

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, June 15, 2018**

CALL TO ORDER

Board Chair Sue Sharpe called the regular meeting of the Board of Trustees of Western Washington University to order at 3:08 pm 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
Trista Truemper
Mo West
Karen Lee – *absent*

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
Simrun Chhabra, Associated Students President
Paul Cocke, Director of University Communications
Paul Dunn, 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

5. APPROVAL OF MINUTES

MOTION 06-01-2018 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 Meeting, April 12 & 13, 2018

The motion passed.

6. 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.

7. RECOGNITIONS

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 | Hollings (NOAA) | Gilman | Freeman - ASIA |
|---|--|--|--|
| <ul style="list-style-type: none"> • Kimberly Christenson • Cassidy Barlett • Celeste Hufford • Erika Bro • Maria Jose Palacios Figueroa | <ul style="list-style-type: none"> • Delaney Adams • Laura Anthony • Risa Askerooth • Bobbi Bevacqua | <ul style="list-style-type: none"> • Simone Hansen • Anton Ziska • Tracy Melville • Sebastian Zgirski • Rachael Beebe • Emmalene Madsen • Alicia Prokopenko • Tori Wood • Angelica Sanchez • Megan Sokol • Zoe Buchli • Jasmine Medina-Perez | <ul style="list-style-type: none"> • Alicia Prokopenko • Emmalene Madsen |

8. BOARD CHAIR REPORT

Trustee Mo West led the trustees in recognizing the outstanding and passionate work of Trustee Trista Truemper over the past year. West noted Trustee Truemper’s dedication to the position and her work capturing and representing the student voice and experience. West added that her work as a trustee has brought a new understanding to the challenges of graduate and transfer students and highlighted her work bring attention to access and affordability for under-represented students. All wished her well and congratulated Trustee Truemper on her graduation from Western’s MBA program.

RESOLUTION NO. 2018-01

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

RECOGNIZING THE SERVICE OF BOARD MEMBER

TRISTA TRUEMPER

WHEREAS, TRISTA TRUEMPER of Bellingham, Washington has served as a member of the Western Washington University Board of Trustees from July 1, 2017 – June 30, 2018; and

WHEREAS, TRISTA TRUEMPER has the distinction of being the twentieth student appointed by the Governor to the Board of Trustees of Western Washington University; and

WHEREAS, TRISTA TRUEMPER brought to her appointment as a trustee dedication to the campus community through her work with Western's Graduate School to help launch the Graduate Student Advisory Council; as the Community Outreach and Engagement intern with Western's Extended Education Programs; and as a member of the Faculty Senate Extended Education Committee; and

WHEREAS, TRISTA TRUEMPER has contributed her time, commitment and valuable insight to the governance of University at considerable personal sacrifice, while pursuing a Master of Business Administration degree, after already earning a bachelor's degree from Western Washington University in Sociology; and

WHEREAS, TRISTA TRUEMPER 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; and

WHEREAS, TRISTA TRUEMPER has served with distinction this past year with intelligence, wisdom, compassion and concern 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 **TRISTA TRUEMPER** 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 15, 2018.

MOTION 06-02-2018

Trustee West moved that the Board of Trustees approve Resolution 2018-02 Recognizing the Service of Board Member Trista Truemper

The motion passed.

9. UNIVERSITY PRESIDENT'S REPORT

President Randhawa shared his observations from the past academic year. He acknowledged the completion of the strategic plan and thanked everyone that participated on the committee and the campus community for its completion. President Randhawa noted the progress on increasing international student enrollment with Study Group and meeting enrollment targets, particularly for students of color. He reported that the supplemental budget process was successful in developing the decision packages for the next biennium that will come forward for presentation in the upcoming legislative session.

President Randhawa detailed important work for the upcoming academic year that included, advocating for the interdisciplinary science building, completion of the business plan, the Peninsulas expansion feasibility study, and completing the appointments for the LGBTQ Director and the Tribal Liaison position.

Randhawa thanked Allison Giffen for her work as Faculty Senate President and the work of the Faculty Senate. He also thanked Simrun Chhabra, Associated Students President and the Associated Student board for their work and collaboration on Western's priorities.

President Randhawa acknowledged Dr. Catharine R. Stimpson, who, upon board approval, will receive an Honorary Doctorate Degree at the Spring Commencement ceremony. He added that Stimpson is a professor of English and Dean Emerita of the Graduate School of Arts and Science at New York University and will be awarded the degrees Doctorate of Humane Letters.

Randhawa closed his report by acknowledging former student trustee, Abigail Ramos, who was accepted to law school at New York University in New York, New York.

10. FACULTY SENATE REPORT

Allison Giffen, Faculty Senate President, expressed her thanks to the board for a productive academic year and that it was a pleasure and a privilege to serve as Faculty Senate President. She noted that McNeel Jantzen will be the incoming Faculty Senate President. She added that the Faculty Senate will continue to work on shared governance, strengthening faculty voices and effective committee restructuring.

The board thanked Giffen for her service and for a successful and productive year.

11. ASSOCIATED STUDENTS REPORT

Simrun Chhabra, Associated Students President, reported that for the first time, undocumented students travelled to Washington D.C. to lobby on their own behalf and share their experiences with legislators. Chhabra provide an update of the Associated Students constitution that will coincide with the reconstructing of the Associated Students Board to strengthen the organization. She also noted that students approved a resolution to provide a smoke free campus with a two year implementation plan which passed the Associated Student board and will move forward for continued approvals. She closed with an update on the Associated Students elections process that was completed and the incoming Associated Students President, Millka Solomon will be introduced at the August meeting of the Board of Trustees.

The trustees thanked Chhabra for her service and that her input over the past year has been appreciated and invaluable.

12. BOARD GOVERNANCE COMMITTEE REPORT

Trustee Franklin provided an update on the work of the Governance Committee that includes two new committees, the Student Success Committee that will be chaired by Trustee West and the Executive Committee that will be chaired by Board Chair, Trustee Overstreet. Franklin noted that the Executive Committee's function will expand the capabilities of the board chair, ensure the integrity of the board, enhance the board's performance and will facilitate the president's annual reviews. Franklin also reported that the final changes made to the Board of Trustees Rules of Operation will be brought for approval in the current session.

13. BOARD FINANCE, AUDIT AND ENTERPRISE RISK MANAGEMENT COMMITTEE REPORT

Trustee Overstreet provided an update of the work of the Finance, Audit, and Enterprise Risk Management Committee (FARM). Overstreet noted that Trustee Meyer will chair the committee and he welcomed Trustee Sharpe as a new committee member. Overstreet noted that Antonia Allen, Director, Office of the Internal Auditor provided an overview of the draft FY19 annual audit plan, announced her appointment as the University Ethics Officer, and provided options for the committee's self-assessment tool. Overstreet added that the committee received the semi-annual internal control report that lead to discussion regarding compliance with sensitive personal information and access to the information. Overstreet stated that President Randhawa initiated discussion with suggestions for new committee agenda items for the upcoming year that include budget review, university reserve, financial, fiscal infrastructure and potentially adding a financial resource professional that would be permitted by the new FARM Charter.

14. ENTERPRISE RISK MANAGEMENT PROGRAM

Trustee Overstreet provided an overview of the Enterprise Risk Management (ERM) Program. He noted that ERM is a discipline based on the realization that large, complex intuitions perform valuable missions that require a more structured and intentional approach to ensure success. He noted that it is important to realize that ERM is not intended to avoid or eliminate risk, but to ensure better decision making, have fewer surprises, and faster responses to circumstances that can negatively affect Western's mission. Overstreet stated that this is done by identifying, assessing, monitoring and responding to enterprise risks. He added that with the emergence of the strategic plan, mission critical activities will follow and ERM will provide tools to be more effective with new programs and plans.

Paul Mueller, Director, Risk, Compliance and Policy Services presented the outline of the draft Enterprise Risk Management (ERM) program to the Board to gather additional input for the draft ERM Framework. Mueller noted that the ERM Planning Committee had the following high level objectives when creating the framework; recognize best practices in higher education, be simple and pragmatic, tie to institutional mission and strategic plan, engage Western's Board of Trustees, Executives, and division/academic leadership in drafting the ERM Framework, leverage and align with existing and related processes, such as SCOT Assessments, Internal Audit surveys and compliance surveys.

Mueller concluded the presentation by outlining the plan for the implementation of ERM at Western. He noted that ERM requires a commitment from the University's Board of Trustees, President, and Executive Leadership to foster an environment that will encourage risk-informed decision making within the University's culture and practices. He said that key elements of implementation include integrating ERM into strategic planning and the budget process, applying it to emerging and strategic initiatives and continued monitoring throughout the university that will begin in September 2018.

Trustee Sharpe announced a 10 minute break @ 10:33. The board reconvened @ 10:45 am

15. BOARD GOVERNANCE – APPROVAL OF THE BOARD RULES OF OPERATION REVISIONS

Trustee Franklin presented the motion to approve the revised Rule of Operation for the board Governance Committee. He noted that the Governance Committee, as part of its oversight responsibilities, undertook a comprehensive review of the Board's Rules of Operation. For review and guidance, the Governance Committee consulted with President Randhawa and Kerena Higgins, Assistant Attorney General.

MOTION 06-03-2018 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.

16. CONSENT ITEMS

Trustee Sharpe introduced the consent items brought before the board for approval.

MOTION 06-04-2018 Trustee Truemper moved that the Board of Trustees of Western Washington University, upon recommendation of the president, approve the following consent items:

- Approval of Spring Quarter Degrees
- Construction Contract for disAbility Resources for Students and Veteran Services PW719A
- Consultant Contract for Design Services and Construction Administration for Sciences Building Addition, PW733
- Approval of Honorary Degree

The motions passed.

President Randhawa requested a change in the agenda due to faculty that would be presenting for the next regularly scheduled agenda item.

17. RULE MAKING

Melynda Huskey, Vice President for Enrollment and Student Services provided an overview of related revisions to WWU's WAC that the board has reviewed at previous meetings. She noted that this will be the final approval for the implementation of the WAC 516-21-220 Weapons and Destructive Devices and WAC 516-60-010 Waivers of Tuition and Fees in order to keep the University's WAC rules accurate and up-to-date. Also for approval of the Board the adoption of new chapter 516-35 WAC and amendments to existing chapter 516-36 WAC in order to preserve the integrity of Western Washington University's educational mission, to protect the

health, safety and welfare of students, faculty and staff and to preserve its strong commitment to freedom of expression.

MOTION 06-05-2018 Trustee Overstreet moved that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the expedited rule change amendments to WAC 516-21-220 and WAC 516-60-010 as proposed in the attached.

The motion passed.

MOTION 06-06-2018 Trustee Meyer moved the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the adoption of the new chapter 516-35 WAC Use of University Property – Freedom of Expression and Assembly and approve the permanent rule change to chapter 516-36 WAC Use of University Facilities – Scheduling as submitted.

The motion passed.

18. CONSIDERATION OF CONTRACT BETWEEN WESTERN WASHINGTON UNIVERSITY AND THE UNITED FACULTY OF WESTERN WASHINGTON

President Randhawa acknowledged the importance of a strong faculty contract as it ensures Western will attracting and retain outstanding faculty and that it sets the stage for advancing the goals of the university. He introduced Brian Burton, Associate Vice Provost for Academic Affairs, Rich Brown, President, United Faculty of Western Washington (UFWW) and Professor, Fine and Performing Arts, and Matthew Roelofs, UFWW Bargaining Unit Lead and Professor, Business and Economics who provided a brief overview of the contract bargaining process.

MOTION 06-07-2018 Trustee Fujikado moved that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the revision in the Collective Bargaining Agreement with the United Faculty of Western Washington

The Board of Trustees authorizes the President of his designee to execute the agreement on behalf of the Board effective June 15, 2018, in keeping with the reserved authority in the Board of Trustees Rules of Operation, Section 2/3(h).

The motion passed.

19. 2018-2019 OPERATING BUDGET AND RELATED MATTERS

President Randhawa provided an overview of FY2018 Operating Budget items that require Board approval. Randhawa presented budget items along with the capital budget that will set the stage for the second year in the biennium.

Linda Teater, Director, Budget Office reported that the Legislature and Governor have passed and signed an appropriation bill. Based on this approved bill and the FY 2019 Western Washington University recommended budget, the Board is requested to approve 2018-19 Academic Year Tuition Fees. Tuition fees included both the tuition operating fee and the capital building fee for each category of student.

MOTION 06-08-2018 Trustee Meyer moved, that the 2018-2019 annual tuition operating fee and capital budget fee rates for state-funded resident undergraduate students be raised by 2.2%; and

Further moved, that the 2018-2019 annual tuition operating fee and capital building fee rates for non-resident undergraduate students be raised by 5.0%; and

Further moved, that the 2018-2019 annual tuition operating fee and capital building fee rates for resident graduate, non-resident graduate, resident MBA, and rates for resident and non-resident students in the Audiology and Speech Pathology programs be raised by 4.5%; and

Further moved, that the 2018-2019 annual tuition operating fee and capital building fee rates for non-resident Masters in Business Administration (MBA) students be raised by 30.6%.

The motion passed.

Melynda Huskey, Vice President for Enrollment and Student Services recommended the following mandatory student fee levels for 2018-2019 for approval, and to approve the recommended revenue distributions of the Services and Activities (general S&A) Fee for academic year 2018-2019 and summer 2018.

MOTION 06-09-2018 Trustee Truemper moved, that the Board of Trustees of Western Washington University, upon recommendation of the President and various constituent review committee, approve the 2018-2019 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 increases \$7.10 per quarter; 4.0% on the portion of the fee not pledged to bonds per RCW 28B.15.069)

Student Recreation Fee (Proposed increase \$4.05 per quarter; 4.0%)

Student Health Services Fee (Proposed increase \$7 per quarter; 6.6%)
Student Technology Fee (No increase)
Non-Academic Building Fee (No increase)
Sustainable Action Fee (Proposed increase \$2 per quarter; 28.6%)
Student Transportation Fee (No increase)
Legislative Action Fee (No increase)
Multicultural Services Fee (No increase)

The motion passed.

Brent Carbajal, Provost and Vice President for Academic Affairs requested approval of the 2018-2019 Self-Sustaining Year Tuition Rates for each classification.

MOTION 06-10-2018 Trustee West moved that the Board of Trustees of Western Washington University, upon recommendation of the President approve that the 2018-19 Self-Sustaining Academic Year Tuition Rates be raised to the following rates, Individual Course/Workshop \$255 per credit, Undergraduate Course/Workshop Online \$255 per credit, Undergraduate Degree Program Courses \$295 per credit, Graduate Degree Program Courses \$350 per credit, and Weekend MBA \$757 per credit and

Further moved, that the Global Pathway Undergraduate Program tuition rate be approved at a flat rate of \$7267 per quarter and that the Global Pathway MBA Program tuition rate be approved at a flat rate of \$9,333 per quarter.

The motion passed.

Linda Teater, Director, Budget Office requested Board approval of the 2018-2019 Annual State Operating Budget. She noted that based on the conference committee budget passed by the Legislature on March 8, 2018 and signed by the Governor on March 27, 2018, the following motion be approved.

MOTION 06-11-2018 Trustee Overstreet moved, that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the 2018-2019 annual state operating budget of \$178,628,788 consisting of State Appropriations in the amount of \$84,256,000; WWU net tuition operating fee revenue of \$89,644,032; and administrative services assessment revenue of \$4,728,756; and

Further moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the 2018-2019 intercollegiate athletics operating budget of

\$6,068,657 consisting of tuition and fees in the amount of \$3,470,416 and self-sustaining and other revenue of \$2,598,241; and

Further moved, the Board of Trustees of Western Washington University, upon the recommendation of the President, intends to continue to use tuition and fees as it has in the past to fund portion of the Athletics budget in addition to revenue generated by the Athletics program.

The motion passed.

20. CAPITAL PLANNING

Rick Benner, University Architect/Director, Facilities Development and Capital Budget provided the Board an overview of the 2019-2021 Capital Plan. He noted the items that have changed since the last review in April, pertaining to the Science, Technology, Engineering and Mathematics (STEM) addition and renovation projects for a Sciences Building. He added that moving forward the project has been split into three projects: project one includes the request for the interdisciplinary Science Building; project two is the renovation of the current Environmental Science building; project three is the opportunity to raise private funds for computer science programs and electrical engineering programs. He noted that raising private funds allows Western to request state matching grant funds for the final STEM project which will promote growth in those areas. He concluded that the priorities are the same and have been reorganized to line up with the capital budget request schedule.

MOTION 06-12-2018 Trustee Franklin moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approves the 2019-2029 Capital Budget Plan which includes the 2019-2021 Capital Budget Request from State-appropriated funding sources of \$123,516,000.

The motion passed.

Melynda Huskey, Vice President for Enrollment and Student Services provided an update on Housing and Dining System Capital Plan. She noted that in December of 2016 the Board received an update that provided information on the demand for additional private bedroom, apartment-style housing on campus. She added that Housing and Dining was considering a 200 bed apartment building just north of Buchanan Towers along South College Drive across from Harrington Field. Huskey noted that the project was put on pause due to increasing cost estimates, to allow for additional enrollment planning, and to see the effect private housing development had on demand.

Huskey reported that this past spring Enrollment and Student Services, Housing and Dining, and Business and Financial Affairs partnered to take up the question of new housing and to update the demand analysis. She noted that there continues to be strong demand for additional

housing on campus, particularly for single bedroom options with food preparation areas and living facilities. She added that the demand has elevated with recent enrollment increases and is projected to continue to grow with increasing international students.

Huskey concluded by noting that due to the strong demand projections, a 400 bed suite style building is being considered. She added that the planning for the facility has begun with an RFQ process to select a design build team to assist with the building. Preliminary construction plans would begin in summer of 2019 and construction completed and occupancy scheduled for fall 2021. She added that at this point time this item is informational and is expected to come before the Board in October 2018 for approval of the design build contract.

21. ELECTION OF BOARD OF TRUSTEE OFFICERS

Trustee Sharpe nominated Board officers pursuant to the WWU Board of Trustees Rules of Operation, Section 5(.01) Officers and Terms. This section in the Rules of Operation states that the Board will elect a chair, vice chair, and secretary for two-year terms.

MOTION 06-13-2018 Trustees Fujikado moved that the Board of Trustees of Western Washington University elect the new Board officers as nominated, to be effective at the close of this meeting.

- Earl Overstreet, Chair
- Chase Franklin, Vice Chair
- John Meyer, Secretary

The motion passed.

22. 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 2017-18 academic year and followed by spreadsheets showing the status of the TT faculty searches per college and other interesting information about Western's new faculty members

b. Admissions and Enrollment Report

Vice President Huskey 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 Marketing Report**

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

23. PASSING THE GAVEL

Chair Sue Sharpe officially passed the meeting gavel over to new Chair Earl Overstreet.

24. DATES FOR NEXT REGUALR MEETING

August 23 and 24, 2018 in Bellingham

25. ADJOURNMENT

The meeting adjourned at 12:21 p.m.