

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MEETING MINUTES
FRIDAY, February 13, 2015**

1. CALL TO ORDER

Chair Karen Lee called the regular meeting of the Board of Trustees of Western Washington University to order at 8:05 a.m., Friday, February 13, 2015 in the Alexis Hotel, 1007 1st Ave, Seattle, WA 98104, in the Grand Parlor Room.

Board of Trustees

Karen Lee, Chair
Sue Sharpe, Vice Chair
Dick Thompson, Secretary
Betti Fujikado
Chase Franklin
Carly Roberts
Earl Overstreet
Ralph Munro

Western Washington University

Bruce Shepard, President
Brent Carbajal, Provost and Vice President for Academic Affairs
Eileen Coughlin, Senior VP, Vice President for Enrollment and Student Services
Richard Van Den Hul, Vice President for Business and Financial Affairs
Stephanie Bowers, Vice President for University Advancement
Steve Swan, Vice President for University Relations and Community Development
Spencer Anthony-Cahill, Faculty Senate President
Lisa Wochos, Assistant Attorney General
Paul Cocke, Director, University Communications
Barbara Sandoval, Assistant to the President and Secretary to the Board of Trustees
Elissa Hicks, Assistant Secretary to the Board of Trustees

There were no changes to the draft minutes as distributed.

MOTION 02-01-2015: 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 11 & 12, 2014

The motion carried.

2. PUBLIC COMMENT

As per Amended RCW 28.B.20.105, the Board of Trustees provided time for a Public Comment period. There were no requests for public comment.

3. BOARD CHAIR

Chair Lee announced that Trustee Chase Franklin has been named as the Board of Trustees liaison with the Western Foundation Board in an effort to keep open communication between the two boards. Lee commented that it was great to hear from the Thursday panelists about how well prepared Western students are for future careers and how their active minds really are changing their lives as well as those around them.

4. UNIVERSITY PRESIDENT

President Shepard asked Richard Van Den Hul, Vice President for Business and Financial Affairs to give an update on the bonds that the Board had authorized refinancing of at the December meeting. Van Den Hul said that the new lower interest rate will provide for an annual savings of \$173,000 a year until the end of the bond. Eileen Coughlin, Senior VP, Vice President for Enrollment and Student Services explained how the savings will be reinvested in the system. Coughlin said that she is working with a committee but initial discussions are focused on a remodel of the Ethnic Student Center and portions the Viking Union building.

President Shepard provided an update on the freshman applications that Western has received saying that there has been a 14.3 percent increase in honors applicants; a 13.2 percent increase in students of color; an 11.6 percent increase of first generation students; a 5.7 percent increase for resident applications and a 12.3 percent increase for out of state applicants. Shepard said the increase in applications shows that the buzz about Western's education quality is well known and that Western is becoming a more attractive option to all kinds of students. President Shepard said that Western has no intention of growing, noting that the university currently doesn't have the proper state funding support to grow capacity while maintaining student achievement and time to degree.

5. ASSOCIATED STUDENTS

Chair Lee said that Annika Wolters, Associated Students President was not able to attend the meeting due to her class schedule, directing Trustees to the written report included in the meeting materials. Chair Lee asked if there were any questions regarding Wolters report. There were no questions. Trustee Munro commented that he was present on the Legislative campus in Olympia for Viking Lobby Day with Western students and that he was impressed by both the number of participating students and their professionalism.

6. FACULTY SENATE

Spencer Anthony-Cahill, Faculty Senate President reported on the work of Senate sub-committees and other Senate matters. Anthony-Cahill said he is encouraged by feedback and continued discussions within the Senate and campus wide faculty regarding enrollment language and defining classroom climate.

Trustees had questions about what the classroom climate discussions entailed. Anthony-Cahill and President Shepard said that classroom climate entailed a safe space for students to learn. They also discussed appropriate educational “stretching topics” verses inappropriate classroom topics or comments, being careful to distinguish between a negative classroom environment that prevents learning and a positive environment that promotes challenging ideas.

7. CONSENT ITEMS

Chair Lee introduced the consent items. There were no questions or discussion.

MOTION 02-02-2015: Trustee Thompson moved that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following consent items:

- a) Approval of Winter Quarter Degrees
- b) Construction Contract for Ridgeway Kappa Renovation, PW 682
- c) Construction Contract for Classroom and Lab Upgrades, Phase 2, PW 679
- d) Construction Contract for Haggard Hall Digital Media Commons, PW 681

The motion carried.

8. APPROVAL OF AMENDMENTS TO BOARD OF TRUSTEES RULES OF OPERATION

- **Section 5.6(b); Section 7.12; and Section 13**

Lisa Wochos, Assistant Attorney General gave a brief introduction to the three proposed amendments to the Board’s Rules of Operation. Wochos said that the Committee on Trustees met and recommended changing the name of its committee to Board Governance Committee, Section 5.6(b).

MOTION 02-03-2015: Trustee Sharpe moved on recommendation from the President, that the Board of Trustees amends WWU Board of Trustees Rules of Operation, Section 5.6(b), Committee on Trustees, as stated in Attachment ‘A’; and further that the amendment be published in the Western Washington University Board of Trustees Rules of Operation.

The motion carried.

Wochos also introduced a housekeeping amendment to the Rules of Operation Section 7.12, Rules of Procedure, clarifying that the Rules of Operation/Procedure are the bylaws of the Board and the primary governance document.

MOTION 02-04-2015: Trustee Sharpe moved on recommendation from the President, that the Board of Trustees amends WWU Board of Trustees Rules of Operation, Section 7.12, Rules of Procedure, as stated in Attachment ‘A’; and further that the amendment be published in the Western Washington University Board of Trustees Rules of Operation.

The motion carried.

Wochos introduced the final amendment, Section 13, Amendments to Board Rules of Operation, which seeks to define how to amend the Rules of Operation.

MOTION 02-05-2015: Trustee Sharpe moved on recommendation from the President, that the Board of Trustees amends the following sections of its Rules of Operation: Section 13, Amendments to Board Rules of Operation, as stated in Attachment 'A'; and further that the amendment be published in the Western Washington University Board of Trustees Rules of Operation.

The motion carried.

9. APPROVAL OF 2015 SUMMER SESSION TUITION AND FEES

Brent Carbajal, Provost & Vice President for Academic Affairs introduced Earl Gibbons, Vice Provost for Extended Education who provided a brief background about summer session tuition and fees. Gibbons said that in 2014, Western Washington University had the lowest Summer Session tuition rates of any Washington public university and were on par with the rates at The Evergreen State College (TESC). He also said that Western's 2014 summer tuition rates were also lower than the university's 2014-2015 Academic Year tuition.

Trustees asked what the increases would be used for. Gibbons said that the proposed increases would cover increasing Summer Session operational costs including salaries, benefits, and other expenses without supplementing with state funds which is prohibited by law.

MOTION 02-06-2015: Trustee Munro moved that the Board of Trustees of Western Washington University, on recommendation of the President, approves the recommended Summer Session Tuition for Summer 2015: specifically that tuition be set at \$250.00 per credit for undergraduate courses and \$282.00 per credit for graduate courses. Non-resident students would pay tuition at \$361.00 per credit for undergraduate courses and \$361.00 for graduate courses. Student tuition will be charged on a per credit basis for Summer Session.

The motion carried.

10. WESTERN ON THE PENINSULAS

Vice Provost Earl Gibbons provided an update on Western's growing activities on the Westside of the Puget Sound. He said that Western's Woodring College of Education and Huxley College of the Environment have been providing academic programs for place bound students from the Kitsap and Olympic Peninsulas for more than twenty years. Gibbons said that the University's commitment to the region was significantly expanded in 2014 with the addition of programming from the College of Business and Economics and the opening of Western on the Peninsulas (WotP), Western's new instructional site at Olympic College's satellite campus in Poulsbo.

Gibbons said that the decision to establish a physical base of operation for Western's outreach to the large and historically underserved region has been warmly received by community college partners, as well as local governments, community groups, and businesses throughout the service area. He noted that the faculty and staff are becoming a prominent part of their communities, and

the overall visibility and awareness of Western Washington University has been greatly expanded. With the potential for more programs in the future, and as the university becomes more rooted in the community, the influence and impact of Western Washington University will be felt throughout the region.

Chair Lee announced a break at 9:51 am. The Board returned and reconvened the meeting at 10:10 am.

11. SHANNON POINT MARINE CENTER: LOOKING TOWARD THE FUTURE

Erika McPhee-Shaw, Director, Shannon Point Marine Center provide the Trustees an update on Western's Shannon Point Marine Center and a look towards the center's future. McPhee-Shaw said that currently Shannon Point Marine Center (SPMC) consists of several buildings which include laboratories, offices, classrooms, dormitories, kitchens, meeting spaces and a small house that can be rented to visiting scientists or graduate students. Some of the current laboratory facilities were funded by the research grants of individual scientists. Other labs were funded by National Science Foundation (NSF) grants specifically for marine lab infrastructural improvement, and the most recent grant helped enabled a new addition to the vessel fleet, the R/V Magister. Shannon Point has a strong national reputation for doing independent research and intense hands-on student mentorship. McPhee-Shaw said that the center is embarking upon a new partnership with the Anacortes School District and WWU Extended Education to develop public science educational programs. She said the faculty who teach and do research at SPMC currently are a mixture of in-residence personnel and faculty from departments at Western who come to the lab to teach, maintain lab facilities and mentor students. The Center is interested in working towards possible paths forward on a new marine sciences major to fill a missing desired academic pursuit, said McPhee Shaw. Western is strongly positioned to take advantage of its strong reputation in environmental science, education and its excellent coastal marine center, but there are choices to make in order to move with confidence into that future.

Trustees were pleased with the connection the center is making with the community in general and its excellent reputation.

12. LOW INCOME HOUSING INSTITUTE AND MENTORING PROJECT

Steve Swan, Vice President, University Relations & Community Development introduced Marc Ravaris, Low Income Housing Institute (LIHI) and Mentoring Project Coordinator who provided the Trustees with a brief overview of the program and how it relates to Western. Ravaris said that for more than 20 years, the LIHI has been providing housing, advocacy and technical assistance for low-income and homeless people in Seattle and six counties in the Puget Sound area. Early 1990's work by LIHI led to the development of the first self-managed transitional housing program in the country for homeless people. Since then, LIHI has developed more than 40 resident-managed properties and offers a range of supportive services that equip residents with opportunities and skills for meaningful decision making and empowerment.

Ravaris said that the WWU/LIHI Mentoring Project is an initiative sponsored by President Bruce Shepard, matching student mentors recruited from North, Central and South Seattle Community Colleges with LIHI residents. Mentors engage in one-on-one tutoring with LIHI residents once per week to develop digital, job hunting, and soft skills. From learning to communicate electronically to creating a resume or applying for a job online, the partnership is aimed at empowering LIHI residents with the skills they need to succeed, and mentors with a way of making a positive

difference in their communities. He said that the Seattle based project lasts for one year. Western's primary role is to recruit mentors, provide online training regarding cultural sensitivity and adult education, and to conduct pre- and post-project research.

Trustees had questions about student safety in the program, funding for the program and how many internships are provided. Ravaris said that safety training is provided and participants are screened before acceptance so it is a safe environment for everyone. He said there are usually between 10 and 11 internships provided for each year in the program. When asked about the potential for a similar program in the Bellingham area, Ravaris said there wasn't enough initial interest from the community to participate in the program.

13. CAMPAIGN UPDATE

Stephanie Bowers, Vice President for University Advancement reported that as of January 31st the campaign was at \$50.6 million. Bowers said there will be an increased emphasis on student scholarships during the final phase of the campaign. She also described the recent conference of the AGB foundation governing Boards meeting that she attended with several foundation board members, which was extremely useful.

14. OLYMPIA UPDATE

Becca Kenna-Schenk, Government Relations Director gave an update of the current Legislative session noting a record number of higher education bills, including some "recycled" policy ideas from recent sessions have been brought forward. She said there are also a number of tuition bills, which means there is an increased effort to inform legislators about state support versus tuition and the need to increase funding for all the state supported higher education institutions to back fill lost tuition. Kenna-Schenk said that overall there is a more optimistic higher education atmosphere which is encouraging. No details about budgets, new revenue or capital budget news on the Carver Renovation project are available as of yet, but Kenna-Schenk feels cautiously optimistic.

15. COMMITTEE ON TRUSTEES REPORT

Sue Sharpe, Chair, Committee on Trustees shared some of the main points discussed at the Committee on Trustees meeting the previous day including the Board Rules of Operation amendment which changed the committee name to the Board Governance Committee. Sharpe also said that the Trustees Expectation document the committee has been drafting will be ready for distribution soon. There was also a decision to send four Trustees to this year's 2015 Association of Governing Board's National Conference on Trusteeship in April.

16. INFORMATION ITEMS

a. Quarterly Grant Report

Provost Carbajal provided a written report with information from the Office of Research and Sponsored Programs concerning grant awards for the period October 1, 2014 – December 31, 2014.

b. Admissions and Enrollment Report

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

c. University Advancement Report

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

d. Capital Program Report

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

e. University Relations and Community Development Report

Vice President Swan provided a written report documenting recent activities of University Relations and Community Development.

f. Annual University Police Report

Vice President Van Den Hul provided a written report on the University's annual police activities.

g. Annual Western Sustainability Report

Vice President Van Den Hul provided an annual written report on the University's sustainability efforts.

h. Mid-year Housing & Dining Report

Vice President Coughlin provided a written report regarding the university's mid-year housing and dining program.

17. DATE FOR NEXT REGULAR MEETING: April 9 & 10, 2015

18. The meeting adjourned at 11:27 a.m.

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

TO: Members of the Board of Trustees
FROM: President Bruce Shepard
DATE: February 13, 2015
SUBJECT: Approval of Amendments to Board of Trustees Rules of Operation
PURPOSE: Action Item

Purpose of Submittal:

Consideration of three proposed amendments to the Board's Rules of Operation. The Committee on Trustees has met and recommends changing the name of its committee to Board Governance Committee. See Rules of Operation, Section 5.6(b). Also for consideration are amendments to Rules of Operation Section 7.12, Rules of Procedure, and Section 13, Amendments to Board Rules of Operation. See attached proposed amendments.

Proposed Motions:

MOVED, on recommendation from the President, that the Board of Trustees amends WWU Board of Trustees Rules of Operation, **Section 5.6(b), Committee on Trustees**, as stated in Attachment 'A'; and further that the amendment be published in the Western Washington University Board of Trustees Rules of Operation.

MOVED, on recommendation from the President, that the Board of Trustees amends WWU Board of Trustees Rules of Operation, **Section 7.12, Rules of Procedure**, as stated in Attachment 'A'; and further that the amendment be published in the Western Washington University Board of Trustees Rules of Operation.

MOVED, on recommendation from the President, that the Board of Trustees amends the following sections of its Rules of Operation: **Section 13, Amendments to Board Rules of Operation**, as stated in Attachment 'A'; and further that the amendment be published in the Western Washington University Board of Trustees Rules of Operation.

Supporting Information:

**Western Washington University
BOARD OF TRUSTEES
Rules of Operation
February 2015 Amendments**

Current language:

5.6 **Meetings of Board Committees.** Board committee meetings may be held before regular or special meetings, or at such time and such place as a committee chair may direct from time to time. All committee meetings must be held in conformance with the laws of the state of Washington governing such meetings.

....

(b) **Committee on Trustees.** The Committee on Trustees assists the Board in fulfilling its responsibility to periodically facilitate assessments of board effectiveness, to assist in orientation of new trustees, to support effective succession planning, and develop guidance on trustee engagement. In sum, this Committee is responsible for good governance, and shall review and recommend to the Board practices affecting the performance of the Board of Trustees and its members in service to Western Washington University and to the public trust.

Proposed language:

5.6 **Meetings of Board Committees.** Board committee meetings may be held before regular or special meetings, or at such time and such place as a committee chair may direct from time to time. All committee meetings must be held in conformance with the laws of the state of Washington governing such meetings.

....

(b) **Board Governance Committee.** The Board Governance Committee assists the Board in fulfilling its responsibility for institutional governance at the highest level of excellence. The committee is responsible for identifying and recommending best Board governance practices as well as facilitating Board transitions, new trustee orientation, mentoring and engagement, ongoing education and Board self-assessments.

Current language:

7.12 **Rules of Procedure.** Robert's Rules of Order, latest revised edition, govern all meetings of the Board, except where such rules of order are superseded by the By-laws of the Board or applicable statutes or regulations.

Proposed language:

7.12 **Rules of Procedure.** Robert's Rules of Order, latest revised edition, govern the rules of procedure of all meetings of the Board, except where such rules of order are superseded by the Board's Rules of Operation or applicable statutes or regulations.

Current language:

Section 13

Amendments to Board Rules of Operation

These rules may be suspended for a particular meeting or for a particular matter under consideration by a two-thirds majority vote of those members present and constituting a quorum of the Board.

Proposed language:

Section 13

Amendments to Board Rules of Operation

These rules may be amended or repealed by a two-thirds majority vote of those members present and constituting a quorum of the Board. These rules may be suspended for a particular meeting or for a particular matter under consideration by a two-thirds majority vote of those members present and constituting a quorum of the Board.