

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa

DATE: April 22, 2022

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, 2022

Supporting Information:

Minutes of February 11, 2022

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, February 11, 2022**

CALL TO ORDER

Board Vice Chair, Trustee Chase Franklin called the regular meeting of the Board of Trustees of Western Washington University to order at 8:04 a.m., in the Old Main Board Room.

Board of Trustees

John M. Meyer, Chair *via Zoom*
Chase Franklin, Vice Chair
Faith Pettis
Karen Lee
Mo West
Nate Jo
Sue Sharpe

Western Washington University

Sabah Randhawa, President
Brent Carbajal, Provost/Vice President for Academic Affairs
Joyce Lopes, Vice President for Business and Financial Affairs
Kim O'Neill, Vice President for Advancement
Donna Gibbs, Vice President for University Relations and Marketing
Brent Carbajal, Provost and Vice President for Academic Affairs
Becca Kenna-Schenk, Executive Director, Government Relations
Shirin Deylami, Faculty Senate President
Glory Busic, Associated Students President
Melissa Nelson, Assistant Attorney General
Paul Dunn, Chief of Staff to the President and Secretary to the Board of Trustees
Rayne Rambo, Assistant Secretary to the Board of Trustees

1. APPROVAL OF MINUTES

MOTION 02-01-2022

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

- Board of Trustees Meeting, December 9, 10, 2021
- Board of Trustees Special Meeting, December 16, 2021
- Board of Trustees Work Session, January 13, 14, 2022

The motion passed.

2. PUBLIC COMMENT

As per Amended RCW 28B.35.110, the Board of Trustees provided time for public comment. No one signed up for public comment.

3. BOARD CHAIR REPORT

Board Vice Chair, Trustee Chase Franklin reported that the Board of Trustees meet in Seattle, WA in January for one of their two annual work sessions. Franklin noted the work session was facilitated by Association of Governing Boards (AGB) consultant, Carol Cartwright who led discussion regarding strategic thinking of priorities and issues unique to Western, board culture, board member expectations, that led to a draft statement of board values and board member expectations which is under review and will be presented at an upcoming board meeting.

Franklin his report with an official recognition of Bruce Harrell. Franklin reported that Harrell was appointed by the Governor on January 22, 2021, and effectively resigned from his tenure after being elected Mayor of Seattle on January 1, 2022.

RESOLUTION NO. 2022-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY

RECOGNIZING THE SERVICE OF 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 brought 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 took office on January 1, 2022 as the 57th mayor of Seattle, further deepening his lifelong commitment to the City of Seattle as a native son, resident, and leader; and

WHEREAS, BRUCE HARRELL has contributed his time, energy, and expertise toward the sound governance of Western Washington University, and to increasing its stature locally and in the region;

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Western Washington University that **BRUCE HARRELL** is hereby honored for his service and dedication to the University and is extended gratitude and best wishes for his past service to Western and future service to the people of Seattle.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its meeting on February 11, 2022.

MOTION 02-02-2022

Trustees West moved that the Board of Trustees approve Resolution 2022-01 to Recognizing the Service of Trustee Bruce Harrell

The motion passed.

The trustees thanked Harrell unanimously for sharing his time and talents with the board and for his experienced perspective that he brought to meeting discussions. Harrell thanked the trustees and the campus community for their kindness and generosity of time committed to the work of the trustees.

4. UNIVERSITY PRESIDENT'S REPORT

President Randhawa reported that former Trustee John Warner had passed away in the fall of 2021. Randhawa noted that Warner was an aeronautical engineer with a distinguished career at Boeing that included serving as President of Engineering at Boeing Commercial and Chief Administrative Officer and Chief of Staff to Boeing's President and CEO. Randhawa highlighted that Warner was generous to Western with his time and philanthropy and that he enjoyed conversations with Warner for his insights on student success and access, and that his expertise with external partnerships was invaluable.

Randhawa reported that Western resumed in-person classes on January 24, 2022, and leadership continues to assess conditions regarding health and safety. He noted that Western has proceeded with caution at the start of winter quarter as omicron variant cases spiked in Whatcom County and around the country. He reported that with the advice of Western's COVID Support Team and Western's medical team, and following the guidance of local, regional, and national health officials, the decision was made to delay the return to in-person classes by an additional two weeks to better understand the impact of the omicron variant on campus and in the community.

He added that there is a lot to be said about the quality of education and learning experience and engagement with faculty and peers in an in-person learning environment. However, he noted and expressed sympathy with concerns shared by some students at a regularly scheduled student listening session held earlier during the quarter, who did not believe it safe to return to in person learning and wished for the university to offer all courses in multiple modalities.

He explained that teaching in-person requires one set of human and physical infrastructure, while teaching remotely requires another, and that doing both at the same time for hundreds of courses was not feasible. He also noted that many students on the other side of the issue have expressed concerns about the negative impacts of remote learning on educational quality and mental health.

Randhawa emphasized that the timeliness of the decision to delay the return to in-person learning and the follow-up communication was challenging, and he expressed his gratitude to both faculty and students for their continued patience, understanding, and quick pivots under the difficult and unpredictable circumstances.

Randhawa gave special recognition and thanks to the team that handled the logistical challenge of managing a large number of students who tested positive at the start of the quarter and addressing the quarantine and isolation procedures with University Residences. He noted that this team included staff from University Residences, building services, and Western's custodial personnel; he added that their work was the latest example of the exemplary work this group has done throughout the pandemic.

Provost Carbajal provided an update on the newly completed tenure and promotion cycle. Randhawa and Carbajal noted that after the review of the dossier of the faculty, they were both impressed with their achievements. It was noted that Randhawa and Carbajal would be meeting with the newly tenured and promoted faculty members over the next few months to both congratulate them and to learn from them as to how we can further support their successes.

5. FACULTY SENATE REPORT

Shirin Deylami, Faculty Senate President reported the following:

"Good morning, Trustees. I am very happy to be with you this morning to provide an update about what work we are doing in the faculty senate. I think it is easiest to divide this work into three categories: curricular changes and innovation, responsiveness to student needs and the renovation of faculty governance models.

On the curricular front, the Academic Coordinating Commission has been having robust conversations about course modality which included a clearer definition of hybrid modality. If you recall, last year we put a moratorium on new course approvals until colleges and departments came up with clear policies about how alternative modalities outside of face-to-face would be assessed. Brooke Love (ACC chair), Brent Carbajal (with the help of Robert Squires) have developed some guidance for deans and chairs to think through course modality approval and we are told that there are robust conversations happening around modality in college governance committees.

On the student front, working with Shelli Soto, Faculty Senate has approved some important changes to the course withdrawal policy for students. I think these new policies which do not limit the number of course withdrawals are important for students who struggle to finish courses because of illness, disability, or personal situations. Prior to this change in policy, if students had met the maximum number of course withdrawals they would have to withdraw completely from all of their classes or suffer poor grades. This new policy provides for a lot of flexibility in withdrawing from courses and we have seen from the data from other universities that these more flexible policies have not increased the number of withdrawals overall.

Perhaps, our heaviest load in the Senate has been in reforming faculty governance itself. Three upcoming changes are worth noting. First, the Faculty Senate voted just last Monday past to amend the Faculty Handbook to allow departments, should they choose, to allow NTT faculty to participate in the vote for Chair. We are hoping to work with the administration to push this change forward and look forward to bringing it up for your approval in the next Board of Trustees meeting."

In addition to the change in the Faculty Handbook, we are currently receiving feedback from the full faculty regarding proposed changes to the Faculty Senate election bylaws, which would make the process of electing Senators far more democratic and representative. In the next meeting of Senate, we will be reviewing the feedback we received from the full faculty.

Finally, the Senate is tackling something that is particularly important to me, namely the Code of Faculty Ethics. Our current code has some important language about our commitments to equity

and inclusion, but it has scant to say about our ethical commitments against sexual harassment. As some of you may know, most universities rely solely on federal and state legal statutes to attend to allegations of sexual harassment. While the legal mechanisms are essential, I think it is just as important for the faculty to have clearly developed and written ethical commitments against sexual harassment, particularly between faculty and students. This is essential not just to provide clear guidance for faculty but to express to students our commitment against sexual harassment and gender discrimination. Many students have expressed to me personally that they feel that the university and our faculty do not do enough to protect them. It is my hope that changes to the code of ethics can express to students our solidarity in ending sexual harassment on campus.

You can see that we have been busy taking up important issues in the Faculty Senate. It is my hope that we can bring to this body substantive changes we would like to see happen in faculty governance.

6. ASSOCIATED STUDENTS REPORT & WELCOMING NEW AS LEADERSHIP

Glory Basic, Associated Students President, provided the trustee with a report that the Associated Students (AS) Executive Board have been working with the Coalition of Home/Online Individual Choice + Equity (CHOICE) to find equitable solutions to hybrid learning accommodations and accessibility expectations and the AS Executive Board supports this work.

Basic reported that the AS Executive Board has been in communication with Western's Housing and Dining staff regarding water access on campus. She noted that Western has a plastic water bottle ban which was initiated and supported by the AS. Basic said that due to the Coronavirus Pandemic, concerns about lead in the water, potential financial barriers for students to invest in reusable water bottles have led to a discussion about providing different types of canned water or other more environmentally friendly options. She also noted that steps were being taken to increase awareness on where the current refill stations are located on campus.

Basic reported that the AS has started planning for a campus wide Earth Day event, work continues with the Student Senate to support the demands of the Shred the Contract group dedicated to a self-supported campus dining system, and collaboration with the Counseling, Health and Wellness Center and Space Administration to support student parents by providing resources and accessibility to safe spaces on campus to help them on their student journey while supporting their role as parents.

7. BOARD FINANCE, AUDIT, AND ENTERPRISE RISK MANAGEMENT COMMITTEE

Trustee Faith Pettis, Chair, Finance, Audit, and Enterprise Risk Management (FARM) Committee reported that the FARM Committee was provided an overview on Strategic Budgeting presented by Joyce Lopes, Vice President for Business and Financial Affairs and Faye Gallant, Executive Director, Budget and Financial Planning. Pettis noted the presentation provided an overview of the strategic budgeting process for deeper and more inclusive consideration of items that can be streamlined or where savings can be realized across divisions. Pettis added that the Board would be provided an expanded presentation later in the day's agenda.

Pettis reported that the committee received an update from Brian Sullivan, Associate Vice President for Finance and Business Services on Western's financial health from a strategic viewpoint, including the continued impacts of the coronavirus pandemic on Western's finances, the institution's financial health, and the fiscal year 2022-2023 biennial budget outlook and planning process.

Pettis reported that the committee received an update on the Student Recreation Center Revenue Refunding Bonds to refund the debt service (principal and interest) for all bonds maturing on or after May 1, 2023, with respect to outstanding Student Recreation Fee Revenue and Refunding Bonds. She noted that the bond sale was pre-marketed on January 11, 2022, resulting in a successful sale and close on January 11, 2022.

Pettis acknowledged the work of Amy Kozak, Executive Director, Audit and Consulting Services, including the updated name of her department in addition to a summary of her work to expand the department to better support Western.

8. BOARD STUDENT SUCCESS COMMITTEE REPORT

Trustee Mo West, Chair, Student Success Committee, (SSC) reported that the committee received a report from Michael Sledge, Executive Director, Student Life and Jonathon Stubblefield, Resource Navigator, Office of Student Life regarding students' basic needs at Western. West reported that Stubblefield's position as a Resource Navigator, in addition to a program manager, is part of a pilot program to expand access to students who are homeless or who have come from foster care. It was noted that Western is one of twelve participants in the pilot program and an overview of the program is available at <http://wsac.wa.gov/student-supports>

West reported that the program provides assistance in the following ways: basic needs, short term emergency housing, meals in the dining halls, financial assistance, and technology needs. West acknowledged that much of the need around basic needs is covered by the recent Higher Education Emergency Relief Fund (HEERF) sent through Financial Aid. She noted the committee was provided an overview of a survey conducted in Fall 2021 that included all undergraduates and graduate students, including satellite campuses and that the Board would be provided a full overview at an upcoming meeting.

9. OUTLOOK FOR THE LEGISLATIVE SESSION

Becca Kenna-Schenk, Executive Director, Government Relations provided an overview on the sixty-day 2022 Legislative Session that began on Monday, January 10, 2022, and concludes on Thursday, March 10, 2022.

Kenna-Schenk reported that Western's legislative priorities for the current session have been compensation increases for Western employees, investments in student retention and success initiatives, state support for nursing degree programs and capital construction support for campus infrastructure projects.

Kenna-Schenk highlighted the legislative proposals that Western is in support of in the current session. House Bill 1659, that would expand the Washington College Grant (WCG) program by modifying the income eligibility thresholds and award levels and provides a bridge grant to some WCG recipients as an additional annual stipend for expenses beyond tuition and fees. House Bill 1835, that would establish a FAFSA/WASFA outreach and completion initiative between public institutions of higher education and high schools and creates a statewide marketing campaign to promote the Washington College Grant. Senate Bill 5830, which would increase tenure-track faculty at public baccalaureate institutions, including forty new faculty positions at Western. And Senate Bill 5854 which would allow higher education institutions to set administrative processes for activities constituting private uses of state resources that are required as part of a faculty member or research employee's job requirements.

10. WATERFRONT UPDATE

Donna Gibbs, Vice President for University Relations and Marketing provided an update on recent developments with the Port of Bellingham and the Western Crossing Development Corporation. Gibbs began with a review of the history, noting that Western and the Port of Bellingham created the Western Crossing Development and developed a Memorandum of Understanding to pursue a strategy to facilitate Western's presence on the Bellingham waterfront district. Gibbs noted that since that time Western has worked with the Port of Bellingham, community partners, and campus stakeholders in planning Western's presence in the waterfront district. She added that the planning involved various discussions around expanding academic programming, potential partnerships with private industry, non-profits, and other government and education entities.

Gibbs reported that during the pandemic, the Port of Bellingham and Western's working group that including Brent Carbajal, Provost and Vice President for Academic Affairs, Dean Brad Johnson, and herself extended the deadline for a development plan, to complete a second amendment to the agreement that has expired. She reported that due to development delays the Port of Bellingham has decided to dissolve the Western Crossing entity. She added the dissolution is expected in the coming weeks. The current Memorandum of Understanding provides that either party can move to terminate with written notice by March 31, 2022, and the entity would be automatically dissolved by March 21, 2023.

Trustee Franklin, Board Vice Chair, announced a ten-minute break at 9:35 a.m. The Board reconvened at 9:45 a.m.

11. UPDATE ON COAST SALISH LONGHOUSE

Laural Ballew, Executive Director, American Indian/Alaska Native, First Nation Relations and Tribal Liaison to the President provided an update on initiatives underway within Tribal Relations since April 2021, noting that all the items in the Native American Student Union's (NASU) "letter of urgent needs" submitted in 2016 had been accomplished. Ballew noted that the letter included verification of tribal enrollment or descendance, full funding for the NASU annual pow wow, and government to government facilitated by the Governor's Office of Indian Affairs, and the implementation of the Tribal Liaison position that Ballew currently holds at Western.

Ballew reported that the Coast Salish Style Longhouse project planning continues with secured capital funding from the State legislature in the amount of \$4.5 million in fiscal year 2021-2023 with additional fundraising plans for the remaining funds underway. She noted that the location of the Longhouse was in the process of being confirmed and that a project planning committee including tribal elders and other advisors has been assembled.

12. STRATEGIC BUDGETING PROCESS

Joyce Lopes, Vice President, Business and Financial Affairs, and Faye Gallant, Executive Director, Budget and Financial Planning provided an overview of the strategic budgeting process. Lopes explained that a strategic budgeting process is focused on fiscal decisions that invest in Western's people, places, and programs in pursuit of the University's strategic goals. It was noted that when implemented as a five-year rolling process, the budget becomes better aligned with strategic priorities, resources are utilized more efficiently and effectively, and strategic investments are made

to our most important institutional assets. Lopes added that linking Western's strategic budget to the strategic plan ensures Western can sustain and support the university for current students and future students by improving student learning and success, strategically investing in institutional assets, and implementing evidence-based budgeting linked to assets.

13. APPROVAL OF BOARD OF TRUSTEES MEETING SCHEDULE FOR 2023-2024

MOTION 02-01-2022

Trustee Jo moved, that the Board of Trustees of Western Washington University establish the following regular meeting schedule for the year 2023 and 2024:

February 9, 10, 2023
April 13, 14, 2023
June 8, 9, 2023
August 17, 18, 2023
October 12, 13, 2023
December 7, 8, 2023

February 8, 9, 2024
April 11, 12, 2024
June 13, 14, 2024
August 15, 16, 2024
October 10, 11, 2024
December 12, 13, 2024

The motion passed.

19. 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 Lopes provided a written report on the University's capital projects.

c. University Advancement Report

Vice President O'Neill 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 Lopes provided a writer 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 Report

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

17. TRUSTEE REMARKS

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

18. EXECUTIVE SESSION

At 11:11 a.m. Vice Chair Franklin announced that the Board would not convene in Executive Session

22. DATES FOR NEXT MEETING

April 21 & 22, 2022

23. ADJOURNMENT

The meeting adjourned at 11:21 a.m.

