington state approach meetings requirements in a variety of ways. These are displayed in Table 1.

EWU	4 regular meetings; 2 retreats
TESC	6 regular meetings, including work sessions.
UW	10, one-day meetings
WSU	4 regular meetings; 2 retreats
WWU	6 regular meetings (Thurs. PM / Fri. AM) 1 or 2 two board retreats

Over the spring, CWU trustees have discussed strategies to make their meetings more efficient and more useful to board members. These strategies include the following, which will be incorporated in board meetings in the 2017-2018 academic year:

- 1. Support more and better board discussion and debate.**
  - a. Focus the first day of the meeting on discussion, especially of matters that will require approval.
  - b. Hold discussions in a smaller, less formal setting that supports conversation, but ensures the opportunity for public access.
  - c. Reserve the business meeting on Fridays for formal board actions.

**2. Create more opportunities for trustees to meet directly with students.**

- a. Set aside time on the first day of the meeting for board members to talk with students and/or see them in performance or competition.

**3. Create more opportunities for board members to engage directly and more meaningfully with employees who are being recognized for their work.**

- a. Identify regularly occurring recognition events in which employees' can be recognized for service.  
b. Engage board members directly in recognition events.

**The proposed meeting schedule for the coming year** identifies dates for four, two-day meetings. For each meeting, the board will hold an afternoon work session and social dinner on the first day, and a business meeting the following day. The meetings will be set up to ensure robust opportunities for discussion and for student engagement, while preserving transparency and public access. Trustees will engage in established events for employee recognition rather than conducting these activities during the board meetings.

**Following are proposed meeting dates for the upcoming fiscal year.**

- November 2 & 3, 2017
- February 8 & 9, 2018 (tentatively scheduled at CWU Sammamish)
- May 17 & 18, 2018
- July 25-27, 2018 (annual planning retreat)

We recommend the following motion:

**The Board of Trustees of Central Washington University hereby adopts the 2017-2018 meeting schedule as proposed.**

Submitted:



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Linda Schactler  
Chief of Staff

Approved for submittal:



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James L. Gaudino  
President