

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, August 24, 2018**

4. CALL TO ORDER

Board Chair Earl Overstreet called the regular meeting of the Board of Trustees of Western Washington University to order at 8:05 am in the Board Room, Old Main 340, in Bellingham, WA.

Board of Trustees

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

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
McNeel Jantzen, Faculty Senate President
Millka Solomon, Associated Students President
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

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.

6. INTRODUCTIONS

Melynda Huskey, Vice President for Enrollment and Student Services introduced L.K. Langley who will serve as the inaugural LGBTQ+ Director at Western. Huskey noted that L.K. Langley has served Western as Manager of Equal Opportunity Programs in the Equal Opportunity

Office. Huskey added that Langley's work strives to collaboratively build connection between individuals, between majority world views and forms of knowledge and lived experience that are often unseen on the margins, and between people in the Western community and networks of care and community engagement beyond the university. Huskey noted that throughout their time at Western, Langley has partnered with passionate and dedicated faculty, staff and students to cultivate learning opportunities and develop initiatives that open Western's culture, administrative systems and built spaces to be more inclusive of diverse LGBTQ+ people.

L.K. Langley expressed that it will be an honor to serve Western's faculty, staff and students in this new role and welcomes opportunities to continue to engage with the trustees with updates on progress made in the position.

President Randhawa added that L.K. Langley will be the recipient of two awards at Opening Convocation: the Carl H. Simpson Bridging Award and the Philip E. Sharpe Jr. Community Engagement Award.

Melynda Huskey, Vice President for Enrollment and Student Services welcomed members of the Associated Students Board of Directors available to attend the meeting. The Associated Students Board of Directors present were:

- Millka Solomon, President, Associated Students
- Levi Eckman, Associated Students Vice President for Academics
- Natasha Hessami, Associated Students Vice President for Governmental Affairs
- Camilla Mejia, Associated Students Vice President for Diversity
- Anne Lee, Associated Students Vice President for Student Life

Trustee Overstreet thanked those present for attending the meeting adding that the board looks forward to a productive academic year.

7. BOARD CHAIR REPORT

Trustee Overstreet shared his observations as he continues in his new role as board chair. He shared that a high bar was set for the position of board chair because of the excellence of Western and the skills of his predecessors, Trustee Sue Sharpe and Trustee Karen Lee. Overstreet noted his appreciation for the opportunity to work with President Randhawa and the executive leadership team, his fellow trustees and the entire Western community. He added that after four years of interacting with the Western community, he has observed a great sense of pride in Western accomplishments, a sense that Western has room for improvement, and an eagerness to build for the future. Overstreet also expressed his excitement about the next steps in the institutional resource planning process building on the excellent framework created by the Western Strategic Plan.

Trustee Overstreet asked Trustee Lee to read the Resolution 2018-03 Thanking Trustee Fujikado.

RESOLUTION NO. 2018-03

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

**THANKING TRUSTEE
*Betti Fujikado***

WHEREAS, on May 21, 2009, Governor Christine Gregoire appointed **BETTI FUJIKADO** of Seattle, Washington to fill an unexpired term on the Western Washington University Board of Trustees through September 30, 2012 and reappointed her to a term from October 1, 2012 through September 30, 2018; and

WHEREAS, BETTI FUJIKADO brought to her appointment as a trustee a distinguished career and expertise as the co-founder of Copacino+Fujikado, a Seattle advertising agency well known for its client roster including the Seattle Mariners, Seattle Children's Hospital, Ste. Michelle Wine Estates, Holland America Line, Challenge Seattle, Symetra, and Premera Blue Cross; and

WHEREAS, BETTI FUJIKADO brought to her appointment as a trustee extensive experience in community affairs from serving on the Pike Place Market Board, as well as active participation through her agency with a number of nonprofits including The Wing Luke Museum, Seattle Aquarium, MOHAI, and Seattle Art Museum; and

WHEREAS, BETTI FUJIKADO earned her bachelor's degree from the University of Washington in business administration with an emphasis in accounting; and

WHEREAS, BETTI FUJIKADO having served for nine years as trustee on the Board, as Secretary of the Board from June 2012 to June 2014, and chair of the Board Audit Committee from October 2015 to August 2016, contributed her time to the stewardship of the University beyond the usual expectations for board service; and

WHEREAS, BETTI FUJIKADO contributed her expertise to the increased stature and aspirational future of Western Washington University through a presidential transition and a rigorous strategic planning process; and

WHEREAS, BETTI FUJIKADO has exemplified what community service means as an engaged citizen and trustee with heartfelt generosity, thoughtful engagement, eloquent wisdom, and personal commitment to advancing the best interests of each person in the Western community;

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Western Washington University that **BETTI FUJIKADO** 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 August 24, 2018.

MOTION 08-02-2018: Trustee Lee moved that the Board of Trustees approve Resolution 2018-03 Thanking the Service of Board Member Betti Fujikado.

The motion passed.

8. UNIVERSITY PRESIDENT'S REPORT

President Randhawa provided an update on work that took place over summer quarter. Randhawa explained the transition of roles within the President's office staff. He acknowledge Barbara Sandoval and her service as the Secretary to the Board of Trustees and Assistant to the President. Randhawa noted that Sandoval has been doing the work of two positions and that the redistribution of work will create longevity within in her positon. He stated that Sandoval will continue her work as the Senior Executive Assistant to the President. Paul Dunn, formerly Senior Executive Assistant to the President will begin to serve as Chief of Staff and Secretary to the Board of Trustees. Randhawa noted that Dunn will support the Student Success Committee and Rayne Rambo will continue to serve as the Assistant Secretary to the Board of Trustees and support the Finance, Audit, and Enterprise Risk Management Committee.

President Randhawa also provided an update on the review of practices related to the administration of Title IX and Western's response to sexual violence and sexual harassment discrimination complaints, compiled by Antonia Allen, Director, Office of the Internal Auditor. He noted that this review is close to completion and the board will be provided with a presentation of the work and outcomes at the October meeting of the Board of Trustees.

President Randhawa asked Donna Gibbs, Vice President for Marketing and Communications to provide a brief overview of the Student-View Report, an online survey presented to Washington state high school seniors regarding their awareness and perception of Western. Gibbs reported that Western is positioned on the "golden zone" of above average-neutral awareness and perception. She added that Western lags the University of Washington and Washington State University, but leads other public and private Institutions in the state. Gibbs listed the highest graded attributes which were; campus appearance, tuition costs, and campus setting and size. She added that Western plans to participate in this study again next year with the addition of focus group data that will measure advertisement recall, ratings of interaction of Western's primary communication and information channels and student recommendations for improving communication from Western to potential students in the state of Washington.

9. ASSOCIATED STUDENTS REPORT

Millka Solomon, Associated Students President reported that the restructuring of the Associated Students started last year will continue this year, including the reincorporation of the Student Senate. The Senate will have representatives from all colleges at Western, allowing for more representation across the academic enterprise.

Solomon also noted that she and Natasha Hessami, Associated Students Vice President for Government Affairs will travel to Central Washington University to attend the Washington Student Association (WSA) meeting to advocate for the state need grant, support for undocumented students and survivors of sexual harassment.

10. FACULTY SENATE REPORT

McNeel Jantzen, Faculty Senate President, expressed that she is honored to serve as Faculty Senate President and is looking forward to working with the Board of Trustees in the upcoming year. Jantzen reported that Dr. Shirin Deylami will serve as the Director of the Faculty Mentoring Initiative and has begun programming for fall quarter. Jantzen also noted that the Faculty Senate will work to restructure two standing committees. The Senate Library and Academic Technology Committee will become a standing committee under the University Resources and Planning Committee (UPRC). The Graduate Counsel will move from being a standing committee within the Academic Coordinating Commission (ACC) of the Faculty Senate, to become the College Governance Committee in support of the Graduate School.

Jantzen also reported that a revised charge was proposed to the Social Justice and Equity Committee acknowledging their important work and providing interested member's opportunity to continue and expand their programmatic work outside the framework of Faculty Senate. She noted that the revised charge will be presented to Faculty Senators for discussion and approval.

Jantzen recognized the record growth of enrollment at Western and added that the Faculty Senate looks forward to updates on the progress of the Global Pathways Program, the addition of new academic programs and departments at the university and also the university's commitment to growing faculty lines and necessary infrastructure to meet the needs of Western's students and enhance academic excellence.

11. INTERCOLLEGIATE ATHLETICS AT WESTERN

Steven Card, Director of Athletics, Bruce Larson, Professor of Education, Interim Associate Dean of Woodring College of Education and Faculty Athletic Representative and Carmen Dolfo, Senior Women's Administrator and Women's Basketball Coach provided an overview of Athletics at Western. Card noted that Western has just completed its twentieth year of National Collegiate Athletic Association (NCAA) competition in Division II. Card noted that the NCAA Division II mission statement acknowledges the importance of balancing students' educational development with their athletic development which makes Division II the perfect match for Western student athletes. He explained that Western Athletics competes within the Great Northwest Athletic Conference (GNAC) which includes eleven other universities spread across the largest geographical footprint of all Division II conferences.

Card shared Western Athletics mission statement which is the committed to shaping the student athlete experience as part of a larger responsibility to inspire, educate and serve. He noted that the top priority for all coaches and athletics department personnel is enhancing the student experience and empowering their success on the field and in their academic pursuits.

Carmen Dolfo, Senior Women's Administrator and Women's Basketball Coach profiled the student population that participates in varsity sports at Western. She noted that the athlete population mirrors the demography of the campus student body which includes 55.6% female athletes, 44.4% male athletes, 30.5% student-athletes of color or multi-racial background 10.5% who identify as partially or fully African American, and 7.5% who identify as Hispanic/Latino. She expressed that Western Athletics is devoted to creating inclusivity and diversity within sports teams.

Bruce Larson, Professor of Education, Interim Associate Dean of Woodring College of Education and Faculty Athletic Representative explained that his role fulfills a NCAA requirement to represent student athletes at Western and that he reports directly to the President regarding issues related to athletics. He noted that Western Athletics supports the success of all student athletes in the classroom and in their arenas of competition. He added that the average GPA for Western student athletes is currently 3.12 which is representative of the support system in place for their success. He added that Western has a 90% overall academic success rate for Western athletes compared to 72% which is the NCAA national average.

Card reiterated Western Athletics considers complete student development to be one on their top priorities, and central to that is sexual assault prevention and response. He said that Western Athletics collaborates with the Equal Opportunity Office and Prevention, Health and Wellness services to create trainings for student athletes, coaches and staff. Western continues to exceed the NCAA's compliance standards on topics such as sexual assault prevention, suicide prevention, and drug and alcohol awareness. Card noted that Western Athletics is also committed to supporting student athlete's success in the area of mental health.

Card concluded the presentation with an overview of Western Intercollegiate Athletics 2018-19 Budgeted Revenue and Expenses. Key budget expenditures include Tuition Waivers, Scholarships, Foundation Funds, Institutional Support, and Team Camps. The largest area of revenue is the student Services & Activities Fee Allocation, and the largest portion of expenditures are coaches' salaries. (ATTACHMENT A)

Trustee Overstreet announced a 10 minute break @ 10:02. The board reconvened @ 10:16 am

12. CONSENT ITEMS

Trustee Overstreet introduced the consent items and a motion to approve them, with the exception of, *Construction Contract for Elevator Preservation and ADA Upgrades, PW729*, which Trustee Lee wished to discuss further.

MOTION 08-03-2018 Trustee Ramirez moved that the Board of Trustees for Western Washington University, upon recommendation of the President, approve the following consent item:

- Approval of Summer Quarter Degrees

The motion passed.

Trustee Lee wished to discuss consent item, *Construction Contract for Elevator Preservation and ADA Upgrades, PW729* because she noted that the University's presumed estimate for the project was significantly greater than the Contractor's bid.

Richard Van Den Hul, Vice President for Business and Financial Affairs replied by confirming that the contractor was one that had provided services for Western in the past and felt confident in their ability to complete the work at the quoted price.

This satisfied Trustee Lee's question and the consent item was introduced for approval.

MOTION 08-04-2018 Trustee Sharpe moved that the Board of Trustees for Western Washington University, upon recommendation of the President approve the following consent item:

- Construction Contract for Elevator Preservation and ADA Upgrades, PW729

The motion passed.

13. APPROVAL OF STATE OPERATING BUDGET REQUEST FOR BIENNIUM 2019-21

President Randhawa noted that this budget request is coming before the board in preparation for the 2019-21 Legislative Session and that the request is due in September to the Governor's Office of Financial Management. He added that this budget request includes compensation increases that will help to attract and retain Western's work force. He noted that the budget also includes upgrades to infrastructure which is critical for Western.

Richard Van Den Hul, Vice President for Business and Financial Affairs noted that this budget request has been an inclusive process that is driven by Western's mission to serve the people of the state of Washington. He added that the proposals were developed in line with the vision to prepare and inspire individuals to explore widely, think critically, communicate clearly and connect ideas creatively to address our most challenging needs, problems, and questions. He said the request includes items that are critical to maintain and enhance Western's strengths, including compensation increases, and operations and maintenance funding necessary to operate the campus facilities and infrastructure.

Van Den Hul added that the request was developed through a budget process designed to be open, transparent and bottom up. He said the detail of the processes for the budget request and strategic plan have been previously shared with the Board.

Chuck Lanham, Vice Provost for Information Technology and Chief Information Officer provided an overview on the IT Infrastructure Replacement request. He explained that the request is to update Western's wired and wireless network and replace Western's outdated 35+ year old telephone systems. He said secure, reliable and up-to-date technology is more essential than

ever in higher education in order to support students, improve learning outcomes, and prepare graduates to join the workforce.

MOTION 08-05-2018 Trustee Meyer moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the attached 2019-2021 biennial operating budget request of \$199,491,656 in state funds and net tuition revenue, in support of academic, administrative and departmental operations. With concurrence of the Board Chair, the President may make adjustments to the approved budget request in response to subsequent instructions from the Office of Financial Management, to advance consistency among the submissions of Washington's six public baccalaureate institutions, or other adjustments as appropriate.

The motion passed.

14. FINANCE, AUDIT, AND ENTERPRISE RISK MANAGEMENT REPORT

Trustee Meyer reported that Finance, Audit and Enterprise Risk Management (FARM) committee will be discussing how to best communicate with the entire board when relevant items come forward for full Board approval. He noted that the committee reviewed an annual Work Plan that will include self-assessment, metrics, university reserves, charter review and the work of the Office of the Internal Auditor, among other Enterprise Risk Management (ERM) topics.

Meyer noted that the October meeting items for discussion will be financial metrics, university reserves, ERM updates, quarterly progress updates, and the State Auditor Entrance conference.

Meyer added that the Internal Auditor's Fiscal Year 18 Annual Report will come forward for full Board approval at the October meeting. He said this report includes the FY19 Internal Audit Plan and the final status report Internal Audit Plan.

15. OPEN PUBLIC MEETINGS ACT OVERVIEW

Rob Olson, Assistant Attorney General provided an overview presentation on the Open Public Meetings Act. Olson stated that RCW 42.30.205 requires every member of the governing body of a public agency to complete such training no later than ninety days after the member takes the oath of office for a public governance position, (if such office requires an oath), or otherwise assumes his or her duties as a public official. He said every member of the governing body of a public agency must complete training at intervals of no more than four years as long as the individual is a member of governing body or public agency.

Olson provided overview training on the following topics of the Open Public Meetings Act: "Do's and Don't's" of public meetings, electronic communications, agency obligations, and executive session, as well as information on the personal responsibility of public officers to enforce the requirements of the Open Public Meetings Act itself.

16. INFORMATION ITEMS

a. **Academic Reports**

Provost Carbajal provided a written report with an update on the successful recruitment of a number of very well-qualified new tenure track faculty. The report provides the Board of Trustees with information about tenure track faculty members who were hired last year and who will begin teaching at Western during the 2018-19 academic year.

b. **Annual & Quarterly Grant Report**

Provost Carbajal provided a written report with information from the Office of Research and Sponsored Programs concerning the quarterly and current grant awards at Western.

c. **Admissions and Enrollment Report**

Vice President Huskey provided a written report regarding the university's general enrollment and admissions.

d. **University Advancement Report**

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

e. **Capital Program Report**

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

f. **University Relations and Marketing Report**

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

17. EXECUTIVE SESSION

At 11:06 a.m. Chair Overstreet announced that the Board would convene in Executive Session for approximately 30 minutes to discuss a personnel matter as authorized in RCW 42.30.110 (1)(g)&(i).

18. DATE FOR NEXT REGULAR MEETING

October 11 & 12, 2018

19. ADJOURNMENT

The meeting adjourned @ 11:38am.

ATTACHMENT A

