



**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES  
SPECIAL MEETING AGENDA**

**Tuesday, August 20, 2024**

**Location:** Western Washington University, Bellingham, WA, Board Room, Old Main 340

**Audiocast:** <https://wp.wvu.edu/live/>

**Time:** 11:00 a.m.

**1. CALL TO ORDER**  
11:00 – 11:01 am

**2. ACTION ITEM: APPROVAL OF LEASED OFFICE SPACE FOR WESTERN ACADEMIC  
WORKERS UNITED (WAWU)**  
11:01 – 11:05 am

**Presentation:** Joyce Lopes, Vice President for Business and Financial Affairs  
Andrea Rodger, Assistant Vice President for Finance and Business Services

**3. DATES FOR NEXT REGULAR MEETING: October 17-18, 2024 in Bellingham, WA.**

**4. ADJOURNMENT**

## **01 CALL TO ORDER**

# WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa by:  
Vice President Joyce Lopes, Business and Financial Affairs

**DATE:** August 16, 2024

**SUBJECT:** **Approval of Leased Office Space for Western Academic Workers United (WAWU)**

**PURPOSE:** Action Item

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## **Purpose of Submittal:**

Approval of the lease of office space on the WWU Bellingham campus for Western Academic Workers United (WAWU).

## **Proposed Motion:**

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the lease of office space for the Western Academic Workers United (WAWU) on the WWU Bellingham campus.

## **Supporting Information:**

Western Academic Workers United (WAWU) is requesting to rent office space from the University for the purposes of representing its members. A lease agreement for an office in High Street Hall has been approved through the contact review process however, because WAWU is an external entity and this is a long-term lease, the University's WAC requires that the lease be approved by the Board of Trustees. See WAC 516-34-010.

- The lease term will be from 9/1/2024 – 8/31/2025 and may be renewed.
- The University's other recognized unions would similarly be able to rent office space if they so choose.
- The collective bargaining agreement states that WAWU may make use of university facilities in accordance with the school's usual policies and procedures (including regular rental fees).
- If approved, notice of approval will be provided to the public via publication of the Board of Trustees minutes.

## **Background:**

[POL-U5710.02](#): *Administering Institutional Space*

*Personal use of institutional space and property is limited to the conditions set forth in the Using University Resources policy ([POL-U5940.01](#)).*

*Under no circumstances are individuals, including employees, or external entities permitted to use institutional space or real property, including leased space, for conducting external business activities without the written consent of an authorized University official in accordance with applicable policy, rules, and procedures including but not limited to:*

*A. For long term leasing of University space see: WAC 516-34 Leasing University Property for Business Purposes*

*[WAC 516-34-010](#): Request to lease university property.*

*Any individual desiring to provide a particular service or sell particular goods to the Western Washington University community from a leased location on the campus of Western Washington University shall submit to the vice president for business and financial affairs of the university an initial written proposal for the provision of that service and a request to lease university property. These rules do not cover short-term space rentals, which are covered by internal procedures through the Viking Union under its sale of goods and services policy, and other internal short-term space rental procedures.*

**03 DATES FOR NEXT REGULAR BOARD MEETING:**

- **October 17 & 18, 2024 in Bellingham, WA**

## **04 ADJOURNMENT**