

**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES  
MINUTES  
June 10, 2011**

**1. CALL TO ORDER – APPROVAL OF MINUTES**

Chair Dennis Madsen reconvened the meeting of the Board of Trustees of Western Washington University at 8:00 a.m., June 10, 2011, in Old Main 340, Bellingham, Washington.

**Board of Trustees**

Ramiro Espinoza  
Betti Fujikado, Secretary  
Karen Lee  
Dennis Madsen, Chair  
Ralph Munro, Vice Chair  
Phil Sharpe  
Dick Thompson

**Western Washington University**

Bruce Shepard, President  
Wendy Bohlke, Assistant Attorney General  
Sherry Burkey, Associate Vice President for University Relations  
Paul Cocke, Director, University Communications  
Eileen Coughlin, Vice President for Enrollment & Student Services  
Paul Dunn, Senior Executive Assistant to the President  
Paula Gilman, Executive Director of Planning & Budgeting  
Scott Pearce, President, Faculty Senate  
Catherine Riordan, Provost and Vice President for Academic Affairs  
Liz Sipes, Secretary to the Board of Trustees  
Steve Swan, Vice President for University Relations  
Richard Van Den Hul, Vice President for Business and Financial Affairs  
Colin Watrin, President, Associated Students

MOTION 06-01-2011      Ralph Munro moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the minutes of the May 20, 2011 Special Board of Trustees Meeting and the minutes of the April 14, 15, 2011 Board of Trustees Meeting.

Motion carried. Trustees Thompson & Espinoza abstained from voting on the minutes of May 20, 2011.

## 2. RECOGNITIONS AND INTRODUCTIONS

- a. Provost Riordan introduced Dr. Norman and Trustee Phil Sharpe read Resolution No. 2011-02 recognizing Arlan Norman, Dean of the College of Sciences & Technology.

### WESTERN WASHINGTON UNIVERSITY BOARD OF TRUSTEES

#### RESOLUTION NO. 2011-02 RECOGNIZING THE SERVICE OF ARLAN NORMAN

WHEREAS, in 2003, ARLAN NORMAN was appointed by President Karen W. Morse as the founding Dean of the College of Sciences & Technology at Western Washington University; and

WHEREAS, ARLAN NORMAN brought to his appointment as Dean of the College of Sciences & Technology experience as Associate Dean for Natural Sciences, and Chair and member of the Chemistry department at the University of Colorado, Boulder; and

WHEREAS, ARLAN NORMAN has served as a consultant for numerous publishers, private companies, and scientific institutes; and

WHEREAS, ARLAN NORMAN received his undergraduate degree from the University of North Dakota; and his doctorate from Indiana University; and

WHEREAS, under ARLAN NORMAN's exceptional leadership, The College of Sciences & Technology has successfully addressed a number of significant goals and is now recognized throughout Washington, and beyond, as a leader in the development and implementation of programs such as the Advanced Materials Science and Engineering Center (AMSEC) and the Biomedical Research Activities in Neuroscience (BRAIN) program; and

WHEREAS, under ARLAN NORMAN's guidance, the College of Science & Technology has adopted and delivered a mission to *provide the highest quality education in science, mathematics and technology; to participate in the discovery, communication and application of knowledge; to integrate teaching, scholarly activity and service; and to maintain a diverse college community*; and

WHEREAS, ARLAN NORMAN is a highly effective leader noted for his vision, energy, commitment, candor and ever-present good humor, and has served with commitment and distinction as Dean of the College of Sciences & Technology and as a trusted member of the Academic Affairs leadership team; and

WHEREAS, ARLAN NORMAN will be retiring from Western to pursue new adventures in the next stage of his life;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Western Washington University offers thanks and commendation to ARLAN NORMAN on his many achievements and exemplary service as Dean of the College of Sciences & Technology.

Dated and signed this 10th day of June, 2011.

- b. Eileen Coughlin, Vice President for Enrollment and Student Services introduced Lynda Goodrich, Director of Athletics. Lynda noted that over the Memorial Day weekend, Western was awarded six national championships – three in Track and Field and three in Women’s Rowing. Lynda introduced PeeWee Halsell, Track & Field Coach, John Fuchs, Rowing Coach and the following athletes:
  - a. Monica Gruszecki. – 2<sup>nd</sup> National Champion in Outdoor Track & Field Women’s Javelin, 2007 & 2011.
  - b. Ryan Brown – Indoor Track & Field Pole Vault and Outdoor Track & Field Pole Vault, both for second successive year, 2010 & 2011.
  - c. WWU Women’s Rowing Team – 2011 NCAA Division II National Champions – 7<sup>th</sup> Consecutive Team title.

Trustee Fujikado read Resolution No. 2011-03 Recognizing WWU GNAC All-Sports Title.

**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES**

**RESOLUTION NO. 2011-03  
RECOGNIZING WWU’S GNAC ALL SPORTS TITLE**

WHEREAS, The Western Washington University Athletics program had yet another exceptional year which culminated with the Vikings winning the Great Northwest Athletic Conference All-Sports championship; and

WHEREAS, Western was the conference all-sports champion for the third straight year and for the seventh time in the 10-year history of the GNAC; and

WHEREAS, the Vikings had the highest winning all-sports point total in GNAC history, placing first in both the men’s and women’s divisions; and

WHEREAS, the team members distinguished themselves as students in the classroom as well as on the court; and

WHEREAS, all teams demonstrated fine sportsmanship and inspired youth to work hard, play well and enjoy athletic competition; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Western Washington University officially recognizes the Department of Athletics for its outstanding achievement and extends to the athletes, coaches and staff the Board's gratitude and best wishes on behalf of the entire University Community.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on June 10, 2011.

- c. Provost Riordan introduced Dr. Amir Abedi, faculty advisor for the WWU Model United Nations Team. They received the "Outstanding Delegation" at National Conference for the second time, the highest recognition at the conference.

### **3. BOARD CHAIR REPORT**

Chair Madsen recognized the quality of journalism in the Klipsun Magazine, published twice quarterly by the students.

Chair Madsen read Resolution 2011-04 recognizing the service of Board Member Ramiro Espinoza.

#### **WESTERN WASHINGTON UNIVERSITY BOARD OF TRUSTEES**

#### **RESOLUTION NO. 2011-04 RECOGNIZING THE SERVICE OF BOARD MEMBER RAMIRO ESPINOZA**

WHEREAS, RAMIRO ESPINOZA of Bellingham, Washington, has served as a member of the Western Washington University Board of Trustees from July 26, 2010 to June 30, 2012; and

WHEREAS, RAMIRO ESPINOZA has the distinction of being the thirteenth student appointed by the Governor of the Board of Trustees of Western Washington University; and

WHEREAS, RAMIRO ESPINOZA received his Bachelor of Arts degree in Political Science and Anthropology in 2008, and is a Masters' candidate in good standing at Western Washington University; and

WHEREAS, RAMIRO ESPINOZA brought to his appointment as a trustee leadership qualities developed as the 2007-2008 Associated Students President, as an ex-officio member of the WWU Board of Trustees and the WWU Foundation Board, as a member of the Presidential Search Advisory Committee, and as a member of several university committees; and

WHEREAS, RAMIRO ESPINOZA brought to his appointment as a trustee dedication to the campus community through his employments as a Staff Recruiter in Human Resources and as the Veteran's Outreach Coordinator in 2006-2007; and

WHEREAS, RAMIRO ESPINOZA brought to his appointment as a trustee, dedication to the Bellingham community as a member of the Whatcom Museum of History and Art Board of Trustees, and as a volunteer for the Fairhaven Neighborhood Association and Worksource Whatcom; and

WHEREAS, RAMIRO ESPINOZA brought to his appointment experience as a Sergeant in the United States Marine Corps, 1998 - 2003; and

WHEREAS, RAMIRO ESPINOZA has contributed his time and commitment to the University at considerable personal sacrifice while preparing to earn a Master's Degree with a concentration in Student Affairs Administration; and

WHEREAS, RAMIRO ESPINOZA contributed to the increased stature and the future potential of Western Washington University through his participation in numerous activities and decision affecting the University;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Western Washington University that RAMIRO ESPINOZA be and is hereby honored for outstanding service and dedication to the University and is extended the gratitude and best wishes of the entire University community.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on June 10, 2011.

#### **4. UNIVERSITY PRESIDENT**

President Shepard postponed an in-depth debriefing of the recent legislative session until the August Board meeting.

Shepard recognized Sherry Burkey, Associate Vice Presidents for University Relations, for her hard work in Olympia and asked her to highlight some of the activities in the recent legislative session.

Burkey said there was more interest and concern in Olympia regarding the underfunding and devaluing of higher education in this state. Burkey said Western's team of students, faculty, and staff working on our behalf were very effective in Olympia. Through over 8,000 emails and contacts with legislators the WWU Advocates Group of parents and alumni brought attention to the needs of higher education and Western. Burkey said this is just our first year "start-up" effort and we can do more in the future. The legislators are listening to our concerns and Western is being recognized as a high quality institution because of these efforts.

Trustee Thompson noted that the legislators were sensitive to the inequity funding issue of Western but we are still behind compared to the other state institutions.

Burkey distributed a copy of the **2011 Legislative Session Summary** that listed significant legislation affecting Western Washington University.

In response to a request, there will be an update on the elimination of the HECB at the August Board meeting.

#### **5. ASSOCIATED STUDENTS**

Colin Watrin, outgoing AS President, introduced Anna Ellermeier, the 2011-2012 AS President. Watrin reported that the Associated Students:

- Awarded fourteen \$1,000 scholarships and hope to expand the number in the future.
- Invested in Club Management System software to manage club membership, money, advertising, etc.
- Invested in Western Outdoor Orientation program (WOOT) in partnership with the Outdoor Center and New Student Services office for an outdoor trek as part of the new student orientation program.

- Approved some new energy efficiency projects, e.g. LED lights in the parking lots, through the increase in the Green Energy Fee.

## 6. FACULTY SENATE

Scott Pearce, Faculty Senate President, reported that he enjoyed his service as FS President and said the faculty appreciates the care and thought that the Board of Trustees brings to the governance of Western. Karen Stout, the 2011-12 Faculty Senate President, was unable to attend today's meeting.

## 7. CONSENT ITEMS

MOTION 6-2-2011

Ralph Munro moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following consent items:

- Approval of Spring Quarter Degrees

Motion carried.

## 8. APPROVAL OF 2011-13 ACADEMIC YEAR TUITION RATES

President Shepard said there were two priorities in developing our budget --1) protect the core mission of the university, and 2) protect the areas of the highest quality. To this end, we developed a new strategic plan that builds on areas of Western's strengths to address areas of critical need in our state. Shepard said that the reduced budget is the "new normal" and we have to make fundamental changes in our budgeting so that we can sustain into the future.

Shepard distributed a copy of **WWU 2011-12 and 2012-13 Sources and Uses: Conference Budget**. He noted that a lot of the rebasing that has happened on campus is not reflected in the budget numbers. Shepard said that almost every academic department has critically examined their courses and how to allow for greater efficiency and effectiveness without sacrificing quality. Shepard and the Trustees discussed details of the conference budget.

In response to a question on the effect of the tuition increase on lower-income families, it was noted that Washington has one of the top funded financial aid programs in the country and there has been an influx of \$125M into the State Need Grant. Vice President Coughlin said that some students may choose to go to a community college first, but Western is positioned well nationally in terms of the cost vs. the quality of education provided.

Trustee Fujikado thanked the WWU administration for the transparent and understandable budget process which made it easier for her as a Trustee to understand what has been done in each area and support a decision.

Trustee Sharpe noted that it was very difficult for the Board to approve the tuition increase as they understand the impact that it will have on the students we want to serve. The Board views the tuition increase as a necessity to hold together what has been done at this institution over the past 100 years.

MOTION 6-3-2011

Ralph Munro moved, seconded by Dick Thompson, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve 2011-13 tuition rate increases for resident undergraduate students to the legislatively authorized level of \$857 or sixteen percent in 2011-12 and an additional \$994 or sixteen percent in 2012-13; and

Further moved, that tuition rates for non-resident undergraduate students, resident graduate students and non-resident graduate students each be increased by \$857 in 2011-12 and an additional \$994 in 2012-13; and

Further moved, that tuition rates for the Masters in Business Administration (MBA) program for resident students be raised by \$1,643 for 2011-12, and an additional \$1,464 in 2012-13, and for MBA non-resident students by \$1,705 in 2011-12 and an additional \$1,455 in 2012-13; and

Further moved, that the capital building fee for all programs be raised in 2011-13 by percentages corresponding to the percentage increases for the tuition operating fee for each category of students.

Motion carried.

MOTION 6-4-2011

Dick Thompson moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a 2011-12 Annual State Operating Budget of \$127,905,925 consisting of a State Appropriations in the amount of \$40,356,000; WWU net tuition operating fee revenue of \$77,780,768; administrative services assessment revenue of \$2,652,157 and one-time funds and/or possible salary recapture of \$7,117,000.

Motion carried.

At 10:00 a.m. Chair Madsen announced a break. The meeting reconvened at 10:20 a.m.

## **9. APPROVAL OF THE 2011-2013 CAPITAL BUDGET**

Rich Van Den Hul, Vice President for Business & Financial Affairs presented the detail of Western's 2011-2013 Capital Budget Request.

Van Den Hul said the request is a culmination of a new inclusive Capital Planning Process developed by the university. He acknowledged the work of Sherry Burkey, Rick Benner, Tim Wynn, the Capital Budget staff, UPRC and everyone involved in the process.

Van Den Hul recognized Renee Roberts who is stepping down as Director of Capital Budget. Roberts will continue at Western on a part-time basis.

MOTION 6-5-2011                      Ralph Munro moved, seconded by Dick Thompson that the Board of Trustees of Western Washington University, upon the recommendation of the President, accepts the 2011-2013 Capital Budget totaling \$3,193,000 comprised of \$24,902,000 in reappropriations and \$28,291,000 in appropriations, and approves the distribution of major categories.

Motion carried.

## **10. APPROVAL OF 2011-2012 STUDENT FEES**

Eileen Coughlin, Vice President for Enrollment & Student Services presented a background on the Mandatory Student Fees. The S&A (services and activities) fee is legislatively designed and has a campus oversight committee. The other fees are approved by Western's student government. Coughlin noted that because of the hard work of the Associated Students there is no increase in the 2011-12 mandatory fees with the exception of the Non-Academic Building Fee that will increase by \$2/quarter.

MOTION 6-6-2011                      Ralph Munro moved, that the Board of Trustees of Western Washington University, upon the recommendation of the university president and the various constituent review committees, approve the 2011-12 mandatory student fee levels and distribution for the S&A Fee as proposed in the attached documents for the following fees:

- Services & Activity (general S&A) Fee (*No increase*)
- Health Service Fee (*No increase*)
- Technology Fee (*No increase*)
- Non-Academic Building Fee (*\$2/qtr. increase*)
- Green Energy Fee (*No increase*)
- Student Recreation Fee (S&A) (*No increase*)
- Student Transportation Fee (*No increase*)

Motion carried.

## **11. ACADEMIC SELF-SUSTAINING PROGRAMS FEES (EXTENDED EDUCATION AND OTHER PROGRAMS)**

Catherine Riordan, Provost and Vice President for Academic Affairs, presented the motion on the Academic Self-sustaining Program Fees. These are the fees charged for the credit and non-credit and conference activities that are offered through Western's Extended Education unit. Extended Education brings in approximately \$5.5M to the academic division discretionary

fund. The tuition has been increased in the credit-bearing programs in lock step with the other tuition increases on campus.

Riordan announced that a new Vice Provost for Extended Education begins July 1.

MOTION 6-7-2011                      Ralph Munro moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the attached 2010-2012 Academic Self-Sustaining Program fee schedule.

Motion carried.

## **12. APPROVAL OF PROPOSED NAMING OF FACILITIES IN COLLEGE OF FINE & PERFORMING ARTS**

Shepard said that under the current Western Washington University naming policy (POL U6000.02 Naming University Facilities) Board of Trustees approval is required for all campus namings.

Mark Bagley, Western Foundation, said there are two naming opportunities in the College of Fine and Performing Arts: 1) the naming of a piano student in honor of Richard E. Clark, and 2) the naming of the new Steinway Grand Piano in honor of Ford D. Hill. Clark, through his estate plans, proceeds will benefit the Ford D. Hill piano scholarship and the purchase of a new Steinway Grand piano. Ford D. Hill is a professor emeritus of the Western music faculty.

MOTION 6-8-2011                      Ralph Munro moved, seconded by Dick Thompson, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the naming of a piano studio within the College of Fine and Performing Arts in honor of Richard E. Clark; and the naming of the new Steinway Grand Piano in honor of Ford D. Hill.

Motion carried.

## **13. APPROVAL OF THE 2011-13 INTERNAL AUDIT SCHEDULE**

Trustee Sharpe said that the Audit Committee has discussed the potential for more risk as staffing is cut, as we rebase, and as external auditors reduce their audits. After review, the Audit Committee recommends Board approval of the 2011-13 Internal Audit Schedule, Kim Herrenkohl, Director of Internal Audit, said the schedule is based on a risk assessment process, solicited input from the campus, considered planned external audit coverage, included required follow-up audits and allowed for flexibility for contingencies that may arise during the year. There was also input from the vice presidents and the president on some areas they would like to have looked at for a variety of reasons. This is a two year rolling schedule.

Rich Van Den Hul, Vice President for Business & Financial Affairs, met with the Audit Committee at the June 9 meeting. Van Den Hul reported that because of budget cuts the State

Auditors will no longer be able to conduct the annual Accountability Compliance Audit. Instead, the regional universities will be done as a Statewide Accountability Audit focusing on certain areas. The State Auditor will continue to conduct Western's Financial Statement Audit.

MOTION 6-9-2011

Ralph Munro moved, that the Board of Trustees of Western Washington University, upon recommendation of the Board of Trustees Audit Committee and President Shepard, approve the 2011-13 Internal Audit Schedule.

Motion carried.

## **DISCUSSION ITEMS**

### **14. TEXT BOOK COSTS, POSITION THE BOOKSTORE FOR THE FUTURE**

Eileen Coughlin, Vice President for Enrollment and Student Services, introduced Linda Beckman, Division Director of Budget and Administration, and Peg Godwin, AS Bookstore Manager. They presented a PowerPoint on the changing dynamics in the bookstore course-material industry and competitive enhancements of Western's Bookstore.

Beckman said the bookstore industry is greatly affected by technology, the same as the travel industry or the record industry. Beckman said that textbook prices have increased more than double the rate of inflation. Effective July 2010 the Federal Higher Education Opportunity Act (HEOA) requires institutions to list the ISBN & price at registration so that students will see the total cost of their textbooks, and requires publishers to disclose prices to faculty. A recent study by the Student PIRGs (Public Interest Research Groups) found that textbook prices do threaten students' ability to attend university. Beckman said that some students are moving toward using digital technology but 75% still prefer print. Bookstores are looking to offer a choice of course material formats to the students.

Beckman and Godwin presented the sales trends and new developments in Western's Associated Students Bookstore.

### **15. DINING SERVICES CONTRACT**

Eileen Coughlin, Vice President for Enrollment and Student Services updated the Board on the transition from Sodexo to Aramark, the apparent successful bidder for Western's Dining Services.

Coughlin recognized Willy Hart, Director of University Residences, and Kurt Willis, Associate Director of Business & Information Systems, University Residences, for the development of an excellent RFP (Request for Proposal) for Western's Dining Services. Coughlin described the bid process and Aramark was the apparent successful bidder for a new 10-year contract. We are sorry to lose Sodexo who has been a partner with Western for 50 years, but are excited about this new opportunity.

## REPORTS

### 16. AUDIT COMMITTEE

Trustee Phil Sharpe reported on the June 9, 2011 Board Audit Committee:

- Rich Van Den Hul, Vice President for Business and Financial Affairs, updated the committee on recent information received from the State Auditor's Office about the plan to perform a reduced accountability and compliance audit at Western for fiscal year 2011.
- Kim Herrenkohl, Director of Internal Audit, updated the committee on Internal Audit projects, and provided a report of the 1<sup>st</sup> quarter review of the President's state funded expenses.
- The committee met separately with Internal Audit and the President as provided by the Audit Committee's Charter.

### 17. INFORMATION ITEMS

- **Academic Report – Bottleneck Report Summary**

Provost Riordan provided a written report summarizing the Bottleneck allotments for AY 2010-2011 and 2011-12. Riordan reported that there has been increase of science majors, in demand for Spanish, Accounting, and areas in Fine and Performing Arts. We are addressing the problem and resources will be allocated to those departments. The Trustees said they would like follow-up at future meetings.

- **Admissions and Enrollment Summary**

Vice President Eileen Coughlin provided a written report on the university's enrollment planning consulting.

- **Alumni Relations Report**

Vice President Bowers provided a written report on the university's Alumni Relations activities.

- **Capital Program Report**

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

- **Development Report**

Vice President Bowers provided a written report on activities of the Western Washington University Foundation.

- **NWCCU Accreditation Year-One Self-Study and Evaluation**

Provost Riordan provides a written report summarizing the NWCCU's response to the university's Year-One Accreditation Report.

- **Professional Leave Report**

Provost Riordan provided a written report listing the faculty professional leave proposals that have been approved for the 2011/12 academic year and provided a brief summary of the exception research projects and scholarly activities engaged in by some of Western's faculty members.

- **Tenure and Promotion Report**

Provost Riordan provided a written list of faculty granted tenure and/or promotion on or before March 15, 2011, effective September 2011.

- **University Relations Report**

Vice President Swan provided a written report on the recent activities of University Relations.

## **18. FUTURE AGENDA TOPICS**

Trustee Munro said he would like to hear more about Western's International Programs.

## **19. DATE FOR NEXT REGULAR MEETING: August 18 & 19, 2011**

## **20. ADJOURNMENT**

The meeting adjourned at 12:00 Noon.

## **21. LUNCH**

The Trustees were joined by the Presidential Scholars, their College Deans, Department Chairs and Faculty Members. Tim Wynn, Director of Facilities Management, was recognized upon his retirement from Western.