

**Western Washington University  
Board of Trustees  
Meeting Minutes  
Friday, December 10, 2021**

**4. CALL TO ORDER**

Board Chair, Trustee John M. Meyer called the regular meeting of the Board of Trustees of Western Washington University to order at 8:02 a.m., in the Old Main Board Room. A quorum was established by roll call.

**Board of Trustees**

John M. Meyer, Chair  
Chase Franklin, Vice Chair  
Sue Sharpe  
Faith Pettis  
Nate Jo

**Western Washington University**

Sabah Randhawa, President  
Joyce Lopes, Vice President for Business and Financial Affairs  
Kim O'Neill, Vice President for Advancement  
Melynda Huskey, Vice President for Enrollment and Student Services  
Donna Gibbs, Vice President for University Relations and Marketing  
Brent Carbajal, Provost and Vice President for Academic Affairs  
Becca Kenna-Schenk, Executive Director, Government Relations  
Shirin Deylami, Faculty Senate President  
Glory Busic, Associated Students President  
Melissa Nelson, Assistant Attorney General  
Paul Cocke, Director, Communications and Marketing  
Paul Dunn, Chief of Staff to the President and Secretary to the Board of Trustees  
Rayne Rambo, Assistant Secretary to the Board of Trustees

**5. APPROVAL OF MINUTES**

MOTION 12-01-2021

Trustee Jo moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Board of Trustees Meeting, October 7 & 8, 2021
- Board of Trustees Special Meeting, November 1, 2021

The motion passed.

## 5. RECOGNITIONS AND INTRODUCTIONS

President Sabah Randhawa introduced Amy Kozak, who joins Western as the Executive Director, Audit and Consulting Services. Randhawa noted that Kozak was serving as the Senior Internal Auditor at Tulane University in addition to extended experience providing private sector internal audit, compliance, accounting, tax, and consulting services. Kozak is a graduate of the University of West Florida with a B.S. in Accounting and Tulane University with a MBA, specializing in Strategic Management and Innovation, and is a Certified Internal Auditor (CIA).

President Randhawa thanked Brian Sullivan, Associate Vice President, Business and Financial Planning for his service as Interim Director of Internal Audit during the search process.

President Randhawa introduced Dan Records-Galbraith who joins Western as the Director of the Office of Civil Rights and Title IX Compliance. Randhawa said that Records-Galbraith served as the Assistant Director for Civil Rights Compliance and ADA Coordinator at Washington State University. Records-Galbraith also served as a Pullman City Councilmember from 2018-2021 and as an officer at Island Oasis, an LGBTQ+ non-profit. Records-Galbraith holds a BA in Political Science from Washington State University and a J.D. from the University of Idaho College of Law.

Melynda Huskey, Vice President for Enrollment and Student Services introduced Amy Westmoreland who will serve as the inaugural Director of Multicultural Student Services at Western. Westmoreland joins Western with over ten years' experience in higher education, specializing in residence life and social justice programs. Westmoreland holds a B.A. in English and Women & Gender Studies from the University of Wisconsin-Madison and a M. Ed. In Higher Education Administration from Pennsylvania State University.

## 7. PUBLIC COMMENT

As per Amended RCW 28B.35.110, the Board of Trustees provided time for public comment. Three people signed up for public comment. Four people made comments on the final recommendation report from the Legacy Review Task Force submitted to President Randhawa on June 14, 2021. Their comments are posted to <https://president.wwu.edu/legacy-review-task-force>

## 8. BOARD CHAIR REPORT

Board Chair, John Meyer, reported that as part of the conclusion of the Legacy Review Task Force process, the Board has requested that the administration develop a new policy regarding naming and renaming buildings on campus.

Meyer reported that Bruce Harrell, who was appointment by the Governor on January 22, 2021, to serve on the Western Washington University Board of Trustees has resigned from the appointment after being elected as Mayor of Seattle, WA. Meyer noted that the Board humbly accepted his resignation, and they were grateful for the knowledge and experience that Trustee Harrell brought to the Board of Trustees. Meyer expressed his appreciation and commended Trustee Harrell for the time he served on the Board and wished him well in his endeavors as Seattle's new mayor.

Trustee Meyer acknowledged that the Board of Trustees had received communication from Mr. Michael Meyers, Executive Director, New York Civil Rights Coalition regarding the Alma Glass Clark Hall Affinity Housing. Meyers had repeatedly expressed that affinity housing created intentional segregation. Meyer reported that the Board was unanimous in its support of affinity housing as it

allows for student to choose to live with groups of people whom they identify with and/or have common interests—regardless of identity, no students are required to live in affinity housing, and none are excluded from it. The Board of Trustees continues to support and retain pride for Alma Clark Glass Hall and its representation of justice, diversity, equity, and inclusion.

Trustee Meyer reported that the Board will gather for its annual work session in January 2022 which will include a, discussion of strategic issues and priorities at Western, and a discussion on a replacement for Trustee Harrell.

## **9. UNIVERSITY PRESIDENT'S REPORT**

President Randhawa acknowledged and thanked the university community for the work invested in the challenging work of the Legacy Review Task Force, including that of the Board of Trustees.

Randhawa highlighted that the most important recent accomplishment is the Western community re-engaging in face-to-face instruction with eighty-five percent classes being hosted in classrooms on campus. Randhawa thanked the Faculty Senate and their leadership that brought the campus community together to transition back to the favored modality.

President Randhawa reported that fall 2021 enrollment is fifteen percent higher than enrollment for Fall of 2021, and Western continues to have an optimistic outlook after facing much adversity since the onset of the COVID-19 global pandemic.

Randhawa noted Western would hosting its first in-person Commencement on Saturday, December 11<sup>th</sup> since December of 2019 and that he was looking forward to congratulating graduates in person during the ceremony.

President Randhawa reported that Western was among the first cohort of U.S. institutions joining the Okanagan Charter, a commitment to embed health and wellness into all aspects of campus culture and to lead health-promotion action and collaboration locally and globally.

Additionally, President Randhawa invited Joyce Lopes, Vice President for Business and Financial Affairs to provide an update on Clery compliance at Western.

## **10. FACULTY SENATE REPORT**

Shirin Deylami, Faculty Senate President reported the following:

"Good morning, Trustees and happy end of the first quarter back. As always it is my pleasure to provide you a report from the Faculty Senate. Before I get started I wanted to thank you all for your thoughtful engagement with the legacy review task force.

We had a relatively busy and productive quarter that has allowed the Senate to both think about the future of Western and respond to many of the changes implemented during the pandemic. In today's report I want to focus on 2 major themes that the faculty Senate has been focused on and what lies ahead.

These themes are both curricular and student centered

On the curricular front, the Academic Coordinating Commission, the curriculum committee of Faculty Senate has begun to implement a thorough redefinition of course modalities. Prior to the pandemic we basically had two course modalities, face-to-face in person instruction and online. ACC determined that we needed better developed modality designation and has now, with the approval of Senate, defined a hybrid modality which reflects courses that are a combination of in person and remote modalities. While this designation does not really affect course delivery, it allows us to communicate more clearly what the parameters and instruction of the courses are to students and allows departments to have a better handle on the different forms of course delivery happening in their programs and department.

While this new category designation is a modest change, it has been developed in the context of a broader pedagogical and philosophical conversation we have had in Senate about the nature and character of our university. As you may know, prior to the pandemic, Western had a very small set of online offerings, often provided through Outreach and Continuing Education. With the reality that almost all faculty had to learn and implement good practices in online instruction, some have wondered if there is a broader place for online instruction while other faculty have expressed concern over such a change. As part of this discussion we have instructed colleges and departments to develop detailed modality policies to assess the appropriateness of when and under what conditions online instruction should be utilized.

Despite these discussions, I want to emphasize that it is my fervent belief, and I know President Randhawa agrees with me on this, that the strength, character and appeal of Western is in its robust face to face instruction. What sets Western apart is that we give students the opportunity to work closely with and learn from first rate faculty and provide a robust liberal arts education in a public setting. I believe that this commitment to the kind of intimate face to face education we provide should be central to all conversations about modality and course delivery.

To that end, the second major thing that Faculty Senate has worked on has been developing policies and curriculum that reflects the needs of our students. Two things are worth noting here. 1. With the leadership of Associate Vice President Shelli Soto, we revised the course withdrawal policy so that students going through hardship can withdraw from individual courses more easily without having to fully withdraw from all of their classes. I believe this is an equity issue and this change particularly serves our students with chronic illness. 2. Secondly, Faculty Senate and ACC have approved the development of a working group that will look at the possibility of implementing a new general education requirement under the acronym of PEJ (Power, Equity, Justice). As you might guess any kind of curricular revision of this magnitude requires faculty, staff and students to work together to figure out best practices on implementation and content. At the next, Board of Trustees meeting I hope to provide you an update and some documents that reflect this ongoing work started by the Committee on Undergraduate Education.

As we move on to the next quarter, it is my intention to focus on a few key issues that I think are essential for the health and shared governance of Western.

First, we will be working on some key Faculty Senate reforms including what I hope to be a change in how we elect faculty senate representatives and how representation is developed throughout campus.

Second, a number of faculty are serving on key academic affairs appointments. As you know, we are at an important crossroads at the university. Not only do we have two dean searches on the way but we also currently have four deans who are either interim or in their first year in leadership. In addition, with the retirement of Provost Carbajal and Associate Vice President Brian Burton we will be seeing a massive overhaul of Academic Affairs. It is essential that faculty be at the table

when these appointments are made, and I am glad to report that many faculty have taken on this service load and are excited to participate in this transition.

As you can imagine the return to in person learning, the complexities and whiplash of the pandemic and the overall political and economic climate has made for a trying start to the academic year. But I am confident that better and brighter days are ahead and can attest to the fact that faculty continue to bring their enthusiasm and commitment to student-centered learning to the classroom and campus.

Thank you for your time and I wish you a happy new year. "

## **11. ASSOCIATED STUDENTS REPORT & WELCOMING NEW AS LEADERSHIP**

Glory Busic, Associated Students President, reported that the Associated Students (AS) thanked the Executive Board for their work so far this quarter. Their work has included creating family-friendly workspaces, seeking alternative ways to incorporate safe and accessible water on campus that would include canned and glass water vessels to stay in compliance with the plastic water bottle ban that was implemented by the AS to reduce waste on campus and promote sustainability.

Busic noted that the AS Executive Board supported the Board of Trustees' decision made the day prior with regards to removing the Huxley name from the College of the Environment. She noted that the many students who were involved in the process were grateful for the experience and relieved at the outcome.

Lastly, Busic noted that the AS continues its work for a Western Lobby Day and a Western International Lobby Day that is being planned for January and February 2022 and she looks forward to providing that update at her next report time at the February meeting.

## **12. BOARD FINANCE, AUDIT, AND ENTERPRISE RISK MANAGEMENT COMMITTEE**

Trustee Faith Pettis, Chair, Finance, Audit, and Enterprise Risk Management (FARM) Committee reported that the FARM Committee received reports on many topics at its November meeting including an Exit Conference from the State Auditor's Office and Western received a clean financial audit of Western, the Housing and Dining System, and the Wade King Recreation Center. She noted the next audit will be an accountability audit of financial statements for the University that will take place in September 2022.

Pettis reported that the committee received a budget update from Joyce Lopes, Vice President for Business and Financial Affairs and Faye Gallant, Executive Director, Budget and Financial Planning, and Shelli Soto, Associate Vice President for Enrollment Management, that focused on the current and biennial budget plan, FY21 to FY22 operating reserves, FY22 auxiliary revenues, and recurring budget allocations by division.

Pettis noted that Shelli Soto, Associate Vice President for Enrollment Management provided a review and outlook on repairing enrollment gaps after the impacts of the COVID-19 global pandemic, in addition to what future enrollments could look like at Western at the impact and challenges that brings for Western students.

Pettis noted the committee received a report from Chuck Lanham, Chief Information Officer, with regards to a review of university systems and managing Cybersecurity Risks at Western. Pettis noted that the Board of Trustees would receive a full presentation at a future regular meeting.

In closing, Pettis thanked Brian Sullivan, Associate Vice President for Finance and Business Services for his role serving as the Interim Director for Internal Audit and welcomed Amy Kozak, who will serve in the new roll as Executive Director, Audit and Consulting Services.

### **13. BOARD STUDENT SUCCESS COMMITTEE REPORT**

Trustee Nate Jo, Student Success Committee, (SSC) reported that the Student Success Committee also received an Enrollment report from Shelli Soto, Associate Vice President for Enrollment Management regarding Western's enrollment numbers for fall 2021 and noted that Western welcomed its most diverse student body to date with 28.7% of students identifying as students of color. Jo noted an ongoing concern lies in ensuring the preparedness of high school seniors as they enter into their higher education experiences.

Trustee Jo reported that the committee received an update form Melynda Huskey, Vice President for Enrollment and Student Services who shared new opportunities to support students' basic needs through Supplemental Nutrition Assistance Program (SNAP) benefits and campus c-stores. The committee also discussed the rapidly evolving needs of current Western students and how to continue to be innovative in bridging the gaps that retain students and allow them to be successful in all areas while attending Western.

### **14. CONVERSATION WITH STAFF LEADERS**

Anna Blick, President, Professional Staff Organization (PSO), Cheryl Mathison, President, Public School Employees (PSE) – Classified Staff Union, and Brandon Taylor, President, Washington Federation of State Employees (WFSE) – Classified Union joined Western's executive leadership and the Board of Trustees to engage in discussion about the concerns and experiences of these employee groups. The collective shared reflection about how staff membership has managed during the pandemic and how leadership and the institution can better support the needs of its staff membership. Topics of interest included compensation, employee morale and imagining the future of work culture post-pandemic. All agreed that it was an important discussion and that the Board of Trustees should meet on a regular basis with the staff.

### **15. CONVERSATION WITH ACADEMIC DEANS**

Brad Johnson, Dean, College of Science and Engineering, Paqui Paredes, Dean, College of Humanities and Social Sciences, Scott Young, Dean, College of Business and Economics, and Caskey Russell, Dean, Fairhaven College of Interdisciplinary Studies participated in an interactive discussion session with Western's executive leadership and the Board of Trustees. The Deans offered their perspectives on the challenges brought on by the global pandemic and shared their thoughts on successes in addition to lessons learned.

### **16. APPROVAL OF RULE CHANGE TO CHAPTER 516-21 WAC, STUDENT CONDUCT CODE, IN RESPONSE TO NEW TITLE IX GUIDANCE**

Melynda Huskey, Vice President for Enrollment and Student Services reported that in May 2020, the Office of Civil Rights issued a new federal regulation that required institutional compliance and policy changes by August 2022. She noted that sections of the code written by staff in the Washington State Attorney Generals' office, were added on an emergency basis following the Board of Trustees meeting on August 21, 2020. She added that since then, the Board has approved emergency

extension of these section on December 11, 2020, April 2, 2021, and June 11, 2021. She requested that the Board adopt the proposed amendments to the Student Conduct Code.

MOTION 12-02-2021

Trustee Pettis moved, that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the adoption of the proposed amendments, as attached, to the Washington Administrative Code, Chapter 516-21 WAC, Student Conduct Code, as filed in the Washington State Register, WSR 21-20-117.

The motion passed.

## 17. APPROVAL OF PUBLIC WORKS PROJECTS

Joyce Lopes, Vice President, Business and Financial Affairs, and Rick Benner, University Architect and Senior Director, Capital Planning and Development, provided an overview of the proposed construction contract for the Interdisciplinary Science Building specific to tenant improvements. It was noted that the initial construction bids classified the lab spaces as additive alternatives due to budget shortfalls. Funding was subsequently secured, and the work has been bid as a separate project. Notice to Proceed is scheduled for after Board of Trustees approval and construction activities are scheduled to begin after the final completion of PW733 ISB, January 2022.

MOTION 12-03-2021

Trustee Sharpe moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to Regency NW Construction Inc., Bellevue, Washington, for the amount of \$1,174,000 (plus associated sales tax) to complete construction of four rooms (two labs and two lab support spaces) on the fourth floor of the ISB that were built as shelled space under the primary ISB contract (PW733).

The motion passed.

## 18. APPROVAL OF FALL QUARTER DEGREES

MOTION 12-04-2021

Trustee Jo moved, that the Board of Trustees of Western Washington University, on recommendation of the faculty and subject to the completion of any unmet requirements, approves awarding undergraduate and graduate degrees to the candidates listed in the files of the Registrar and Graduate Dean, for Fall Quarter 2021, effective December 11, 2021.

The motion passed.

Trustee Meyer, Board Chair, announced a ten-minute break at 9:45am. The Board reconvened at 9:55am.

## 19. INFORMATION ITEMS

**a. Academic Affairs Report**

Provost Carbajal provided a written report with information about the number of declared student majors per academic department for fall quarter 2021 and fall quarter 2021.

**b. Quarterly Grant Report**

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

**c. Sustainability Report**

Vice President Huskey provided a written report on the University's Sustainability Program.

**d. Capital Program Report**

Vice President Lopes provided a written report on the University's capital projects.

**e. University Advancement Report**

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

**f. University Relations and Marketing Report**

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

**g. Legislative Report**

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

**h. Enrollment Management Report**

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

**i. 2020-21 University Financial Report**

Vice President Lopes provided a written report regarding the Independent Auditor's report of the University's Financial Statements.

**j. 2021 Housing and Dining System Financial Report**

Vice President Lopes provided a written report of the University Housing and Dining Systems Financial Reports.

**k. 2021 Wade King Student Recreation Center Financial Report**

Vice President Lopes provided and written report of the Student Recreation Center's Financial Reports.

**l. 2020 Annual Security and Fire Safety Report (Clery Act) Update**

Vice President's Huskey and Lopes provided a written report with information on Western's Clery Act Compliance.

**20. TRUSTEE REMARKS**

The trustees thanked everyone in attendance for their participation and the thoroughness of the meeting materials. Trustee Sharpe reiterated her thanks for the Western community's response and process during the work of the Legacy Review Task Force. She noted that Western should be proud of its work that created a template for use to create transparency while undertaking important and challenging decision-making.

**21. EXECUTIVE SESSION**

At 11:07 a.m. the board went into Executive Session for approximately thirty minutes to discuss a personnel matter as authorized by RCW 42.30.110. No action was taken in executive session.

Chair Meyer announced the board would go back into open session at 12:15 p.m.

**22. DATES FOR NEXT MEETING**

February 9 & 10, 2021

**23. ADJOURNMENT**

The meeting adjourned at 12:15 p.m.