

**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES  
MINUTES  
February 10, 2012**

**1. CALL TO ORDER, APPROVAL OF MINUTES**

Chair Dennis Madsen reconvened the regular meeting of the Board of Trustees of Western Washington University to order at 8:05 a.m., February 10, 2012, in OM 340, Western Washington University, Bellingham, WA.

**Board of Trustees**

Betti Fujikado, Secretary  
Karen Lee  
Dennis Madsen, Chair  
Ralph Munro, Vice Chair  
Phil Sharpe  
Jacob Whitish

**Western Washington University**

Bruce Shepard, President  
Wendy Bohlke, Assistant Attorney General  
Stephanie Bowers, Vice President for University Advancement  
Paul Cocke, Director, University Communications  
Eileen Coughlin, Vice President for Enrollment and Student Services  
Paul Dunn, Sr. Executive Assistant to the President  
Anna Ellermeier, President, Associated Students  
Paula Gilman, Exec. Director, University Planning & Budgeting  
Karen Stout, President, Faculty Senate  
Liz Sipes, Secretary to the Board of Trustees  
Steve Swan, Vice President for University Relations  
Richard Van Den Hul, Vice President for Business and Financial Affairs

Chair Madsen announced a change to today's meeting agenda. The Board will take action on an employment contract during the Board Chair Report.

MOTION 02-01-2012            Phil Sharpe moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the minutes of the Board of Trustees Meeting, December 8, 9, 2011.

Motion carried.

## 2. RECOGNITIONS AND INTRODUCTIONS

- **Bob Schneider, Director, Administrative Computer Services (ADMCS)**

John Lawson, Chief Information Officer, introduced Bob Schneider, Director of Administrative Computer Services. Bob was recognized for his continued leadership in ADMCS and contributions to many projects such as the Banner Finance Initiatives and Millennium Data Warehouse implementation. Bob was also recognized but for the recent national recognition given to Western by University Business magazine for being named as a “Model of Efficiency” for our E-sign process.

- **Billie Watts, Application Systems Manager, ADMCS**

John Lawson, Chief Information Office, introduced Billie Watts, Application Systems Manager, ADMCS. Billie was recognized for her leadership and collaborative skills with all areas of the university. She oversees the Student Information System (SIS) as well as other systems. Billie participated on projects that received the President’s Team Recognition Award for 2009 and 2010.

- **Tina Loudon, Director, Academic and Career Development Services & Susan Anderson, Career Counselor III, Academic and Career Development Services**

Eileen Coughlin, Sr. Vice President, Vice President for Enrollment and Student Services, introduced Tina Loudon and Susan Anderson from Academic and Career Development Services. Because of their leadership recruiting volunteers, WWU ranks second in the nation among medium-sized colleges and universities with alumni serving as Peace Corp volunteers in the 2012.

## 3. BOARD CHAIR REPORT

Dennis Madsen, Chair, reported on Trustees & Regents Day in Olympia on January 24, 2012. Trustees and Regents from institutions around the State, met with the legislators to reiterate the importance of higher education and the role it plays in the state of Washington.

The Trustees took action on a motion on the employment contract for Cyndie Shepard. President Shepard recused himself from the room during this discussion and action.

MOTION 02-02-2012

Ralph Munro moved, that the Board of Trustees of Western Washington University, upon recommendation of the Provost, accepts and approve the Provost’s report regarding the employment of Cyndie Shepard and ratifies her appointment as a substitute teacher in Spring Quarter of 2011 and Spring Quarter of 2012.

Motion carried.

The Board acknowledged the tremendous work that Cyndie does on behalf of Western Washington University.

#### **4. UNIVERSITY PRESIDENT**

Bruce Shepard, President, invited Rich Van Den Hul, Vice President for Business & Financial Affairs to give an update on the developments of the Softball Field. Van Den Hul reported that the project, a partnership of both private and state funding, involved the Western Foundation, Facilities Management, and Enrollment and Student Services. The project is proceeding on time and is expected to be completed by March 1.

Shepard reported that the campus stayed open during the recent inclement weather and most classes continued. Shepard said that improvement is needed in communication with students and will be made for future inclement weather incidents.

Shepard reported on a recent student suicide. The campus communicated with students and parents. Open discussion will continue on this subject to remove the stigma of mental illness and depression.

Shepard reported that admission applications have increased about 6% overall; students of color applications have increased 14%; and out-of-state student applications have also increased. The low application level for international students will be addressed. Shepard said that even though we turn away students, we don't want to become complacent. Western needs to keep the application level high to ensure that we continue to admit quality students and that Western continues to provide a quality education.

#### **5. ASSOCIATED STUDENTS**

Anna Ellermeier, Associated Students President, updated the Board on recent activities of the Associated Students. AS renewed the Alternative Transportation Fee that funds alternative transportation for students such as the WTA Bus Pass and the late night shuttle. The fee also funds two support positions.

Ellermeier gave an overview of the Associated Students 2012 State Legislative Agenda. She reported that fifty Western students attended eighty-five meetings in Olympia on the Viking Lobby Day.

#### **6. FACULTY SENATE**

Karen Stout, Faculty Senate President, updated the Board on recent activities of the Faculty Senate. Stout reported that at the January 9, 2012, Faculty Senate meeting, the faculty legislative representative and others skyped into the meeting from Olympia. This was the first day of the legislative session and Stout said that it helped the people on campus to hear firsthand on their activities in Olympia.

Stout reported that the Faculty Senate is continuing to work on revisions to the Code of Ethics, Section 7 and 8 of the Faculty Handbook. The revised policies on Consensual Relationships and the Conflict of Interest are expected to be before the Board at the April meeting. A small committee is looking at other housekeeping issues of the Faculty Handbook.

Stout reported that a small subcommittee is collaboratively looking a draft Policy on Possible Elimination and Merger of Programs and Departments on campus. Based on good data, the goal is to enhance the quality programs already at Western. The subcommittee proposed a regular review of all programs that would also include an outside assessment.

## 8. CONSENT ITEMS

MOTION 02-03-2012

Ralph Munro moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following consent item:

- Winter Quarter Degrees

Motion carried.

## 9. RESOLUTION NO. 2012-01 AUTHORIZING THE REFINANCING OF THE STUDENT RECREATION CENTER FEE REVENUE BOND SERIES 2002 AND PROVIDE UP TO \$2.5 MILLION FOR RECREATION IMPROVEMENTS

Rich Van Den Hul, Vice President for Business & Financial Affairs introduced Susan Musselman, SMS Financial Advisors; Cynthia Weed, K&L Gates; Linda Beckman, Director of Division Budgets & Administration, Student Services, and Teresa Mroczkiewicz, Director of Financial Services, BFA.

Van Den Hul said that Resolution 2012-01 is proposed for the sale of Bonds, including delegation of authority to the President or Vice President for Business and Financial Affairs to determine the method, timing and details of the Bond sale. Currently the market conditions are such that refunding the Student Recreation Center Fee Revenue Bonds Series 2002 could result in cost savings of approximately \$170,000 per year. The savings provides an opportunity to finance a portion of the Multipurpose Field.

Eileen Coughlin, Sr. Vice President and Vice President for Enrollment and Student Services presented a brief background on the need of a new Multipurpose Field. The field would be used by Campus Recreation and Intercollegiate Athletics. The financing of the field would be approved by the S&A Committee and would be in partnership with the Western Foundation through donations and in-kind gifts, as well as other sources.

MOTION 02-04-2012

Ralph Munro moved, that Board of Trustees of Western Washington University, upon the recommendation of the President, adopt Resolution No. 2012-01 authorizing the issuance of Student Recreation Center Fee Revenue and Refunding Bonds, Series 2012, including delegation of authority as outlined in the Bond Resolution. The Bond Resolution includes refunding of certain bonds and provides up to \$2.5 million additional Bond proceeds for recreation improvements. The improvements will be reviewed and approved by recommendation of the Student Recreation Center's S&A Fee Committee.

Motion carried.

## 9. AWARDING AN HONORARY DEGREE

Bruce Shepard, President, said that Washington State Legislature authorized Western Washington University the authority to confer an honorary bachelor's, master's, or doctorate level degree upon persons in recognition of their learning or devotion to education, literature, art, or science. There is an open call for nominations from faculty, staff, students and advisory boards, in which the Trustees are included. The Faculty Senate Executive Council is responsible for reviewing nominations and recommending candidates for honorary degrees to the President. The President then forwards his recommendations to the Chair of the Board of Trustees. The degrees are conferred at Western's Commencement Ceremonies. Western's first honorary degree was awarded to Dr. Jane Lubchenco, and the second will be awarded to Timothy Egan at the March 17, 2012 ceremony. With the Board's approval, Mr. Do-Ho Suh, an internationally renowned sculptor, will accept a degree at the June 2012 commencement ceremony. Shepard said that Heidi Grant Murphy, a Western Alum, has also been selected to receive an honorary degree at a future ceremony.

MOTION 02-05-2012                      Ralph Munro moved that Board of Trustees of Western Washington University, approve the award of an honorary doctoral degree to Mr. Do-Ho Suh. Further, the Board delegates its authority to select future recipients of an honorary degree to its Chair in consultant with the University President and subject to confirmation at a future meeting.

Motion carried.

Shepard also suggested adding a brief greeting from the Trustees on behalf of the people of the State of Washington to the Commencement Ceremonies.

## 10. CENTER FOR SERVICE LEARNING – A FACULTY PERSPECTIVE

Steve Vanderstaay, Vice Provost for Undergraduate Education, introduced Tim Costello, Director of Service Learning. Under Tim's leadership Western's Center for Service Learning, has received both local and national recognition for our service and community engagement. Western was recognized in President's Obama's *Learn and Serve Program*. Vanderstaay noted that Tim has led the Faculty Fellows Program at Western and has been asked to include a Community Fellows Program. The Community Fellows Program will help identify community needs so that Western can partner with community agencies more successfully. Costello noted that this year is the 20<sup>th</sup> anniversary for the Center for Service Learning.

Dr. Sheila Webb, representing the Faculty Fellows Program, described how she has integrated service learning into her Visual Journalism Course and how learning was integrated with real-world experience. Webb's class partnered with Hope House, Whatcom Council on Aging, SISU Children's Fund, and Allied Arts by designing brochures, logos, videos, and websites, etc.

At 10:25 a.m. Chair Madsen announced a 15 minute break. The meeting reconvened at 10:40 a.m.

## **11. COLLEGE OF SCIENCES AND TECHNOLOGY – POSSIBILITIES OF ENGINEERING AT WESTERN**

Jeff Wright, Dean of the College of Sciences and Technology, gave a brief background on the recommendation for a new Engineering Program at Western to help meet the growing needs of the State of Washington.

Todd Morton, Chair, Engineering Technology Department, gave a brief history of the Engineering Technology Programs currently at Western. The proposal is to build on our strengths and transition from Applied Engineering to Engineering Science by offering programs in Manufacturing Engineering, Electronic Engineering, and Plastics Engineering. The goal is to be accredited by the Engineering Commission and continue Western's *Learn by Doing*, hands-on approach. Morton said that if Western is provided funding in July 2012, our first cohort would start Fall Quarter 2013 and with continued funding, Western would graduate 50 engineering students per year. Morton said we have received overwhelming support from industry partners to offer these programs.

Brad Johnson, Chair, Physics/Astronomy Department, said there is a growing need in the nation and Washington State for jobs with post-secondary STEM (Science, Technology, Engineering and Mathematics) education. Johnson said that since Western is a well-established, public, residential institution with a background in STEM fields and engineering, this is a tremendous opportunity for us to offer an industry-ready preparation in Manufacturing, Plastics and Electrical Engineering.

## **12. CAMPAIGN UPDATE**

Stephanie Bowers, Vice President for University Advancement gave an update on the University Campaign. Bowers thanked the Trustees for their interest and willingness to support the campaign. The Trustees have established a Board of Trustees Endowed Scholarship, which to date has gifts and pledges of \$95,000. Past, present and future Trustees can contribute to this fund. To be eligible for this scholarship, students must be a Washington resident, have high academic merit, have the financial need, and have demonstrated the ability to overcome obstacles.

Bowers reported that they anticipate having the Campaign leadership identified and recruited by the Foundation Board Meeting on May 18, 2012. Bowers reported that the Foundation continues to work with the colleges on the campaign. The Sr. Director for Development and Leadership Gifts was recently hired.

## **13. OLYMPIA UPDATE**

Sherry Burkey, Associate Vice President for University Relations, joined the meeting via Skype. Burkey reported that they are expecting to see budgets proposals from the House and Senate soon after the February 16<sup>th</sup> Revenue forecast. The higher education community has been working to make the case for no new cuts to higher education.

Burkey said they have been trying to get support for WWU's proposal to provide Engineering graduates to respond to the needs from the industry, but the Governor's budget proposal only includes new enrollments for engineering for the two research universities.

Burkey said that they have also been working on a package of bills designed to help us be more efficient in our business practices, e.g. job order contracting, increasing thresholds for minor works and predesign projects, changes in direct deposit policy, purchasing and personal services contracts policy, travel policy and equipment maintenance contracts.

Burkey noted that President Shepard and others have spent considerable time in Olympia meeting with legislators to talk about the impact of cuts on Western and the damage additional cuts would have on our ability to serve students and the State.

Burkey said that January 24, 2012 Trustee/Regents Day in Olympia was very successful, with Trustees Madsen and Munro meeting with legislators on behalf of Western. The Western Advocates group has also generated a lot more contact with legislators. Burkey said Western's "team" approach has had a high impact in Olympia.

#### **14. INFORMATION ITEMS**

- **Academic Affairs**  
Provost Riordan provided information on the *Complete to Compete Performance Plan*.
- **Alumni Relations Report**  
Vice President Bowers provided a written report on the university's Alumni Relations activities.
- **Annual University Police Report**  
Vice President Van Den Hul provided a written annual update of the University Police Department (UPD).
- **Annual Sustainability Report – Executive Summary**  
Vice President Van Den Hul provided the Executive Summary and Highlights of the 2010-2011 Western Sustainability Report.
- **Capital Program Report**  
Vice President Van Den Hul provided a written report on the university's capital projects.
- **Development Report**  
Vice President Bowers provided a written report on activities of the Western Washington University Foundation.
- **Enrollment and Admissions Summary**  
Vice President Eileen Coughlin provided a general update on the university's enrollment and admissions.
- **Mid-Year Housing and Dining Report**  
Vice President Eileen Coughlin provided a programmatic and fiscal report to the Board on the University's Housing and Dining System.

- **Quarterly Grant/Contract Report**

Provost Riordan provided information from the Office of Research and Sponsored Programs concerning grant awards from the period July 1, 2011 – September 30, 2011 and fiscal year 2011/12.

- **University Relations Report**

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

**15. FUTURE AGENDA TOPICS**

**16. DATE FOR NEXT REGULAR MEETING: April 12 & 13, 2012**

**17. ADJOURNMENT**

The meeting adjourned at 11:55 a.m.

**18. LUNCH**

The Trustees enjoyed a presentation by students of the Manufacturing and Supply Chain Management Program