

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, April 5, 2019**

CALL TO ORDER

Board Chair Earl Overstreet, called the Friday, April 5, 2019 meeting of the Board of Trustees of Western Washington University to order at 8:01 a.m. in the Old Main 340 Board Room in Bellingham, WA.

Earl Overstreet, Chair
Chase Franklin, Vice Chair
John Meyer, Secretary
Citlaly Ramirez
Faith Pettis
Karen Lee
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
Donna Gibbs, Vice President for University Relations and Marketing
McNeel Jantzen, Faculty Senate 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

3. APPROVAL OF MINUTES

MOTION 04-02-2019 Trustee Pettis moved that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following minutes:

- Board of Trustees Meeting February 7, 2019

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

Board Chair Earl Overstreet provided the following report: “The snow is gone, flowers are blooming, and your long wait to hear my February report, skipped at the February meeting to conclude early due to bad weather, is over. This report continues to look at our goals for the 2018-19 academic year, but from a different prospective. This time I will try to answer a burning question that probably keeps some of you up at night. “What is the trustee’s role in creating and executing the University’s plan each year?” I hope that this brief explanation of trustee responsibilities will be helpful refresher for the trustees and those who work with us on a regular basis and will also be useful to others who want to better understand our responsibilities in Western governance.

The Western Washington University Board of Trustees is the university’s governing body whose broad responsibilities are to supervise, coordinate, manage and regulate Western Washington University as provided by state statute.

The best source of information regarding trustee responsibilities and how we interact with the University is the Board of Trustees Rules of Operation found at trustees.wvu.edu/bylaws-documents. I think the four most important takeaways are as follows:

1. Board Authority Established by Law. The authority to govern Western Washington University is vested by law in the Board of Trustees of the University.
2. Governance Development. The Board believes that the educational interests of the University are furthered by encouraging an environment of collegiality. Therefore, it has established a system of shared governance in which the various elements of the institution are encouraged to participate. Without limiting its duties or authority, the Board directs its attention to matters of general policy relating to the institution’s mission, educational program, operation, and Strategic Plan.
3. Policy Development. The Board delegates responsibility for the development and administration of policies and management of the institution to the President, or his or her designees, including the appropriate unit or units of internal governance.
4. Channel of Authority. The channel of authority from the Board to the faculty, administrative officers, staff, and students shall be through the President.

How does this work? Our responsibility is to use our independent, external perspective in three key areas. I will borrow some language from Cathy Trower, a Board consultant to describe our top three priorities:

1. Oversight - Protecting the institution from actions or inactions that damage the integrity, reputation, or compliance of Western and its ability to perform its mission.
2. Stewardship - Ensuring that the institution is obtaining and effectively utilizing resources to fulfill its mission.

3. Foresight – Helping the institution identify obstacles and opportunities on the horizon and to mitigate or take advantage of them to advance the work of the University
We manage these three tasks by receiving and requesting information, asking questions, providing feedback, and taking action. Our revamped committees – Student Success and Finance, Audit, and Enterprise Risk Management (FARM) are already paying dividends getting timely, appropriately detailed information, providing feedback, informing and making recommendations to the Board, and ensuring that the Board fulfills its role.”

6. UNIVERSITY PRESIDENT REPORT

President Randhawa reflected and noted the historical importance of the creation of the Office of American Indian/Alaska Native and First Nations Relations and the warm welcome extended to Laural Ballew the day before, as the inaugural Executive Director of the Office and Tribal Relations Liaison was a proud moment for Western and the First Nations. Randhawa acknowledged that this is the end of a long journey, but the beginning of a new journey that will continue to require patience, persistence, and a belief in values to reach Western’s goals of student success.

President Randhawa reported that the meetings with legislators from the Olympic Peninsula have emphasized Western’s continued presence on the peninsulas at Olympic College in Poulsbo and Bremerton. He added that Senator Drew Hansen would like to see Western provide more expansive and detailed proposals on that account in the upcoming legislative session.

President Randhawa asked Vice President Melynda Huskey to provide an update on two new positions: Associate Vice President for Enrollment Management and the Executive Director of Counseling Health and Wellness. Huskey added that the search for the Director of the Counseling Center is still in progress with a hopeful new hire in the near future.

7. FACULTY SENATE REPORT

McNeel Jantzen, Faculty Senate President provided an overview of the work of the Faculty Senate. She noted the senate’s role to speak and act for the faculty with responsibility in the following areas: curriculum, academic programs, scholarly activities, the education of students, the mission of the university, and institutional and administrative effectiveness. Jantzen noted that these are not covered by the contract between Western Washington University and the United Faculty of Western Washington. She reported that an important part of the work of the Faculty Senate in the past year has been to clarify and communicate its role in shared governance at Western.

Jantzen reported that with the expansion and changes within the Graduate School, the Graduate Council has expanded into the College Governance Council which provides college shared governance for faculty. She noted the work of updating the Faculty Code of Ethics pertaining to faculty/student relationships. She added that the Faculty Senate is currently participating in a review of University Administrators and working to update the review materials to provide a more thorough feedback document that is then provided to the administrator for their review.

Jantzen stated that the Faculty Senate's Research Advisory Committee within Research and Sponsored Programs is reviewing the process in which internal grants are reviewed and funded. She noted that the Research Advisory Committee is now comprised of fifteen faculty members.

8. ASSOCIATED STUDENTS REPORT

Millka Solomon, Associated Students President, reported that the Associated Students (AS) Board of Directors recently passed three resolutions; raise wages for Graduate Students, support the movement "Shred the Contract" which is related to dining services on campus, and support students who are campaigning for the university to divest from fossil fuels. Solomon noted that there has been work towards restructuring the board positions within the Associated Students. She added that the AS is in the process of hiring for the next academic year. She acknowledged that the AS Board of Directors continues to have difficult conversations to support diversity, inclusion, and equity on campus and is working with the university president to plan for a follow up student forum, along the lines of the one held in December.

9. FINANCE, AUDIT AND ENTERPRISE RISK MANAGEMENT COMMITTEE REPORT

Trustee John M. Meyer, Committee Member, Finance, Audit and Enterprise Risk Management (FARM) Committee reported the Enterprise Risk Management Committee continues to make progress with identifying and reviewing risks and will be preparing to present to the Executive Leadership in the upcoming month. Meyer also noted good progress in the search for the Title IX Director position.

Meyer explained that the Minority and Women's Business Enterprises (MWBE) Inclusion Plan team, met with the state's Assistant Director for the MWBE's office in Olympia. He noted that Western has made good progress with setting initiatives in this regard, and that the collaborative work will help in setting realistic goals for a more inclusive work force.

Meyer noted that the committee continues to make progress in the determination of Institutional Reserves that will be presented to the full board at the regular meeting of the Board of Trustees in June. He added the committee reviewed the FARM committee self-assessment tool and will continue its review of the charter.

10. STUDENT SUCCESS COMMITTEE REPORT

Trustee Mo West, Chair, Student Success Committee, reported that the Student Success Committee was updated on the changes within Extended Education, including a name change to Outreach and Continuing Programs as a first step in comprehensive rethinking of online courses and the future of online learning. Topics that particularly engaged the committee were the potential to expand summer quarter to help facilitate faster graduation rates and creating more opportunities for online learning for remote areas of the state that include the Olympic Peninsula.

11. APPROVAL OF 2019 SUMMER SESSION TUITION AND FEES

President Randhawa explained that approval of Summer Session Tuition rates is separate from the next academic year tuition rates so that students are able to register for upcoming summer courses.

The board was provided an overview of proposed Summer Session Tuition and Fees, after which the following motion was made by Trustee Franklin.

MOTION 04-03-2019 MOVED, that the Board of Trustees of Western Washington University, on recommendation of the President, approves the recommended Summer Session tuition for 2019: specifically, that resident undergraduate and graduate tuition will rise to \$261 and \$323 per credit, respectively; and non-resident undergraduate and graduate tuition will increase to \$409 and \$477 per credit, respectively. Tuition rates for programs for the MBA program are estimated not to exceed the approved rates from the academic year: \$374 per credit for resident graduate and \$933 for non-resident. Student tuition will be charged on a per credit basis for Summer Session.

The motion passed.

12. APPROVAL OF HOUSING AND DINING RATES

Melynda Huskey, Vice President for Enrollment and Student Services introduced Leonard Jones, Director, University Residences, Amanda Thomas, Nash Residence Hall President and Joshua Gaylord, Residence Hall Association President. Jones provided an overview of the proposed housing and dining rates for the 2019-2020 academic year noting that the proposed 5.0% increase has been vetted by the residential student advisory group and that ongoing student leadership input will be incorporated into the proposed rate increase. He added that major influences on the proposed budget and rate planning included inflation, reallocation of current program funds to establish a student intercultural advisor program, and the capital plan, system renovation and new facility planning. Leonard explained that rate increase responsibly responds to inflationary pressures, maintains the functions of Western's quality residential program, and helps position the Housing and Dining System for forthcoming planning work. He concluded that the recommended budget meets the standards of necessary reserve fund balances, planned major maintenance, debt service coverage, and capital planning.

MOTION 04-04-2019 Trustee Meyer moved, that the Board of Trustees of Western Washington University, upon recommendation of the Residence Hall Association and the University President, approve the Housing and Dining rates as proposed. The 2018-2019 proposed rates call for a 5.0 percent increase in residence hall room and board rates and Birnam Wood apartment rental rates.

The motion passed.

13. APPROVAL OF UNIVERSITY RETIREMENT PLAN CHANGE

Chyerl Wolfe-Lee, Assistant Vice President for Human Resources provided an overview of the proposed update to the current WWU Retirement Plan. She noted that the Human Resources Department and the University Retirement Plan Advisory Committee recommended revision of the definition of retirement age, as defined in Section 2.19 of the Western Washington University Retirement Plan. She added that the proposed change will be consistent with the plans of other four year state public higher education institutions.

MOTION 04-05-2019 Trustee Ramirez moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve modifications to Section 2.19 of the Western Washington University Retirement Plan, to read as follows:

2.19. Retirement Age: normal retirement age means the last day of the calendar month in which age 65 is attained; early retirement age means the last day of the calendar month in which either (a) age 62 is attained or (b) age 55 is attained with ten or more years of service completed without a Break in Service.

The motion passed.

14. COLLEGE OF HUMANITIES SOCIAL SCIENCE STATE OF THE COLLEGE AND LINGUISTICS PLANNING UPDATE

Paqui Paredes-Mendez, Dean, College of Humanities and Social Sciences (CHSS) and Kristin Denham, Linguistics Program Director, provided an overview of the state of the College of Humanities and Social Sciences. Paredes-Mendez noted that CHSS is the key pillar in supporting the cultural and intellectual life of the university through collaborative learning environments that foster individual, social, cultural, creative, and scientific exploration. She facilitated a conversation regarding the national narrative that questions the value of the liberal arts and sciences in general and humanities in particular. She noted that nationwide there is a decrease in enrollment in Humanities programs, but that this is not the case at Western and that Humanities majors are maintaining their enrollment. Trustee Lee inquired as to how Western is maintaining strong enrollment numbers when other universities are seeing decreases in enrollment numbers. Paredes Mendez responding by noting that Western has outstanding programs where students have the ability to explore opportunities within the Humanities typically when engaged in General Undergraduate Requirement (GUR) classes and discover the value of being able to pursue their passions within the Humanities. She noted that one of the challenges of strong enrollment numbers continues to be space needs particularly programs that share space with other programs.

Kristin Denham, Linguistics Program Director, provided an update on the progress of the Linguistics Program becoming a department. She noted the benefits of having departmental status would allow for stronger advocacy from faculty and students for the study of language, for

the values of linguistic diversity on Western's campus, for the protection of linguistic minorities, for pedagogical partnership between linguistics and other disciplines at Western, and for partnership with other local institutions, including Northwest Indian College and Whatcom Community College. She also added that having department status would allow for better recruitment and retention of faculty and the potential for a graduate program.

15. LEGISLATIVE UPDATE

Becca Kenna-Schenk, Executive Director of Government Relations provided an update on the current legislative session that is scheduled to conclude on April 28, 2019. Kenna-Schenk reported that Western representatives testified twenty times before the legislature committee during the session. She added that Western also requested legislation, HB 1755, which would authorize the boards of trustees at Western Washington University, Central Washington University, and Eastern Washington University to approve applied doctorate degrees in education (Ed.Ds). She added that the bill has passed the House of Representatives and will next move through the Senate.

Kenna-Schenk explained that many of Western's 2019-21 operating and capital budget requests, as approved by the Board of Trustees, have been included in the House and Senate budget proposals. (ATTACHMENT A). She noted that (ATTACHMENT A) provides a comparison of the budget proposals from the Governor, House and Senate. She added that higher education leaders in the House of Representatives introduced the Workforce Education Investment Act (HB 2158), which would create a new dedicated state fund for higher education investments. She said the fund would be supported by a targeted tax rate increase for certain businesses. She explained that for the 2019-21 budget cycle, funding generated under the proposal would go toward financial aid, Expansion of STEM degree programs, and student support services at the state public colleges and universities, including Western.

16. INFORMATION ITEMS

a. Professional Leave Report

Provost Carbajal provided a written report with a list of faculty professional leave proposals that have been approved for the 2019/20 academic year and brief summaries of the research projects and scholarly activities.

b. Tenure and Promotion Report

Provost Carbajal provided a written report listing the faculty granted tenure and/or promotion effective September 2019.

c. University Advancement Report

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

f. Admissions and Enrollment Report

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

17. EXECUTIVE SESSION MAY BE HELD TO DISCUSS PERSONNEL, REALESTATE AND LEGAL ISSUES AS AUTHORIZED IN RCW 42.30.110

Executive session was not held.

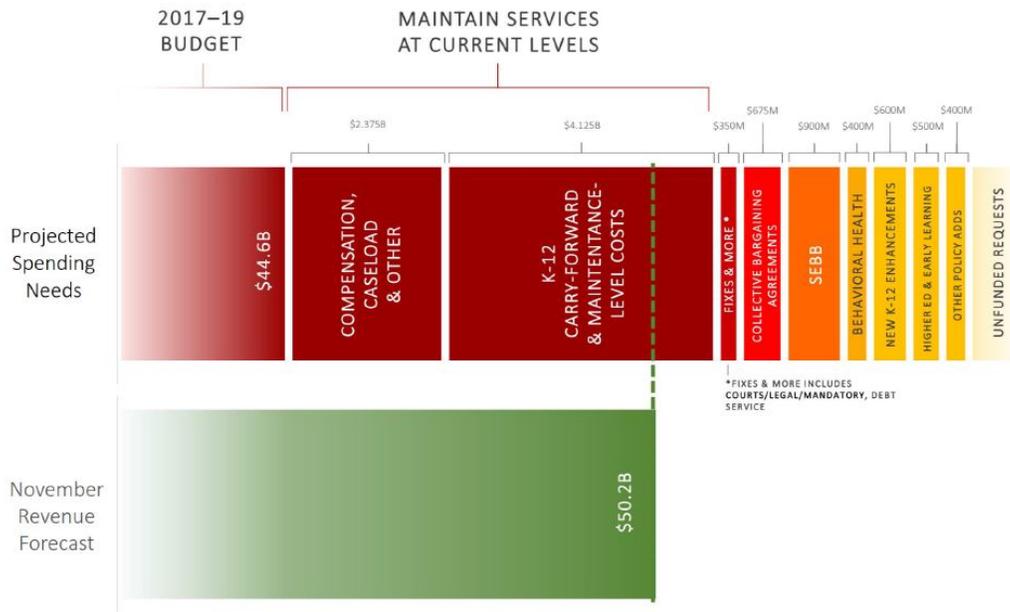
18. DATES FOR NEXT REGULAR MEETING

June 13 & 14, 2019

19. ADJOURNMENT

The meeting adjourned at 11:36 a.m.

ATTACHMENT A



Source: OFM presentation 1/15/19