

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MEETING MINUTES
FRIDAY, April 8, 2016**

1. CALL TO ORDER, APPROVAL OF MINUTES

Chair Karen Lee called the regular meeting of the Board of Trustees of Western Washington University to order at 8:03 a.m., in the Boardroom, Old Main 340, in Bellingham, WA.

Board of Trustees

Karen Lee, Chair
Sue Sharpe, Vice Chair
Earl Overstreet, Secretary
Betti Fujikado
Chase Franklin
John M. Meyer
Mo West – *by phone*
Seth Brickey

Western Washington University

Bruce Shepard, President
Brent Carbajal, Provost and Vice President for Academic Affairs
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
Molly Ware, Faculty Senate President
Kerena Higgins, Assistant Attorney General
Paul Cocke, Director of University Communications
Barbara Sandoval, Assistant to the President and Secretary to the BOT
Elissa Hicks, Assistant Secretary to the Board of Trustees

There were no changes to the draft minutes as distributed.

MOTION 4-02-2016: Trustee Brickey moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Board of Trustees Meeting, February 11 & 12, 2016
- Board of Trustees Special Meeting, March 3, 2016
- Board of Trustees Special Meeting, March 4, 2016
- Board of Trustees Special Meeting, March 17 & 18, 2016

The motion passed.

2. PUBLIC COMMENT

As per Amended RCW 28B.35.110, the Board of Trustees provided time for public comment. There were no requests for public comment.

3. BOARD CHAIR

Trustee Lee said that a lot has transpired over the past couple of months; the Board meeting in Seattle where students came to speak, the special meeting in March regarding campus governance and then selecting President Shepard's successor. She said, at the same time President Shepard is still president and we have a quarter to complete and are ready to get right back to the business of the university. Lee said she is proud of where the University is headed and proud of the administration and enjoys watching the students learn and for the efforts that faculty put forward to help the students learn in new and innovative ways.

4. UNIVERSITY PRESIDENT

President Shepard noted that Vice President Eileen Coughlin was absent from the meeting for personal reasons. He commented about campus participation in the Presidential Search process and how much the university profile which was created early on in the process assisted in guiding the Board to find a great and qualified candidate. Shepard thanked the Board for their hard work and leadership throughout the search process. He then reflected on his yearly goals and stated that the university has made significant progress on most of the goals this year, such as general education requirements, comprehensive campaign wrap up and various legislative priorities and feels he is leaving the University in a good position moving forward.

5. ASSOCIATED STUDENTS

Chair Lee noted that Belina Seare, Associated Students President was not present at the meeting and moved on to the next agenda item.

6. FACULTY SENATE

Molly Ware, Faculty Senate President thanked the Board and the Associated Students (AS) for the recent meeting regarding governance and said she is excited to move forward with creative solutions after that discussion. She said that the Senate is specifically interested in helping the AS move forward with creating a student senate that works for everyone involved. Ware also thanked the Trustees for the openness and transparency throughout the entire presidential search process and adding that she is excited by the energy and feedback she is receiving from her colleagues. She also said that a senate taskforce is looking at other universities and best practices regarding general education and is currently working on gathering feedback from various campus stakeholders.

Trustees expressed their gratitude for the faculty's participation and engagement in the recent governance discussion and interest in continuing to improve relationships with the AS and the Board.

7. CONSENT ITEMS

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

MOTION 4-03-2016: Trustee Sharpe moved that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following consent items:

- a. Delegation of Authority for Construction Contract for Ridgeway Gamma Renovation, PW 695
- b. Construction Contract for Parking C Lot Upgrades Phase 1, PW 700

c. Construction Contract for Multiple Building Roofing Replacement and Fall Protection, PW 702

The motion passed.

President Shepard noted that the bid process for the parking lot contract came back with much lower than expected bid totals which means the University can do more and go further than expected.

8. APPROVAL OF 2017 & 2018 BOARD OF TRUSTEES MEETING DATES

President Shepard said that the below dates are the proposed dates for the Board meetings for 2017 & 2018. There was discussion among the Trustees regarding the different potential April 2017 & December 2017 dates. Chair Lee asked Elissa Hicks, Assistant Secretary to the Board of Trustees to explain the alternative proposed dates. Hicks informed the board that the dates of April 13 & 14 fall on Easter weekend or April 20 & 21 which would be the third Thursday. The December dates of 14 & 15 also land on a holiday weekend but coincide with Commencement or the meeting could move to the first Thursday and Friday the 7 & 8. Trustees amended the motion to reflect their preferred dates of April 20th & 21st & December 14th & 15th.

MOTION 4-04-2016: Trustee Overstreet moved that the Board of Trustees of Western Washington University establish the following meeting schedule for the year 2017 and 2018 as amended:

February 9, 10, 2017
April 20, 21, 2017
June 8, 9, 2017
August 17, 18, 2017
October 12, 13, 2017
December 14, 15, 2017

February 8, 9, 2018
April 12, 13, 2018
June 14, 15, 2018
August 23, 24, 2018
October 11, 12, 2018
December 13, 14, 2018

The amended motion passed.

9. APPROVAL OF HOUSING & DINING RATES INCLUSIVE OF RECOMMENDATION OF EXPANSION OF HOUSING SYSTEM

Linda Beckman, Budget Director, Enrollment and Student Services and Leonard Jones, Director, University Residences provided information regarding the requested proposed housing and dining rate increase. They explained that the recommended 4% rate increase has been carefully considered by student representation and incorporates a number of important considerations. The Residence Hall Association (RHA) voted unanimously on a 3% plus 1% contingency based on facility investment needs. Four members of the AS Board voted in favor, two voted against and one abstained. They said that the proposal for a 4% increase is based on the following factors:

- **Long Term Maintenance Of Capital Projects**
Recent results from a consultant's study on housing and dining facilities is being used to project fiscal requirements within the ten year capital plan and beyond. Given a substantial level of work

identified, approximately 1% of the rate increase is requested as a necessary additional investment in the system. The long term plan includes necessary upgrades to plumbing, exterior envelope, e.g. roofs and windows, in several buildings.

- **Adding 200 New Beds To The System**

A recent study identified a strong need, based on student input, for additional apartment style beds on campus in the 400 to 600 bed range. The University's recommendation is to open 200 apartment-style beds in the fall of 2018. The recommended rate increase helps support this likely \$33 million investment in on-campus housing.

- **Operational Efficiency Efforts**

Inflationary increases in expenses are accounted for in the rate increase proposal, but every effort continues to be made to examine opportunities for cost reductions and efficiencies.

- **Programmatic Enhancement Considerations**

Student feedback gathered through regular evening meetings of the dining committee and sessions in residence halls resonated consistent requests for additional hours and healthier and broader food options. The proposed rate increase would make progress towards the University's commitment to the "Real Food Challenge". A modernizing and "refreshing" of public and student room furnishings and amenities, and continued review/increase of building electronic access technology to enhance student safety is also planned.

Trustees had questions regarding the effect of the increase on students and how Western compares to other in-state options. Linda, Leonard and student representatives from the University Residences board responded that the majority of the feedback from students was that they supported the increase and saw the value that would be returned to students. Linda also commented that Western's housing and dining rates are the lowest among other Washington state institutions.

MOTION 4-05-2016: Trustee Fujikado moved that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the Housing and Dining rates as proposed. The 2016-2017 proposed rates call for a 4.0 percent increase in residence hall room and board rates and Birnam Wood apartment rental rates.

The motion passed.

10. PRELIMINARY 2017-27 CAPITAL PLAN DISCUSSION

Richard Van Den Hul, Vice President for Business and Financial Affairs gave a brief description of this year's draft 2017-2019 Capital Budget Request and the 2017-2027 Ten-Year Capital Plan. Van Den Hul said that the University's final 2017-2019 Capital Budget Request and 2017-2027 Ten-Year Capital Plan will be brought to the Board of Trustees for approval at the June meeting following Board input from today's meeting, review and comment from the campus community, the University Planning and Resources Council, and with further refinement from the Vice Presidents and President. He said that final requests are due to the Governor's office by August of 2016.

Trustees had questions regarding the next big capital project of the science building. Van Den Hul said that the project currently has two proposals, one for an addition and one for renovation, in an effort to break up a big project to allow for more funding options. Trustees asked if the decision package proposals for increasing teachers discussed during Thursday's meeting would affect facilities at all. Van Den Hul said that no, currently that project does not estimate any need for additional facilities. Trustees questioned what the total state capital budget was for this upcoming biennium. Van Den Hul said that currently the number being discussed is between \$1.8 to \$2 billion dollars total for the whole state, but that number will be a little clearer after the June revenue forecast.

11. BUSINESS AND FINANCIAL AFFAIRS BUSINESS PRACTICE IMPROVEMENT INITIATIVE UPDATE

Richard Van Den Hul, Vice President for Business and Financial Affairs (BFA), Brian Sullivan, Assistant Vice President for BFA and Wanna VanCuren, Director, Business and Financial Systems presented the recent changes and upgrades made to the Banner Initiatives Project. Sullivan said that the Banner Initiatives Project was created in 2010 to improve utilization of the Banner Finance system. The initiative initially included: Chart of Accounts update, Banner GASB Module, Banner Budget Development Module, Millennium Data Warehouse, and Accounting and Budget Journal Voucher Automation. Van Den Hul said that after the initial objectives were met in late 2010, the Charter was rewritten and the objectives were broadened to “Achieve best-in-class status in conducting the business operations and achieving the objectives of Western.”

He said that the project has experienced much over the past five years and that it is now time to re-charter and re-brand the initiative to include what has been learned about the business process analysis, managing with new tools and the importance of organizational and personnel or professional development. Sullivan said that after discussions with the Steering Committee and the BFA Management Team, a new name has been selected, the Business Practice Improvement Initiative, and clarification to more fully include reviews of management practices and provide organizational and professional development to support implementation of new systems and processes.

Trustees congratulated the division on their success and hard work on the initiative and said that back office work is not always at the forefront, but if it runs smoothly and efficiently it is always money and time well spent. That when systems work efficiently it increases the human experience and helps to maintain an open and collaborative culture in the work environment.

Chair Lee announced a 15 minute break at 10:02 a.m.

The board returned and reconvened the meeting at 10:19 a.m.

12. CAMPAIGN UPDATE

Stephanie Bowers, Vice President for University Advancement said that as of March 31st the campaign stood at \$62.7 million in contributions, but that it isn't officially over until the fiscal year on June 30th. She said that the public portion of the campaign has wrapped up and that thank you events are continuing to happen around the Puget Sound area. Bowers also said that the campaign advertisements around the area have now switched over to thank you ads. She also said that she is busy giving presentations around the area, focusing on the campaign's impact on Western and the surrounding communities. Bowers also highlighted that the Western Foundation had obtained their own crowdfunding platform for donations recently and will continue to use it.

Trustees congratulated Bowers and the University Advancement team for all of their hard work and on the successful campaign.

13. OLYMPIA UPDATE

Steve Swan, Vice President for University Relations and Community Development introduced Becca Kenna-Schenk, Government Relations Director and Joe Timmons, Assistant Director of Government Relations. Kenna-Schenk gave Trustees an overview of the 2016 Legislative session. She said the 2016 regular legislative session concluded on March 10th without legislators approving a supplemental operating budget, and immediately a 30-day special session was called for the purpose of adopting a supplemental budget and necessary bills, which they completed before adjourning. She said that in the operating budget there was additional tuition reduction backfill money of \$800,000 for Western and one time funding of \$250,000

for a Jewish History professorship. Kenna-Schenk said there was no change to the capital budget for Western.

She also wanted to publicly thank the following legislative members for their support on Western's issue during the session.

- Caucus Leadership in both the House and Senate
- Senator John Braun
- Senator Kevin Ranker
- Senator Barbara Bailey
- Senator Reuven Carlyle
- Senator Jim Hargrove
- Representative Kristine Lytton
- Representative Drew Hansen
- Representative Tanna Senn
- Representative Larry Haler
- Representative Gerry Pollet
- Representative Hans Dunshee

Kenna-Schenk said that next session there may be increased competition for funding between K-12 and higher education with the McCleary case presenting a funding challenge for education dollars. She said that there was also a real interest in Western's teacher proposal, to the point that the first steps of the proposal were funded and will hopefully be supported again next year. She also mentioned that work with the Council of President's will begin shortly on collaborative messaging for next year's session.

Trustees asked Kenna-Schenk if she had heard any conversations in Olympia regarding multiculturalism on college campuses. She said that her office had received a couple of specific incident related questions, but there was no further conversations.

14. AUDIT COMMITTEE REPORT

Betti Fujikado, Chair, Audit Committee said that she enjoyed the presentation regarding the Business Practice Improvement Initiative because it tied in very well to the efficiency and effectiveness discussion earlier during the Audit committee. She said that the committee had a good discussion regarding Business and Financial Affairs (BFA) internal controls, risk management and internal audit office roles and functions. Fujikado also said that the internal audit schedule will be moving forward with a formal proposal for approval by the full Board at the June meeting. She also mentioned that changes were being discussed regarding the Audit Committee Charter and the self-assessment and those would be discussed further in committee and then brought to the full Board for approval as well.

15. GOVERNANCE COMMITTEE REPORT

Sue Sharpe, Chair, Governance Committee said the committee debriefed on recent events and had a conversation regarding the new trustee orientation process. She said there was also discussion and preparation for the upcoming 2016 Association of Governing Boards National Conference on Trusteeship and how the conference is a great professional development opportunity for the Trustees to network with other trustees and to learn best practices from across the country.

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 January 1, 2016 – March 31, 2016 and fiscal year 2015/16.

b. Professional Leave Report

Provost Carbajal provided a written report with a list the faculty professional leave proposals that have been approved for the 2016/17 academic year and brief summaries of the research projects and scholarly activities.

c. Tenure & Promotion Report

Provost Carbajal provided a written report listing the faculty granted tenure and/or promotion effective September 2016.

d. Admissions and Enrollment Report

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

e. Capital Program Report

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

f. University Advancement Report

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

g. University Relations and Community Development Report

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

17. DATE FOR NEXT REGULAR MEETING: June 9 & 10, 2016

18. The meeting adjourned at 11:07 a.m.