

**Western Washington University  
Board of Trustees  
Meeting Minutes  
Friday, April 21, 2017**

**1. CALL TO ORDER**

Board Vice Chair Chase Franklin called the regular meeting of the Board of Trustees of Western Washington University to order at 8:03 a.m., at the Clearwater Resort, Deer Hall, in Suquamish, WA.

**Board of Trustees**

Sue Sharpe, Chair - *Absent*  
Chase Franklin, Vice-Chair  
John Meyer, Secretary  
Betti Fujikado  
Mo West  
Earl Overstreet  
Abigail Ramos  
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  
Brent Carbajal, Provost/Vice President of Academic Affairs  
Stephanie Bowers, Vice President of University Advancement  
Kerena Higgins, Assistant Attorney General  
Paul Cocke, Director of University Communications  
Barbara Sandoval, Assistant to the President and Secretary to the Board of Trustees  
Rayne Rambo, Assistant Secretary to the Board of Trustees

**2. EXECUTIVE SESSION**

At 8:04 a.m. Vice Chair Franklin announced that the Board would convene in Executive Session for approximately 30 minutes to discuss a personnel, real estate matter as authorized in RCW 42.30.110 (1)(g).

The Board returned to open meeting at 8:53 p.m. with no action to report

**3. PUBLIC COMMENT**

As per Amended RCW 28B.35.110, the Board of Trustees provided time for public comment. Poulsbo City Councilman, Ed Stern, signed up to testify before the Board and Vice Chair Franklin gave him the opportunity to address the Board regarding Western Washington Universities' partnership with Olympic College and Western on the Peninsula's. Councilman Stern distributed an editorial from the county paper this morning referencing the exciting partnership between Western and Olympic College and also read letters from the chair of Higher Education in the House of Representatives, Drew Hanson. Councilman Stern read a second letter from State Senator, Education and Ways & Means Committee member, Christine Rolfes.

#### **4. BOARD CHAIR**

In the absence of the Board Chair, Trustees highlighted their takeaways from the Association of Governing Boards Annual Conference in Dallas, TX. Trustee West presented information regarding a session that focused on encouraging diversity and inclusion on campus with a focus on providing safe spaces for students that are inclusive. Trustee West also addressed the issue of student success and degree completion and maintaining Western's reputation for degree completion and a stellar education. Trustee Meyer attended pre-conference workshops including fundraising and developing a culture of philanthropy. Trustee Meyer emphasized that the foundation and the university be in lock step on all issue and that the foundations priorities are those of the president. Trustee Meyer also reported that governance and committee structures were also highlights of the conference. Trustee Lee attended three pre-conference workshops. One was strategic planning and one of the memorable topics was on how to positively brand the liberal arts degree. The presenter encourage trustees to think about how their institution educates the public on the importance of critical thinking and the value of the liberal arts degree in their strategic branding efforts. Lee also attended an informative session on the measurement of student well-being and how happiness, satisfaction, hope, and persistence relate to educational attainment and graduation rates. Trustee Overstreet agreed that it was a very insightful conference. Overstreet added he attended sessions regarding campus climate, new business models, and enterprise risk.

#### **5. CONSENT ITEMS**

Vice-Chair Franklin introduced the consent items. There were no questions.

MOTION 04-02-2017: 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 Parking Lot C-Lot Upgrades, Phase 2, PW713
- Construction Contract for Carver Food Services, PW716
- Construction Contract for Birnam Wood Moisture Mitigation, Phase 3, PW717
- Construction Contract for Birnam Wood Emergent Deck Repair, PW 720
- Selection of General Contractor/Construction Manager for Ethnic Student Center/Multicultural Services, PW 698

The motion passed

#### **6. APPROVAL OF 2017 SUMMER SESSION TUTION AND FEES**

Vice Provost for Extended Education Earl Gibbons introduced the proposal of summer session tuition and fees for resident undergraduate tuition, resident graduate tuition, non-resident undergraduate tuition, and non-resident graduate tuition. There would be no increase in summer session tuition for resident undergraduates, which accounted for 84% of the summer session 2016 population. There would be an increase in resident graduate student tuition of 2.7% to \$299 per credit, to keep pace with what resident graduate students are paying during the current 2016-2017 academic year. Non-resident undergraduate tuition will increase to \$335 per credit (3.1%) and the tuition rate for non-resident graduate students with rise to \$384 per credit (18.2%). Gibbons said

that these specific increases are necessary to maintain the previously established relationships between resident and non-resident tuition and between undergraduate and graduate tuition.

MOTION 04-03-2017: Trustee Karen Lee moved that the Board of Trustees of Western Washington University, on recommendation of the President, approves the recommended Summer Session Tuition for 2017: specifically, that resident undergraduate tuition will remain unchanged at \$250 per credit; resident graduate tuition will rise to \$299 per credit; and non-resident undergraduate and graduate tuition will increase to total \$335 and \$384 per credit, respectively. The \$45 per credit "Non-resident fee" applied to both undergraduate and graduate non-resident will remain unchanged. Student tuition will be charged on a per credit basis for Summer Session

The motion passed.

## 7. APPROVAL OF HOUSING & DINING RATES

Senior Vice President of Enrollment and Student Services introduced Leonard Jones, Director of University Residences. Jones introduced Western student representatives Jenny Leirness, President of the National Residence Hall Honorary (NRHH) and Ashlee Stormo, Vice President for Outreach and Records for the Residence Hall Association (RHA). Leirness acknowledged that through outreach, they heard from a large number of students that approve of the 6% increase because it will support gender inclusive housing. Stormo echoed the support of the increase as it will also support accessibility on campus.

Associated Students President, Stephanie Cheng, explained why the Associated Students (AS) Board did not approve the proposal. The AS Board felt that there are student populations with vulnerabilities whose needs are not being met and there were questions that arose from the proposal that had not been answered at the time of the vote. The AS Board agreed that they wanted to continue to review the structure of the proposal.

Trustee Overstreet inquired about the questions that the AS Board had that were unanswered at the time of the vote. Cheng responded by reading the questions: (1) What are your plans to address accessibility issue in interior spaces for the next ten years, (2) What are the plans to address accessibility issue for exterior spaces in the next ten years (3) How are you addressing gender inclusive needs, (4) Are there any outstanding, understood as currently existing, ADA related facility concerns, interior and exterior (5) Are there any other changes to rates. Cheng indicated that the AS was satisfied with the answers that were provided, but they did not have that information at the time of vote.

Trustee Ramos inquired if the 6% was a minimum increase. Coughlin responded by explaining that the 6% would be the increase required in order to achieve the two hundred million dollar investment along with the continued explorations of the issue that both the AS and the RHA and NRHH have raised.

MOTION 04-04-2017: Trustee Fujikado MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the Residence Hall Association and the University President, approve the Housing and Dining rates as proposed. The 2017-2018 proposed rates call for a 6.0 percent increase in residence hall room and board rates and Birnam Wood apartment rental rates.

The motion passed.

## **8. SEA DISCOVERY CENTER TRANSFER AGREEMENT**

President Randhawa provided the background on the SEA Discovery Center also known as the Poulsbo Marine Science Center was constructed in 1991. In December 2015 the City of Poulsbo and Western entered into a Memorandum of Intent under which the City of Poulsbo would gift the SEA Discovery Center to Western. Randhawa shared that the SEA Discovery Center in conjunction with the Shannon Point Marine Science Center, forms wonderful opportunities for programs in Marine Sciences and Environmental Sciences. It also provides Western an opportunity to increase research and its education mission going forward. Randhawa explained that this agreement is consistent with Western's mission and will enhance Western's educational programming and outreach to the K-12 sector. The hope is that it will be beneficial to the City of Poulsbo by bringing a major educational partner to the region along with long term economic development for the region.

MOTION 04-05-207 Trustee West MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the SEA Discovery Center Transfer Agreement as Proposed in the attached.

The motion passed.

Vice Chair Franklin announced a break at 9:49 am. The Board returned and reconvened the meeting at 9:58 am.

## **9. COMPREHENSIVE BUDGET VIEW**

President Randhawa introduced the next two agenda items as they are connected. President Randhawa reflected that the intent is to have a better understanding of the comprehensive picture of the university budget including grants and contracts, contributions through philanthropy and axillary units. This is the first time that this type of information has been prepared for presentation.

Vice President Van Den Hul introduced Linda Teater, Budget Office Director, who guided the comprehensive presentation of all university funds, including revenues and expenditures of state, auxiliary, dedicated local funds, and grants and contracts.

## **10. UNIVERSITY ANNUAL FINANCIAL STATEMENT HIGHLIGHTS**

Brian Sullivan, Associate Vice President for Business and Financial Affairs, continued to present to the board a summary review of the University's Annual Financial Statement highlights, financial performance ratios and Moody's Summary Debt Profile.

## **11. OLYMPIA UPDATE**

Becca Kenna-Schenk highlighted the current situation in Olympia. She stated that the 2017 Legislative Session is scheduled to conclude on April 23<sup>rd</sup>, although at least one 30-Day Special Session is likely to provide the Legislature with sufficient time to implement the state's two-year biennial budgets prior to the end of the fiscal year on July 1<sup>st</sup>. Western has continued meeting with

legislators about the university's legislative priorities and testified on each of the House and Senate operating and capital budget proposals, which were released in recent weeks.

Kenna-Schenk shared that Senator Kevin Ranker sponsored a senate resolution honoring Western's Women's Soccer team for their National Title. She also shared that there were several amendments to the Senate Budget proposal, one of which was adopted and pertained to Western. Senator Steve Conway with the help of Senator Kevin Ranker, on the Senate floor, sponsored an amendment that was adopted that pertains to the level of funding on a per student basis for Science, Technology, Engineering and Mathematics, (STEM) funding. The Senate budget included new funding for Western to increase resident undergraduates' enrollment by two hundred slots over the next two year. She added that seventy percent of those enrollments will have to occur in STEM fields which is a boost in funding.

## **12. AUDIT COMMITTEE REPORT**

Trustee Overstreet reported that the Audit Committee discussed a possible presentation regarding financial and general audits combined with the topic of Enterprise Risk Management for the August board of trustees meeting. He reported that the committee agenda covered the Internal Control Semi-Annual Report and the selection criteria for the Financial Statement Audit Services request for proposal for fiscal year 2018.

Overstreet also reported that the Internal Audit Report led to a discussion that would move the Audit Committee Charter updates to be discussed at the fall meeting. The audit committee decided to target the August meeting for the audit committee to present to the full board on topics related to the Internal Audit schedule for Fiscal Year 2018.

## **13. GOVERNANCE COMMITTEE REPORT**

Trustee Franklin reported that the Governance Committee spent time reviewing the board's Rules of Operation which resulted in the identification of a small number of updates that will need to be made. Franklin also stated that the Governance Committee will look at the board and committee structure with the discussion beginning within the Governance Committee and then extending to the full board and the administration.

## **14. INFORMATION ITEMS**

### **a. Professional Leave Report**

Provost Carbajal provided a written report with a list of faculty professional leave proposals that have been approved for the 2017/18 academic year and brief summaries of the research projects and scholarly activities.

### **b. Tenure & Promotion Report**

Provost Carbajal provided a written report listing the faculty granted tenure and/or promotion effective September 2017.

### **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. **University Advancement Report**

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

f. **University Relations and Community Development Report**

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

**15. DATE FOR NEXT REGULAR MEETING**

August 17, 18, 2017 in Bellingham, WA

**16. ADJOURNMENT @ 11:56 a.m.**