



BOARD OF TRUSTEES

**Board of Trustees Minutes
Special Meeting (via Zoom)
April 9, 2020**

Approved May 15, 2020

APRIL 9, 2020

**Executive Session
3:30 PM**

Present:

Ron Erickson, Chair
Robert Nellams, Vice Chair
Erin Black
Ray Conner
Gladys Gillis
Jeff Hensler
Zabrina Jenkins
James Gaudino, President
Linda Schactler, Board Secretary & Chief of Staff
Joel Klucking, Board Treasurer & Vice President for Business & Financial Affairs
Alan Smith, Assistant Attorney General
Gil Hodges, Assistant Attorney General
Rod Younker, Summit Law Group

The board convened in executive session at 3:30 p.m. for one hour for the purpose of considering matters relating to litigation and collective bargaining under RCW 42.30.110(1)(i) and 42.30.140(4). At 4:30 p.m., the executive session was extended another 15 minutes. Executive session ended at 4:45 p.m.

Board Business Meeting

Present

Ron Erickson, Chair
Robert Nellams, Vice Chair
Erin Black
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
Josh Hibbard, Vice President for Enrollment Management
Kremiere Jackson, Vice President for Public Affairs
Lynn Franken, Interim Provost/Vice President for Academic & Student Life
Rick Paradis, Interim Vice President for University Advancement

Chair Erickson convened the special board meeting at 4:47 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 budget and COVID-19 planning.

Approval of Agenda

Motion 20-18: Ms. Gillis moved that the Board of Trustees of Central Washington University approve the agenda of the meeting of April 9, 2020. Ms. Black seconded the motion, which the board unanimously approved.

Approval of Minutes

Motion 20-19: Mr. Nellams moved that the Board of Trustees of Central Washington University approve the minutes from the meeting of March 31, 2020. Ms. Gillis seconded the motion. The motion was approved.

Included in board briefing materials were two board communications dated April 8, 2020:

1. From Roxanne Easley, Chair of the Faculty Senate Budget and Planning Committee, applauding the affirmation of the trustees of the values underlying the decision of the university to make no workforce changes through June 30, 2020. The letter stressed the importance of maintaining support for quality teaching and learning through dedicated investment in the classroom, and requested that the university “undertake drastic structural changes only after consultation with all members of our university community.”
2. From Walter Szeliga, Chair of Faculty Senate, endorsing a letter from the Faculty Senate Budget & Planning Committee, and offering the assistance of the Faculty Senate Executive Committee in “facilitating communication between CWU Faculty and the Board of Trustees in all matters related to the fulfillment of the academic mission of Central Washington University.”

COVID-19 BRIEFING

President Gaudino gave an update of how the COVID-19 pandemic and associated local, state, and federal responses had impacted university operations. The summary highlighted the following:

- 13 confirmed cases of COVID-19 in Kittitas County. Four of whom are CWU students or staff.
- CWU is housing approximately 635 students in residence halls or university apartments.
- Online courses began yesterday with enrollment down about 3 percent.
- All university facilities are closed to the public; Dining Services is only providing food to go and only in the Student Union and Recreation Center.
- Employees who can are working remotely and using MicroSoft Teams, Zoom, email and other virtual channels to stay connected.

Vice President Joel Klucking outlined a 16-month budget forecast and 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.

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

- Cut Cabinet-level salaries by 20 percent;
- 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; and
- Restrict purchasing to essential functions and services.

Current staffing levels will be maintained through June 30, 2020 and then will be reviewed across the board.

The special meeting adjourned at 5:33 PM.



Linda Schactler, Secretary to the
CWU Board of Trustees



Ron Erickson, Chair
CWU Board of Trustees