

Eastern Washington University
BOARD OF TRUSTEES
January 22, 1999
10:00 a.m.
Cheney Campus
Pence Union Building
Room 263-265

Minutes

Board Members Present

Trustee Jean L. Beschel, Vice Chair
Trustee Gordon E. Budke, Chair
Trustee Aaron C. Gutierrez
Trustee Lucy Isaki
Trustee Joe W. Jackson
Trustee James L. Kirschbaum
Trustee Mark Mays
Trustee Michael C. Ormsby

Staff Present

Dr. Alex Cameron, Interim Vice President for Business and Finance
Mr. Anthony Cook, Planner II for Facilities Planning , Construction and Maintenance
Ms. Roxann Dempsey, Assistant to the Vice President for Business and Finance
Ms. Terry Flynn, Director, Alumni Relations
Mr. Eric Galey, Photographer II
Ms. Carol Golden, Executive Secretary to the President
Officer Dennis Hauenstein, EWU Campus Police
Dr. Robert Herold, Executive Vice Provost, Special Programs and Summer Session
Dr. Stephen M. Jordan, President
Mr. Michael Kramer, Head Football Coach
Dr. Brian Levin-Stankevich, Vice President for Student Affairs
Ms. Pamela Parks, Head Volleyball Coach
Ms. Judith Penrod Siminoe, Associate to the President
Mr. Rick Romero, Director, Contract Services
Ms. Annette Skaer, Financial Planning/Research Officer, Special Programs
Officer Fred Swan, EWU Campus Police
Ms. Carol Terry, Director of Budget Services
Ms. Doreen Timm, Secretary Supervisor, Special Programs
Ms. Leslie Younger, Computer Services Consultant
Dr. Niel T. Zimmerman, Vice President for Academic Affairs and Provost
Mr. Richard Zornes, Director, Intercollegiate Athletics

Faculty Present

Dr. Jeffrey Corkill, UFE President, Professor of Chemistry

Ms. Linda Douglas, Office Assistant III, Theatre
Dr. Perry Higman, Director, University Honors
Mr. Don McLaughlin, Technical Director/Designer, Theatre
Dr. John Schleede, Dean of the College of Business and Public Administration
Dr. Lynn Stephens, Chair/Professor of Accounting
Ms. Sally Winkle, Associate Professor, Modern Languages and Literature

Students Present

Ms. Stephanie Dahlstedt, Student Athlete
Mr. Strider Denison, ASEWU President
Ms. Kim Exner, Student Athlete
Mr. Bashar Livingston, Student Athlete
Ms. Kim Maxwell, Student Athlete
Mr. Marcus McCollum, Student
Mr. Mike McKenzie, Student Athlete
Ms. Kara Jo Oliver, Student
Ms. Kyla Smith, Student Recruit
Mr. Rick Wetmore, ASEWU Legislative Affairs

Guests Present

Ms. Taylor Bressler, Spokane Park and Recreation Services
Ms. Deborah Danner, Assistant Attorney General
Mr. Kevin Hansen, Cheney Free Press
Ms. Kim Hardy, Fairchild Student
Mr. Rob Huff, Marketing Director, Fairchild AFB
Mr. Greydon Jones, Spokesman Review
Mr. John Patton, Family Support Flight Chief, Fairchild AFB
Ms. Jan Seachris, Director of Youth Programs, Fairchild AFB
Ms. Rachel Seachris, Fairchild Student
Mr. Spencer Sherwood, President, EWU Alumni Association
Ms. Amanda Thorp, Publicity Director, Fairchild AFB
LTC. Dan Woodward, Fairchild AFB

Call to Order and Quorum, I. and II. - Mr. Budke

At 10:10 a.m. Chairman Budke called the regular meeting of the Board of Trustees of Eastern Washington University to order in the Pence Union Building, room 263 - 265. A quorum was present at the meeting.

Reports, III.

Trustees' Reports, III.A.

Chairman Budke thanked everyone for attending the Board meeting at the same location at a new time. As part of the evolution of the Board, last year Jim Kirschbaum and President Jordan attended an Association of Governing Board special conference at which time they attended

work sessions regarding how governing boards govern themselves and how business can be more efficient and effective. Out of this came Easterns' Board of Trustees' (BOT) plan, to organize committees. Our new revised schedule will have BOT meetings beginning at 10:00 am. The BOT Academic Affairs Committee and the BOT Facilities Committee will meet from 8:00 am to 10:00 am and the BOT Student Affairs Committee will meet following the Board of Trustees meetings. The Facilities Committee with members Jean Beschel, chair, Mike Ormsby, Joe Jackson, and Gordon Budke will oversee capital budgets and the campus master plan. The Academic Affairs Committee with Mark Mays, chair, Aaron Gutierrez, Lucy Isaki and Gordon Budke will set parameters for academic policies, deal with HECB issues and accreditation. The Student Affairs Committee with members, Jim Kirschbaum, chair, Aaron Gutierrez, Mike Ormsby and Gordon Budke will review the AS Budget, and deal with student life and enrollment issues. The chairs of each of the committees are members of a Coordinating Committee – Jean Beschel, Jim Kirschbaum, Mark Mays– chaired by Gordon Budke. The committee process has just begun and already the committee agendas are overflowing. This requires the administration to work ahead with Board issues needing to be dealt with next month. Lucy Isaki noted the morning committee meeting was productive and informative and states the structure will work well to keep trustees very informed on university issues.

Vice Chair Beschel remarked on statewide community remarks about Eastern – the wonderful upward movement Eastern is in with increased enrollment, morale and mood of the campus, and wide acceptance of new leadership. She congratulated President Jordan and wished him well in the coming months.

President's Reports, III.B.

Faculty Organization Report, III.B.1. - Dr. Lindekugel

Dr. Lindekugel remarked on the “three R’s” discussed at a previous Board meeting as the Senates current activities – the re budgeting, review programs and reorganization. Faculty have been and are continuing to be involved in the review of programs and the reorganization. Program review worked its way through the Senate Fall quarter. A faculty and administrative group working through the summer developed a proposal. When it arrived in the Senate, a Senate Select Committee was appointed to revisit the proposal. They proposed criteria by which to review programs and changed the title to program screening. The Senate accepted those criteria although the administration agreed some would be difficult to implement. In working together under shared governance, a Conference Committee was appointed and met to work out differences. The Senate unanimously supported the screening criteria and now is in the process of establishing a Program Screening Committee to implement that process.

The Senate has concurred with the proposed reorganization at the vice presidential level and will deal Monday with reorganization of Academic Affairs. The Senate is not directly involved in the collegiate reorganization process yet, but are hearing about good progress being made. The Senate looks forward to reviewing that area and working on the reorganization of the Faculty Organization, a process started last year by Sandra Christensen. Under examination will be the Senate Council Committee structure and, specifically, the representation on the Senate.

Associated Students, III.B.2. - Mr. Denison

Mr. Denison noted that the ASEWU made serious headway Fall quarter. The ASEWU constitution, written originally in the 1970's, has been finalized and revised with the help of Frank Klarich and Tara Miller. Critical changes proposed allow for agreement between the student conduct code and university conduct code in order to avoid conflicts and dealings with superior court and elections. Elections on the proposed constitutional changes will be held February 18 and 25.

Under an RCW ruling, the state has allowed student government, in conjunction with the university and Board of Trustees, to set a technology fee for students. The student government is looking into the logistics of setting a fee, its benefits to students, and living up to the new university mission statement of providing opportunities for students to become technologically proficient. Benefits will give students an Internet service provider, e-mail, disc space to allow storing of information on the Internet service provider, web access/web pages, access to EWU resources, and availability of state of the art equipment. The ASEWU believe this will be great for current students, can be used as a recruitment tool and will help to retain students.

Mr. Denison remarked that another project aimed to improve retention and aid recruitment will be to create a pool hall, lounge, and community area for students to hang out in. The Rendezvous room/Mausoleum will be a joint project piggy backed with improvements to the MPR. Plans are to set up dividers and a sound system allowing for more programming of student events on campus.

Mr. Denison noted the ASEWU's creation of a scholarship titled "To the Students - From the Students." The ASEWU is trying to raise \$25,000 for this scholarship and the addition of state matching funds. The funds will be put into an endowment allowing scholarship awards of \$3,000 per quarter. All graduate and undergraduate students will be eligible to apply for the scholarship with ASEWU council members being exempted.

The second annual Evergreen Leadership Conference will be held on campus March 5, 6 and 7. Mr. Allen Yamakawa from the University of Illinois is the scheduled keynote speaker. Plans are to bring 300 students to Eastern from Washington's regional universities, the two state universities, private and community colleges, and technical schools. Eagle ambassadors will be available to give tours of the campus.

Mr. Denison noted that the second quarterly State of the AS address will be held Wednesday, February 10, at noon in Baldy's.

President's Report, III.B.3. - Dr. Jordan

President Jordan remarked that the organizational issues discussed earlier by Dr. Lindekugel and Mr. Denison are a real compliment to the spirit of the faculty, staff and students of Eastern. The Senate and ASEWU are living the vision laid out in the mission statement in a wonderful, cooperative and exciting way. Without their leadership and the commitment of the faculty, staff and students this would not be happening. Dr. Jordan extends his gratitude to them and their organizations.

Dr. Jordan distributed a copy of the final Winter enrollment statistics. Eastern is up 385 FTE students from last winter. This keeps us positioned to meet the 96% Fall enrollment goal for our annualized FTE estimate for the year that the state has of 7,228. More important, we have a relatively small senior class graduating this year which means we will have a better chance to back fill and exceed current levels by bringing in another large freshman class. With retention and prospects for the next academic year, the planned enrollment growth looks good.

Dr. Jordan distributed a late item document and asked one of the Board members to move to add the item, a new resolution naming a university treasurer resolution. Bill Shaw, Eastern's Chief Financial Officer and Treasurer, has made a decision to retire effective the end of January, 1999. Dr. Jordan asks the Board to name interim vice president for business and finance, Alex Cameron, as the university treasurer. Dr. Jordan expressed thanks to Bill Shaw for the work and many years of service he has given to the university.

Last week Dr. Jordan appeared before the Joint Senate and House Higher Education committees, along with the presidents of other Washington institutions of higher education. The six presidents uniformly stated faculty salaries are their number one priority. Legislative comments afterwards noted the powerful statement this presented and noted they would work towards modification of the Governor's salary recommendations to try to move the recommendations up closer to the requests submitted by the universities and endorsed by the Higher Education Coordinating Board.

On Monday, January 25, President Jordan and Vice President Cameron will be making a presentation in Olympia to the Capital Budget Committee in the House on Eastern's capital appropriations. Almost simultaneously, Board Chair Gordon Budke and Vice President Levin-Stankevich will be participating on a panel at SeaTac Airport with the Higher Education Coordinating Board as they begin their new state master planning process. Monday, February 1, the House Appropriations Committee has asked each of the six presidents to present budget requests and to specifically address individual university priorities.

Dr. Jordan noted that effective January 1 the vice presidential reorganization for the Vice President for Business and Finance and Vice President for Student Affairs was implemented. He noted this is proceeding smoothly and is pleased with the direction the institution is moving.

Dr. Jordan remarked on the importance of student athletes to Eastern. They bring lots of positive publicity to the university by demonstrating exemplary behavior both on and off the court. A list of Big Sky Conference all academic selections for football, volleyball, cross country and soccer was just sent in with a total of 38 athletes who will be honored when the teams are released. As an example, the volleyball team had twelve eligible athletes and eleven of them will be named to the all academic team. To qualify, an athlete must have at least a 3.2 cumulative GPA or a 3.2 GPA in the previous three quarters and must have played in at least half of the teams' competitions. In addition, there were a couple of athletes Fall quarter who had very notable years both academically and on the field. Dr. Jordan asked Athletic Director Dick Zornes to introduce these coaches and athletes at today's meeting.

Dick Zornes thanked the Board and President Jordan for their support of Eastern athletics. Mr. Zornes introduced Pam Parks, head women's volleyball coach and Eastern's senior women's

administrator. Ms. Parks' success coaching has been exceptional. In 1989 she coached Eastern's first Big Sky Conference championship season. In 1997 she helped to repeat as Big Sky Conference champions and this last year the women's volleyball team finished second which reflects very well on her coaching experience and accomplishments.

Mr. Zornes introduced Mike Kramer, Eastern's football coach and last year's Big Sky Coach of the Year. Eastern's Football team won the Big Sky Conference in 1997 and were semi-finalists in last year.

Ms. Pam Parks introduced two female student athletes who have been extremely critical to the success of Eastern's volleyball program. Senior player, Kim Exner was introduced as finishing her college career holding seven school records and the Big Sky Conference record in career kills of 1,860. Ms. Exner has been two-time Big Sky Player of the Year and was selected to the GTE/CoSIDA District VIII Academic All-America team. She is a physical education major and carries a 3.3 GPA. Ms. Exner has plans to try out for the Canadian National team this May. Ms. Parks introduced junior volleyball player, Kim Maxwell from Calgary, Alberta. The setter needs to be the hub of the wheel, and Kim is one of the brightest and most gifted setters Eastern has had. Ms. Maxwell holds a 3.9 GPA and is carrying a pre-med major. She was an alternate in all of Eastern's pre-season tournaments. Ms. Maxwell was second team all Big Sky and first team All-American. Ms. Parks introduced another volleyball player, Stephanie Dahlstedt and a recruit, Kyla Smith.

Mr. Mike Kramer introduced Mike MacKenzie, senior tailback from Vancouver, BC. Mr. MacKenzie was selected to the GTE Academic All-America second team by members of the college Sports Information Directors of America. He was selected to the first ever NCAA division I-AA Athletic Directors Association Academic All-Star Team. Mr. MacKenzie is a physical education major and carries a 3.46 GPA. He is the recipient of a football scholarship. Mr. Kramer introduced Bashir Livingston from Seaside, California. Mr. Livingston was selected as the Football Gazette Specialist Player of the Year and was also selected as the publication's first team All-America punt returner as well as the first team kickoff returner. He is majoring in recreation and leisure studies management. Both students are exceptional athletes and will have the opportunity to play professional football.

Special Report, III.C.

Distance and Extended Learning, III.C.1. - Dr. Herold

Executive Vice Provost Robert Herold noted that for the tenth year in a row the Summer Session Program is on fiscally sound footing. Dr. Herold introduced Ms. Annette Skaer, chief financial officer for summer session and noted his appreciation of her support and financial capabilities on behalf of the program. Dr. Herold noted that enrollment was off last summer, but noted that it is a self-support program where revenue projections were within \$1,000 of tuition collected. He noted the bulk of summer session students are seniors. Head count dropped about 10% but student credit hour account dropped only 3%. The aim is to make summer session student-centered with a flexible schedule. This can be done because it is a self-support session and an independent operation.

Dr. Herold remarked on President Jordan's emphasis on relationships with community colleges. Summer session is very supportive of that and has faculty already working with community college faculty. Dr. Herold introduced Professor Sally Winkle who last summer co-taught a course in Germany with a Spokane Falls Community College faculty member. Ms. Winkle distributed brochures and discussed the summer program, 1999. An intensive German language program will be offered in Lubeck, Germany to anyone in the U.S. wanting to learn German and is offered at beginning, intermediate and advanced levels. The Lubeck study abroad program benefits from the fact that Lubeck is a sister city of Spokane. The summer program provides a great opportunity for outreach in the Spokane Community.

Dr. Herold discussed the ways Summer Session uses the Eastern campus during the summer beyond teaching of courses by holding camps. Dr. Herold introduced Professor Don McLaughlin who has helped put on a very successful theater camp. *Stage Door to the Future* is a four year old summer theater school for youth based at Eastern Washington University and funded by Fairchild Air Force Base. Each summer about 70 students aged eight to seventeen take part in 10 weeks of theatrical training with guest appearances of artists from around the northwest. Last years play was *Cecily's Window* which was written by two EWU students. Mr. McLaughlin introduced the lead players from that show: youth program actresses Kim Hardy and Rachel Seachris; EWU senior, Kary Jo Oliver; and EWU student film director/actor Marcus McCollum. Each of the students gave remarks on their experiences in the program.

Professor McLaughlin introduced his assistant manager of the summer program, Ms. Linda Douglas. He thanked Ms. Annette Skaer, Ms. Doreen Timm and Dr. Herold for their support through summer session. Professor McLaughlin introduced Ms. Jan Seachris, director of the Fairchild Youth Center Program at Fairchild Air Force Base, and an Eastern alum. Ms. Seachris gave a brief overview for the opportunity to offer theater all year round at Fairchild, in after school programs and in the community during the summer. Professor McLaughlin introduced Mr. John Patton, Family Support Flight Chief from Fairchild Air Force Base who wrote the grant for the performing arts theater program. Mr. Patton reported the program won the regional and national awards for the performing arts programs for Parks and Recreation. Mr. Patton introduced LTC Dan Woodward, the deputy support group commander from Fairchild, to accept the award on behalf of Fairchild Air Force Base and Mr. Taylor Bressler, Director of Park Operations from the City of Spokane and representative of the National Recreation Park Association, an agency which advocates the provision of recreational services in a professional manner. Mr. Bressler presented the first place Class IV award for the National Arts Humanities Awards Program to the *Stage Door to the Future* Fairchild Air Force Base Youth program and the EWU Theater Department, represented by Chair Budke and represented by Lieutenant Colonel Dan Woodward from Fairchild AFB.

Chair Budke recognized and welcomed Mr. Spencer Sherwood, President of the EWU Alumni Association and asked him to say a few words. Mr. Sherwood personally applauds the selection of Eastern's new president and looks forward to working with Dr. Jordan. The alumni is striving to define a role to maximize its support of the university and its plans. Board member Kirschbaum remarked that at the Executive Committee of the Foundation, the Foundation Board of Directors and their executive committee voted to make Mr. Sherwood as well as the president of the Eagle Athletic Association ex-officio members of the executive committee of the Foundation. Mr. Kirschbaum congratulated Mr. Sherwood and noted this as a

step forward in combining the non-profit organizations that raise money to support the activities around the university.

Action Items, IV.

Minutes of the December 4, 1998, Board of Trustees' Meeting, IV.A. - Mr. Budke

Motion #1-1-99: "I move that the minutes of the December 4, 1998, Board of Trustees' meeting be approved with minor editing."

Motion by Trustee Beschel; second by Trustee Kirschbaum; approved unanimously. Motion carried.

Additional Agenda Item, Resolution Appointing Treasurer

Chair Budke noted an additional action item to be added to the agenda per the recent retirement notice of Bill Shaw, Chief Financial Officer. President Jordan remarked on the support Mr. Shaw has given to Eastern for many years and his admiration for a job well done. Motion was made to appoint Alex Cameron, Interim Vice President for Business and Finance effective February 1, 1999, to act as Treasurer to EWU pursuant to RCW 28B.40.195, and charge him to fulfill the duties set forth in that statute and specifically, on behalf of the EWU and its BOT, to exercise:

- Signature authority for local and state bond issues;
- Signature authority for EWU disbursements;
- Signature authority for purchasing and acquisition of supplies, services and equipment; and
- Certification authority for EWU financial records.

Motion # 1-2-99: "I move that the University approve appointment of Dr. Alex Cameron to the position of Treasurer."

Motion by Trustee Mays; second by Trustee Kirschbaum; approved unanimously. Motion carried.

Board member Ormsby noted the tremendous job Mr. Shaw has done for the University. Because Mr. Shaw has been an officer for the board of Trustees, serving as the treasurer, Trustee Ormsby asks that an appropriate resolution commending Mr. Shaw's years of service to the university and to the Cheney community be made. Chair Budke noted that this is the intent of the Board.

Board Approval of Summer Session 1999 Tuition, IV.B. - Dr. Herold

Executive Vice Provost Robert Herold presented a request for approval of the proposed Tuition Rates for Summer, 1999. Proposed is an undergraduate tuition rate of \$82 a credit hour, a graduate tuition rate of \$129 a credit hour, and a \$50 enrollment fee. Summer Session is a self-support program by state mandate as far as instructional support is concerned. The average student load taken is about eight credits, thus summer tuition is set at approximately the same amount as the regular year. Summer session does not need to charge out-of-state tuition and Dr. Herold noted that President Jordan has asked him to look into the possibility of this

advantage to attract more out-of-state students, particularly if we can get them to continue after summer.

Trustee Ormsby noted that these rates are very competitive and commends Dr. Herold and his group for the great job of attracting both traditional and non-traditional students. The outreach offered through summer and extended programs does a lot to support the mission of the university. Chair Budke noted that the Coordinating Committee had received a similar report from Dr. Herold on January 19 and recommends that the Board approve these summer school rates.

Motion #1-3-99: "I move that the Board approve the proposed Tuition Rates for Summer, 1999."

Motion by Trustee Kirschbaum; second by Trustee Beschel; approved unanimously. Motion carried.

Tuition Flexibility, IV.C. - Dr. Cameron

Interim Vice President Alex Cameron presented proposed legislation, which would give the Board of Trustees tuition setting authority within certain constraints. The Council of Presidents (COP) have prepared, as a working draft, a set of guiding principles which they have agreed to forward to their respective governing boards for consideration. (A copy is on file with the official minutes. The document was distributed to the BOT.) They agree that as a paramount responsibility, the State of Washington must continue to invest in public higher education to ensure that citizens of this state continue to have the opportunity to choose a public college or university as an educational option.

The Governor proposes that the Board of Trustees would be given authority to increase undergraduate resident tuition by 5% a year for the next biennium, and all other forms of student tuition, both graduate and undergraduate, by up to 20% per year. The Governor's proposal would also eliminate all floors on tuition. This would give the University the right to decrease tuition. The proposal also has a section that would hold students receiving the state need grants harmless from any tuition increases. Eastern is very interested in the ability to decrease tuition.

Tuition flexibility could allow for different rates for different programs, non-resident tuition versus resident tuition, off-hour classes, remote locations, short courses and courses offered via distance education. All six institutions agree there is a need for more flexibility in tuition setting. The COP do not support the high tuition model and there is considerable concern that increased tuition would prompt decreases or smaller increases in general state funding. The tuition setting authority should be given with limits on how much tuition could be raised. The presidents recognize that different institutions have different needs and, as a consequence, should have some variability in tuition flexibility and exercising that flexibility. They are also in agreement on the elimination of floors on tuition and believe the needs of students should be considered in determining the tuition levels. They support continued general fund appropriations to the state need grants program and they support enhancements to existing financial aid programs through the expansion of local financial aid authorities.

President Jordan noted that in addition to the Governor's proposal, there may be several other proposals offered by legislators who are interested in this concept. The COP will continue to operate from a developing set of principles upon which every one of these proposals would be addressed. They are amenable to different thresholds, but recognize that ultimately it is a legislative prerogative to set what the maximum increases might be and the boundaries within which the universities might operate within. The COP will measure any package proposal against the group of principles they adopt. Probably the most significant of these principles is continued support for the state need based program with state general funding dollars. The COP recommends them as a group to the governing boards. The board is being asked to give their agreement with this set of principles so that the COP can move forward to the legislature and all six universities will have a united voice regarding this issue.

Trustee Ormsby noted that the concept of tuition flexibility sounds good but because of the reverse of it, no flexibility is presented as a problem. The concept is good, but could be problematic on the access side. The focus should be on accessibility given the income level of our students and elimination of those who will have difficulty paying a higher tuition. Mr. Ormsby urges that as Eastern begins to apply the general concept to specific programs and plans, there is a need to be careful of particularly the income issues that are unique to our students. Trustee Mays noted it is self evident that flexibility is needed and sees no reason to not support unanimously this proposal. President Jordan noted a number of elements in the Governor's recommendations of which receipt of certain funds would be conditioned upon matching from tuition dollars. The COP agree if they can stand with a set of principles, a package can be made that is acceptable to all parties. Strider commented the Associated Students of Eastern fully supports limited tuition setting despite what other university student bodies/governments believe. This would give Eastern an advantage in the market and be beneficial to Eastern students. President Jordan noted it would be fair to advise the Board at this time that, assuming the authority to set tuition is given to institutions, when the time arrives to implement it within Eastern, there will be a lot of pressure on Eastern to raise tuition to help solve the budget deficit question needing to be dealt with next year. There will be pressure to raise tuition as a way of increasing faculty salaries, particularly as other institutions might use it to raise faculty salaries. Dr. Jordan's inclination is to keep our eye on the 7739, get our enrollment numbers up, and differentiate ourselves in the market place. Trustee Beschel noted that along with the lowering of tuition we don't want to see excuses to erode the basic floor that the state legislature gives the university.

Motion #1-4-99: "I move that the Board accept the motion to strongly support the general concepts of tuition flexibility as included in the Council of President's working draft of January 7, 1999."

Motion by Trustee Ormsby; second by Trustee Jackson; approved unanimously. Motion carried.

Information Items, V.

Special Fee Report, V.A. - Dr. Zimmerman

Vice President Niel Zimmerman explained that this report special fees is offered in response to interest by BOT members. These fees are additional fees to students related to specific courses. He distributed a hand out in addition to the document in the Board Agenda book is an explanation of the process and calculations which occur. This system at some point will need

some review and reconsideration. There are some programs and courses that have extraordinary costs which seem appropriate to pass on to students taking advantage of those courses and programs. The process of approving new or revised course fees requires the requesting department to fill out a "Request for Approval of Special Course Fees" form. The criteria for approving special course fees are based on criteria developed by the Council of Post-Secondary Education, which was the precursor to the HECB. The "Request for Approval of Special Course Fees" form requires signatures from the department chair, the college dean and Academic Affairs. It is difficult to show the whole picture as fees may be associated with many courses. Not every student in every program takes every course with a fee and to arrive at an average or representative figure is not easy. The Boards' interest is not in what every student does, but in having a sense of what additional costs to students are, and in seeing that those costs have not gotten out of hand. Generally these fees are not large with the exception of some of the Distance Education remote site circumstances. At this time proposed fees are reported to the Board and staff are open to any discussion to particular issues or questions that might arise. The fees are necessary expenses in order to take classes. Jim Kirschbaum noted fees should be included at a later date in the regular class fees as opposed to extra fees. Each individual course fee is then brought before the Board prior to approval.

Old Business/New Business, VI.

No old business.

Executive Session, VII.

At 11:55 a.m. Chairperson Budke announced that the Board would go into Executive Session for approximately two hours for the purpose authorized in RCW. 42.30.110 to discuss contractual and personnel issues. Following the executive session, the BOT meeting will resume for motion on the personnel actions. The Students Affairs committee will meet following the close of this Board meeting in PUB 261.

Following the completion of the Board meeting, the Student Affairs Committee will be meeting.

Reconvene

At 2:05 p.m. the Board of Trustees reconvened into open session.

Personnel Actions, VIII.

Mr. Kirschbaum requested a motion for approval of the personnel actions.

Motion #1-5-99: "I move that the personnel actions be approved as presented."

Motion by Trustee Kirschbaum; second by Trustee Jackson; approved unanimously. Motion carried.

Adjournment, IX.

At 2:08 p.m. Mr. Budke adjourned the meeting.

Gordon E. Budke
Chair

Stephen M. Jordan
Secretary to the Board of Trustees