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October 22, 2018- Board of Trustees Meeting Minutes, Regular and Special Meetings

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BOARD OF TRUSTEES

**Board of Trustees
Minutes of the Regular Meeting
October 22, 2018**

Approved Feb 21, 2019

October 22, 2018

Sid Morrison Board Room, Barge Hall, 412

Regular Business Meeting

The regularly meeting was called to order at 10:15 a.m.

***Present:**

Ron Erickson, Chair
Robert Nellams, Vice Chair
Erin Black
Gary Epp
Keith Thompson
Ray Conner

***Note:** *the terms of trustees Chris Liu and Emily Washines expired Sept. 30, 2018.*

Staff to the Board

James L. Gaudino, President
Linda Schactler, Secretary to the Board, Chief of Staff,
Joel Klucking, Treasurer to the Board, Vice President for Business and Financial Affairs
Kim Dawson, Executive Assistant to the President and Board of Trustees

Executive Faculty and Staff

Alan Smith, Assistant Attorney General
Andreas Bohman, Associate Vice President, Information Services and Security
Delores (Kandee) Cleary, Vice President for Diversity and Inclusivity
Katherine Frank, Provost/Vice President for Academic and Student Life
Kremiere Jackson, Vice President for Public Affairs
Scott Wade, Vice President for University Relations
Sharon O'Hare, Vice President for Enrollment Management

Chair Erickson introduced the newest trustee, Gary Epp. Gary is a senior and is majoring in Applied Mathematics with minors in STEM Education, Applied Computer Science, and Economics. He is serving a one-year term as CWU's Student Trustee.

Action – Approval of the Agenda

Motion 18-37: A motion that the Board of Trustees of Central Washington University hereby approves the agenda of the meeting of October 22, 2018 was presented by Mr. Nellams and seconded by Mr. Thompson. Motion approved.

Action – Approval of Minutes

Motion 18-38: Ms. Black moved that the Board of Trustees of Central Washington University approve minutes of the annual planning retreat of July 26-27, 2018. Mr. Nellams seconded the motion. Motion approved.

Board Communications

The Board acknowledged receipt of the following communications:

1. Letter dated Friday, Oct 19, 2018, from CWU’s Provost Council opposing the proposed Faculty Code changes.
2. Letter dated Friday, Oct 19, 2018, from Susan Kaspari, Associate Professor, Department of Geological Sciences, regarding the need to enhance environmental sustainability efforts at CWU.

Public Comment

Chair Erickson reported that two people signed up for public comment.

- Susan Kaspari, Associate Professor in the Department of Geological Sciences, commented on the need for CWU to increase its commitment to environmental sustainability.
- Amy Claridge, Faculty Senate Chair, discussed the value of faculty conversations at future board meetings, and changes in higher education that affect faculty.

Board of Trustees Endowed Scholarship Report

Scott Wade gave an update on board contributions to the endowed fund and introduced two of the three students who received awards for the 2018/2019 academic year:

- Hannah Gunderson is a senior studying anthropology and art. She transferred to CWU from Green River Community College and grew up in Auburn, Washington.
- Rachel Retchless is a junior studying public relations. She is from Camas, Washington.

10th Day Census

Joel Klucking and Sharon O’Hare provided status of enrollment and budget resources as of the 2018 census. Ms. O’Hare explained that tenth day of fall quarter provides the bottom line for CWU’s financial position for this academic year. By the 10th day, students have enrolled, and dropped and added courses. The census numbers provide the enrollment data that informs state reports and budget calculations.

Joel Klucking said key outcomes include a slightly lower total number of undergraduate students than anticipated in the budget, but among them, a slightly higher number of students who are not state residents, who pay higher tuition rates than resident students.

For FY 19, estimated net tuition revenue will exceed budget by just under \$1 million, with the very important caveat that this assumes quarterly enrollment (headcount, mix, and course load distribution) patterns similar to past performance. In the context of the RCM/ABB model, any unbudgeted revenues are reserved for the Provost in support of the Division of Academic and Student Life.

Stronger than expected summer enrollment and a slight increase in headcount will improve the performance of the Local General, Enterprise, and Student Activities Fund Groups.

Operations Priorities

Data Warehouse Status Report

Andreas Bohman explained that the Data Warehouse Expansion (DWE) project was initiated and granted funding in February 2018. The goal of the project was to create a data management system that could deliver timely and accurate data for mission-critical processes, such as decision-making, reporting, and strategic planning.

Over the last several months, the operational focus and alignment necessary to achieve these goals by the agreed-upon deadline (October 31, 2018) have not been realized, so the deadline for the project will be pushed to early 2019.

The cause for the delay is detailed in the project status report. To ensure the success of this project, the Operations team has taken the following actions:

1. Clearly defined operational and project resources with a clear chain-of-command.
2. Requested a three-month extension of the project with a new go-live date of January 31, 2019.
3. Realigned the technological approach of the data warehouse with a clear focus on data mart development.

Intersection Right of Way Request

The City of Ellensburg seeks the approval of the easement necessary to improve the safety and efficiency of the intersection of Wildcat Way and E. University Way. The plan includes street alignment, traffic signalization, and the adding of left turn lanes at the intersection, without negatively impacting the cultural and historical significance of Wildcat Way itself. This item will be voted on during the action agenda.

Board Organization

Board Policy Revisions

Linda Schactler explained that the revisions to the board policies remove references to a retreat specifically held in the summer and provide greater flexibility, transparency and efficiency for board meetings. In addition, the board constitution will remove references to minutes of the meetings of board committees. Committees are now used to brief members on content that will be covered in upcoming meetings. No board actions are taken at committee meetings.

Retreat Follow-up

In July the board reviewed the performance of the president, as trustees are required to do annually by [CWUP 1-10-050](#). Staff have summarized the board's evaluation and the activities trustees would like the president to prioritize during the 2018-2019 academic year. With the review and approval of the board, the letter will be delivered to the president and shared with the general campus community.

Action Items

Action – Approval of Board Policy Revisions

In order to support greater transparency and efficiency, trustees may review and revise policies that guide board activities. The review of board meeting requirements in CWU policy suggests the following revisions may be advisable:

- **CWUP 1-10-040: remove references to a retreat in the summer**, to provide greater flexibility, transparency, and efficiency.

The board shall elect a chair and vice chair annually. The chair shall call meetings and preside. In his or her absence, the vice chair shall preside. (See Constitution of the Board of Trustees).

- **CWU 1-60-070(2)**: remove references to a summer retreat, and retain language requiring annual elections.

The board of trustees shall elect the chair and vice chair. The chair and vice chair shall be elected annually, and shall hold office for one year or until their successors are elected. In the event of an interim vacancy in the office of chair or vice chair, successors may be elected to hold office for the unexpired term.

- **CWUP 1-60-080**: remove references to minutes of the meetings of board committees.

The Secretary to the Board of Trustees. The secretary to the board of trustees shall give public notice of all meetings of the board of trustees and all meetings of committees of the board of trustees. The secretary shall ensure that minutes are kept of the proceedings of the board of trustees.

Motion 18-39: Mr. Nellams moved that the Board of Trustees of Central Washington University hereby approves revisions to CWUP 1-10-040 and 1-60-070(2) to remove references to summer scheduling of elections and a board retreat; and to CWUP 1-60-080(2) to remove the requirement of minutes for meetings of committees of the board. Ms. Black seconded the motion. Motion passed.

Action – Approval of Consent Agenda

The consent action items are submitted by the divisions of Academic and Student Life, Business and Financial Affairs, Enrollment Management, Operations, and the President.

Motion 18-40: Mr. Conner moved that the Board of Trustees of Central Washington University hereby approves the consent action items submitted October 22, 2018. Ms. Black seconded the motion. Motion approved.

Action – Approval of FY19 Athletic Budget

In 2018, the legislature passed a measure to improve transparency in the funding of intercollegiate athletics at public baccalaureate institutions. SSB 6493 requires universities to approve athletic budgets in an open public meeting each year.

The board approved the Athletics Budget within the context of the entire university budget in July; with 10th-day data in place, specific budgets are clearer and the budget for the Department of Athletics can be presented with certainty to the Board for approval. The table below shows total revenue and expenses associated with CWU athletics, including the tuition and fees generated by the student athletes.

2019 CWU Athletics Budget

	State & Tuition Fund	Local General Fund	Total - All Funds
Coach Wages	1,136,437	-	1,136,437
Staff Wages	782,835	-	782,835
Student Wages	4,500	72,090	76,590
Total Wages	1,923,772	72,090	1,995,862
Benefits	671,096	7,208	678,304
Total Wages & Benefits	2,594,868	79,298	2,674,166
Total Goods & Services	259,925	1,976,396	2,236,321
Total Expenses	2,854,793	2,055,694	4,910,487

Motion 18-41: Ms. Black moved that the Board of Trustees of Central Washington University hereby approves the athletic budget of \$4,910,487 for Fiscal Year 2019 as presented. Mr. Nellams seconded the motion. Motion approved.

Action – Approval of Faculty Code Revisions

Section IV(A)1 of the Faculty Code provides that the Senate shall have the right to submit recommendations for code revisions to the BOT through the president. The Faculty Senate resides organizationally within the President’s Division; the Faculty Senate Chair reports directly to the president.

Proposals to change Faculty Code typically arise from Faculty Senate discussions. Code changes are discussed and reviewed in the Faculty Senate and by other academic organizations, including the Provost’s Council. Upon a comprehensive review, the Faculty Senate shares recommendations with the president for transmission to the Board of Trustees.

On May 30, 2018, the Faculty Senate voted to make two amendments to the Faculty Code

- 1.) to clarify the obligation of administrators to consult with the Faculty Senate when academic units are reorganized, an amendment to which the Provost’s Council opposed in a letter to the board; and
- 2.) to articulate how non-tenure-track faculty will be engaged in processes to select individuals for the Distinguished Faculty awards.

Mr. Thompson moved that the Board of Trustees of Central Washington University endorses the recommendation of the Faculty Senate and approves the changes to Faculty Code, which was seconded by Ms. Black.

During the discussion of the motion to adopt the amendments to code, Mr. Nellams proposed that, rather than adopting the revisions, the board should provide the following direction to the president, provost, and Faculty Senate:

1. We understand that issues surrounding reorganization of academic units have a long history and that academic administration and the Faculty Senate have been unsuccessful in previous attempts to address their future.

2. Trustees request that the President mediate the discussion between the Provost and Senate on this and other areas of shared governance.
3. Trustees direct the President to engage academic leadership and the Senate in a review of the Faculty Code, and of related policies to determine the appropriate relationship between the two governance units – the Faculty Senate and academic administration.
4. The following principles should guide the review:
 - A strong commitment to shared governance.
 - The opportunity for input from all affect constituents and transparent processes that record summaries of the input.
 - The use of appropriate models of information-based decision-making.
 - Processes that are timely and that maintain appropriate centers of authority and responsibility
5. President Gaudino will report to the Board on the progress of the revising Code at the February meeting of the Board.

Trustee Thompson withdrew his motion to approve the code changes. The board supported the approach suggested by Trustee Nellams and the board chair requested a follow-up report at the February board meeting.

Action – Approval of Wildcat Way/University Way Intersection Expansion

The City of Ellensburg seeks the approval of the easement necessary to improve the safety and efficiency of the intersection of Wildcat Way and E. University Way. The plan includes street alignment, traffic signalization, and the adding of left turn lanes at the intersection, without negatively impacting the cultural and historical significance of Wildcat Way itself.

The easement includes approximately 5,500 ft² of right-of-way:

- Easement #1: A 461 ft² easement at the NW corner of the intersection, about 10 ft. wide. The need for this easement was anticipated when the parking lot at this corner was constructed.
- Easement #2: From the SW corner of the intersection, a 2,424-ft² easement that includes a 236 foot-long strip, approximately 5 ft. wide, running west to Ruby Street.
- Easement #3: From the SE corner, a 2,675-ft² easement running east to Anderson Street, approximately 10-feet wide. The easement will eliminate two parking stalls in parking lot C-6 across the street from Barge Hall.
- The SE corner will be expanded, moving the curb west to align with Wildcat Way. The gateway monument will be repositioned toward the southwest revised corner.

The project will commence during the summer of 2019 and is funded with a \$1.3-million safety grant from the State of Washington, and a match of \$600,000 by the City of Ellensburg. The City will complete the renovation of the intersection and replace sidewalks, curbs, and landscaping impacted by the project.

Motion 18-42: Ms. Black moved that the Board of Trustees of Central Washington University hereby approves the Wildcat Way/E. University Way intersection expansion project as recommended, while keeping intact the historical and cultural significance of Wildcat Way, this date October 22, 2018. Mr. Nellams seconded the motion. Motion approved.

Action – Approval of Resolution 18-06

WHEREAS, Mr. Chris Liu was appointed to the Central Washington University Board of Trustees by Governor Jay Inslee on February 14, 2012 and served with distinction through October 22, 2018; and

WHEREAS, Mr. Liu’s management and budgeting expertise in the public and private sectors was instrumental in enabling the university to sustain robust operations through the Great Recession; and

WHEREAS, Mr. Liu represented all citizens of Washington, in a thoughtful manner, by serving on the Board’s Operations committee and communicating his expertise and ideas on a host of substantive issues, along with offering advocacy and conscientious commitment to university students and employees; and

WHEREAS, Mr. Liu has provided this board with particular guidance and leadership in regard to enhancing the diversity of the workforce and of contracted services; and

WHEREAS, Mr. Liu’s unwavering commitment to the university’s goals, mission, and vision was evident through his enthusiastic participation in a range of university functions and activities, at which he served as an official representative of this board; and

NOW, THEREFORE, BE IT RESOLVED that this Board of Trustees wishes to publicly express its appreciation to Mr. Chris Liu for his conscientious, devoted, and effectual service as a member of the Central Washington University Board of Trustees.

ADOPTED and signed this 22nd day of October, 2018.

Motion 18-43: Mr. Nellams moved that the Board of Trustees of Central Washington University hereby approves Resolution 18-06 honoring Chris Liu. Ms. Black seconded the motion. Motion approved.

Action – Approval of Resolution 18-07

WHEREAS, Ms. Emily Washines was appointed to a one-year term on the Central Washington University Board of Trustees by Governor Jay Inslee on October 31, 2017, and served with distinction through September 30, 2018; and

WHEREAS, Ms. Washines is a CWU alumna, having earned her baccalaureate degrees in public policy and political science in 2006, and served as president of the Native American Student Association, where she developed and coordinated yearly cultural and educational events; and

WHEREAS, Ms. Washines brought a unique perspective to the board as a former CWU employee, by virtue of her work as an admissions counselor, the university’s Native American liaison, and the leader of the Diversity Council; and

WHEREAS, Ms. Washines’ experience in enrollment recruitment and public relations, and her advocacy for inclusiveness and diversity enriched the board’s perspectives on many issues; and

WHEREAS, Ms. Washines provided this board with particular guidance and leadership in regard to enhancing the diversity of the workforce and strategic enrollment recruitment; and

WHEREAS, Ms. Washines' commitment to the university's goals, mission, and vision was evident through her enthusiastic participation in university functions and activities, including those where she served as an official representative of this board;

NOW, THEREFORE, BE IT RESOLVED that this Board of Trustees wishes to publicly express its appreciation to Ms. Emily Washines for her conscientious, devoted, and effectual service as a member of the Central Washington University Board of Trustees.

ADOPTED and signed this 22nd day of October, 2018.

Motion 18-44: Ms. Black moved that the Board of Trustees of Central Washington University hereby approves Resolution 18-07 honoring Emily Washines, which was seconded by Mr. Nellams. Motion approved.

On a final note, Chair Erickson commended Bernadette Jungblut on a job well done for the NWCCU Visit.

The next meeting of the Board of Trustees is February 21-22, 2019 in Sammamish.

Chair Erickson announced that the board would move into executive session from 12:00-1:30 PM in Barge Hall, room 304, and that the purpose of the executive session was to review contract negotiations and to receive a litigation update under RCW 42.30.110 (1b), (1c) and (1i).

The regular business meeting adjourned at 11:46 AM.

Executive Session

The executive session commenced at 12:00 PM. Present for the meeting included:

Ron Erickson, Chair
Robert Nellams, Vice Chair
Alan Smith, Assistant Attorney General
Erin Black
James Gaudino, President
Joel Klucking, Treasurer to the Board, Vice President for Business & Financial Affairs
Katherine Frank, Provost
Keith Thompson
Linda Schactler, Secretary to the Board, Chief of Staff
Ray Conner

Executive session adjourned at 1:30 p.m.



Linda Schactler, Secretary to the
CWU Board of Trustees



Ron Erickson, Chair
CWU Board of Trustees