

**Western Washington University  
Board of Trustees  
Meeting Minutes  
Friday, December 13, 2019**

**CALL TO ORDER**

Board Chair Earl Overstreet called the Friday, December 13, 2019 meeting of the Board of Trustees of Western Washington University to order at 9:06 a.m. in the Old Main 340 Board Room in Bellingham, WA.

Earl Overstreet, Chair  
Chase Franklin, Vice Chair  
John Meyer, Secretary  
Faith Pettis  
Hunter Stuehm  
Karen Lee  
Mo West

**Western Washington University**

Sabah Randhawa, President  
Brent Carbajal, Provost and Vice President for Academic Affairs  
Richard Van Den Hul, Vice President for Business and Financial Affairs  
Stephanie Bowers, Vice President for University Advancement  
Donna Gibbs, Vice President for University Relations and Marketing  
Allison Giffen, Faculty Senate Vice President  
Lani Defiesta, Associated Students President  
Paul Cocke, Director of University Communications  
Paul Dunn, Chief of Staff to the President, Secretary to the Board of Trustees  
Barbara Sandoval, Senior Executive Assistant to the President  
Rayne Rambo, Assistant Secretary to the Board of Trustees

**4. APPROVAL OF MINUTES**

MOTION 12-02-2019                      Trustee Meyer moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Board of Trustees Work Session, September 26, 27, 2019
- Board of Trustees Meeting, October 10, 11, 2019
- Board of Trustees Special Meeting, October 30, 2019

The motion passed.

**5. PUBLIC COMMENT**

As per Amended RCW 28B.35.110, the Board of Trustees provided time for public comment. One person signed up to testify before the Board and Chair Overstreet gave him the opportunity to address the Board regarding a personal matter.

## **6. BOARD CHAIR REPORT**

Board Chair Earl Overstreet provided the following report:

“Last meeting, I ended my report with some information regarding the Board self-assessment that was done as part of our September Work Session. Today I begin with an update on some of the action items from that process.

We have improved our annual agenda/planning calendar and between meeting updates. Speaking of calendars, our February meeting will be in Seattle and will include a Work Session. The April meeting will be in Poulsbo. We toured the Multicultural Center and attended its grand opening celebration. We also toured the Disability Access Center and the Veterans Center. We appreciate the time spent by staff at each of those centers to give us a better understanding of their respective roles in advancing student success.

My next and final item starts with a November 27, 2019 article in the Puget Sound Business Journal titled “How Faith Pettis helped the region find common ground on housing issues.” Faith, I hope that you will indulge me because I know that you were embarrassed by all the accolades expressed by your fellow trustees when Karen Lee brought the article to our attention. The article describes how Faith co-chaired the city of Seattle’s Housing Affordability and Livability Agenda task force in 2014. The task was to get 28 people to find ways to create 20,000 new affordable housing units and 30,000 new market-rate housing units in 10 years. I won’t spoil the ending, but the article title is a big clue.

If you have been to a Western commencement, you have heard the Board of Trustees described as “volunteers who serve to steward the legacy of Western.” Sometimes I think it is helpful to put a face, a name, and actions with a concept like “volunteer servants” to make it more tangible. That is why I shared this article about Faith. This holiday season is an appropriate time to express my gratitude for the commitment to service of all my fellow trustees, not just to Western, but throughout their many professional and community roles. You are an outstanding group.

That concludes my report.”

## **7. UNIVERSITY PRESIDENT REPORT**

President Randhawa recognized the generous ten million dollar gift from Grace Borsari and Fred Kaiser in support of an Advanced Technology Engineering and Computer Science Building on Western’s campus. He added that the gift—the largest in Western’s history—constitutes half of the total fundraising contribution required from Western by the Legislature in order to fully fund the balance with public funds. He also noted that the Board’s approval of naming the building Kaiser Borsari Hall will inspire others to give as well.

Randhawa noted that the University continues to work with Representative Debra Lekanoff and her staff to create a proposal to the legislature for funding of a Long House on Western's campus. He added that they have the support of the Lummi Tribal Council which will also advocate for the project at the legislative level.

Randhawa reported that the Graduate School has received a gift from the MJ Murdock Charitable Trust to purchase an electron microscope which will assist advanced research by graduate students, attract experienced research faculty, and provide an important research asset for other institutions in the area.

Lastly he reported that Western's Production, "HereToo-WWU", an original company-created play drawn largely from interviews with young activists confronting the gun violence epidemic in America, was invited to perform at the Kennedy Center American College Theater Festivals' regional festival in Fort Collins, Colorado in February. He added that the team was one of four teams selected and one of two that received perfect scores within the four scoring categories.

## **8. FACULTY SENATE REPORT**

Allison Giffen, Faculty Senate Vice President reported that the Faculty Senate have been developing recommendations on revisions to the Faculty Code of Ethics, specifically to section two that pertains to classroom climate and the use of racially charged speech in particular. She noted that section two's revisions were made based on response to student concerns expressed last academic year and voted on in June 2019, though at that time the results of the vote were inconclusive. She added that a sub-committee of faculty and students was organized in Fall 2019 to formulate proposed changes that would be congruent with state and federal law. That revised version was approved by the Faculty Senate at a campus-wide faculty referendum and the new version was adopted in November with a sixty-six percent majority. She reported that the Faculty Senate will recommend these changes to the administration and the United Faculty of Western Washington (UFWW).

Giffen reported that the Faculty Senate has approved a restructure of Faculty governance in Research and Sponsored Programs (RSP) that includes the formation of a representative oversight committee that will coordinate faculty development grants and assist RSP in supporting research and creative activity on Western's campus.

## **9. ASSOCIATED STUDENTS REPORT**

Lani DeFiesta, Associated Students President introduced Grace Drechsel, ASVP for Governmental Affairs who provided an update on the adopted Associated Students (AS) legislative agenda that was approved by the AS Executive Board of Directors and the Student Senate. She noted that highlights of the agenda include college affordability, support for undocumented students, funding for an ethnic studies program, support for additional mental health counseling space and environmental protections and climate justice.

DeFiesta reported that student senators have been sworn into their positions and have held their first two meetings and passed a letter in support of adding a sexual assault disclaimer

resources section to all syllabi for classes on campus and also approved the legislative agenda. She noted the senate will continue conversations with individual colleges on campus climate to assess needs and reviewing fail rates with Mathematics to better support students' needs to meet the graduation requirements.

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

Trustee John Meyer, Chair, Finance, Audit and Enterprise Risk Management Committee reported that the State Auditor's Office exit conference in which they were extremely complimentary on working with Western's staff. He noted that the completed audit was for the FY 2019 Financial Reports and the Western Crossing Development Corporations for FY 2019. He said that the presentation outlined that there were no significant deficiencies or material weakness concerns regarding internal controls and there were no material instances or noncompliance that affected the statements. He added that the next scheduled audit will be the FY 2019-2020 accountability audit and fiscal year 2020 financial statement will be conducted in September 2020.

Meyer reported that the committee discussed information security that included distributed IT, support applications, and infrastructure. He noted that the committee received a presentation on space modeling and capital planning that addresses current populations and future growth. He noted there was an update on the Interdisciplinary Science building and a report on semi-annual compliance and controls.

#### **11. BOARD STUDENT SUCCESS COMMITTEE REPORT**

Trustee Mo West, Chair, Student Success Committee reported the focus of the meeting was on Housing and Dining that was led by Leonard Jones, Director, University Residences. West reported that the committee was provided an overview of the Leaders Engage in Action, Discernment, and Skills-building (LEADS) program that is used by university residences that provides opportunities to campus students including highly experiential courses and training, innovative lecture and events, creation of a leadership e-portfolio through a developmental learning process, and participation in collaborative learning/service learning on and off campus that prepares students to be successful leaders now and after they graduate. West noted that the residence halls are implementing the University Residences Initiative for Student Engagement (URISE) program that is an initiative for student engagement that encourages students living on campus to embrace multiple perspectives. She noted the program allows residents to engage as members of a diverse and inclusive community, through a vision of a just and equitable local, national, and global society. She added that as a result of living at Western, students develop skills for personal wellness and professional readiness, as they prepare for their careers.

Trustee Stuehm acknowledged the work of Jones in building the URISE model that is specific to Western and provides additional resources and training to student Resident Advisors (RA) who most often work with incoming freshman.

## **12. DISCUSSION OF ENTERPRISE RISK MANAGEMENT PLAN**

Brian Sullivan, Associate Vice President for Business and Financial Affairs and Paul Mueller, Director, Risk, Compliance and Policy Services provided the board with an overview of the Enterprise Risk Management (ERM) process. Sullivan explained the goals of the ERM process, the five prioritized ERM Plans that have emerged from it, and how they complement Western's strategic planning process. Sullivan reported that the ERM Framework was developed by the administration, with the support of the Finance, Audit, and Enterprise Risk Management (FARM) Committee, and was presented to the full board for review and discussion at the June 14, 2018 meeting. Mueller explained that the ERM program was implemented shortly thereafter, with enterprise risks identified, evaluated and prioritized by institutional stakeholders, resulting in five highest-priority enterprise risks for Western. Mueller noted the five priority enterprise risks include financial stewardship, campus climate, comprehensive capital and space utilization planning, information technology, infrastructure and governance, and buildings and infrastructure. Detail on all of these items were included in the meeting materials.

Trustee Sharpe articulated the need to communicate with the campus community that the five priority enterprise risks determined in the ERM process are relevant to everyone on campus, and not a responsibility delegated to Business and Financial Affairs. She emphasized that that the terminology used should be relatable to everyone at Western in order to have the best outcome for assessing risk and opportunity within the five priority enterprise risks.

Mueller concluded that the Institutional ERM Committee will provide updates to the Board of Trustees annually or as the trustees deem necessary.

## **13. WWU KINDNESS DAY AND THE SCIENCE OF KINDNESS**

Barbara Sandoval, Senior Executive Assistant to the President and Rayne Rambo, Assistant Secretary to the Board of Trustees and Christie Scollon, Associate Professor, Psychology provided the Board with an overview of the inaugural WWU Kindness Day held on Thursday, November 13<sup>th</sup>, 2019 in conjunction with World Kindness Day that was launched in 1998. Sandoval highlighted that the idea was a product of a summer working retreat for the Senior Management Administrative Recourse Team, (SMART) whose membership includes the Assistants to the Vice Presidents, Assistant Secretary to the Board, and Assistant to the Assistant Attorneys General. She noted that with President Randhawa's support the group formed a committee in collaboration with faculty in the Department of Psychology and Professor Scollon's PSY377 Positive Psychology students.

Rambo provided an overview of the day's events that included Kindness booths in four locations across campus that were staffed by the committee members and Professor Scollon's PSY377 students, who created kindness-related class projects for the day. Students and staff were encouraged to participate in acts of kindness at the booths in promotion of spreading kindness and students shared their projects. The conclusion of the day was a kindness fair that allowed everyone to gather together to learn about and take advantage of support services on campus that evoke or promote kindness.

Scollon highlighted that Kindness Day had a very positive impact on her students and the feedback after the event was very positive. She noted it allowed her students to step outside their comfort zones to engage and feel more connected to the Western community, and bring knowledge outside the classroom. She added that although the impacts of the day's events are difficult to quantify, qualitative reports from students and her observations converge on an overall positive experience that warrants repeating in 2020.

Chair Overstreet announced a ten minute break at 10:48am and the board reconvened at 10:57am.

#### **14. GRADUATE EDUCATION AND THE RESEARCH ENTERPRISE AT WESTERN**

David Patrick, Interim Vice Provost for Research and Sponsored Programs and Dean of the Graduate School presented the board with an overview of graduate education, research and sponsored programs. Patrick reported that Western's graduate programs pursue advanced studies in over thirty different fields, with educational opportunities in Bellingham, Seattle, south Puget Sound and online courses. He said that graduate education at Western produces leaders and professionals with specialized knowledge and skills who are prepared to contribute to society and the economy. Patrick reported that Western's portfolio of research and creative activities is one of the strongest among primarily undergraduate and Master-granting institutions. He noted that these programs engage students in hands-on learning at all levels, while fostering innovation and providing regional access to expertise and specialized resources.

Patrick reported that Graduate School faculty take pride in student success of their graduates and that is one of the signature qualities of the graduate programs. He noted that time to degree has been reduced through multiple initiatives and that the five year completion rate is at eighty percent. Patrick noted that there are three different areas of impact that graduate education has at Western. First, graduate programs enhance the intellectual vitality and rigor within a department or an area of study. He noted that having graduate students involved in delivering the curriculum with faculty can positively change the character, depth, and vigor of the program. Second, Western graduate students have an impact within the state of Washington, as they take on leadership roles within businesses, industries, and educational institutions, and offer a specialized set of skills important to the innovation driven economy of the Pacific Northwest. He said that the third area of impact of graduate level education lies in the benefits of students' career advancement, first-job competitiveness and becoming a life-long learner.

Patrick reported that the strategic priorities of the graduate school include fair and competitive Teaching Assistant (TA) stipend levels, increased student diversity, increasing access to high demand fields, balanced academic coverage, reaching underserved populations, and overall graduate student enrollment.

Jasmine Balasa, Masters student in Adult and higher education, and President of the Graduate Student Advisory Counsel and Daniel Korus, Masters student in Chemistry shared their experiences as graduate students at Western.

#### **15. APPROVAL OF UPDATED LOCAL GOVERNMENT INVESTMENT POOL PROSPECTUS**

Richard Van Den Hul, Vice President for Business and Financial Affairs, requested approval of a resolution authorizing investment of Western Washington University monies in the Local Government Investment Pool (LGIP). He noted that in 2016, changes in GASB 79 accounting reporting standards and the addition of the ability to transfer funds vis Automated Clearing House (ACH) prompted an update to the LGIP's Prospectus. He reported that in order to participate in the LGIP and to ensure the Board of Trustees is aware of the investment strategy and risks, the State Treasurer requires that the Board of Trustees read the LGIP Prospectus and approve Resolution No. 2019-06 Authorizing Investment of Western Washington University monies in the LGIP.

MOTION 10-02-2019

Trustee Franklin moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, hereby approves Resolution 2019-06 included in the materials, Authorizing Investment of Western Washington University Monies in the LGIP.

The motion passed.

#### **16. PUBLIC WORKS PROJECTS**

Richard Van Den Hul, Vice President for Business and Financial Affairs requested approval for the following Public Works Projects.

MOTION 12-03-2019

Trustee Stuehm 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.

The motion passed.

MOTION 10-04-2019

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

The motion passed.

## 17. APPROVAL OF FALL QUARTER DEGREES

Brent Carbajal, Provost/Vice President for Academic Affairs requested approval of fall quarter degrees.

MOTION 10-05-2019

Trustee West moved that the Board of Trustees of Western Washington University, on recommendation of the faculty and subject to the completion of an unmet requirements, approved awarding undergraduate and graduate degrees to the candidates listed in the files of the Registrar and Graduate Dean, for Fall Quarter 2019, effective December 14, 2019.

The motion passed.

## 18. INFORMATION ITEMS

### a. Admissions and Enrollment Report

Vice President Huskey provided a written report regarding the university's general enrollment and admissions

### b. Quarterly Grant Report

Provost Carbajal provided a written report with information for the Office of Research and Sponsored Programs concerning grant awards.

### c. Sustainability Report

Vice President Melynda Huskey provided a written report on the University's Sustainability Program.

### d. Capital Program Report

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

### e. University Advancement Report

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

### f. University Relations and Marketing Report

Vice President Gibbs provided a written report documenting recent activities of University Relations and Marketing.

### g. Legislative Report

Becca Kenna-Schenk, Executive Director, Government Relations provided a written report of Legislative Updates.



**h. Admissions and Enrollment Report**

Vice President Melynda Huskey provided a written report regarding the university's general enrollment and admissions.

**i. 2018-19 University Financial Report**

Vice President Van Den Hul provided a written report regarding the Independent Auditor's report on the University's Financial Statements.

**j. 2019 Housing and Dining System Financial Report**

Vice President Van Den Hul provided a written report of the University Housing and Dining Systems Financial Reports.

**k. 2019 Wade King Student Recreation Center Financial Report**

Vice President Van Den Hul provided a written report on the Student Recreation Center's Financial Reports

**l. Security and Fire Report**

Vice President's Van Den Hul and Huskey provided a written report on the University's Fire and Safety log.

**19. DATES FOR NEXT REGULAR MEETING**

February 13 & 14, 2020

**20. ADJOURNEMENT**

The meeting adjourned at 12:24 am.