

Western Washington University
Board of Trustees
Agenda
December 10 & 11, 2009

THURSDAY, DECEMBER 10, 2009

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

1. **CALL TO ORDER**
3:00 – 3:05

2. **SPECIAL REPORTS**
 - A. **Capital Planning & Budgeting Process**
3:05 – 3:20 Presentation: Kathy Wetherell, Interim V.P. for Business & Financial Affairs
Rick Benner, Exec. Director, Office of Capital Planning & Development/University Architect
3:20 – 3:40 Discussion

 - B. **Activity Based Costing**
3:40 – 4:00 Presentation: Kathy Wetherell, Interim V.P. for Business & Financial Affairs
Paula Gilman, Exec. Director for Budgeting & Planning
4:00 – 4:45 Discussion

3. **EXECUTIVE SESSION MAY BE HELD FOR PURPOSES AUTHORIZED IN RCW 42.30.110**
4:45 – 5:00

FRIDAY, DECEMBER 11, 2009

Location: OM 340
Time: 8:00 a.m.

1. **CALL TO ORDER, APPROVAL OF MINUTES**
8:00 - 8:05
 - Board of Trustees Retreat, September 24 & 25, 2009
 - Board of Trustees Meeting, October 8 & 9, 2009

2. **RECOGNITIONS AND INTRODUCTIONS**
8:05 - 8:15
 - Tina Storer, Center for Canadian-American Studies
 - Carmen Werder, Director, Teaching-Learning Academy

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

EXECUTIVE COMMENTS

3. BOARD CHAIR REPORT

8:15 - 8:30

4. UNIVERSITY PRESIDENT

8:30 - 8:50

- Vice President for Business & Financial Affairs Search
Eileen Coughlin, Search Committee Chair

5. ASSOCIATED STUDENTS

8:50 – 9:00

6. FACULTY SENATE

9:00 – 9:10

ACTION ITEMS

7. CONSENT ITEMS

9:10 - 9:15

- Approval of Fall Quarter Degrees
- Approval of Summer Session 2010 Fees

8. AMENDMENT TO PRESIDENT'S EMPLOYMENT CONTRACT

9:15 – 9:20 Phil Sharpe, Chair, Board of Trustees

9:20 – 9:25 Discussion

DISCUSSION ITEMS

9. KEY PERFORMANCE INDICATORS

9:25 – 9:35 Presentation: Dennis Murphy, Dean Emeritus, College of Business & Economics

9:35– 9:45 Discussion

10. POSITION WWU GRADUATES TO BE SUCCESSFUL IN TODAY'S MARKETPLACE

9:45– 9:55 Presentation: Eileen Coughlin, Vice President for Student Affairs and Academic Support Services

9:55 – 10:05 Discussion

11. CLIMATE ACTION PLAN

10:05 – 10:15 Presentation: Kathy Wetherell, Interim Vice President for Business & Financial Affairs

10:15 – 10:25 Discussion

BREAK

10:25 – 10:40 A.M.

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

12. LEGISLATIVE UPDATE

- 10:40 – 10:50 Presentation: Steve Swan, Vice President for University Relations
Sherry Burkey, Associate Vice President for University Relations
- 10:50 – 11:00 Discussion

13. PLANNING FOR 2011-13 GENERAL THEMES

- 11:00– 11:10 Presentation: Bruce Shepard, President
Paula Gilman, Exec. Director for Budgeting & Planning
- 11:10 – 11:20 Discussion

14. CAMPAIGN PLANNING

- 11:20 – 11:30 Presentation: Stephanie Bowers, Vice President for University Advancement
- 11:30 – 11:40 Discussion

REPORTS

15. AUDIT COMMITTEE REPORT

- 11:40 – 11:45 Presentation: Dennis Madsen, Acting Chair

16. INFORMATION ITEMS

- 11:45 – 12:00 Admissions Report
Alumni Relations Report
Development Report
University Relations Report
Quarterly Grant Report
Capital Program Report
Student Right to Know/Clery Act
2008/09 University Financial Statements

17. MEETING EVALUATION

18. ADJOURNMENT

12:00 p.m.

19. DATE FOR NEXT REGULAR MEETING: February 4 & 5, 2010

20. LUNCH PRESENTATION:

- “Innovations in Teaching and Learning at Western Washington University”**
- Steve Vanderstaay, Vice Provost for Undergraduate Education

WESTERN WASHINGTON UNIVERSITY

New Capital Planning Process

Board of Trustees

December 10, 2009

The Office of Capital Planning and Development was established to improve efficiencies and enhance transparency of the capital planning process. The office is charged with improving efficiencies in planning, prioritization, project delivery, oversight, assessment and communication. Specific deliverables for the new capital planning process, which include major and minor capital projects, are:

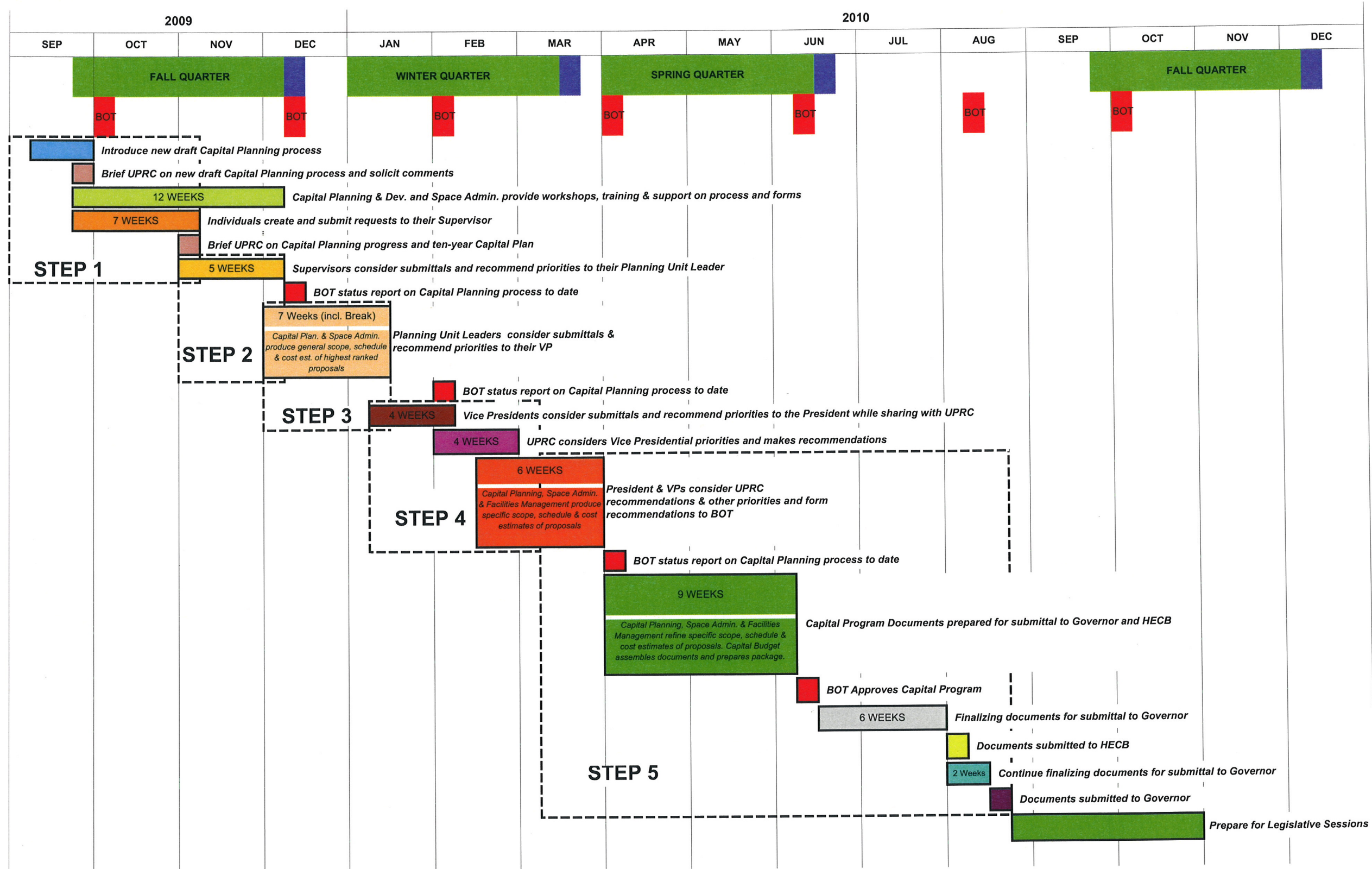
- Better planning and project conceptualization
- Earlier initiation of projects and better scheduling
- Better project execution
- Better assessment of planning and delivery of projects
- Better transparency
- Increased oversight of projects and process
- Improved communication

Since its creation this spring, the Office of Capital Planning and Development has completed several key components of the new process including:

- A timeline for the 2011-13 state capital request (see attached)
- Streamlining of the Minor Capital Program such that all appropriations can be expended within the current biennium
- A new Capital Planning and Development website
<http://www.wvu.edu/wwuarchitect>
- New e-forms that are designed to collect relevant project information and facilitate prioritization of projects
- A revised timeline and process which allows for significantly more in-depth scoping, cost estimating, impact and risk assessment and the development of project justification at the department and division levels

Approximately 20 training sessions on the new process have occurred throughout the months of October and November 2009 to inform and educate campus constituents on the project submission and capital budget processes. Additionally, sessions have been held with various planning units including all of the colleges.

DRAFT 2011-13 FIVE STEP CAPITAL PROGRAM PROCESS TIMELINE



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

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Vice President Kathy Wetherell, Interim Vice President of Business and Financial Affairs, and Paula M. Gilman, Executive Director for University Planning and Budgeting

DATE: December 10, 2009

SUBJECT: **Activity Based Costing**

PURPOSE: Information Item

Kathy Wetherell, Interim Vice President of Business and Financial Affairs, and Paula Gilman, Executive Director for University Planning and Budgeting will present a PowerPoint on Activity Based Costing (ABC).

- 3. EXECUTIVE SESSION MAY BE HELD TO DISCUSS PERSONNEL, REAL ESTATE, AND LEGAL ISSUES AS AUTHORIZED IN RCW 42.30.110**