

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, June 9, 2017**

1. CALL TO ORDER

Board Chair Sue Sharpe called the regular meeting of the Board of Trustees of Western Washington University to order at 9:00 am in the Board Room, Old Main 340, in Bellingham, WA.

Board of Trustees

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

Western Washington University

Sabah Randhawa, President
Brent Carbajal, Provost and Vice President for Academic Affairs
Eileen Coughlin, Senior VP, Vice President for Enrollment and Student Services
Steve Swan, Vice President for University Relations and Community Development
Richard Van Den Hul, Vice President for Business and Financial Affairs
Stephanie Bowers, Vice President for University Advancement
Kristen Larson, Faculty Senate President
Stephanie Cheng, Associated Students President
Kerena Higgins, Assistant Attorney General
Paul Cocke, Director of University Communications
Paul Dunn, Senior 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 06-01-2017:

Trustee West moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following Minutes:

- Board of Trustees Meeting April 20, 2017
- Board of Trustees Meeting April 21, 2017

The motion passed.

3. RECOGNITIONS AND INTRODUCTIONS

• **Fulbright, Gilman, RESU, TAPIF Fellowship Award Winners**

Tom Moore, Director of the Western Washington Fellowship Office, gave a brief introduction of the award programs and introduced the student award winners. Moore stated that Western students have received a number of national awards this year.

WWU Student Award Winners

Fulbright	Gilman	Research Experience for Undergraduates	Teaching Assistant Program in France
<ul style="list-style-type: none"> • Tristan Olson • Colin Misich • Ellyse Brewster • Christopher Winter • Ian McDaniel 	<ul style="list-style-type: none"> • Nikolai Carroll • Madelynne Nore • Monique Vandenbrocken • Justine May • Naomi Blankenship • Haley Peters • Stavoula Tsitsiragos • Ngoc Dao • Adam Hudak • Aminata Dolo 	<ul style="list-style-type: none"> • Rachel Geiger 	<ul style="list-style-type: none"> • Annette Quarre

• **Resolution No. 2017-02 Recognizing the Service of Vice President Eileen Coughlin**

President Randhawa introduced Senior Vice President Eileen Coughlin who has served Western for the past twenty-three years in Enrollment and Student Services. President Randhawa described Dr. Coughlin as calm in the time of crisis, an individual with an unshakeable sense purpose and principle, and a leader who has strongly supported her team. Trustees thanked Senior Vice President Coughlin for her service to Western and wished her luck in her retirement.

RESOLUTION NO. 2017-02

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY**

**RECOGNIZING THE SERVICE OF SENIOR VICE PRESIDENT AND VICE PRESIDENT
FOR ENROLLMENT AND STUDENT SERVICES**

Eileen Coughlin

WHEREAS, in 1994, **EILEEN COUGHLIN** was appointed Vice President for Student Affairs and Academic Support Services at Western Washington University by President Karen W. Morse, and appointed Senior Vice President and Vice President for Enrollment and Student Services by President Bruce Shepard in 2011; and

WHEREAS, **EILEEN COUGHLIN** brought to her appointment thirteen years of experience at Northern Arizona University as Associate Vice President for Student Services and Assistant Professor of Educational Psychology, and previously as Director of Residence Life, and six years of experience at Central Michigan University as Assistant Director of Housing and Food Services and Assistant Director of Housing Programs; and

WHEREAS, EILEEN COUGHLIN holds a doctorate in Educational Psychology from Northern Arizona University, master's and bachelor's degrees in Counseling and Education from Central Michigan University; and

WHEREAS, EILEEN COUGHLIN has been a passionate advocate for students, particularly underrepresented students, grounded in her personal experience and a deep conviction in students' capacity to succeed when given opportunities and support; and

WHEREAS, under **EILEEN COUGHLIN's** leadership, the Division of Enrollment and Student Services has addressed several significant strategic goals, that enhance enrollment, recruitment, and student support services to address the needs of Washington State, enrich student diversity and inclusion, and ensure that a high quality Western education is affordable and accessible; and

WHEREAS, as Senior Vice President and Vice President of Enrollment and Student Services, **EILEEN COUGHLIN** has provided leadership in leveraging collaboration across the University, and has been integrally involved in bringing numerous capital improvements to fruition, including a Viking Union remodel, the Student Recreation Center, the Buchanan Towers addition, Harrington Field, the Carver Academic renovation, and the Ethnic Student Center expansion currently underway; and

WHEREAS, EILEEN COUGHLIN has served with commitment, distinction and good humor as a valued colleague on the University's senior leadership team; and

WHEREAS, EILEEN COUGHLIN will complete her appointment as Senior Vice President and Vice President for Enrollment and Student Services on July 31, 2017;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Western Washington University offers deepest thanks and commendation to **EILEEN COUGHLIN** for her many achievements and for her service as Senior Vice President and Vice President for Enrollment and Student Services.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on the 9th day of June, 2017.

MOTION 06-02-2017

Trustee Ramos moved that the Board of Trustees approve Resolution 2017-02 Recognizing the Service of Senior Vice President Eileen Coughlin.

The motion passed.

- **Resolution No. 2017-03 Recognizing the Service of Vice President Steve Swan**

President Randhawa expressed his gratitude for Vice President Swan staying in his role through the presidential transition and during his first year at Western. President Randhawa recognized Vice President Swan's ability to inspire trust and seek common ground in relationships and partnerships that have been critical in Western's development of external partnerships. President Randhawa expressed his appreciation of his value and principle based advice in internal and external communication. He also thanked Vice President Swan for his service at the university and for his calm and confident leadership and wished him well in his retirement.

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY**

**RECOGNIZING THE SERVICE OF VICE PRESIDENT FOR UNIVERSITY RELATIONS
AND COMMUNITY DEVELOPMENT
*Steve Swan***

WHEREAS, in 2009, **STEVE SWAN** was appointed Vice President for University Relations and Community Development at Western Washington University by President Bruce Shepard; and

WHEREAS, **STEVE SWAN** brought to his appointment nearly twenty years' experience at the University of Wisconsin-Green Bay, including as Assistant Chancellor for University Advancement, Executive Director of University Advancement, Assistant Coach of men's basketball, as well as four years' experience as President of Ultimate Sports Apparel of Green Bay, and eight years' experience as sports information director at the University of Wisconsin-Stevens Point; and

WHEREAS, **STEVE SWAN** received his bachelor's degree in Journalism from the University of Wisconsin-Eau Claire; and

WHEREAS, **STEVE SWAN's** personal integrity, principled leadership, and commitment to mutually beneficial partnerships have made him a highly effective and respected representative for Western in the Bellingham community, in Olympia, and throughout the State of Washington; and

WHEREAS, under **STEVE SWAN's** leadership, the Division has successfully addressed a number of significant institutional goals, including the enhancement of Western's branding, communication and marketing efforts to enable Western to communicate more effectively with prospective students, community stakeholders, business leaders, elected representatives, and the public at large; and

WHEREAS, **STEVE SWAN** has provided vision and leadership that has strengthened Western's reputation and outcomes with the Washington State Legislature, elevating Western's profile as an innovative, student-centered institution responsive to the needs of Washington State; and

WHEREAS, **STEVE SWAN** has served with distinction as a valued colleague on the University's senior leadership team, contributing an invaluable "big picture" perspective and a self-effacing commitment to enhancing the effectiveness of the team and the institution as a whole; and

WHEREAS, **STEVE SWAN** will complete his appointment as Vice President for University Relations and Community Development on June 30, 2017;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Western Washington University offers thanks and commendation to **STEVE SWAN** for his many achievements and for his service as Vice President for University Relations and Community Development.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on the 9th day of June, 2017.

MOTION 06-03-2017

Trustee Fujikado moved that the Board of Trustees approve Resolution 2017-03 Recognizing the Service of Vice President Steve Swan.

The motion passed.

- **Resolution No. 2017-04 Recognizing the Service of Dean Francisco Rios**

Associate Vice Provost for Academic Affairs, Brian Burton, introduced Dean Francisco Rios. Burton described Rios as a passionate advocate for students, inclusion, social justice, and the state of Washington. He said that Rios exemplifies everything Western stand for and it is difficult to see him step out of this role. Burton expressed his appreciation that Rios will continue to stay on as faculty and continue to make a positive impact on students at Western. Trustee Sharpe added that Dean Rios is seen as an advocate for the public school systems and has been active on many issues including making improvements in our local public schools and health care and that the trustees are grateful for his service to Western.

RESOLUTION NO. 2017-04

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY**

RECOGNIZING THE SERVICE OF DEAN

Francisco Rios

WHEREAS, in 2011, **FRANCISCO RIOS** was appointed by Provost Catherine Riordan as Dean of Woodring College of Education at Western Washington University; and

WHEREAS, **FRANCISCO RIOS** brought to his appointment as Dean of Woodring College of Education, experience as Professor, Director and Department Chair at the University of Wyoming, and Associate Professor and Interim Associate Dean at California State University – San Marcos; and

WHEREAS, **FRANCISCO RIOS** received his undergraduate degree at Carroll College and his doctorate at the University of Wisconsin; and

WHEREAS, **FRANCISCO RIOS** has always been, and will continue to be, a tireless and effective advocate for students, equity, social justice, and strong community engagement; and

WHEREAS, under **FRANCISCO RIOS**'s leadership, the Woodring College of Education has successfully realized a number of significant goals, including the college's enhanced ability to address the current and future needs of Washington State in the critical fields of teacher education, innovation, and human services; and

WHEREAS, **FRANCISCO RIOS**, as Dean of Woodring College of Education has provided vision and leadership reflected in significant accomplishments including but not limited to the establishment of the RN-BSN Nursing Program, important international partnerships, understanding and acknowledging societal cultural shifts and adapting the college to those changes, and has always spoken as a tireless advocate for those without a voice; and

WHEREAS, **FRANCISCO RIOS** has served with commitment and distinction as Dean of Woodring College of Education and as a trusted member of the Academic Affairs leadership team; and

WHEREAS, **FRANCISCO RIOS** will complete his appointment as Dean of Woodring College of Education and return to teaching, August 1, 2017;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Western Washington University offers thanks and commendation to **FRANCISCO RIOS** for his many achievements and for his service as Dean of Woodring College of Education.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on the 9th day of June 2017.

MOTION 06-04-2017

Trustee West moved that the Board of Trustees approve Resolution 2017-04 Recognizing the Service of Dean Francisco Rios

The motion passed.

• **Resolution No. 2017-05 Recognizing the Service of Dean and Vice Provost Kathleen Kitto**

Associate Vice Provost for Academic Affairs, Brian Burton introduced Kathleen Kitto as a trusted colleague at Western. Burton recognized Kitto's advocacy for the advancement of women and minorities in the sciences. He noted that Kitto is nationally known for her efforts and success in that regard. Burton said she has been an excellent advocate for students, for their success, for their progress, and their recognition. He also added that in her role as Vice Provost for Research and Sponsored Programs she has done an outstanding job of supporting faculty attain their goals of research that is path breaking but also engages students. Trustees thanked Kitto for her years of service and wished her well in her retirement.

RESOLUTION NO. 2017-05

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY**

RECOGNIZING THE SERVICE OF VICE PROVOST and DEAN

Kathleen Kitto

WHEREAS, in 2013, **KATHLEEN KITTO** was appointed by Provost Brent Carbajal as Vice Provost for Research and Dean of the Graduate School, at Western Washington University and

WHEREAS, **KATHLEEN KITTO** brought to her appointment as Vice Provost for Research and Dean of the Graduate School twenty-nine years of experience at Western Washington University, including experience as a faculty member, Director, Department Chair, founding Associate Dean of the College of Sciences and Technology and Special Assistant to the Provost;

WHEREAS, **KATHLEEN KITTO** received her Associate of Science-Engineering, undergraduate and graduate degrees at Montana College of Mineral Science and is a nationally acknowledged researcher; and

WHEREAS, **KATHLEEN KITTO** has been a tireless and effective advocate for researchers at all levels of the university, including undergraduates, graduates, staff, scientists and faculty; and

WHEREAS, under **KATHLEEN KITTO**'s leadership, the Office of Research and Sponsored Programs has successfully addressed a number of significant goals, including restructuring RSP into a more efficient unit, boosting morale among the staff, and creating transparency in the budget; and

WHEREAS, as Dean of the Graduate School, **KATHLEEN KITTO** has provided vision and leadership reflected in significant accomplishments including but not limited to helping usher in a new faculty leadership structure for the Graduate Council, directing the assessment of all Graduate Programs in preparation for our seven year accreditation visit, and enhancing the visibility of graduate education at Western Washington University; and

WHEREAS, KATHLEEN KITTO has served with commitment and distinction as Vice Provost for Research and Dean of the Graduate School and as a trusted member of the Academic Affairs leadership team; and

WHEREAS, KATHLEEN KITTO has announced her retirement from Western Washington University;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Western Washington University offers thanks and commendation to **KATHLEEN KITTO** for her many achievements and for her service as Vice Provost for Research and Dean of the Graduate School.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on the 9th day of June 2017.

MOTION 06-05-2017

Trustee Overstreet moved that the Board of Trustees approve Resolution 2017-05 Recognizing the Service of Vice Provost and Dean Kathleen Kitto.

The motion passed.

• **Resolution No. 2017-07 Recognizing the Western Washington University Women's Rowing Team**

Steve Card, Director of Athletics, stated that it has been an outstanding year for Western Athletics with three national titles to add to Viking history. Card said that Coaches John Fuchs and Courtney Moeller did an outstanding job preparing their team for the national championship.

RESOLUTION NO. 2017-07

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
CONGRATULATING THE WESTERN WOMEN'S ROWING TEAM**

WHEREAS, The Western Washington University women's rowing team, under the leadership of head coach John Fuchs, won the NCAA Division II National Championship on May 28, 2017 defeating second place Central Oklahoma by one point on Lake Mercer in West Windsor, New Jersey; and

WHEREAS, this marks the eighth national championship in the program's history, adding to the seven consecutive women's rowing national titles from 2005-11; and

WHEREAS, this is the 11th team national championship in Western Athletics history and the second of the 2016-17 season, joining the Western women's soccer team; and

WHEREAS, the Vikings' varsity eight and varsity four shells both advanced to the grand finals after qualifying heats, with the four winning the grand final and the eight finishing second, resulting in the team national rowing championship; and

WHEREAS, Western was ranked No. 1 nationally in six of eight Collegiate Rowing Coaches Association/US Rowing Coaches Polls throughout the regular season, and won 21 of 28 races, including dominating performances at the San Diego Crew Classic and the Western Intercollegiate Rowing Association Championships; and

WHEREAS, the team members distinguished themselves in the classroom as well as on the field throughout a rigorous schedule of events, with varsity seven seat Karisa Stapp earning College of

Sports Information Directors of America (CoSIDA) Division II Academic All-District At-Large honors; and

WHEREAS, the entire team 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 recognizes the Western Women’s rowing team for its outstanding accomplishments and extends to the team the Board’s sincere congratulations on behalf of the entire university community.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its meeting on June 9, 2017.

MOTION 06-06-2017

Trustee Lee moved that the Board of Trustees approve Resolution 2017-07 Recognizing the Western Women’s Rowing Team on their NCAA Division II National Championship Title.

The motion passed.

• **Resolution No. 2017-08 Recognizing Bethany Drake, NCAA Division II Javelin National Champion**

Steve Card, Director of Athletics, introduced Bethany Drake, this being her second national championship. Card said that Drake is a role model student athlete, graduating with a master’s degree Art Education with a 4.0 grade point average. He added that Drake is a service leadership mentor, chair of Student Athlete Advisory Committee, and is also the conference nominee for NCAA Woman of the Year.

RESOLUTION NO. 2017-08

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
CONGRATULATING BETHANY DRAKE**

WHEREAS, BETHANY DRAKE won the women’s javelin at the NCAA Division II Outdoor Track and Field Championship on May 27, 2017, with a throw of 169 feet 11 inches, exceeding the second-best throw in the competition by over 12 feet; and

WHEREAS, BETHANY DRAKE is now the owner of two of Western’s five NCAA Division II national championships in women’s javelin, having also won the NCAA Division II National Champion in 2014; and

WHEREAS, BETHANY DRAKE won the women’s javelin at the 2017 GNAC Outdoor Track and Field Championships with a throw of 171 feet 11 inches; and

WHEREAS, BETHANY DRAKE is a three-time First Team All-American, and a HERO Sports Division II HERO of the Year Finalist; and

WHEREAS, BETHANY DRAKE has distinguished herself in the classroom as well as on the field, earning College of Sports Information Directors of America (CoSIDA) Division II Academic All-District honors, and finishing her undergraduate career with a 3.87 GPA in Art Education and a 4.00 GPA in her Master’s in Teaching program; and

WHEREAS, BETHANY DRAKE has demonstrated exemplary 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 recognizes BETHANY DRAKE for her outstanding accomplishments and extends the Board's sincere congratulations on behalf of the entire university community.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its meeting on June 9th, 2017.

MOTION 06-07-2017

Trustee Meyer moved that the Board of Trustees approve Resolution 2017-08 Recognizing Bethany Drake, NCAA Division II Javelin National Champion

The motion passed.

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. BOARD CHAIR REPORT

Chair Sharpe and trustee's recognized the profound impact that Trustee Ramos brought to the board regarding student issues and said that her insight into students' lives on campus made her an advocate for student success. President Randhawa also added that her ability to step back and look at the larger picture has made her an asset as a trustee and a student at Western. All wished her well as she continues her education at Western and with her next step in applying for law school.

RESOLUTION NO. 2017-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY

RECOGNIZING THE SERVICE OF BOARD MEMBER

ABIGAÍL RAMOS

WHEREAS, ABIGAÍL RAMOS of Sunnyside, Washington has served as a member of the Western Washington University Board of Trustees from July 1, 2016 – June 30, 2017; and

WHEREAS, ABIGAÍL RAMOS has the distinction of being the nineteenth student appointed by the Governor to the Board of Trustees of Western Washington University; and

WHEREAS, ABIGAÍL RAMOS brought to her appointment as a trustee dedication to the campus community through her work as a past vice president for Diversity for the Associated Students of Western Washington University, a GEAR UP Alumni Leadership Academy fellow, editor-in-chief of the Western student publication AS Review, Latino Student Union co-chair, public relations officer for MEChA and the Ethnic Student Center; and

WHEREAS, ABIGAÍL RAMOS has contributed her time, commitment and valuable insight to the University at considerable personal sacrifice, while holding a job outside of school as the Associated Students Resource and Outreach Programs Director and pursuing a Bachelor's degree in both Spanish and political science with a minor in English and law from Western Washington University; and

WHEREAS, ABIGAÍL RAMOS will be furthering her education by attending law school following graduation to obtain her juris doctorate degree; and

WHEREAS, ABIGAÍL RAMOS contributed to the increased stature and the future potential of Western Washington University through her participation in numerous policy discussions and decisions affecting the University;

WHEREAS, ABIGAÍL RAMOS has served with distinction this past year with intelligence, commitment to diversity and inclusion, wisdom and compassion for the best interests of the entire Western community; and

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Western Washington University that **ABIGAÍL RAMOS** 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 9, 2017.

MOTION 06-08-2017: Trustee Sharpe moved that the Board of Trustees approve Resolution 2017-06 Recognizing the Service of Board Member Abigail Ramos.

The motion passed.

6. UNIVERSITY PRESIDENT

President Randhawa expressed appreciation for everyone that was recognized for their service to Western earlier in the meeting. Randhawa noted that there are numerous dimensions to the mission of Western, the creative work of scholarship and critical research of faculty that is translated to the community we serve through outreach. He noted the most important mission fulfillment is our students, and to ensure that the students that come to Western are successful. He said that Saturday's commencement is the reward of that commitment. Randhawa acknowledge that the students deserve credit for the ownership of their success, but also the faculty and staff deserve credit and thanks for creating an environment of success.

Randhawa reported that Western continues to work with undocumented students in terms of their perceptions of safety. He said that there is still a culture of fear, and Western will continue to work with the undocumented students to ensure that they feel safe while at Western. Randhawa indicated that there are guidelines for how the university interacts with immigration. Western will institutes those guidelines into an institutional policy. Doing so will allow students and the public to see what the protocols are for interacting with the university regarding immigration. Randhawa also highlighted that the university has created a one phone number that is available to all undocumented students. This phone number could be used if they are ever stopped or need an answer to a question and it will direct them to the right person within the University.

President Randhawa also provided an update on the work that continues with the Resident Assistants, (RA's). There were a number of concerns that were raised by the RAs regarding compensation, job expectations, training and safety. He said that here progress has been made on

these issues, particularly regarding an increase in compensation for the RAs as well as position expectation. A new development and training module for RAs and staff will be implemented this summer that includes diversity training and incident reporting.

President Randhawa updated the board on matters pertaining to the university strategic planning process. He said that the strategic planning committee consists of faculty, staff and student representation. This combination of representation is important to ensure the committee captures the ideas that the campus community is passionate. Randhawa noted that the committee has been in place since December of 2016. The committee is being led by Provost Carbajal, Associate Provost Brian Burton and Maria Paredes Mendez, Chair of Modern and Classical Languages. The committee gathered information from the campus community to set the path for goals and objectives to create a draft strategic plan. He said that the work of this group is the critical first step in taking the goals and the passions that have been articulated by the campus community and formulating a plan that will guide the university on a community and global level. Randhawa said that the next steps for the committee to consider are, what is the north star for Western, what are our aspirations, do our plans align with the future work force of the state of Washington, and is Western appropriately positioned to address these things as we move forward. Randhawa noted that he looks forward to having these conversations with the board over the summer and presenting this feedback to the Strategic Planning Committee in the fall of 2017.

7. ASSOCIATED STUDENTS

Stephanie Cheng, President, Associated Students, (AS), thanked the Board of Trustees for the opportunity to work with them during the past academic year. Cheng updated the board on details pertaining to an open letter, approved by the AS Board, regarding sexual assault. She said that the AS Board will continue to stand by their commitment to serving, protecting, empowering and caring for vulnerable student populations. Cheng noted that there are many things that Western does very well as a community and it is important to recognize that, but that Western should continue to excel. Cheng thanked everyone in the room for their commitment to the student experience and to Western.

8. FACULTY SENATE

Faculty Senate President, Kristen Larson, summarized the work of the Faculty Senate during her time as Faculty Senate President. Larson noted that topics discussed by the Faculty Senate during the past year were; campus climate, extended education, non-tenure track faculty members, General University Requirements, (GURs), revisions and access to majors. Larson reported that in regards to campus climate that there was much discussion regarding undocumented students, making recommendations regarding sanctuary status of the university, and engaging in the revision process of the Student Conduct Code. Larson confirmed that the Faculty Senate has endorsed key priorities identified by Academic Coordinating Commission, (ACC), and have charged (ACC) with moving forward with developing more detailed planning on (GUR) courses. Larson also noted the Faculty Senate looked at how Western can improve access to majors and access to success at Western. Larson closed by thanking the board for the opportunity to work closely with them over the past academic year. Trustee Sharpe acknowledged Larson's work as Faculty Senate President and the board thanked her for her service.

9. OLYMPIA UPDATE

Becca Kenna-Schenk, Director of Government Relations, introduced her colleague, Joe Timmons, Assistant Director of Government Relations. Kenna-Schenk updated the board on the current 2017 legislative session. She reported that the Washington State Legislature is currently in a second 30-day special session that is scheduled to end on June 21. The 2017 second special Session follows the 105-day regular session that ended April 23 and the first 30-day special session that ended May 23. In addition to adopting the state's operating, capital and transportation budgets for 2017-19, the Legislature is also tasked with addressing the state Supreme Court's *McCleary* decision. The Court has indicated that the legislature must fully fund basic K-12 education by September 2018.

Kenna-Schenk reported that the Legislature is expected to reach a compromise on the final state budgets before June 30 in order to prevent a partial shutdown of state government, and that state agencies have been directed to establish contingency plans should the Legislature fail to pass a spending plan by July 1. She said that in the absence of a state budget, Western would continue the current operations of the university utilizing non-appropriated funds and reserves.

10. ASSOCIATED STUDENTS GOVERNANCE STRUCTURE REPORT

Bryce Hammer, Associated Students Vice President of Government Affairs, updated the board on the status of the revised Associated Students Governance Structure. Hammer reported that there was a student referendum on the spring ballot that passed with a 97% approval rate. Currently the Associated Students revised constitution is with the Assistant Attorney General for legal review. Hammer summarized the changes that have been incorporated into the revised constitution including three distinct bodies, Associated Students Executive Board, Associated Students Senate, and Associated Students Programming Council. The board acknowledge the work of the current Associated Students Board and their commitment to this restructure.

11. CONSENT ITEMS

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

- MOTION 06-09-2017: Trustee Overstreet 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
 - Consultant Contract for Design Services for Buchanan Towers Renovation, PW722
 - Intergovernmental Cooperative Purchasing Agreement with Community Transit

The motion passed.

12. 2017-2018 OPERATING BUDGET MATTERS

Richard Van Den Hul, Vice President for Business and Financial Affairs provided an overview of the 2017-2018 Operating Budget graph to show the connection of the operating budget and student fee items to the overall university budget. (ATTACHMENT A)

Linda Teater, Director, Budget Office, provided an overview of the Preliminary Annual Operating Budget. It was requested that the board approve a preliminary fiscal year 2108 operating budget equal to the FY 2017 operating budget to allow for the continuation of operations. Once a budget has been approved by the Legislature, the University will continue to use its transparent bottom up budget process to finalize recommendations for tuition increases and the FY2017-2018 budget. Teater said that if the Legislature approves a budget by June 30, 2017, recommendations will be available for the board to approve at a special public meeting in July. (ATTACHMENT B)

MOTION 06-10-2017 Trustee Lee, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a preliminary 2017-18 Annual State Operating Budget of \$160,272,642 consisting of a State Appropriation in the amount of \$75,832,000; WWU net tuition operating fee funds of \$80,232,467; and administrative services assessment revenue of \$4,208,175. At a special public Board of Trustees meeting, to be scheduled as soon as possible after the Legislature has passed a budget, the President will present the recommended operating budget for FY2017- 2018 and tuition recommendations for the 2017-19 biennium.

The motion passed.

Eileen Coughlin, Senior Vice President for Enrollment and Student Services, provided an overview of recommended mandatory student fee levels for the 2017-18.

MOTION 06-11-2017 Trustee Meyer 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 2017-18 mandatory student fee levels and distribution for the S&A Fee as proposed in the attached documents for the following fees:

- Services & Activities Fee (*Proposed increase \$8 per quarter; 3.9% or maximum allowable by law*)
- Student Recreation Fee (*Proposed increase \$10 per quarter; 6.1% or maximum allowable by law*)
- Student Health Services Fee (*Proposed increase \$10 per quarter; 10.4%*)
- Student Technology Fee (*No increase*)
- Non-Academic Building (*Proposed increase \$2 per quarter; 4.7%*)
- Sustainable Action Fund (*No increase*)
- Student Transportation Fee (*No increase*)
- Legislative Action Fee (*No increase*)
- Ethnic Student Center/Multicultural Services Fee (*New fee at \$30 per quarter*)

The motion passed.

13. 2017-2019 PRELIMINARY CAPITAL BUDGET

Rick Benner, University Architect/Director, Facilities Development and Capital Budget, requested approval of the preliminary capital budget. He said that this action will allow Western to continue to move forward with projects that are already underway, primarily involving re-appropriated funds. Benner said these projects include, finishing the Carver Facility and public works projects that have entered contract and are ready to begin.

MOTION 06-12-2017 Trustee Fujikado moved, upon recommendation of the President, that the Board of Trustees hereby delegates its authority to the President to make such expenditures out of the appropriated capital funding, as necessary, to fund those contractual obligations as may become due and owing after July 1, 2017, as allowed by the Office of Financial Management; and, delegates permission to the President to expend new Capital appropriations, once passed by the Legislature and signed by the Governor. Once a final capital budget is approved, the President is to bring the budget back to the Board of Trustees for final approval.

The motion passed.

14. ELECTION OF BOARD VICE CHAIR

Chair Sharpe nominated Trustee Earl Overstreet to fill the remainder of Trustee Franklin's term. Pursuant to the *WWU Board of Trustees Rules of Operation*, Section 5.1 Officers and Terms which states that in the event of an interim vacancy in any office, a successor shall be elected to fill the unexpired term.

MOTION 06-13-2017 Trustee Sharpe moved, that the Board of Trustees of Western Washington University elect, Trustee Earl Overstreet, the new Vice Chair as nominated, to be effective immediately.

The motion passed.

15. CAPITAL PLANNING OVERVIEW

Richard Van Den Hul, Vice President for Business and Financial Affairs, introduced the topic of Capital Planning Overview on capital planning for academic, academic support, and auxiliary buildings and infrastructure. The presentation was made by Rick Benner, Director, Facilities Development and Capital Budget/University Architect, Linda Beckman, Director, Budget and Administration for Enrollment and Student s Services, and Francis Halle, Director, Space Administration/Management.

Benner explained the current processes for developing the state-funded Biennial Capital Request and the Ten-Year Capital Plan. He also described the process for developing the Auxiliary-Funded Capital Plans. The state funded capital planning process includes participation from the president, vice presidents, University Planning and Resource Council, the Capital Working Group and Facilities Development & Capital Budget office. Benner reviewed capital projects that are currently underway including those that are in the design phase and those that are in the construction phase. He then provided the board with information about process improvements that include an ad-hoc committee on space; a capital asset benchmarking analysis, in partnership with other Washington state public

four year institutions; and the practice to connect planning for all capital projects to the strategic plan.

16. GOVERNANCE COMMITTEE REPORT

Trustee Meyer provided the board with an update on the revisions being made to the board's Rule of Operations. Trustee Meyer stated that Assistant Attorney General, Kerena Higgins, is providing recommendations which are general revisions to keep the rules current. The amended Rules of Operation will be present to the full board at a future meeting. Trustee Meyer reported that the committee has had discussion regarding re-structuring of the board's sub-committees which includes the Governance Committee and the Audit Committee. Meyer also added that there was discussion pertaining to the board work session that will take place in September. Chair Sharpe also noted that the university's strategic plan will be integrated into the content of the work session to ensure the board's work is aligned with the university.

17. AUDIT COMMITTEE REPORT

Trustee Overstreet reported that in June 2016 the Board of Trustees passed a revision to the Internal Audit Charter, changing the reporting structure of the Internal Audit Organization and with that change that the board would receive an assessment of the change. With the addition of a new Director of the Office of the Internal Auditor, Antonia Allen, the Audit Committee has determined to provide this report at the December Board of Trustees meeting. Overstreet also stated that the Audit Committee received a report from the Director of Internal Audit. One item brought forward was regarding a new Internal Audit Chapter in the State Administrative and Accounting Manual. The additional focus will require an annual certificate of compliance for Internal Audit organizations which shows the importance of Internal Audit at the State level. Overstreet stated that the Audit Committee spent time reviewing an Internal Audit Plan for FY 2018, there will be a revised draft for the Audit Committee to review prior to the August meeting. The proposed Internal Audit Plan for FY 2018 will then be submitted to the Board of Trustees for approval at the August meeting. The Audit Committee also agreed that it would work on presenting an updated Audit Committee Charter that will drive a work plan for the Audit Committee and enable the committee to complete the Audit Committee Annual Assessment. Overstreet reported that there was a Request for Information issued with respect to External Audit capabilities to provide a better understanding of what can be accomplished when selecting an External Auditor function with respect to Higher Education. These findings are expected to come forward in August to review, with the intent that the Audit Committee can provide input to a Request for Proposal process. Finally, Enterprise Risk Management was discussed and will come forward to the Board of Trustees at the February 2018 meeting.

18. INFORMATION ITEMS

a. Academic Reports

Provost Carbajal provided a written report with an update on the status of the tenure-track faculty searches undertaken during the 2016-17 academic year and a copy of the Final Report and Recommendations from the Task Force on Preventing and Responding to Antisemitism.

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.

19. DATE FOR NEXT REGUALR MEETING

October 12 & 13, 2017

20. ADJOURNMENT

The meeting adjourned at 5:02 p.m.

ATTACHMENT A



Active Minds Changing Lives

FY 2017 Estimated Revenue by Source \$318.4 million

**Item 10.c.
Student Fees**

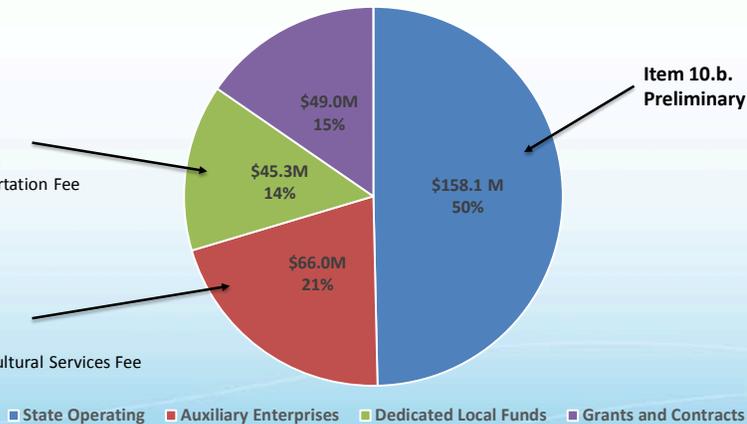
Dedicated Local:

- Student Health Services Fee
- Student Technology Fee
- Sustainable Action Fund Fee
- Student Alternative Transportation Fee

Auxiliary Enterprises:

- Services & Activities Fee
- Non-Academic Building Fee
- Student Recreation Fee
- Legislative Action Fee
- Ethnic Student Center/Multicultural Services Fee

**Item 10.b.
Preliminary Operating Budget Plan**



Source: April 21, 2017 Comprehensive Budget View Presentation to Board of Trustees

ATTACHMENT B

Updated: 05/17/17

Budget Office

WESTERN WASHINGTON UNIVERSITY
 Operating Budget Planning Activities
 FY 2017-18 TIMELINE

Date	Olympia Dates	WWU Dates	2017-18 Annual Operating Budget Process for Submission to BOT <u><i>Dates are tentative & subject to change based on legislative process</i></u>
Jul		July 1 - Begin FY 2017-18 (yr one of 2017-19 biennium)	Predicated on a Final Legislative Budget passed by June 30 <ul style="list-style-type: none"> Jul 7 - President, VPs & Deans meet to draft recommendations Jul 10 - FY 2018 recommendations posted to the web for comments Jul 14 - Final day of comment period Jul 17 - President's 2017-18 recommendation mailed to BOT and posted on tBO's website Jul 20 BOT Special Meeting: <i>(subject to signing of state budget into law) to discuss the following:</i> <ul style="list-style-type: none"> 1) 2017-18 Annual Operating Budget presented to BOT for approval; 2) 2017-18 Tuition levels presented to BOT for approval

