Western Washington University
Board of Trustees
Agenda
December 10 & 11, 2009

THURSDAY, DECEMBER 10, 2009
Location: OM 340
Time: 3:00 p.m.

1. CALL TO ORDER
   3:00 – 3:05

2. SPECIAL REPORTS
   A. Capital Planning & Budgeting Process
      3:05 – 3:20 Presentation: Kathy Wetherell, Interim V.P. for Business & Financial Affairs
                                  Rick Benner, Exec. Director, Office of Capital Planning &
                                  Development/University Architect
      3:20 – 3:40 Discussion
   B. Activity Based Costing
      3:40 – 4:00 Presentation: Kathy Wetherell, Interim V.P. for Business & Financial Affairs
                                  Paula Gilman, Exec. Director for Budgeting & Planning
      4:00 – 4:45 Discussion

3. EXECUTIVE SESSION MAY BE HELD FOR PURPOSES AUTHORIZED IN RCW 42.30.110
   4:45 – 5:00

FRIDAY, DECEMBER 11, 2009
Location: OM 340
Time: 8:00 a.m.

1. CALL TO ORDER, APPROVAL OF MINUTES
   8:00 - 8:05
   ▪ Board of Trustees Retreat, September 24 & 25, 2009
   ▪ Board of Trustees Meeting, October 8 & 9, 2009

2. RECOGNITIONS AND INTRODUCTIONS
   8:05 - 8:15
   • Tina Storer, Center for Canadian-American Studies
   • Carmen Werder, Director, Teaching-Learning Academy
EXECUTIVE COMMENTS

3. BOARD CHAIR REPORT
   8:15 - 8:30

4. UNIVERSITY PRESIDENT
   8:30 - 8:50
   - Vice President for Business & Financial Affairs Search
     Eileen Coughlin, Search Committee Chair

5. ASSOCIATED STUDENTS
   8:50 – 9:00

6. FACULTY SENATE
   9:00 – 9:10

ACTION ITEMS

7. CONSENT ITEMS
   9:10 - 9:15
   - Approval of Fall Quarter Degrees
   - Approval of Summer Session 2010 Fees

8. AMENDMENT TO PRESIDENT’S EMPLOYMENT CONTRACT
   9:15 – 9:20    Phil Sharpe, Chair, Board of Trustees
   9:20 – 9:25    Discussion

DISCUSSION ITEMS

9. KEY PERFORMANCE INDICATORS
   9:25 – 9:35    Presentation: Dennis Murphy, Dean Emeritus, College of Business & Economics
   9:35– 9:45    Discussion

10. POSITION WWU GRADUATES TO BE SUCCESSFUL IN TODAY’S MARKETPLACE
    9:45– 9:55    Presentation: Eileen Coughlin, Vice President for Student Affairs and Academic
                    Support Services
                    9:55 – 10:05    Discussion

11. CLIMATE ACTION PLAN
    10:05 – 10:15  Presentation: Kathy Wetherell, Interim Vice President for Business & Financial
                    Affairs
                    10:15 – 10:25  Discussion

BREAK    10:25 – 10:40 A.M.
Western Washington University will become the premier public comprehensive university in the country through engaged excellence.

12. LEGISLATIVE UPDATE
   10:40 – 10:50 Presentation: Steve Swan, Vice President for University Relations
   Sherry Burkey, Associate Vice President for University Relations
   10:50 – 11:00 Discussion

13. PLANNING FOR 2011-13 GENERAL THEMES
   11:00 – 11:10 Presentation: Bruce Shepard, President
   Paula Gilman, Exec. Director for Budgeting & Planning
   11:10 – 11:20 Discussion

14. CAMPAIGN PLANNING
   11:20 – 11:30 Presentation: Stephanie Bowers, Vice President for University Advancement
   11:30 – 11:40 Discussion

REPORTS

15. AUDIT COMMITTEE REPORT
   11:40 – 11:45 Presentation: Dennis Madsen, Acting Chair

16. INFORMATION ITEMS
   11:45 – 12:00 Admissions Report
   Alumni Relations Report
   Development Report
   University Relations Report
   Quarterly Grant Report
   Capital Program Report
   Student Right to Know/Clery Act
   2008/09 University Financial Statements

17. MEETING EVALUATION

18. ADJOURNMENT
   12:00 p.m.

19. DATE FOR NEXT REGULAR MEETING: February 4 & 5, 2010

20. LUNCH PRESENTATION: “Innovations in Teaching and Learning at Western Washington University”
    o Steve Vanderstaay, Vice Provost for Undergraduate Education
The Office of Capital Planning and Development was established to improve efficiencies and enhance transparency of the capital planning process. The office is charged with improving efficiencies in planning, prioritization, project delivery, oversight, assessment and communication. Specific deliverables for the new capital planning process, which include major and minor capital projects, are:

- Better planning and project conceptualization
- Earlier initiation of projects and better scheduling
- Better project execution
- Better assessment of planning and delivery of projects
- Better transparency
- Increased oversight of projects and process
- Improved communication

Since its creation this spring, the Office of Capital Planning and Development has completed several key components of the new process including:

- A timeline for the 2011-13 state capital request (see attached)
- Streamlining of the Minor Capital Program such that all appropriations can be expended within the current biennium
- New e-forms that are designed to collect relevant project information and facilitate prioritization of projects
- A revised timeline and process which allows for significantly more in-depth scoping, cost estimating, impact and risk assessment and the development of project justification at the department and division levels

Approximately 20 training sessions on the new process have occurred throughout the months of October and November 2009 to inform and educate campus constituents on the project submission and capital budget processes. Additionally, sessions have been held with various planning units including all of the colleges.
Kathy Wetherell, Interim Vice President of Business and Financial Affairs, and Paula Gilman, Executive Director for University Planning and Budgeting will present a PowerPoint on Activity Based Costing (ABC).
3. EXECUTIVE SESSION MAY BE HELD TO DISCUSS PERSONNEL, REAL ESTATE, AND LEGAL ISSUES AS AUTHORIZED IN RCW 42.30.110