

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, October 12, 2018**

4. CALL TO ORDER

Board Chair, Trustee Earl Overstreet called the regular meeting of the Board of Trustees of Western Washington University to order at 8:03 am in the Ballroom, at the Majestic Inn, in Anacortes, WA.

Board of Trustees

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

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, Chief of Staff to the President, Secretary to the Board of Trustees
Barbara Sandoval, Senior Executive Assistant to the President
Rayne Rambo, Assistant Secretary to the Board of Trustees

5. EXECUTIVE SESSION

At 8:01 a.m. Chair Overstreet announced that the Board would convene in Executive Session for approximately thirty minutes to discuss a personnel matter as authorized in RCW 42.30.110 (1)(g)&(i).

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. UNIVERSITY PRESIDENT REPORT

President Randhawa reported that fall enrollment has increased from last year by 1.2% which is reflective of student retention. He noted an increase in students of color and first generation students. He added that graduate students have increased by 4.0% since last year's enrollment.

President Randhawa highlighted that the Student Convocation ceremony was redesigned to be a more academically-oriented event similar to commencement and noted that it was very well attended.

President Randhawa reported that an agreement had been reached with the Public School Employee's Staff Union and the Washington Federation of State Employees for compensation increases for the biennium that mirrors the agreement that the state reached with the unions. He noted the increase was 3% July 2019 and 3% in July 2020 and for employees earning less than \$50,000 annually, the state would contribute \$250.00 towards a flexible spending account for health care.

8. BOARD CHAIR REPORT

Trustee Overstreet reflected on the ongoing work of the Board of Trustees that continues to align with the four goals of the Strategic Plan and the University's daily operations. He noted that the board meet in September for a work session and the topics included the 2018 presidential assessment and strategic plan implementation and alignment. Overstreet explained that the presidential assessment allowed the trustees and the president to review input from internal and external stakeholders, discuss accomplishments, opportunities for improvement, lessons learned and opportunities for the upcoming year.

Trustee Overstreet expressed that the trustees are pleased with President Randhawa's performance and feel that Western is fortunate to have his particular style of leadership at this critical juncture. The trustees recommended an amendment to President Randhawa's contract to receive the same salary increase that was received by Professional Staff employees that was approved by the Legislature.

MOTION 10-01-2018

Trustee Franklin moved that the Board of Trustees of Western Washington University, upon recommendation of the Board Chair, approves a 2% increase in the President's salary through the end of 2018 calendar year, with a further increase of 2% on January 1, 2019, both being consistent with a statewide legislative authorization to increase the University's professional staff salaries on July 1, 2018, and authorizes the Chair to execute the contract addendum on behalf of the Board of Trustees.

The motion passed.

Trustee Overstreet congratulated Trustee Sue Sharpe for her re-appointment for a second term, by Governor Jay Inslee, as a trustee at Western Washington University. Chair Overstreet welcomed Paul Dunn to his new role as Chief of Staff and Secretary to the Board of Trustees. Chair Overstreet also recognized Barbara Sandoval for her excellent work as the Secretary to the Board of Trustees and welcomed her to her new role as Senior Executive Assistant to the President.

9. FACULTY SENATE REPORT

McNeel Jantzen, Faculty Senate President reported the Senate Standing Committee on Social, Justice and Equity has been confirmed and will be relocated and continue their work under the President and Provost's office. She added that Faculty Senate will have a new committee that will be known as the Senate Equity, Inclusion and Diversity Council that will be in charge of policy work as an extension of Faculty Senate.

Jantzen reported that she is co-chairing an advisory group with Eric Alexander, Associate Dean for Student Engagement and Director of Viking Union, to implement the recommendations that were brought forward by the Anti-Semitism Task Force report.

10. ASSOCIATED STUDENTS REPORT

Standing in for absent Associated Students President Millka Solomon, Levi Eckman, Vice President for Academic Affairs, reported on behalf of the Associated Students. Eckman provided an update on the work of the Associated Students to re-form the Student Senate that will serve as a legislative body in coordination with the Associated Students Board of Directors on all relevant student issues. He added that the goal is to increase student participation in student elections by involving more students in paid positions as Senators that will represent all eight of the colleges on campus and the at large campus community. Eckman noted that Student Senate elections will take place in late November and the goal is to have the Student Senate functioning at the beginning at winter quarter.

11. CONSENT ITEMS

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

MOTION 10-02-2018 Trustee Ramirez moved, upon the recommendation of the President, approve the following consent items:

- Construction Contract for Multiple Building Access Control, PW728
- Construction Contract for Multiple Building Replacement of Switchgears, panels, and Motor Controls, PW731

The motion passed.

12. APPROVAL OF THE FY18 INTERNAL AUDIT ANNUAL REPORT

Antonia Allen, Director of the Office of the Internal Auditor, requested approval of the FY18 Internal Audit Annual Report. She noted that the FY18 Internal Audit Annual Report includes the final progress report on the FY18 Office of the Internal Auditor Activity, the FY19 Internal Audit Plan, and other FY18 annual reporting topics.

MOTION 10-03-2018 Trustee Meyer moved that the Board of Trustees of Western Washington University, upon recommendation of the Board of Trustees Finance, Audit and Enterprise Risk Management Committee and President Randhawa, approve the FY18 Internal Audit Annual Report.

The motion passed.

Trustee Overstreet announced a 10 minute break at 9:36 am. The board reconvened at 9:50 am.

13. TITLE IX INTERNAL AUDIT REPORT

Antonia Allen, Director, Office of the Internal Auditor, provided the Board with an overview of the Title IX Internal Audit, management's response to the Title IX Internal Audit Report's recommendations and management's plan for improving Western's efforts in preventing and responding to sexual violence and misconduct. She noted that the objective of the audit was to determine how Title IX sexual harassment and sexual assault complaints had been administered by the Equal Opportunity Office (EOO) for students, staff, and faculty and to compare Western's complaint administration practices to the Office of Civil Rights (OCR's) guidance to identify opportunities for improvement. Allen reported that the scope of the report analyzed whether EOO's Title IX practices include the following procedural elements that the OCR has identified as critical to achieving compliance with Title IX.

- Adequate notice of grievance procedures
- Documented procedures match actual practices
- Investigation of complaints is adequate, reliable, and impartial
- Prompt time frames for the complaint process
- Written notice of the complaints and alleged perpetrator of the outcome of the complaint

Allen explained the conclusions of the audit which noted that there was adequate notice of grievance procedures. She noted that the documented complaint procedures did not match OCR prescribed practice and that this was an area that could be improved in future investigations. She added that the investigation of the complaints appeared adequate, reliable, and impartial. She concluded that other areas of improvement included processing time frames and written notices outcomes.

14. STRATEGIC PLANNING AND WEBSITE AND DASHBOARDS

Brian Burton, Associate Vice President for Academic Affairs provided an overview of the work completed on the new strategic planning website. Burton highlighted the strategic planning website that showed a dashboard for University benchmarks and discussed other dashboards related to core themes and strategic objectives that are in the process of being developed. Burton gathered feedback from the trustees for the continued work on the website for future use.

15. OLYMPIA UPDATE

Becca Kenna Schenk, Executive Director, Government Relations, provided an update on the upcoming 2019 Legislative Session that will begin on January 14, 2019. She reported that legislators will adopt the state's biennial operating and capital budgets. She added that Western's 2019-21 operating budget requests that were approved by the Board of Trustees, have been submitted to the Office of Financial Management.

16. FINANCE, AUDIT AND ENTERPRISE RISK MANAGEMENT COMMITTEE REPORT

Trustee Meyer, Chair, Finance, Audit and Enterprise Risk Management Committee (FARM) provided an overview of the meeting where the committee was presented the Entrance Conference by the State Auditor's Office for the Financial Statement audit and the Accountability Audit. Meyer reported that areas of discussion included Financial Metrics and best practices for University Reserves. He added that the committee received a status update on the Capital Plan, Internal Audit Quarterly Progress update and the Enterprise Risk Management Plan.

17. STUDENT SUCCESS COMMITTEE REPORT

Trustee West, Chair, Student Success Committee, reported that Levi Eckman, Associated Students Vice President for Academic Affairs provided an update on the Student Senate and the updated By-Laws. She added that the work of the Associated Students to revive the Student Senate at Western will encourage more student participation in elections and student affairs. She concluded her report by adding that the Student Success Committee fully endorses the work of the Student Senate.

18. INFORMATION ITEMS

a. Academic Reports

Provost Carbajal provided a written report with an update on the

b. Admissions and Enrollment Report

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

c. Capital Program Report

Vice President 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.

19. EXECUTIVE SESSION

At 11:24 a.m. Chair Overstreet announced that the Board would convene in Executive Session for approximately thirty minutes to discuss a personnel matter as authorized in RCW 42.30.110 (1)(g)&(i).

20. DATES FOR NEXT REGUALR MEETING

December 13 & 14, 2018

21. ADJOURNMENT

The meeting adjourned at 12:05 p.m.