

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa

DATE: February 12, 2021

SUBJECT: **Approval of the Minutes**

PURPOSE: Action Items

Purpose of Submittal:

Approval of the Board of Trustees Meeting Minutes.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following minutes:

- Approval of the Minutes of the Board of Trustees Meeting, December 11, 2020

Supporting Information:

Minutes of December 11, 2020

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, December 11, 2020**

1. CALL TO ORDER

Board Chair, Trustee John M. Meyer called the regular meeting of the Board of Trustees of Western Washington University to order at 8:05 a.m., via Zoom. A quorum was established by roll call.

Board of Trustees

John M Meyer, Chair – *via Zoom*
Chase Franklin, Vice Chair – *via Zoom*
Earl Overstreet, - *via Zoom*
Karen Lee – *via Zoom*
Faith Pettis – *via Zoom*
Sue Sharpe, Secretary– *via Zoom*
Hunter Stuehm – *via Zoom*
Mo West – *via Zoom*

Western Washington University

Sabah Randhawa, President
Brent Carbajal, Provost/Vice President for Academic Affairs
Richard Van Den Hul, Vice President for Business and Financial Affairs
Stephanie Bowers, Vice President for Advancement
Melynda Huskey, Vice President for Enrollment and Student Services
Donna Gibbs, Vice President for University Relations and Marketing
Becca Kenna-Schenk, Executive Director, Government Relations
Jeff Young, Faculty Senate President
Abdul Malik Ford, Associated Students President
Melissa Nelson, Assistant Attorney General
Paul Cocke, Director, Communication and Marketing
Paul Dunn, Chief of Staff and Secretary to the Board of Trustees
Barbara Sandoval, Senior Executive Assistant to the President
Rayne Rambo, Assistant Secretary to the Board of Trustees

2. APPROVAL OF MINUTES

MOTION 12-01-2020

Trustee Franklin moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Board of Trustees Work Session September 14, 15, & 22, 2020
- Board of Trustees Regular Meeting October 9, 2020
- Board of Trustees Special Meeting November 9, 2020

The motion was voted on by roll call.

Roll Call for the Vote:

Trustee Sue Sharpe - Yes
Trustee Karen Lee – Yes
Trustee Faith Pettis – Yes
Trustee Mo West – Yes
Trustee Hunter Stuehm - Yes
Trustee Earl Overstreet– Yes
Trustee Chase Franklin – Yes
Trustee John Meyer, Chair - Yes

The motion passed.

3. NAMING OF NEW RESIDENCE HALL FOR ALMA CLARK GLASS

President Randhawa, Melynda Huskey, Vice President for Enrollment and Student Services, and Leonard Jones, Director, University Residences presented information and requested the Board of Trustees consider action to approve naming the new residence hall under construction on Highland Drive for Alma Clark Glass, the first Black student to attend Western in 1906.

RESOLUTION NO. 2020-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY

TO NAME THE NEW RESIDENCE HALL ON HIGHLAND DRIVE (PW746)

ALMA CLARK GLASS HALL

WHEREAS, Western Washington University is committed to providing access to transformational higher education for the people of the State of Washington, pursuing justice and equity in its policies and practices, and supporting an inclusive and welcoming campus environment that celebrates the dignity and value of all students, faculty, and staff; and

WHEREAS, Western’s 2018 – 2025 Strategic Plan acknowledges Western has failed to meet the needs of people of many races, ethnicities, creeds, socioeconomic classes, gender identities, sexual orientations, and disability statuses, and states Western will contribute to redressing these inequities by transforming policies, structures, and practices to ensure meaningful inclusion; and

WHEREAS, a letter submitted by the leaders of Black student organizations in June 2020 expressed an urgent desire to see Western consider how the names of its buildings fail to reflect the experiences of Black and other diverse students; and

WHEREAS, Western aspires to make its residence halls a welcoming “home away from home” community for students, and a place where individuals of all identities feel a sense of belonging, safety, and support for their personal growth at Western; and

WHEREAS, the naming of a residence hall presents a unique opportunity to physically and symbolically embed the institution’s commitments to fostering greater diversity, equity, and inclusion in one of the most intimate student-centered spaces on campus; and

WHEREAS, according to University records, **ALMA CLARK GLASS** was the first Black student to enroll at Washington State Normal School at Bellingham, completing coursework in psychology, geography, physical culture, biology, and botany, as well as observation and practice teaching in the winter and spring of 1906; and

WHEREAS, **ALMA CLARK GLASS** became an assistant librarian in the Seattle Public Library System in November 1906, having achieved the highest score on the civil service examination, according to the *Seattle Republican* newspaper; and

WHEREAS, **ALMA CLARK GLASS** was a founding member of the Seattle chapter of the National Association for the Advancement of Colored People in 1913, and served as a member of the Board of Directors for the Seattle Urban League in 1946; and

WHEREAS, the new dormitory replacing Highland Hall has been designed around inclusive, communal living and collaborative spaces, and will provide ADA access to the steeply graded Ridgeway Housing Complex for the first time;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Western Washington University, that the new residence hall on Highland Drive be named:

ALMA CLARK GLASS HALL

MOTION 12-02-2020 Trustee Sharpe moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve that the new residence hall on Highland Drive be named Glass Hall.

The motion was voted on by roll call.

Roll Call for the Vote:

- Trustee Sue Sharpe - Yes
- Trustee Karen Lee – Yes
- Trustee Faith Pettis – Yes
- Trustee Hunter Stuehm– Yes
- Trustee Mo West- Yes
- Trustee Earl Overstreet – Yes
- Trustee Chase Franklin – Yes
- Trustee John Meyer, Chair - Yes

The motion passed.

4. PUBLIC COMMENT

As per Amended RCW 28B.35.110, the Board of Trustees provided time for public comment. Five students signed up for public comment to share their concerns about Western’s dining services contract, specifically citing concerns about diversity, equity, and inclusion.

5. BOARD CHAIR REPORT

Trustee Meyer thanked the students for their input during the Public Comment period on the agenda. Meyer shared his reflections on the importance of communication and collaboration among shared governance partners and highlighted the role of trustees to serve the state of Washington through higher education. He enumerated the responsibilities of a trustee and how taking a big picture view of the university allows for guidance and fostering the general welfare of Western with its many diverse communities. He explained that the Board of Trustees is under law the governing authority of the institution and delegates the management of day to day operations to the administration. With that comes great responsibility to ensure that outcomes of decisions are thoroughly vetted to ensure a positive outcome for the entire campus community. Meyer noted that the tradition of board meetings is to listen, respectfully ask questions, and learn to better understand each other.

6. UNIVERSITY PRESIDENT'S REPORT

President Randhawa reflected on how the academic year has unfolded during a global pandemic and how Western's long-term goals and aspirations continue to be a north star despite the disruptions on so many fronts. Randhawa expressed his gratitude to Western's faculty, staff, and students for the flexibility, adaptability, and resilience that they have demonstrated throughout the pandemic. He noted that the work has been supported by the leadership and sound recommendations from the Incident Response Team. He added that Western's student health center team continues to do a phenomenal job ensuring the health and safety of students. He reported that Western's approach to batch surveillance testing was recognized as one of the exemplars in a report on COVID-19 testing strategies for colleges and universities released by the National Academies of Science, Engineering and Medicine.

Randhawa reported that the Western's overall enrollment is better than projected for spring quarter and with conservative institutional spending, federal stimulus dollars, and the judicious use of institutional reserves the institution continues to weather the financial effects of COVID-19. He noted that challenges are expected during the upcoming biennium and that Western's financial team has been working diligently to ensure a positive outcome for Western.

Randhawa reported that one of the largest areas of financial impact for Western has been in the precipitous decline in Housing and Dining revenues. He explained that though University Residences has been able to reduce its expenses and use one-time reserves as a buffer, the financial impacts have been significant. He noted that Resolution 2020-04 Housing and Dining Revenue Refunding Bond, approved by the Board of Trustees at the August 2020 meeting. He said refunding (refinancing) housing bonds helped move those immediate debt service obligations to future years. He reflected on the students' demand during public comment that Western immediately break its dining services contract with Aramark and switch to self-operated dining services. He noted that analysis by an outside consultant concluded that there would be significant upfront investments required to make the switch, apart from the additional labor and supply difficulties imposed by the pandemic. In addition, immediately breaking the contract would make it extraordinarily difficult to negotiate sound business contracts in the future. Randhawa detailed that as a result the administration has decided to extend the current Housing and Dining contract with Aramark for an additional two years until the pandemic has subsided, an updated assessment of the campus' needs and the dining models can be completed. He emphasized that there will be a continued commitment to an open, inclusive assessment process for dining service needs that will engage students and stakeholder groups.

Randhawa reported on the urgency of addressing commitments on inclusive student success and advancing Western's goals on equity, diversity and inclusion, including ongoing searches for

multiple positions focused on DEI, a campus climate survey, equity and inclusion training for executive and academic leadership, and mandatory student training for students beginning winter quarter.

Randhawa highlighted that the Academic Affairs team have been working diligently to prepare for virtual accreditation visits. He noted that it is critical to ensure the credibility and integrity of Western's academic programs.

7. FACULTY SENATE REPORT

Jeff Young, Faculty Senate President reported that the Faculty Senate approved a motion from its Academic Coordinating Commission to approve course modality changes for winter, spring, and summer quarters. He noted that this approval allows faculty to plan for remote teaching and choose their method of delivery, such as asynchronous or synchronous learning, which allows for departments to plan and schedule as necessary and further in advance.

Young reported that the Faculty Senate continues to review and amend policies that pertain to equity, diversity, and inclusion. He noted that the Senate continues to explore ways to encourage investigation into best practices and facilitate inclusion in coursework for Western students.

8. ASSOCIATED STUDENTS REPORT

Abdul Malik Ford, Associated Students President acknowledged his opportunity to report to the board and expressed that his motivation to run for student government was to represent and advocate for black students at Western. He noted his agenda for would focus on advocating for the list of demands from Black student organizations that were provided to the board at the December meeting. Malik-Ford introduced the Associated Students Executive Board and the Senate Pro Tempore, each of whom provided an update on their agendas for the academic year.

The board engaged in conversation regarding the structural changes within the Associated Students organization and the current work of the Student Senate which included the topic of shared governance and student representation at Board of Trustees meetings.

Trustee Meyer announced a ten-minute break at 10:13 a.m. The board reconvened at 10:25 a.m.

9. FINANCE, AUDIT, AND ENTERPRISE RISK MANAGEMENT COMMITTEE REPORT

Trustee Pettis reported that the FARM Committee received an Exit Conference presentation from the State Auditor's Office on the Financial Statement Audit and that Western received a clean audit with no significant deficiencies or material weakness in internal controls, or materials noncompliance discovered. She noted that the FARM Committee would receive a presentation from the State Auditor at their next meeting for the results of the Accountability Audit process and she would report on those at the February meeting of the Board of Trustees.

Pettis reported that the committee received a presentation from Business and Financial Affairs (BFA) on the biennial budget outlook for fiscal year 2021-2023. She acknowledged the work of BFA and their careful review of all aspects of Western's financial health.

Pettis noted that the committee also received an update on Western's Semi-Annual Compliance Internal Controls report. She noted the next meeting for the FARM committee would be in January as the committee transitions to an updated meeting schedule.

10. STUDENT SUCCESS COMMITTEE REPORT

Trustee Mo West reported that the committee received a presentation from members of the Structural Equity and Bias Response Team (SEBRT) who provided an overview of the team charge and goals for the academic year. West noted that Western is one of the first universities in the state to charge such a group to proactively look for patterns within bias incidents rather than solely having a reactionary response to incidents.

West reported that the committee also was provided an update from Academic Affairs and Enrollment and Students Services, as each division continues to navigate through the COVID-19 global pandemic.

11. ACCREDITATION UPDATE AND UNDERGRADUATE STUDENT SUCCESS

Jack Herring, Vice Provost for Undergraduate Education provided an update on accreditation with the Northwest Commission on Colleges and Universities (NWCCU) and new federal regulations that relate to accreditation requirements in higher education. Herring also provided an update on student retention during the COVID-19 pandemic and ongoing efforts to support first-year students.

Herring noted that NWCCU has adopted a new set of criteria for accreditation this year and revised its process and calendar for review of institutional accreditation.

He explained that Western's efforts over the past ten years to support first-year student retention through first-year interest groups and other forms of programming have been successful, with modest benefits seen across a range of students. He added that the work is a strong foundation for meeting key strategic priorities in student success and educational equity. Herring noted that in the short-term, the COVID-19 pandemic appears to have had a small but significant negative impact on retention of first-year students.

12. COMPREHENSIVE OPERATING BUDGET OVERVIEW

Richard Van Den Hul, Vice President for Business and Financial Affairs and Faye Gallant, Executive Director, Budget and Financial Planning presented the board with a comprehensive overview of all of Western's funds, including allocation history to divisions, major revenue and expenditure categories, revenues and expenditures of state, auxiliary, dedicated and local funds, grants and contracts and trends in appropriations per student FTE.

13. 2019 ANNUAL SECURITY AND FIRE SAFETY REPORT (CLERY ACT) UPDATE

Richard Van Den Hul, Vice President for Business and Financial Affairs and Melynda Huskey, Vice President for Enrollment and Student Services provided an overview of Western's compliance with the federal Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime report that covers all of Western's campus locations. The report included Clery Crime Statistics, Organizational Changes, Guidance Revisions, and the Annual Security and Fire Safety Report. It was noted that the Annual Security and Fire Safety Report is published each fall by the Office of the Vice President

for Enrollment and Student Services and the Office of University Communications, in collaboration with University Police, University Residences, the Office of Student Life, Prevention and Wellness Services, the Office of Civil Rights and Title IX Compliance, and Environmental Health and Safety. Huskey noted that the report is part of Western's commitment to maintaining a healthy and safe living, learning, and working environment and covers the three previous calendar years (2017, 2018, and 2019).

14. CREATING A LEGACY REVIEW TASK FORCE: REFLECTIONS ON BUILDINGS AND COLLEGE NAMES

President Sabah Randhawa and Brent Carbajal, Provost/Vice President for Academic Affairs presented background information and impetus for creating a Legacy Review Task Force at Western. Randhawa acknowledged Western's commitment to maintaining a welcoming and inclusive campus environment for all members of the Western community, including faculty, staff, alumni, and trustees. He highlighted that an important element of this commitment is the consideration of how the historical names of features of the University such as buildings, streets, monuments, or colleges may be inconsistent with the University's values and mission with respect to equity and inclusion. Provost Carbajal noted that making international, thoughtful assessment of university features has been requested by Western students, including the Black Student Organization in their June 2020 letter to the administration.

Randhawa and Carbajal engaged in discussion with the trustees as they reviewed and provided input on the draft charge for the 2020-2021 academic year.

15. WWU KINDNESS DAY

Hunter Stuehm, Trustee/Graduate student in the audiology program, and Rayne Rambo, Assistant Secretary to the Board of Trustees presented an overview of Western's celebration of World Kindness Day on Friday, November 13, 2020. Stuehm and Rambo shared that this year's celebration evolved to intentionally address the role of kindness in social movements, change, and times of stress. It was noted that the direction pivoted from the typical conceptualizations of kindness and was driven by the Board of Trustees' June 2020 meeting regarding conversations on racial equity and systemic racism.

Stuehm shared that Kindness Day for 2020 was conducted remotely and included a series of prerecorded interviews in which Stuehm interviews individuals at Western who were nominated for their exemplary kindness on how kindness has led them to who they are today as leaders in their community.

Interviewees included guests from multiple university divisions and community organizations, with diverse experience studying and practicing kindness. Rambo noted that the interviewees then served as part of a live discussion panel on Kindness Day. She said the focus of the panel was based on the preceding interviews, focusing on what role kindness serves in the face of divisive politics, racist violence, and growing tensions in the United States

16. EXTENSION OF EMERGENCY RULE CHANGES IN RESPONSE TO NEW TITLE IX GUIDANCE

Melynda Huskey Vice President for Enrollment and Student Services, Interim Executive Director Civil Rights and Title IX Compliance, requested an extension of the emergency rule approved by the

Board of Trustees on August 21, 2020 in response to Title IX changes issued by the Office of Civil Rights in May 2020. She noted that immediate emergency changes to the rule were necessary to comply with these new regulations while the permanent rule is under revision. Huskey explained that the timeline for the permanent rule development would request that the Board of Trustees approve the extension of the emergency rule until April 2, 2021, and that a public hearing would be held in May 2021 with a report provided to President Randhawa and the Board of Trustees to review in advance of approving the permanent rule at the June 2021 meeting.

MOTION 12-02-2020

Trustee West moved, that the Board of Trustees of Western Washington University, upon recommendation of the President, approve an extension of the emergency rule change to Chapter 516-21 WAC, Student Conduct Code.

The motion was voted on by roll call.

Roll Call for the Vote:

Trustee Sue Sharpe - Yes
Trustee Karen Lee – Yes
Trustee Faith Pettis – Yes
Trustee Mo West – Yes
Trustee Hunter Stuehm - Yes
Trustee Earl Overstreet– Yes
Trustee Chase Franklin – Yes
Trustee John Meyer, Chair - Yes

The motion passed.

17. APPROVAL OF FALL QUARTER DEGREES

MOTION 12-03-2020

Trustee Stuehm moved that the Board of Trustees of Western Washington University, on recommendation of the faculty and subject to the completion of any unmet requirements, approves awarding undergraduate and graduate degrees to the candidates listed in the files of the Registrar and Graduate Dean, for Fall Quarter 2020, effective December 12, 2020.

The motion was voted on by roll call.

Roll Call for the Vote:

Trustee Sue Sharpe - Yes
Trustee Karen Lee – Yes
Trustee Faith Pettis – Yes
Trustee Mo West – Yes
Trustee Hunter Stuehm - Yes
Trustee Earl Overstreet– Yes
Trustee Chase Franklin – Yes
Trustee John Meyer, Chair - Yes

The motion passed.

18. INFORMATION ITEMS

a. **Academic Affairs Reports**

Provost Carbajal provided a written report with information about the tenure-track faculty members who were hired last year and will begin teaching during the 2020-21 academic year.

b. **Quarterly Grant Report**

Provost Carbajal provided a written report with information for the Office of Research and Sponsored Programs concerning grant awards.

c. **Sustainability Report**

Vice President Melynda Huskey provided a written report on the University's Sustainability Program.

d. **Capital Program Report**

Vice President Van Den Hul provided a written report on the University's capital projects.

e. **University Advancement Report**

Vice President Bowers provided a written report on the University's Alumni Relations and Western's Foundation activities.

f. **University Relations and Marketing Report**

Vice President Gibbs provided a written report documenting recent activities of University Relations and Marketing.

g. **Legislative Update**

Becca Kenna-Schenk, Executive Director, Government Relations provided a written report of Legislative Updates.

h. **Enrollment Management Summary**

Vice President Huskey provided a written report regarding the university's general enrollment and admissions.

i. **2019-20 University Financial Report**

Vice President Van Den Hul provided a written report regarding the Independent Auditor's report on the University's Financial Statements.

j. **2020 Housing and Dining Report**

Vice President Van Den Hul provided a written report of the University Housing and Dining Systems Financial Reports.

k. **2020 Wade King Student Recreation Center Financial report**

Vice President Van Den Hul provided a written report on the Student Recreation Center's Financial Reports.

19. TRUSTEE REMARKS

The trustees thanked everyone in attendance for their participation and the thoroughness of the meeting materials. The trustees noted that this would be Trustee Overstreet's last meeting as a trustee and that it was poignant that the entirety of the meeting was clearly a focus on equity, diversity, and inclusion.

20. EXECUTIVE SESSION

Chair Meyer announced the board did not require Executive Session.

21. DATE FOR NEXT REGULAR MEETING

February 11 & 12, 2021

22. ADJOURNMENT

The meeting adjourned at 12:21 pm.