

**Western Washington University  
Board of Trustees  
Meeting Minutes  
Friday, December 9, 2016**

**1. CALL TO ORDER**

Board Chair Sue Sharpe called the regular meeting of the Board of Trustees of Western Washington University to order at 8:06 a.m., in the Boardroom, Old Main 340, in Bellingham, WA.

**Board of Trustees**

Sue Sharpe, Chair  
Chase Franklin, Vice-Chair  
John Meyer, Secretary  
Betti Fujikado  
Mo West  
Earl Overstreet  
Abigail Ramos

Absent – Karen Lee

**Western Washington University**

Sabah Randhawa, President  
Eileen Coughlin, Senior VP, Vice President for Enrollment and Student Services  
Richard Van Den Hul, Vice President for Business and Financial Affairs  
Steve Swan, Vice President for University Relations and Community Development  
Brent Carbajal, Provost/Vice President of Academic Affairs  
Kristen Larson, Faculty Senate President  
Kerena Higgins, Assistant Attorney General  
Rob Olson, Assistant Attorney General  
Paul Cocke, Director of University Communications  
Paul Dunn, Special Executive Assistant to the President  
Barbara Sandoval, Assistant to the President and Secretary to the Board of Trustees  
Rayne Rambo, Assistant Secretary to the Board of Trustees

**2. APPROVAL OF MINUTES**

There were no changes to the draft minutes as distributed.

MOTION 12-01-2016: Trustee Ramos moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Board of Trustees Meeting October 13, 2016
- Board of Trustees Meeting October 14, 2016

The motion passed.

### **3. BOARD OF TRUSTEES STATEMENT**

Chair Sharpe made a statement to the campus community on behalf of the Board of Trustees related to post election concerns felt by Western's students and employees. The full statement is available in Attachment (A).

### **4. 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.

### **5. UNIVERSITY PRESIDENT**

Trustee Sharpe asked President Randhawa to present his report before the Board Chair Report. President Randhawa reported on the issue of undocumented students. President Randhawa stated that during two student listening sessions that were held on campus he heard the concerns of undocumented students and Muslim students and their fears after the recent Presidential election. He said that students are seeking a place of safety and requested legal resources. The students are seeking reassurance that the University would step up to backfill financial support if it becomes unavailable. In extreme cases if they had to go back to their country of origin, would there be some mechanism to how they could complete their education, and that the University would advocate at the state and national level for support. These concerns have become the frame work for providing those assurances, but also creating specific actions that can help assure our students, faculty and staff that we are committed to their education and their safety. President Randhawa shared that the most important things Western can do is to keep communicating with the campus community, listen to the campus community, and show that Western will do whatever we can within our legal limits to provide the type of environment that the students are looking for here at Western. Nick Sanchez, Employment Inclusion Manager, is coordinating efforts to support undocumented students and Shari Robinson, Director, Counseling Center, is heading up an emergency team to ensure that any incidents with regards to student safety are tracked, as there are many students who feel fear at this time. President Randhawa said that Western will continue to work with the community on this very important issue of community safety and security.

### **6. RECOGNITIONS AND INTRODUCTIONS**

Vice President Richard Van Den Hul introduced Antonia M. Allen who will begin her position as the Director of Internal Audit on January 3, 2017. Allen most recently served as chief audit executive for the Oregon State Department of Forestry. Van Den Hul added that Business and Financial Affairs is looking forward to working with Allen, she is a collaborative partner and is a perfect match for the position.

Senior Vice President Eileen Coughlin introduced Cezar O. Mesquite who began as the Director of Admission on November 1, 2016. Coughlin noted that Mesquite served as Director of Admissions at the University of Idaho in Moscow and that he brings with him a wealth of experience. Coughlin added that thirty days into the position and he is already making an impact within the admissions department.

## **7. FACULTY SENATE**

Faculty Senate President, Kristen Larson reported that the work of the faculty senate has been around the post-election environment and working to support any students that are feeling vulnerable on campus through this transition period. Faculty Senate voted to recommend to President Randhawa that Western be declared a sanctuary campus with the realization that there are limitations. The Faculty Senate feels very confident in the leadership of university and their decisions on this issue.

## **8. ASSOCIATED STUDENTS**

Associated Students President, Stephanie Cheng was not present for the report.

## **9. BOARD CHAIR REPORT**

Trustee Sharpe reported that the joint session with the Foundation Board was very encouraging and that it was an exploratory conversation covering many common ground topics. Trustee Sharpe thanked Trustee Franklin for his work to advance that agenda item that covered the topic of public and private partnerships. Trustee Franklin reported that these conversations will continue and that the two boards will start building the success of public-private partnerships at Western.

## **10. CONSENT ITEMS**

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

MOTION 12-02-2016: Trustee Meyer moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following consent items:

- Construction Contract for Cyclic Renewal to Elevators, PW705A
- Consultant Contract for Design Services for Ethnic Student Center/Multi-Cultural Services, PW698
- Request for Extension – Emergency Rule Change to Chapter 516-21 WAC, Student Rights and Responsibilities Code
- Approval of Summer Quarter Degrees

The motion passed

Chair Sharpe announced a break at 8:56 am. The board returned and reconvened the meeting at 9:05 am

## **11. HOUSING AND DINING SYSTEM LONG TERM CAPITAL PLAN UPDATE**

Eileen Coughlin, Senior VP and Vice President for Enrollment and Student Services introduced the Ten Year Capital Plan for the Housing and Dining Systems which includes the addition of a new Ethnic Student Center to be added to the Viking Union, a significant level of University Residence facility renovations, along with the consideration of a potential new apartment-style residence hall. Coughlin stated that the capital plan meets four goals; 1) Provide campus housing to support

Western's current enrollment; 2) Meet or exceed the Board of Trustees fiscal principles; 3) Invest in infrastructure to ensure longevity, health and safety; 4) Respond to changing student demographics, needs and programmatic expectations. Coughlin reported that the system continues to meet and /or exceed the Guiding Principles. Occupancy remains strong, and reserved fund balances and debt coverages ratios are at planned levels to support the projects currently in place and being discussed for the next 10+ years.

Coughlin reported that the supply of campus housing beds continues to meet demand from current enrollment levels for traditional style housing. Fall occupancy was forty-two persons or 1% higher than last fall. Forward planning assumptions consider; 1) Renewal practices that rewards earlier sign-ups and commitment; 2) Off-campus housing developments; 3) Continues commitment to housing all freshman; 4) Allowance for some decline in occupancy during spring/summer renovations and the potential opening of new beds.

Trustees inquired about the cost of the Residence Hall renovations and asked if it is something that can be staggered rather than happening all at one time. Coughlin responded by explaining that the residence halls were built at the same time, and unfortunately the require renovation at the same time. Trustees also inquired about the priority to maintain and upgrade the existing facilities, how much information was provided by outside consultants looking at best practice and trends of housing and dining and how much of that ended up in this plan. Coughlin replied that a separate consultant interviewed Western students and the projection was a need for up to six hundred beds and that apartment style housing is in the most demand on campus.

## 12. OLYMPIA UPDATE

Becca Kenna-Schenk, Director of Government Relations, said that the 2017 legislative session will begin on January 9, 2017 and conclude on April 23, 2017 with the potential of a special session to follow. She said the landscape, provided by David Schumacher, Office of Financial Management, in the August Board of Trustees meeting, remains the same going into this legislative session noting that the Legislature must address the "McCleary" obligation to meet its constitutional duty to amply fund basic K-12 education.

Kenna-Schenk briefed the board on *Washington Competes: A Sector-wide Agenda for Higher Education Growth and Completion*. She explained that Washington Competes lays out high level challenges and opportunities with regards to higher education in the state of Washington.

Trustees asked if the "McCleary" necessity is more likely to take dollars away from Higher Education or impact the recent forward momentum. Kenna-Schenk replied with the latter scenario, the state is in a different era than just four years ago. The investment from the last biennium associated with tuition reductions was historic and was a bi-partisan decision. The focus for this session will be on K-12 funding but in terms of their ability to invest in new investments, their ability might be limited.

Kenna-Schenk said that tentative dates have been set for Western engagement during the 2017 Legislative Session for the following dates:

January 16	Associated Students Western Lobby Day
January 24	Council of Presidents' Legislative Reception
February 2	Trustee & Regent Day
February 20	Associated Students' Ethnic Students Day
March 9 or 14	Alumni Day

### **13. INSTITUTE FOR ENERGY STUDIES – COLLABORATION IN ACTION**

Manca Valum, Senior Director of Advancement for Strategic Initiatives, Professor Andy Bunn, Founding Director of Institute of Energy Studies, and Joel Swisher, current Director of Institute of Energy Studies shared information with the Board about the success of the public-private collaboration that has supported the development of the Institute for Energy Studies.

Andy Bunn gave an overview of the program that was founded in 2012 under the guidance of faculty and deans from three colleges; Huxley College, the College of Business and Economics, and the College of Science and Engineering. Bunn said that the institute for Energy Studies exists to meet the demand for education and training related to human production and use of energy through interdisciplinary programs that combine the fields of science, technology, and engineering with economics, business management, public policy, and sustainability.

Manca Valum spoke to the Board regarding the strategies that are necessary when beginning to build a public-private collaboration; 1) identify the objective with a clear focus; 2) ensure that participants have a clear understanding of the purpose of the partnership; 3) create appropriate partnerships that are aspirational; 4) have the right team of people assigned to the partnership with needed expertise; 5) determine the public partners that can contribute to the project and bring the end goal to fruition.

Chair Sharpe announced a break at 10:48 am. The board returned and reconvened the meeting at 10:55 am.

### **14. PUBLIC – PRIVATE COLLABORATION: WESTERN'S SOFTBALL FIELD**

Richard Van Den Hul, Vice-President for Business and Financial Affairs, Mark Brovak, Chief Operating Officer for University Advancement; Sara Chiabai, Director of Development for Woodring College of Education shared information regarding the public-private collaboration for Western's Softball Field. Van Den Hul stated that this specific partnership is an example of a "*gift in place*". He said that the need was determined, the softball fields were in disrepair and there was interest from parents and donors to get involved with the project. Van Den Hul said Western granted the Western Washington University Foundation a site license to make modifications to the softball field and the Foundation assumed all legal responsibilities for the site including arranging for all design and construction services. He said that throughout the process Western retained the approval authority over design and any changes that were made throughout the process. After completion of the project the Western Foundation terminated the site license and the improved site went back to Western.

Mark Brovak, Chief Operating Office for University Advancement explained the roles of all parties involved in the project noting the clear expectations are imperative to the success of any project. Brovak reviewed the financial summary of the project with the Board and emphasized that every project is different but there was trust with all parties involved. He said that Western's best interests were at the heart of the project. Brovak said that there were multiple sources of funding through partnerships and gifts. The presenters said that the lessons learned from project included; 1) the importance of having a dedicated project manager; 2) a high level of trust among all parties involved added to the project's success; 3) the importance of documentation, especially with "gift in kind" projects; and, 4) clearly defining the difference between discounts versus donations.

## 15. AUDIT COMMITTEE REPORT

Earl Overstreet, Chair, Board Audit Committee thanked Teresa Hart for her service as the Interim Director of Internal Audit and welcomed Antonia Allen as the new Director of Internal Audit starting January 3, 2017. He said that the Audit Committee will be reviewing the audit schedule for appropriateness and document engagement levels on scheduled items. Looking to the future; creating a closer collaboration between the Audit Committee and the Office of Internal Audit, training opportunities for the Audit Committee and the Board and updating Audit Committee assessment tools to be more effective at meeting the charter responsibilities. Overstreet said that the Audit Committee met with the State Auditors for an Exit Conference that was very positive. Overstreet also added that the cost of the financial audit came in at more than 7% below the estimation for that audit and those savings were attributed to the preparation and cooperation of the Business and Financial Affairs department and the collaboration between the university staff and the State Auditor's Office.

## 16. BOARD GOVERNANCY COMMITTEE REPORT

Chase Franklin, Chair, Governance Committee reported that the Board of Trustees would be meeting in January for a work session to follow-up on the August, 2016 session and to provide opportunity for President Randhawa to discuss his current thinking around vision, strategy and direction. He stated that four trustees will be attending the Association of Governing Boards annual conference in April 2017. Trustee Franklin said that the Thursday sessions that are a regular part of the Board of Trustees two day meetings provide an opportunity for the board to be educated about things related to Western and Higher Education. He said that the trustees will play a role in the definition of the agendas of these Thursday sessions. Trustee Franklin said the *Public-Private Partnerships* discussion was an example of the Board engagement in agenda setting. He said that the trustees will be submitting topics of interest to President Randhawa and his team for future conversations.

## 17. INFORMATION ITEMS

### a. Academic Affairs Report

Provost Carbajal provided a written report with an update on the number of declared majors per academic department for the fall quarter 2016 and fall quarter 2015.

### b. Quarterly Grant Report

Provost Carbajal provided a written report regarding grant awards for the period of July 1, 2016- September 30, 2016.

### c. Admissions and Enrollment Report

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

### d. Capital Program Report

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

### e. Office of Internal Auditor 2015-2016 Annual Report

Vice President Van Den Hul provided a written report regarding the 2015-16 annual report.

### 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.
- h. 2015-16 University Financial Report**  
Vice President Van Den Hul provided a written report of the 2015-16 University Finances.
- i. Housing and Dining System Financial Report**  
Vice President Van Den Hul provided a written report on the University's Housing and Dining System.
- j. 2016 AS Bookstore Financial Report**  
Vice President Van Den Hul provided a written report on the University's Bookstore.
- k. 2016 Wade King Student Recreation Center Financial Report**  
Vice President Van Den Hul provided a written report on the Wade King Student Recreation Center.
- l. Student Right to Know/Clery Act**  
Vice President Coughlin provided a written report regarding the University's policy on the Student Right to Know/Clery Act.

**18. DATE FOR NEXT REGULAR MEETING**

February 9 and 10, 2017 in Bellingham, WA

**19. ADJOURNMENT @ 11:39 AM**