

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MINUTES
April 15, 2011**

1. CALL TO ORDER – APPROVAL OF MINUTES

Chair Dennis Madsen called the regular meeting of the Board of Trustees of Western Washington University to order at 8:01 a.m., April 15, 2011, in Old Main 340, Bellingham, Washington.

Board of Trustees

Ramiro Espinoza
Betti Fujikado, Secretary
Karen Lee
Dennis Madsen, Chair
Ralph Munro, Vice Chair
Phil Sharpe
Dick Thompson
Peggy Zoro (arrived at 9:00 a.m.)

Western Washington University

Bruce Shepard, President
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 Student Affairs and Academic Support Services
Paul Dunn, Senior Executive Assistant to the President
Scott Pearce, President, Faculty Senate
Catherine Riordan, Provost and Vice President for Academic Affairs
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
Colin Watrin, President, Associated Students
Lisa Wochos, Assistant Attorney General

Chair Madsen announced a change to today's agenda. Ryan Brown's recognition as NCAA Division II Champion in Indoor Pole Vault has been postponed until the June meeting as Ryan is at a Track Meet and unable to attend today's meeting.

MOTION 4-1-2011 Ralph Munro moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the minutes of the February 10, 11, 2011 Board of Trustees Meeting.

Motion carried.

2. RECOGNITIONS AND INTRODUCTIONS

Chair Dennis Madsen thanked Suzanne Baker for her exceptional job as Interim Board Secretary during Liz Sipes' absence and presented her with flowers from the Board.

Provost Riordan introduced Arlan Norman, Dean of the College of Sciences & Technology, who recognized Robert Mitchell, Department of Geology, for his appointment as the first Robert H. and Kathleen Digges Distinguished Professor of Geology.

Eileen Coughlin, Vice President for Student Affairs and Academic Support Services and Lynda Goodrich, Director of Athletics, recognized Paul Madison, WWU Sports Information Director for his induction in the College Sports Information Directors of American (CoSIDA) Hall of Fame.

3. BOARD CHAIR

Chair Madsen received a letter from the Northwest Commission of Colleges and Universities (NWCCU) acknowledging that WWU has met their accreditation standards and passed accreditation review.

4. UNIVERSITY PRESIDENT

President Shepard expressed his gratitude of WWU's faculty, staff and students for their patience, understanding, and commitment during this difficult budget time.

5. ASSOCIATED STUDENTS

Colin Watrin, AS President, shared some highlights of the first Associated Students Strategic Plan. Watrin highlighted the core values which are central to their mission and provide a framework for collective leadership. The core values identified by the Associated Students are: Student Representation, Collaboration, Student Learning and Development, Inclusion, and Community and Social Engagement. The AS Board of Directors, also identified strategic objectives to improve the organization including: Support for student representation in decisions which impact students, Increase knowledge and understanding of the AS organization, Improve the internal structure of the AS organization, and Improve collaboration with organizations and university departments outside of the Associated Students.

Watrin reported that he, the AS Vice President for Governmental Affairs and the AS Legislative Liaison, collaborated on legislative meetings with President Shepard and Vice President Swan in Washington, DC. They were able to speak cohesively on issues with Washington legislators, meet Western alumni, and generally made a good, strong impression for WWU.

6. FACULTY SENATE

Scott Pearce, Faculty Senate President thanked the administration, and the leadership of the unions, AS, etc. for bringing the campus together during this difficult budget time.

Pearce reported the Senate committees and subcommittees are thinking more about their function and their contributions to the Senate. He said that Shared Governance is being fostered on the campus by the President and Provost resulting in more dialogue amongst the faculty on shared governance and other issues.

Pearce presented the amendments to Bylaw 7.2 – Faculty Legislative Representative and Bylaw 7.7 – Senate Library Committee.

Trustee Madsen welcomed students from the MBA 525 class, ***Seminar in Corporate Governance***, who were attending the Board of Trustees Meeting as a class assignment.

ACTION ITEMS

7. CONSENT ITEMS

MOTION: 4-2-2011

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

- Delegation of Authority to Award Construction Contract for residential wireless implementation (PW 638)
- Delegation of Authority to Award Construction Contract for completion of Buchanan Towers Addition (PW 640)
- Construction contract for Ridgeway Beta Renovation (PW 631)

Motion carried.

8. AWARDING AN HONORARY DEGREE

Chair Madsen reported that per RCW 28B.35.205 the Washington State Legislature authorized Western's Board of Trustees, upon recommendation of the faculty, to confer honorary bachelor's, master's, and doctorate level degrees upon persons in recognition of their learning or devotion to education, literature, art, or science. It was noted that Western's policy also includes criteria such as humanitarian service and social service.

President Shepard said this authority brings recognition to Western and allows us to celebrate and honor a person that we believe worthy of a doctoral degree and to share that honor at Commencement. The process involves solicitation of nominations and consultation with Faculty Senate Executive Committee. In consultation with the Board and the Board Chair, a finalist will be selected from the nominations received. Nominees are people of significance in Washington State, the Country and the World. Currently elected public officials are excluded from nomination. The name will be made public upon acceptance by the finalist. Shepard noted that this is an academic award. It's not an award to recognize people who have been very generous support the university or with whom we would like to cultivate a strong relationship for philanthropic purposes.

MOTION 4-3-2011

Ralph Munro moved, seconded by Ramiro Espinoza, that the Board of Trustees of Western Washington University, delegate its authority to select a recipient of an honorary degree to its Chair subject to confirmation at its June 2011 meeting.

Motion carried.

9. APPROVAL OF HOUSING AND DINING RATES

Eileen Coughlin, Vice President for Student Affairs and Academic Support Service, presented that proposed Housing and Dining Rate increase for 2011-2012. Coughlin said the proposed 4% increase is below that projected in the 10-year capital plan, and is sensitive to students' total WWU costs. Coughlin noted that just as the rest of university is taking reductions and making adjustments, University Residences has also made adjustments to operate more efficiently and effectively. In response to a question, Coughlin said in addition to covering the cost of the student's room and meals, the Housing and Dining fee covers the cost of residence hall maintenance, custodial service, Bond debts, sprinkler systems, etc. Coughlin said the fee also includes administrative overhead costs that are given back to the university.

Coughlin introduced Willy Hart, Director of University Residences. In response to a question regarding the difference in cost between WWU and CWU, Hart said it could be a difference in their systems and/or the difference in the cost of living.

The question was raised as to whether Western has considered having a Real Estate provider manage the residence halls? Coughlin said that has been looked into but Real Estate providers save costs by providing cheaper buildings. Western provides a better quality and safer structure. It was noted that Western's buildings meet LEEDS standards and are considered a benchmark for others.

In response to a question whether scholarships cover a student's room and board, Coughlin said that some full scholarships cover room and board in addition to tuition and fees, but most require additional financial aid.

A question was asked on how Western assesses the level of student satisfaction on campus? Coughlin said that Student Affairs conducts a "Quality of Life" survey annually. Also, bi-annually we complete the National Survey of Student Engagement.

MOTION 4-4-2011

Ralph Munro moved that the Board of Trustees of Western Washington University, upon recommendation of the President, approves the Housing and Dining rates as proposed in the attached **(Att. A)**. The 2011-2012 proposed rates call for a 4.0 percent increase in residence hall and Birnam Wood apartment rental rates.

Motion carried.

10. APPROVAL OF AMENDMENTS TO INTERNAL AUDIT POLICY AND PROCEDURE

Trustee Zoro, Chair of the Board Audit Committee, reported that the committee has reviewed and discussed the Audit Committee Charter and the Internal Audit Charter and policies as

they relate to Internal Audit resources. Throughout the year, unscheduled audits occur that disrupt the established audit schedule. The proposed amendments to POL-U1500.01 Establishing Internal Audit Activities and PRO-U1500.01B Requesting Internal Audit Services During the Year, establishes a collaborative, fluid process to address the unscheduled audits.

MOTION 4-5-2011 Phil Sharpe moved, seconded by Karen Lee, moved that the Board of Trustees of Western Washington University, upon recommendation of the Board of Trustees Audit Committee and President Shepard, approve amendments to POL-U1500.01 Establishing Internal Audit Activities; and PRO-U1500.01B Requesting Internal Audit Services During the Year.

Members of the Board of Trustees and President Shepard explained the Board's role, the selection and expectation of the Trustees to MBA 525 class who were present at the meeting. They encouraged the students to become involved with boards early in their career.

At 9:50 a.m. Chair Madsen called for a 15 minute break. The meeting reconvened at 10:12 a.m.

DISCUSSION ITEMS

11. CAMPAIGN UPDATE AND REVIEW/DISCUSSION OF UNIVERSITY NAMING POLICY

Bruce Shepard, President, reported that the Collins Group will report the results of the Campaign Feasibility Study at the June 10, 2011 Board of Trustees meeting.

Shepard said that current policy, *POL-U6000.02 Naming University Facilities* calls for the naming of all university facilities, regardless of stature, to be approved at the Trustee level. Historically, buildings on campus have been named for those who have contributed academically, e.g. past presidents. Shepard said it is a shift in tradition to recognize donors with the naming of facilities or parts of facilities. At this time only the Wade King Student Recreation Center has been named as the result of a generous gift.

Under the current policy, every gift naming recognition process would call for Trustee approval. Over the course of the Comprehensive Campaign, several hundred naming opportunities could be brought before the Board for their approval. A preliminary review of best practices shows that universities have moved toward reserving the naming approval of Trustees to whole buildings only. With few exceptions, all other namings are delegated to the university president. Shepard asked the Trustees their thoughts on bringing forward a revised naming policy for their approval at the June meeting.

The question was raised as to the term of the name. How long should a name last? What happens when there are building renovations? Bowers said that "limited term naming" is more common these days.

Trustee Zoro agreed that if we embark on a comprehensive campaign, there will be a lot of opportunities for naming. She agrees that with the exception of naming University Buildings and Large Open spaces, the president should have the authority to name university facilities.

A revised University Naming Policy with several options, will be brought before the Board for their action at the June meeting.

12. 2011-2013 CAPITAL BUDGET REQUEST

Rich Van Den Hul, Vice President for Business & Financial Affairs, distributed an updated 2011-2013 Capital Requests that included the Senate Budget. Western's prioritized project listing was approved by the Board last year and it has gone through the OFM rating process. The Governor's budget includes only projects that are "shovel ready" and not in the design phase. The House budget and Senate budget have identified different priority projects and the Senate budget includes design money for Carver Gym. Van Den Hul said that the Capital Budget Request now goes to the Conference Budget.

The 2011-2013 Capital Budget will be on the agenda for the June meeting for Board approval.

13. OLYMPIA UPDATE

Sherry Burkey, Associate Vice President for University Relations, provided an update on legislative activities in Olympia. Burkey said the legislature is in the last 10 days of the formal

Legislative Session and there will probably be a Special Session. There are 60+ bills that need to be passed before the budget can be implemented.

Burkey said Western will continue to work hard to prevent any deeper budget cuts to Higher Education. She noted that all six of the state universities have done a good job working collaboratively in Olympia. Western's trustees, administrators, faculty, staff, student worked well as a team and Western's alumni, and parents have been very effective advocates for Western in Olympia.

Burkey distributed a summary of Representative Carlyle's tuition bill (Summary 2PSHB 1795 (April 14, 2011) by Representative Carlyle, H-2661.2/11). This bill grants tuition setting authority to the four year colleges and universities for all students for a 4-year period, through the 2014-15 academic year. Senator Kilmer's bill, on the Senate side, sets tuition rates for Western at 16% for each year of the biennium. The goal is to combine the two bills into one tuition policy bill. Burkey and Shepard said that tuition setting authority has not been a big issue for Western, and under the dual approach, Western would like our tuition set by the legislature in the Appropriations Act for the coming biennium.

Trustee Munro said it is important to continue to advocate for WWU and offered to help connect the Whatcom County business leaders who support Western with our State legislators. Munro also said it is important to have our legislators, particularly the freshmen legislators, on campus to learn more about Western. Shepard agrees and is in talks with Representative Seaquist about Western hosting the House Higher Education Committee on campus.

14. AUDIT COMMITTEE REPORT

The three members of the Board Audit Committee are Trustee Zoro, Trustee Sharpe, and Trustee Fujikado. Trustee Zoro, Chair of the Audit Committee, reported on the April 14, 2011 Audit Committee meeting and noted the following:

- The committee approved the minutes of the February 10, 2011 Audit Committee meeting.
- The committee received an update on the university's computer systems and security from John Lawson, Vice Provost for Information Services and CIO. He provided a list of recent activities including network scans, and implementing security software and processes. John also outlined additional areas that the university will continue to work on.
- Rich Van Den Hul, Vice President for Business and Financial Affairs, presented information about BFA's internal control operations and roles and responsibilities.
- The committee performed and completed the annual Audit Committee Self-Assessment.
- The committee performed their annual review of the Audit Committee Charter and did not have any recommended changes.
- The committee reviewed the Internal Audit Charter, policies and procedures and did not have any recommended changes other than those adopted by the Board earlier today.
- Audit Director Kim Herrenkohl facilitated a preliminary planning discussion on establishing the biennial internal audit schedule for 2011-2013. A proposed schedule will be submitted for Board approval at the June 10, 2011 meeting.
- Audit Director Kim Herrenkohl updated the committee on recent Internal Audit activities.
- The committee met separately with Internal Audit and the President as provided by the Audit Committee Charter.

15. INFORMATION ITEMS

- **Admissions and Enrollment Summary**

Vice President Eileen Coughlin provided a written report on the university's enrollment planning consulting.

- **Alumni Relations Report**

Vice President Bowers provided a written report on the university's Alumni Relations activities.

Bowers reported on the upcoming "Back to Bellingham" activities scheduled for May 12 – 15. This is a university-wide effort to bring people back to campus. 110 events are planned including the Alumni Awards celebration, department and college reunions. "Back to Bellingham" is being held in collaboration with the Student Affairs' annual Family Spring Weekend on campus.

- **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.

Madsen reminded the Board of the Seattle Business Forum is April 25, 2011 at the Westin Hotel.

- **Quarterly Grant Report**

Provost Riordan provided information from the Office of Research and Sponsored Programs concerning grant awards for the period of July 1, 2010 through March 31, 2011 and fiscal year 2010/11.

- **University Relations Report**

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

16. FUTURE AGENDA TOPICS

Trustee Munro said he would like to see members of the legislature attend a future Board of Trustees Meeting.

17. DATE FOR NEXT REGULAR MEETING: June 9 & 10, 2011

18. ADJOURNMENT

The meeting adjourned at 11:25 a.m.

19. LUNCH

The Board proceeded to lunch at 12:00 Noon to see highlights from the College of Fine and Performing Arts