

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, April 22, 2022**

CALL TO ORDER

Board Chair, Trustee John Meyer called the regular meeting of the Board of Trustees of Western Washington University to order at 8:04 a.m., in the Old Main Board Room.

Board of Trustees

John M. Meyer, Chair
Chase Franklin, Vice Chair
Chris Witherspoon
Faith Pettis
Karen Lee – *via Zoom*
Mo West
Nate Jo
Sue Sharpe

Western Washington University

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

3. APPROVAL OF MINUTES

MOTION 04-02-2022

Trustee Sharpe 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 11, 2022

The motion passed.

4. PUBLIC COMMENT

As per Amended RCW 28B.35.110, the Board of Trustees provided time for public comment. No one signed up for public comment.

5. BOARD CHAIR REPORT

Trustee John Meyer, Board Chair, reported that the Board of Trustees were joined by Washington State elected representatives, the day prior, for the dedication of the Interdisciplinary Science Building (ISB). Meyer noted that the ISB will help Western meet the growing demand for degrees in the Science, Technology, Engineering and Mathematics (STEM) fields.

Meyer expressed appreciation for Western's Women's Basketball Team and congratulated them on their National Collegiate Athletics Association (NCAA) national runners up championship at the recent national tournament.

Meyer also acknowledged that Barbara Sandoval, Senior Executive Assistant to the President, retired after fifteen years of service in the President's Office. Meyer noted that Sandoval was a consummate professional and will be missed dearly by everyone at Western.

Trustee Meyer and the Board of Trustees welcomed Trustee Chris Witherspoon and expressed their enthusiasm for the expertise he brings to the Board and provided the following resolution.

RESOLUTION NO. 2022-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY

WELCOMING TRUSTEE *CHRIS WITHERSPOON*

WHEREAS, on February 25, 2022, Governor Jay Inslee appointed **CHRIS WITHERSPOON** of Bellevue, Washington to serve a term on the Western Washington University Board of Trustees ending on September 30, 2026; and

WHEREAS, **CHRIS WITHERSPOON** brings to his appointment as a trustee a distinguished career in advertising and marketing, currently serving as the president and CEO of DNA, an independent creative agency, which was named Ad Age Magazine's Small Agency of the Year for the Northwest; and

WHEREAS, **CHRIS WITHERSPOON** is a founding member of the advocacy group 600 & rising, dedicated to dismantling systemic racism in advertising and public relations, and as board chair of Building Leaders and Creators (BLAC), a coalition of agencies that encourages inclusion through student internships; and

WHEREAS, **CHRIS WITHERSPOON** is an alumnus of Western Washington University, earning his Bachelor of Arts in Business Administration while serving as captain of the WWU football team, and;

WHEREAS, **CHRIS WITHERSPOON** has demonstrated extraordinary commitment to advancing Western Washington University as a member of the WWU Foundation Board and as past President of the WWU Alumni Association Board, serving in an instrumental supportive role for the university's annual Give Day efforts that result in over \$1 million raised in 24 hours;

WHEREAS, CHRIS WITHERSPOON has declared his commitment to serve as a member of the Western Washington University Board of Trustees;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Western Washington University officially extends a warm welcome to **CHRIS WITHERSPOON** as he begins his term on the Board.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its meeting on April 22, 2022.

MOTION 04-03-2022

Trustees Pettis moved that the Board of Trustees approve Resolution 2022-02 to Welcoming Trustee Chris Witherspoon

The motion passed.

6. UNIVERSITY PRESIDENT'S REPORT

President Randhawa acknowledged again the accomplishments of Western's Women's basketball team and added that Western's Men's Indoor Track Team won a Great Northwest Athletic Conference (GNAC) national conference championship. He also noted that Western's Athletic programs academic success rate over four out the past five years is 92%, significantly exceeding the success rate for the general student population.

Randhawa thanked the trustees for their involvement in the successful dedication of the Interdisciplinary Science Building the day prior as well as their engagement in the process of securing funding for the building. He noted that moving forward it will become increasingly important to align Western's long-term capital plan with what the needs of the future might be, in terms of population growth and growth of industry within the state. These considerations will also need to be reconciled with the fact that space is limited on Western's current geographical footprint in Bellingham.

President Randhawa highlighted the retirement earlier in the month of Barbara Sandoval, Senior Executive Assistant to the President. Randhawa noted that Sandoval's guidance and support were invaluable as he and Mrs. Randhawa settled into life at Western and in the Bellingham community. Randhawa wished Sandoval best wishes in her retirement.

President Randhawa provided an update on several current executive level searches, including an offer being made to a finalist for the Provost position, in anticipation of the retirement of Brent Carbajal at the end of the academic year, and the Chief Diversity Officer (CDO) search in which Carbajal is the Search Chair. Randhawa noted that finalists for the CDO position will be on campus during May 2022 with a hopeful start date during summer 2022. He added that there are searches underway for the College of the Environment and Woodring College of Education.

Randhawa reported that Western's fall enrollment data including applications received and students admitted is 12% higher than 2021 and thanked the Enrollment Management department for their steadfast work in student recruitment.

Randhawa concluded his report by adding that Western will require vaccinations and a required booster for students, staff, and faculty at the start of fall quarter 2022. He emphasized that the requirement is in the best interest of the health and safety of the campus community and in the best interest of students' education experience at Western.

7. FACULTY SENATE REPORT

Shirin Deylami, Faculty Senate President reported the following:

“Good morning, Trustees. Thanks again for the opportunity to speak with you today to update you on faculty governance at the university.

We continue to work through the many issues and opportunities that have come out of the pandemic and the move to remote learning. We have had significant discussions over the last couple of months regarding course modality definitions (new definitions were passed and approved by the Academic Coordinating Commission) and a new credit hour policy should be approved shortly. Colleges continue to have discussions to develop new alternative modality guidelines which would include some remote and hybrid forms of course delivery. This has been a slow-going process but one that I think takes care and time.

In addition, members of the Faculty Senate Exec and UFWW worked with AVP Shelli Soto find a new contractor for course evaluation systems. You remember that our old course evaluation system was no longer viable and for the last two years the university has been implementing a very limited online course evaluation system through the Office of Institutional Effectiveness. After assessing two possible vendors, the university has decided to go with Scantron’s Class Climate to implement a new robust course evaluation system. This system will be piloted in the summer and then full implemented in the fall quarter. Since we have had the opportunity to improve the mechanism of course evaluation delivery, faculty Senate has charged an ad hoc committee to evaluate and recommend new course evaluation questions. We are hoping that work will be done over the summer and approved the full senate in fall so we that we can implement these new questions right away.

In addition to this ad hoc committee on course evaluations we have also charged on a new ad hoc committee on the code of faculty ethics to improvement the language around sexual harassment and professional responsibility. We hope to implement a much more robust and clear ethical commitment against sexual harassment in all its forms. President elect Lysa Rivera is heading up that committee and I am sure will update you on the new language.

Finally, per the request of a department in the college of science and engineering, and after feedback through a faculty survey, we have made a slight change to the faculty handbook establishing the possibility of non-tenure track faculty voting on recommendations for chair in their department. I believe you have that motion in your packets. In the current procedures of the faculty handbook, I am required to bring this change to the Board of Trustees. I will leave it to Sabah to introduce the change. “

8. ASSOCIATED STUDENTS REPORT

Glory Busic, Associated Students President, provided the trustee with a report that the Associated Students (AS) Executive Board have been working on the following topics: family workspaces, water accessibility, earth week, local lobby day, and administration lobby day as noted in the provided written report. She noted that Laura Wagner, AS VP for Sustainability and Naira Gonzales Aranda, AS VP for Diversity have planned events for Earth Week, and it was noted that there has been a large focus on centering indigenous voices during earth day events.

Busic reported that she has been involved in the planning for a student leadership symposium that will take place on Friday, May 13th, 2022. he noted the symposium will include speakers and workshops that support wellness within student leadership in within the Associated Students. Busic introduced Eli Stanciu, AS VP of Governmental Affairs, who was recently appointed to the position after a brief vacancy due to an individual stepping down from the role. Stanciu introduced himself to the Board of Trustees and provided an overview of his priorities for the remaining academic year.

9. 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 was provided an overview of the newly created position, Assistant Vice President for Risk, Ethics, Safety, and Resilience, within Business and Financial Affairs, that is held by Darin Rasmussen, who is Western's former Chief of Police.

Pettis reported that the committee received an Enterprise Risk Management (ERM) update from Brian Sullivan, Associate Vice President for Finance and Business Services and Paul Mueller, Director of Risk Management. Pettis noted that the ERM initiative was started in 2019 and identifies five risk categories that include: Buildings and Infrastructure, Campus Climate, Capital and Space Planning, Financial Stewardship, and Information Technology System Infrastructure and Governance. She noted that committee was provided the findings of tracking the five major risks in 2021 and this is the second report of findings. Pettis reported that the current findings show that Western is maintaining its risks or slightly improving on all five of the areas noted.

Pettis noted that John Furman, Director of Facilities Management and Greg Hough, Assistant Director for Asset Management, provided the committee with an update on Physical Plant Integrity and the current condition of Western's buildings and infrastructure, the related operational and financial risks, and next steps in the planning process.

Pettis reported that the committee was provided an update from Amy Kozak, Executive Director, Auditing and Consulting Services on the Audit and Consulting Services Charter Revisions.

10. BOARD STUDENT SUCCESS COMMITTEE REPORT

Trustee Mo West, Chair, Student Success Committee, (SSC) reported that the committee is excited to welcome a new member in Trustee Chris Witherspoon. West also reported the committee came to consensus on changing the name of the committee to the Academic Affairs and Student Success Committee to better reflect the scope of the committee's charge, including graduate programs and continuing education at Western.

West reported that the committee was provided a presentation from Linda Beckman, Enrollment and Student Services Division Director of Financial and Capital Resources, and Mark Okinaka, Academic Affairs, Senior Academic Budget and Financial Analyst. The presentation was an overview of the role student fees play in Western's budgets and various programs and outlined the various mandatory fee charges, revenues generated, the purpose to which those fees are applied, and the proportion that these fees represent in relation to several programs' total budget.

The presentation included information regarding initiation of fees by student vote, periodic re-approval, and annual processes and recommendations for fee levels and uses. It was noted that the

Board of trustees reviews and approves all mandatory student fees levels annually at the June meeting.

Trustee West concluded her report by making a motion to change the name of the committee.

MOTION 04-04-2022 Trustee West moved, that the Board of Trustees of Western Washington University, upon recommendation of the Student Success Committee, approve the change of the committee's name to the Academic Affairs and Student Success Committee.

The motion passed.

11. LEGISLATIVE UPDATE

Becca Kenna-Schenk, Executive Director, Government Relations acknowledge the successful Interdisciplinary Science Building dedication that was attended by elected officials. She noted that prior to the dedication the legislators were provided with a campus tour with Western capital planning and budget staff to contextualize preservation needs and other capital budget requests likely to be submitted to the state legislature in the upcoming biennium, making it a successful engagement.

Kenna-Schenk provided an overview of the outcomes of the sixty-day 2022 legislative session that began on January 10th, 2022 and ended on March 10th, 2022. She noted the following operating budget investments for Western: compensation increases for Western employees, student support that includes outreach and financial aid support, a new Master of Science in Nursing degree program, R.N. to B.S.N. in Nursing program tuition alignment, Cyber Range equipment upgrades and technical support for Western's Poulsbo, WA presence, Electrical Engineering and Computer Science funding to offset inflationary increases in construction costs, and a portion of state funding appropriated for hazing prevention at all public institutions.

12. REFLECTION AND FURTHER DIRECTIONS: ENROLLMENT AND STUDENT SERVICES AND BUSINESS AND FINANCIAL AFFAIRS

Melynda Huskey, Vice President for Enrollment and Student Services and Joyce Lopes, Vice President for Business and Financial Affairs reported on significant changes in divisional structure that have occurred in both Enrollment and Student Services and Business and Financial Affairs. Lopes and Huskey outlines these changes, their impact on strategic goals and outcomes, and future directions for their divisions.

Huskey outlined the strategic goals for Enrollment and Student Services including increased access and persistence to graduation for all students, active pursuit of justice and equity in all practices, policies, and impacts, delivering programs and services that engage all students in high-quality learning opportunities, and cultivating campus and community partnerships that foster growth and promote wellness of the Western community and beyond through an enriching student experience.

Huskey provided the Board with an overview of the student support departments within the division of Enrollment and Student Services. She emphasized the work that has been completed to create a new unit within ESS focused on Access, Diversity, Equity, and Inclusion to be led by Litav Langley as the first Assistant Vice President for Access, Diversity, Equity, and Inclusion. Langley was formerly the LGBTQ+ Director, for which a search is now underway, in addition to searches within the Office of Multicultural Student Services, and the Disability Access Center Director.

Lopes provided an overview of the opportunities and challenges for the Division of Business and Financial Affairs. Lopes elaborated that the opportunities include a commitment to a culture of care, a focus to compliance, continued support of Western students, and a dedication to personnel. She noted the challenges for the division include the continued stressor from the pandemic, hiring to fill vacant positions, a focus on hierarchy and divisional structure, and continued integration of access, diversity, and inclusion work in all aspects of the division's work.

Lopes provided an overview of each department within Business and Financial Affairs and highlighted a newly created position of Western's Assistant Vice President for Risk, Ethics, Safety, and Resilience (RESR) that combines a previously separate set of functions to help ensure our university is a safe, resilient and supportive place to live, learn and work. She noted the functions of the new AVP for RESR include environmental occupational health and safety, fire safety, emergency preparedness, business continuity, risk management, compliance, and ethics.

Chair Meyer announced a ten-minute break at 10:47 a.m. The Board reconvened at 11:04 a.m.

13. INFORMATION TECHNOLOGY AND CYBERSECURITY UPDATE

Chuck Lanham, Vice Provost for Information Technology and Chris Miller, Director, Enterprise Infrastructure Services provided an overview of the current state of Western's information security posture and the current state of Western's Information Technology (IT) infrastructure as Western emerges from COVID directed operations.

Lanham reported that as a result of the conflict in Ukraine, the United States government advised the public sector, including higher education to improve their security posture to better protect their systems and data.

Miller reported that Western's infrastructure has been strained due to the effects of the COVID global pandemic that forced Western to adjust the way it taught and supported students during remote learning and how the work force adapted to remote work. He explained that the demand to accelerate aspects of digital transformation has now allowed for an evaluation of the successes and pitfalls. It was noted that most importantly, Western has the opportunity to invest in the recruitment, retention, and development of Information Technology employees to mitigate the threat of increased remote IT work opportunities and the large number of retirements.

14. DRAFT 2023-2033 TEN YEAR CAPITAL PLAN

Joyce Lopes, Vice President, Business and Financial Affairs, and Faye Gallant, Executive Director, Budget and Financial Planning provided an overview Western's draft 2022-2033 Ten Year Capital Plan. Lopes explained that the State of Washington has biennial capital budgets, however, on even years, Western, like all state entities, has the opportunity to request additional funds for capital improvements. Lopes noted that in fall 2021, Western started the capital planning process with an evaluation of existing and new major, intermediate, and minor capital projects for consideration in the 2023-2025 Capital Request and 2023-2033 Capital Plan. She added that the evaluation included an emphasis on how they fit into Western's strategic plan, mission, and space needs. She reported that the projects considered were presented to the University Planning and Resource Council (UPRC) and the University community for their review and feedback. She added the feedback received helped develop the draft plan before the Trustees, which is intended to achieve the following goals: preserve, improve, and modernize our existing assets; improve safety, student development and support services; increase sustainability including by reducing carbon emissions;

and provide greater flexibility in the years ahead as a new comprehensive facilities master plan is developed.

Lopes indicated that following the discussion today, the accumulation of feedback from the Board of Trustees, UPRC, and the University community will be further analyzed as the Vice Presidents develop their recommendations to the President, who will then bring a final recommendation to the Board of Trustees for final approval at the June 2022 regular meeting.

15. DISSOLUTION OF WESTERN CROSSING PARTNERSHIP

President Randhawa provided a history of the Western Crossing partnership between WWU and the Port of Bellingham that began in 2009, to explore the concept of Western having a physical presence in the waterfront district with a focus on broader economic development of the region. He noted in 2012 a Memorandum of Understanding (MOU) determined that Western had a designated institutional mixed-use area encompassing approximately six acres in the waterfront district. He added that in 2019 an additional MOU focused on Western creating a developmental plan about how the acreage would be used.

Randhawa next explained the factors leading to the decision to dissolve the Western Crossing agreement. Randhawa explained that over the course of global pandemic, business enterprises that were seeking the Waterfront District as a location for expanding their businesses—and potential tenants for mixed-use development—instead kept their focus on current business enterprises. He noted that the Port of Bellingham’s emphasis on expansion in the waterfront district shifted from economic development to more of a residential lens to support the growing needs of Bellingham’s population, whereas Western’s interest was in expanding programs in energy science, engineering, and computer science through public-private partnerships.

President Randhawa noted that Western continues to have an interest in the partnership to promote economic growth at the waterfront and with the business community within the region. These considerations will factor into Western’s Institutional Master Plan and the evaluation of its geographical footprint to serve programmatic needs and strategic goals and opportunities.

16. STUDENT TRUSTEE SCHOLARSHIP

Paul Dunn, Secretary to the Board of Trustees and Chief of Staff to the President provided the Board of Trustees with an update on the creation and implantation of an annual scholarship to be awarded to the student trustee, using a trustee-supported endowment within the WW Foundation. Dunn noted that the student trustee that will serve in the role for the 2022-2023 academic year will be the first student trustee to receive the scholarship. The trustees thanked Trustee Nate Jo for his work to facilitating the process and former Student Trustee Hunter Stuehm, who began this work during his tenure.

17. APPROVAL OF SUMMER SESSION TUITION

Brent Carbajal, Provost and Vice President for Academic Affairs and Robert Squires, Vice Provost for Outreach and Continuing Education provided the Board with an overview of the proposed Summer Session Tuition increase that included operational costs.

MOTION 04-05-2022

Trustee Witherspoon moved, that the Board of Trustees of Western Washington University, on recommendation of the President, approves the recommended Summer Session tuition for 2022: specifically, that resident undergraduate and graduate tuition will rise to \$280 and \$356 per credit, respectively; and non-resident undergraduate and graduate tuition will increase to \$447 and \$523 per credit, respectively. Tuition rates for programs for the MBA program are estimated not to exceed the approved rates from the academic year: \$412 per credit for resident graduate and \$1,028 for non-resident. Student tuition will be charged on a per credit basis for Summer Session.

The motion passed.

18. APPROVAL OF HOUSING AND DINING RATES

Melynda Huskey, Vice President for Enrollment and Student Services and Leonard Jones, Executive Director, University Residences, provided the board with an overview of the increases in rates for Housing and Dining room and board for 2022-2023. Huskey explained that the budget and rate proposal responsibly respond to inflationary pressures, maintain the core functions of Western's quality residential program, and enable the housing and dining system to continue its comprehensive program of facility renewals and renovations. It was noted that a major influence for planning came from the standards and expectations outlined in the Principles for the Housing and Dining System and the recommended budget ensures the necessary reserve fund balances, planned major maintenance, debt service coverage, and capital planning.

MOTION 04-06-2022

Trustee Jo moved, that the Board of Trustees of Western Washington University, upon recommendation of the University President, approve the Housing and Dining rates as proposed. The 2022-2023 proposed rates call for:

- 1). 3.55% increase in the base residence hall room and board rates.
- 2). 6.00 % increase Birnam Wood apartment rental rates.

The motion passed.

19. APPROVAL OF PUBLIC WORKS PROJECTS

Joyces Lopes, Vice President for Business and Financial Affairs and Rick Benner, Senior Director, Capital Planning and Development, University Architect provided an overview of the Public Works Projects that included awarding a construction contract for the Multiple Building (MB) University Residences (UR) Access Controls & Telecom in addition to awarding a construction contract for Bid Package #1 Replacement Parking Lot for Electrical Engineering and Computer Science (EECS) Project.

MOTION 04-07-2022

Trustee Franklin moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to Valley Electric Co., Mt. Vernon, WA, for the amount of \$1,144,398 (plus associated sales tax)

for the construction contract to complete the access control and telecom work multiple University Residences buildings.

Further moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to Mortenson, Seattle, WA, in the amount of \$699,569 (plus associated sales tax) for Bid Package #1, Replacement Parking Lot for EECS project, PW758.

The motion passed.

20. INFORMATION ITEMS

a. Tenure and Promotion Report

Provost Carbajal provided a written report listing the faculty granted tenure and/or promotion effective September 2022.

b. University Advancement Report

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

c. Capital Program Report

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

d. University Relations and Marketing Report

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

e. Enrollment Management Report

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

21. TRUSTEE REMARKS

The trustees thanked everyone in attendance for their participation and the thoroughness of the meeting materials.

22. EXECUTIVE SESSION

At 12:40 p.m. Vice Chair Franklin announced that the Board would not convene in Executive Session

23. DATES FOR NEXT MEETING

June 10 & 11, 2022

23. ADJOURNMENT

The meeting adjourned at 12:42 a.m.