WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES

REGULAR MEETING
August 14, 2009

I. CALL TO ORDER

Chair Phil Sharpe called the regular meeting of the Board of Trustees of Western Washington University to order at 8:04 a.m., August 14, 2009 in Lakewood Lodge, Bellingham.

Board of Trustees
Betti Fujikado
Kevin Raymond
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
Paul Cocke, Director, University Communications
Eileen Coughlin, Vice President for Student Affairs & Academic Support Services
Sue Guenter-Schlesinger, Vice Provost for Equal Opportunity & Employment Diversity
Scott Pearce, Vice President and Parliamentarian, Faculty Senate
Matt Jarrell, President, Associated Students
Catherine Riordan, Provost & Vice President for Academic Affairs
Buff Schoenfeld, Executive Assistant to the President
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

2. APPROVAL OF MINUTES

MOTION 8-1-09 John Warner moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following as amended:

- Board of Trustees Meeting, June 11 & 12, 2009

Motion passed unanimously.

3. RECOGNITIONS AND INTRODUCTIONS

a. Catherine Riordan, Provost & Vice President for Academic Affairs

President Bruce Shepard welcomed Dr. Catherine Riordan, Western's new Provost and Vice President for Academic Affairs. Riordan comes from Central Michigan University where she served as Vice Provost, Assistant Vice President for Curriculum & Assessment, and was a tenured full professor in Psychology. Prior to CMU, she served at the University of Missouri – Duluth.

b. Dan Guyette, Dean, College of Fine & Performing Arts

Provost Riordan welcomed Dan Guyette, Western's new Dean of the College of Fine & Performing Arts, effective July 1, 2009. Guyette comes from the University of South Dakota where he served as dean of the College of Fine Arts. Prior to USD he served at the University of Northern Colorado and Utah State University.

4. BOARD CHAIR

a. Resolution No. 2009-10

Trustee Zoro read the Resolution No. 2009-10 Recognizing the Service of Board Member Kevin Raymond.

RESOLUTION NO. 2009 - 10

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY RECOGNIZING THE SERVICE OF BOARD MEMBER KEVIN RAYMOND

WHEREAS, KEVIN RAYMOND of Seattle, Washington was appointed by Governor Gary Locke on August 25, 1999 to serve on the Western Washington University Board of Trustees and was reappointed to a second Board term by Governor Locke on October 1 2003; and

WHEREAS, KEVIN RAYMOND brought to his appointment as trustee exceptional knowledge, experience, and insight stemming from his experience as General Counsel and Director of External Relations for Pacific Coast Canola and McKinstry Reklaim; and

WHEREAS, KEVIN RAYMOND also brought to the University experience gained as State Director for the Pacific Forest Trust; as Director of Government Relations with the Seattle Monorail Project; as Senior Assistant City Attorney for the City of Seattle; as a partner with the law office of Cairncross and Hempelmann in Seattle; as the Chief of Staff to King County Executive Gary Locke; as Chief Counsel for the Metropolitan Services Section of the King County Prosecuting Attorney's office; and as Senior Deputy Prosecuting Attorney for King County; and

WHEREAS, KEVIN RAYMOND earned his bachelor of science degree in environmental studies from Western's Huxley College of Environment in 1980, a juris doctor degree from the

University of Washington School of Law in 1984, and a master of divinity from Seattle University in 2008; and

WHEREAS, KEVIN RAYMOND as a resident of Seattle and having served two terms as trustee on the Board, contributed his time to the stewardship of the University above and beyond the usual expectations for board service and at considerable personal sacrifice; and

WHEREAS, KEVIN RAYMOND contributed to the increased stature and the future potential of Western Washington University through his participation in numerous activities and decisions affecting the University, including during his service as Board Chair those related to the establishment of Western House, the ratification of the first collective bargaining agreement between Western and the United Faculty of Western Washington; and the Presidential Search process resulting in the appointment of President Bruce Shepard.

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees that **KEVIN RAYMOND** 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 August 14, 2009.

The Trustees thanked Raymond for his leadership, his remarkable 10 years of service on the Board, and his friendship throughout his tenure.

Trustee Raymond thanked the Trustees, the university administration, faculty, staff, and students for their friendship and their leadership, dedication, and hard work on the many issues that came before the Board during his tenure.

b. Board of Trustees Sharepoint Website

Chair Sharpe announced that while the Trustees understood that the Sharepoint website would continue to be used as a repository for Board documents, the Trustees would continue to receive their meeting packets via email or hard copy by mail.

4. UNIVERSITY PRESIDENT

a. Resolution 2009-11

President Shepard read Resolution 2009-11 Recognizing the Service of Dennis R. Murphy.

RESOLUTION NO. 2009-11

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY RECOGNIZING THE SERVICE OF DENNIS R. MURPHY

WHEREAS, in July 2007, **DENNIS R. MURPHY** was appointed by President Karen W. Morse as Provost and Vice President for Academic Affairs at Western Washington University; and

WHEREAS, **DENNIS R. MURPHY** brought to his appointment as Provost one previous year of experience as Interim Provost; and twenty-three years of experience as dean of the College of Business and Economics, preceded by his service as program director of the Masters in Business Administration program; and

WHEREAS, **DENNIS R, MURPHY** also brought to his appointment twenty-eight years of experience as a professor of economics at Western Washington University, preceded by service as a faculty member at Emory University and Indiana University; and

WHEREAS, DENNIS R. MURPHY is a graduate of Western Washington University and holds graduate degrees from Indiana University; and

WHEREAS, DENNIS R. MURPHY proved a persuasive and informed advocate for higher education in Washington State during a period of fiscal and philosophical uncertainty; and

WHEREAS, DENNIS R. MURPHY provided exceptional university-wide leadership during a period of financial uncertainty and budgetary challenge; and

WHEREAS, DENNIS R. MURPHY provided guidance to the Academic Affairs unit during a time of significant transition which included the recruitment of three deans, one vice provost and one director; and

WHEREAS, DENNIS R. MURPHY has helped mentor a new generation of deans, vice provosts and directors, guiding with sage advice while modeling confidently executed decisions and the highest ethical standards of leadership; and

WHEREAS, under **DENNIS R. MURPHY'S** exceptional leadership, the university addressed a number of significant goals, including the completion of successful university-wide re-accreditation activities; the implementation of the initial faculty collective bargaining agreement; and the creation of new ways of measuring and reporting on institutional performance through the development of the *Dashboard* development indicators, participation in the Washington State Quality Awards reports, and organizational improvements in the area of institutional research; and

WHEREAS, DENNIS R. MURPHY put aside his own plans and wishes to continue his service to Western Washington University, its President, faculty, staff and students and has now completed his appointment as Provost and Vice President for Academic Affairs; and

WHEREAS, THEREFORE BE IT RESOLVED, that the Board of Trustees of Western Washington University hereby offers thanks and commendation to Dennis R. Murphy for his many achievements and for his service as Provost and Vice President for Academic Affairs.

Dated and signed this 14th day of August, 2009.

Shepard noted that Murphy will be the Commencement Speaker at the August 22, 2009 Commence Ceremonies.

b. Resolution No. 2009-12

Shepard reported that Western is establishing the tradition of recognizing Deans when they leave their period of service.

Provost Riordan read Resolution No. 2009-12 Recognizing the Service of Ron Riggins, Dean of the College of Fine & Performing Arts.

RESOLUTION NO. 2009-12

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY RECOGNIZING THE SERVICE OF RONALD D. RIGGINS

WHEREAS, in August, 2007, **RONALD D. RIGGINS** was appointed by President Karen W. Morse as Dean of the College of Fine and Performing Arts, at Western Washington University; and

WHEREAS, RONALD D. RIGGINS brought to his appointment as Dean of the College of Fine and Performing Arts, a total of seven years of experience as Dean of Fairhaven College; as well as one previous year of experience as Interim Dean of the College of Fine and Performing Arts; four years experience as Chair of the Department of Physical Education, Health and Recreation; two years experience as Interim Chair of the Department of Modern and Classical Languages; and ten years service as the university's Faculty Athletics Representative; and

WHEREAS, **RONALD D. RIGGINS** also brought to his appointment as Dean thirty years experience as a professor of recreation in the Department of Physical Education, Health and Recreation at Western Washington University preceded by service as a instructor at Indiana University, Bloomington and a teacher at various California school districts; and

WHEREAS, **RONALD D. RIGGINS** received his undergraduate degree at La Verne College and his graduate degree and doctorate from Indiana University, Bloomington; and

WHEREAS, RONALD D. RIGGINS is known by faculty and students as a dean who is an effective listener with respect for the views of others; and as a dean who has been able to successfully bridge the gap between the visionary leader role and the mobilizing role; as well as a dean who also has a strong personal and professional commitment to pluralism; and

WHEREAS, RONALD D. RIGGINS is considered to be a highly effective leader who has taken on a number of very difficult administrative assignments with conspicuous success; and has served with commitment and distinction as Dean of the College of Fine and Performing Arts during a challenging period of transition; and

WHEREAS, **RONALD D. RIGGINS** has completed his appointment as Dean of the College of Fine and Performing Arts;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Western Washington University offers thanks and commendation to **RONALD D. RIGGINS** for his many achievements and for his service as Dean of the College of Fine and Performing Arts.

Dated and signed this 14th day of August, 2009.

c. 2009-11 Budget Update

President Shepard reported that since Board discussion on the 2009-11 Biennial Operating Budget, the governor announced an additional 2% cut for Western. This will result in an additional cut of $995,000 the second year of the biennium. Shepard said the campus will be engaged in a transparent process to develop the budget for the second year of the 2009-11 biennium and also the 2011-2013 biennium. The governor and the legislators have indicated that the state higher education institutions should prepare for more budget reductions in the future. There will be further discussion on this issue at the October 9, 2009, Board of Trustees meeting.

Sharpe reported that Governor Gregoire has directed the Trustees and Regents of the state institutions to coordinate and speak with "unified voice" to the legislature. A Council of Trustees & Regents will be formed under the Council of Presidents and will meet to discuss common issues among the state 4-year institutions.

5. ASSOCIATED STUDENTS

Matt Jarrell, AS Presidents, reported on the recent application process for Student Trustee. The Student Trustee is expected to be appointed by Governor Gregoire in time for the September Board Retreat.

The Associated Students Summer Report was included in the packet. Jarrell reported that the AS provided tours, movies, etc. for the students who participated in Summer Start, a mandatory two-day program.

6. FACULTY SENATE

Scott Pearce, Faculty Senate Vice President and Parliamentarian, stood in for Daniel Larner, Faculty Senate President, who was attending the State Council of Faculty Representatives.

Pearce reported that the Faculty Senate has been meeting cooperatively with the administration, faculty union, and Faculty Senate committees. As a result there are no major conflicts as the institution prepares for difficult budget times ahead.

ACTION ITEMS

7. Consent Items

MOTION 8-2-09 Kevin Raymond moved that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following consent item:

- Approval of Summer Quarter Degrees

Motion passed unanimously.

8. Pre-approval of Consultant Contracts for 2009-11 Minor Works Projects

Trustee Sharpe recused himself from the meeting during the discussion and action of this item and left the room, noting that he had filed a letter with the Board staff and Assistant Attorney General Bohlke informing them of this recusal. Trustee Raymond was designated chair for this item.

Kathy Wetherell, Interim Vice President for Business & Financial Affairs, reported that they are requesting Delegation of Authority to award multiple consultant agreements for the first phase of the Design and Construction Administration Services related to the 2009-11 Minor Capital Program. Wetherell said initiating the contracts early in the biennia is critical to efficiently expend all 2009-11 Minor Works appropriations within the biennia. If approved by the Board, they anticipate completion of fee negotiations and enactment of contracts by mid-September, 2009.

It was noted that there are 11 different contracts, each with a different vendor, which seemed inefficient. Rick Benner said the projects were packaged together so that the consultants designated are actually working on multiple projects.

MOTION 8-3-09 Peggy Zoro moved, upon the recommendation of the President, that the President or his delegate is hereby authorized to award contracts and execute documents for the design and construction administration services, by the attached consults, for the attached projects. ***(Att. A)***

Motion passed unanimously.

Trustee Sharpe returned to the meeting and resumed service as chair.

9. Approval of 2010 Board of Trustee Meeting Schedule

MOTION 8-4-09 Betti Fujikado moved that the Board of Trustees of Western Washington University establish the following meeting schedule for the year 2010:

- February 4 & 5, 2010
- April 15 & 16, 2010
- June 10 & 11, 2010
- August 12 & 13, 2010
- October 7 & 8, 2010
- December 9 & 10, 2010

The August meeting may be rescheduled to coincide with the August 2010 Commencement Ceremonies. This will be reviewed at a later date.

At 9:25 a.m. Trustee Sharpe announced a 10 minute break. The meeting resumed at 9:43 a.m.

DISCUSSION ITEMS

10. Washington State Quality Awards

Dennis Murphy, Dean Emeritus, College of Business and Economics and former Provost, updated the Board on the status of the Washington State Quality Awards (WSQA). The WSQA is a not-for-profit organization committed to making Washington State a better place to live, learn and work by helping organizations achieve superior results through the use of the Baldridge Criteria for Performance Excellence.

Western completed and submitted a *Washington State Quality Award Assessment Application*. Agencies are graded 1 – 4 in seven areas: leadership issues, strategic planning process and outcomes, customer and market focus, measurement analysis and knowledge management, workforce focus, process management, and results. Western received grades of 2 & 3.

Murphy reported that Western has put into place a system that will help the university in the next round of quality awards, cost studies, the performance agreement, and accreditation.

11. History of Legal Relationship between WWU Board of Trustees and the WWU Foundation

Wendy Bohlke, Senior Counsel, reported on the history of the legal relationship between the WWU Board of Trustees and the WWU Foundation. In 1995 a written agreement was entered into between the Foundation and the Board of Trustees that the WWU provides staff, facilities, goods and services to the Foundation to carry out its work of soliciting, considering, receiving, acknowledging, and managing various gifts and bequests for the benefit of WWU, its students, faculty, and staff. A copy was included in the packet.

It was noted that the Board of Trustees has fiduciary responsibility for the university and Foundation funds are an important part of university revenue. The WWU Foundation should and does regularly report to the Board the amount of Foundation funds available and how they are being used.

Bohlke reported that the Board of Trustees has delegated a trustee as the Board liaison to the Western Washington University Foundation Board. The Western Foundation is the fund-raising arm of the university.

Chair Sharpe noted an error on the last page of Bohlke's report, which pertained to the operation of the open meetings law. Bohlke indicated she would amend that line to ensure that it properly reflected that the Board of Trustees was advised to place less than a quorum of its members on the Foundation Board. The Western Foundation is not a public agency and serves as the university's agent in fund raising. People who wish to make charitable donations for the benefit of the university may do so anonymously by making such gifts to the foundation.

Trustee Zoro reported that she is a non-voting Director Emeritus of the WWU Foundation Board and Trustee Warner announced that he will become a member of the WWU Foundation Board when his term on the BOT has expired.

12. Content of President's Annual Report

Steven Swan, Vice President for External Relations, reported that the President's Annual Report will take a different approach from earlier years and will promote the good news of the university. The University Communications Office will create a publication from the compilation of news releases and stories from the past year. Ideas for inclusion, based on 18 generic themes of good news stories, have been solicited from the different areas of the university. The annual report will be used as a marketing tool and will be available for distribution at the beginning of September.

Swan also reported that there will also be a new online version of "Western Today" to be released at the start of school. This will include a library of press releases that can be used to promote Western to the legislators, etc. Swan also reported that as a cost saving measure, several university publications will be consolidated and many publications will no longer be printed.

COMMITTEE REPORTS

13. BOARD AUDIT COMMITTEE

Peggy Zoro, Vice Chair of the Board Audit Committee reported on the August 13, 2009 Board Audit Committee. The committee:

- Approved the minutes of the June 11, 2009 meeting
- Heard the State Auditors' Office Entrance Interview
- Heard the annual report of the Internal Controls Office
- Approved the 2009-11 Internal Audit Schedule
- Received Internal Audit's Draft Annual Report to the Board of Trustees
- Heard an update of activities from the Internal Audit Office, including the IT Security Audit
- Per Audit Committee Charter, met separately with the Internal Auditor and the University President

14. INFORMATION ITEMS

Trustee Sharpe asked each Vice President to report on what the trends and projections are for the next year in their divisions.

- **Admissions and Enrollment Planning Report**

Vice President Eileen Coughlin provided a written update on enrollment and admissions.

Coughlin reported that they are looking at several things relevant to enrollment, graduate education, and use of tuition waivers. They are looking at developing different ways to be

competitive in terms of recruiting talented out-of-state and in-state undergraduate students, and ways to strengthen institutional enrollment planning.

Shepard said that as a university we are also thinking about graduate education and international education. Conversations will continue with the faculty as to what those implications will be for our future enrollment profiles.

- **Alumni Association Report and Development Report**

Vice President Bowers provided a written report on the activities of the Office of Alumni Relations and a written update on WWU Foundation activities.

Bowers said that because of the reduction of the Foundation and Alumni operating budgets, they will be rethinking ways of doing business more efficiently and connecting people in a more sustainable way.

Bowers said that Campaign planning is the focus for the division this year. The Foundation Board appointed a planning committee which will be confirming guiding principles, developing policies and timelines, and developing priorities for the university. They will also be looking at ways to engage the campus community and potential supporters in the campaign.

- **Major Capital Projects Status Report**

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

Wetherell reported that Ebenal General Inc. has started the site work for the Buchanan Towers addition. The project is on schedule and occupancy is expected by Fall 2010.

The Miller Hall Renovation project and moving building occupants resulted in the elimination of some parking spaces on campus. The project is on schedule.

Sharpe said with the all the major projects on campus, it is important to stay on top of building maintenance projects.

- **University Relations Report**

Branding Initiative

Steve Swan, Vice President for University Relations provided a written update on the recent activities of University Relations.

Swan said they have selected Lyric, Inc., of Seattle as the commercial partner for the university branding initiative. Three different working teams have been created as part of the branding initiative: the Executive Leadership Team, the Steering Team, and the Practitioners Team. The process will include questionnaires and surveys, and in-person interviews. The project should be concluded by December 31, 2009. The brand will help the institution decide what is important to us, to explain who we are, and leads us to doing a better job of compiling an integrated marketing approach.

After discussion of the branding initiative and what it means for Western, the Board agreed that Trustee Fujikado should follow the initiative on behalf of the Board.

Waterfront Project

Swan reported that the City and the Port plan to complete their environmental impact statement and development regulations by the end of the summer. Western continues to work with the Port and the City of Bellingham in seeking $61M of federal stimulus funds (TIGER) for infrastructure development at the waterfront.

Swan said there has been ongoing discussion with the Huxley and CBE Deans to create opportunities for green business opportunities. We want to create something that is going to be a "destination point" that will help drive people to want to come to the waterfront.

The name of the Viking Development entity will be changed to "Western Crossing Development." Swan said that Western is also in discussion with the Port on creative ways of acquiring land on the waterfront.

Legislative Update

Sherry Burkey, Associate Vice President for External Relations, reported that they are thinking about what the budget cuts mean to the institution and ways to describe the impact to the legislators. She reported that we are looking at possible flexibility of regulations and ways to operate more efficiently; and are working closely with the HECB project such as System Redesign and Tuition Policy Study. Burkey said the Compass 2 Campus project has given us an opportunity to meet and work with legislators.

- **WWU/WTA Interlocal Cooperation Agreement**

Shepard observed that an agreement had been reached with the Whatcom Transit Authority regarding bus passes for the next year. He thanked the students for their leadership in WWU/WTA agreement and the work of the Business & Financial Affairs Division staff.

20. MEETING EVALUATION & FUTURE AGENDA TOPICS

- Western as a Publicly-Purposed University
- Ways to communicate the message regarding the importance of higher education in the future of Washington State

21. EXECUTIVE SESSION

At 11:45 Trustee Sharpe announced that the Board would convene in Executive Session for approximately 20 minutes to discuss personnel and legal issues as authorized in RCW 42.30.110, and collective bargaining as authorized in RCW 42.30.140(4)(B).

The Board reconvened in Open Session at 12:12 p.m. No action was taken.

22. ADJOURNMENT

Meeting adjourned at 12:12 p.m.

23. DATE FOR NEXT REGULAR MEETING: October 8 & 9, 2009.