

**Western Washington University  
Board of Trustees  
Meeting Minutes  
Friday, December 15, 2017**

**CALL TO ORDER**

Board Chair Sue Sharpe called the regular meeting of the Board of Trustees of Western Washington University to order at 8:07 am in the Board Room, Old Main 340, in Bellingham, WA.

**Board of Trustees**

Sue Sharpe, Chair  
Earl Overstreet, Vice Chair  
John Meyer, Secretary  
Betti Fujikado  
Chase Franklin  
Karen Lee  
Trista Truemper  
Mo West

**Western Washington University**

Sabah Randhawa, 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  
Melynda Huskey, Vice President for Enrollment and Student Services  
Donna Gibbs, Vice President for University Relations and Marketing  
Allison Giffen, Faculty Senate President  
Rob Olson, 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

**4. APPROVAL OF MINUTES**

MOTION 12-01-2017: Trustee Meyer moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following Minutes:

- Board of Trustees Special Meeting September 8, 2017
- Board of Trustees Special Meeting September 9, 2017
- Board of Trustees Meeting October 12, 2017
- Board of Trustee Meeting October 13, 2017

The motion passed

## 5. 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

Chair Sharpe amended the meeting agenda due to additional adjustments needed on the Board Governance Charter Revisions

## 7. UNIVERSITY PRESIDENT

President Randhawa provided the board with an update on increasing the international student population, noting that there were eight international students in the largest freshman class in Western's history. Randhawa said that the time is right to increase the international student body and international student recruitment. He added that the partnership with Study Group, a global leader for international academic success, will make a difference regarding diversity over the course of the next few years. President Randhawa explained that the partnership with Study Group did raise questions and concerns with faculty regarding their engagement in the process and the administration's commitment to shared governance. Randhawa added that he made assumptions as to where Western was in the process at the time that he became president. Based on discussions regarding internationalization and international students, including several task forces, campus conversations on increasing diversity and goals articulated in the Presidential Profile. Randhawa mentioned that he did apologize to the Faculty Senate for making those assumptions and for not verifying his take-a-ways from the conversations. Randhawa noted that moving forward there will be continued conversations about advancing the University that will include faculty, staff and students starting with the resource planning exercise in the new calendar year.

Randhawa invited Becca Kenna-Schenk, Executive Director of Government Relations, to provide a legislative report. Kenna-Schenk reported that the 2018 supplemental legislative session is scheduled to begin on January 8<sup>th</sup> and is scheduled to adjourn on March 8<sup>th</sup>. Kenna-Schenk noted that the legislature is prepared to end on time this year, as last year the legislature failed to adopt the biennial capital budget during the 2017 legislative session and discussion over capital budget will be front and center in Olympia next session. Kenna-Schenk also thanked the trustees for their planned participation in Trustees and Regents Day in Olympia on Tuesday, January 9, 2017.

President Randhawa asked if there was any information on the Supplemental Operational Budget. Kenna-Schenk responded by explaining that the Supplemental Operational Budget is intended to make adjustments to the biennial budget that was adopted in July 2017. She added that the Governor released his proposal for the Supplemental Operating Budget and that it did not include any significant changes for Higher Education.

President Randhawa asked Richard Van Den Hul, Vice President for Business and Financial Affairs to provide an update on the bond sale to finance the Viking Union Multi-Cultural Center, Housing Improvements and Advance Refunding of the 2009 Build American Bonds. Van Den Hul reported that after consultation, the sale of the bonds would be moved forward to December rather than the original sale date in February. Van Den Hul reported that a competitive bond sale was held and there were eight competitive bidders adding that the bonds were sold at 2.58% true interest cost for a net present value savings of 1.8 million or 16%.

President Randhawa provided an update to the board on the Sculpture Woods agreement. He reported that the agreement will bring the Sculpture Woods property on Lummi Island to Western and also includes an endowment that will provide funds for maintenance and operation of the facility. Randhawa added that this agreement will help attract visiting faculty and scholars in fine arts.

## **8. FACULTY SENATE**

Allison Giffin, Faculty Senate President, provided an update on the activities of the Faculty Senate. Giffen thanked the President for his apology related to his assumptions regarding internationalization and international students. Giffen read a statement on behalf of the Faculty Senate regarding shared governance.

## **9. BOARD CHAIR**

Board Chair, Sue Sharpe, reported that the joint conversation with the Foundation Board of Directors was very successful. She noted outcomes from the joint session included the commitment and alignment around shared goals that include advancing Western and ensuring success of all students.

Chair Sharpe highlighted Western's current sculpture collection noting that the acquisition of the Sculpture Woods gift is appropriately timed. She said that even as the University changes and grows, the sculpture collection is permanent and will remain in place for everyone to enjoy for generations to come.

## **10. AUDIT COMMITTEE REPORT**

Trustee Overstreet reported that the Audit Committee met with the State Auditor's Office (SAO) for their Exit Conference reporting on the FY2017 Financial Statement Audit. Overstreet said that the audit was completed successfully and on budget. He noted that there was an additional item added to the meeting agenda, Fraud Investigation Review, which was completed with the SAO concurring with the University results with respect to the fraud investigation.

Overstreet reported that the Audit Committee discussed the FY 2018 Financial Statements Audit Services and it was recommended by Business and Financial Affairs to use the State Auditor's Office again for this audit. There was general concurrence to move forward with the recommendation and that motion will come before the full board for approval at a future meeting. Overstreet explained that there was discussion regarding updates to the Audit Committee Charter and the Internal Audit Charter and Quality Assessment and Improvement Program. He stated that there are drafts of the documents prepared for the full board to review when it aligns with other adjustments within the boards sub-committees.

Overstreet concluded his report with an update on the Enterprise Risk Management process which is moving forward on schedule. Reporting requirements are being established and the expectation is that the Audit Committee will receive a presentation at the February meeting and a subsequent presentation will be made to the full board at a future meeting.

## 11. GOVERNANCE COMMITTEE REPORT

Trustee Franklin reported that the Governance Committee continued their discussion on updating the Rules of Operation to synchronize with new state regulations and university policies. Franklin detailed conversation regarding future planning for the Governance Committee that included committee structure as well as how the committees conduct their business and the potential for additional committees. Franklin reported that Governance Committee would be presenting a culmination of the work to the full board at a future meeting.

Trustee Franklin moved forward with the approval of Board Rules of Operations revisions. The revisions would allow the university to enter into agreements \$50,000 and under, regardless of duration, with public agencies pursuant to the Interlocal Cooperation Act (Chapter 39.34 RCW) or other appropriate laws.

MOTION 12-01-2017: Trustee Franklin MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the Board of Trustees Governance Committee, approve the revised Rules of Operation.

The motion passed.

## 12. CONSENT ITEMS

Chair Sharpe introduced the consent items. Trustee Meyer inquired as to whether or not counsel have review both the interlocal agreement and the acquisition documents. Rob Olson, Assistant Attorney General, said that all documents have been reviewed and vetted.

MOTION 12-02-2017 Trustee Truemper MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following consent items:

- Approval of Fall Quarter Degrees
- Final approval of Acquisition of SEA Discovery Center Facility and Property, and Delegation of Authority of Execute Transfer
- Approval of the Interlocal Agreement between the Department of Ecology and WWU

The motion passed.

## 13. APPROVAL TO AMEND CHAPTER 516-09 WAC, PUBLIC RECORDS, TO UPDATE PUBLIC RECORDS DEFINITION, ALLOW FEES FOR CERTAIN COSTS AND WAIVERS THERETO, AND OTHER HOUSEKEEPING CHANGES

President Randhawa stated that the board was being asked to approve proposed amended Chapter 516-09 WAC related to public records in response to legislative amendments for the Public Records Act that became effective in July 2017. Randhawa added that the university formed a committee during the summer 2017, to review and update the WAC. The legislative

changes included new provisions that allow state agencies to charge for providing electronically produced public records, permit state agencies to deny frequent automatically generated requests for public records, as well as deny requests that are for all or substantially all public records within an agency. He explained that in order to implement the legislative changes, the university must amend its WAC

MOTION 12-03-2017 Trustee Fujikado MOVED, that the Board of Trustees of Western Washington University, upon recommendation to the President, approve the adoption of the proposed amendments, as attached to the Washington Administrative Code, Chapter 516-09, Public Records, as filed in the Washington State Register, WSR 17-21-023.

The motion passed.

Chair Sharpe announced a 15 minute break at 8:52 am. The Board reconvened the meeting at 9:12 am.

## **15. ASSOCIATED STUDENTS**

Simrun Chhabra, Associated Students, President, provided an update on the work of the Associated Students. Chhabra reported that the Associated Students passed their Lobbying Day agenda which is set to take place in January. She also noted that the Food Pantry will be in operation in the near future and they are working on the best practices for accepting donations. Chhabra reported that work continues in creating a liaison position with the Alumni Association, which will enhance communication and relationships. She concluded her report with an update on the Undocumented Students Support Working Group, which is centered around the assessing the needs of these students and how to best support their needs.

## **16. COMPREHENSIVE BUDGET OVERVIEW AND FINANCIAL HEALTH REPORT**

Linda Teater, Director, Budget Office and Brian Sullivan provided the annual presentation of the comprehensive overview of all University funds, including revenues and expenditures of state, auxiliary, dedicated and local funds, and grants and contracts. The presentation also reviewed key financial performance ratios and Moody's Summary Debt Profile.

## **17. DIVERSITY, EQUITY, AND INCLUSION – CONTINUING THE CONVERSATION**

Sue Guenter-Schlesinger, Vice Provost for Equal Opportunity and Employment Diversity and Title IX and ADA Coordinator, provided the board with the results from Higher Education Research Institute (HERI) survey. Guenter-Schlesinger reported that there were three surveys conducted which included a Faculty Survey, Diverse Learning Environments Survey and a Staff Survey.

Trustee Lee inquired about the end results of the survey information provided and how Western will know when it has defined success. Regina Barber-DeGraaff, STEM Inclusion and Outreach Specialist with the College of Science and Engineering, responding by noting that in her experience interacting with other scientist across the country, the general consensus is finding

the answer to Trustee Lee's question. Barber-DeGraaff explained that universities across the country continue to work towards creating success criteria for their institutions and success is going to be individual for each institution.

Chair Sharpe concluded the conversation by noting that having these types of collaborative conversation help to implement change and are a part of a larger conversation of what success will look like at Western.

## **18. INFORMATION ITEMS**

### **a. Academic Affairs Report**

Provost Carbajal provided a written report that included quarterly information about the number of student majors per academic department.

### **b. Quarterly Grant Report**

Provost Carbajal provided a written report with information for the Office of Research and Sponsored Programs concerning grant awards.

### **c. Capital Program Report**

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

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

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

### **e. University Relations and Marketing Report**

Vice President Gibbs provided a written report documenting recent activities of University Relations and Marketing.

### **f. Legislative Update Report**

Becca Kenna-Schenk, Executive Director, Government Relations provided a written report of Legislative Updates.

## **18. DATE FOR NEXT REDULAR MEETING**

February 8 & 9, 2018

## **19. ADJOURNMENT**

The meeting adjourned at 11:49 am.