

WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
AGENDA
October 13, 2016

THURSDAY, OCTOBER 13, 2016

Location: Old Main 340

Time: 3:00 p.m.

1. **CALL TO ORDER, APPROVAL OF MINTUES**
3:00 - 3:05
 - Board of Trustees Meeting, August 18, 2016
 - Board of Trustees Special Meeting, August 19, 2016

2. **UNIVERSITY PRESIDENT**
3:05 – 3:25

BREAK: 10 Minutes

3. **JOINT SESSION WITH AS BOARD OF DIRECTORS - SHARING AND ALIGNING 2016-17 PRIORITIES**
3:35 - 5:00

1. CALL TO ORDER

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa
DATE: October 14, 2016
SUBJECT: **Approval of the Minutes**
PURPOSE: Action Items

Purpose of Submittal:

Approval of the Board of Trustees Meeting Minutes.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following minutes:

- Approval of the Minutes of the Board of Trustees Meeting, August 18 & 19, 2016

Supporting Information:

Minutes of August 18, 2016
Minutes of August 19, 2016

Western Washington University

**Board of Trustees
Meeting Minutes
Thursday, August 18, 2016**

1. CALL TO ORDER

Board Chair Sue Sharpe called the regular meeting of the Board of Trustees of Western Washington University to order at 11:00 a.m., in the Boardroom, Old Main 340, in Bellingham, WA.

Board of Trustees

Sue Sharpe, Chair
John Meyer, Secretary
Karen Lee
Betti Fujikado
Mo West
Earl Overstreet
Abigail Ramos

Absent

Chase Franklin

Western Washington University

Sabah Randhawa, President
Brent Carbajal, Provost and Vice President for Academic Affairs
Eileen Coughlin, Senior VP, Vice President for Enrollment and Student Services
Richard Van Den Hul, Vice President for Business and Financial Affairs
Stephanie Bowers, Vice President for University Advancement
Steve Swan, Vice President for University Relations and Community Development
Stephanie Cheng, Associated Student President
Kristen Larson, Faculty Senate President
Kerena Higgins, Assistant Attorney General
Rob Olson, Assistant Attorney General
Paul Cocke, Director of University Communications
Paul Dunn, Special Executive Assistant to the President
Barbara Sandoval, Assistant to the President and Secretary to the Board of Trustees
Elissa Hicks, Assistant Secretary to the Board of Trustees
Rayne Rambo, Assistant Secretary to the Board of Trustees

Chair Sharpe announced that the board would take a break in order to tour Carver Academic Facility. Following the tour the following guests would be recognized at lunch.

- David Schumacher, Director, Office of Financial Management
- Craig Dunn, Interim Dean of the College of Business and Economics
- Dr. John Lawson, Vice Provost for Information Technology and Chief Information Officer
- Dr. Brent Mallinckrodt, Dean, College of Humanities and Social Sciences
- Greg Smith, Interim Vice Provost for Information Technology/Chief Information Officer

Chair Sharpe reconvened the meeting at 1:00 p.m.

2. APPROVAL OF MINUTES

There were no changes to the draft minutes as distributed.

MOTION 08-01-2016: Trustee Fujikado moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Board of Trustees Meeting May 10, 2016
- Board of Trustees Meeting June 9 & 10, 2016

The motion passed.

3. PUBLIC COMMENT

As per Amended RCW 28B.35.110, the Board of Trustees provided time for public comment. There were no requests for public comment.

4. PRE-LEGISLATIVE SESSION PREVIEW OF THE 2015-17 STATE OF WASHINGTON BIENNIAL BUDGET

David Schumacher, Executive Director, Office of Financial Management, presented information on the state budget and provided a preview of the 2017 legislative session and the 2015 – 17 biennial state budget. Schumacher explained that 70% of the state budget is mandatory and constitutionally protected, but Higher Education falls in the 30% that is unprotected. He noted that state revenue growth of 4% is not enough growth to catch up with state demands.

Trustees inquired as to how wide spread the information he presented was and if the same information was also available for businesses. Schumacher said this data puts a finger on why there is not enough revenue growth within the state for more Higher Education funding. He also added that data on businesses is not known to be in graph form, but is arranged so very small businesses pay virtually no tax and large businesses pay a percentage. He said that the percentage was not enough, due to tax breaks, to help increase state revenue and gain ground.

Chair Sharpe announced a 10 minute break at 1:45 pm. The board returned and reconvened the meeting at 1:54 pm

5. BOARD CHAIR REPORT

Chair Sharpe acknowledged Rob Olson, Western's new full time Assistant Attorney General and asked Kerena Higgins, Assistant Attorney General, to provide an introduction to the Board.

Chair Sharpe welcomed new student Trustee Abigail Ramos and asked her to introduce herself. Trustee Ramos said a few words and thanked the trustees for the opportunity to work with everyone and added that she is excited for the upcoming year.

Resolution No. 2016-17 Welcoming Student Trustee Abby Ramos

RESOLUTION NO. 2016-07

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

**WELCOMING TRUSTEE
ABIGAÍL RAMOS**

WHEREAS, on July 1, 2016, Governor Jay Inslee appointed ABIGAÍL RAMOS of Sunnyside, Washington to serve a one-year term ending on June 30, 2017 on the Western Washington University Board of Trustees; and

WHEREAS, ABIGAÍL RAMOS is a student in good standing at Western Washington University pursuing a Bachelors in Spanish and Political Science, with a minor in English and Law, Diversity and Justice; and

WHEREAS, ABIGAÍL RAMOS brings to her appointment as a trustee dedication to the campus community through her work as a past vice president for Diversity for the Associated Students, a GEAR UP Alumni Leadership Academy fellow, editor-in-chief of the Western student publication AS Review, Latino Student Union co-chair, public relations officer for MEChA and the Ethnic Student Center; and

WHEREAS, ABIGAÍL RAMOS brings to her appointment as a trustee dedication to her community though participation with organization such as Familias Unidas por la Justicia, the Migrant Youth Leadership Conference, and the Northwest Justice Project which provides free legal services to low-income people, farm workers and migrant populations; and

WHEREAS, ABIGAÍL RAMOS was nominated by an Associated Students committee to serve as a student member of the Western Washington University's Board of Trustees; and

WHEREAS, ABIGAÍL RAMOS has declared her commitment to serve as a member of the Western Washington University Board of Trustees;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Western Washington University officially extends a warm welcome to **ABIGAÍL RAMOS** as he begins her term on the Board.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its meeting on August 18, 2016.

MOTION 08-02-2016: Trustee Lee MOVED, that the Board of Trustees approve Resolution 2016-07 Welcoming Student Trustee Abigaíl Ramos.

The motion passed.

6. UNIVERSITY PRESIDENT

President Randhawa thanked the trustees and the University for the opportunity to lead Western. He said that his focus over the next few months will be on transition priorities, listening and learning, foundation for relationships, and laying the groundwork for future planning. He said that his observations from initial conversations over the past two weeks have been the graciousness in which he has been received and the pride that is felt for Western. President Randhawa said he received good feedback about the mission of the university and the contributions that Western graduates make in Washington State and beyond. President Randhawa has observed a desire for Western to take on a larger role in expanding education opportunities in Washington. He said he is most excited about the present time and working to define what are the next steps in the journey for excellence. President Randhawa stated that his role is about the presidency, not about the President, and that it is about the institution and how we advance that institution.

7. ASSOCIATED STUDENTS

Associated Students (AS) President Stephanie Cheng introduced her fellow AS Board members that were present for the meeting. Cheng reported that the AS Board has finished their summer training sessions and are in the process of planning the AS Board retreat that will provide their goals and agenda for the coming year.

8. FACULTY SENATE

Faculty Senate President Kristen Larson stated she is very excited to be working with the new University President and all of the other changes in the new academic year. She said her personal goals for this position are centered on making faculty governance and shared governance sustainable. Larson explained that it can be difficult to find faculty that will serve on committees and she expects that by making the committees more effective, by narrowing the scope and expectations will help the outcome. There are many new members serving on Faculty Senate that also includes non-tenured faculty. She said that this will bring new energy and perspective to Faculty Senate. Larson also complemented Abigail Ramos as the new student Trustee on the board. Having served with her on other committees, Larson said she felt that Trustee Ramos is a welcome addition to the board and will bring an influential perspective for this academic year.

9. CONSENT ITEMS

MOTION 08-03-2016: Trustee Ramos MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Approval of Summer Quarter Degrees
- Expedited Rule Change to WAC 516-04-010 – Regular Meetings

The motion passed.

10. EMERGENCY RULE CHANGE TO CHAPTER 516-21 WAC, STUDENT RIGHTS AND RESPONSIBILITIES CODE

Senior Vice President Coughlin explained to the board the reason the Student Rights and Responsibilities Code exists under the Washington Administrative Code (WAC) and revisions of the Code require a lengthy process including important public hearings and substantial internal review. She has requested approval of the Emergency Code in order to more immediately bring Western into compliance with updated advice from the Office of Civil Rights regarding compliance with Title IX and the Violence Against Women Act, in addition to other changes in state law, as well as an additional level of appeal of sanctions which include suspension and expulsion.

Coughlin said that due to the extensive process, a full review was not able to be completed prior to fall quarter. The Emergency Code allows for the mentioned changes for fall quarter while the full process is completed over the next 180 days, which is the maximum limit for the Emergency Code. She added that once the process is completed, the revisions will come back before the Board for approval.

Coughlin said that the proposed emergency code is a significant improvement and includes the following changes:

- Updated Alcohol, Drugs & Paraphernalia, and Weapons sections to better align with changes in state law;
- New section on Amnesty to clarify current practice of encouraging students to seek medical assistance without fear of punishment;
- New violation section for Notification of Criminal Arrest to match Admissions application question and comply with changing state law.

MOTION 08-04-2016: Trustee Meyer MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the emergency rule change to chapter 516-21 WAC, Student Rights and Responsibilities Code as submitted.

The motion passed.

11. APPROVAL OF 2017-19 BIENNIAL BUDGET REQUEST

President Randhawa stressed the critical importance of retention of faculty and staff to the success of the university, noting that with intense market competition, every time Western loses a faculty member, their experience is also lost and the start-up costs of new faculty is high.

Rich Van Den Hul, Vice-President of Business and Financial Affairs, introduced Linda Teater, Director of Budget Office, who spoke about the process of the Biennial Budget.

Trustees inquired about determining priorities of the state and how those get communicated within a bottom up process. Vice President Swan explained that Western tracks the issues that have received the most attention in previous sessions and keeps in tune with the ongoing conversations and communications from various sources, including the Governor's office, to determine what the greatest needs are. Vice President Coughlin added that decision packages investing in the success and achievement is a great example. Legislators have communicated that mental health related issues is responsive to what the state has seen as a real need. She noted that Western's faculty have rated this package as a core and important investment in our capacity to serve the needs of the state.

Senior Vice President Coughlin also spoke to the decision package concerning Comprehensive Approach to Enhancing Equity, Inclusion, and Diversity on campus and within our community. She said that this package would promote access to underrepresented students within our community and support trainings, symposiums, research, and direct service positions. Coughlin said this decision package allows the University to serve the diverse populations of the state that are coming through the system and meets the demands of the state of Washington.

Provost Carbajal followed up on Trustee questions regarding Western's bottom up process and confirmed that University Planning and Resource Counsel's, (UPRC), individual members, especially faculty, are also interested in knowing what the state requires. Carbajal noted that Vice President Swan sits on the UPRC and Becca Kenna-Schenk, Director of Government Relations, is often invited to ensure these legislative interests and state needs are incorporated into the bottom up process.

Provost Carbajal summarized the decision package that will help alleviate the impending shortage of teachers in the K-12 system. Carbajal said that this plan also focuses on a retention plan for beginning teachers in the Woodring College of Education region.

Provost Carbajal spoke about the STEM capacity decision package stating that it is a capacity building proposal that responds to the critical needs in the state of Washington and will increase the number of STEM graduates. For Western, the plan focuses on Math, Chemistry and Physics but will also support Engineering and Computer Science. Carbajal said that the plan would be based on a cohort model which will help students in these programs and successfully move them through their programs by incorporating multi-year advising and an increase in capacity within the 200 level classes.

Trustees inquired about what effect this would have on General University Requirement classes. Provost Carbajal responded by stating that capacity can be met by increasing tenure line faculty. Senior Vice President Coughlin said that it would allow for residence hall study groups and more tutoring in the 100 level classes, adding that math is core to this proposal as it supports so many different programs and support for Math is embedded in this proposal.

MOTION 08-05-2016: Trustee Overstreet, MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the attached 2017-19 biennial operating budget request of \$169,455,792 in state funds and net tuition revenue, in support of academics, administration, and departmental operations. With concurrence of the Board Chair, the President may make minor adjustments to the approved budget request in response to subsequent instructions from the Office of Financial Management to advance consistency among the submissions of Washington's six public baccalaureate institutions, or other minor adjustments as appropriate.

The motion passed.

Chair Sharpe announced a break at 3:18 pm. The board returned and reconvened the meeting at 3:30 pm

Chair Sharpe made an adjustment to the agenda and invited Representative Tina Orwell, who was on a campus visit with her son, to address the board regarding her perspective on state budget proposal and upcoming legislative session.

12. WASHINGTON CAMPUS COMPACT – STRENGTHENING COMMUNITIES THROUGH EDUCATION AND CIVIC ENGAGEMENT

Jennifer Hine, Executive Director of Washington Campus Compact, presented information about Washington Campus Compact, highlighted the pilot project Students Serving Washington Awards, and facilitated a discussion with Francisco “Paco” Sanchez, WWU senior, about the value and impact of student engagement on his educational success. Sanchez shared his personal experiences about how Western makes a difference for low income youth in Sterling Meadows, a low income housing project that serve agricultural working families and persons with disabilities.

13. WESTERN IN THE PENINSULAS UPDATE

Earl Gibbons, Vice Provost for Extended Education provided an update on Western’s growing activities in the West Puget Sound. He explained that Westerns presence is helping to build an established regional partnership to better serve the communities and businesses of the Kitsap and Olympic peninsulas. Gibbons also reported that Western branding continues to raise awareness and that the community has embraced Westerns presence on the peninsulas. Gibbons also provided the Trustees an update on the SEA Discovery Center

14. AUDIT COMMITTEE REPORT

Trustee Betti Fujikado, Chair, Board Audit Committee reported that resumes have been received for the Internal Auditor position. She said the committee had its usual updates and a private session with the President that included the internal audit group. The most significant order of business was announcing that the new chair of the Audit Committee will be Trustee Earl Overstreet. Trustee Fujikado and Trustee Lee will continue to serve on Audit Committee.

15. INFORMATION ITEMS

a. Academic Affairs Reports

Provost Carbajal provided a written report regarding the tenure track faculty members who were hired last year and who will begin teaching at Western during the 2016/17 academic year

b. Annual and Quarterly Grant Report

Provost Carbajal provided a written report with an update on information from the Office of Research and Sponsored Programs concerning grant awards for the period April 1, 2015 – June 30, 2015 and fiscal year 2015/16.

c. Admissions and Enrollment Report

Vice President Coughlin provided a written report regarding the university’s general enrollment and admissions

d. University Advancement Report

Vice President Bowers provided a written report on the University’s Alumni Relations and Western Foundation activities

e. Capital Program Report

Vice President Van Den Hul provided a written report on the University's capital projects

f. University Relations and Community Development Report

Vice President Swan provided a written report documenting recent activities of University Relations and Community Development

16. DATE FOR NEXT REGULAR MEETING

October 13 & 14, 2016 in Bellingham

17. The meeting adjourned at 11:51 am

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
WORK SESSION MINUTES
FRIDAY, August 19, 2016**

1. CALL TO ORDER

Chair Sue Sharpe called the special meeting of the Board of Trustees of Western Washington University to order at 9:06 a.m., Friday, August 19, 2016 in the Chrysalis Inn Kulshan Room in Bellingham, Washington.

BOARD OF TRUSTEES

Sue Sharpe, Chair
Chase Franklin, Vice Chair
John M. Meyer, Secretary
Karen Lee
Betti Fujikado
Earl Overstreet
Abby Ramos
Mo West

WESTERN WASHINGTON UNIVERSITY

Sabah Randhawa, President
Barbara Sandoval, Assistant to the President/Secretary to the Board of Trustees

Cathy A. Trower, President, Trower & Trower, Inc.

2. WELCOME, INTRODUCTIONS AND OPENING REMARKS

Chair Sharpe welcomed Cathy Trower, President, Trower & Trower, Inc. to the board meeting and invited President Randhawa to make opening remarks. Randhawa expressed his appreciation to the board for the opportunity to spend the day working to strengthen the shared understanding of, and commitment to, exceptional and meaningful governance at Western. Opening thoughts included the desire to use the board's time effectively, utilizing the trustees' expertise and engaging the board. Trower, a governance expert, provided an overview of the agenda for the day.

3. GOVERNANCE IN PUBLIC INSTITUTIONS

Trustees explored various leadership mindsets and focused discussion on generative governance. The board reflected on the presidential search and transition and how that process included fiduciary, strategic and generative governance mindsets. The board agreed that it is important to have the right discussions on the right issues at the right time. Trustees also discussed the opportunities and challenges of governing in open meeting settings.

4. BOARD ASSESSMENT

Cathy Trower led the board through a review of their 2016 Self-Assessment that trustees had completed prior to the work session. The discussion explored the board's effectiveness and performance, trustee expectations, orientation and ongoing education for trustees, and strategic agenda setting.

5. PRESIDENTIAL TRANSITIONS

Cathy Trower presented an overview of basic "do's and don'ts" for the trustee/president relationship. The board and President Randhawa discussed their partnership, the importance of on-going dialog and how the trustees could best support the president to successfully lead the university to an even higher level of excellence in accordance with institutional goals.

6. CLOSING REFLECTIONS

The board reflected on their takeaways from the work session, their values moving forward and next steps for the board as a whole. Trustee Franklin, Chair of the Governance Committee asked that the board's Statement of Expectations be reviewed at the next Governance Committee meeting in October. The board also expressed a desire to schedule a follow-up work session in approximately four months.

7. EXECUTIVE SESSION

At 2:15 p.m. Chair Sharpe announced that the board would convene in Executive Session for approximately 30 minutes to discuss a personnel matter as authorized in RCW 42.30.110 (1)(g).

8. ADJOURNMENT

The board returned to open session at 2:50 pm with no action to report and the meeting was adjourned.

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

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President

DATE: October 14, 2016

SUBJECT: **President's Report**

PURPOSE: Information Item

Purpose of Submittal:

President Randhawa will present brief reflections on issues of interest to the Board.

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

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President

DATE: October 13, 2016

SUBJECT: **Sharing and Aligning 2016-17 Priorities – A Joint Session with the AS Board of Directors**

PURPOSE: Discussion Item

Purpose of Submittal:

In a joint session, members of the Board of Trustees, the Associated Students Board, and the Faculty Senate President will share and discuss goals and priorities for 2016-17.