

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa

DATE: Friday, April 2, 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, February 11 & 12, 2021
- Approval of the Minutes of the Work Session Board of Trustees Meeting, March 8 & 9, 2021

Supporting Information:

Minutes of February 11 & 12, 2021

Minutes of March 8 & 9, 2021

**Western Washington University
Board of Trustees
Meeting Minutes
Thursday, February 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 3:05 p.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*
Bruce Harrell, - *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
Sargun Handa, Associated Students Senate Pro-Tempore
Melissa Nelson, Assistant Attorney General
Paul Cocke, Director, Communication and Marketing
Paul Dunn, Chief of Staff to the President 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. ROUNDTABLE CONVERSATION WITH REGIONAL HIGHER EDUCATION PARTNERS
ON THE COVID RECOVERY**

Brent Carbajal, Provost and Vice President for Academic Affairs facilitated a conversation among leaders of Western’s higher education partners that included Kathi Hiyane-Brown, President, Whatcom Community College; Walter Hudsick, Interim President and Chief Academic Officer, Bellingham Technical College; Justin Guillory, President, Northwest Indian College; Marty Cavalluzzi, President, Olympic College. The collaborative discussed the shared challenges and opportunities presented by the COVID pandemic and its associated economic and social justice impacts for Higher Education in the state of Washington. The Washington Roundtable report “[Path to 70% Credential Attainment: Recovery and Reimagining](#)” provided a framework for the discussion, which ranged from the need to further engage K-12 partners to address the pipeline to higher education, to bringing greater urgency to advancing diversity, equity, and inclusion in their institutions. It was agreed that the conversation was productive, and the group should continue to

meet and expand the scope of the conversation by including additional community partners such as the public-school systems in Whatcom County.

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, February 12, 2021**

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 8:03 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*
Bruce Harrell, - *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
Sargun Handa, Associated Students Senate Pro-Tempore
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

3. APPROVAL OF MINUTES

MOTION 02-01-2021

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

- Board of Trustees Regular Meeting December 11, 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.

4. PUBLIC COMMENT

As per Amended RCW 28B.35.110, the Board of Trustees provided time for public comment. One person signed up for public comment to share their concerns about Western’s hiring practices, specifically citing concerns about diversity, equity, and inclusion.

5. BOARD CHAIR REPORT

Trustee Meyer began his report by acknowledging that Western has been in remote operation for almost a year due to the COVID-19 pandemic. Chair Meyer recognized the resilience demonstrated by Western’s students, staff, and faculty in their ability to adapt, overcome, and innovate around obstacles beyond anyone’s control. Chair Meyer expressed gratitude on behalf of all the trustees and saluted every member of the Western community for persevering during an incredibly challenging time.

Chair Meyer welcomed Western’s newly appointed trustee, Bruce Harrell. Chair Meyer invited Trustee Franklin to formally introduce Trustee Harrell by reading his welcoming resolution into the record.

RESOLUTION NO. 2021-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY

WELCOMING TRUSTEE *BRUCE HARRELL*

WHEREAS, on January 22, 2021, Governor Jay Inslee appointed BRUCE HARRELL of Seattle, Washington to serve a term on the Western Washington University Board of Trustees ending on September 30, 2026; and

WHEREAS, BRUCE HARRELL brings to his appointment as a trustee a distinguished career in law and civic leadership, representing children and seniors, union members, non-profits, and affordable housing companies, including service as chief legal advisor to the Rainier Valley Community Development Fund, the First A.M.E. Church and First A.M.E. Housing Corporation, and chief counsel to US West; and

WHEREAS, BRUCE HARRELL served with distinction on the Seattle City Council from 2007 through 2019, serving two terms as City Council President, and as interim Mayor, and chaired the Governance, Equity, and Technology Committee, served as vice chair of the Human Services, Equitable Development, and Renter Rights Committee, and as a member of the Finance and Neighborhoods Committee; and

WHEREAS, BRUCE HARRELL received his bachelor’s degree in Political Science from the University of Washington and earned 1st Team Academic All American honors while playing as a three-year starter for the

Huskies' Rose Bowl winning football team, and later received his law degree from the University of Washington; and

WHEREAS, BRUCE HARRELL has received numerous community leadership awards for his dedication to public service and his commitment to advancing equity, fairness, and respect for underrepresented individuals and communities; and

WHEREAS, BRUCE HARRELL has declared his commitment to serve as a member of the Western Washington University Board of Trustees;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Western Washington University officially extends a warm welcome to **BRUCE HARRELL** as he begins his term on the Board.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its meeting on February 12, 2021.

MOTION 02-02-2021 Trustee Franklin moved that the Board of Trustees approve Resolution 2021-01 Welcoming the Service of Board Member Bruce Harrell.

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.

Trustee Meyer acknowledged that Trustee Harrell would serve on the Board of Trustees Student Success Committee and that Trustee Franklin will serve on the Board of Trustees Finance, Audit, and Enterprise Risk Management Committee.

Chair Meyer noted that the Board is planning a two-day Work Session in March, dedicating the first day to the review of the Board of Trustees Rules of Operation, board policies, and draft bylaws. He noted that on the second day of the work session the board will review and discuss matters related to the strategic plan, impacts of the pandemic, and areas the board may want to emphasize as the academic year progresses.

Chair Meyer addressed the recent attention that Western has received regarding the Office of the Internal Auditor. Chair Meyer confirmed that the Board of Trustees strongly supports the position of a robust and independent Internal Auditor at Western. He explained that one of the most important roles of oversight for the Board of Trustees is to ensure that Western receives independent, objective audit and consultation services that are designed to add value and improve Western's operations.

Chair Meyer explained that the Board has begun a complete comprehensive review of the history of the internal audit function at Western. The Finance, Audit, and Enterprise Risk Management (FARM) Committee, to whom the Office of the Internal Auditor reports, met with former trustees to discuss and understand where Western has been in the past and how to best prepare for an effective and appropriate future. Chair Meyer expressed the Trustees' commitment that the search for a permanent Executive Director of Internal Audit at Western will be conducted to the highest standards. Meyer noted that he will join Trustee Lee on the search committee, which she will also chair, and that the committee will benefit from the insights of Richard Cordova, Executive Director, Internal Audit, University of Washington and many esteemed professional from Western's faculty and staff.

6. UNIVERSITY PRESIDENT'S REPORT

President Randhawa welcomed Trustee Bruce Harrell on behalf of the Western community. Randhawa noted that he is grateful for the wealth of experience that Trustee Harrell will bring to the Board and looks forward to working with him to advance Western's strategic goals and priorities.

President Randhawa reported that in addition to the search for the Executive Director of Internal Audit, there are two vice-presidential searches underway. Stephanie Bowers, CEO of Western's Foundation/Vice President of University Advancement will be retiring after twenty years of service and Richard Van Den Hul, Vice President for Business and Financial Affairs will be retiring after over ten years of service to Western. He noted that a search for the dean of Fairhaven College is underway in addition to the Executive Director, Office of Civil Rights and Title IX Compliance.

President Randhawa said he shared a message with the campus community regarding Fall quarter 2021 and the potential of welcoming students back to campus with more in-person classes, increased occupancy of the residence halls, and more in-person services and activities. He explained that this forward progress is largely dependent on the distribution of the COVID-19 vaccine. Randhawa noted the particular importance for first year students to experience campus life and the holistic experience of the community and network of resources.

President Randhawa expressed his deep gratitude and appreciation to Western's faculty and staff for their commitment to Western's mission, advancing student success, and resilience while navigating the past twelve months of a global pandemic. He also expressed his appreciation of the student body and the patience, kindness, and adaptability they have displayed as Western transitioned to an online learning environment. He noted that as Western emerges out of the pandemic, it is important to keep sight of Western's long term aspirations to play an ever greater role in supporting the state of Washington to meet its seventy percent attainment goal and Western's aspiration to significantly enhance student success and equity of access.

President Randhawa concluded that though the pandemic has had impacts on enrollment and retention in 2020, Western is committed to achieving its goals with respect to advancing inclusive student success, increasing Washington impact, and enhancing academic excellence.

7. FACULTY SENATE REPORT

Jeff Young, Faculty Senate President extended Trustee Harrell a warm welcome on behalf of the Western's faculty and noted that he looks forward to working with him to support Western's mission and strategic goals.

Young submitted the following report:

“First, I want to update you on the General Education revision process underway. As I mentioned at the last board meeting, this process has been in the works for a number of years, and it gained impetus this past summer with work performed by a task-force comprised primarily of CUE, Committee on Undergraduate Education members. That group produced a working document describing GURs that would focus on concepts of Power, Liberation, Equity, and Justice (PLEJ courses). Formal presentations and question and answer sessions with ACC, the Academic Coordinating Commission and Faculty Senate occurred in November. A survey was sent to all faculty in December followed by a staff survey sent in January. A student survey is in the works.

For additional feedback, Brooke Love (ACC chair) and I have been meeting with any group on campus interested in learning more about PLEJ or providing feedback. We’ve had quite a few meetings and will continue working with groups through February 26, including meeting with students on the 23rd. These listening sessions have been very educational and very useful.

The faculty and staff surveys closed last week. We had roughly 400 participants and along with ranking and sorting questions, a wealth of thoughtful written comments. We’re working now to assemble and code the data. Donna Qualley, the chair of the summer task force and chair of CUE, along with the summer task force deserve a lot of credit. The working document, whether pro or con, has served to drive a very productive conversation. If the board is interested, we can share the results of the survey when we complete our analysis.

As we finish collecting input, CUE will start review of the feedback with the goal of preparing a formal proposal. We anticipate this proposal will describe, broadly, the courses and structure of the GUR requirement. After another round of feedback and possible revision, the proposal will move through CUE, ACC, and Faculty Senate for approval. We anticipate that the next steps after that will be working with subject matter experts and working with the administration to determine resource needs.

Faculty Senate also heard from Scott Linneman, the director of the Honors Program on the formation of an Honors College. There is support for forming an Honors College from senators and others across campus. There were also some concerns raised that I want to relay to the board. First, the demographics of the current program and the low enrollment of students of color and first-generation college students. Secondly, the dependence on Non-Tenure-Track faculty to run the program. And thirdly, that one of the stated benefits of an expanded honors program – its use as a marketing tool - would not take precedence over the educational benefits to program participants and all students at Western.

I also want to report that Faculty Senate has recommended extending the temporary and more supportive Pass/No Pass undergraduate grade policy through summer quarter. We learned from Shelli Soto and her team at ESS that about 3,000 students opted for a Pass/No Pass grade this fall, for nearly 5,000 classes. Normally these numbers are in the very low double digits. We also learned from ESS that the retention rate after the census date actually improved slightly over Fall of 2019. I think these data are an indication of the challenges still facing students and the value of continuing to extend supportive policies and practices.

To end, I want the board to know that the faculty at Western pivoted to remote learning in the spring in response to the COVID crisis, we did not pivot to become an online learning university. Proper online education is certainly possible, but it is resource heavy. Faculty at Western are working to bridge the gap between emergency remote delivery and providing a quality online experience without the necessary resources, often to exhaustion. As we plan for recovery from the crisis, we should not plan to use our faculty in the same manner, or to degrade our students learning experiences in the process.”

8. ASSOCIATED STUDENTS REPORT

Sargun Handa, Associated Students (AS) Senate Pro-Tempore reported on behalf of AS President, Abdul Malik-Ford, and provided an update on Western Lobby day and noted that the legislative priorities for the AS include: equitable education, diversity, equity, and inclusion training, and the Coast Salish Longhouse. Handa expressed gratitude to the Office of Civil Engagement, the Associated Students, and the Student Advocacy and Identity Resource Center for their collaborative work bringing forward the lobby agendas.

Handa reported that the AS Executive Board has confirmed, through a Special Election process that Zarea Lavalais, will serve as AS Vice President for Sustainability after the previous officeholder resigned. Lavalais will work with Student Senators from Huxley College to present information and research related to the process for examining the naming of Huxley College of the Environment. Handa noted that the Special Election ballot also included an amendment to move the AS Student Senate Election from Fall Quarter to Spring Quarter, thus bringing it into alignment with the AS Executive Board elections during Spring Quarter.

Handa reported that she and AS President Ford have appointed Laura Wagner, Huxley College of the Environment Student Senator, and Kaylan Rocamora, AS Personnel Director, who will serve as student representatives on the President's Legacy Review Taskforce whose charge it will be to review and report on a potential name change for the Huxley College of the Environment.

Handa reported that work continues on the AS Constitution and the Board will have an opportunity to review the document at the June 2021 regular meeting of the Board of Trustees.

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

Trustee Pettis reported that the FARM Committee received a presentation by John Furman, Director of Facilities Management, on the current condition of Western's buildings and infrastructure, the related operational and financial risks, and next steps in the maintenance planning process.

Pettis reported that the committee received an Exit Conference from the Washington State Auditor's Office (SAO) for the annual Accountability Audit of Western's Accounts Payable, IT Security Policies, Procedures, practices and controls, Procurement, Employment Eligibility Verification, and the Western Crossing Development. Pettis noted that the SAO Accountability Audit reflected no areas of concern with compliance to applicable laws, regulations, and Western's own policies to safeguard public resources.

Pettis reported that the committee received an update on the continuous impacts of the coronavirus pandemic on the University's finances and the matrix that has been established to measure Western's financial health.

Pettis concluded that the committee received an update from Brian Sullivan, Interim Director, Office of the Internal Auditor who recommended that the committee consider the Washington State Auditor's Office perform the financial statement audit for FY 2021 and enter into a one-year agreement with the SAO to perform the FY 2021 Audit which will be voted on by the full Board of Trustees later in the agenda. Pettis also thanked Trustee Lee and Trustee Meyer for serving on the search committee for the Executive Director, Internal Audit position and noted that Trustee Lee will serve as search committee Chair.

10. STUDENT SUCCESS COMMITTEE REPORT

Trustee Mo West reported that the committee received a presentation by Richard Squires, Vice Provost, Outreach and Continuing Education, Bruce Larson, Dean, Woodring College of Education and Bill Lonneman, Program Director, RN-to-BSN Nursing Program that provided the committee with an overview of potential growth within the program. It was noted that the program received a ten-year accreditation and graduated its full cohort. West added that new pathways of growth include allowing nursing students to participate in the RN-to-BSN program part-time while they continuing their residence work at regional hospitals, which encourages nurses to seek their bachelor's degree in nursing and support the state of Washington's work force. Trustee West reported additional opportunities for growth would be for Western to offer graduate degrees in nursing: the MSN in Nursing Education and the MSN in Nursing Administration and Leadership.

Trustee West reported that the committee received a presentation on the 2021 Legislative Session from Becca Kenna-Schenk, Executive Director, Government Relations. The presentation focused on Western's legislative priorities and provided information regarding the Governor's budget proposals that were released in December.

Trustee West concluded that the committee received an update from Nicole Ballard, Associate Students Vice President for Government Relations, and Jude Ahmed, Associated Students, Legislative Liaison on Western Lobby Day, which took place in January 2020 and provided an overview of the Associated Students proposed legislative agenda goals for the year.

11. LEGISLATIVE OUTLOOK FOR THE 2021-23 BIENNIAL SESSION

Becca Kenna-Schenk, Executive Director, Government Relations was joined by Drew Shirk, Governor Inslee's Executive Director of Legislative Affairs who provided an update on the governor's budget and policy priorities for the 2021-2023 biennium. Kenna-Schenk reported that Western's 2021 Operating Budget priorities include protecting current investments in higher education such as the Washington College Grant, as well as Diversity, Equity, and Inclusion initiatives. Western's 2021 Capital Budget priorities include construction funding for the Electrical Engineering/Computer Science Building and Coast Salish-style Longhouse, along with a number of maintenance and preservation projects , all of which have been fully funded in the Governor's proposed budget.

Director Shirk shared the Governor's legislative and budget priorities for the current legislative session as the state recovers from the effects of the global pandemic crisis. Shirk complimented Western's contribution to higher education in the state of Washington and its role as a leader across the nation. Shirk noted that a priority in the upcoming budget cycle is the recovery effort to support public education and the higher education pipeline. Shirk noted the College Need Grant continues to be a priority in the Governor's budget which will continue to provide access to higher education to serve the state of Washington's work force.

Nicole Ballard, Associated Students Vice President for Government Relations, and Jude Ahmed, Associated Students Legislative Liaison provided an update on Western Lobby Day, which took place on Monday, January 18th, 2020 and provided an overview of the Associated Students proposed legislative agenda goals for the year.

Trustee Meyer announced a ten-minute break at 10:00 a.m. The board reconvened at 10:14 a.m.

12. APPOINTMENT OF FY2021 FINANCIAL STATEMENT AUDITOR

Trustee Faith Pettis, Chair, Finance, Audit and Enterprise Risk Management Committee, recommended that the Board of Trustees re-appoint the State Auditor's Office to perform Financial Statement audit services for the fiscal year ending June 30, 2021.

MOTION 02-03-2021 Trustee Lee moved, upon the recommendation of the Board of Trustees FARM Committee, the appointment of the Washington State Auditor's Office to perform an audit of FY 2021 Financial Statements for Western Washington University, Housing and Dining, and the Wade King Student Recreation Center. This appointment is for a one-year term with an estimated total cost of \$76,000.

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.

13. APPROVAL OF SPRING QUARTER MANDATORY STUDENT FEES

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 the mandatory student fees that will be collected for spring quarter. It was noted that service areas are currently working creatively to continue delivering the important activities, infrastructure, and support that are essential to student success and the Western experience. Van Den Hul reported that the administration believes that mandatory fees levels can be reduced for Spring Quarter 2021 from originally established levels without compromising the delivery of essential services or defaulting on bond covenants, and provide for students' employment supported by these fees to be maintained remotely where possible and as funding allows. Huskey noted that the reductions would amount to a total decrease of \$47.79 or 8.0% on mandatory student fees rates for Spring Quarter 2021 from those previously set by the Board of Trustees for the 2020-2021 academic year.

MOTION 02-04-2021 Trustee Pettis moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the reduction of Spring Quarter 2021 mandatory student fee levels as proposed in the attached supporting document for the following fees:

- Services & Activities Fee* (*Proposed decrease \$15.54 for Spring Quarter; 6.9%*)

- Student Recreation Fee* (*No decrease*)
- Student Health Services Fee (*No decrease*)
- Student Technology Fee (*Proposed decrease \$1.75 for Spring Quarter, 5.0%*)
- Non-Academic Building Fee* (*No decrease*)
- Sustainability, Equity, and Justice Fund Fee (*Proposed decrease \$4.00 for Spring Quarter; 44.4%*)
- Student Alternative Transportation Fee (*Proposed decrease \$25.50 for Spring Quarter; 89.5%*)
- Legislative Action Fee (*Proposed decrease \$1.00 for Spring Quarter; 100%*)
- Multicultural Center Fee* (*No decrease*)

**Fees that support bond debt payments*

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.

14. APPROVAL OF SUMMER SESSION 2021 TUITION AND MANDATORY STUDENT FEES

Brent Carbajal, Provost and Vice President for Academic Affairs introduced Robert Squires, Vice Provost for Outreach and Continuing Education who provided the board with an overview of the proposed tuition increases that are necessary to cover the increases in Summer Session operational costs, including salaries, benefits, and other expenses.

MOTION 02-05-2021

Trustee Sharpe moved, that the Board of Trustees of Western Washington University, on recommendation of the President, approves the recommended Summer Session tuition for 2021: specifically, that resident undergraduate and graduate tuition will rise to \$274 and \$346 per credit, respectively; and non-resident undergraduate and graduate tuition will increase to \$436 and \$508 per credit, respectively. Tuition rates for programs for the MBA program are estimated not to exceed the approved rates from the academic year: \$401 per credit for resident graduate and \$998 for non-resident. Student tuition will be charged on a per credit basis for Summer Session.

FURTHER MOVED, that the Board of Trustees of Western Washington University, on recommendation of the President, approves the following mandatory fees for Summer 2021:

For Bellingham Face to Face courses, including those designated as remote teaching for summer quarter, \$511.63 including:

- Services & Activities Fee, \$145.92
- Student Recreation Fee, \$109.46
- Student Health Services Fee, \$117.00
- Technology Fee, \$33.25 (reduction of \$1.75 from previously approved level)
- Non-Academic Building Fee, \$47.00
- Sustainability, Equity, and Justice Fund Fee, \$5.00 (reduction of \$4.00 from previously approved level)
- Alternative Transportation Fee, \$23.00
- Legislative Action Fee, \$1.00
- Multicultural Center Fee, \$30.00.

For Other Summer Session courses, including classes approved as regular online courses and other location face to face courses, \$151.92, including the Services & Activities Fee, Sustainability, Equity, & Justice Fund Fee, and Legislative Action Fee, as described above.

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.

15. APPROVAL OF REDUCTION IN HUMAN SERVICES DISTANCE LEARNING TUITION AND FEES

Brent Carbajal, Provost/Vice President for Academic Affairs provided the board with an overview on the proposed reduction in the Human Services degree program self-sustaining tuition and fee rate (\$327/credit) to the Academic Year Self-Sustaining rate (\$272/credit).

Carbajal explained that with the move of all other undergraduate programs on the Peninsulas to state-funding in 2020, the Human Services major has become an outlier in terms of WWU program costs in the region. Moreover, the Human Services major is offered on the Everett and Bellingham campuses at state-supported rates. He added that this results in distance learning students on the Peninsulas paying a premium for an equivalent program. The difference in total cost between the 75-credit state-supported program in Bellingham and the distance learning program on the Peninsulas is approximately \$10,000. While the pursuit of state-funding for the Human Services Distance Learning program remains a strategic priority for Western, this proposal seeks to address the outstanding cost-differential to the extent possible while maintaining consistency with other self-sustaining fee rates and ensuring the fiscal sustainability of the program.

MOTION 02-06-2021

Trustee Harrell moved, that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the Human Services self-sustaining rates as proposed.

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.

16. APPROVAL OF WINTER QUARTER DEGREES

MOTION 02-07-2021

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 Winter Quarter 2021, effective March 20, 2021.

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. INFORMATION ITEMS

a. Quarterly Grant Report

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

b. Capital Program Report

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

c. University Advancement Report

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

d. University Relations and Marketing Report

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

e. Department of Public Safety Annual Report

Vice President Van Den Hul provided a written report on the annual update of the Department of Public Safety.

f. Mid-Year Housing and Dining Report

Vice President Huskey provided a written report of the annual programmatic and fiscal report on the University's Housing and Dining System.

g. Enrollment Management Summary

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

18. TRUSTEE REMARKS

The trustees thanked everyone in attendance for their participation and the thoroughness of the meeting materials.

19. EXECUTIVE SESSION

At 10:53am the board went into Executive Session for approximately thirty minutes to discuss personnel matters as authorized by RCW 42.30.110. No action was taken in executive session.

Chair Meyer announced the board would go back into open session at 11:27am.

20. DATE FOR NEXT REGULAR MEETING

April 1 & 2, 2021

21. ADJOURNMENT

The meeting adjourned at 12:27 pm.

**Western Washington University
Board of Trustees
Special Meeting Minutes
Monday, March 8, 2021
Tuesday, March 9, 2021**

CALL TO ORDER

Board Chair John Meyer called the work session of the Board of Trustees of Western Washington University to order at 2:03 p.m. via Zoom. A quorum was established by roll call.

Board of Trustees

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

Western Washington University

Sabah Randhawa, President
Brent Carbajal, Provost and Vice President for Academic Affairs
Richard Van Den Hul, Vice President for Business and Financial Affairs
Melynda Huskey, Vice President for Enrollment and Student Services
Stephanie Bowers, Vice President for University Advancement
Donna Gibbs, Vice President for University Relations and Marketing
Melissa Nelson, Assistant Attorney General
Paul Dunn, Chief of Staff and Secretary to the Board of Trustees
Rayne Rambo, Assistant Secretary to the Board of Trustees

1. DISCUSSION OF BOARD BYLAWS, POLICIES, AND RULES OF OPERATION

Trustee Meyer led the trustees in a discussion centered on the Board of Trustees Bylaws and Rules of Operations. The board discussed the restructuring and revision of the Board Governance materials after diligent research, discussion, and development by the Board of Trustees Ad Hoc Governance Committee whose membership includes Trustee John Meyer, Trustee Sue Sharpe, Trustee Chase Franklin, supported by the President Randhawa, Paul Dunn, Chief of Staff to the President and Secretary to the Board of Trustees, and Melissa Nelson, Assistant Attorney General. Meyer explained that the primary motivation for conducting the review was broad agreement that the Rules of Operation contain too many procedural and operational details for a foundational governing document, making the document both unwieldy and requiring too-frequent amendment as the details change. The Ad Hoc Governance

Committee reviewed and proposed recommendations for full board consideration with respect to draft bylaws, and the revision, elimination, or supplementation of the board's policies. In the course of its work the Committee took into consideration the structure and content of other state institutions' governing, noting their clear distinction among bylaws, policies, and operational/procedural matters that are conflated in the WWU Trustees' Rules of Operation.

Chair Meyer announced a ten-minute break at 3:06 p.m. The board reconvened at 3:14 p.m.

The board continued to engage in conversation with regards to clearly aligning the structure of its governance documents with Western's mission and vision. A proposed outline of the structure would include a summary of the Board of Trustees Purpose and Role, a Board of Trustees Manual, Board Bylaws, Board Policies, and a Statement of Ethical Principles and Trustee expectations. It was noted that work would continue in refining these documents over the coming months, with the goal of bringing them forward for approval of the full Board of Trustees at the June 2021 regular meeting.

2. ADJOURNMENT

Board Chair John Meyer adjourned the meeting for the day at 4:47 p.m. on Monday, March 8, 2021 and noted that the board will reconvene at 2:00 p.m. the following day.

3. REFLECTIONS ON WWU STRATEGIC PLAN, PANDEMIC IMPACTS, AND FUTURE PRIORITIES

The Board of Trustees engaged in discussion with Brent Carbajal, Provost/Vice President for Academic Affairs, Richard Van Den Hul, Vice President for Business and Financial Affairs, Melynda Huskey, Vice President for Enrollment and Student Services, Stephanie Bowers, Vice President for University Advancement and Donna Gibb, Vice President for University Relations and marketing regarding the Western's strategic goals, pandemic-related impacts and the effects on Western's short-term and long-term priorities.

President Randhawa initiated the discussion by outlining the overarching themes that demonstrate the fundamental aspects of Western's mission, Advancing Inclusive Success, Increasing Washington Impact, and Enhancing Academic Excellence. The group discussed what success would look like as Western works to be known nationally and internationally for its student success rates, student learning experiences, interdisciplinary research and educational collaborations and impact, and a campus culture that exemplifies equity, inclusion, and social justice.

The group discussed the impacts of the global health pandemic and the way they have made the foundational economic and moral imperatives that underlie the strategic plan even more urgent.

Chair Meyer announced a break at 3:29 p.m. The board returned and reconvened the meeting at 3:42 p.m.

The group resumed their conversation and focused on the priorities for the year ahead as Western begins to navigate a transition back to increasing in-person learning and services, while taking care to retain and implement some of the lessons learned from remote operations. The group discussed enrollment strategies to overcome the enrollment loss experienced during the pandemic and to re-center on the path to increasing the growth and diversity of the Western's student body.

4. EXECUTIVE SESSION

At 4:18 p.m. Chair Meyer announced that the Board would convene in Executive Session for approximately twenty minutes to discuss a personnel matters related to potential litigation as authorized in RCW 42.30.110 (1)(i) and (i) (iii).

The board returned to open session at 4:38 p.m.

5. ADJOURNMENT

The meeting adjourned at 4:39 p.m.