

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MINUTES
June 8, 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 8:00 a.m., June 8, 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
Dick Thompson
Jacob Whitish
Peggy Zoro

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 Cocks, 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
Catherine Riordan, Provost/Vice President for Academic Affairs
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

MOTION 06-01-2012 Ralph Munro 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, April 12, 13, 2012 and the Special Board of Trustees Meeting, May 29, 2012.

Motion carried.

2. RECOGNITIONS AND INTRODUCTIONS

- **Lorraine Kasprisin, Professor, Secondary Education**

Francisco Rios, Dean of the Woodring College of Education, and Ray Wolpov, Chair of the Department of Secondary Education, recognized Lorraine Kasprisin for the founding of and outstanding work she is doing on the **Journal of Education Controversy**. This online, peer reviewed journal provides a national and international forum for examining the dilemmas and controversies that arise in teaching and learning in a pluralistic, democratic society.

- **Rich Brown, Associate Professor, Theatre and Dance**

Deb Currier, Chair of Theatre and Dance, CFPA, recognized Rich Brown as recipient of the Kennedy Center's National Award for Outstanding Lead Deviser/Director of a Devised Work. A devised theater work is an original work created collaboratively by a team of artists who are usually also the performers.

3. PUBLIC COMMENT

Per Substitute House Bill 2313, effective June 7, 2012, time was provided for public comment at the June 8, 2012 regular meeting of the Board of Trustees. There were no requests for public comment

4. BOARD CHAIR REPORT

Trustee Dick Thompson read Resolution No. 2012-04 Recognizing the Service of Board Member Jacob Whitish. Whitish was presented with the resolution, a plaque and a photo of Western's campus.

WESTERN WASHINGTON UNIVERSITY BOARD OF TRUSTEES

RESOLUTION NO. 2012 - 04 RECOGNIZING THE SERVICE OF BOARD MEMBER JACOB WHITISH

WHEREAS, JACOB WHITISH of Shelton, Washington, has served as a member of the Western Washington University Board of Trustees from July 5, 2011 – June 30, 2012; and

WHEREAS, JACOB WHITISH has the distinction of being the fourteenth student appointed by the Governor to the Board of Trustees of Western Washington University; and

WHEREAS, JACOB WHITISH brought to his appointment as a trustee dedication to the campus community through his service as an Account Executive in the Western Washington University Associated Students Publicity Center; and

WHEREAS, JACOB WHITISH, recipient of the Eagle Scout Award, brought to his appointment as a trustee dedication to his community by giving back to the youth members of

the Boy Scouts of America, and by working on a community service project to improve Franklin Park in Bellingham; and

WHEREAS, JACOB WHITISH has contributed his time and commitment to the University at considerable personal sacrifice while pursuing a B.A. in Environmental Studies in Disaster Reduction and Emergency Preparedness and supplementing his course load in classes in Business Law, Financial Accounting, Micro and Macro Economics, and Management; and

WHEREAS, JACOB WHITISH 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 of Western Washington University that **JACOB WHITISH** 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 June 8, 2012.

MOTION 06-02-2012 Dick Thompson moved, that the Board of Trustees, approve Resolution 2012-04 Recognizing the Service of Board Member Jacob Whitish.

Motion carried.

Association of Governing Boards (AGB) National Conference on Trusteeship

Chair Madsen reported on the AGB National Conference on Trusteeship, April 20-24, 2012 in Washington, DC. This year's theme was *The Innovative University* and over 1100 leaders of higher education from across the country were in attendance. Trustees Madsen and Zoro, and President Shepard attended the conference, which included a pre-conference session on *The Board-President Partnership in Fundraising*.

5. UNIVERSITY PRESIDENT

Bruce Shepard, President, addressed the topic of when the university should take a position on an issue and when it shouldn't. The President speaks for the university's capacity to deliver on its mission – to provide a premier undergraduate education and to build on our strengths to address critical needs of the state of Washington. Shepard said he is often asked to take a position on an issue, e.g. the Coal Train Terminal. He will not take a position on this issue as it does not have a direct relationship to the university. Shepard said that this does not mean the university is avoiding controversy as the Associated Students have the flexibility to take a position on any particular issue.

Shepard said that he is concerned that the university may not be involved enough in issues of the day. We have enormous resources on campus and he would like to look at a "Best Practices" approach so that Western can become engaged in such an issue as a source of information or a place for debate, bringing in experts from around the country.

6. ASSOCIATED STUDENTS

Anna Ellermeier, Associated Students President, provided the Board with a brief overview of major activities and accomplishments of the Associated Students this past year, including the highest voter registration in the state; a successful lobbying effort; continuing to strengthen the partnership between AS and the university administration; a successful trip to Washington, DC; AS hiring and elections, and programming events.

7. FACULTY SENATE

Karen Stout, Faculty Senate President, announced that she will serve a second year as president since the Senate vice president is unable to assume the position. A new vice president will be introduced in the fall. Stout said that several members of the Senate Executive Committee will also continue next year.

Stout updated the Board on recent activities of the Senate, including elections and appointments to committees; publishing the first Senate newsletter; developing a plan for an ongoing assessment of programs; providing presentations for faculty; and streamlining Senate processes.

8. CONSENT ITEMS

MOTION 06-03-2012

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

- Approval of Spring Quarter Degrees

Motion carried.

Trustee Sharpe recused himself from voting on the Construction Contract for Administrative Services Central Machine Room Infrastructure Improvements, PW648 and Architectural and Engineering Services Consultant Contract for Edens Hall North and Ridgeway Alpha Renovations.

MOTION 06-04-2012

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

- Construction Contract for Administrative Services Central Machine Room Infrastructure Improvements, PW648
- Architectural and Engineering Services Consultant Contract for Edens Hall North and Ridgeway Alpha Renovations, PW661

Motion carried.

9. COLLECTIVE BARGAINING AGREEMENT BETWEEN WESTERN WASHINGTON UNIVERSITY AND THE UFWW

Bruce Shepard, President said the Collective Bargaining Agreement between WWU and the UFWW was a collaborative, cooperative effort and recommends that the Board of Trustees approves the agreement. Shepard said that because Western's faculty salaries are far below those of peer institutions, we have difficulty recruiting and retaining faculty. Western's reputation as a premier, quality institution depends on continued contributions from excellent faculty.

Madsen said the data backs up the need to approve this contract. In a national comparison, with an adjusted cost of living, WWU ranks 503rd out of 574 public colleges for faculty compensation. When looking at salary indexes, WWU is one of the lowest ranked colleges in the state of Washington.

Shepard thanked the Administrative Bargaining Team and the UFWW Bargaining Team for their effective work and enormous amount of time spent on the negotiations.

MOTION 06-05-2012

Ralph Munro moved that the Board of Trustees hereby approves the proposed collective bargaining agreement with the United Faculty of Western Washington.

The Board of Trustees authorizes the President or his designee to execute the agreement on behalf of the Board effective June 8, 2012, in keeping with the reserved authority in the Board of Trustees Rules of Operation, Section 2.3(h).

Motion carried.

Steven Garfinkle, President of the UFWW, thanked the bargaining teams for their tremendous work.

The meeting recessed at 9:20 a.m. for the official signing of the contract. The meeting convened at 9:37 a.m.

The Collective Bargaining Agreement between Western Washington University and the UFWW, goes into effect on September 16, 2012. The campus has been notified that the contract was overwhelmingly ratified by the UFWW.

10. 2012-2013 ANNUAL OPERATING BUDGET

Bruce Shepard, President, introduced the Operating Budget for 2012-2013. With some minor housekeeping adjustments, it is the same budget that was originally presented in June 2011.

MOTION 06-06-2012

Ralph Munro moved, that the Board of Trustees of Western Washington University, upon the recommendation of the

President, approve a 2012-2013 Annual State Operating Budget of \$140,113,687 consisting of a State Appropriation in the amount of \$41,147,000; WWU net tuition operating fee revenue of \$88,077,368; administrative services assessment revenue of \$2,652,319; and one-time funds of \$8,237,000.

Karen Lee seconded. Motion carried.

There was a brief discussion of the recent rebasing and reinvesting processes in the Academic Affairs, Enrollment and Student Services, and Business and Financial Affairs.

11. 2012 – 2013 STUDENT FEES

Eileen Coughlin, Vice President for Enrollment and Student Services, introduced the 2012-2013 Student Fees. The only fee with a proposed increase is the Services & Activities (general S&A) Fee with a 2.7% increase. The S&A fee is a legislative appropriated process that is led by students for review and vote, before it comes before the Board of Trustees.

MOTION 06-07-2012

Ralph Munro moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President and the various constituent review committees, approve the 2012-2013 mandatory student fee levels and distribution for the S&A Fee as proposed in the attached documents for the following fees (*ATT. A*):

- Services & Activities (general S&A) Fee (2.7% increase)
- Health Service Fee (*No increase*)
- Technology Fee (*No increase*)
- Non-Academic Building Fee (*No increase*)
- Green Energy Fee (*No increase*)
- Student Recreation Fee (S&A) (*No increase*)
- Student Transportation Fee (*No increase*)

Motion carried.

12. OTHER ACADEMIC PROGRAM FEES

Catherine Riordan, Provost, reported that the Other Academic Program Fees, are fees that are charged through WWU Extended Education for programs that are offered in the summer or off-campus. The fees are developed on the actual cost of the programs.

MOTION 06-08-2012

Ralph Munro moved, that the Board of Trustees of Western Washington University, upon the recommendation of the

President, approve the attached 2012-2013 Other Academic Program fee schedule. (*ATT. B*)

At 10:13 Chair Madsen announced a seven minute break. The meeting reconvened at 10:24 a.m.

Anna Ellermeier introduced Ethan Glemaker, the 2012-2013 Associated Students President. Ethan is majoring in an English Literature and has a second major with a Fairhaven interdisciplinary concentration.

13. 2013-2015 CAPITAL BUDGET REQUEST AND 2013-2023 CAPITAL PLAN

Rich Van Den Hul, Vice President for Business and Financial Affairs, said the 2013-2015 Capital Request & the 2013-2023 Capital Plan being presented today includes changes from the April BOT meeting and the UPRC.

Van Den Hul, said the Gateway Complex (Academic Services & Performing Arts Fac.), #4 University Priority, will include a request for a parking facility to improve the access to campus. In response to a question from Trustee Munro, Van Den Hul said they will be looking at the options for Canada House in the design phase of the Gateway Complex, which will include the possibility of moving or demolishing the house.

Van Den Hul highlighted some of the changes to capital projects including the Interdisciplinary Science Facility, Classroom & Lab Upgrades, Storm Water Mitigation, Environmental Studies Center Renovation and Old Main Preservation.

MOTION 06-09-2012 Karen Lee moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approves a 2013-2015 Capital Budget Request from State-appropriated funding sources of \$112,360,000.

Motion carried. Ralph Munro opposed.

14. RESOLUTION NO. 2012-03 SALE OF HOUSING & DINING SYSTEM REVENUE REFUNDING BONDS, SERIES 2012/2013 TO REFINANCE THE HOUSING & DINING SYSTEM REVENUE AND REFUNDING BONDS SERIES 2003.

Eileen Coughlin, Sr. Vice President and Vice President for Enrollment and Student Services, said that Western has an opportunity to take advantage of the current market and achieve some annual cost savings by refinancing the Housing and Dining System Revenue and Refunding Bonds, Series 2003.

Rich Van Den Hul, Vice President for Business and Financial Affairs recognized Teresa Mroczkiewicz, Director of Financial Services, and Brian Sullivan, Assistant Vice President for Business & Financial Affairs and introduced Susan Musselman, Financial Advisor, for their work on this opportunity to refinance the Housing & Dining Bonds. Van Den Hul said that the bond market is going in a good direction and we are asking the Board to authorize the sale.

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES**

RESOLUTION NO. 2012-03

**AUTHORIZING THE SALE OF HOUSING & DINING SYSTEM REVENUE REFUNDING
BONDS, SERIES 2012/2013 TO REFINANCE THE HOUSING & DINING SYSTEM REVENUE
AND REFUNDING BONDS, SERIES 2003**

WHEREAS, the Western Washington University Board of Trustees (Board) intends to proceed towards the sale of Housing and Dining System Revenue Refunding Bonds, Series 2012/2013 to refinance the Housing and Dining System Revenue and Refunding Bonds, Series 2003, and

WHEREAS, market conditions are such that refunding the Housing & Dining System Revenue and Refunding Bonds Series 2003 could result in cost savings of approximately \$68,700 per year (as of May 8, 2012 market rates), and

WHEREAS, the Board is authorized by law to delegate its authority as it deems appropriate by resolution;

NOW, THEREFORE, Be it Resolved,

The Board of Trustees hereby delegates authority to President Bruce Shepard and Richard Van Den Hul, Vice President for Business and Financial Affairs, to:

1. Sign the necessary documents for the execution and delivery of the bonds and make other determinations relative to the bond refinancing, including the method of sale;
2. Approve the selection of an underwriter for a negotiated sale of the bonds;
3. Proceed with rating agency applications as they deem necessary and appropriate; and
4. Approve a preliminary official statement with respect to the bonds and deem it final in accordance with Securities and Exchange Commission Rule 15c-2(12).

Additional terms of the Bonds are set forth in Master Resolution No. 97-90 and Series Resolution No. 2012-03, each of which is incorporated by reference herein.

DATED June 8, 2012.

MOTION 06-10-2012

Ralph Munro moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, adopt Resolution No. 2012-03 authorizing the sale of Housing & Dining System Revenue Refunding Bonds, Series 2012/2013, including delegation of authority as outlined in the Bond Resolution.

Motion carried.

15. 2012-2014 INTERNAL AUDIT SCHEDULE

Kim Herrenkohl, Director, Internal Audit Office, introduced the Internal Audit Schedule for 2012-2014. Herrenkohl said in developing the schedule, Internal Audit utilized a risk assessment process, solicited input from across campus, considered planned external audit coverage, including required follow-up audits and allowed for flexibility for contingencies that may arise during the year. The draft schedule is also discussed with the Vice Presidents, Provost, President, and the Board Audit Committee.

MOTION 06-11-2012 Ralph Munro moved, that the Board of Trustees of Western Washington University, upon recommendation of the Board of Trustees Audit Committee and President Shepard, approve the 2012-2014 Internal Audit Schedule.

Motion carried.

16. ELECTION OF BOARD OFFICERS

The Trustees elect a chair, vice chair, and secretary for two-year terms pursuant to the *WWU Board of Trustees Rules of Operation*, Section 5(.01) Officers and Terms.

MOTION 06-12-2012 Phil Sharpe moved that the Board of Trustees of Western Washington University elects the new Board officers as nominated,
to be effective at the close of this meeting.

- Peggy Zoro, Chair
- Karen Lee, Vice Chair
- Betti Fujikado, Secretary

Motion carried. Ralph Munro seconded.

17. CAMPAIGN UPDATE

Stephanie Bowers, Vice President for University Advancement and Executive Director of the WWU Foundation, reported that the campaign has raised \$10 Million to date.

Bowers updated the Board on the new staff appointments in the Foundation Office, the transitions on the Foundation Board, and development of the Campaign leadership.

There was a brief discussion on opportunities for the Board to help thank those who have donated to Western's campaign.

18. TUITION WAIVERS

Eileen Coughlin, Sr. Vice President and Vice President for Enrollment & Student Services provided an overview on tuition waivers at Western. Currently 10% of the operating budget is

used for granting tuition waivers; a percentage dictated by RCW 28B.15. Of this, 65% is for Enrollment and Need-based; 18% for graduate assistants, 3% for mandated waivers for veterans, firefighters, and their families, and the remaining 14% for other waivers. Coughlin noted that tuition waiver dollars are critical to first-generation, low-income students and their ability to afford a higher education.

19. AUDIT COMMITTEE REPORT

Peggy Zoro, Chair, reported on the June 7, 2012 Board Audit Committee meeting. The committee:

- Approved the minutes of April 12, 2012
- Was introduced to Brian Sullivan, Assistant Vice President for Business & Financial Affairs
- Performed their Annual Review of the Internal Audit Charter, Policies and Procedures. They did not have any recommended changes.
- Heard updates from the Internal Audit Office
- Reviewed the President's Expenses from January 1, 2012 through March 31, 2012
- Finalized their Annual Audit Committee Self-Assessment
- Met in private with President Shepard as required by the Audit Committee Charter, #2
- Met in private with Kim Herrenkohl, Director of the Office of Internal Audit as required by the Audit Committee Charter, Internal Audit Program, #8

Zoro announced the new Board Audit Committee members: Dick Thompson, Chair; Betti Fujikado; and Dennis Madsen. Phil Sharpe will continue until his term expires on September 30, 2012.

20. INFORMATION ITEMS

- **Academic Reports:**
 - **Performance Plan**
Provost Riordan provided information about the "Performance Plan" that Western established through negotiations with Governor Gregoire's staff and office.
 - **New Tenure Track Faculty**
Provost Riordan provided information about newly hired tenure-track faculty for the 2012-13 Academic Year.
- **Admission and Enrollment Summary**
Vice President Eileen Coughlin provided a general update on the university's enrollment and admissions.
- **Alumni Relations Report**
Vice President Bowers provided a written report on the university's Alumni Relations activities.
- **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.
- **Quarter Grant/Contract Report**
Provost Riordan provided information from the Office of Research and Sponsored Programs concerning grant awards for the period October 1, 2011 – March 31, 2012 and fiscal year 2011/12.
- **University Relations Report**
Vice President Swan provided a written report on the recent activities of University Relations.

21. PASSING THE GAVEL

Trustee Dennis Madsen officially passed the gavel to Trustee Peggy Zoro, Board Chair, 2012 - 2014.

22. MEETING EVALUATION AND FUTURE AGENDA TOPICS

23. DATE FOR NEXT REGULAR MEETING: AUGUST 16, 17, 2012

24. ADJOURNMENT

The meeting adjourned at 12:00 p.m.

25. LUNCH

The Trustees were introduced to the 2012 Presidential Scholars and recognized Dr. Brad Smith for his service as Dean of the Huxley College of the Environment.