

**Western Washington University
Board of Trustees
Agenda
April 15 & 16, 2010**

THURSDAY, APRIL 15, 2009

Location: OM 340
Time: 3:00 p.m.

1. **CALL TO ORDER**
3:00 – 3:05 p.m.

2. **SPECIAL REPORT**
 - A. **2011-2013 Capital Budget Request & 2011-2012 Capital Plan**
3:05 – 3:35 p.m. Presentation: Kathy Wetherell, Interim Vice President for Business and Financial Affairs
Rick Benner, Capital Planning and Development / University Architect

 - B. **Waterfront Development Update**
3:35 – 4:05 p.m. Presentation: Steve Swan, Vice President for University Relations

 - C. **“Lessons Learned” – Preparing for the Next Legislative Session**
4:05 – 4:35 p.m. Presentation: Bruce Shepard, President
Sherry Burkey, Associate Vice President for University Relations

3. **EXECUTIVE SESSION MAY BE HELD TO DISCUSS PERSONNEL, REAL ESTATE AND LEGAL ISSUES AS AUTHORIZED IN RCW 42.30.110.**
4:35 – 5:00 p.m.

**Western Washington University
Board of Trustees
Agenda
April 15 & 16, 2010**

FRIDAY, APRIL 16, 2009

Location: OM 340

Time: 8:00 a.m.

- 1. CALL TO ORDER, APPROVAL OF MINUTES**
8:00 – 8:05 a.m.
 - Minutes of the Board of Trustees Meeting, February 4 & 5, 2010

- 2. RECOGNITIONS AND INTRODUCTIONS**
8:05 – 8:15 a.m.
 - Pat Fabiano, NASPA Outstanding Contribution to Higher Education Award
 - CASE Awards:
 - John Thompson, University Communications
 - Deborah DeWees and Alumni Office Staff

- 3. BOARD CHAIR REPORT**
8:15 – 8:25 a.m.
 - Report on the AGB National Conference for Trusteeship, Dennis Madsen

- 4. UNIVERSITY PRESIDENT**
8:25– 8:35 a.m.
 - Vice President for Business and Financial Affairs Search

- 5. ASSOCIATED STUDENTS**
8:35– 8:45 a.m.

- 6. FACULTY SENATE**
8:45 – 8:55 a.m.

ACTION ITEMS

- 7. CONSENT ITEMS**
8:55 – 9:00 a.m.
 - Delegation of Authority to Award Construction Contract for Performing Arts Mainstage and Concert Hall Sound and Projection System Upgrade (PW 602)
 - Delegation of Authority to Award Roofing (OM, HS, FR, PA, ET) Construction Contract (PW 606)

- Delegation of Authority to Award Environmental Studies Exterior Renewal Construction Contract (PW 607)
- Construction Contract to Upgrade Performing Arts Center and College Hall Electrical Distribution Systems (PW 609)
- Motion to Approve Lease Agreement for the Center for Economic Vitality, Bellingham, WA

8. RESOLUTION NO. 2010-03 AMENDING THE WWU BOARD OF TRUSTEES RULES OF OPERATION

9:00– 9:10 a.m. Presentation: Wendy Bohlke, Senior Counsel, AAG
 9:10– 9:20 a.m. Discussion

9. APPROVAL OF HOUSING AND DINING RATES

9:20 – 9:30 a.m. Presentation: Eileen Coughlin, Vice President for Student Affairs and Academic Support Services
 9:30 – 9:40 a.m. Discussion

10. APPROVAL OF ART WORK FOR AIC (State Art Project)

9:40 – 9:50 a.m. Presentation: Dan Guyette, Dean, College of Fine and Performing Arts
 Sarah Clark-Langager, Director, Western Gallery
 9:50 – 10:00 a.m. Discussion

BREAK: 10:00 – 10:10 a.m.

11. APPROVAL OF AMENDMENTS TO INTERNAL AUDIT CHARTER, POLICIES AND PROCEDURES

10:10 – 10:15 a.m. Presentation: Peggy Zoro, Chair
 10:15 – 10:20 a.m. Discussion

12. EMPLOYMENT OF CYNDIE SHEPARD

10:20 – 10:25 a.m. Presentation: Catherine Riordan, Provost
 10:25 – 10:30 a.m. Discussion

DISCUSSION ITEMS

13. CAMPAIGN PRIORITIES

10:30 – 10:35 a.m. Presentation: Stephanie Bowers, Vice President for University Advancement
 10:35 – 10:45 a.m. Discussion

14. **LEGISLATIVE UPDATE**
 10:45 – 10:55 a.m. Presentation: Steve Swan, Vice President for University Relations
 Sherry Burkey, Associate Vice President for University Relations
 10:55 – 11:05 a.m. Discussion
15. **“100 CONVERSATIONS” UPDATE**
 11:05 – 11:15 a.m. Presentation: Bruce Shepard, President
 11:15– 11:25 a.m. Discussion
16. **OUT OF STATE STUDENT GROWTH**
 11:25 - 11:35 a.m. Presentation: Eileen Coughlin, Vice President for Student Affairs and
 Academic Support Services
 11:35 – 11:45 a.m. Discussion

REPORTS

17. **BOARD AUDIT COMMITTEE REPORT**
 11:45– 11:50 a.m. Presentation: Peggy Zoro, Chair
 11:50– 11:55 a.m. Discussion
18. **INFORMATION ITEMS**
 11:55 – 12:00 p.m.
- Enrollment and Admissions Summary
 - Alumni Association Report
 - Capital Program Report
 - Development Report
 - Quarterly Report on Grants and Contracts
 - University Relations Report
 - Back 2 Bellingham Weekend
19. **MEETING EVALUATION & FUTURE AGENDA TOPICS**
20. **ADJOURNMENT: 12:00 p.m.**
21. **NEXT MEETING DATE: June 10 & 11, 2010**
22. **LUNCH PRESENTATION – “High Impact Educational Practices”**
Steve Vanderstaay, Vice Provost for Undergraduate Education

CALL TO ORDER

DRAFT 2011-2013 CAPITAL REQUEST & 2011-2021 CAPITAL PLAN

Univ. Priority	PROJECT TITLE	Form Number	2011-2013 Biennium	2013-2015 Biennium	2015-2017 Biennium	2017-2019 Biennium	2019-2021 Biennium
1	MINOR WORKS - PRESERVATION	Omnibus	\$10 - 12 MILLION	\$10 - 12 MILLION	\$10 - 12 MILLION	\$10 - 12 MILLION	\$10 - 12 MILLION
2	MINOR WORKS - PROGRAM	Omnibus	\$10 - 12 MILLION	\$10 - 12 MILLION	\$10 - 12 MILLION	\$10 - 12 MILLION	\$10 - 12 MILLION
3	CARVER ACAD. FACILITY RENOVATION	479635 & 472065	DESIGN \$6 - 8 MILLION	CONSTRUCT			
4	ACAD. SER. & PERFORMING ARTS FACILITY	476875	PREDESIGN \$300K - 500K	DESIGN	CONSTRUCT		
5	CLASSROOM & LAB UPGRADES	476086	\$4 - 5 MILLION				
6	NORTH CAMPUS UTILITY UPGRADE	472040	\$3 - 4 MILLION				
7	PERFORMING ARTS EXTERIOR RENOVATION	472047	\$2 - 3 MILLION				
8	FRASER HALL RENOVATION (INCL. ACCESS.)	476408 & 475532	\$4 - 5 MILLION				
9	WIRELESS LAN UPGRADE & EXPANSION	471186	\$4 - 5 MILLION				
10	WATERFRONT LAND ACQUISITION	479700	UNDER DISCUSSION				
11	HUMANITIES BLDG. RENOVATION	479672 & 472093		PREDESIGN	DESIGN	CONSTRUCT	
12	WATERFRONT COMM. LEARNING CENTER	479706		PREDESIGN	DESIGN	CONSTRUCT	
13	REPLACE RIDGEWAY AREA STEAM SYSTEM	472051		INTERMEDIATE			
14	ART ANNEX RENOVATION	480798		INTERMEDIATE			
15	RE-PAVE DILAPIDATED CAMPUS ROADS	471757		INTERMEDIATE			
16	ENG. TECH. BLDG. ADDITION	481017			PREDESIGN	DESIGN	CONSTRUCT
17	FAIRHAVEN COLLEGE ANNEX	479370			PREDESIGN	DESIGN	CONSTRUCT
18	HUXLEY RELOCATION TO WATERFRONT	479704			PREDESIGN	DESIGN	CONSTRUCT
19	OLD MAIN WINDOW REPLACEMENT	472068			INTERMEDIATE		
20	ENERGY CONSERVATION UPGRADES	472169			INTERMEDIATE		
21	REPLACE PBX WITH ITP SYSTEM	471272			INTERMEDIATE		
22	WILSON LIB. RENO. W/ OFF-SITE FAC. OPTION	472056, 475530 & 474566				PREDESIGN	DESIGN
23	ENVIRONMENTAL STUDIES RENOVATION	481370 & 472074				PREDESIGN	DESIGN
24	SOUTH CAMPUS ROADWAY REVISIONS	479708				PREDESIGN	DESIGN
25	PED/BIKE BRIDGE AT WEST COLLEGE WAY	471762				INTERMEDIATE	
26	SOUTH CAMPUS ADM. FAC./PHYSICAL PLANT EXP.	477390 & 472164					PREDESIGN
27	PARKS HALL WING	473324					PREDESIGN

Note: all dollar amounts noted are preliminary estimates.

WESTERN WASHINGTON UNIVERSITY

2011-2013 Capital Request and 2011-2021 Capital Plan Report

Board of Trustees

April 16, 2010

CAPITAL PLANNING & DEVELOPMENT PROCESS

Since fall of last year, the University community has been engaged in development of its 2011-2013 Capital Request and 2011-21 Capital Plan. The bottoms-up, transparent [process](#) began in late September 2009 with presentations to various groups and colleges explaining the process steps, discussing the relationship of capital requests to the university's strategic plan and mission, demonstrating the new [Capital Planning & Development website](#), and showing the [electronic submittal forms](#).

Between October until the middle of December, 2009, Capital Planning, in partnership with Space Administration, offered over twenty training sessions on the capital process and electronic forms. During that timeframe, approximately 240 requests were created and submitted to supervisors, department chairs, and directors for their consideration and recommendation to [Planning Unit Leaders](#).

While the Planning Unit Leaders were carefully considering the submittals, Capital Planning, Space Administration, and Facilities Management were producing preliminary scopes and budget estimates. This information was factored into the Planning Unit Leaders deliberations and recommendations to the Provost and Vice Presidents.

In the later part of January, 2010, the Provost and Vice Presidents started the process of considering the recommendations made by the Planning Unit Leaders within their division and, based upon rating [criteria](#), developing a draft 2011-2013 Capital Request and 2011-2021 Capital Plan. In early February, the Provost and Vice Presidents began discussing their draft plans with UPRC (University Planning and Resources Council), a standing committee of the Faculty Senate. Over the course of several meetings, which was audio-cast to the campus community, the UPRC discussed and made its recommendations. These recommendations will come up through the Faculty Senate at their meetings April 5 and April 19.

The [draft plans](#) are presented to the Board as an informational item at the April meeting. They will then be finalized and brought back to the Board for action at the June 2010 meeting prior to submittal to the Higher Education Coordinating Board and the Office of Financial Management. The following is a brief description of the 2011-2013 projects listed in the 2011-2013 Capital Request and 2011-2021 Capital Plan, in priority order.

PRIORITY LISTING: 2011-2013 PROPOSED MAJOR AND LINE ITEM CAPITAL PROJECTS

(See attached Draft 2011-2013 Capital Request & 2011-2021 Capital Plan)

Priority Ranking 3- Carver Academic Facility Renovation (Design)

The draft plan recommends that the Carver Academic Facility as the highest ranked major capital project requested by the University. The need to renovate the Carver facility has been long-standing and this request is a re-submission based upon the recommendation of the [2008 Carver Predesign](#).

The predesign recommendation includes 92,749 square feet of renovated space, 18,227 square feet of demolition and 60,204 square feet of new construction. The objectives of the project are to:

- Reuse a large building in the middle of campus
- Help to meet the growing interest in health related professions
- Provide badly needed lab spaces, classrooms, and lecture spaces, and locate them in a coveted central campus location
- Allow for the consolidation and growth of the physical Education Health and Recreation departments
- Provide studio space for the Dance program
- Relieve existing use conflicts between the PEHR, Dance, Campus Recreation, and Athletic departments

The original core of the Carver Academic Facility was built in 1936 to accommodate approximately 730 students. A major addition was constructed in 1960 when Western had approximately 2,950 students. Since then there have been minor additions in 1970, 1984, and 1994. This expansion has not kept up with the growth of the University and the total identified need for space is 83% greater than the existing square footage of Carver. The mechanical, electrical, and life safety systems have exceeded their useful life, with some equipment dating back to the original 1936 construction. Systems are costly to maintain and parts are often unavailable or difficult to obtain. Not all second floor spaces are accessible and the facility does not meet ADA requirements. The condition of the building previously submitted to the State is “Poor” based upon our Backlog Reduction Plan and the Office of Financial Management’s Comparable Framework Report.

This renovation will meet the critical needs for more instructional capacity for departmental programs and general university use by redeveloping the existing building along with several modest additions.

Priority Ranking 4 - Academic Services & Performing Arts Facility (Predesign)

The draft plan recommends that the next major capital project be a pre-design for a new Academic Services & Performing Arts Facility. This project proposes to construct a building of approximately 80 to 100 thousand square feet on the land presently occupied by the temporary structure known as ‘High Street Hall’, parking lot 11G and parking lot 25G. The building will consolidate several off-campus CFPA programs in close proximity to the College and will also service as a central academic and student services center.

This capital project replaces the previously proposed renovation of the Armory for the College of Fine and Performing Arts. While the State Street Armory offers a significant volume of space near to the University it is unable to provide the important synergies of the main campus. The High Street site is strongly favored over the Armory for several practical considerations as walking time, access (including ADA considerations), public presence, collocation and proximity to other students & faculty, academic programs and campus services.

The following programs and departments would be accommodated with the new building:

- **College of Fine and Performing Arts:** Programmatic needs include
 1. a medium-sized performance space to accommodate music, theater and dance performances
 2. dance program studio space
 3. instructional lab & instructional support space - including scene shop and costume shop

Most of these functions are presently accommodated in three, leased buildings that are located off campus.

- **General Academic Space** including
 1. faculty and administrative offices to replace current temporary offices at High Street Hall
 2. 240 additional general-use classroom seats
- **Student Admissions Services** to accommodate a centrally located, store-front access for students, potential students and their parents

The High Street site offers an exceptional combination of central campus location, high visibility and direct access to public transportation, pedestrian and bicycle corridors.

Priority Ranking 5 - Classroom & Lab Upgrades (Design/Construction)

This line item project will continue the renovation of existing General Use Classroom & Lab space and will be expanded to also consider departmental teaching space. In previous biennia the colleges have individually requested capital improvements for their departmental teaching space. This holistic approach allows the university to better evaluate and manage all teaching space and to prioritize the work based on factors as frequency of use, anticipated efficiency gains as well as direct qualitative impacts on students and courses.

The benefits of this project will include up to date, technologically enhanced teaching and learning spaces for students and faculty. It will provide attractive spaces with multiple technologies at the fingertips of both teachers and learners. The renovation of teaching space increases the utilization and function of these rooms. More than ever before, faculties are dependent on availability of these spaces to perform high quality teaching.

Priority Ranking 6 - North Campus Utility Upgrade (Design/Construction)

This project upgrades the existing north campus 4,160 volt electrical distribution system to a looped 12,470 volt system in accordance with the 2007 Utilities Master Plan. This project would complete the campus change over to a more efficient 12,470 volt system. The existing distribution system is a radial feed network. A failure in a critical location could cause an electrical outage that lasts days. Completion of this project will provide the entire campus with a looped system that will reduce outages to a matter of hours for the affected buildings. Buildings connected to this system in this area are Old Main, Mathes Hall, Nash Hall, Higginson Hall, and Edens Halls (both North and South). Completion of the new 12,470 volt distribution will also eliminate a major transformer at the Steam Plant, and existing high voltage switches in the "Snake Pit". Following the project, these locations become available for other difficult to site utilities such as emergency generators and additional high voltage isolation switches.

Priority Ranking 7 - Performing Arts Center Exterior Renovation (Design/Construction)

Over the years, the large stucco wall of the Concert Hall that faces Bellingham Bay and almost overhangs the Garden Street By-pass road has developed cracks and water staining. The soffits are peeling. The building brick walls allow moisture to penetrate, primarily at the caulking joints. The brick mortar needs repair in numerous locations and the wood windows need resealing and refinishing to avoid rot. This project includes repairing the stucco; selective tuck pointing (or replacing of damaged mortar between bricks); complete brick sealing and recaulking joints. All single pane steel windows will be replaced with insulated systems and the Music Library wood windows will be resealed and restrained. In addition, the project reseals the west planter of the Plaza to address water infiltration. This project will substantially improve the appearance of the Performing Arts Center and eliminate the increasing impact of water infiltration.

Priority ranking 8 - Fraser Hall Renovation (Design/Construction)

Fraser Hall holds 682 classroom seats in three of the largest general use lecture halls on campus (only Arntzen Room 100 is larger). The building is so critical to the institutions' teaching mission that it has been impossible to implement any building upgrades of significant size. As a result, several areas of the building are in need of repair. In particular, two of the classrooms, accommodating 372 students, and the building restrooms are inaccessible to persons with disabilities. The project proposes to close down Fraser Hall for 2-3 quarters to complete an intensive renovation of the building. The temporary closing of Fraser Hall would be facilitated by a combination of revised classroom scheduling and the temporary use of other assembly areas as lecture halls. The logistical issues of closing a building as critical as Fraser are immense and require the active support of the entire university; to this end the campus community has expressed its strong support for the project.

The most significant components of the scope of work include the following:

- Heating and ventilation
- Building envelope (roof, building cladding, doors, windows)
- Installation of a building elevator
- Accessible restrooms
- Building code compliance upgrades
- Replacement of fixed seating and classroom technological improvements to support learning modalities

Priority Ranking 9 - Wireless Local Area Network Upgrade & Expansion

(Design/Construction)

Demands on the campus wireless local area network, supporting portable computing and telephony devices, have increased in support of the University's educational mission. The network's primary benefits are increased mobility, safety, productivity, and convenience. The current system does not cover significant portions of campus and has not kept pace with increased demand for this service.

Because of inadequate coverage and capacity in certain areas, the University is experiencing uncontrolled and exponential growth of ad hoc Wi-Fi networks by early adopters who have installed their own non-secured (rogue) Wi-Fi routers, seriously compromising the security and integrity of our current wired and wireless network. This trend is likely to continue without upgrade and expansion of ubiquitous, standardized, and secure wireless network services.

Priority Ranking 10 - Waterfront Land Acquisition

Over the last several years, Western has been looking at the Bellingham waterfront as part of its long-range vision to improve access to programs, enhance its involvement with the community, and create a unique destination for learning. As an initial step in realizing that vision, Western is requesting funding to assist in acquiring property for that development.

Minor Capital Request Items

As in previous biennial requests, the Minor Works Preservation and Minor Works Program omnibus categories include individual project requests ranging in size from \$25,000 to \$2,000,000. These projects are critical to our on-going capital program. Projects in these categories include exterior building envelope renewal, fire alarm and safety upgrades, and programmatic improvements throughout the campus. The majority of Minor Works Preservation projects are targeted to correction of priority deficiencies identified in the deferred maintenance backlog database kept by Facilities Management.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: Bruce Shepard, President for Steve Swan, Vice President for University Relations

DATE: April 15, 2010

SUBJECT: **Waterfront Development Update**

PURPOSE: Information Item

Purpose of Submittal:

Steve Swan, Vice President for University Relations, will provide a report on the current status of the Waterfront Development Project.

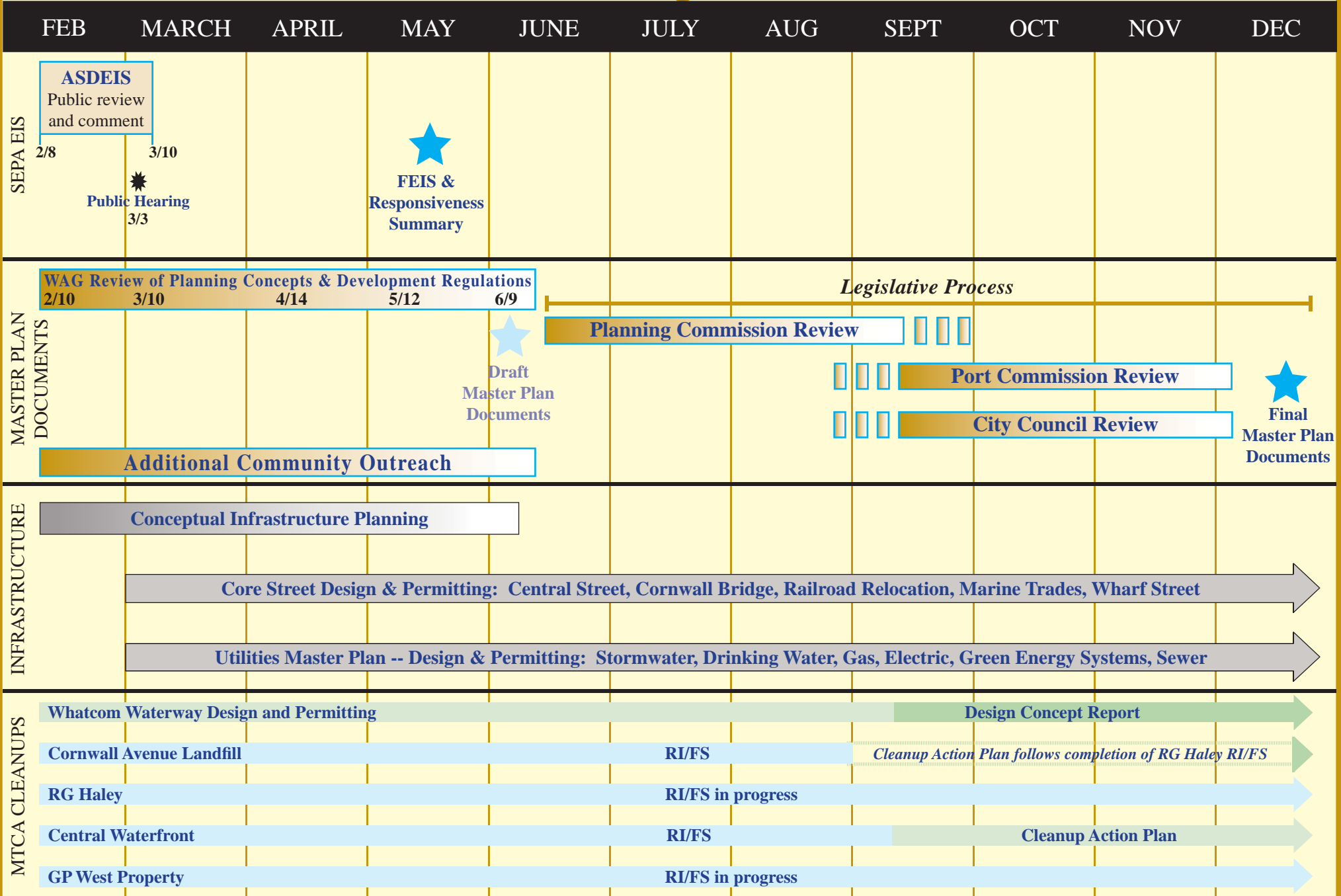
Attachment A: Waterfront District EIS Map

Attachment B: 2010 Planning Schedule



THE WATERFRONT DISTRICT

2010 Planning Schedule *



★ Dates are subject to revision & update

February 2010



AREA	Use	Total SF
Marine Trades 51.35 ACRES	Jobs	1,150,000
	Housing	450,000
	Goods & Services	90,000
	Subtotal	1,690,000
Downtown Waterfront 44.20 ACRES	Jobs	1,200,000
	Housing	930,000
	Goods & Services	87,500
	Subtotal	2,217,500
Log Pond 42.30 ACRES	Jobs	465,000
	Housing	410,000
	Goods & Services	156,900
	Subtotal	1,031,900
Shipping Terminal 20.80 ACRES	Jobs	530,000
	Housing	120,000
	Goods & Services	33,600
	Subtotal	693,600
Cornwall Beach 21.70 ACRES	Jobs	10,000
	Housing	360,000
	Goods & Services	7,000
	Subtotal	367,000
Total 180.35 ACRES	Jobs	3,355,000
	Housing	2,270,000
	Goods & Services	375,000
	Total	6,000,000
	Park, Trail & Habitat	33 ac

*Note: The Marina is 35.93 acres and is not included as part of the 180.35 acres. Together the total area is 216.28 acres.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees
FROM: Bruce Shepard, President
DATE: April 16, 2010
SUBJECT: “Lessons Learned” – Preparing for the Next Legislative Session
PURPOSE: Special Report

President Shepard and Sherry Burkey, Associate Vice President for University Relations, will engage the Board in a discussion of “take-a-ways” from the recent experience in Olympia as we prepare for the next legislative session.

3. EXECUTIVE SESSION

Executive Session may be held to discuss personnel, real estate, and legal issues as authorized in RCW 42.30.110.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard

DATE: April 16, 2010

SUBJECT: **Approval of Minutes**

PURPOSE: Action Items

Purpose of Submittal:

Approval of the Board of Trustee Meeting Minutes.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following minutes:

- Approval of the Minutes of the Board of Trustee Meeting, February 4 & 5, 2010

Supporting Information:

Minutes of February 4 & 5, 2010

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES**

**REGULAR MEETING
February 4, 2010**

I. CALL TO ORDER

Chair Phil Sharpe called the regular meeting of the Board of Trustees of Western Washington University to order at 3:00 p.m. in OM 340, Western Washington University, Bellingham, WA.

Board of Trustees

Betti Fujikado
Sarah Ishmael
Howard Lincoln
Dennis Madsen
Ralph Munro (via conference call)
Phil Sharpe, Chair
John Warner
Peggy Zoro

Western Washington University

Bruce Shepard, President
Wendy Bohlke, Assistant Attorney General
Sherry Burkey, Associate Vice President for University Relations
Paul Cocke, Director, University Communications
Eileen Coughlin, Vice President for Student Affairs and Academic Support Services
Paula Gilman, Executive Director of University Planning and Budgeting
Sue Guenter-Schlesinger, Vice Provost for Equal Opportunity and Employment Diversity
Scott Pearce, Vice President, Faculty Senate
Nancy Phillips, Assistant to the Vice President, Business and Financial Affairs
Catherine Riordan, Provost and Vice President for Academic Affairs
Elizabeth Sipes, Secretary to the Board of Trustees
Barbara Stoneberg, Administrative Assistant to the President
Steve Swan, Vice President for University Relations
Kathy Wetherell, Interim Vice President for Business and Financial Affairs

II. SPECIAL REPORTS

A. Budget Update

President Bruce Shepard provided an overview of the University's budget for 2010-2011, including proposed additional budget reductions by the state. The budget for 2011-2013 is currently under development. Planning assumptions are that budgets for higher education for 2011-2013 will additionally be reduced by the state. President Bruce Shepard noted that the resident undergraduate tuition was raised by 14% for both years of the biennium. Undetermined is a tuition increase in 2010-2011 for non-resident undergraduate, non-resident graduate and resident graduate. Trustee Warner noted that the community and technical college system budgets were cut less than the four year institutions.

Western Washington University will become the premier public comprehensive university in the country through engaged excellence.

B. Tuition Flexibility

President Bruce Shepard discussed the issues surrounding tuition flexibility, including the state's 'one-size-fits-all' approach to tuition for the universities. President Shepard noted that some view tuition flexibility as a panacea. The average annual cost for attendance is now in excess of \$17,000. Paula Gilman, Executive Director for Planning and Budgeting, explained that Washington State's legislature has defined "tuition" as both the tuition operating fee plus the capital building fee; when tuition is increased, both components are increased. Resident undergraduate tuition for 2009-10 is \$4,890 per year – \$4,698 in tuition operating fees plus \$192 for the capital building fee. Tuition for 2010-11 will be \$5,575 per year including around \$219 for the capital building fee portion, and \$5,356 for the operating fee portion. When WWU collects these fees from the students, the net capital building fee portion goes into an account in the state treasury to be appropriated back to the University usually for minor capital projects, and the net tuition operating fee revenue is used for the University's operating budget.

Trustee Warner expressed concern that the State Need Grant would not increase adequately to provide funds for needy students. President Shepard discussed financial issues surrounding potential cuts to the State Need Grant and other sources of state funding, and the impact on Western's students. Vice President Coughlin noted that the Financial Aid Office is actively looking at ways to mitigate the negative financial impact on students.

The need for a greater presence by Western in Olympia with legislators was discussed. Trustee Ishmael expressed appreciation to Western for looking at financial aid options for Western's students, and expressed that the students trust Western's leadership to make sound judgments. Trustee Sharpe expressed his appreciation to the University's leadership, and faculty and staff union partners, for working together as budget planning and difficult decisions are made now and in the coming months.

III. EXECUTIVE SESSION

At 4:43 p.m. Chair Sharpe announced that, as authorized in RCW 42.30.110, the Board convened for Executive Session to discuss legal issues for approximately 10 minutes. No action was taken.

Meeting adjourned at 4.55 p.m.

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES**

**REGULAR MEETING
February 5, 2010**

I. CALL TO ORDER, APPROVAL OF MINUTES

Chair Phil Sharpe called the regular meeting of the Board of Trustees of Western Washington University to order at 8:05 a.m. in OM 340, Western Washington University, Bellingham, WA.

Board of Trustees

Betti Fujikado
Sarah Ishmael
Dennis Madsen
Ralph Munro (via telephone)
Phil Sharpe, Chair
John Warner
Peggy Zoro, Vice Chair

Western Washington University

Bruce Shepard, President
Wendy Bohlke, Assistant Attorney General
Stephanie Bowers, Vice President for University Advancement
Sherry Burkey, Associate Vice President for University Relations
Eileen Coughlin, Vice President for Student Affairs & Academic Support Services
Matt Jarrell, President, Associated Students
Scott Pearce, Vice President, Faculty Senate
Nancy Phillips, Assistant to the Vice President, Business and Financial Affairs
Catherine Riordan, Provost & Vice President for Academic Affairs
Elizabeth Sipes, Secretary to the Board of Trustees
Barbara Stoneberg, Administrative Assistant to the President
Steve Swan, Vice President for University Relations
Kathy Wetherell, Interim Vice President for Business & Financial Affairs

MOTION 2-01-10

Trustee Warner moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following as amended:

- Minutes of the December 10 and 11, 2009 Board of Trustees Retreat

Motion passed unanimously.

2. RECOGNITIONS AND INTRODUCTIONS

- **Dr. Emily Gibson, Student Health Center**

Eileen Coughlin, Vice President for Student Affairs and Academic Support Services introduced Dr. Emily Gibson, Medical Director of the Student Health Center. The Peace Health Medical Staff has chosen Dr. Emily Gibson to receive a “Physician of Excellence” award for 2010. Dr. Gibson received this award for her 20+ years in behavioral health and chemical dependency patient care at St. Joseph Hospital and for her work in community patient care, as well as her work at Western Washington University. Dr. Gibson is a member of the St. Luke’s Foundation Board and was recently appointed to the Public Health Advisory Board for Whatcom County.

- **Academic Custodial Services – Team Recognition Award**

Trustee Sharpe introduced the Academic Custodial Services Team members. Trustee Warner read Resolution No. 2010-01.

WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES

RESOLUTION NO. 2010-01
CONGRATULATING THE ACADEMIC CUSTODIAL SERVICES TEAM

WHEREAS, The Academic Custodial Services Team won the 2009 Green Cleaning Grand Award for Schools and Universities from American School and University magazine, the top award given in the category nationally; and

WHEREAS, The Academic Custodial Services Team was awarded an Honorable Mention in the 2008 Green Cleaning Award for Schools and Universities from American School and University magazine; and

WHEREAS, The Academic Custodial Services Team has improved the sustainable practices used by its team members consistently on a year to year basis thereby significantly improving the quality of life and learning environment at Western Washington University; and,

WHEREAS, Western Washington University has established itself as a Sustainable Destination University through the efforts of many groups like the Academic Custodial Services; and

WHEREAS, Western Washington University wishes to acknowledge the contribution of those groups to the achievement of the University’s mission and its position as one of the pre-eminent publicly purposed Universities in the United States.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Western Washington University officially recognizes the Academic Custodial Services Team for its accomplishment and extends to the team the Board's gratitude and best wishes on behalf of the entire University community.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on February 5, 2010.

EXECUTIVE COMMENTS

3. BOARD CHAIR REPORT

Trustee Howard Lincoln read Resolution No. 2010-02.

WESTERN WASHINGTON UNIVERSITY BOARD OF TRUSTEES

RESOLUTION NO. 2010-02 RECOGNIZING THE SERVICE OF BOARD MEMBER JOHN D. WARNER

WHEREAS, JOHN D. WARNER of Seattle, Washington was appointed by Governor Gary Locke on April 2, 1999 to serve on the Western Washington University Board of Trustees and was reappointed to a second Board term by Governor Locke on September 18, 2003; with the appointment extended to February 5, 2010 by Governor Christine Gregoire, and

WHEREAS, JOHN D. WARNER brought to his appointment as trustee exceptional knowledge, experience, and insight stemming from his experience as Chief Administrative Officer and Senior Vice President of the Boeing Company; and

WHEREAS, JOHN D. WARNER also brought to the University 30 years' experience with The Boeing Company in an array of assignments, ranging from service as an engineer in the Supersonic Transport program to vice president of engineering for Boeing's Commercial Airplane Group, president of Boeing Computer Services; and

WHEREAS, JOHN D. WARNER also brought to the University his experience as a member of the Puget Sound Regional Council's Prosperity Partnership, the Washington Learns Higher Education Advisory Committee, a board member of the Pacific Science Center, IslandWood, KCTS- 9, the Alliance for Education, and The Seattle Foundation; and

WHEREAS, JOHN D. WARNER earned his undergraduate and graduate degrees, including a doctorate in aeronautical engineering, from the University of Michigan; and was a Boeing Sloan Fellow at the Stanford Graduate School of Business, and was elected to the National Academy of Engineering; and

WHEREAS, JOHN D. WARNER as a resident of Seattle and having served two terms as trustee on the Board, and as Chair of the Board of Trustees 2004-2006, contributed his time to the stewardship of the University above and beyond the usual expectations for Board service; and

WHEREAS, JOHN D. WARNER contributed to the increased stature and the future potential of Western Washington University through his participation in numerous activities and decisions affecting the University;

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees that JOHN D. WARNER be and is hereby honored for outstanding service and dedication to the University and is extended the gratitude and best wishes of the entire University community.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on February 5, 2010.

President Shepard expressed the deep appreciation of both the Board and himself for Trustee Warner's strong commitment to Western. He has been the most effective spokesperson for a core liberal arts education, keeping Western and the State strong.

4. UNIVERSITY PRESIDENT

President Shepard advised the Board that the State Treasurer has met with Washington's university presidents to share details of a pending serious cash flow issue the state faces come September 2010.

President Shepard and Dr. Eileen Coughlin, Chair of the Vice President for Business and Financial Affairs Search Advisory Committee, updated the Board on the search for Vice President for Business and Financial Affairs.

5. ASSOCIATED STUDENTS

Matt Jarrell, AS President updated the Board on recent activities of the Associated Students. Jarrell advised that student leaderships are coordinating simultaneous state-wide rallies on university campuses and in Olympia to voice their concerns about budget cuts. A resolution was approved by the Associated Students' Board of Directors in support of HB 1706 and SB 5959, which would expand the eligibility for the State Need Grant to students without the proper documentation, as defined in Section e of RCW 28B.15.012.

6. FACULTY SENATE

Scott Pearce, Vice President of the Faculty Senate, presented an oral update of recent Faculty Senate activities. Pearce expressed appreciation to President Shepard and Provost Riordan on behalf of the Faculty Senate for cooperation with the Faculty Senate, and the transparency of budgeting processes. A number of joint committees have been formed consisting of the University's administration, Faculty Senate representatives and other faculty. One example is the University Planning and Resources Council, which looks at how decisions are made in Western's capital and operating budgets. Pearce also reported that the Faculty Senate is working to break down silos with the faculty by encouraging involvement and participation through emails, small group and department meetings.

7. CONSENT ITEMS

MOTION 2-02-10

Trustee Warner moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following consent items:

- Approval of Winter Quarter Degrees
- Delegation of Authority to Award Buchanan Towers Fire Alarm and Sprinklers Construction Contract (PW595)
- Delegation of Authority to Award Classroom Mediation 2010 Construction Contract (PW614)
- Approval of Construction Contract for Haggard Hall/Wilson Library Renovation for ATUS (PW620)
- Approval of Amendment to August 2010 Board of Trustees Meeting Date

Motion passed unanimously.

8. REVISIONS OF BOT RULES OF OPERATION

President Shepard discussed the draft of 1-21-2010, noting that the revisions are designed to make the Rules of Operation easier to follow. Wendy Bohlke, Assistant Attorney General, stated that state law, under RCW 2B.35.105, requires the Board to have bylaws for its government and the government of the school. Until 1990 the principles that were followed were called bylaws. In 1990 the Board of Trustees repealed the bylaws and created its Rules of Operations. Since that time the Rules of Operation were amended eleven times. In 2008 Trustee Higgins, Wendy Bohlke and Elizabeth Sipes were tasked with conducting a review of the Rules of Operations. The President's Cabinet reviewed the work product in Fall 2009. The intent is to make the Rules of Operation easier to read, to include short descriptive headers for the paragraphs, and to make the document searchable. The other major change is to include the Board Audit Committee's Audit Committee Charter. Following discussion of the draft revisions to the Rules of Operation, Bohlke also reviewed Board approval limits for select Washington public universities. A final version will be brought back to the Board for approval at the April meeting.

9. ADMISSION AND ENROLLMENT TRENDS

Vice President Coughlin introduced Karen Copetas, Director of Admissions and Enrollment Planning, who presented information on current trends in admissions and enrollment. Discussion included price elasticity, institutional growth, access, diversity and non-resident enrollment. President Shepard stated that there is talk that university students are postponing graduation due to the economy. Copetas concurred with Shepard that there is no evidence that students are postponing graduation due to the economy; however there is evidence in the applications that students are looking for scholarships. Fall 2010 admissions and ongoing trends and observations were discussed. Western is seeing a tremendous increase in the number of first generation students, students of color and bilingual students. One of the new proposals by the Governor is to eliminate the WAVE scholarship and the Washington's Scholars

program. There are high needs, high potential students who are knocking at Western's door at a time when the financial assistance they require may not be available. Copetas advised that statistics show that Western's caliber of student has dropped since 2005. Western's freshman admits is 3.31 – 3.73 gpa compared with 3.62 – 3.92 gpa at the University of Washington-Seattle. She noted that Western's peers are becoming increasingly aggressive in their marketing strategies.

At 9:50 a.m. Chair Sharpe announced a ten minute break. At 10:05 a.m. the Board reconvened in OM 340.

10. CAMPAIGN PRIORITIES

Vice President Bowers provided an update to the Board on the WWU Foundation campaign priorities. Bowers discussed a joint collaborative meeting between the WWU Foundation Board and the Alumni Association Board held on January 23, 2010. Development of campaign priorities and campaign planning are underway. Trustee/WWU Foundation Board Director Warner discussed a resolution that the WWU Foundation Board reconfirms its commitment to carry out activities to support a major campaign, and the Alumni Board affirms its support for a campaign. Trustee Warner advised that the potential for contributions to Western is significant as compared to other institutions due to untapped resources. Bowers thanked Provost Riordan, the deans and faculty for working for the last six months on developing campaign priorities. The overarching priorities will be refined over the next six weeks so there is significant impact in each of the college units. One of the key factors is recruiting leadership for the campaign. Bowers stated that the "100 Conversations" initiative continues to play a strategic and significant role in campaign planning.

11. BRANDING AND MARKETING UPDATE

President Shepard discussed Western's aspiration to be the best university of its type. Vice President Swan provided an update of the branding and marketing project for Western which has been ongoing for about seven months. Lyric of Seattle was hired for the project. Swan introduced Lyric principals Ann Bradford, Jane Davis and Jennifer Bartlett who presented a draft brand strategy to the Board. Bradford noted that qualitative and quantitative brand perception research was completed. The first group studied was alumni and students, including statistically valid representation from each college. The sample size was around 370. A study was also implemented to gather information from 500 internal audiences, including faculty, professional and classified staff. Twenty-five one-on-one interviews were held with a cross-section of stakeholders that included administration, representatives from the WWU Foundation and members of the Board of Trustees. Bradford noted that there is significant pride of affiliation as well as alignment with the University.

Vice President Swan reviewed the teams working with Lyric. The core group, the Branding Leadership Team, is comprised of 15 people from on and off-campus. The second group is the Branding Implementation Team, comprised of 40 people from campus that will be involved in the implementation process.

Bradford discussed the strategic direction draft. Trustee Fujikado stated her concerns with a section of the positioning statement. Trustee Zoro noted that the positioning statement must be

a novel of a few words which require no interpretation. President Shepard said that it was established early on that students are the audience for Western's branding. How to use the brand for various groups will be a challenge.

12. LEGISLATIVE UPDATE

Vice President Swan and Sherry Burkey, Associate Vice President for University Relations, provided an update on legislative activities.

Vice President Swan advised that four federal appropriations requests will be submitted. The first is a \$1.8 million request for the creation of a national economic gardening center at WWU. It will attempt to capitalize on the work that Western's Center for Economic Vitality has done in this region. Economic gardening focuses on taking small businesses and assisting them in not only retaining employees but helping them to grow the number of employees they have as part of their operation (anywhere from 2 to 100 employees). The second request is for \$1 million for Western's Canadian Border Policy Institute to fund continuing studies with Canada, the U.S. border on Mexico, and policy related to trade and economic issues. The third request is for \$4.5 million with Bellingham Technical College and Northwest Indian College for the creation of the North Puget Sound Clean Ocean Training, Research and Innovation Initiative. This initiative focuses on the strengths of Bellingham Technical College and Northwest Indian College and WWU's Huxley College of the Environment. The fourth request is for \$300,000 for the Washington Compact, which focuses on service learning. The Compact is hosted by Western. Associate Vice President Burkey advised that this is an important time in the legislative session, as bill deadlines are looming. Budget continues to be the major conversation in Olympia.

13. AUDIT COMMITTEE REPORT

Board Audit Committee Chair Zoro reported the Committee approved the minutes of August 12, 2010; received a preliminary draft report for the Information Technology Security Audit performed by the consulting firm, LBL Technology Partners; received an update on Internal Audit projects; and met separately with the Internal Auditor and the President as provided by the Audit Committee's Charter.

The amendments to the Internal Audit Charter, Policies and Procedures will be tabled and brought back to the Board at the April 2010 meeting.

14. INFORMATION ITEMS

- **Enrollment and Admissions Summary**

Vice President Coughlin provided a written report for enrollment and admissions.

- **Alumni Relations Report**

Vice President Bowers provided a written report of Alumni Relations activities.

- **Campus Safety/University Police Annual Report**

Interim Vice President Wetherell provided an annual update of the University Police Department.

- **Capital Program Report**

Interim Vice President Wetherell provided a written update on major capital projects.

- **Development Report**

Vice President Bowers provided a written update on WWU Foundation activities.

- **Quarterly Grant Report**

Provost Riordan provided a written report on Grants and Contracts.

- **Mid-Year Housing and Dining Report**

Vice President Coughlin provided a written report on the Housing and Dining System.

- **University Relations Report**

Vice President Swan provided a written report on the recent activities of University Relations.

15. MEETING EVALUATION & FUTURE AGENDA TOPICS

16. ADJOURNMENT

The meeting adjourned at 11:50 a.m.

17. DATE FOR NEXT REGULAR MEETING: April 15 & 16, 2010

20. LUNCH PRESENTATION

Steve VanderStaay, Vice Provost for Undergraduate Education, presented "Instructional Technology in Hybrid and On-line Courses"

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard

DATE: April 16, 2010

SUBJECT: Recognition of Faculty & Staff

Dr. Patricia Fabiano, Woodring College of Education

NASPA, a professional association for student affairs administrators, faculty, and graduate and undergraduate students, awarded Dr. Patricia Fabiano the prestigious national ***Outstanding Contribution to Higher Education Award***. NASPA, which has over 11,000 members at 1,400 campuses and represents 29 countries, announced the award at the March 2010 annual conference.

The award recognizes those who have rendered outstanding service in programs, policies, or research that has made a national impact and who have contributed to the broad reach of higher education.

“For more than 40 years, Patricia Fabiano has contributed research, programs and insights that have informed the role of student affairs in higher education today. She has been in the forefront of addressing important issues such as drinking and drug abuse on college campuses, violence prevention, health and wellness education, and student empowerment.” -- NASPA Executive Director.

Fabiano, a faculty member in the Student Affairs Administration Program at Woodring College of Education, has been at WWU for 20 years. She developed the nationally recognized Lifestyle Advisor Program, a model college health promotion program, and has brought in nearly \$4 million in federal and state grants to Western.

CASE AWARDS (Council for Advancement and Support of Education)

CASE is a professional association serving education institutions and the advancement professionals who work on their behalf in alumni relations, communications, development, marketing and allied areas. CASE helps its members build stronger relationships with their alumni and donors, raise funds for campus projects, produce recruitment materials, market their institutions to prospective students, diversify the profession, and foster public support of education.

Founded in 1974, membership includes nearly 3,400 colleges and universities, primary and secondary independent and international schools, and nonprofit organizations in 59 countries; serves more than 61,500 advancement professionals and has nearly 22,000 professional members.

❖ John Thompson, Assistant Director and Marketing Manager, University Communications

Thompson received the CASE Bronze award in web design for the construction of **GAIA**, a new site focused on telling external audiences about the research the faculty, undergrads and graduate students are doing at Western in the life, earth, marine and environmental sciences. The new media-outlets like GAIA, the Communications Office is working to become its own publishers, and to disseminate its own content without using the intermediary of traditional media. More than 10,000 unique viewers have logged on to GAIA since its inception.

❖ Deborah DeWees and the Alumni Office Staff

CASE District VIII presented the 2010 Silver Award for Student Involvement Programs to Western's Alumni Association for developing two innovative programs: Grad Packs & the Senior Celebration.

- The Western Grad Packs program was launched in June 2008 to encourage graduating students to take a bit of Western with them in the form of 'gear' while staying connected to the University through their first Alumni Association membership.

Grad Packs are gifts for graduating seniors and are named after a different street surrounding Western's campus; they vary in price from \$25 to \$500. Each is full of quality Western gear and an Alumni Association membership.

- The Western Alumni Association streamlined and enhanced commencement services for students participating in graduation ceremonies to create the Senior Celebration. This quarterly program is designed to show our newest/soon-to-be alumni how much the Alumni Association values their success and to welcome them into the community.

The fair-like celebration provides a 'one-stop-shop' for all graduation requirements including cap and gown pick up, graduation announcements, class rings, commencement tickets, a WWU license plate frame, short-term health insurance; all presented in a high-energy environment with music, balloons and prizes. The success of this initiative has been in part due to the collaboration with the Registrar's Office.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees
FROM: Phil Sharpe, Chair, Board of Trustees
DATE: April 16, 2010
SUBJECT: **Board Chair Report**
PURPOSE: Information Item

Purpose of Submittal:

Board Chair Phil Sharpe will report to members of the Board, and the university president and his staff, topics related to the Board of Trustees:

- Trustee Dennis Madsen will report on the AGB National Conference on Trusteeship Conference and preconference workshops, held March 19-23, 2010 in Orlando, Florida.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: Bruce Shepard, President

DATE: April 16, 2010

SUBJECT: **President's Report**

PURPOSE: Information Item

Purpose of Submittal:

President Shepard and Dr. Eileen Coughlin, Chair of the VPBFA Search Advisory Committee, will introduce Dr. Richard Van Den Hul. Dr. Van Den Hul will begin his duties as WWU's Vice President for Business & Financial Affairs on July 8, 2010.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard on behalf of the Associated Students

DATE: April 16, 2010

SUBJECT: **Associated Students**

PURPOSE: Associated Students Report

Purpose of Submittal:

Matt Jarrell will update the Board of Trustees regarding the following activities of the Associated Students:

- AS Drug Information Center
- AS Representation & Engagement Programs
- AS Disability Outreach Center
- AS Renewable Energy Ballot Measure



Associated Students Board of Directors

Viking Union 504
Bellingham, WA 98225-9106
360.650.3265
AS.President@wwu.edu

Triennial Assessment Program Report
AS Drug Information Center

The Drug Information Center (DIC) has been an Associated Students program for several decades. After a careful review, the AS Board of Directors approved the recommendation from the AS Structure and Program Advisory Committee for discontinuation of the Drug Information Center.

The Structure and Program Advisory Committee came to this decision due to the following reasons:

Competition - The University already offers a wide array of drug and alcohol health information through Prevention and Wellness.

Information Gathering - In this day and age, students are more likely to find out information regarding alcohol and drugs through an online source.

Drug Programming - The programming currently done by the Drug Information Center, while unique on campus, has a history of being cosponsored with multiple offices. This being the case, it would be logical to assume that these programs could potentially provide the same type of drug programming.

As a solution to the potential lack of drug programming on campus that could come about as a direct result of program elimination, we propose that the ROP Director and DIC Coordinator develop a method of incorporating these programs into other areas of the AS and give a report to the AS Board of Directors by the end of spring quarter 2010.

Associated Students Representation & Engagement Programs

Proposed Mission Statement

To provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels. To promote effective citizenship and civic engagement through services, programs, and collaboration.

Outcomes for the Representation & Engagement Programs (REP) are:

- To ensure that students are represented in all the decisions made at Western Washington University
 - To recruit students to serve on committees
 - Including but not limited to, AS, university, local community, and statewide committees
 - To have an effective means and system for monitoring the activities and decisions of AS and university committees
 - Students serving on AS and university committees will have training, support, and recognition
 - To ensure that the AS Board of Directors and the Student Body are aware of the decisions and activities of AS and university committees
- To ensure that students are represented in the decisions of the local, state, and federal government
 - To have a Student Body that is informed about the decisions and activities of the local, state, and federal governments
 - To have more students in contact with the decision making bodies of the local, state, and federal governments
- To have a Student Body that is well informed about any upcoming AS, local, state, or federal election
- To have a more students participate in AS, local, state, and federal elections
- To encourage students to run for AS or other elected offices
- To administer fair a complete elections for the AS
- To have a better understanding of the levels of political and civic participation at Western Washington University

Office Overview:

The office will create two new positions and harbor three “miscellaneous” AS positions:

- AS Representation & Engagement Programs Associate Director
- AS Representation & Engagement Programs Assistant
- AS Elections Coordinator
- AS Legislative Liaison
- AS Student Senate Chair

Associated Students Board of Directors

Associated Students Disability Outreach Center

Proposed Mission Statement

The Disability Outreach Center (DOC) is a student organization that serves people with disabilities and community allies. The DOC provides information, referrals and educational programming targeting disability issues in order to provide students with a connection to community resources and to promote their human and civil rights. The DOC also provides a safe space for all people, social programming and promotes community pride for students with disabilities.

Student Experience/Learning Outcomes

As a result of the programming and/or services of the DOC, students will

- Gain broader understanding of disability in social, cultural, political, health and personal contexts.
- Identify resources and options to address any specific needs that they have regarding disability.
- Gain a sense of community and an opportunity to network with students with disabilities and their allies.
- Gain access to information regarding disability.
- Recognize that their questions and concerns were listened to in a safe environment and non-judgmental manner.

Program/Service Objectives (Program Outcomes)

The DOC is committed to accomplishing the following objectives to achieve its intended outcomes and to fulfill its purpose:

- Offer a safe and confidential space for students to use as a resource for disability related questions or concerns as well as to make social connections.
- Offer events and workshops to provide students with information and resources about disability as well as socializing and networking opportunities.
- Work closely with related organizations such as Disability Resources for Students to maintain relationships and up-to-date records on services available to students.
- Evaluate and improve the way that the Associated Students addresses disability and accommodations.

Tactics, Methods & Activities

The DOC will put into practice the following tactics to achieve the objectives set forth:

- Research relevant resources and develop tip sheets and web lists for students.
- Keep up-to-date on current issues facing the disability communities in order to provide relevant programming and information.
- Co-sponsor with relevant offices to broaden the topic of programming and broaden the audience.
- Plan social events with networking focus.
- Publicize the office online and in print form and with strategic word of mouth.



Associated Students Board of Directors

Viking Union 504
Bellingham, WA 98225-9106
360.650.3265
AS.President@wwu.edu

AS Renewable Energy Fee Committee

Ballot Measure

Shall the students of Western Washington University recommend to the administration that the Renewable Energy Fee be renewed as the Green Energy Fee at a rate of up to \$0.90 per academic credit per quarter not to exceed \$9.00 (currently at a rate of \$.40 per academic credit per quarter not to exceed \$4.00)?

This fee will fund projects that provide substantial environmental benefits and opportunities for student learning. Such projects may include the following:

- 1) The purchase of renewable energy certificates (RECs) to help fund expansion of renewable power production.
- 2) A campus-wide student grant program awarding well qualified proposals that offer innovative and practical ideas for projects that:
 - A) Increase energy efficiency
 - B) Decrease energy consumption
 - C) Generate renewable energy
 - D) Reduce greenhouse gas pollution
- 3) The creation of a student position that would be responsible for overseeing and coordinating the fee's associated programs.
(Note: This position coordinates with the university administration on the renewable energy program.)

Effective Fall 2010 and expires the end of Summer Quarter 2015.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees
FROM: President Bruce Shepard behalf of the Faculty Senate
DATE: April 16, 2010
SUBJECT: Faculty Senate
PURPOSE: Information Item

Dan Lerner, President of the Faculty Senate, will present an oral update of recent Faculty Senate activities.

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees
FROM: President Bruce Shepard
DATE: April 16, 2010
SUBJECT: **Consent Items**
PURPOSE: Action Items

Purpose of Submittal:

Approval of the university recommendations provided on the consent item agenda.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following consent items:

- Delegation of Authority to Award Construction Contract for Performing Arts Mainstage and Concert Hall Sound and Projection System Upgrade (PW 602)
- Delegation of Authority to Award Roofing (OM, HS, FR, PA, ET) Construction Contract (PW 606)
- Delegation of Authority to Award Environmental Studies Exterior Renewal Construction Contract (PW 607)
- Construction Contract to Upgrade Performing Arts Center and College Hall Electrical Distribution Systems (PW 609)
- Motion to Approve Lease Agreement for the Center for Economic Vitality, Bellingham, WA

Supporting Information:

Materials supporting the consent item agenda are attached.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Interim Vice President Kathy Wetherell

DATE: April 16, 2010

SUBJECT: **Delegation of Authority to Award
Construction Contract for Performing Arts Mainstage and Concert
Hall Sound and Projection System Upgrade, PW 602**

PURPOSE: Action Item

Purpose of Submittal:

Award a construction contract for the Performing Arts Mainstage and Concert Hall Sound and Projection System Upgrade, PW 602. Contract award following Board action. Construction to start June 2010.

Proposed Motion:

MOVED, upon the recommendation of the President, that the President or his delegate is hereby authorized to award contracts and execute documents for the construction of the Performing Arts Mainstage and Concert Hall Sound and Projection System Upgrade, PW 602.

Supporting Information:

This project includes the construction of new sound system and projectors for the Performing Arts Mainstage and Concert Hall.

There is 1 alternate bid items that includes upgrade of projector.

The low bid for this contract will be determined by a Bid Analysis evaluation process.

Sparling, Seattle, WA, prepared the plans and specifications for this project. The project construction is scheduled to be substantially complete September 10, 2010.

The project award is also contingent upon the allotment of state appropriations. The estimated construction cost of the project is \$455,000.

Source of Funding:

State Building Construction Account – Appropriated

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Interim Vice President Kathy Wetherell

DATE: April 16, 2010

SUBJECT: **Delegation of Authority to award Roofing (Old Main, High Street Hall, Fraser Hall, Performing Arts Center, Ross Engineering Technology) Construction Contract, PW 606**

PURPOSE: Action Item

Purpose of Submittal:

Award a construction contract for the Roofing Construction (Old Main, High Street Hall, Fraser Hall, Performing Arts Center, Ross Engineering Technology) project, PW606. Contract will be awarded following Board action. Construction is scheduled to start June 14, 2010.

Proposed Motion:

MOVED, upon the recommendation of the President, that the President or his delegate is hereby authorized to award contracts and execute documents for the construction of the Roofing Construction (Old Main, High Street Hall, Fraser Hall, Performing Arts Center, Ross Engineering Technology) project, PW 606.

Supporting Information:

This project includes the repair and replacement of the following roofing elements:
Old Main: Remove and install new roofing, drains and skylights at south end low roof;
Fraser Hall: Remove and replace shingle roofing, add fall protection, repair gutters;
Ross Engineering Technology: Remove and install new roofing and drains at north end low roof;
Performing Arts Center: Remove and install new roofing, repair capstones and brick walls;
High Street Hall: Remove and install new roofing.

The project was advertised for competitive bidding on April 5, 2010 with the bid opening scheduled to be held April 29, 2010. The low bid for this contract will be determined by a bid analysis evaluation process.

Cornerstone Architectural Group, Kenmore, WA, prepared the plans and specifications for this project. The project bids are scheduled to be received April 29, 2010. The project construction is scheduled to be substantially completed by August 16, 2010.

The estimated construction cost of the project is \$815,000.

Source of Funding:

State Building Construction Account – Appropriated.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Interim Vice President Kathy Wetherell

DATE: April 16, 2010

SUBJECT: **Delegation of Authority to Award
Environmental Studies Exterior Renewal Construction Contract, PW 607**

PURPOSE: Action Item

Purpose of Submittal:

Award a construction contract for the Environmental Studies Building Exterior Renewal, PW 607. Contract award following Board action. Construction to start June 14, 2010.

Proposed Motion:

MOVED, upon the recommendation of the President, that the President or his delegate is hereby authorized to award contracts and execute documents for the construction of the Environmental Studies Building Exterior Renewal, PW 607.

Supporting Information:

This project includes the removal and replacement of exterior windows and repair of concrete walls at south, west and north elevations of the Environmental Studies Building.

There are two (2) alternate bid items that include concrete repair and window replacement at the north wall and replacement of large windows on the north and south walls.

The project was advertised on March 23, 2010 with the bid opening scheduled to held April 20, 2010. The low bid for this contract will be determined by a Bid Analysis evaluation process.

Arai Jackson Ellison Murakami LLP, Seattle, WA, prepared the plans and specifications for this project. The project construction is scheduled to be substantially complete August 16, 2010.

The project award is also contingent upon the allotment of state appropriations. The estimated construction cost of the project is \$800,000.

Source of Funding:

State Building Construction Account – Appropriated.

WESTERN WASHINGTON UNIVERSITY
PUBLIC WORKS BID OPENING
PW-609 UPGRADE PERFORMING ARTS & COLLEGE HALL ELECTRICAL DISTRIBUTION SYSTEM
3:00PM March 19, 2010

Bidder	Boss Construction, Inc.	Regency NW	VECA Electric Co. Inc.	Razz Construction, Inc.	Ebenal General Inc.	Seahurst Electric	D&S Eletrical	Tiger Construction Ltd.	CTS Northwest, Inc.	Blue Mountain Electric	Parallel Electric
Total Base Bid (Including Trench Excavation or Allowances, If Any)	\$590,130.00	\$617,000.00	\$510,799.00	\$583,000.00	\$635,000.00	\$516,703.00	\$534,000.00	\$528,500.00	\$705,000.00	\$658,069.54	\$751,713.00
Trench Excavation Safety	\$1,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$1.00	\$3,108.00	\$2,500.00	\$1,800.00	\$12,000.00	\$1,000.00	\$2,000.00
Alt. 1 (Add): College Hall, provide medium voltage switchgear, transformer, 15kV cable	\$155,871.00	\$140,700.00	\$153,989.00	\$137,000.00	\$185,000.00	\$156,901.00	\$140,000.00	\$185,000.00	\$139,000.00	\$190,811.94	\$179,208.00
BASE BID + ALTERNATE	\$746,001.00	\$757,700.00	\$664,788.00	\$720,000.00	\$820,000.00	\$673,604.00	\$674,000.00	\$713,500.00	\$844,000.00	\$848,881.48	\$930,921.00

SUBCONTRACTORS

ELECTRICAL											
Name	Mills Electric	Mills Electric	VECA Electric	N/A	Bonner Electric	Seahurst Electric	D&S Electrical	Premier Electric	CTS NW	N/A	Parallel
Amount	\$427,300.00	\$427,300.00			\$530,000.00			\$412,500.00			

Reader: Jennifer Hansen, Contract Administrator _____ Scriber: Leslie Geiger, Assistant _____ Project Manager: Jeff Maurer
Contract Administration, Administrative Services Building PO Box 29390, 333 32nd St., Bellingham, WA 98228-1390
Phone: (360) 650-3036 Fax: (360)-650-6532

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Interim Vice President Kathy Wetherell

DATE: April 16, 2010

SUBJECT: **Construction Contract to Upgrade Performing Arts and College Hall Electrical Distribution Systems, PW 609**

PURPOSE: Action Item

Purpose of Submittal:

Award a construction contract for the Upgrade Performing Arts and College Hall Electrical Distribution systems, PW 609. Contract award following Board action. Construction is scheduled to start May 19, 2010.

Proposed Motion:

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to Veca Electric and Communications, Inc., Bellingham, WA, for the amount of \$664,788.00 (base bid, plus alternate 1) for the construction contract for the Upgrade Performing Arts and College Hall Electrical Distribution systems, PW 609.

Supporting Information:

The project will provide new medium voltage cable and switchgear to move Performing Arts and College Hall buildings from the 4160V system to the 12,470V system. This project will increase the reliability of the electrical system for these buildings. The project will also provide new low voltage switchgear for the south end of Performing Arts Building.

This project was advertised for competitive bidding on February 17, 2010 with the bid opening held 3pm on March 19, 2010. Eleven bids were received by the University (see attached bid summary).

Jeff Maurer P.E., WWU, Bellingham, WA, prepared the plans and specifications for this project.

Source of Funding:

State Building Construction Account – Appropriated.

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Interim Vice President Kathy Wetherell

DATE: April 16, 2010

SUBJECT: **Motion to Approve Lease Agreement for the Center for Economic Vitality, Bellingham WA**

PURPOSE: Action Item

Purpose of Submittal:

The Center for Economic Vitality (CEV) proposes to relocate their offices within the Bellingham Towers complex. The CEV has been providing research services to Whatcom County businesses for over 25 years and has been recognized as one of the top business consulting centers and small business advisors in the country. The relocation offers a select location with improved public presence, along with a more efficient and functional layout, while reducing square footage and lease cost.

Proposed Motion:

MOVED, upon recommendation of the President, that the President or his delegate is hereby authorized to execute documents for the leasing of property at the Bellingham Towers Office Complex, Bellingham, Washington, 98225.

Supporting Information:

This lease agreement will replace the existing lease agreement. The existing lease agreement was to expire May 2011, notwithstanding option years available. This new lease for 2,230 square feet is effective April 1, 2010. The lease period will be five years. This proposed lease is for the Center for Economic Vitality, for property located at 119 N Commercial Street, Suite 195, Bellingham, WA 98227. The CEV has been a tenant at this street location since 1999. The State Appropriated lease budget will support roughly ninety-percent of the lease, and CEV Grant funding sources will provide the approximate ten-percent balance. The lease terms include the ability to terminate the lease within 120 days if university funding affects the performance of the agreement.

This lease does not require approval from the Higher Education Coordinating Board.

Source of Funding:

State Appropriated – Operating and Grant Funding.

Publicity:

Office of University Communications.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees
FROM: President Bruce Shepard
DATE: April 16, 2010
SUBJECT: **Resolution No. 2010-03 Amending the WWU Board of Trustees Rules of Operation**
PURPOSE: Action Item

Purpose of Submittal:

The Board of Trustees, having had a comprehensive review of the *WWU Board of Trustees Rules of Operation*, will adopt such amendments by Board resolution.

Proposed Motion:

MOVED that the Board of Trustees of Western Washington University adopt Resolution No. 2010-03 Amending the WWU Board of Trustees Rules of Operation effective April 16, 2010.

Supporting Information:

- *WWU Board of Trustees Rules of Operation* in final format.

RESOLUTION NO. 2010-03

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
AMENDING THE WWU BOARD OF TRUSTEES RULES OF OPERATION**

WHEREAS, the Western Washington University Board of Trustees has made a comprehensive review of its Rules of Operation and;

WHEREAS, the Western Washington University Board of Trustees has made amendments to such rules;

NOW, THEREFORE BE IT RESOLVED, that the Western Washington University Board of Trustees adopts its Rules of Operation as amended and attached hereto, effective immediately.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on April 16, 2010.

Philip E. Sharpe, Jr., Chair

ATTEST:

Dennis Madsen, Secretary



BOARD OF TRUSTEES

RULES OF OPERATION

Effective April 30, 2010

Table of Contents

SECTION 1 THE BOARD AND GOVERNANCE

1.1 Board Authority Established by Law	1
1.2 Governance Development	1
1.3 Policy Development	1
1.4 Channel of Authority	1
1.4.a University Community Responsible to the President	1
1.4.b Recommendations for the Board Transmitted to the President	1
1.4.c President to Engage Discussion	1
1.4.d President’s Recommendation and Background Materials to be Provided to the Board	1
1.4.e Presidential Oversight of Governance Groups	1
1.4.f Communication to the Board by Governance Groups	1
1.5 Attorney General of Washington Provides Legal Counsel	2

SECTION 2 AUTHORITY, POWERS, AND DUTIES OF THE BOARD

2.1 Title 28B RCW Establishes Board Authority	2
2.2 Chair Spokesperson for the Board	2
2.3 Authority Reserved by the Board	2
2.3.a To Employ the President	2
2.3.b To Administer the Board	2
2.3.c To Adopt Administrative Rules	2
2.3.d To Approve Budgets	3
2.3.e To Structure the University	3
2.3.f To Award Degrees	3
2.3.g To Establish Certain Fees	3
2.3.h To Approve Collective Bargaining Agreements	3
2.3.i To Establish Retirement Programs for Employees	3
2.3.j To Retain Fiscal Responsibility	3
2.3.k To Enter into Certain Agreements	3
2.3.l To Purchase or Lease Real Estate	3
2.3.m To Select Certain Architects and Engineers	3
2.3.n To Authorize Certain Public Works Contracts	4
2.3.o To Establish Self-Supporting Facilities	4
2.3.p To Authorize Bonded Indebtedness	4
2.3.q To Approve the Settlement of Claims	4
2.3.r To Name Buildings and Facilities	4
2.3.s To Designate an Agent	4
2.3.t To Exercise Authority Reserved to the Board	4
2.3.u To Retain All Authority Hereafter Delegated to the Board	4
2.4 Conflict of Interest Standards	4
2.4.a Fiduciary Responsibilities	4
2.4.b Affirmation and Disclosure	5
2.4.c Situations Which Constitute Conflicts of Interest	5

SECTION 3 APPOINTMENT	
3.1 Appointment by the Governor	6
3.2 Oath to Discharge Duties	6
3.3 Selection of Student Trustee	6
3.4 Term and Qualification of Student Trustee	6
3.5 Student Trustee Shall Excuse Himself or Herself	6
SECTION 4 RESIGNATION AND REMOVAL	
4.1 Resignation	6
4.2 Removal Only for Misconduct	7
SECTION 5 OFFICERS AND COMMITTEES	
5.1 Officers and Terms	7
5.2 Board Chair	7
5.3 Board Secretary	7
5.4 Committees May be Established	7
5.5 Notification of Trustee Violation	7
5.6 Meetings of Board Committees	7
5.6.a Audit Committee	7
SECTION 6 UNIVERSITY SEAL	
6.1 Seal Design Approval	8
6.2 University Seal is the Official Legal Seal of the University	8
SECTION 7 MEETINGS OF THE BOARD	
7.1 Regular Meetings	8
7.2 Annual Schedule of Regular Meetings	8
7.3 Special Meetings	8
7.4 Quorum	8
7.5 Public Meetings	8
7.6 Notice of Agenda	8
7.7 President as Representative of the University	9
7.8 Faculty and Student Representatives	9
7.9 Presiding Officer of the Board	9
7.10 Order of Business	9
7.11 Appearance Before the Board	9
7.12 Rules of Procedure	9
SECTION 8 AUTHORITY, POWERS, AND DUTIES OF THE PRESIDENT	
8.1 President Responsible to the Board	9
8.2 Primary University Representative	9
8.3 Principal Administrative Officer	10
8.4 Delegation of Appointing Authority	10
8.5 Administrative Performance Review	10
8.6 Delegation as to President's Relatives	10
8.7 Appeal of Denial of Tenure	10
8.8 President Administers Board Policy	10
8.9 Banking, Credit, and Investment Authority and Further Delegation	10

8.10 Security Management Authority and Further Delegation	10
8.11 Board Delegation of Authority and Further Delegation	10
8.12 Organizational Structure	11
8.13 President at Board Meetings	11
8.14 Board and President Relationship	11
8.15 Prompt Report Required Regarding Non-Compliance	11
8.16 Emergency Contract Authority	11
8.17 Acting President in the Event of a Vacancy	11
8.18 Responsibility for Search Process	11
8.19 Presidential Service	11
SECTION 9 PRESIDENTIAL EVALUATIONS	
9.1 Annual Objectives	11
9.2 Evaluations	12
9.3 Criteria and Process for Evaluation	12
9.4 Transition Review	12
9.5 Additional Leave May be Requested	12
SECTION 10 POLICIES	
10.1 President Authorized to Adopt Interim Policies	12
10.2 Policy and Rule Development	12
10.3 Materials to be Maintained	13
SECTION 11 INDUCTION AND ORIENTATION OF TRUSTEES	13
SECTION 12 PER DIEM	13
SECTION 13 AMENDMENTS TO BOARD RULES OF OPERATION	14
SECTION 14 EFFECTIVE DATE	14
Appendix A – Washington State Laws and Western Washington University Rules	15
Appendix B – Audit Committee Charter	20

SECTION 1

THE BOARD AND GOVERNANCE

- 1.1 **Board Authority Established by Law.** The authority to govern Western Washington University is vested by law in the Board of Trustees of the University, referred to from this point forward as the “Board.” (See Appendix A for statutory references.)
- 1.2 **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.
- 1.3 **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.
- 1.4 **Channel of Authority.** The channel of authority from the Board to the faculty, administrative officers, staff, and students shall be through the President.
 - (a) **University Community Responsible to the President.** All faculty, administrative officers, staff, and students must, through appropriate channels, be responsible to the President, and through the President, to the Board, unless otherwise specifically directed by the Board.
 - (b) **Recommendations for the Board Transmitted to the President.** When faculty, administrative officers, staff, and students bring forward recommended changes to policies, programs, and other matters that require Board consideration, such recommendations should be transmitted to the President and by the President to the Board with his or her recommendation.
 - (c) **President to Engage Discussion.** If the President does not support the recommendations as forwarded, the President will first send it back to the recommending group with a statement of concerns and engage in discussions with the group regarding the proposal before forwarding it to the Board for consideration.
 - (d) **President’s Recommendation and Background Materials to be Provided to the Board.** Background information, perspectives of constituents, and the recommendation of the President will be provided to the Board.
 - (e) **Presidential Oversight of Governance Groups.** The Board has the responsibility for oversight of the President, but delegates authority to the President for oversight of faculty, staff, students, or others engaged in communications or by contract with the University.
 - (f) **Communication to the Board by Governance Groups.** The presidents of the Faculty Senate and Associated Students may, in exceptional circumstances,

communicate directly to the Board collectively through written communication. Copies of such communication will be provided to the President. The presidents of those groups shall serve as the representatives of their respective elected bodies at all Board meetings where they are welcome to address the Board directly.

- 1.5 **Attorney General of Washington Provides Legal Counsel.** The legal advisor to the Board is the Attorney General of Washington. The assistant attorney general assigned by the Attorney General to represent the University shall provide counsel to the University to and through the Board. The assistant attorney general provides legal counsel to the various divisions of the University through the President.

SECTION 2

AUTHORITY, POWERS, AND DUTIES OF THE BOARD

- 2.1 **Title 28B RCW Establishes Board Authority.** The Board derives its authority from the laws of the state of Washington. The Board operates under the provisions of Title 28B and other portions of the Revised Code of Washington (RCW). The powers and duties of the Board include those specifically set forth in Title 28B and all other powers and duties which are necessary or appropriate to carry out the Board's responsibilities and obligations. (See Appendix A.)
- 2.2 **Chair Spokesperson for the Board.** The Chair or his or her designee is the spokesperson for the Board. Individual Board members are encouraged to consult regularly with both the President and the Board Chair on matters of interest. Unless otherwise authorized by the Board, individual Trustees exercise no authority over the institution nor may they make or enter into contracts on behalf of the Board or University.
- 2.3 **Authority Reserved by the Board.** The Board reserves unto itself the following authority (unless specifically delegated in particular instances by definite resolution or motion duly passed by the Board), which it exercises subject to the conditions and limitations of law:
 - (a) **To Employ the President.** To employ the President under such terms and conditions as may be negotiated from time to time through a written contract, including, but not limited to, compensation, housing requirements, benefits, and tenure to an academic unit. The Board may also negotiate employment for the spouse/partner of the President upon determining that he/she has appropriate qualifications. The contract(s) shall be authorized in compliance with the Open Public Meetings Law, Chapter 42.30 RCW. (See Appendix A.)
 - (b) **To Administer the Board.** To organize, administer, and operate the Board.
 - (c) **To Adopt Administrative Rules.** To adopt, amend, or repeal rules pursuant to the Administrative Procedure Act (Chapter 34.05 RCW) and any other laws providing rule-making authority – except for Chapter 516-12 WAC, Parking and traffic regulations; Chapter 516-13 WAC, Bicycle, mopeds, and other powered devices; Chapter 516-14 WAC, Appeals from parking violations; and Chapter 516-

15 WAC, Skateboards, foot scooters, skates, and other similar devices. (See Appendix A.)

- (d) **To Approve Budgets.** To approve the operating budget, the services and activities fees budget, and the capital budget for the University.
- (e) **To Structure the University.** To establish or abolish colleges, divisions, schools, departments, and degree programs.
- (f) **To Award Degrees.** To authorize the awarding of degrees for appropriate programs of study, and to authorize the awarding of honorary degrees.¹
- (g) **To Establish Certain Fees.** To establish academic year tuition fees (tuition operating fee and capital building fee), summer session fees, continuing education degree program fees, student services and activities fees, housing and dining fees, and all fees that students enrolled for six (6) or more credit hours are required to pay. The Board delegates its authority to the President to approve all other fees.
- (h) **To Approve Collective Bargaining Agreements.** To facilitate, approve, and enter into collective bargaining agreements with faculty.
- (i) **To Establish Retirement Programs for Employees.** To establish retirement programs for employees as authorized by law.
- (j) **To Retain Fiscal Responsibility.** To retain responsibility for the expenditure of state funds by the University and its agents and employees.
- (k) **To Enter into Certain Agreements.** To enter into agreements with public agencies pursuant to the Interlocal Cooperation Act (Chapter 39.34 RCW) or other appropriate laws. (See Appendix A.)
- (l) **To Purchase or Lease Real Estate.** To authorize the purchase or long-term lease (for more than two years) of real property not located within the boundaries of the campus as described by the Institutional Master Plan for Western Washington University, subject to other approvals that may be required. To authorize extensions of long-term leases of real property. The Board may authorize the purchase of properties not identified in the Institutional Master Plan if it adopts by resolution the rationale for such purchase.
- (m) **To Select Certain Architects and Engineers.** To authorize the selection of professional, architectural, engineering, and related services for the design of public works in instances where the fee for such services will exceed \$300,000.00, or where competitive proposals were not solicited and considered, unless other procedures approved by the Board were followed.

¹ RCW 28B.35.205 states, in part: The Board of Trustees, upon recommendation of the faculty, may also confer honorary bachelor's, master's, or doctorate level degrees upon persons in recognition of their learning or devotion to education, literature, art, or science. No degree may be conferred in consideration of the payment of money or the donation of any kind of property.

- (n) **To Authorize Certain Public Works Contracts.** To authorize the execution of public works contracts for amounts in excess of \$500,000.00, or where competitive proposals were not solicited and considered, unless other procedures approved by the Board were followed.
- (o) **To Establish Self-Supporting Facilities.** To establish self-supporting facilities and to exercise all related authority delegated to the Board pursuant to RCW 28B.10.300 through RCW 28B.10.330, as now or hereafter amended. (See Appendix A.)
- (p) **To Authorize Bonded Indebtedness.** To authorize and approve bonded indebtedness.
- (q) **To Approve the Settlement of Claims.** To approve the settlement of claims against the University for amounts in excess of \$50,000.00.
- (r) **To Name Buildings and Facilities.** To name buildings and facilities in honor of a person or persons in accordance with established Board policy.
- (s) **To Designate an Agent.** To designate such agents as it deems necessary and efficient to solicit and receive gifts for the benefit of the University.
- (t) **To Exercise Authority Reserved to the Board.** To exercise all authority expressly reserved to the Board by recorded resolution or motion, or in rules which have been or are hereafter adopted or amended by the Board pursuant to the provisions of the Administrative Procedure Act, Chapter 34.05 RCW. (See Appendix A.)
- (u) **To Retain All Authority Hereafter Delegated to the Board.** To retain all authority which may be hereafter delegated to the Board by the Legislature of the state of Washington, unless such authority is expressly delegated to the President or President's designee in these rules or by duly adopted resolution.

2.4 Conflict of Interest Standards

The following standards apply to each member of the Board of Trustees of Western Washington University and are intended to serve as guidance for everyone serving on the Board.

- (a) **Fiduciary Responsibilities.** Members of the Board serve the public trust and have an obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions are to be made solely on the basis of a desire to promote the best interests of the institution and the public good. The University's integrity must be considered and advanced at all times.

Trustees are often involved in the affairs of other institutions, businesses, and organizations. An effective Board may not always consist of individuals entirely free from perceived, potential, or real conflicts of interest. Although most such conflicts are and will be deemed to be inconsequential, it is every Trustee's responsibility to ensure that the Board is made aware of situations at the University that involve personal, familial, or business relationships.

(b) **Affirmation and Disclosure.** The Board requires each Trustee to annually affirm that the following standards must be adhered to:

1. **Board disclosure of personal, familial, or business relationships.** Each Trustee will disclose to the Board any personal, familial, or business relationship that reasonably could give rise to a perceived, potential, or real conflict of interest, as any such may arise.
 - i. **Public disclosure.** Trustees are required by RCW 42.17.240 to file annual statements with the Public Disclosure Commission relating to business interests and receipt of gifts.
 - ii. **Completion of disclosure form.** Trustees must annually complete the disclosure form provided by the University. The completed forms are retained in the Office of the President.
2. **Disclosure of potential or real conflict of interest.** In the event there comes before the Board a matter for consideration or decision that raises a potential or real conflict of interest for any Trustee, the Trustee shall disclose to the Chair of the Board the existence of a potential or real conflict of interest as soon as possible.
3. **Recording of disclosure in minutes.** The disclosure shall be recorded in the minutes of the meeting where a vote by the Board will occur on the matter.
4. **Seeking counsel regarding disclosure.** In the event a Trustee is uncertain as to the need to make disclosure in a particular instance, the Trustee should seek counsel from the Chair and/or the President of the University. They, in turn, may elect to consult with legal counsel. A Trustee who is aware of potential or real conflict of interest with respect to any such matter shall not vote or participate in discussion in connection with the matter. That Trustee's presence may not be counted in determining whether there exists a quorum for purposes of validating the vote on the matter.

(c) **Situations Which Constitute Conflicts of Interest.** While it is difficult to list all circumstances which create conflicts of interest for individual Trustees, the law defines some situations as prohibited actions. These include:

1. **Assisting another person, whether or not for compensation, in any transaction with the University.** Example: Trustees cannot effect the admission of individual applicants for student status. Trustees might well be involved in admission standards through delegation, but do not make decisions on individual applications.
2. **Use of University resources for personal benefit.** Example: Trustees cannot have office space to conduct their personal business on campus.
3. **Use of official authority for personal gain.** Example: Trustees cannot vote to extend a contract to a business in which they have a significant financial interest.

4. **Receipt of gifts, gratuities, and favors.** Example: Trustees cannot accept money from businesses with which the University has contracts as an inducement from the business to execute/extend a contract; and if gifts have been received during a reporting period, the Trustee must report them to the Public Disclosure Commission.

SECTION 3

APPOINTMENT

- 3.1 **Appointment by the Governor.** The Board is composed of seven members appointed by the Governor of the state of Washington with the consent of the Senate for terms of six years, and one additional university student member, who is appointed annually by the Governor for a one-year term (RCW 28B.35.100).
- 3.2 **Oath to Discharge Duties.** Each member of the Board is required to take an oath to discharge faithfully, impartially, honestly, and to the best of his or her abilities, the duties of a Trustee (RCW 28B.10.520). (See Appendix A.)²
- 3.3 **Selection of Student Trustee.** The Governor shall select the student member from a list of candidates, of at least three and not more than five, submitted by the governing body of the Associated Students.
- 3.4 **Term and Qualification of Student Trustee.** The student member will hold his or her office for a term of one year from the first day of July and until his or her successor is appointed and qualified. The student member shall be a full-time student in good standing at the University at the time of appointment.
- 3.5 **Student Trustee Shall Excuse Himself or Herself.** A student trustee shall excuse himself or herself from participation or voting on matters relating to the hiring, discipline, or tenure of faculty members and personnel as required by RCW 28B.35.100(4), or as it may be amended from time to time. (See Appendix A.)

SECTION 4

RESIGNATION AND REMOVAL

- 4.1 **Resignation.** A Board member may resign from the Board at any time during his or her term by notification submitted to the Governor.

² Normally, a Trustee will serve no more than two full six year terms. Normally, a Trustee appointed to fill the remainder of a former Trustee's term shall be eligible for two full terms if the partial term was not longer than three years.

- 4.2 **Removal Only for Misconduct.** No member of the Board may be removed during the term of office for which appointed, except for misconduct or malfeasance in office (RCW 28B.10.500). (See Appendix A.)

SECTION 5

OFFICERS AND COMMITTEES

- 5.1 **Officers and Terms.** The Board shall elect a Chair, Vice Chair, and Secretary for two-year terms, as the last order of business at the June meeting of the Board every second year. In the event of an interim vacancy in any office, a successor shall be elected to fill the unexpired term.
- 5.2 **Board Chair.** The Chair of the Board shall preside at meetings of the Board and the Chair shall have the customary powers and duties associated with such office (subject to the Board's direction). The Chair shall have full right of discussion and vote. If the Chair is absent or otherwise unable to preside over a meeting of the Board, the Vice Chair shall preside. In the event of the absence of both the Chair and Vice Chair for any meeting of the Board, the Secretary shall then preside. In the absence of all officers, the Board shall designate a Chair for the meeting.
- 5.3 **Board Secretary.** The Secretary of the Board, in addition to other duties specifically imposed by the Board, shall be the second signatory (the Chair being the first) for all documents requiring two signatures from the Board. The Board may authorize other members of the Board to sign documents in the absence of either the Chair or the Secretary. The Secretary shall be responsible for reviewing draft minutes of the Board meetings, which are prepared by staff assigned to the Board.
- 5.4 **Committees May be Established.** The Board or its Chair may establish such standing or special committees as are deemed appropriate. Committees shall advise the Board and the President of the University on matters referred to such committees for consideration.
- 5.5 **Notification of Trustee Violation.** In the event that a Trustee is acting in violation of Section 2.2, the President shall advise the Chair of the activity. The Chair shall direct the Trustee to cease the inappropriate activity. If the Chair is acting in violation, the Vice Chair shall be advised of the activity and shall direct the Chair to cease the inappropriate activity.
- 5.6 **Meetings of Board Committees.** Board committee meetings may be held before regular or special meetings, or at such time and such place as a committee chair may direct from time to time. All committee meetings must be held in conformance with the laws of the state of Washington governing such meetings.
- (a) **Audit Committee.** The Audit Committee of the Board assists the Board in fulfilling its responsibility for oversight of the quality and integrity of the accounting, auditing, and reporting practices of the University, and such other duties as directed by the Board. The Audit Committee's role includes a particular focus on the University's processes to assure effective internal controls, to advise the University on business

and financial risk as such is identified in any audit process, and compliance with significant applicable legal, ethical, and regulatory requirements. (See Appendix B – Board Audit Committee Charter.)

SECTION 6

UNIVERSITY SEAL

- 6.1 **Seal Design Approval.** The design of the seal of Western Washington University shall be approved by the Board.
- 6.2 **University Seal is the Official Legal Seal of the University.** The University Seal is the legal seal of the University and is to be used only for diplomas, transcripts, official certificates, and other documents as designated by the President's Office. As the official legal seal of the institution, its usage must be constrained to official applications.

SECTION 7

MEETINGS OF THE BOARD

- 7.1 **Regular Meetings.** Regular meetings of the Board shall be held on the first or second Thursday and Friday of every other month, unless such dates are changed by Board action at a meeting regularly scheduled or called for that purpose. A copy of such action shall be filed in the President's Office (WAC 516-04-010). (See Appendix A.)
- 7.2 **Annual Schedule of Regular Meetings.** The schedule of meetings shall be determined each year at the regular meeting of the Board prior to the end of each calendar year.
- 7.3 **Special Meetings.** The chair of the Board or a majority of its sitting members may call special meetings of the Board (RCW 42.30.080). (See Appendix A.)
- 7.4 **Quorum.** Five members of the Board constitute a quorum for the transaction of business by the Board. Provided, however, that action by the Board shall require the affirmative vote of at least four members. Provided, where only a quorum of five is present, and the student trustee has excused himself or herself from participation or voting when the matter relates to the hiring, discipline, or tenure of faculty members and personnel, action shall require the affirmative vote of at least three members.
- 7.5 **Public Meetings.** All regular and special meetings at which a quorum of the Board is present shall be open to the public, with the exception of those portions of regular or special meetings specifically declared to be "executive sessions" as allowed by law, or to be otherwise exempt from the provisions of Chapter 42.30 RCW. (See Appendix A.)
- 7.6 **Notice of Agenda.** The President, with concurrence of the Chair of the Board, prepares a written agenda for each regular and special meeting. Copies of the agenda and supporting materials for a meeting are provided to the President and members of the Board and made available to the public approximately one week in advance of the announced meeting. Except as otherwise provided by law, the Chair, President, or any

Board member may add additional items to the agenda for regular meetings without notice to the members of the Board or the public. However, the topics at special meetings are restricted to those for which advance notice has been given. Public notice of a special meeting must be made 24 hours in advance of the meeting.

- 7.7 **President as Representative of the University.** The President of the University speaks for the University at meetings of the Board.
- 7.8 **Faculty and Student Representatives.** Because of the unique and integral relationship that the faculty and students bear to the mission of the University, the President of the Associated Students and the President of the Faculty Senate are issued a standing invitation to participate in all of the Board's public meetings.
- 7.9 **Presiding Officer of the Board.** The presiding officer of the Board shall have the right to maintain order, recognize speakers, and to limit the length of time used by a speaker for the discussion of any subject at meetings of the Board; provided, however, that any restriction on debate to be imposed upon members of the Board shall be announced in advance, uniformly applied, and subject to nullification by majority vote.
- 7.10 **Order of Business.** The agenda for regular meetings of the Board should generally include the following:
- Consent items;
 - Major policy matters and decision options;
 - Special reports; and
 - Other items or announcements from Trustees, committees, the University President, Vice Presidents, Faculty Senate President, or Associated Students President.
- 7.11 **Appearance Before the Board.** The Chair of the Board may entertain and grant requests of persons to appear at meetings of and speak to the Board as the Chair may determine.
- 7.12 **Rules of Procedure.** Robert's Rules of Order, latest revised edition, govern all meetings of the Board, except where such rules of order are superseded by the By-laws of the Board or applicable statutes or regulations.

SECTION 8

AUTHORITY, POWERS, AND DUTIES OF THE PRESIDENT

- 8.1 **President Responsible to the Board.** The President of the University is directly responsible to the Board and subject to its direction.
- 8.2 **Primary University Representative.** In both internal and external affairs, the President shall be the primary representative and spokesperson for the institution to the public. In the internal operation of the University, the President shall be expected to exercise leadership and direction in the management of the University while maintaining effective working relationships with faculty, students, staff, administrators, new internal governance units, and unions representing faculty and staff.

- 8.3 **Principal Administrative Officer.** The President shall be the principal administrative officer of the University and shall have general supervision of all operations and programs of the institution.
- 8.4 **Delegation of Appointing Authority.** The Board delegates to the President the authority to appoint, in the name of the Board, all employees of the University, which include faculty, professional staff, classified staff, and others. Appointments shall be made in writing with copies retained in the individual personnel files. The President shall periodically provide an informational report to the Board concerning faculty appointments. The President is authorized to further delegate appointing authority to the Vice Presidents or other designees.
- 8.5 **Administrative Performance Review.** The President is responsible for conducting periodic performance reviews of administrative staff.
- 8.6 **Delegation as to President's Relatives.** The Board hereby excepts from such delegation of authority in this paragraph the authority to appoint any employee of the University who is related to the President either as sibling, parent, spouse, or offspring. The Board hereby delegates to the Provost the authority to make such hiring decisions, subject to Board review, action, and approval. The Provost will have responsibility pertaining to making letters of offer, evaluations, salary modification, and supervision of any such employee, subject to the review of the Board.
- 8.7 **Appeal of Denial of Tenure.** If the President denies tenure, the candidate may appeal the denial to the Board, which may conduct an adjudicative proceeding pursuant to the Administrative Procedure Act (Chapter 34.05 RCW). (See Appendix A.)
- 8.8 **President Administers Board Policy.** The President shall carry out all rules, regulations, orders, directives, and policies established by the Board, and shall perform all other duties necessary or appropriate to the administration of the University.
- 8.9 **Banking, Credit, and Investment Authority and Further Delegation.** The President of the University shall have the authority to negotiate banking and credit card services, to periodically open and close bank accounts, and to purchase and sell investments in accordance with the Revised Code of Washington, Washington Administrative Code, and University policy. The President may delegate this authority to other administrative officers.
- 8.10 **Security Management Authority and Further Delegation.** The President is fully authorized and empowered to sell, assign, transfer, or otherwise dispose of any and all donated types and kinds of securities, including, but not limited to, stocks, bonds, debentures, notes, rights, options, warrants, and certificates of every kind and nature whatsoever; to enter into agreements, contracts, and arrangements with respect to such security transactions, whether with securities-related individuals or agents; and to execute, sign, or endorse on behalf of Western Washington University. The President may delegate the authority to other administrative officers.
- 8.11 **Board Delegation of Authority and Further Delegation.** The President of the University shall have the authority to exercise in the name of the Board all of the powers and duties vested in or imposed upon the Board by law, except as otherwise specifically

reserved or determined by the Board. This grant of authority is general in nature and is as broad and comprehensive as is allowable by law. Except as limited by the Board, the President may delegate authority to other administrative officers or units of internal governance where necessary or appropriate for the effective administration of the University.

- 8.12 **Organizational Structure.** The organizational structure of the University will be established by the President except as otherwise specifically determined by the Board.
- 8.13 **President at Board Meetings.** The President shall be entitled to be present at all regular or special meetings of the Board. The Board may, with the knowledge of the President, hold executive sessions out of the presence of the President to discuss appropriate matters. The substance of the discussions by the Board in executive session will be transmitted to the President by the presiding officer of the Board.
- 8.14 **Board and President Relationship.** The essence of the relationship between the Board and the President shall be one of full mutual confidence, completely open communication, and close consultation.
- 8.15 **Prompt Report Required Regarding Non-Compliance.** If the President fails or refuses to implement or enforce a policy, rule, or regulation which has been adopted by the Board, the President shall promptly inform the Board in writing of the reasons for such failure or refusal.
- 8.16 **Emergency Contract Authority.** The President shall have the power to enter into emergency contracts and agreements without complying with the provisions of these rules, when essential for the protection of health, safety, or property. Such actions shall be immediately reported to the Board.
- 8.17 **Acting President in the Event of a Vacancy.** If a vacancy occurs in the Office of the President, the Provost or principal academic officer shall act as President, unless otherwise determined by the Board.
- 8.18 **Responsibility for Search Process.** When it becomes necessary to name a new President, it is the responsibility of the Board to establish criteria, organize and supervise the selection process, and name the appointee. The final selection shall be the sole responsibility of the Board.
- 8.19 **Presidential Service.** The President serves at the pleasure of the Board.

SECTION 9

PRESIDENTIAL EVALUATIONS

- 9.1 **Annual Objectives.** It is anticipated that the President will set out objectives, goals, and priorities for the next year, subject to Board approval. At the conclusion of each year, the President will report to the Board on his or her progress. The Board will seek confidential input from the Vice Presidents, Faculty Senate President, and Associated Students President.

- 9.2 **Evaluations.** A formal evaluation of the President's performance is made after four years of employment as President. Thereafter, formal evaluations will be every fourth year; provided, however, that the Board may, at its discretion, defer the formal evaluation for an additional year. The Board may also initiate a formal review if desired sooner.
- 9.3 **Criteria and Process for Evaluation.** It is the responsibility of the Board to establish the criteria and process for evaluation and to communicate these in advance to the President. The process will include a "360 degree component," allowing for confidential input to be sought and provided regarding the effectiveness of the President in achieving annual objectives and such other performance measures to be considered. Among other standards and criteria for evaluation, the Board shall consider the following:
- Leadership, internal and external to the institution;
 - Administrative effectiveness;
 - Effectiveness at developing financial and other support for the institution;
 - Communication;
 - Physical and mental health; and
 - Accomplishments and progress toward annual objectives established by the President and the Board.
- 9.4 **Transition Review.** The Board and the President will develop a plan for evaluation of the President's performance at the end of the President's first year.
- 9.5 **Additional Leave May be Requested.** After the third year of a President's appointment, the President shall be entitled to request two months of leave time in addition to annual vacation leave.

SECTION 10

POLICIES

- 10.1 **President Authorized to Adopt Interim Policies.** The Board authorizes the President to adopt interim policies or procedures to meet legal or operational requirements as needs arise, keeping the Board informed of such action.
- 10.2 **Policy and Rule Development.** All of the rules, regulations, policies and procedures governing the operation and organization of the University should, insofar as feasible, be contained in a file system maintained by the Office of the President of the University and his or her delegates. All such written statements approved by the Board and/or the President should, insofar as feasible, be kept current and up to date with amendments, revisions, and additions. These materials shall be maintained electronically and by such other means to ensure ease of public access.

10.3 **Materials to be Maintained.** All the following shall be maintained in this manner:

- All adopted policies and procedures.
- All portions of the Revised Code of Washington and the Washington Administrative Code which apply to WWU (indexed).
- University rules adopted pursuant to the provisions of Chapter 34.05 RCW and other chapters providing rule-making authority (indexed).
- Constitution and By-laws of the Faculty Senate.
- Constitution and By-laws of the Associated Students of Western Washington University.
- Constitution and by-laws and/or regulations of all other organizations, as directed by the Board.
- The Faculty Handbook.
- The Professional Staff Handbook.
- The Board Rules of Operation, including the Charter of the Board Audit Committee.
- Collective bargaining agreements pertaining to university faculty and staff.
- The index maintained by the University Records Center.

SECTION 11

INDUCTION AND ORIENTATION OF TRUSTEES

The President, in consultation with the Chair of the Board, has the responsibility to meet with new Trustees as they are appointed. Together with members of the administration and staff, the President will provide the new Board member with information and material about the institution, its operation, and the nature of trusteeship.

SECTION 12

PER DIEM

No Trustee shall receive a salary or compensation as a Trustee. Trustees are authorized to receive per diem and mileage reimbursements as provided by law in Chapter 43.03 RCW. Unless otherwise directed by the Chair, per diem will normally be paid for each day during which a Trustee attends a Board or Committee meeting or is otherwise engaged in the conduct of duties at the request or invitation of the Chair or the President. (See Appendix A.)

SECTION 13

AMENDMENTS TO BOARD RULES OF OPERATION

These rules may be suspended for a particular meeting or for a particular matter under consideration by a two-thirds majority vote of those members present and constituting a quorum of the Board.

SECTION 14

EFFECTIVE DATE

These amended rules become effective April 30, 2010.

Board of Trustees Rules of Operation Amendment History

Board of Trustee Rules of Operation --Effective January 1, 1990

Amd 020(3)(c) October 7, 1991

Amd 070(3) July 8, 1993

Amd 020(4) October 7, 1994

Amd 070(3) December 2, 1994

Amd 010(2)(3)(4) October 11, 1996

Amd 020(1)(2) October 11, 1996

Amd 020(3)a)--u) October 11, 1996

Amd 020(4)b)c) October 11, 1996

Amd 030 October 11, 1996

Amd 050(3)(5) October 11, 1996

Amd 060(1)(6) October 11, 1996

Amd 070(2)--(9) October 11, 1996

Amd 080 October 11, 1996

Amd 090 October 11, 1996

Amd 100 October 11, 1996

Amd 110 October 11, 1996

Amd 030,060 August 7, 1998

Amd 060(1) October 4, 2002

Amd 020(3)q)-u) February 6, 2004

Amd 020(3)g) April 19, 2004

Amd 020(3)g) June 11, 2004

Amd 010(2)(3) October 8, 2004

Amd 020(2) October 8, 2004

Amd 020(3)g)l)m)n)r) October 8, 2004

Amd 050(2)(3) October 8, 2004

Amd 060(2)(10) October 8, 2004

Amd 070(3) October 8, 2004

Amd 080 October 8, 2004

Amd 090 October 8, 2004

Amd 110 October 8, 2004

Authority: RCW 28B.35.120

APPENDIX A

Washington State Laws and Western Washington University Rules Applicable to Western Washington University

1. Washington State Laws

These references are to chapters of law in the Revised Code of Washington (RCW). The links will take you to the Table of Contents for each chapter. The chapters can be “searched” for words.

- Chapter 28B.10 RCW Colleges and universities generally
<http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.10&full=true>
- Chapter 28B.15 RCW College and university fees
<http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.15&full=true>
- Chapter 28B.35 RCW Regional universities
<http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.35&full=true>
- Chapter 42.30 RCW Open public meetings act
<http://apps.leg.wa.gov/RCW/default.aspx?cite=42.30&full=true>
- Chapter 42.52 RCW Ethics in public service
<http://apps.leg.wa.gov/RCW/default.aspx?cite=42.52&full=true>
- Chapter 42.56 RCW Public records act
<http://apps.leg.wa.gov/RCW/default.aspx?cite=42.56&full=true>
- Chapter 28B.76 RCW Higher education coordinating board
<http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.76&full=true>
- Chapter 28B.92 State student financial aid program
<http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.92&full=true>

- Chapter 28B.130 RCW Transportation demand management programs
<http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.130&full=true>
- Chapter 34.05 RCW Administrative procedure act
<http://apps.leg.wa.gov/RCW/default.aspx?cite=34.05&full=true>
- Chapter 39.04 RCW Public works
<http://apps.leg.wa.gov/RCW/default.aspx?cite=39.04&full=true>
- Chapter 39.34 RCW Interlocal cooperation act
<http://apps.leg.wa.gov/Rcw/default.aspx?Cite=39.34&full=true>
- Chapter 40.14 RCW Preservation and destruction of public records
<http://apps.leg.wa.gov/RCW/default.aspx?cite=40.14&full=true>
- Chapter 41.06 RCW State civil service law
<http://apps.leg.wa.gov/RCW/default.aspx?cite=41.06&full=true>
- Chapter 41.58 RCW Public employment labor relations
<http://apps.leg.wa.gov/RCW/default.aspx?cite=41.58&full=true>
- Chapter 41.76 RCW Public four-year institutions of higher education – faculty labor relations
<http://apps.leg.wa.gov/RCW/default.aspx?cite=41.76&full=true>
- Chapter 42.56 RCW Public records act
<http://apps.leg.wa.gov/RCW/default.aspx?cite=42.56&full=true>
- Chapter 43.03 RCW Salaries and expenses
<http://apps.leg.wa.gov/rcw/default.aspx?cite=43.03&full=true>

2. Washington State Administrative Rules

These references are to Title 516 of the rules in the Washington Administrative Code (WAC) which pertain to WWU. The links will take you to the Table of Contents for each chapter. The chapters can be “searched” for words.

- Chapter 516-04 Board of trustees
<http://apps.leg.wa.gov/wac/default.aspx?cite=516-04&full=true>
- Chapter 516-09 Public records
<http://apps.leg.wa.gov/wac/default.aspx?cite=516-09&full=true>
- Chapter 516-12 Parking and traffic regulations
<http://apps.leg.wa.gov/wac/default.aspx?cite=516-12&full=true>
- Chapter 516-13 Bicycles, mopeds, and other powered devices
<http://apps.leg.wa.gov/wac/default.aspx?cite=516-13&full=true>
- Chapter 516-15 Appeals from parking violations
<http://apps.leg.wa.gov/wac/default.aspx?cite=516-14&full=true>
- Chapter 516-15 Skateboards, foot scooters, skates, and other similar devices
<http://apps.leg.wa.gov/wac/default.aspx?cite=516-15&full=true>
- Chapter 516-23 Student rights and responsibilities code
<http://apps.leg.wa.gov/wac/default.aspx?cite=516-23&full=true>
- Chapter 516-24 General conduct
<http://apps.leg.wa.gov/wac/default.aspx?cite=516-24&full=true>
- Chapter 516-25 External affairs
<http://apps.leg.wa.gov/wac/default.aspx?cite=516-25&full=true>
- Chapter 516-26 Student records
<http://apps.leg.wa.gov/wac/default.aspx?cite=516-26&full=true>

- Chapter 516-28 Standards and procedures for involuntary administrative withdrawal of students at Western Washington University for behavior from mental disorders

<http://apps.leg.wa.gov/wac/default.aspx?cite=516-28&full=true>

- Chapter 516-31 State Environmental Policy Act – Rule

<http://apps.leg.wa.gov/wac/default.aspx?cite=516-31&full=true>

- Chapter 516-34 Leasing of university property for business purposes

<http://apps.leg.wa.gov/wac/default.aspx?cite=516-34&full=true>

- Chapter 516-36 Use of university facilities – Scheduling

<http://apps.leg.wa.gov/wac/default.aspx?cite=516-36&full=true>

- Chapter 516-37 Use of university facilities – Libraries

<http://apps.leg.wa.gov/wac/default.aspx?cite=516-37&full=true>

- Chapter 516-38 Access to campus services

<http://apps.leg.wa.gov/wac/default.aspx?cite=516-38&full=true>

- Chapter 516-39 Media services

<http://apps.leg.wa.gov/wac/default.aspx?cite=516-39&full=true>

- Chapter 516-40 Course materials

<http://apps.leg.wa.gov/wac/default.aspx?cite=516-40&full=true>

- Chapter 516-52 University housing and dining

<http://apps.leg.wa.gov/wac/default.aspx?cite=516-56&full=true>

- Chapter 516-60 Admission and registration

<http://apps.leg.wa.gov/wac/default.aspx?cite=516-60&full=true>

- Chapter 516-108 Practice and procedure

<http://apps.leg.wa.gov/wac/default.aspx?cite=516-108&full=true>

- Chapter 516-133 Organization

<http://apps.leg.wa.gov/wac/default.aspx?cite=516-133&full=true>

- Chapter 516-400 Loss of eligibility – Student athletic participation

<http://apps.leg.wa.gov/wac/default.aspx?cite=516-400&full=true>

APPENDIX B

Western Washington University Audit Committee Charter

Role

The Audit Committee of the Board of Trustees assists the Board of Trustees in fulfilling its responsibility for oversight of the quality and integrity of the accounting, auditing, and reporting practices of the University, and such other duties as directed by the Board. The Committee's role includes a particular focus on the University's processes to assure effective internal controls, to advise the University on business and financial risk as such is identified in any audit process, and compliance with significant applicable legal, ethical, and regulatory requirements. The Committee will oversee: a) the accounting and financial reporting processes of the University; b) the external audits of the University's financial statements, including recommending to the Board of Trustees the appointment, compensation, retention and oversight of the independent auditors engaged to audit the financial statements of the University; c) the effectiveness of the internal audit program; and d) interacts with state auditor, as appropriate.

The Committee's duties do not replace or duplicate established management responsibilities and delegations. Instead, the Committee serves in an advisory capacity to guide the direction of management's actions and recommends to the full Board broad policy for ensuring accurate financial reporting, sound risk management, and ethical behavior.

Membership

The membership of the Committee consists of three trustees selected by the Board.

Operations

The Committee meets at least four times a year. Additional meetings may occur as the Committee or its chair deems advisable. The Committee will cause to be kept adequate minutes of all its proceedings, and will report on its actions and activities at the next meeting of the Board.

Communications

The internal auditor, independent auditors, and state auditor report directly to the Committee. The Committee is expected to maintain free and open communication with the internal auditors, the independent auditors, the state auditor, and management, including periodic private sessions with each of these parties.

Relationship between Audit Committee, Management, Internal Auditor, Independent Auditors and State Auditor

The Committee relies on the expertise and knowledge of management, the internal auditor, the independent auditors and the state auditor in carrying out its oversight responsibilities. Management of the University is responsible for ensuring that internal controls are reasonable and determining that the University's financial statements are complete, accurate and in accordance with generally accepted accounting principles. The independent auditors are responsible for auditing the University's financial statements. The state auditor's responsibilities are established by law and carried out pursuant to the policies and procedures dictated by the state auditor. The internal auditor is responsible for providing an independent appraisal function which evaluates the university's activities to assist the Board of Trustees, President and University management in the discharge of their oversight, management and operating responsibilities. It is not the duty of the Committee to plan or conduct audits, to determine that the financial statements are complete and accurate and in accordance with generally accepted accounting principles, to conduct investigations, or to assure compliance with laws and regulations or the University's standards of business conduct, codes of ethics, internal policies, procedures and controls.

Audit Committee Responsibilities

In performing its audit oversight responsibilities, the Audit Committee shall:

General:

1. Review the coordination of audit efforts to ensure completeness of coverage, reduction of redundant efforts, the effective use of audit resources, and the use of independent auditors other than the state auditor.
2. Meet with management in private session to discuss any matters the Committee or management believes should be discussed privately with the Audit Committee.
3. Review policies and procedures with respect to transactions between the University and trustees, or affiliates of trustees.
4. Undertake an annual evaluation of the Committee's performance.

Internal Controls, Risk Assessment and Financial Reporting:

1. Inquire of management, the internal auditor, the independent auditors and the state auditor about significant risks or exposures, review the University's policies and processes for risk assessment and risk management, and assess the steps management has taken to control such risk to the University.

2. Consider and review the university's internal controls with management and appropriate auditors related to:
 - a. The University's assessment of the effectiveness of its internal controls and any auditor's attestation and report about the University's assessment.
 - b. The adequacy of the University's internal controls including computerized information system controls and security.
 - c. Any related significant internal control findings and recommendations of the independent auditors or state auditor together with management responses.
3. Review with management and the appropriate auditors the University's critical accounting policies.
4. Review and oversee procedures for: (a) receipt, retention and treatment of complaints received by the University regarding accounting, internal accounting controls and auditing matters; and (b) the confidential, anonymous submission of employee concerns regarding accounting or auditing matters.

Internal Audit Program:

1. Review the responsibilities, functions and performance of the University's internal audit program and consult with management with respect thereto.
2. Review and concur with the President's appointment, evaluation, replacement, reassignment, or dismissal of the Director of the Office of the Internal Auditor.
3. Review and concur with the President on the appropriate organizational structure, staffing and budget for the Office of the Internal Auditor to enable it to effectively carry out the internal audit program's responsibilities.
4. Receive and review all audit, consultation and investigation reports issued by the Office of the Internal Auditor and ensure that management responds appropriately to issues raised.
5. Approve the annual Internal Audit schedule and any significant unscheduled audits and consulting requests that arise during the year. Receive periodic updates from the Office of the Internal Auditor on the status of the annual audit schedule.
6. Annually review the Internal Audit Charter, policies and procedures and recommend changes to the Board of Trustees, as needed.
7. Inquire of the Internal Audit Director regarding any difficulties encountered in the course of audits, consultations and special investigations, including any restrictions on the scope of work or on access to required information.

8. Meet with the internal auditor in private session to discuss any matters the Committee or the internal auditor believe should be discussed privately with the Audit Committee, and report the results of such meetings to management.

External Audit Activities:

1. Recommend to the Board of Trustees the appointment or replacement of the independent auditors and approve the terms on which the independent auditors are engaged for the ensuing fiscal year. The Committee shall solicit the input of management in the selection process.
2. Evaluate the independent auditors' qualifications, performance, and independence, including that of the lead partner.
3. Resolve any disagreements between management and the independent auditors or state auditor.
4. Ensure receipt from the independent auditors of a formal written statement delineating all relationships between the auditors and the University or any other matter that may impact the objectivity and independence of the auditors.
5. Review with the independent auditor, state auditor and management the scope and plan for the various audits.
6. Upon completion of each audit performed by the independent and state auditors, conduct a detailed review of the audit report with management and the appropriate auditor and *discuss any significant findings, recommendations and management's responses.*
7. Review with management, independent auditor and state auditor, all matters required to be communicated with the Committee under generally accepted auditing standards.
8. *Inquire of the independent and state auditors any difficulties encountered in the course of audits, including any restrictions on the scope of work or on access to required information.*
9. Meet with the independent auditors and state auditor in private sessions to discuss any matters the Committee or the auditors believe should be discussed privately with the Audit Committee, and report the results of such meetings to management. In order to assure independence, private sessions shall be held at least once a year.
10. Receive and review all outside audit, investigation and regulatory findings and reports of the university, such as those from the State Auditor's Office

Whistleblower program, Executive Ethics Board, Internal Revenue Services, etc.
Ensure that management responds appropriately to issues raised.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees
FROM: President Bruce Shepard on behalf of Vice President Eileen V. Coughlin
DATE: April 16, 2010
SUBJECT: Housing and Dining Rate Increases for 2010-2011
PURPOSE: Action Item

Purpose of Submittal:

To obtain approval from the Board for increases in rates for Housing and Dining room and board for 2010-2011.

Points to Consider:

- The majority of the rate increase is to cover the planned increase in debt service expense for the 2009 bonds (Buchanan Towers addition). Other inflationary operating expenses were largely accommodated through reductions in operating costs and slight adjustments to revenue.
- Proposed 4.25% rate increase allows investment for needed renovations and is within the projected rate increases of 4.75% or below in the 10-year capital plan which is sensitive to students' total WWU cost.
- Western's housing and dining rates are expected to be in the middle of the Washington state universities. Meaningful comparison is complicated by the schools' different meal plan programs. Western and Eastern have meal plans with unlimited seconds. The other universities have declining balance meal plans where students pay for each item purchased.
- Proposed rate increases are integral to the long-term capital plan which, in the upcoming year, will achieve:
 - Start of sprinkler upgrades for Buchanan Towers and design for Ridgeway Beta's
 - Renovation of Miller Hall retail food venue
 - Start of the building condition study
 - Installation of energy-efficient lighting
- The current long-term capital plan was based on the approximate rate increases shown below. We are mid-way through the 10-year capital plan. Capital plan revisions and adjustments to inflation estimates will result in changes to these estimates.

Year	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>
<i>Estimated</i>	5.00%	4.50%	4.50%	5.00%	4.75%
<i>Actual/proposed</i>	4.00%	4.50%	4.50%	4.75%	4.25%

Year	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
<i>Estimated</i>	4.75%	4.75%	4.75%	4.75%	4.75%

Supporting Information:

- Housing and Dining Proposed Rates (copy of document shared with student groups)
- Housing and Dining Proposed Operations for 2009-10 and 2010-11
- Rate Comparison Charts
- Ten-year Rate History

Source of Funding:

Housing and Dining System

Action/Decision Needed from the Board:

Approval of the proposed room and board rates for 2010-2011.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the Housing and Dining rates as proposed in the attached. The 2010-2011 proposed rates call for a 4.25 percent increase in residence hall, Birnam Wood and leased apartment rental rates.

**WESTERN WASHINGTON UNIVERSITY
HOUSING & DINING SYSTEM
2010-2011 PROPOSED RATES**

**Presented to the Residential Advisory Committee, Residence Hall Association &
Associated Students Board of Directors**

PRO-FORMA SUMMARY:

March 2, 2010

Updated March 12 and April 1, 2010

Introduction

The attached budget represents the recommendations for fiscal year 2010-11. As with other University entities, the Housing & Dining System wrestled with the fiscal exigencies facing the campus. System management reviewed every program and every revenue and expenditure component to cut expenditures while still maintaining the core functions of the residential program and facilities. Rate and fee increases were thoughtfully considered relative to the total cost for students to attend Western. As with every year, a major influence for planning came from the University's Strategic Action Plan and standards and expectations outlined in the Principles for the Housing & Dining System. This recommended budget meets those standards and ensures that management attends to the necessary reserve fund balances, planned major maintenance, debt service coverage, and capital planning. Room and Board revenue is based on a slight increase in occupancy from the current fiscal year. The figures and explanatory text reflect student input from surveys and committees as well as the most recent projections for revenue and expenditures.

The Capital Plan

The Student Affairs Housing & Dining Capital Plan ensures that the system's facilities meet the expectations of current and future residents and other system users. FY2011 anticipates the start of the Buchanan Towers fire sprinkler project, the renovation or addition of three retail dining platforms, and the start of an extensive facilities condition assessment. Forthcoming elements over the next 15 years are crucial to maintaining the system's infrastructure and include continued fire sprinkler additions, scheduled replacement of fire and safety alarms, upgrades to radiant heat systems, and continued seismic upgrades.

Why is a Housing Rate Increase Needed?

The proposed rates represent the system's continued efforts to provide a quality program at an affordable cost. The attached documents review the impacts of the additional costs to the system, and the results of the responses to those impacts. The larger increases include an increase in the institutional overhead assessment and an increase in scheduled debt service as the Buchanan Towers addition opens. The transfer to the system's capital plan continues at a level comparable to the prior year, and helps position the system for significant capital renovation needs in the next few years. In the midst of this pressure, residential programs and services are expected to continue at a high quality level. System staff continue to look for efficient operating methods and ways to bring services to students. State funds are not used to support the Housing & Dining system.

Proposed Average Rate Increases:

- The proposed Residence Hall and Birnam Wood rate increase is 4.25%.
- The proposed off-campus leased apartments rate increase is 4.25% also.

Impact of the Rate Increases

- Residence Halls: Double Room w/125-Block Meal Plan: \$38/month (or \$343 for the school year)
- Birnam Wood: With 4 residents per unit: \$12.50/month (or \$113 for the school year)
- New York Apts: Depending on apartment type: \$16 -\$21/month (or \$147 - \$191 for the school year)

Background Information and Revenue & Expenditure Details:

Comments and figures pertaining to FY2011 are compared to the FY2010 proposed budget and rates presented at the April 2009 Board of Trustees meeting (revised Fall 2009 to address opening occupancy adjustments).

Revenue Highlights and Assumptions

- Opening occupancy for September 2010 at 40 more residence hall students
- Decrease in anticipated conference revenues and investment income
- VU Building Fee increases due to a proposed \$2/student/qtr. increase
- Overall, the budgeted operating revenue increase is \$1,502,000 or 4.6% over FY2010's proposed budget

Operating Expenditures Highlights and Assumptions

- Wages and benefits increase \$72,000 or 1.2%. Primary drivers for the increase are health benefits and room and board increase for resident advisors. There are no state cost-of-living increases, but classified staff step increases are incorporated. Position reductions are reflected in these figures.
- The variance in food services is influenced by the addition of 40 additional residents and by meal plan ownership levels coupled with a reduction in conference activity and the removal of Munch Money sales by University Residences.
- Utilities: The overall budget change for all utilities is negligible. Primary influences in the reductions are conservation efforts and favorable natural gas procurement.
- Maintenance: A \$6,000 or 0.3% budgeted decrease in discretionary maintenance spending is proposed.
- The overhead assessment by the university (ASA) increases from 3.25% of adjusted revenue to an expected 4% assessment, an increase of \$195,666 or 24%.
- Budgeted operating expenditures are projected to decrease by \$46,000 or 0.2%. The operating expenditures total includes \$102,000 of cost reductions.

Non-Operating Expenditures Highlights and Assumptions

- Bond debt service expense increases in FY2011 as the 2009 bonds debt service reflects the opening of the Buchanan Towers addition. Debt service is shown as “gross” debt service, while the annual Build America Bond (BAB) subsidy is shown as revenue. The net increase in debt service is \$905,000.
- Allocations for major repairs and planned renovations increase \$30,000 or 1%. This investment in the existing facilities keeps the system within targeted levels per the fiscal principles established by the Board of Trustees.
- Transfer to the system’s capital plan increase \$72,000 or 5%. Upcoming projects include significant fire sprinkler additions.
- Overall, budgeted non-operating expenditures and transfers increase \$1,549,000 or 17.4% (or \$1,230,000 [14%] after the Build America Bonds subsidy).

**WESTERN WASHINGTON UNIVERSITY - HOUSING AND DINING SYSTEM
PROPOSED OPERATIONS FOR BUDGET YEARS ENDED JUNE 30, 2010 & 2011**

	DRAFT BUDGET 2009-10 Presented to BOT		DRAFT BUDGET 2010-11 As of 4/41/10		PERCENT CHANGE	DIFFERENCE BUDGET \$	
REVENUES							
Room and Board Payments	\$28,475,000	1	\$29,558,000	2	3.80%	3	\$1,083,000
Room and Board Fees and Penalties	156,500		142,500		-8.95%		(14,000)
S & A Fee Distribution	1,237,207		1,253,000		1.28%		15,793
Investment Income	132,000		117,000		-11.36%		(15,000)
Bond Interest Subsidy	0		318,574	4			318,574
Housing Rentals	124,400		134,650		8.24%		10,250
Viking Union	163,150		170,464		4.48%		7,314
Conferences	558,339		524,069		-6.14%		(34,270)
Commissions	468,300		493,800		5.45%		25,500
Building Fee	1,401,261		1,507,393	5	7.57%		106,132
Other	88,150		87,150	6	-1.13%		(1,000)
Total Revenues	\$32,804,307		\$34,306,600		4.58%		\$1,502,293
OPERATING EXPENDITURES							
Salaries & Benefits	\$6,032,537		\$6,104,891	7	1.20%		\$72,354
Food Service	9,910,527		9,518,422	8	-3.96%		(\$392,105)
Communications	231,835		255,785	9	10.33%		\$23,950
Electricity	740,719		732,951		-1.05%		(\$7,768)
Heat	1,597,933		1,589,933		-0.50%		(\$8,000)
Water/Sewer	397,901		393,673		-1.06%		(\$4,228)
Refuse Disposal/Recycling	250,701		265,422		5.87%		\$14,721
Television Cable	119,725		123,725		3.34%		\$4,000
Maintenance & Repairs	1,943,490		1,937,630		-0.30%		(\$5,860)
Operating Supplies	225,950		227,550		0.71%		\$1,600
Equipment	259,268		237,055		-8.57%		(\$22,213)
Insurance	464,630		463,630		-0.22%		(\$1,000)
Rentals and Operating Leases	309,285		365,156	10	18.06%		\$55,871
Institutional Services & ASA	812,166		1,007,832	11	24.09%		\$195,666
Assigned Student Affairs Costs	53,000		53,000		0.00%		\$0
Other Expenditures	575,363		601,947	12	4.62%		\$26,584
Total Operating Expenditures	\$23,925,030		\$23,878,602		-0.19%		(\$46,428)
NON-OPERATING EXPENDITURES/TRANSFERS							
Bond Debt Service	\$4,241,730		\$5,465,895	13	28.86%		\$1,224,165
R&R/ Minor Cap./Public Works Projects	3,156,760		3,186,760		0.95%		30,000
Other Transfers	0		221,811	14			221,811
Transfer for capital plan support	1,480,787		1,553,532	15	4.91%		72,745
Total Non-Operating Expenditures	\$8,879,277		\$10,427,998		17.44%		\$1,548,721
Total Expenditures	\$32,804,307		\$34,306,600		4.58%		\$1,502,293
EXCESS (DEFICIT) OF REV OVER EXP	\$ 0		\$ 0				\$ 0

SEE FOOTNOTES FOR EXPLANATIONS

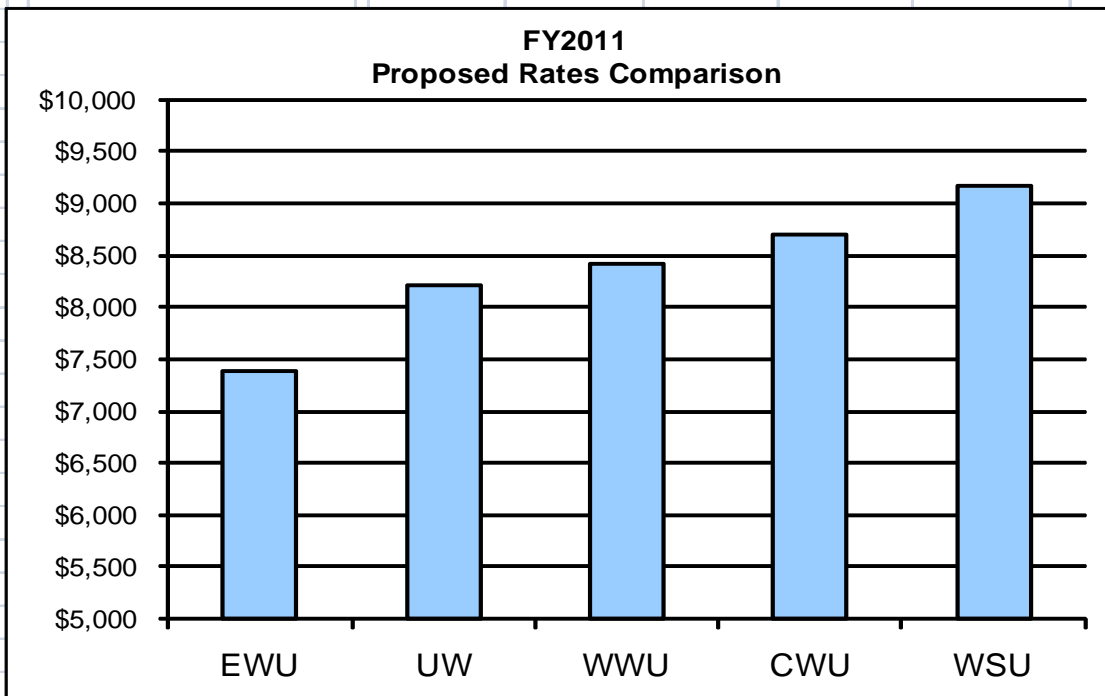
FOOTNOTES TO THE ATTACHED HOUSING & DINING SYSTEM PROPOSED BUDGET

- (1) The 2009-10 Budget, as approved by the WWU Board of Trustees 4/3/09, is shown to compare with the FY2011 proposed budget. After Fall opening, adjustments were made based on an analysis of opening residence hall and apartment occupancy. Those October 2009 revisions are not shown here.
- (2) 2nd week residence hall occupancy for Fall FY11 is shown at 3,441, an increase of 40. The actual residence hall occupancy for the 2nd week of Fall FY10 was 3,401
- (3) The 2010-11 Residence Hall and Birnam Wood rate increase is proposed at 4.25%. The variance between that rate and the R&B revenue variance is due to changes in occupancy, meal plan purchases, and removal of Munch Money from these calculations.
- (4) Bond interest subsidy due to the Building America Bonds (BAB) portion of the 2009 Revenue Bond issuance.
- (5) Building Fee budgeted increase due primarily to a proposed increase in the building fee of ~\$2/student/qtr.
- (6) Other Income includes: Western Card replacements, Ticket Sales, and interdepartmental support recharges.
- (7) Increase due to Classified step increases, benefits increase and student staff wages tied to room increase.
- (8) The Food Service line incorporates expenses for residential dining, catering, conference dining and departmental food costs. The variance shown is due to the combination of additional headcount increase and the reduction of conference activity, and removal of Munch Money from University Residences sales.
- (9) Increase in Communications due to a budgeting adjustment to account for externally mounted phones.
- (10) The comparative increase in Rentals & Operating Leases is due to the addition of more leased spaces off campus after the FY2010 budget and rates were submitted. Total leased spaces are 77 for FY2011.
- (11) Total includes institutional services recharge (ASA) and the expense for University Police Greencoats (Safety Assistants). The WWU ASA assessment rate for FY2011 is shown here at 4.0% vs. 3.25% in FY10. ASA calculated as Total Revenue less Food Service x 4%.
- (12) The comparative increase in Other Expenditures is primarily due to changes made to the FY10 budget after the FY2010 budget proposal was submitted. FY2011 Reductions include printing, training & travel. FY11 Increase includes 18% increase for ATUS support.
- (13) The debt service payments increase in FY2011 to reflect the application of full principal and interest on the 2009 bonds for the Buchanan Towers project. Build America Bond portion of the bonds shown "gross". Debt service net of the Build America Bond subsidy is \$905,000.
- (14) Other Transfers includes \$5,000 to Bookstore and \$217,000 for other Contingencies.
- (15) The "Transfer for Capital Plan Support" is an allocation representing Operating, Non-Operating and Building fee funds to be placed into the System's Renewal & replacement Reserve Fund for planned Capital Plan projects.

**WASHINGTON PUBLIC UNIVERSITIES
RESIDENCE HALL ROOM & BOARD PLAN COSTS
FY2011 (as of 3/2/10)**

For a Double Room with Best-as-Possible Program & Meal Plan Comparison:

	EWU	UW	WWU	CWU	WSU
	Gold	"Gold"	125 Block	"Large"	Level 2
Type of Meal Plan	Meals & Points	Declining Balance	Meals & Points	Declining Balance	Declining Balance
Elements of the Meal Plan	1.5 - 5.5 meals/w k plus Points	Equivalent of 12-15 meals/w k	Approx. 12+ meals/w k + \$450 Points	Equivalent to Approx. 14 meals/w k	Equivalent to Approx. 14 meals/w k
What you'd see on their web page	\$7,354	\$8,203	\$8,419	\$8,693	\$9,091
Additional Charges not part of the base	\$30	\$0	\$0	\$0	\$74
Total Cost of a Double Room and Meals:	\$7,384	\$8,203	\$8,419	\$8,693	\$9,165
Rate of Increase Over 2009-10	Proposed 3.97%	Proposed 4.75%	Proposed 4.25%	Proposed 5% (est)	Approved 3.5%



**WESTERN WASHINGTON UNIVERSITY
HOUSING & DINING SYSTEM**

TEN YEAR HISTORY OF RESIDENCE HALL RATES

ACADEMIC YEAR	ACADEMIC YEAR RATE with 100 BLOCK PLAN*	% OF CHANGE
2000-01	\$5,003	
2001-02	\$5,353	7.00%
2002-03	\$5,648	5.50%
2003-04	\$5,944	5.25%
2004-05	\$6,241	5.00%
2005-06	\$6,522	4.50%
2006-07	\$6,783	4.00%
2007-08	\$7,090	4.50%
2008-09	\$7,412	4.50%
2009-10	\$8,076 *	4.75%
2010-11: 125-Block Plan	\$8,419	4.25%
10-Year Average Percentage Change		4.93%

proposed

* The meal plan used for comparison changed in 2009-10 from the Gold /100 to the 125 Meal Plan

SAMPLE ROOM & BOARD RATES and APARTMENT RENTS FOR 2010-2011

Room & Board Plans: Academic Year (@ 4.25% increase)	2009-10 Actual	at 4.25% 2010-11 Proposed	2010-11 Cost per Month
Double Room with Unlimited meal plan	\$8,393	\$8,750	\$972
Double Room with 125-Block meal plan	\$8,076	\$8,419	\$935
Double Room with 100-Block meal plan	\$7,763	\$8,093	\$899
Double Room w/ 75-Block meal plan	\$7,448	\$7,765	\$863
Triple Room with 125-Block meal plan	\$7,028	\$7,327	\$814
Single Room Room with 125-Block meal plan	\$8,938	\$9,318	\$1,035
Birnam Wood Apartment Rents: Academic Year (4.25% increase)			
Birnam Wood: Monthly rate per person per bed (Two bedrooms with 4 occupants)	\$296	\$310	\$310
Leased Apartment Rents: Academic Year (4.25% increase)			
New York Apts: Monthly: 1 bdrm apt; 2 occupants	\$383	\$402	\$402

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Provost Catherine Riordan

DATE: April 16, 2010

SUBJECT: APPROVAL OF ART WORK FOR AIC (State Art Project)
Presentation: Dan Guyette, Dean, College of Fine and Performing Arts
Sarah Clark-Langager, Director, Western Gallery

PURPOSE: Action Item

Purpose of Submittal:

The percent-for-art law in Washington State was passed in the early 1970's to enhance public art. WWU has five works funded by the one half of one percent legislation. With the construction of the Academic Instructional Center West building, funding became available for a new public art work. The ad hoc jury of two faculty, three senior students, and the Director of the Western Gallery has chosen the work of Do-Ho Suh, a contemporary Korean artist. The artist has made a proposal for an interior work to be hung in the architectural well of the Academic Instructional Center West building.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the selection and proposed location of the *Cause and Effect* sculpture by artist Do-Ho Suh.

Supporting Information

Proposal and photos related to proposed sculpture *Cause and Effect* by artist Do-Ho Suh.

PROPOSAL TO THE BOARD OF TRUSTEES WESTERN WASHINGTON UNIVERSITY

HISTORY

Western has a rich history of art in public places. The early choices and collection policies which Western made were important factors in its own leadership – an early example being a model for the WA state percent- for- art program which began in the mid seventies. Early on, Western decided not to choose a random group of works but rather to focus on sculpture which has a strong base in its interaction with the public. While the Board of Trustees in 1957 had declared that fine art was an important ingredient of a liberal arts education and a residential community, leaders within the liberal arts faculty advocated decision making to stem from an advisory committee or selection panel of experts rather than the sole decision of an architect. Western's selection panels have always chosen artists who excel in their field. We have allowed artists to choose their own sites across the entire campus, thereby integrating art with both the terrain, architecture and the social climate of campus. We have selected artists with a world view who have interests in art as architecture, the natural environment, and social interaction. Today, Western has one of top ten acclaimed university collections in the United States.

NEW STEPS

However, we must realize that contemporary sculpture is a medium in motion, eluding concise definition. Linked to urbanism, architecture and acoustic and visual perception, it is a charged territory that mirrors political, social and technological developments. Its expanding definition today crosses all boundaries and incorporates new kinds of media such as video and digital technology, drawing with colored light effects, and installations of ephemeral materials. For this reason, the Outdoor Sculpture Collection Advisory Board has decided to move to or to concentrate on interior spaces. The selection panel for this commission was unanimous in its decision – that Do Ho Suh should lead us in this direction.

NEW ARTIST TO BE COMMISSIONED: DO-HO SUH

Do Ho Suh (b. 1962) was raised in Seoul, Korea. He earned his BFA and MFA in oriental painting from Seoul National University (1987) and fulfilled his mandatory service in the South Korean army. While still exhibiting in major contemporary museum shows in Seoul, he relocated to the US to continue his studies at Rhode Island School of Design and Yale University. Since 2000 he has had 5 one person exhibitions in New York City. In 2001 he represented his country in the prestigious Venice Biennale and had retrospective of his work at the Seattle Art Museum in 2002.

His public commissions include the FDA building in Silver Springs, Maryland; Johnson County Community College in Overland Park, Kansas; and the Unsung Founders Memorial at UNC, Chapel Hill. He is working on a commission for the Stuart Collection at the University of California, San Diego.

In 2009 he and two other artists organized a show at the Los Angeles County Museum of Art focusing on the museum's own Korean and Chinese Collections. He later participated in a major

group show of contemporary Korean artists at the same museum. Most recently, he earned a fellowship to work in Berlin.

Do-Ho Suh uses memories of his childhood in Korea to address issues of interpersonal space, identity, and the transitory qualities of existence in today's globalized society. The mindset of the individual, coming together as a group, is a topic of great importance in his work.

STATEMENT FROM ARTIST

Cause & Effect evokes a vicious tornado. This vast ceiling installation is a composition of densely hung strands that anchor thousands of figures clad in colors resembling a Doppler reading stacked atop one another. My focus shifts away from identity defined through spatial exploration to questioning that very identity and its origin. *Cause & Effect* is a physical realization of existence, suggesting strength in the presence of numerous individuals. The work is an attempt to decipher the boundaries between a single identity and a larger group, and how the two conditions coexist. *Cause & Effect* metaphorically places the individual within an intricate web of destiny and fate. It comes from a belief that every individual is spawned from the lives he/she may have lived previously. The vertical context of the figures becomes a collection of past influences, and again, begins to define the inherent powers and energies that characterize an individual.

INSTALLATION AND BUDGET

Do-Ho Suh was given three potential sites, all approved by the Director of Facilities Planning and Development. He chose the AIC West wing building which has the unique feature of the architectural wells allowing light to pass from floor to floor. His artwork *Cause and Effect* is approximately 19 feet high and 8 feet across at its greatest width. As it hangs down from the ceiling, it will pass through the opening or well on the third floor and extend into the second floor's well. At the top there is a stainless steel plate from which hang the individual strands of figures connected by a stainless steel cable; each figure, made of colored acrylic resin, is approximately 5.5 inches high with a frontal view width of 3 inches.

Facilities Management has approved the weight load of the art work. They will work with the artist's precise CAD drawings to cut a pattern of the steel plate into the AIC's ceiling where they will place the anchors to hold the plate. Although there are sprinklers in the ceiling, the artist has worked carefully to rotate the steel plate so to avoid conflict with the sprinkler system. Facilities Management has obtained approval from the Bellingham Fire Marshal on this relationship between the functioning sprinkler system and the artist's work.

The artist's contract will include a line item for payment to Western for the site preparation in the AIC building. His budget is \$139,617 with the addition of \$30,000 to Facilities Management. After signing the contract, the artist has estimated his production schedule to be approximately 7.5 months.

FIFTIETH ANNIVERSARY OF THE SCULPTURE COLLECTION

The installation of this beautiful work by an acclaimed contemporary artist will be a fine tribute to the remarkable history of Western's sculpture collection.

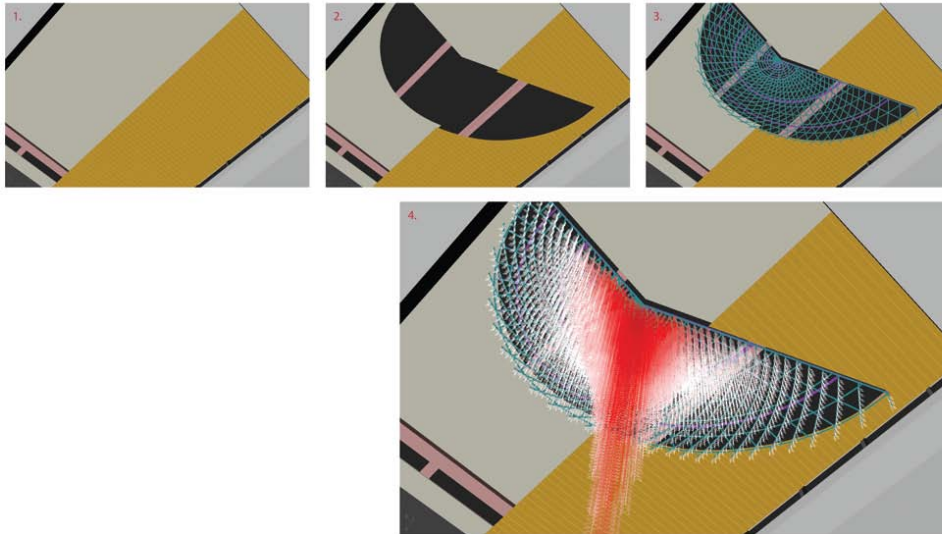
SCULPTURE PHOTOS

Cause & Effect

Academic Instructional Center - West
Western Washington Univ.
Do Ho Suh, 2010

3/5

INSTALLATION SYSTEM

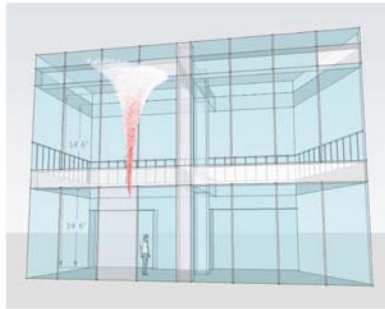
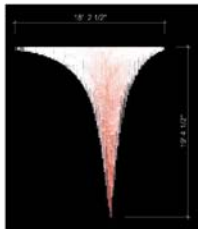


Do Ho Suh © 2010

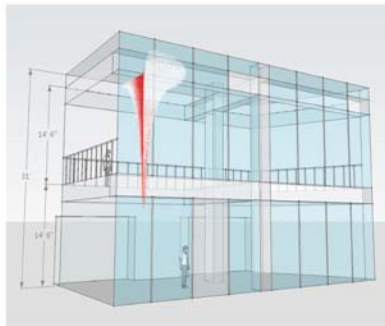
Cause & Effect

Academic Instructional Center - West
Western Washington Univ.
Do Ho Suh, 2009

FRONT

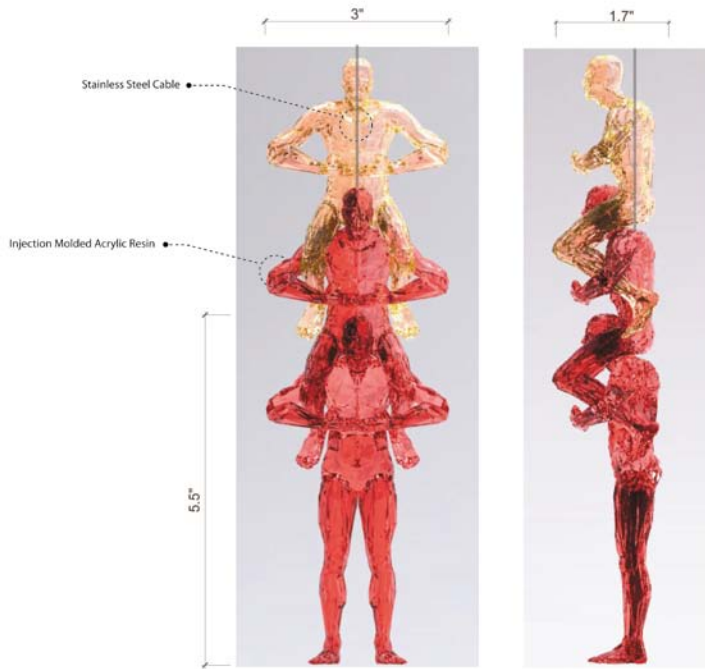


INSTALLATION PHOTO



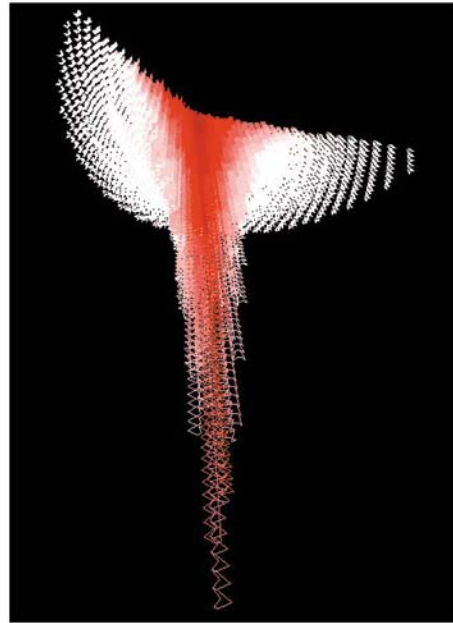
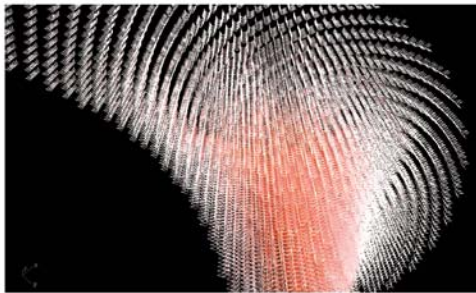
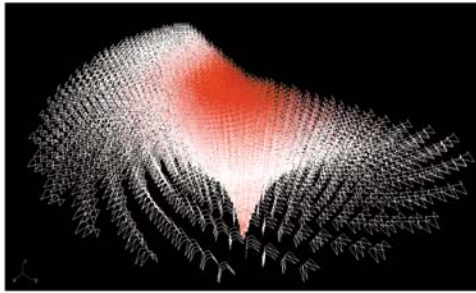
Do Ho Suh © 2009

Cause & Effect
Academic Instructional Center - West
Western Washington Univ.
Do Ho Suh, 2009



Do Ho Suh © 2009

Cause & Effect
Academic Instructional Center - West
Western Washington Univ.
Do Ho Suh, 2009



Do Ho Suh © 2009

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: Board Audit Committee and President Bruce Shepard

DATE: April 16, 2010

SUBJECT: Approval of Amendments to the Internal Audit Charter, Policies and Procedures

PURPOSE: Action Item

Purpose of Submittal:

To obtain Board approval of the following amended Internal Audit documents:

- Office of the Internal Auditor Charter
- POL-U1500.01 Establishing Internal Audit Activities
- POL-U1500.02 Distributing Internal Audit Schedule
- PRO-U1500.01A Creating the Internal Audit Schedule

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the Board of Trustees Audit Committee, approve amendments to the Office of the Internal Auditor Charter; POL-U1500.01 Establishing Internal Audit Activities; POL-U1500.02 Distributing Internal Audit Schedule; PRO-U1500.01A Creating the Internal Audit Schedule.

Background:

The Office of the Internal Auditor has been providing internal auditing services to Western since the early 1980s. The oversight responsibilities for the Internal Audit program have changed over the years. In May 1, 2005, the Board of Trustees adopted the WWU Audit Committee Charter which established that the Office of the Internal Auditor would report functionally to the Audit Committee of the Board of Trustees and administratively to the President's Office.

The WWU Audit Committee Charter states that the Audit Committee's role is to assist the Board of Trustees in fulfilling its responsibility for oversight of the quality and integrity of the accounting, auditing, and reporting practices of the University. In addition, it states that the Audit Committee shall "annually review the Internal Audit Charter, policies and procedures and recommend changes to the Board of Trustees, as needed."

The current Office of the Internal Auditor Charter, policies and procedures were adopted by the Board of Trustees in June 2002 and amended October 2006.

Consistent with providing professional internal audit services, Western's Office of the Internal Auditor strives to conform to the Institute of Internal Auditor's (IIA) Standards for the Professional Practice of Internal Auditing. To comply with recent changes to the IIA Standards (effective January 1, 2009), amendments to the Office of the Internal Auditor Charter were proposed and reviewed by the Audit Committee. The proposed amendments do not change roles or responsibilities of the President's Office or the Audit Committee of the Board of Trustees.

Also reviewed during this time were Internal Audit policies and procedures related to the internal audit schedule process. Because the Internal Audit program adopted a biennial internal audit process rather than an annual process, policy amendments were proposed to the Audit Committee to be consistent with the new audit schedule process.

Documents Attached:

The following documents are attached, first in strike-through format and then with edits incorporated:

- Office of the Internal Auditor Charter
- POL-U1500.01 Establishing Internal Audit Activities
- PRO-U1500.01A Creating the Internal Audit Schedule
- POL-U1500.02 Distributing Internal Audit Schedule

**WESTERN WASHINGTON UNIVERSITY
OFFICE OF THE INTERNAL AUDITOR**

CHARTER

PURPOSE:

The purpose of this charter is to define the authority and responsibilities of the Western Washington University Office of the Internal Auditor. This charter is approved by the University Board of Trustees of Western Washington University.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

~~Internal Auditing is an independent appraisal function established within the University to examine and evaluate its activities as a service to the organization. The objective of the Office of the Internal Auditor is to assist the Board of Trustees, President and University management in the discharge of their oversight, management and operating responsibilities. This objective is accomplished by providing analyses, appraisals, recommendations and information about the activities reviewed by the Office of the Internal Auditor. The Office of the Internal Auditor assesses the efficiency and effectiveness of internal controls with the goal of promoting effective controls at reasonable costs to the University. The internal audit function is an integral part of the institution and plays an important role in the management control system by measuring and evaluating the controls. The internal audit review and appraisal process does not in any way relieve other University personnel of the responsibilities assigned to them.~~

Western Washington University is committed to the professional practice of internal auditing. The Office of the Internal Auditor will uphold the principles of integrity, objectivity, confidentiality, and competency as defined in the Institute of Internal Auditors Code of Ethics and will adhere to the *International Standards for the Professional Practice of Internal Auditing (Standards)*.

ORGANIZATION AND AUTHORITY:

~~The Office of the Internal Auditor is a vital part of the University and functions in accordance with University policies. The Office of the Internal Auditor reports functionally to the Audit Committee of the Board of Trustees and administratively to the President's Office to permit independent and unbiased judgments essential to the proper conduct of audits.~~

Internal Audit participates in Audit Committee meetings and has free and open communication with the Audit Committee of the Board of Trustees. Internal Audit presents an annual report of its operations to the Board of Trustees.

The Office of the Internal Auditor is authorized to have access to information including computer files, records, property and personnel of the University excluding individual user's computer passwords. University units will submit information and records in a timely manner and in the form specified by the Office of the Internal Auditor.

~~Western Washington University is committed to the professional practice of internal auditing. Internal audits shall be conducted in conformance with the Institute of Internal Auditor's Standards for the Professional Practice of Internal Auditing and Western Washington University's Internal Audit Manual.~~

INDEPENDENCE:

Internal Audit management and staff will be independent of the activities that they review. In performing the audit function, the Office of the Internal Auditor has no direct responsibility for, nor authority over, any of the activities reviewed. Independence requires that the Internal Auditor carry out work freely and objectively. The Internal Auditors are not to subordinate their judgment on audit matters to the opinions of others.

TYPES OF AUDIT SERVICES:

1. ~~Regular audits~~
2. ~~Follow up audits~~
3. ~~Consultation reviews~~
4. ~~Special investigations~~
5. ~~Advice and training~~

RESPONSIBILITIES

A biennial, risk based audit schedule is created each year which allows for contingencies that develop during the year. The audit schedule is developed with input from the Audit Committee, President, Provost, Vice Presidents, and other university management and approved by the Audit Committee of the Board of Trustees. Audit services are coordinated with external auditors ~~the State Auditor's Office~~ to reduce duplication of efforts and increase audit coverage of the University. ~~The annual audit plan is developed with input from the Audit Committee, President, Provost, Vice Presidents, and other university management and approved by the Audit Committee of the Board of Trustees.~~

The Office of the Internal Auditor performs internal operational, **compliance**, and financial **related** audits of programs, services, departments and accounts that come under the budget authority of the University. **Internal Audit performs four types of audit services:**

1. Assurance Services: Assurance services are objective reviews of evidence for the purpose of providing an independent assessment. The scope and nature of assurance services includes reviewing and evaluating for: operational efficiencies and effectiveness; reliability of financial and operational systems; adequacy and clarity of policies and procedures; compliance with university policy and state and federal law; safeguarding of assets; and accomplishment of objectives and goals.
2. Consulting Services: Consulting services are advisory and other service activities include counsel, advice, facilitation, process design and limited training. The objective of consulting services is to add value in the development or modification of processes, procedures, and controls to minimize risk and achieve objectives. The nature and scope of particular consulting services are agreed upon with management. Internal Audit will not assume management's responsibilities in order to maintain appropriate objectivity and independence.
3. Special Investigations: Investigations evaluate allegations of unethical business practices and financial and operational misconduct to determine if allegations are substantiated and to prevent future occurrences.
4. Follow-up Engagements: Follow-up engagements evaluate plans and actions taken to correct reported conditions.

DUTIES AND RESPONSIBILITIES:

1. ~~To perform internal operational and/or financial audits of programs, services, departments and accounts that come under the budget authority of the University.~~
2. ~~To report all Internal Audit findings to the Audit Committee, President and appropriate university management.~~
3. ~~To prepare written Internal Audit reports on the results of the audit engagement and evaluate the University's plans or actions to correct reported concerns.~~
4. ~~To provide Internal Audit recommendations to management to assist them in maintaining reasonable control processes.~~
5. ~~To develop a risk based annual audit schedule and obtain the approval of the Audit Committee.~~
6. ~~To coordinate Internal Audit services with the State Auditor's Office and other outside auditing firms.~~
7. ~~To proactively consult with University departments and committees to provide internal control considerations.~~
8. ~~To perform special investigations due to such allegations as fraud, theft, waste, or abuse and recommend control improvements.~~
9. ~~To advise university personnel in understanding proper controls, regulations and efficient and effective operations.~~

OBJECTIVES OF A REGULAR AUDIT:

1. ~~To develop an audit plan which focuses on the program's or department's high risk areas, including the specific concerns of University management.~~
2. ~~To appraise the efficiency and effectiveness of internal control systems and processes.~~
3. ~~To evaluate the reliability and integrity of financial and operational systems and information.~~
4. ~~To evaluate the adequacy of policies and procedures which have a significant impact on the success of the operations.~~
5. ~~To assess the level of compliance with University policy and State and Federal law.~~
6. ~~To review the controls in place for safeguarding University assets.~~
7. ~~To review operations or programs for the accomplishment of their objectives and goals.~~
8. ~~To provide management with recommendations for improving operations, reducing risks and maintaining compliance with policies and regulations.~~

AUDIT REPORTS:

Prior to the creation of the draft audit report, the results of the audit engagement are communicated to the appropriate, designated members of management. The Office of the Internal Auditor creates written audit reports which at the conclusion of the audit fieldwork. ~~The audit reports~~ are submitted in draft form first to the President and then if appropriate to the Provost, ~~and/or~~ Vice President, Dean and department under review, depending on the audit engagement. The Office of the Internal Auditor will meet with appropriate university personnel to discuss the draft report, make agreed upon changes and submit a final draft report to appropriate management requesting written responses to ensure that the information in the draft report is clear, concise and accurate. ~~Final draft audit reports are updated if necessary based on exit meeting(s) discussions at the Internal Audit Director's discretion. Final draft audit reports are issued requesting written responses from the area(s) under review. Written responses shall that~~ include corrective action plans directed toward addressing each of the recommendations, in the final draft audit report. Management's responses are incorporated into the final audit report. Copies of the final audit reports are distributed to the Audit Committee of the Board of Trustees, President and Provost, Vice President or Dean whose areas were reviewed. Persons receiving final audit reports from the Office of the Internal Auditor may distribute copies of the report to appropriate staff.

**WESTERN WASHINGTON UNIVERSITY
OFFICE OF THE INTERNAL AUDITOR**

CHARTER

PURPOSE:

The purpose of this charter is to define the authority and responsibilities of the Western Washington University Office of the Internal Auditor. This charter is approved by the University Board of Trustees of Western Washington University.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The internal audit review and appraisal process does not in any way relieve other University personnel of the responsibilities assigned to them.

Western Washington University is committed to the professional practice of internal auditing. The Office of the Internal Auditor will uphold the principles of integrity, objectivity, confidentiality, and competency as defined in the Institute of Internal Auditors Code of Ethics and will adhere to the *International Standards for the Professional Practice of Internal Auditing (Standards)*.

ORGANIZATION AND AUTHORITY:

The Office of the Internal Auditor reports functionally to the Audit Committee of the Board of Trustees and administratively to the President's Office to permit independent and unbiased judgments essential to the proper conduct of audits.

Internal Audit participates in Audit Committee meetings and has free and open communication with the Audit Committee of the Board of Trustees. Internal Audit presents an annual report of its operations to the Board of Trustees.

The Office of the Internal Auditor is authorized to have access to information including computer files, records, property and personnel of the University, excluding individual user's computer passwords. University units will submit information and records in a timely manner and in the form specified by the Office of the Internal Auditor.

INDEPENDENCE:

Internal Audit management and staff will be independent of the activities that they review. In performing the audit function, the Office of the Internal Auditor has no direct responsibility for, nor authority over, any of the activities reviewed. Independence requires that the Internal Auditor carry out work freely and objectively. The Internal Auditors are not to subordinate their judgment on audit matters to the opinions of others.

RESPONSIBILITIES:

A biennial, risk based audit schedule is created which allows for contingencies that may develop. The audit schedule is developed with input from the Audit Committee, President, Provost, Vice Presidents, and other university management and approved by the Audit Committee of the Board of Trustees. Audit services are coordinated with external auditors to reduce duplication of efforts and increase audit coverage of the University.

The Office of the Internal Auditor performs internal operational, compliance, and financial related audits of programs, services, departments and accounts that come under the budget authority of the University. Internal Audit performs four types of audit services:

1. **Assurance Services:** Assurance services are objective reviews of evidence for the purpose of providing an independent assessment. The scope and nature of assurance services includes reviewing and evaluating for: operational efficiencies and effectiveness; reliability of financial and operational systems; adequacy and clarity of policies and procedures; compliance with university policy and state and federal law; safeguarding of assets; and accomplishment of objectives and goals.
2. **Consulting Services:** Consulting services are advisory and other service activities include counsel, advice, facilitation, process design and limited training. The objective of consulting services is to add value in the development or modification of processes, procedures, and controls to minimize risk and achieve objectives. The nature and scope of particular consulting services are agreed upon with management. Internal Audit will not assume management's responsibilities in order to maintain appropriate objectivity and independence.
3. **Special Investigations:** Investigations evaluate allegations of unethical business practices and financial and operational misconduct to determine if allegations are substantiated and to prevent future occurrences.
4. **Follow-up Engagements:** Follow-up engagements evaluate plans and actions taken to correct reported conditions.

AUDIT REPORTS:

Prior to the creation of a draft audit report, the results of the audit engagement are communicated to the appropriate, designated members of management. The Office of the Internal Auditor creates written audit reports which are submitted in draft form first to the President and then to the Provost, Vice President, Dean and department under review, depending on the audit engagement. The Office of the Internal Auditor will meet with appropriate university personnel to discuss the draft report, make agreed upon changes and submit a final draft report to appropriate management requesting written responses that include corrective action plans directed toward addressing each of the recommendations. Management's responses are incorporated into the final audit report. Copies of the final audit reports are distributed to the Audit Committee of the Board of Trustees, President and Provost, Vice President or Dean whose areas were reviewed. Persons receiving final audit reports from the Office of the Internal Auditor may distribute copies of the report to appropriate staff.

POLICY

Effective Date: October 6, 2006

Approved By: Board of Trustees

Authority: Internal Audit Charter

Cancels: Policy approved by President's Council
effective September 16, 2002See Also: PRO-U1500.01A
PRO-U1500.01B**POL-U1500.01 ESTABLISHING INTERNAL AUDIT ACTIVITIES**

This policy applies to all Internal Audit activities performed at Western Washington University.

Definitions:

Interested Parties: Western Washington University Board of Trustees, President, Provost, Vice Presidents, managers, employees, students and other persons.

1. Office ~~Of~~ ~~The~~ Internal Auditor ~~Shall Will~~ Create ~~An Annual~~ a Biennial Audit Schedule (PRO-U1500.01A)
2. Internal Audit Director ~~Shall Will~~ Solicit Input When Creating ~~The~~ Audit Schedule (PRO-U1500.01A)
3. Audit Schedule Will Be Discussed with the President ~~And~~ Then Formally Approved By ~~The~~ Audit Committee (PRO-U1500.01A)
4. Audit Schedule Can Include ~~Audits Assurance, Consultations Consulting~~ and Follow-Up Audit Activities
5. Audit Schedule Will Allow for Contingencies

In order to participate in special projects or consultations on an as needed basis the audit schedule will not allocate all of the Office of the Internal Auditor's available hours for each year but will provide some unscheduled time to allow audit activities to be added during the year.

6. Interested Parties May Request Audit Services During ~~The~~ Year

Audit services can be requested after the ~~annual~~ audit schedule is established and published by contacting the Office of the Internal Auditor. (PRO-U1500.01B)

7. Audit Committee Will Approve All Significant Unscheduled Audit Requests Before Audit Commences (PRO-U1500.01B)

If the unscheduled audit request is estimated to require more than one week to complete, the Audit Committee must approve the request. The Internal Audit Director will forward all unscheduled requests to the Audit Committee with the President's recommendation. The Audit Committee discusses the

POLICY

request with the President and Internal Audit Director as deemed appropriate. Internal Audit Director will notify the President or designee about the approved, unscheduled audit requests.

An exception to this policy exists when the Internal Audit Director reasonably deems that an emergency exists and all members of the Audit Committee are unavailable to approve the request. If both of these conditions are present, the Internal Audit Director will contact the President to obtain approval or denial of the request for audit services and notify the Audit Committee as soon as possible. However, if the audit request raises concerns about the President, the Internal Audit Director will seek approval or denial of the request for audit services from the Board Chair and notify the Audit Committee and President as soon as possible.

8. Internal Audit Director Can Approve Short Term Unscheduled Audit Requests

A short term audit request is an audit activity that is estimated to take less than one week to complete.

9. Interested Parties Can Contact the Office of the Internal Auditor Directly to Obtain Advice

POLICY

Effective Date: October 6, 2006

Approved By: Board of Trustees

Authority: Internal Audit Charter

Cancels: Policy approved by President's Council
effective September 16, 2002See Also: PRO-U1500.01A
PRO-U1500.01B**POL-U1500.01 ESTABLISHING INTERNAL AUDIT ACTIVITIES**

This policy applies to all Internal Audit activities performed at Western Washington University.

Definitions:

Interested Parties: Western Washington University Board of Trustees, President, Provost, Vice Presidents, managers, employees, students and other persons.

1. **Office of the Internal Auditor Will Create a Biennial Audit Schedule** (PRO-U1500.01A)
2. **Internal Audit Director Will Solicit Input When Creating the Audit Schedule** (PRO-U1500.01A)
3. **Audit Schedule Will Be Discussed with the President and Then Formally Approved By the Audit Committee** (PRO-U1500.01A)
4. **Audit Schedule Can Include Assurance, Consulting and Follow-Up Audit Activities**
5. **Audit Schedule Will Allow for Contingencies**

In order to participate in special projects or consultations on an as needed basis the audit schedule will not allocate all of the Office of the Internal Auditor's available hours for each year but will provide some unscheduled time to allow audit activities to be added during the year.

6. **Interested Parties May Request Audit Services During the Year**

Audit services can be requested after the audit schedule is established and published by contacting the Office of the Internal Auditor. (PRO-U1500.01B)

7. **Audit Committee Will Approve All Significant Unscheduled Audit Requests Before Audit Commences** (PRO-U1500.01B)

If the unscheduled audit request is estimated to require more than one week to complete, the Audit Committee must approve the request. The Internal Audit Director will forward all unscheduled requests to the Audit Committee with the President's recommendation. The Audit Committee discusses the request with the President and Internal Audit Director as deemed appropriate. Internal Audit Director will notify the President or designee about the approved, unscheduled audit requests.

POLICY

An exception to this policy exists when the Internal Audit Director reasonably deems that an emergency exists and all members of the Audit Committee are unavailable to approve the request. If both of these conditions are present, the Internal Audit Director will contact the President to obtain approval or denial of the request for audit services and notify the Audit Committee as soon as possible. However, if the audit request raises concerns about the President, the Internal Audit Director will seek approval or denial of the request for audit services from the Board Chair and notify the Audit Committee and President as soon as possible.

8. Internal Audit Director Can Approve Short Term Unscheduled Audit Requests

A short term audit request is an audit activity that is estimated to take less than one week to complete.

9. Interested Parties Can Contact the Office of the Internal Auditor Directly to Obtain Advice

POLICY

Effective Date: October 6, 2006
Approved By: Board of Trustees

Authority: Internal Audit Charter

Cancels: Policy approved by President's Council
effective September 16, 2002

See Also: POL-U1500.01

POL-U1500.02 DISTRIBUTING ~~ANNUAL~~ INTERNAL AUDIT SCHEDULE

This policy applies to the Office of Internal Auditor's ~~Annual~~ Audit Schedule.

1. Internal Audit Director Distributes Approved ~~Annual~~ Audit Schedule

The Internal Audit Director will send the Audit Committee, President, Provost, and Vice Presidents a copy of the approved ~~annual~~ audit schedule.

2. Audit Committee, President, Provost ~~A~~ and Vice Presidents Distribute Approved Audit Schedule ~~To~~ Their Appropriate Staff

POLICY

Effective Date: October 6, 2006

Approved By: Board of Trustees

Authority: Internal Audit Charter

Cancels: Policy approved by President's Council
effective September 16, 2002

See Also: POL-U1500.01

POL-U1500.02 DISTRIBUTING INTERNAL AUDIT SCHEDULE

This policy applies to the Office of Internal Auditor's Audit Schedule.

1. Internal Audit Director Distributes Approved Audit Schedule

The Internal Audit Director will send the Audit Committee, President, Provost, and Vice Presidents a copy of the approved audit schedule.

2. Audit Committee, President, Provost and Vice Presidents Distribute Approved Audit Schedule to Their Appropriate Staff

PROCEDURE

Effective Date: October 6, 2006

Approved By: Board of Trustees

Authority: Internal Audit Charter

Cancels: Procedure approved by President's Council
effective September 16, 2002

See Also: POL-U1500.01

PRO-U1500.01A CREATING THE ~~ANNUAL~~ INTERNAL AUDIT SCHEDULEAction by:Action:Internal Audit
Director

1. **Creates** a memorandum notifying Audit Committee, President, Provost, Vice Presidents, Deans, Directors and Chairs that the Office of the Internal Auditor is establishing ~~the their annual~~ Audit Schedule for the succeeding two year period. This memo also solicits suggestions for audit services and identification of university risks.
2. **Sends** memorandum requesting management's audit priorities to University management via interoffice mail or e-mail system.
3. **Performs** a risk assessment of the University's programs and departments, **reviews** prior audit work and prior denied audit requests and **considers** prior communications with university's external auditors regarding university operations and risks.
4. **Consults** with University Internal Control Officer (ICO) to discuss ICO's annual risk assessment to identify risks to be considered for audit.

Provost, Vice President,
Deans, Directors &
Chairs

5. **Calls, Writes, E-mails or Faxes** the Internal Audit Director to notify the auditor of their request(s) for audit services.
6. **Meets or talks** on phone with Internal Audit Director to discuss specific request for audit services, if necessary.

Internal Audit
Director

7. **Documents** all audit requests by President, Provost, Vice Presidents, Deans, Directors and Chairs.
8. **Compiles** all audit requests for discussion with the President or designee from steps 3, 4, 5 and 6.
9. **Meets** with the President or designee, **discusses** management's and Internal Audit's lists of audit priorities and **obtains** the President's audit priorities.

PROCEDURE

Action by:

Action:

- | 10. **Creates** a preliminary ~~annual~~-Audit Schedule.
- | 11. **Meets** with Audit Committee, **discusses** preliminary ~~annual~~-Audit schedule document and **obtains** Audit Committee’s audit priorities.
- | Audit Committee 12. **Reviews** preliminary ~~annual~~-Audit Schedule and **discusses** audit priorities with Internal Audit Director and staff.
- | Internal Audit Director 13. **Creates** final Audit Schedule and **sends** to Audit Committee for approval.
- | Audit Committee 14. **Approves** the ~~annual~~-Audit Schedule.

PROCEDURE

Effective Date: October 6, 2006

Approved By: Board of Trustees

Authority: Internal Audit Charter

Cancels: Procedure approved by President's Council
effective September 16, 2002

See Also: POL-U1500.01

PRO-U1500.01A CREATING THE INTERNAL AUDIT SCHEDULEAction by:Action:Internal Audit
Director

1. **Creates** a memorandum notifying Audit Committee, President, Provost, Vice Presidents, Deans, Directors and Chairs that the Office of the Internal Auditor is establishing the Audit Schedule for the succeeding two year period. This memo also solicits suggestions for audit services and identification of university risks.
2. **Sends** memorandum requesting management's audit priorities to University management via interoffice mail or e-mail system.
3. **Performs** a risk assessment of the University's programs and departments, **reviews** prior audit work and prior denied audit requests and **considers** prior communications with university's external auditors regarding university operations and risks.
4. **Consults** with University Internal Control Officer (ICO) to discuss ICO's annual risk assessment to identify risks to be considered for audit.

Provost, Vice President,
Deans, Directors &
Chairs

5. **Calls, Writes, E-mails or Faxes** the Internal Audit Director to notify the auditor of their request(s) for audit services.
6. **Meets or talks** on phone with Internal Audit Director to discuss specific request for audit services, if necessary.

Internal Audit
Director

7. **Documents** all audit requests by President, Provost, Vice Presidents, Deans, Directors and Chairs.
8. **Compiles** all audit requests for discussion with the President or designee from steps 3, 4, 5 and 6.
9. **Meets** with the President or designee, **discusses** management's and Internal Audit's lists of audit priorities and **obtains** the President's audit priorities.

PROCEDURE

Action by:

Action:

- | | |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| | 10. Creates a preliminary Audit Schedule. |
| | 11. Meets with Audit Committee, discusses preliminary Audit schedule document and obtains Audit Committee’s audit priorities. |
| Audit Committee | 12. Reviews preliminary Audit Schedule and discusses audit priorities with Internal Audit Director and staff. |
| Internal Audit Director | 13. Creates final Audit Schedule and sends to Audit Committee for approval. |
| Audit Committee | 14. Approves the Audit Schedule. |

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees
FROM: Catherine Riordan, Provost
DATE: April 16, 2010
SUBJECT: Employment Appointment of Cyndie Shepard
PURPOSE: Action Item

Purpose of Submittal:

Pursuant to Western Washington University Board of Trustees Rules of Operation, Section 070(3), Authority, Powers, and Duties of the President, employment matters related to the hiring of the President's relatives is delegated to the Provost. The Provost has responsibility for personnel matters, including salary, of any such employee, subject to review by the Board of Trustees.

Provost Riordan is requesting the Board's review and approval of the report on employment matters related to President Shepard's spouse, Cyndie Shepard, in academic years 2008-2009 and 2009-2010.

Proposed Motion:

Moved, that the Board of Trustees of Western Washington University, upon the recommendation of the Provost, accepts and approves the Provost's report regarding the employment of Cyndie Shepard and ratifies her appointment as a substitute teacher in academic years 2008-2009 and 2009-2010, and as a teacher for a three-hour youth course in Summer 2009.

Background:

On May 20, 2009, President Shepard wrote a memorandum to [then] Provost Dennis Murphy, reminding him of the provision in the Board's Rules of Operation [Section 070(3)] regarding the Provost's responsibilities regarding the hiring of Cyndie Shepard or any other relative of the President.

There is no record of that memorandum being delivered to the faculty contract administrator until February 2010.

On June 2, 2009, [then] Dean Riggins, College of Fine and Performing Arts, completed a performance evaluation of Cyndie Shepard's work during academic year 2008-2009, which included verification of compliance with appropriate standards and commending her work.

Employment Appointments of Cyndie Shepard:

In December 2008, Cyndie Shepard was asked by Cher Carnell, Dance Program Senior Instructor, to substitute for a faculty member on temporary leave in Winter Quarter 2009:

- Winter Quarter 2009 for substitute teaching for faculty on leave one two-credit class at \$1,250 per credit for \$2,500

In January 2009, Cyndie Shepard was again asked to substitute for the faculty member in Spring Quarter 2009:

- Spring Quarter 2009 for substitute teaching for faculty on leave one two-credit class at \$1,250 per credit for \$2,500
- Spring Quarter 2009 substitute teaching for faculty on temporary leave for six hours for \$300

The following are other courses Cyndie Shepard was asked to fill from Summer 2009 and academic year 2009-2010:

- Summer Quarter 2009 for teaching three hours for Dance Academy for Youth for \$250
- Fall Quarter 2009 for substitute teaching for a faculty member for two class meetings for \$100
- Winter Quarter 2010 for substituting for a faculty member for one class meeting – for \$75
- Spring Quarter 2010 for substitute teaching for faculty on temporary leave for one two-credit class at \$1250 per credit for \$2,500

Summary:

In July 2009, Catherine Riordan became Western's Provost; and a new Dean of the College of Fine and Performing Arts, Daniel Guyette, assumed his responsibilities in June 2009.

The Provost has delegated appointing authority for temporary faculty appointments to the Deans of the various colleges as did previous provosts:

1. Those contractual appointments for a duration of one or two quarters are effected through an electronic contracting process involving the chair, dean, and instructor.
2. For offers of temporary employment to occur over all three quarters in a regular academic year, written letters of offer require handwritten signatures of the deans, chairs, and proposed instructor.

The Provost does not ordinarily sign or review such contracts. However, such contracts are reviewed and processed by staff in the Provost's Office.

As to relatives of the President, the Provost does have the responsibility pertaining to making letters of offer, evaluations, salary modification, and supervision of any such employee.

To ensure that the Provost exercises such responsibility as contemplated by the Board of Trustees Rules of Operation, she has directed that any e-form faculty contract or letter of offer pertaining to Cyndie Shepard include her signature. The Provost will also report annually to the Board of Trustees any such contract activity.

The Provost therefore submits this report for a 15-month period, but proposes to submit such report on an annual basis hereafter. Should there be proposals from any college for hiring Cyndie Shepard into any employment positions other than substitute teaching, the Provost will submit such to the Board prior to any letters of offer and prior to the commencement of the proposed employment.

Supporting Information:

WWU Board of Trustees Rules of Operation – Please refer to Section 070(3)

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Stephanie Bowers
Vice President for University Advancement and
Executive Director, WWU Foundation

DATE: April 16, 2010

SUBJECT: **Campaign Priorities**

PURPOSE: Discussion Item

Purpose of Submittal:

Provide an update to the Board on Campaign Priorities.

POLICY

Effective Date: June 13, 2003

Approved By: Board of Trustees

Authority: RCW 28B.35.120; WWU Board Rules of Operation, Section 020(3)S

Cancels: This policy revises, merges and replaces all previous naming policies including but not limited to *Facilities: Naming University Facilities* (POL 3680 and POL 350-30).

POL-U6000.02 NAMING UNIVERSITY FACILITIES

This policy applies when naming university facilities in honor of an individual or group of individuals.

Definition:

- **University Facilities:** All university buildings, wings, labs, classrooms, lecture halls, libraries, meeting spaces, offices and all interior components; recreational or athletic facilities, plazas, fountains, roadways, parks and other natural or physical external features of university property. This policy does not apply to the naming of colleges, institutes, programs, endowments or scholarships.

1. Board Of Trustees Authorizes The Naming Of University Facilities

The Board of Trustees reserves unto itself the authority, "To name buildings and facilities in honor of a person or persons." [WWU *Board of Trustees Rules of Operation*, Section 020(3)S.]

2. The Office Of The President Administers And Implements This Policy

- The Trustees delegate authority to the president to engage in preliminary discussions for a specific naming opportunity, in consultation with the Trustee Liaison to the WWU Foundation.
- The Vice President for University Advancement is responsible for recommending appropriate recognition levels.

3. The Naming Of A University Facility For An Individual Or Group Of Individuals Is A High Honor

4. Consideration May Be Given For Naming University Facilities When A Monetary Gift To The University Or Its Foundation Is Made

- Consideration may be given to naming facilities to recognize a benefactor or benefactor's designee whose financial contributions to the university represent significant philanthropy in the history of the campus.

POLICY

- Consideration may be given to naming facilities to recognize a benefactor or benefactor's designee whose gift represents some or all of the costs of a specific project. Recommended recognition level in this case will be based on the current needs of the University and gifts that represent an amount equal to if not greater than gifts donated by individuals or entities for whom University facilities have been named in the past.

5. **Consideration May Be Given For Naming University Facilities Without A Monetary Gift To The University**

- Consideration may be given to naming facilities without a gift to the university if an individual has achieved distinction in academic, administrative, service, or other exceptional ways that have contributed significantly to the welfare of the University.
- Facilities will not be named for current government officials, current university employees, or current trustees.

6. **The Integrity Of The Benefactor Will Be Maintained**

No naming will be approved or continued (once approved), that will call into serious question the public respect of the University.

7. **Monetary Gifts Will Be Honored In Perpetuity**

Once a university facility has been named after a benefactor, it will be honored in perpetuity. The University reserves the right to determine the form which such recognition may take, in the event that circumstances change, e.g., a facility no longer exists.

8. **A Plaque Or Other Commemorative Tribute May Be Placed To Acknowledge The Individual Or Group Of Individuals For Whom A Facility Is Named**

A plaque or memorial may be installed within or outside the facility to acknowledge the person or persons for whom it is named.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: Bruce Shepard, President for Steve Swan, Vice President for University Relations

DATE: April 16, 2010

SUBJECT: **Legislative Update**

PURPOSE: Discussion Item

Purpose of Submittal:

Steve Swan, Vice President for University Relations, and Sherry Burkey, Associate Vice President for University Relations will give an update on legislative activities.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: Bruce Shepard, President

DATE: April 16, 2010

SUBJECT: "100 Conversations" Update

PURPOSE: Discussion Item

President Shepard will update the Board of Trustees on his highly successful "100 Community Conversations" initiative. Ninety-four events have taken place since September 2009. He expects to have more than 100 Conversations completed by the end of April.

Supporting Information:

100 Community Conversations: Student-Recorder NOTES Overview and Summary

100 Community Conversations Student-Recorder NOTES Overview and Summary

To: Bruce Shepard

Fr: Dr. Carmen Werder
Director, Teaching-Learning Academy & Writing Instruction Support
Affiliated Faculty, Department of Communication

Betsy Bierer
Special Assistant to the VP, University Advancement

Date: March 3, 2010

Introduction

Below is an overview of six thematic categories emerging from the notes taken during the first three quarters of the 100 Community Conversations including a pie chart showing percentage of notes by theme, followed by a summary including shared perceptions, telling quotations (*italicized*), and representative questions (*bulleted*). This document reflects a summary of all notes submitted by February 26, 2010.

Six Major Themes

CAMPUS-COMMUNITY INTERRELATIONSHIP

~ emphasizes outreach, reciprocity, internships, experiential learning

COMMUNICATION AND MARKETING

~ focuses on both branding efforts and the desire/need to communicate WWU successes

RELATIONSHIPS AND INTERACTION

~ speaks to close student-teacher relationships, small classes, personal attention

INCLUSION AND ACCESS

~ addresses the goals of diversity and includes negatives associated with campus isolation

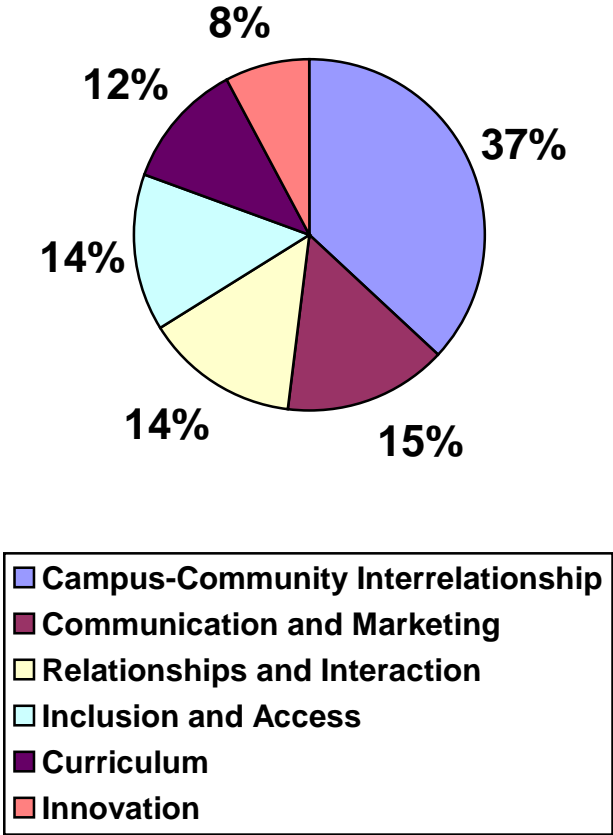
CURRICULUM

~ centers on courses; includes international studies, global awareness, cultural competency

INNOVATION

~ captures the desire to take risks, use new technologies, and be entrepreneurial

Percentage of Notes by Theme



Summary

The following shared perceptions, *telling quotations*, and representative questions highlight the shared meaning emerging from student-scribed notes across the six thematic categories.

CAMPUS-COMMUNITY INTERRELATIONSHIP

This category of comments is the largest and centers on a recurring refrain: Community members said they want to interact much more than they do with members of the campus community. They want to participate in and contribute to campus activities, and they want to gain from the expertise and energy of University members. Campus constituents seemed generally satisfied with the level of interaction between them and the surrounding community, but people off campus wanted to participate in special events as well as formal/ongoing exchanges, and many seek transformational partnerships. Some participants urged a stronger presence in the Seattle area.

I've lived in Bellingham for 15 years now and Western has seemed like it is just on the hill. Integrate the college into the community and the community into the college.

I know a lot of professors and know they're involved in the community. The student involvement is what I'm missing

Campus needs a central hub for community to come to.

Institutional resources should be accessible to community members whose taxes contribute to its support.

- What can WWU do for the public?
- How can WWU lead the community forward?
- How can the community connect with WWU?
- How to enhance our collaboration with Bellingham Technical College & Whatcom CC?
- What about a convention *for* the community?
- How is WWU making a difference in WA? In the region? Beyond?

COMMUNICATION AND MARKETING

These comments, making up the second most frequently occurring category, call for more detailed and broad-based messaging about what is happening at WWU. Community members expressed a sense of pride in WWU, but often did not know what specifically WWU is doing that grounds that sense of pride. They wanted to see more details of what's working at WWU; they wanted to feel part of Western's successes by at least knowing more about them. They urged using all forms of communication including having a virtual dialogue forum. A number of participants expressed their appreciation for being invited into these Conversations.

It is sad the word hasn't gotten out – it's (WWU) a hidden gem.

What are your strengths? I've lived here 7 years and I don't interact with it.

You say Western wants success, but I'm not sure what that looks like. I think the community should know what that success looks like.

- What is our best story to tell?
- What is the WWU brand?
- How might Western's logo be redesigned to be distinctive and more inviting?
- How might Western's homepage be redesigned to communicate more effectively?

RELATIONSHIPS AND INTERACTION

This set of comments calls for attention to personalized instruction, relationship-building, and human interaction. Parents often pointed to the faculty/staff-student interaction as high on their list of desirable traits in a Western education and worried that increasing class size would change that possibility; employers said they want to hire graduates who have strong interpersonal skills. In a number of sessions, the greatest emphasis was on building personal relationships; several alumni said the personal connections they made with faculty and staff were the best and most influential part of the Western experience. Several alumni said they would like to be virtual mentors.

*Western functions like a private school - small classes and connections- don't want to lose that. Western is considered to be a university that "takes care of its students."
The brand of Western is "growing the individual."*

- How to maintain student connections with more students and fewer faculty?
- How well is WWU tracking alums and building relationships?

INCLUSION AND ACCESS

These comments point to an interest in several kinds of issues: ensuring that diverse groups including lower socio-economic students get into college, making Western even more supportive of non-traditional and under-represented students, enabling all students to move more smoothly and expeditiously through their degree programs, and even opening up more opportunities for community members to take Western courses.

Being a publically purposed university means being accessible financially, physically, and socially.

Compass2Campus is a great way to help first generation and lower income kids see that college is possible for them. Why not extend the model to students of color.

Recruiting students of color requires different strategies than recruiting the general population.

We can't just recruit students from under-represented groups; we need to support them by knowing their unique needs.

- How to protect students from lower socio-economic situations as tuition rises?
- What does a publicly purposed university look like for students of color?
- How to sustain a genuinely welcoming, safe campus both physically and emotionally?
- How to promote more interaction between the diverse individuals/groups we have?
- How can the community access campus resources/activities when parking is so difficult?

CURRICULUM

Comments in this category address specific suggestions for ways to enhance coursework and degree programs in ways that will more directly benefit the community/public good. In particular, participants mentioned more attention to teaching cultural competency and global awareness not only by offering opportunities for international travel, but also by studying other cultures and languages. Some voiced a desire for interdisciplinary studies. Business representatives urged sustaining a broad liberal arts foundation while fostering professional skills; said they need to be integrated. Many parents said they expect their sons and daughters to receive both the credentials and the knowledge and skills to gain employment and be successful. A number quite pointedly called for reducing time to degree/offering more opportunities to count internships toward degree requirements.

Faculty need to learn culturally competency in order to teach it.

Need more emphasis on application of knowledge.

Academic programs should drive and inspire community partnership initiatives.

(Have) a Nursing program.

Stop measuring the time to degree in 6 years!

Students need to come out of school running – fully ready and prepared for business

- Why does it have to take 5 years or more to finish? Why not reduce credits needed?
- How to stay the course of a strong liberal arts education and respond to external pressures and budget cuts?
- What about a model so students can choose various paths of general ed requirements?
- How to integrate coursework with experiential learning?

INNOVATION

While this category of comments represents the smallest in terms of number, calls for greater inventiveness are implicit in many comments grouped in other categories as well. Participants urged being entrepreneurial in the long-term, taking greater risks in creating new alliances and expanding signature programs, while retaining existing quality programs. Many saw sustainability as a natural path for being innovative. A number applauded the Compass2Campus program and urged expanded versions of student-to-student mentoring at WWU.

Offer classes after hours and downtown – to help revitalize downtown

Sell dorms to private companies

Partner with St Joes to offer medical programs

Get involved in Ski to Sea

Cater to the growing retired population in Bellingham.

Organize alumni to lobby and fundraise.

- Would it be possible for a business to pay for a course or a series of courses?
- Could WWU charge higher tuition for some programs? Could WWU charge lower tuition for early morning/evening courses and higher tuition for prime time courses?
- Could a CBE partnership with Huxley help to develop grants for sustainability?
- To what extent can Western be an active partner in developing the Waterfront?

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard on behalf of Vice President Eileen V. Coughlin

DATE: April 16, 2010

SUBJECT: Out-of-State Student Growth

PURPOSE: Discussion Item

Purpose of Submittal:

To present a plan for increasing enrollment of high-achieving, non-resident students and generating additional revenue. Prepared for the April 2010 meeting of Western's Board of Trustees by Karen Copetas, Director of Admissions and Enrollment Planning

Supporting Information:

See attached.

Out-of State Student Growth

“My mailbox had been stuffed with catalogs from schools across the nation. However, I knew that while I am seeking an excellent university education, I also want a school that is true to my personality and interests. Lured at first by the climate and then by the financial incentives of a WUE scholarship, I began to research various schools in the Pacific Northwest. After visiting [several] and exploring their academic programs, the area and the people, Western Washington rose to the top of my list.” —National Merit finalist, 4.0 GPA from Wyoming

Goals/Plan for 2010/11 and 2011/12 Admissions cycle

- Strategically invest in “revenue generating” tuition waivers for high achieving non-resident freshmen in order to make progress in achieving Western’s non-resident enrollment target
 - Increase non-resident enrollment by 60 freshmen in Fall 2010 and 120 in Fall 2011
 - Current non-resident enrollment is 7.2% of on-campus and 6.8% of total enrollment, among the lowest percentage of non-residents in the state of Washington
- Increase enrollment of high-achieving, non-resident freshmen (3.7 GPA/1200 SAT or higher)
 - Particularly important as Washington is experiencing significant demographic changes, and we also begin to realize a predicted decrease in the number of high school graduates
 - The current non-resident applicant pool includes a significant number of high-achieving students whose yield:
 1. Will increase significantly if offered a tuition waiver in the form of the Western Undergraduate Exchange (WUE) which is a regionally publicized and very well-known program that encourages public universities in the 14 western states to reduce non-resident tuition to 150% of resident tuition, or
 2. Will increase at a lesser rate, but still higher than current yield, if offered the Western Achievement Award (WAA), a waiver valued at \$4,000 per year for four years
- Increase revenue by \$150,000 in 2010-11 and \$300,000 in 2011-12
 - As recipients of WUE and WAA pay higher tuition than residents, increasing their numbers will generate additional tuition revenue

- Increase visibility of WWU through the country, particularly in our growing feeder states of California, Colorado, Arizona and New Mexico; and our traditional feeder states of Alaska, Idaho, Utah, Montana, and Oregon, where we have steadily been losing market share - thus helping to generate additional applications beginning Fall 2011.

While reaching Western's non-resident enrollment targets will still be a stretch without additional investment in recruitment efforts, capitalizing on the PR provided by participation in the WUE program will certainly move Western in that direction more rapidly than we have moved in the past eight years.

Added benefits include:

- As selection criteria are guidelines rather than guarantees, they can be adjusted as needed to achieve enrollment targets, i.e., we are not locked into anything for future cohorts
- WUE selection criteria at WWU will continue to be significantly more competitive than at other participating institutions, reinforcing our reputation as a selective and high-quality institution
- A ripple effect where Athletics, Music, Fairhaven and the Honors Program — areas with a vested interest in non-resident recruitment — also benefit
- Increased non-resident retention and graduation rates, and thus increased overall retention and graduation rates
- Increased non-resident enrollment has a positive impact on the perception of resident students. Watching the shoulders of Washington parents and students lift when they realize the high regard and strong interest in Western from outside of the state is amazing.
- Increased regional and national awareness of WWU can only help contribute to the employment market of our graduates, recruitment efforts of new faculty, regional and national rankings of WWU, etc.

Immediate and long term planning considerations include:

- Impact on the Honors program – currently under discussion
- Differences in course/major selection of high achieving students compared to the students they replace – currently under discussion
- Additional institutional investment in non-resident recruitment efforts – currently under discussion
- Long term goals for non-resident enrollment, including a growth in international students – requires institutional review

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees
FROM: Peggy Zoro, Chair, Board Audit Committee
DATE: April 16, 2010
SUBJECT: **Board Audit Committee Report**
PURPOSE: Information Item

Purpose of Submittal:

To report to members of the Board of Trustees and the university president and his staff topics related to the Board Audit Committee.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees
FROM: President Bruce Shepard on behalf of Vice President Eileen V. Coughlin
DATE: April 16, 2010
SUBJECT: **Enrollment and Admissions Summary**
PURPOSE: Information Item

Purpose of Submittal:

To provide a general update on enrollment and admissions

Supporting Information:

See attached.

April 2010 Enrollment and Admissions Report

Prepared by Karen Copetas, Director of Admissions and Enrollment Planning

While overall interest in Western remains high, trends to watch include an increase in requests for application fee waivers, an 18% increase in financial aid applications (as well as an increase in requests for new student scholarship consideration), and an increase in applications from Whatcom County students – all potential signs of an increase in economic hardship.

Fall 2010 – freshman applications

With a freshman application deadline of March 1, the majority of freshman applicants will know their admissions decision by the end of the week. Highlights include:

- 9,300 applications (compared with 9,621 for Fall 2009); out-of-state and student-of-color applications are slightly up
- The average GPA of admitted freshmen is a 3.56 compared with 3.57 in Fall 2009
- With 6,746 admits, we are on track to enroll a freshman class of 2,650 – 2,700. We also will have 300 students on a wait list if needed. The wait list at Western is not ranked until we know if space is available and that generally does not happen until after the May 1 confirmation date. Admission does not ensure enrollment as the average student applies to four to six colleges.
- Events to encourage enrollment include:
 - Western Preview – April 10; on-campus visit day which will bring nearly 2,000 admitted freshmen and family members to campus
 - Discovery Days – Friday afternoon programs for prospective students/family members
 - Weekday and Saturday campus tours
 - Weekday campus tours – please be welcoming as you see large tours at 10:15 and 2:15
 - Several days of Phonathon – WWU students calling admits
 - Take 10 – faculty contacting high achieving admits
 - Regional yield events (supported by the parent fund of the Western Foundation) and piggy-backing on to regular recruitment travel:
 - Whatcom County, Portland, Boise, Denver, San Francisco Bay area, San Diego
- Confirmations are 9.7% ahead of last year, primarily due to earlier notification of admission. Non-resident confirmations are up 34%, primarily from Colorado and California (relatively small numbers as only 10 – 11% of the incoming class will be non-residents)

Fall 2010 – transfer applications

With an application deadline of April 1, we expect to receive 500 to 600 applications in the next few days.

- Application numbers are virtually the same as last year
- Transfer admits are running behind due to processing delays, not a drop in applicant quality
- On-campus transfer target is 750 to 800, compared with 791 transfers enrolled in Fall 2009

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Stephanie Bowers
Vice President for University Advancement and
Executive Director, WWU Foundation

DATE: April 16, 2010

SUBJECT: **Alumni Association Report**

PURPOSE: Information Item

Purpose of Submittal:

Provide an update to the Board on Alumni Relations activities.

Supporting Information:

Report attached

OFFICE OF ALUMNI RELATIONS

News

Alumni Association membership has seen a 4.6% growth over the last 12 months, growing to 2,950 members.

We continue the quarterly distribution of eCommunications to more than 40,000 alumni including; the eNewsletter *Western Wire* with an average open rate of 21%; the *Alumni eCalendar* with an average open rate of 15%; and individual college eNewsletters with an average open rate of 30% with 0% unsubscribe rate.

The Grad Pack for graduating seniors has increased with 22% of the graduates who participated in the March commencement purchasing a Pack. The Packs include Western gear and a membership in the Alumni Association.

Part of the role of the Alumni Association is to build pride, loyalty and lifelong connections to Western in order to strengthen the University. Developing exciting programs that appeal to alumni and connect them to the story of Western is vital. The Western Alumni Association is joining forces with the Office of New Student Services/Family Outreach, academic programs and student groups to host the most comprehensive reunion weekend Western has ever offered on May 14-16, The Back 2 Bellingham Alumni and Family Weekend. Huxley and Fairhaven will be holding reunions to celebrate their 40th anniversaries. Additionally, more than 28 individual departments, student organizations and other campus groups have reunions planned.

Alumni Events

Ongoing broad-based engagement opportunities that provide opportunities for alumni to engage with Western continue to be a focus.

Recent Programs include:

STUDENT PROGRAMMING

March 18 – Senior Celebration, Campus
March 20 – Commencement

YOUNG ALUMNI PROGRAMS

February 6 - Curling in Canada, Canada
February 25 - Rock & Bowl, Bellevue, WA

BROAD-BASED ALUMNI PROGRAMS

February 13 - Wine Tasting in Issaquah, WA
March 12– Wine Tasting in Olympia, WA
March 13 – Wine Tasting in Portland, OR

Upcoming Programs:

STUDENT PROGRAMMING

June 9 – 10 – Senior Celebration, Campus
June 11 – Outstanding Grad Celebration

June 12 - Commencement
January 29, 2011 – Alumni Scholarship Dinner, Campus

BROAD-BASED ALUMNI PROGRAMS

May 13 - Alumni Awards Celebration, Western's Campus
May 14 – 16 – All Alumni Reunion: Back 2 Bellingham Weekend
September 8 – Get Your Blue On BBQ & Blue Grass Concert, Campus
September 24 to 26 - Tour to Eastern WA Wine Country
October 29 – November 4 - Alumni Campus Abroad - Tour of Italy

GOLDEN VIKING PROGRAMS

July 14-15 - Golden Vikings' Reunion, Campus
July 16 - Grandparents U BBQ, Campus

WESTERN WASHINGTON UNIVERSITY

Capital Program Report

Board of Trustees

April 16, 2010

MAJOR CAPITAL PROJECTS

- **Miller Hall Renovation**

The Miller Hall Renovation project is currently approximately 40% through the construction of Phase 1, renovation of the 1960's wing. The General Contractor/Construction Management contractor, Dawson Construction, and the A/E team led by Mahlum are working with University staff as the construction work progresses.

The General Contractor/Construction Manager has determined, and WWU Capital Programs staff agree, that the renovation is on schedule. Work is continuing in the 1960's wing as well as portions of the basement in the 1940's building. Limited demolition and construction in a portion of the 1940's building for the new electrical room has started. Phase 1 of the work will continue until substantial completion on August 18, 2010. Current occupants of the 1940's wing will then be relocated into new and temporary offices in the renovated 1960's building prior to the start of fall quarter. Renovation of the 1940's building follows immediately thereafter with renovation scheduled to be complete by the Fall of 2011.

Woodring College of Education is occupying temporary offices in the 1940's portion of Miller Hall and will do so for approximately another six months until they can move into the renovated phase 1 building.

- **Buchanan Towers Addition**

Framing is complete on the three new residential towers and the contractor is completing framing on the tie-in to the existing building and the new café/entry structure. The tower structures are roofed. Mechanical, plumbing, and electrical system installation is underway. Work has begun to enclose the building with exterior waterproofing and finishes. The University continues to monitor the contractor's schedule very closely and has increased its resources devoted to project oversight.

OTHER CAPITAL ITEMS AND PROJECTS OF INTEREST

- **Chemistry Building Addition**

Construction for this project is nearing completion. Site improvement work is concluding. Architectural finish work is well underway. Final laboratory casework and fixed equipment connections are being installed. Additionally, the building is being provided with an upgraded standby power system to provide code required separation between emergency power and standby power.

In the coming weeks, building commissioning will begin, which involves testing and calibrating building systems and lab equipment.

The Chemistry Building Addition is scheduled to open Summer Quarter 2010.

- **Wilson Library Special Collections**

Construction is now complete and the construction contract is in the process of being closed.

- **2011-13 Capital Planning Process**

The April 15 Board meeting will include a discussion about the capital planning process and the draft 2011-2013 Capital Budget Request and 2011-2021 Capital Plan. Refinement of the request and plan will occur in April and May with a final 2011-2013 Capital Budget Request presented to the Board in June.

For more information about the major projects please visit our Facilities Management website at <http://www.wvu.edu/depts/fm/Services/FDCA/index.html>.

For more information about the Capital Program and the 2011-13 Capital Planning Process see <http://www.wvu.edu/wvuarchitect/>.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Stephanie Bowers
Vice President for University Advancement and
Executive Director, WWU Foundation

DATE: April 16, 2010

SUBJECT: **Development Report**

PURPOSE: Information Item

Purpose of Submittal:

Provide an update to the Board on Western Washington University Foundation activities.

Supporting Information:

Report attached

OFFICE OF DEVELOPMENT

By April 1, 91 of the "100 Community Conversations" had occurred with many more still on the schedule to be completed by the end of the month. Conversations continue to be wide-ranging and very informative. For many of the guests, this has been their first engagement with Western and they have left with very positive impressions of the University.

The March 18 Bellingham Business Forum was a sell-out with 300 guests in attendance. Our speaker, Bill Ayer, President of Alaska Air, spent two hours on campus prior to his presentation and visited students and faculty from the Vehicle Research Institute, Industrial Design program and met with Huxley Dean Brad Smith. His keynote at the event was extremely well received.

The Seattle Business Forum will occur on Friday, May 7, with Tod Leiweke, CEO of the Seattle Seahawks and Seattle Sounders, as the keynote speaker. The event will be held at the Seattle Sheraton and Western-in-Seattle committee members are soliciting sponsorships. Lead sponsors to date include Moss Adams, Oles Morrison Rinker & Baker and Wells Fargo Bank.

Prior to the Seattle Business Forum, the inaugural "Convening of Advocates" Breakfast will be held at the Sheraton at 10:00 AM. Advisory board members from colleges and departments, trustees, Foundation and Alumni Board members and key advocates have been invited to this presentation by President Shepard on what has been heard during the "100 Community Conversations."

Gifts of Note

A gift of \$100,000 from an anonymous donor to purchase two vans for the Geology Department to be used for student transportation for regular field trips.

An estate gift of \$100,000 from alumna Patricia Swenson to support scholarships.

A total of \$70,000 from BP West Coast Products, SAE Northwest Section and SAE International to provide support to the Mini Baja vehicle through the Vehicle Research Institute.

A commitment of \$40,000 from alumnus Bert Halprin to provide funding to digitize decades of past issues of The Western Front.

A gift of \$20,000 to establish a scholarship endowment from Louis Graham.

\$25,000 from Moss Adams to sponsor the 2010 Seattle and Bellingham Business Forums.

Upcoming Events

May 7 – Convening of Advocates Breakfast, 10:00 AM, Seattle Sheraton

May 7 – Seattle Business Forum, noon, Seattle Sheraton

May 26 – Seattle President's Club reception, Wright Space, Seattle

June 4 – Quarterly Foundation Board meeting

June 4 – Bellingham President's Club recognition event, WWU campus

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Provost Catherine Riordan

DATE: April 16, 2010

SUBJECT: **Quarterly Report on Grants & Contracts**

PURPOSE: Informational Item

Purpose of Submittal:

Information from the Office of Research and Sponsored Programs concerning grant awards for the period January 1, 2010 – March 31, 2010.

Supporting Information:

- Grant awards/totals for the period 1/1/10 – 3/31/10
- Grant awards for the period 7/1/09 – 3/31/10

The total amount of grants and contracts received this period was \$1,178,391. This includes both new awards and additions to existing awards.

Department	Award Total	# New Awards	# Additions
Biology	\$ 122,216	2	
Business & Economics	20,000	1	
Chemistry	44,960	1	
Geology	14,986	1	
Huxley	40,020	2	
Mathematics	42,447		1
Physical Ed, Health & Recreation	11,375	1	
Public Safety	2,261	2	
Shannon Pt Marine Center	875,004	4	1
Student Affairs	442		1
Western Gallery	4,680	1	
Total	\$1,178,391	15	3

SUBJECT: Grant Awards for the period 7/1/09-3/31/10

Department	7/1/09- 9/30/2009	10/1/09- 12/31/2009	1/1/10- 3/31/2010	4/1/10- 6/30/2010	Fiscal Year 2009-10
Anthropology	\$ 68,055				68,055
Biology	306,738		122,216		428,954
Business & Economics			20,000		20,000
Campus Compact	348,343	\$ 16,500			364,843
Canadian/Am Studies	133,602	30,681			164,283
Center for Economic Vitality	330,860	619,120			949,980
Center for International Studies	86,000				86,000
Chemistry	100,000	47,161	44,960		192,121
College Business & Economics		9,144			9,144
Critical Juncture Institute	103,500	22,050			125,550
Eng/Technology	38,295				38,295
Geology	530,152	80,537	14,986		625,675
Huxley	332,554	879,438	40,020		1,252,012
Mathematics			42,447		42,447
Physical Educ, Health & Recreation		74,714	11,375		86,089
Physics/Astronomy	100,000				100,000
President's Office	4,500				4,500
Public Safety			2,261		2,261
Science, Math & Tech Education	574,615	268,912			843,527
Shannon Point Marine Center	93,324	80,808	875,004		1,049,136
Student Affairs		10,112	442		10,554
Western Gallery			4,680		4,680
Woodring College of Education	1,492,898	54,175			1,547,073
					-
					-
Total	\$ 4,643,436	\$ 2,193,352	1,178,391	-	8,015,179
					8,015,179

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees
FROM: President Bruce Shepard by Steve Swan, V.P. for University Relations
DATE: April 16, 2010
SUBJECT: **University Relations Report**
PURPOSE: Information Item

Purpose of Submittal:

A written report is provided on the recent activities of University Relations.

Supporting Information:

Report Attached

**WESTERN WASHINGTON UNIVERSITY
OFFICE OF UNIVERSITY RELATIONS**

REPORT FROM THE VICE PRESIDENT TO THE BOARD OF TRUSTEES

Government Relations

While there has been a good deal of activity at the federal level in Washington, D.C., things have been very quiet in Olympia as a result of the special session that was called by Governor Christine Gregoire because of the failure of the legislature to pass a state budget for 2010-11.

President Shepard and Vice-President Swan traveled to Washington, D.C. on February 22 to 24 to meet with the state's senators and Congressman Rick Larsen to introduce the four appropriation requests that would be submitted by Western for their consideration. Face-to-face meetings were held with Senator Cantwell and Congressman Larsen along with several staff members, and with Evan Schatz, the Legislative Director for Senator Murray, and one other key staff member.

The four requests submitted by Western were for funding for the following proposals:

- The Canadian Border Policy Institute, \$850,000, for a program titled "Augmenting Trade without Compromising Security. The project would examine a broad range of issues and factors affecting cross-border commerce and tourism. The project would directly help American competitiveness and thus spur economic growth both in Washington State and elsewhere in the U.S. Within Washington, the communities along the I-5 corridor would most benefit from the project.

- National Center for Economic Vitality, \$2.2 million, to create the NCEV which would provide a centralized source of resources, tools, training, and certification of economic gardening efforts that will result in creating and saving jobs in Washington and across the nation. Economic gardening is an economic development strategy that uses sophisticated business research tools and technical assistance to support entrepreneurial activities resulting in the retention and expansion of businesses and creation of jobs. A national coordinated effort does not currently exist. WWU's current Center for Economic Vitality would serve as the model for this initiative.

- North Puget Sound Clean Ocean Training, Research, and Innovation Initiative, \$4.25 million, to fund a collaborative venture between Bellingham Technical College, Northwest Indian College and Western Washington University, that would address a number of different issues facing the North Puget Sound and beyond. This funding request would provide resources to help support the first phase of this two phase project.
 - Phase I has two core components.
 - The first is construction of a jointly occupied 15,000 square foot Gold LEED certified facility – The Northwest Center for Advanced Environmental Fisheries and Aquaculture Sciences.
 - The second is the development of a new two-year degree in Aquatic Conservation and Resource Management that can lead to a 4-year degree from WWU's Huxley College of the Environment.

 - Phase II
 - This phase will be used to harness the history, experience, and expertise of WWU, NWIC and BTC to prepare students from a wide range of socio-

- economic backgrounds for high quality, living wage jobs in species recovery, clean energy development and green marine technology.
 - The focus of this effort calls for construction of a second new facility on a former brownfield site adjacent to the current BTC fisheries facility on Whatcom waterway.
 - Such expansion will help to address the serious workforce shortages documented in the National Oceanic and Atmospheric National Marine Fisheries Service September 2008 report to Congress.
- Washington Campus Compact, \$300,000, to provide funding for an initiative titled: “Veterans and Students Service Initiative.” This initiative would assist veterans and college students to develop workforce skills, engage veterans in service activities, and create capacity for nonprofits to meet community needs. The program will run from Sept. 1, 2010 to August 31, 2011 (depending on availability of funding) and would be managed by WACC staff with two additional part-time AmeriCorps members providing assistance at service learning centers at:
 - Bellingham Technical College
 - Everett Community College
 - Northwest Indian College
 - Skagit Valley Community College
 - Whatcom Community College
 - Western Washington University

Lobbying was also conducted in support of the Student Access and Fiscal Responsibility Act (SAFRA) (H.R. 3221), which was a priority of the WWU Associated Students. This bill provided support for proposed Federal increases in Pell Grants, as well as changes to the federal student loan program. Encouragement was also provided to our elected official to increase the appropriation to the Federal Work Study program. At WWU, the allocation for Federal Work Study has been flat since 2005 and has decreased 8.4% since 2002.

The lobbying was indeed a good use of time and resources as the Health Care and Education Reconciliation Act of 2010 was recently passed by the Congress and signed into law by President Obama. The major highlights of the education portion of the bill are an increase in the investment in Pell Grants and the ending of the Federal Family Education Loan Program and switching fully to the Federal Direct Loan Program. Western converted to the latter program in 1997 because of the efficiencies it offers to students.

2010 Legislative Report

As of today, April 6th, the 2010 Legislative session is still not over. We will provide a more detailed report of the final operating, capital, revenue and other bills necessary to implement the budgets as soon as the session ends.

Below is a list of the bills with an impact on Western Washington University that have passed.

EDUCATION

E2SSB 6696: REGARDING EDUCATION REFORM

Prime Sponsor: Senator McAuliffe

Provides authority and specifies a process for the Superintendent of Public Instruction (OSPI) and the State Board of Education to implement an accountability system that recognizes successful schools and requires certain actions by school districts with persistently lowest-achieving schools, according to federal definitions.

Requires development and implementation of new classroom teacher and principal four-level rating evaluation systems with specified minimum criteria, and extends provisional status for non-supervisory certificated staff from two to three years. Establishes a new process for transferring principals to a subordinate position, which applies only to principals hired after the bill takes effect and in school districts with more than 35,000 students. Authorizes the Professional Educator Standards Board to accept proposals for new educator preparation program providers that include community colleges and non-higher education providers.

Requires all teacher preparation programs to administer a new evidence based assessment to all pre-service candidates beginning in 2011-12.

Authorizes the OSPI to provisionally adopt, by August 2, 2010, the Common Core Standard developed by a multi-state consortium, but prohibits implementation until the Legislature has an opportunity for review.

BUSINESS

E2SHB 1560: REGARDING COLLECTIVE BARGAINING AT INSTITUTIONS OF HIGHER EDUCATION

Prime Sponsor: Representative Conway

Certain universities and colleges may participate in multi-employer bargaining.

Late certifying bargaining units may submit a request for funds necessary to implement their collective bargaining agreements so long as a final budget has not been passed.

EHB 2519: ADDRESSING DUTY-RELATED DEATH BENEFITS FOR PUBLIC SAFETY EMPLOYEES

Prime Sponsor: Representative Green (SB 6407 Senator Eide)

Removes the ten-year service requirement in Law Enforcement Officers' and Fire Fighters' Retirement Plan 2 (LEOFF 2) and the Washington State Patrol Retirement System Plan 2 (WSPRS 2) for survivors of duty-related deaths to qualify for a survivor annuity.

Removes the actuarial reduction for a joint and 100 percent survivor option applied to survivor annuities in LEOFF 2 and WSPRS 2 for survivors of duty-related death and establishes a minimum survivor annuity of 10 percent in such cases.

Provides LEOFF and WSPRS duty-related death survivors an optional 36-month, rather than 24-month, lump-sum benefit in the provision that halts workers' compensation benefits upon remarriage.

Survivors who do not choose to receive a 36-month lump-sum payment upon remarriage remain eligible for a resumption of the monthly workers' compensation benefit if the new marriage ends in dissolution or the death of the new spouse.

Requires state higher education institutions to waive payment of all tuition, services, and activity fees for both the children and the surviving spouse of any law enforcement officer, firefighter, or Washington State Patrol Officer who died or became totally disabled in the line of duty.

HB 2575: EXPANDING THE MEMBERSHIP OF THE CAPITAL PROJECTS ADVISORY REVIEW BOARD

Prime Sponsor: Representative Upthegrove (SB 6278 Senator McDermott)

Expands the membership of the Capital Projects Advisory Review Board to 24 members. The additional member represents local public owners.

Regional transit authorities are added as an entity that selects the local public owners representatives.

EHB 2805: REGARDING PUBLIC WORKS INVOLVING OFF-SITE PREFABRICATION

Prime Sponsor: Representative Ormsby

Contracts entered into between September 1, 2010, and December 31, 2013, for certain public work projects must contain a provision requiring the submission of information about off-site prefabricated items produced outside Washington.

A bidder on a public works project that has failed to submit the specified information more than once between 2010 and 2013 will not be considered a responsible bidder.

HB 2858: REGARDING THE PURCHASING AUTHORITY OF INSTITUTIONS OF HIGHER EDUCATION

Prime Sponsor: Representative Appleton (SB 6413 Senator Fairley)

Purchases of personal services; materials, supplies, or equipment; or information services made by state institutions of higher education may be done through group purchasing organizations.

All of the other applicable purchasing policies and procedures remain in effect.

ESB 5041: ENCOURAGING STATE CONTRACTS WITH VETERAN-OWNED BUSINESSES

Prime Sponsor: Senator Kilmer (HB 1648 Representative Hope)

Creates a statewide program to increase procurement contracts with veteran-owned businesses.

State agencies are encouraged to award 3 percent of all procurement contracts under \$35,000 to veteran-owned businesses.

POLICY

ESHB 2617: ELIMINATING CERTAIN BOARDS AND COMMISSIONS

Prime Sponsor: Representative Driscoll

Forty-five statutory boards, commissions, committees, or councils are eliminated. Where appropriate, duties are transferred to the agency that the board, commission, committee, or council advises. All tangible property in the possession of a terminated entity is transferred to

the custody of the entity assuming the responsibilities. If the responsibilities of a terminated entity are also terminated, documents and papers shall be delivered to the State Archivist, and equipment or other tangible property to the Department of General Administration. Any contractual rights and duties of the eliminated board, committee, or council are assigned to the entity assuming the responsibilities.

Those boards, commission, councils, or committees eliminated as of June 30, 2010 include:

Airport Impact Mitigation Advisory Board;
Basic Health Advisory Committee;
Boards of Law Enforcement and Correctional Training Standards (2);
Citizen's Advisory Council on Alcoholism and Drug Addiction;
Combined Fund Drive Committee;
Committee on Agency Official's Salaries;
Community Transition Coordination Networks Advisory Committee;
Department of Information Services Customer Advisory Board;
Driver Instructor Advisory Committee (Driver Training School Advisory Committee);
Emergency Medical Services Licensing and Certification Advisory Committee;
Employee Retirement Benefits Board;
Environmental Land Use Hearings Board;
Family Practice Education Advisory Board;
Fire Protection Policy Board;
Forest Fire Advisory Board;
Hazardous Substance Mixed Waste Advisory Board;
Health and Welfare Advisory Board and Property and Liability Advisory Board;
HECB Advisory Council;
HECB Research Advisory Group;
Industry Cluster Advisory Committee;
Integrated Justice Information Board;
Interagency Integrated Pest Management Coordinating Committee;
Juvenile Justice Advisory Committee;
K-20 Educational Network Board;
K-20 Network Technical Steering Committee;
Land Bank Technical Advisory Committee;
Mortgage Broker Commission;
Oil Spill Advisory Committee;
Olympic Natural Resources Center Policy Advisory Board;
On-site Sewage Disposal Systems Alternative Systems Technical Review Committee;
On-site Wastewater Technical Advisory Committee;
Pesticide Advisory Board;
Regional Fisheries Enhancement Group Advisory Board;

[ESHB 3178](#): CREATING EFFICIENCIES IN THE USE OF TECHNOLOGY IN STATE GOVERNMENT

Prime Sponsor: Representative Carlyle

The Information Services Board must develop an enterprise-based strategy for Information Technology (IT) in state government.

**SSB 6845 is incorporated in part into ESHB 3178, as described below:*

Additional reporting requirements related to IT expenditures are required. The Governor must submit additional information related to proposed IT projects in the biennial budget proposal. The Office of Financial Management (OFM) must contract with an independent consultant to review the state's plan to consolidate state data centers. OFM and the Department of Information Systems must also review issues related to IT governance.

OFM must develop and execute a pilot program for application managed services or other similar program for one or more agencies.

**SSB 6355: EXPANDING THE HIGHER EDUCATION SYSTEM UPON PROVEN DEMAND
(System design bill)**

Prime Sponsor: Senator Kilmer (HB 2655 Representative Wallace)

The limitation on the number of applied baccalaureate degree programs is eliminated. Community and technical colleges may offer applied baccalaureate degree programs after approval by the State Board for Community and Technical Colleges and the Higher Education Coordinating Board (HECB).

Proposed major expansions or changes in the missions of institutions of higher education are subject to HECB approval based upon a two step needs assessment process.

The HECB is required to rank major capital projects at four-year institutions in a single list. The University of Washington is authorized to use alternative contracting methods for highly specialized medical spaces.

SSB 6357: REQUIRING POLICIES FOR ACADEMIC RECOGNITION OF CERTAIN FORMAL AND INFORMAL LEARNING EXPERIENCES

Prime Sponsor: Senator Kilmer

The State Board for Community and Technical Colleges (SBCTC), in consultation with the Higher Education Coordinating Board (HECB), the council of presidents, the workforce training and education coordinating board, representatives from Washington institutions of higher education, representatives from two- and four-year faculty, representatives from private career schools, and representatives from business and labor must develop policies for awarding academic credit for learning from work and military experience, military and law enforcement training, career college training, internships and externships, and apprenticeships. The policies must address issues regarding verification, accreditation, transfer of academic credit, licensing and professional recognition, and financial aid.

The policies must address issues regarding verification, accreditation, transfer of academic credit, licensing and professional recognition, and financial aid.

Recommendations and policies developed by SBCTC are submitted to the appropriate committees of the Legislature.

SB 6467: AUTHORIZING HONORARY DEGREES FOR STUDENTS WHO WERE ORDERED INTO INTERNMENT CAMPS

Prime Sponsor: Senator Shin

Honorary degrees may be conferred by Washington public institutions of higher education upon persons who were students at those institutions in 1942, but did not graduate because they were ordered into an internment camp.

An honorary degree may also be requested by relatives for deceased qualified persons.

SSB 6706: CONCERNING THE COMMERCIALIZATION OF RESEARCH AT STATE UNIVERSITIES

Prime Sponsor: Senator Murray

State universities are to commercialize research and strengthen university industry relationships. The state universities are to perform one or more of the following: provide collaborative research and tech-transfer opportunities; make commercialization processes and resources accessible; pair researchers, entrepreneurs, and investors through workshops, events, and websites; and provide opportunities for training through direct involvement in research and industry interactions.

State universities are authorized to establish and administer bridge funding programs for start-up companies with federal and private funds.

BUDGET/IMPACTS ON EMPLOYEES

ESHB 2921: MAKING 2010 SUPPLEMENTAL OPERATING APPROPRIATIONS (Hiring freeze bill)

Prime Sponsor: Representative Linville

Appropriations are modified for the 2009-11 biennium. Near General Fund-State appropriations are reduced by \$45.4 million.

Total budgeted funds decrease by \$54.8 million.

State agencies are restricted from creating new positions and filling vacant positions, from entering into personal service contracts, from purchasing equipment over \$5,000 and from paying for out-of-state travel for the remainder of the biennium. An exception process is established.

SHB 2998: SUSPENDING CERTAIN MONETARY AWARDS AND SALARY INCREASES

Prime Sponsor: Representative Seaquist

Suspends state employee monetary performance-based awards through June 30, 2011.

Suspends growth and development increases for Washington Management Service (WMS) employees and performance awards for all Housing Finance Commission employees through June 30, 2011.

SSB 6382: REDUCING THE COST OF STATE GOVERNMENT OPERATIONS BY RESTRICTING COMPENSATION

Prime Sponsor: Senator Prentice

Extends the salary freeze that was enacted in 2009 for at-will exempt and Washington Management Service employees through June 30, 2011.

Provides an exception for the salary freeze for specified retention and recruiting purposes.

Prohibits cash recognition awards for the remainder of the biennium.

Pending but expected to pass:

POLICY

ESSB 6409: CREATING THE WASHINGTON OPPORTUNITY PATHWAYS ACCOUNT.

Prime Sponsor: Senator Kastama

The Washington Opportunity Pathways Account is created. Beginning in state fiscal year 2011, all net revenues from in-state lottery games that are not otherwise dedicated to debt service on the Safeco Stadium and Qwest Field and Exhibition Center are dedicated to the new account. All net income from the multi-state lottery games, other than those dedicated to the Problem Gambling Account, are deposited into the Washington Opportunity Pathways Account rather than into the General Fund.

The Washington Opportunity Pathways Account is subject to appropriation by the Legislature, and may only be used for the following programs: recruitment of entrepreneurial researchers, innovation partnership zones, and research teams; the early childhood education and assistance program (ECEAP); the State Need Grant; the State Work Study program; College Bound Scholarships; Washington Promise Scholarships; Washington Scholars; the Washington Award for Vocational Excellence (WAVE); the Passport to College Promise; the Educational Opportunity Grant; and GET Ready for Math & Science Scholarships.

Each year beginning in fiscal year 2011, \$102 million is transferred from the state General Fund to the Education Construction Account.

BUDGETS/IMPACTS ON EMPLOYEES

ESHB 2836/ESSB 6364: CONCERNING THE CAPITAL BUDGET

Prime Sponsors: Representative Dunshee (ESHB 2836), Senator Fraser (ESSB 6364)

ESSB 6444: MAKING 2010 SUPPLEMENTAL OPERATING APPROPRIATIONS

Prime Sponsors: Senator Prentice, Senator Tom

ESSB 6503: CLOSING STATE AGENCIES ON SPECIFIED DAYS (FURLOUGH BILL)

Prime Sponsor: Senator Prentice

State agencies are directed to achieve a reduction in employee compensation costs through mandatory and voluntary furloughs, leave without pay, reduced work hours, voluntary retirements and separations, layoffs, and other methods.

Each institution of higher education must submit to the office of financial management a compensation reduction plan to achieve at least the cost reductions as provided in the omnibus appropriations act.

The compensation reduction plan of each institution may include, but is not limited to, employee leave without pay, including mandatory and voluntary temporary layoffs, reductions in the institution workforce, compensation reductions, and reduced work hours, as well as voluntary retirement, separation, and other incentive programs authorized by section 912, chapter 564, Laws of 2009. The amount of compensation cost reductions to be achieved by each institution shall be adjusted to reflect voluntary and mandatory temporary layoffs at the institution during the 2009-2011 fiscal biennium and implemented prior to January 1, 2010, but not adjusted by other compensation reduction plans adopted as a result of the enactment of chapter Laws of

2009, or the enactment of other compensation cost reduction measures applicable to the 2009-2011 fiscal biennium.

The amount of the savings will be specified in the omnibus appropriations act. At least \$10 million in savings will be from management positions exempt from civil service. Agencies that fail to submit an approved compensation reduction plan will be subject to ten specified agency closure dates beginning in July 2010. Agencies are encouraged to preserve family wage jobs.

Exceptions to the agency closure dates include state corrections and social service institutions, child protective services, law enforcement, military operations, state hospitals, emergency management, state parks, highways, and ferries, revenue collection by the Department of Revenue, **higher education classroom instruction and student employees**, state liquor stores, state lottery, unemployment insurance and reemployment services, workers compensation and workplace safety programs, agricultural commodity commissions and food inspections, employees necessary to protect state assets and public safety, and state legislative agencies, the Governor, and Lieutenant Governor during legislative sessions.

Employees earning less than \$30,000 per year are allowed to use annual leave or shared leave in lieu of temporary layoffs during agency closures.

BUSINESS

EHB 2561: FUNDING CONSTRUCTION OF ENERGY COST SAVING IMPROVEMENTS TO PUBLIC FACILITIES (JOBS BILL)

Prime Sponsor: Representative Dunshee

Authorizes the State Finance Committee to issue \$861 million in general obligation bonds, to be known as Jobs Act Bonds (Act), for the purpose of creating jobs by constructing capital improvements that lead to energy-related cost savings in public schools, state colleges and universities, and other public facilities.

Appropriates funds for grants to public school districts, public higher education institutions, state and locally-owned facilities, and facilities owned by subdivisions of the state.

Directs the Secretary of State to submit the short title, intent and bond authorization sections of the Act to the people for adoption and ratification or rejection in the next general election to be held in the state.

University Branding Initiative

The Western branding initiative continues to move forward on multiple fronts including finalization of the brand strategy, review of potential taglines, development of a new university logo, publication of a brand handbook, the writing of a graphic design standard guide, and the creation of the branding implementation plan.

Final review of the brand strategy is currently taking place with the academic deans, faculty, staff and students. Some modifications to the messaging have been suggested, with the most intense discussions involving the statements “learn without boundaries,” and the use of the term “undergraduate-centered university” in the positioning statement. There is also some feeling that a couple of sentences in the Elevator Story that are more descriptive than about substance should be dropped.

A series of probing taglines, based on the brand strategy, have been developed by Lyric, Inc. and the Branding Leadership Team and they will be presented in a survey format to the Western student body this week. The information received will help guide the team's efforts in creating a tagline for future use by Western. In addition, Lyric has started work on the creation of a new WWU logo. It is reviewing the logos that are currently used on campus by the academic colleges, athletics, and other major programmatic entities and will use that review in conjunction with the brand strategy in developing a new logo. Lyric and the Branding Leadership Team will bring forward a number of new logos for consideration. All of this work will be brought together in the brand handbook which will provide clarity about who WWU is, what it stands for, and the experience it offers.

The publication of the graphic design standard guide is the next initiative and is essential to provide direction to Western and its stakeholders regarding the brand management and correct use of WWU's visual graphic elements. Among other things, it will specify the proper colors, typography, and illustration and photographic styles to be used, as well as correct logo usage.

The timeline for the project calls for the completion of all phases of the project by June and for presentation of the initiative to the Board of Trustees at its June meeting.

OFFICE OF UNIVERSITY COMMUNICATIONS

The Office of University Communications continued to work on a wide array of projects, including developing an increased ability to provide information via various online and new media methods.

Online/Publications

The university's daily online news blog, **Western Today**, continues to see improvement and we will soon begin marketing it to students via an opt-in procedure.

We're making a big push on our university **YouTube site**; we recently held a meeting with a number of university stakeholders on usage of the site, and soon will be seeing growth in the amount of videos available there. At present we're drafting a set of best practices for use of the site to ensure that all stakeholders have the same interests in mind.

Our marketing efforts in **social media** continue to improve, and we're seeing good returns on our time investment in the amount of interest we've generated in various events and information about the university. These areas are especially effective in reaching a broader range of people, as new and prospective students typically turn first to social media avenues such as **Facebook** and **Twitter** for their information and as **crowdsourcing** (seeking information from a group of online peers rather than search engines such as Google) become reliable ways of gleaning good information.

The next edition of **Window magazine** will be sent to alumni, donors and WWU staff toward the end of April, coinciding with Back 2 Bellingham weekend. We hope the story in Window about Back 2 Bellingham will serve as a last-minute reminder to sign up for the weekend's festivities. The edition also has great stories about Shannon Point Marine Center and an alumnus, **Doug Dreier**, who curates his family's enormous private collection of pop culture Americana.

We're also continuing to communicate with WWU families via the **Soundings online newsletter**. Our quarterly e-mails to parents announcing a new edition of Soundings results in

hundreds of hits on the Soundings Web site. We've found that about two-thirds of our visitors have been to the **Soundings Web site** before, which tells us that people know Soundings is worth a look and we're starting to build a loyal following. We're also getting interesting feedback -- we know a parent whose student was in academic probation read a Soundings profile of a counselor who works with students in academic jeopardy, and was inspired to call and make a much-needed appointment. We've also gotten nice compliments from families impressed with the academic experiences their students have had. Sometimes we get complaints too, and we use those as an opportunity to engage with families and make sure they and their students are getting the help they need. The fact that they send their complaints to Soundings tells us parents are starting to see the online publication as a reliable source of information and communication.

Our two **graphic artists Chris Baker** and **Shona Fahland** completed a large volume of complex graphics work for the campus, including fliers, brochures, newsletters, online graphic arts work, posters, cards, Admissions materials, Residence Life materials; Commencement materials, and assisted with graphic work on other university publications such as the Bellingham Review, Canadian-American Studies materials for Canada Week; and the student publication Klipsun.

We scheduled a number of faculty members to speak in the community as part of the **university's Speakers' Bureau**, including: **Tom Dorr**, director of the Center for Economic Vitality, who spoke Jan. 27 to a class at Bellingham Technical College on "Small Business Creation and Survival Tips;" **Hart Hodges**, professor in Economics, who spoke on Feb. 16 to the American Society of Women Accountants on "Building a Sound Whatcom Economy," **Pam Whalley**, director of the Economics Education Center, who spoke on March 3 at the Mount Vernon City Library on "How to Write and Stay on a Family Budget in Tough Economic Times;" and **Sandra Daffron**, professor of Educational Leadership in Woodring College, who spoke on March 13 to the American Association of University Women – International Group on "Education in China Today." There are now several Speakers Bureau events in the planning stage.

Our office also continues to perform its outreach function with regional and national media, having sent out more than 80 press releases to these media outlets during Winter Quarter, with topics ranging from campus events to faculty research.

Emergency Communications

The Office of University Communications assisted with planning for an **April 21 earthquake drill** that will include a test of the Big Ole steam whistle and Western Alert emergency messages, including cell phone text messages, e-mails and web site alerts.

Media Highlights

Note: The previously exhaustive media listing has been replaced, for the sake of brevity, by this summary of major media stories about Western. A more extensive listing of media stories – grouped by category – that reference Western is now available via the [Knowledge Bank](#) at Western Today. More prominent media stories included:

- In a segment beginning April 1, **President Bruce Shepard** was interviewed on the **TVW show "Inside Olympia,"** about the future of state funding for Western and other state public universities. In addition, **Bill Lyne**, a professor of English at WWU, appeared on the second segment of the same program in his role as a faculty member and as the president of the United Faculty of Washington State.

- Numerous media stories included quotes and newspaper guest columns from Western administrators, faculty and students opposed to **state higher education budget cuts**, including: an op-ed guest column by **President Shepard** Feb. 16 in the **Tacoma News Tribune** about the need to preserve hope for future generations by providing them with opportunities for a college education; and a guest op-ed column March 14 in the **Bellingham Herald** by **Brad Howard**, associate professor of Journalism at WWU, that universities need protection from continuing budget cuts. In addition, in February the **Bellingham Herald**, **Seattle PI** and **Seattle Times** all reported on student rallies held at WWU and in Olympia involving Western students. In late February, **Steve Garfinkle**, president of the faculty union at WWU, was quoted by the **Seattle Times** about a rally held in Olympia in support of continued state support for quality education.
- **KUOW Radio** (Seattle public radio) ran an interview with **VRI Director Eric Leonhardt** in February on methane as a renewable transportation energy source. The story also was picked up by **National Public Radio** and **Voice of America** and ran both nationally and internationally.
- **Don Alper**, director of Canadian-American Studies and the Border Policy Research Institute at WWU, was quoted in several media outlets about the **Winter Olympics** in Vancouver, B.C., including in the **Bellingham Herald**, **KGMI Radio** and the **Toronto Star** newspaper. And the **Vancouver (B.C.) Sun** newspaper reported on a **Border Policy Research Institute** study about the negative economic effects of border barriers. The **Bellingham Herald** on Jan. 27 also ran a story about Wade King Elementary School in Bellingham and their weeklong celebration of the Winter Olympics in Vancouver, B.C. With the help of Western's **Center for Performing Excellence**, **Department of Physical Education, Health and Recreation**, and **Canadian-American Studies**, the elementary students learned about Canada and the history of the Olympics.
- On March 7, **Western Gallery Director Sarah Clark-Langager** wrote a guest editorial column in the **Bellingham Herald** about the Western Gallery's participation in a major art gift by Safeco Insurance, which recently announced its gift of 840 artworks to the Washington Art Consortium, which includes the Western Gallery. Western's participation also was noted in a Feb. 11 **Seattle Times** story.
- On Jan. 31, **The Los Angeles Times** ran a long interview with WWU faculty member and writer **Brenda Miller**.
- **The Seattle Times** on March 21 noted that **WWU photography students** were commissioned to explore the relationship between fine art and commercial photography by taking 17 cameras and turning them on the **downtown Seattle Macy's store**.
- **The Bellingham Herald** reported in March on a study by **WWU planning students** on how to redevelop Bellis Fair Mall and downtown Bellingham unveiled in a public presentation in Bellingham City Council Chambers.
- **The Bellingham Herald** reported on March 31 that **Gregory Baker**, the deputy superintendent of Portland Public Schools in Oregon, will be the new superintendent of the Bellingham School District. Baker received a master's degree in Secondary Education from WWU.
- **Western's women's rowing team** was the unanimous top pick in the USRowing/Collegiate Rowing Coaches Association NCAA Division I Coaches poll, as noted by a number of media in March, including Rowing News.
- **The Newport (Va.) Daily News** on March 29 cited research by **Jennifer Purcell**, a marine scientist with the **Shannon Point Marine Center** at WWU, in a story on jellyfish dying in Virginia waters. In February, both the **Skagit Valley Herald** and **Bellingham Herald** reported that Shannon Point Marine Center has received a three-year \$557,000 National Science Foundation grant to study the effects of rising ocean acidification. And

the **Skagit Valley Herald**, **Anacortes American** and **Bellingham Herald** all reported on community outreach grants received by the marine center that will be used to teach the public about ocean issues as well as research at Shannon Point.

Waterfront Project

While efforts to identify and secure for the funding of infrastructure for the Bellingham waterfront project continues, planning both internally and externally continues.

WWU's internal planning committee has completed work on the writing of a draft White Paper that outlines its vision and possible plans for a Western facility and programming at Western Crossing. The document is in the process of being reviewed by the academic deans and soon with the WWU Faculty Senate. It has also been shared in a draft format with the presidents of the three academic institutions who would like to be partners in the creation of a new facility at the waterfront. The presidents of Bellingham Technical College, Northwest Indian College and Whatcom Community College are supportive and enthused about the project.

The White Paper describes a Community Learning Center facility that could meet needs of Western, other local higher education institutions (e.g. Bellingham Technical College, Northwest Indian College and Whatcom Community College), non-profit and private sector entities and the Bellingham community as a whole. This facility would enable Western to have a centrally located facility in the community with the latest in high tech educational delivery tools that offers an environment that fosters learning for people from all walks of life. Programming offered in this facility would create a destination point for people from the city, region, state, country and world on the waterfront. Long term, the White Paper envisions a multi-purpose facility that could be expanded by adding additional floors to meet Western's commitment to address the growing opportunities in The Green Economy.

The very preliminary vision of this facility is that it would have a common area for large lectures, meetings or exhibition space with up to 8-12 flexible classrooms that would offer state-of-the-art technology to promote and encourage connections with field and subject experts nationally and internationally. The vision also includes office space for faculty and support staff from Western and possibly its higher education partners, as well as for WWU outreach programs. It is also felt that a facility of this nature could possibly better position Western and the community to host smaller conferences that it is currently not positioned to do so. Space limitations and parking issues keep WWU from hosting many events on the main campus. Parking and accessibility would not be an issue at the waterfront.

Western Crossing Development is scheduled to hold its next meeting on Tuesday, May 4th. The agenda for the meeting will include adoption of by-laws for the organization and the appointment of a fifth member to the board.

The City and Port of Bellingham continue their work on the addendum to the Environmental Impact Statement, the creation of development regulations and the crafting of the project master plan. It is the goal of the City/Port work team to have the master plan documents finalized and approved by the Port Commission and City Council in December of 2010.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard on behalf of Vice Presidents Eileen V. Coughlin and Stephanie Bowers

DATE: April 16, 2010

SUBJECT: **Back 2 Bellingham Weekend**

PURPOSE: Information Item

Purpose of Submittal:

To provide information on the newly created and combined alumni and family weekend, scheduled for May 13-16, 2010

Supporting Information:

See attached.



**Alumni and Family Weekend May 13 – 16, 2010
(In conjunction with Western Showtime Family Weekend)**

Explanation

Two years of conversations with alumni resulted in the development of the most comprehensive and family-friendly reunion Western has ever offered: **The Back 2 Bellingham Alumni and Family Weekend (B2B)**. The four-day event kicks off Thursday with the traditional Distinguished Alumni Awards Celebration and includes a combined 100 social, academic, and recreational offerings sponsored by Family Outreach and Alumni, along with 28 alumni reunions. Events will take place both on campus and throughout the City of Bellingham.

The Alumni Association is joining with the already successful Western Showtime Family Weekend to cosponsor the Back 2 Bellingham Weekend. This program will allow alumni to engage with students while modeling for them the importance of remaining connected to Western after graduation.

Goals

- Bring alumni back to campus
- Increase alumni-to-student engagement
- Build Western pride through showcasing alumni and academic accomplishments
- Increase university-wide collaboration
- Keep alumni involved in the life and story of their favorite Western programs
- Increase Western's visibility
- Deepen the relationship between Western and the Bellingham Community
- Provide parents of current students an expanded opportunity to see Western through their student's experience.

Desired Outcomes

- Increased engagement in the form of:
 - Donations
 - Alumni Association Members
 - University volunteers
 - Scholarships
 - Alumni, students and parents proud of their Western Experience
- Increased visibility for Western and the first-class educational experience offered

Collaboration

Campus: Collaboration has been successful and resulted in over 50 WWU organizations including colleges, departments, student organizations, the Division of

Student Affairs, and more providing meaningful program options for alumni, students and families including:

- Huxley College and Fairhaven College 40th Anniversary Celebrations;
- Headline speakers: author Timothy Egan and Congressman Jay Inslee;
- Alumni Awards Celebration honoring 11 outstanding alumni and a legacy family of eight;
- 22 academic lectures and presentations either from popular faculty or professionals in their field;
- 28 affinity-based reunions including those for student leadership groups such as Resident Advisors, Ethnic Student Center, AS Board, and a dozen more;
- Viking Volleyball and Soccer reunions/games;
- EndFair Music Festival (two days of live music featuring approx. 10 bands);
- Downtown Passport Tour (favorite Bellingham restaurants, retailers, and pubs); and
- Recreational opportunities including sea kayaking, a golf outing, and sailing cruises on the bay.

Community: Partnerships with over 30 Bellingham businesses to offer specialty products, discounts for guests, and promotion/signage for the weekend include:

- Hotel Bellwether discounts;
- Boundary Bay Brewery and Bistro specials and discounts; and
- Mallard Ice Cream offering specialty ice-cream flavors: Western Blue & White and Fairhaven Crunch.

Publicity

- Over 250,000 e-Invites sent to Alumni promoting B2B
- Over 60,000 postcard invites sent to Alumni and Parents
- Over 450 fans on the Back 2 Bellingham Alumni Facebook Page
- Web presence on Alumni site, Western's home page, New Student Services/Family Outreach department web pages, and more
- Press through radio and print

MEETING EVALUATION & FUTURE AGENDA TOPICS

ADJOURNMENT

DATE FOR NEXT REGULAR MEETING

- **June 10 & 11, 2010**

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Provost Catherine Riordan

DATE: April 16, 2010

SUBJECT: Academic Presentation:
High Impact Practices in the Classroom: Service Learning at Western
Steven VanderStaay, Vice Provost for Undergraduate Education

PURPOSE: Informational Item

Purpose of Submittal:

The following Western Washington University faculty, staff and students will share information regarding *High Impact Practices in the Classroom: Service Learning at Western*.

- Tim Costello, Director of the Center for Student Learning
- Mary Sass, Associate Professor of Management
- Alex Allyne, Program Coordinator, Center for Service Learning
- Marie Eaton, Professor, Fairhaven College
- Rex Dudley, CEO of Big Brothers and Sisters
- Faith Patton, Student, Management Department