

**Western Washington University  
Board of Trustees  
Meeting Minutes  
October 13 & 14, 2022**

**THURSDAY, OCTOBER 13, 2022**

**1. CALL TO ORDER**

Board Chair, Trustee John Meyer called the regular meeting of the Board of Trustees of Western Washington University to order at 3:02pm in the Old Main Board Room.

**Board of Trustees**

John M. Meyer, Chair  
Faith Pettis, Vice Chair  
Chris Witherspoon  
Chase Franklin  
Mo West  
Keara Ryan

**Western Washington University**  
Sabah Randhawa, President

**2. EXECUTIVE SESSION**

Chair Meyer called an Executive Session for one hour beginning at 3:03pm as authorized in RCW 42.30.110(1)g. The board reconvened at 4:08pm.

At 4:09pm, the Board adjourned until morning.

**FRIDAY, OCTOBER 14, 2022**

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

Chair Meyer called the meeting back to order at 8:00am.

**Board of Trustees**

John M. Meyer, Chair  
Faith Pettis, Vice Chair  
Chris Witherspoon  
Chase Franklin  
Mo West  
Keara Ryan

Sabah Randhawa, President  
Joyce Lopes, Vice President for Business and Financial Affairs  
Donna Gibbs, Vice President for University Relations & Marketing  
Brad Johnson, Provost and Executive Vice President  
Melynda Huskey, Vice President for Enrollment and Student Services  
Jacqueline Hughes, Chief Diversity Officer & Executive Director of the Office of Equity  
Lysa Rivera, Faculty Senate President  
Melissa Nelson, AAG  
Rebecca Hansen-Zeller, Secretary to the Board of Trustees

MOTION 10-01-2022

Trustee West moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Board of Trustees Meeting, June 10, 2022
- Board of Trustees Meeting, August 18 & 19, 2022
- Board of Trustees Special Meeting, September 19, 2022
- Board of Trustees Special Meeting, September 29, 2022

Trustee Pettis Seconded. The motion carried 6-0.

#### **4. PUBLIC COMMENT**

As per Amended RCW 28B.35.110, the Board of Trustees provided time for public comment. Nobody signed up for public comment.

#### **5. BOARD CHAIR REPORT**

Chair Meyer reported on a recent Special Meeting of the Board of Trustees where action was taken to approve contracts with labor partners. He reiterated that fair compensation for WWU employees remains a board priority. He also shared comments on the President's Evaluation, which was completed during Executive Session on December 8. He outlined the current board subcommittee assignments and formally announced Ash Awad's appointment to the Board of Trustees.

#### **6. UNIVERSITY PRESIDENT REPORT**

President Randhawa reported that Fall and the return to campus after Covid is off to a good start. He noted recent news events that are impacting students. The WA State House Workforce Development Committee was at WWU last week. He also noted a recent Accreditation visit for Engineering & Technology. The visit resulted in a stellar report. Lastly, he welcomed Becca Kenna-Schenk to her new role as Chief of Staff.

Joyce Lopes added an introduction of Avinash Raurkar, Associate Vice President of Facilities Development and Operations.

## **7. FACULTY SENATE REPORT**

Lysa Rivera reported that the sexual misconduct language is under revision. She also reported on the process for establishing new course evaluations. Course modality remains a sensitive issue as we return to normal on-campus services.

## **8. ASSOCIATED STUDENTS REPORT & WELCOMING NEW AS LEADERSHIP**

Sargun Handa reported that the AS is working to fill the VP of Diversity position and is rethinking the structure for that office. She also shared that the Executive Team held a successful retreat at the Shannon Point Marine Center and members also participated in the WA Student Association Fall Government Assembly to build the student legislative agenda. She also noted a revamp of the AS website and gave an update on the Student Senate.

## **9. BOARD FINANCE, AUDIT, AND ENTERPRISE RISK MANAGEMENT COMMITTEE REPORT**

Trustee Pettis reported on the September 23 FARM meeting and shared that the committee reviewed the Fiscal Year-end financial reports and looked at five years of data by fund type. The committee asked for additional information on self-sustaining programs. The heating conversion project was also on the agenda and will be a project that the committee continues to monitor due to its costs and long-term structural impacts. Audit & Consulting Services also provided a report.

## **10. BOARD ACADEMIC AFFAIRS AND STUDENT SUCCESS COMMITTEE REPORT**

Trustee West shared that the committee has developed a blueprint for the year that is aligned with the strategic goals. The committee strives to use retention metrics and other data to increase accountability toward the goals.

The board took a short break at 10:00am and reconvened at 10:14am.

## **DISCUSSION ITEM**

## **11. ENROLLMENT PATTERNS: A NEW FRAMEWORK FOR STRATEGIC BUDGETING AND SCHEDULE PLANNING**

Provost Johnson provided a vision for the annual planning processes in Academic Affairs, and how the new processes will dovetail with the strategic budgeting timelines. The discussion included background and data to illustrate enrollment patterns over the past decade, combined with a look forward, in order to provide the Trustees with a cause and effect picture of the changes coming, the overall purpose of the changes, and projected outcomes.

## **ACTION ITEMS**

## **12. APPROVAL OF PROPOSED NEW WAC CHAPTER – CHAPTER 516-32 WAC, SMALL WORKER ROSTER**

MOTION 10-02-2022

Trustee Witherspoon moved that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the

proposed new chapter 516-32 WAC, Small Works Roster as filed in the *Washington State Register*, WSR 22-15-098.

Trustee Pettis Seconded. The motion passed 6-0.

**13. APPROVAL OF PUBLIC WORKS PROJECT**

- a. Approval of Construction Contract for South College Drive Improvements Project, PW787

MOTION 10-03-2022

Trustee Franklin moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to Dawson Construction, Bellingham, WA, for the amount of \$1,112,814 (base bid) (plus associated sales tax) for the construction contract to construct the Multiple Building Access Control.

Trustee Witherspoon Seconded. The motion passed 6-0.

- b. Construction Contract Amendment, EECM & MCCM Building Information Modeling (BIM) for Electrical Engineering & Computer Science Project, PW758

MOTION 10-04-2022

Trustee Franklin moved that the Board of Trustees of Western Washington University, upon the recommendation of the President's, award a consultant contract to Perkins + Will, Seattle, WA, for a fee of \$4,965,437, to provide Pre-Design and Design Services and Construction Administration for the construction of the Electrical Engineering and Computer Science Building.

Trustee West Seconded. The motion passed 6-0.

**14. APPROVAL OF BOARD POLICIES**

- a. Delegation of Authority

**RESOLUTION NO. 2022-07**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF  
WESTERN WASHINGTON UNIVERSITY**

**BOARD POLICY ON DELEGATION OF AUTHORITY**

**WHEREAS**, the Western Washington University Board of Trustees is vested with full authority to manage the assets and affairs of the University.

**WHEREAS**, the Board's powers and duties are granted by Washington State law, in particular the Revised Code of Washington Chapter 28B.10 and 28B.35 ([RCW 28B.10](#) and [28B.35](#)) and other statutory provisions.

**WHEREAS**, [RCW 28B.10.528](#) authorizes the Board to delegate by resolution any of its powers and duties to the University President or designee.

**WHEREAS**, the Board engages in responsible institutional governance by delegating full authority, express and implied, to the President or designee to manage and conduct the affairs of the University, except for those matters reserved either by law or by the Board for the proper exercise of its fiduciary duties to the institution.

**WHEREAS**, the Delegation of Authority Policy delineates specific powers reserved by the Board and, conversely, powers that have been delegated to the President or designee, provided that any delegated authority continues to be subject to the ultimate authority of the Board to intervene in any matter.

**WHEREAS**, the Board will periodically review this policy and reserves the right to amend or rescind it by resolution at any time.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Trustees of Western Washington University that the attached Delegation of Authority Policy is formally adopted.

**PASSED AND APPROVED** by the Board of Trustees of Western Washington University at its regular meeting on October 14, 2022.

- b. Presidential Evaluations

#### **RESOLUTION NO. 2022-08**

#### **A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY**

#### **BOARD POLICY ON PRESIDENTIAL PERFORMANCE EVALUATION**

**WHEREAS**, it is the policy of the Board of Trustees that it will evaluate the President of Western Washington University on an annual basis and that it will conduct a periodic comprehensive evaluation every three to four years.

**WHEREAS**, the purpose of this policy is to formalize the intent and process by which the Board will fulfill an essential governance responsibility: supporting and evaluating the President. It also addresses the larger goal of contributing to the improvement of the President's and the institution's effectiveness.

**WHEREAS**, the evaluation will accomplish the related goals of supporting continuous communication between the Board and the President about the President's goals and accomplishments, the institution's strategic goals and mission, and the effectiveness of the President's organizational decision making.

**WHEREAS**, the evaluation process also meets the Board's need to be accountable to the institution's various constituencies and to the larger public interest and public trust.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Trustees of Western Washington University that the attached Presidential Performance Evaluation Policy is formally adopted.

**PASSED AND APPROVED** by the Board of Trustees of Western Washington University at its regular meeting on October 14, 2022.

c. Board Self-Evaluation

**RESOLUTION NO. 2022-09**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF  
WESTERN WASHINGTON UNIVERSITY**

**BOARD POLICY ON BOARD SELF-ASSESSMENT**

**WHEREAS**, the purpose of this policy is to formalize the intent and process for Board of Trustees' periodic self-assessment.

**WHEREAS**, the self-assessment process enables the Board to demonstrate that the Board and its individual members are carrying out their roles and responsibilities in an effective manner and to identify strengths and potential areas for improvement in the Board's functioning.

**WHEREAS**, the self-assessment process also satisfies the Board's responsibility to be accountable to the larger public interest and public trust and to demonstrate compliance with any external reporting requirements, such as University's accreditors which expect governing boards to define and regularly evaluate their responsibilities and expectations.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Trustees of Western Washington University that the attached Board Self-Assessment Policy is formally adopted.

**PASSED AND APPROVED** by the Board of Trustees of Western Washington University at its regular meeting on October 14, 2022.

d. Committee Charters

**RESOLUTION NO. 2022-10**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF  
WESTERN WASHINGTON UNIVERSITY**

**BOARD POLICY ON COMMITTEE CHARTERS**

**WHEREAS**, the Board of Trustees standing committees assist the Board in its oversight of advancing the mission and strategic priorities of the university.

**WHEREAS**, the committees help the Board to focus and organize its work around institutional issues and responsibilities that align with the Board's governance role.

**WHEREAS**, committee charters delineate committee structure and responsibilities.

**WHEREAS**, committees include the Executive and Governance Committee and two standing committees: the Academic Affairs and Student Success Committee and the Finance, Risk, and Management Audit Committee.

**WHEREAS**, the Board may establish ad hoc committees from time to time, as needed to focus on specific matters or for handling specific tasks in fulfillment of Board's duties and responsibilities.

**WHEREAS**, no committee, either standing or ad hoc, may act on behalf of the Board on matters requiring Board action. All committees shall refer matters to the Board for appropriate action in a regular meeting of the Board.

**WHEREAS**, the Chair of the Board shall make standing Committee appointments, including an appointment of a chairperson to each of the Committees, who shall serve a term of two years. Each Committee shall consist of at least three and no more than four Trustee members.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Trustees of Western Washington University that the attached Committee Charters Policy is formally adopted.

**PASSED AND APPROVED** by the Board of Trustees of Western Washington University at its regular meeting on October 14, 2022.

**15. INFORMATION ITEMS**

- a. Enrollment Management Summary
- b. University Advancement Report
- c. Capital Program Report
- d. University Relations and Marketing Report

The trustees accepted the written reports. In response to the reports, Sabah Randhawa thanked Shelli Soto and Donna Gibbs on their efforts in enrollment management. Trustee Pettis thanked Donna Gibbs for her report.

**16. TRUSTEE REMARKS**

There were no additional remarks from Trustees

**17. DATES FOR NEXT REGULAR MEETING**

The next Regular Meeting of the Board of Trustees is December 8 & 9, 2022 at Western Washington University in Bellingham, WA.

**18. ADJOURNMENT**

The meeting adjourned at 10:47am.