

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, April 2, 2021**

CALL TO ORDER

Board Chair, Trustee John M. Meyer called the regular meeting of the Board of Trustees of Western Washington University to order at 8:01 a.m., via Zoom. A quorum was established by roll call.

Board of Trustees

John M. Meyer, Chair – *via Zoom*
Chase Franklin, Vice Chair – *via Zoom*
Bruce Harrell - *via Zoom*
Karen Lee – *via Zoom*
Faith Pettis – *via Zoom*
Sue Sharpe, Secretary– *via Zoom*
Hunter Stuehm – *via Zoom*
Mo West – *via Zoom*

Western Washington University

Sabah Randhawa, President
Brent Carbajal, Provost/Vice President for Academic Affairs
Richard Van Den Hul, Vice President for Business and Financial Affairs
Stephanie Bowers, Vice President for Advancement
Melynda Huskey, Vice President for Enrollment and Student Services
Donna Gibbs, Vice President for University Relations and Marketing
Becca Kenna-Schenk, Executive Director, Government Relations
Jeff Young, Faculty Senate President
Sargun Handa, Associated Students Senate Pro Tempore
Melissa Nelson, Assistant Attorney General
Paul Cocke, Director, Communication and Marketing
Paul Dunn, Chief of Staff to the President and Secretary to the Board of Trustees
Barbara Sandoval, Senior Executive Assistant to the President
Rayne Rambo, Assistant Secretary to the Board of Trustees

3. APPROVAL OF MINUTES

MOTION 04-01-2021

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

- Board of Trustees Meeting, February 11 & 12, 2021
- Board of Trustees Work Session, March 8 & 9, 2021

The motion was voted on by roll call.

Roll Call for the Vote:

Trustee Sue Sharpe - Yes
Trustee Karen Lee – Yes
Trustee Faith Pettis – Yes
Trustee Mo West – Yes
Trustee Hunter Stuehm – Yes
Trustee Bruce Harrell - Yes
Trustee Chase Franklin – Yes
Trustee John Meyer, Chair - Yes

The motion passed.

4. PUBLIC COMMENT

As per Amended RCW 28B.35.110, the Board of Trustees provided time for public comment. No one signed up for public comment.

5. BOARD CHAIR REPORT

Board Chair, Trustee John Meyer provided an overview of the Board March 2020 Work Session in which the Board engaged in discussion on a number of topics, including review of the Board of Trustees Bylaws and Rules of Operation.

Meyer reported that the Board also engaged in discussion with the executive leadership team regarding the continued impacts of COVID-19 and strategized how to best stay in alignment with Western's strategic plan while transitioning back to increased in-person learning, and implementing lessons learned from remote operations.

Trustee Meyer noted that President Randhawa and the Board would be attending the Association of Governing Boards (AGB) Annual National Conference on Trusteeship later in April. Session topics include titles such as, "Board Best Practices for Addressing Campus Racial Inequalities" to "The New Normal: Higher Education in a Post COVID-19 World." Board members will be prepared to share insights from the conference at the next regular meeting in June 2021.

6. UNIVERSITY PRESIDENTS REPORT

President Randhawa acknowledged the presentations provided to the Board, the day prior, by a number of Western's Institutes and Centers and noted their presences provides a glimpse into the size, complexity, and scope, of Western's outreach mission. Randhawa explained that Institutes and Centers provide an opportunity for Western to connect with public and private entities which helps to expand Western's presence in the region and help Western learn about our communities' needs and challenges. Randhawa noted the importance of bringing faculty expertise and research to bear on regional workforce issues, and how this can create a virtuous cycle of growth in the graduate education footprint, and demand, to better serve our communities.

President Randhawa reported on the ongoing planning for re-opening campus for increased in-person learning during fall quarter 2021. He shared that throughout the pandemic Western leadership and the Incident Command System (ICS) Leadership have put the health and safety of our students, faculty, and staff as our top priority. He acknowledged that ICS leadership will

approach reopening campus with the same care and planning that they have employed with testing, quarantine, contact tracing, cleaning, and building ventilation strategies over the past year.

President Randhawa reported that ICS leadership will continue to carefully follow CDC and state guidelines for higher education reopening as well as the data and advice of regional health partners. He added that based on the current guidance and planning predictions as well as the need for continued compliance with current physical distancing and mask requirements, Western will determine its testing and tracing regimen depending on vaccination rates and the prevalence of the virus in our communities.

President Randhawa thanked the ICS Leadership team for their guidance and expertise as Western continues to navigate through a global pandemic. He shared that ICS members worked over forty thousand hours over the past year specifically on ICS tasks, in addition to the hours worked for their regular positions at Western. Randhawa expressed gratitude on behalf of the campus community for their outstanding and continued work related to the global pandemic.

Randhawa drew attention the Tenure and Promotion (T&P) Report included in the meeting materials packet provided to the Trustees. He noted the outcome of Tenure and Promotion is special for educational institutions and a reflection of the commitment of Western's faculty that encompasses all aspects of Western's academic mission including teaching/learning, research and creative activities, outreach engagement and service mission. In the past (T&P) cycle thirty-four faculty members were promoted from assistant professor to associate professor in addition to twelve faculty members that have been promoted to associate professor to full professor. He concluded by noting that the Provost Diversity Initiative is making an impact of diversity within faculty membership.

7. FACULTY SENATE REPORT

Jeff Young, Faculty Senate President submitted the following report to the Board of Trustees, "the senate has met twice since the last board meeting. During this time, the Academic Coordinating Commission (ACC) has been working through new course proposals and University Planning and Resource Council (UPRC) has primarily been preparing for a busy spring quarter reviewing budget proposal.

I want to update you again on the General Education revision work underway, the process initiated by review of the PLEJ (Power, Liberation, Equity, and Justice) working document. At the last board meeting I reported that the faculty and staff survey had just closed, and the student survey would be opening soon. Both are now complete with approximately 400 respondents in each. These surveys provided the opportunity for written comments and coding and analysis of the written responses is just now being completed. We've learned that if you want to survey faculty and students, hand them a working draft of a proposal first. That has spurred a wealth of good information and some innovative ideas for moving forward. We've also been able to identify areas of concern and confusion that need to be addressed. I promised to share the survey results with you last meeting, they are still on their way.

Currently, the Committee on Undergraduate Education (CUE) is finishing feedback analysis and has begun working on a broadly described proposal. We'll have another round of feedback and possibly revisions. The final proposal will move through CUE, ACC, and Faculty Senate for approval.

Much of the work of the senate this year has been recurring and in response to the ongoing pandemic. We have started some new discussions, one in particular is a general discussion of representation, which will probably result in a change to the by-laws and eventually reach you for

approval. Western has grown and diversified in many ways and we find that it's time to review our representative structure to ensure good communication and representation for all faculty. We've had the formation of the Graduate College, a growth in Centers, Institutes, and Programs (as you heard yesterday), we have more colleagues off the Bellingham campus, and a growing Outreach and Continuing Education Program, to name a few areas of expansion. While we've just started this discussion in the senate, we have made concrete progress on UPRC. Earlier this year, the faculty senate appointed, at-large councilor to UPRC was charged to represent EID concerns. The faculty senate will also recommend the following changes to the current UPRC by-laws, an additional at-large position with (A)EID focus, two new staff positions (one with AEID focus), and an additional student seat. As we reorganize senate and other standing committees, we hope that we can similarly broaden representation to constituencies that are now underrepresented.

Finally, we expect a busy spring quarter. Fall planning will be a challenge, and we'll work to keep the GUR proposal moving. We're also looking forward to getting back on campus when we can safely do so."

8. ASSOCIATED STUDENTS REPORT

Sargun Handa, Associated Students (AS) Senate Pro Tempore provided a report on behalf of AS President Abdul Malik Ford, who was unable to be present. Handa reported the new election process for AS Executive Board leadership and the AS Student Senate election will be conducted simultaneously as a joint election, as revised by a constitutional amendment passed by majority vote of the AS Executive Board in January 2021.

Handa reported that the AS Executive Board's work continues on updates and revisions to AS governing documents that will be brought forward to the Board of Trustees for approval at a future meeting.

Handa explained in addition to the revised elections process, Nicole Ballard, Vice President for Governmental Affairs, brought forward a new branch of AS Government, the WWUAS Ethics Board, which includes new grievance processes for future elections. She added that the ethics board will be led by a joint partnership with University Residences and Michael Sledge, Executive Director, Student Life, serving as Chair of Appeals, and the committee will be comprised of twelve students selected by a random jury process with no AS employees serving on the grievance committee as in the past.

Handa reported that the AS Executive Board continues to work with the Black Student Union (BSU) to meet the demands submitted to the AS Executive leadership by the BSU in June 2020.

9. BOARD FINANCE, AUDIT, AND ENTERPRISE RISK MANAGEMENT COMMITTEE

Trustee Faith Pettis, Chair, Finance, Audit, and Enterprise Risk Management Committee (FARM) Chair, reported that the committee received a comprehensive and detailed report on Western's financial health [provided to the full board later in the meeting], as Western continues to navigate through the global pandemic that included fiscal impacts, stimulus funding, budget scenarios, and a timeline budgeting.

Pettis noted that the committee received a presentation regarding the Office of Women's and Minority Business Enterprises and how Western incorporates these standards into areas such as procurement, goods and services, construction costs, within state agencies. She noted that Western has increased its support of diverse business participation to 4.8% of total procurement and

public works expenditures, which is an increase from previous years, with goals to improve in the years to come.

Pettis noted the Internal Auditor reported out on the audit of the President's expenditures with the result of a clean audit report. She also added that the committee received an update on the search for the new Director of Internal Audit, and that the goal is to have that position filled by the beginning of the 2021 academic year.

10. BOARD STUDENT SUCCESS COMMITTEE REPORT

Trustee Mo West, Chair, Student Success Committee, (SSC) reported that the committee received a presentation from Enrollment and Student Services who proved the committee with an extensive overview of Western's Financial Team and their responsibility of awarding aid dollars to students, expanding to the K-12 pipeline to increase access to higher education, affordability, and community outreach. West highlighted that the presentation included an overview of the Washington Application for State Financial Aid (WASFA) and Federal Application Financial Student Aid (FASFA) education, mission outreach and partnership with financial aid. She added that University Relations and Marketing in collaboration with Admissions, Financial Aid, and Enrollment Management, launched a successful digital campaign focused on financial aid resources and offering help to students who struggle with the daunting process of applying for financial aid and an outward facing digital landing page on Western's financial website, that allows guidance and assistance for perspective students and parents to complete the FASFA, WASFA, Washington State College Grant information or general student financial services information at Western.

Trustee West reported the committee received a presentation on Western's Compass 2 Campus program, whose mission is to "increase access to higher education by providing an opportunity for students from traditionally underrepresented and low-income backgrounds in Whatcom and Skagit counties to be mentored by trained Compass 2 Campus students". West noted that program supports the mentees, mentors, and assess the impacts of making higher education more accessible to more Washingtonians. West added that the Compass 2 Campus program is an enterprising mentoring program located in Western's Woodring College of Education and is designed to foster university and community academic collaborations that promote lifelong learning and a college going culture for all students, developing leaders who are empowered to create the future.

11. LEGISLATIVE UPDATE

Becca Kenna-Schenk, Executive Director of Government Relations provided the Board with an update on the 2021 Legislative Session that began on January 11th, 2021 and is scheduled to end on April 25th.

Kenna-Schenk noted that on March 17th the Washington State Economic and Revenue Forecast Council adopted a revised revenue forecast showing a total increase of nearly \$3.3 billion over the next four years of funds subject to the state budget outlook. She added that the forecast for the current 2019-21 biennium increased by \$1.3 billion and the forecast for state revenues in the 2021-23 biennium increased by \$1.9 billion. She said the most recent state revenue forecast is a significant improvement from quarterly forecasts released in 2020, which projected a steep decrease in state revenues due to impacts from the COVID-19 pandemic. She explained that the projections released in mid-March indicate the state budget outlook is essentially back to pre-pandemic levels.

12. WWU ATHLETICS UPDATE

Steve Card, Director, Western Athletics provided the Board with an overview of the Western Viking Athletics program and their commitment to the student-athlete experience. He noted that providing resources for students to pursue their dreams and strive for excellence in academics, competition, campus involvement, and community service is the commitment of the Athletics program.

Card acknowledged that in three of the past four years, Western Athletics' commitment and success of student-athletes has led to Viking Athletics receiving the NCAA Division II Presidents' Award for Academic Excellence. He noted that the award is given to programs which record a 90% academic success rate or higher. Card added that out of over three hundred Division II institutions across the United States, Canada, and Puerto Rico, Western is one of six public institutions to earn the award in 2020.

Card highlighted that Western Athletics carries a rich legacy of excellence in competition and since joining the NCAA ranks in 1998-99, Western Athletics has won ten team national titles with the most recent being won by Women's Rowing in 2017, Women's Soccer in 2016, and Men's basketball in 2012. He added that Western Athletics has also produced forty-six All-Americans over the past four years and has won fifty-nine Great Northwest Athletics Conference championships.

13. WESTERN WASHINGTON UNIVERSITY HONORS

Scott Linneman, Director, WWU Honors Program, provided the Board with an overview and updates regarding the WWU Honors Program. He noted that WWU has had an Honors Program since 1962, which, in the last decade, has played an increasingly important role in recruiting, serving, and retaining high potential students. The trend in universities across the country is clearly away from honors programs and toward honors colleges. Some universities change the name from "program" to "college" for recruitment reasons only. Others change the name in conjunction with taking steps to increase access to honors curriculum, to do better what they do well, and to enhance academic and co-curricular programming. We hope to accomplish the latter. Many of the universities in the Pacific Northwest (Washington State Univ, Central Washington Univ, Univ of Oregon, Oregon State Univ, Portland State Univ, Boise State Univ, Montana State Univ), have Honors Colleges. According to Linneman Western's Honors Program already does everything an Honors College does, and noted his pride in our students' accomplishments. For those students' credentialing purposes upon graduation, and for the students for whom we do not currently have Honors capacity, we hope to increase program access in an appropriately named Honors College.

14. WWU TRIBAL RELATIONS UPDATE

Laural Ballew, Executive Director of American Indian/Alaska Native, First Nation Relations and Tribal Liaison to the President provided the Board with an update on initiative underway since the founding of the office of Tribal Relations in January 2019. She spoke to the progress on the items in the Native American Student Union's (NASU) letter of urgent needs sent to President Shepard and incoming President Randhawa in 2016, including the implementation of a Tribal Liaison position at Western and the need for a traditional Coast Salish Longhouse. Ballew highlighted that with the support of President Randhawa the request for Legislative support of the longhouse was substantially funded to build a traditional Longhouse on Western's campus that will honor the historic importance of its placement and will help Western increase recruitment of native students and enhance their retention and graduation.

Ballew reported that her work has also included building sustainable and mutually beneficial relationships between Western students and tribal governments in serving American Indian and Alaska native students; improving articulation and access to educational and student support services for American Indian and Alaska Native students; and the development of memorandums of understanding that open pathways for collaboration between Western and the American Indian and Alaska Native tribes.

15. FINANCE AND BUDGET OUTLOOK UPDATE

Richard Van Den Hul, Vice President for Business and Financial Affairs and Faye Gallant, Executive Director, Budget and Financial Planning provided the Board with an update on the continuing impacts of the coronavirus pandemic on Western's finances, the institution's financial health, the use of stimulus funding authorized by the CARES Act, and the fiscal year 2021-2023 biennial budget outlook and planning process.

16. REPEAL OF BOARD OF TRUSTEES POLICY REGARDING EXECUTIVE SESSION ACTIONS

Trustee John Meyer, Board Chair, acknowledged that he Board would take action to repeal Board of Trustees [Policy U1000.04 Executive Session Actions by Board of Trustees](#), which is out of compliance with [Chapter 42.30 RCW](#), also known as the Open Public Meetings Act.

MOTION 04-02-2021 Trustee Sharpe moved, that the Board of Trustees of Western Washington University repeal Board of Trustees Policy U1000.04, Executive Session Actions by Board of Trustees.

The motion was voted on by roll call.

Roll Call for the Vote:

Trustee Sue Sharpe - Yes
Trustee Karen Lee – Yes
Trustee Faith Pettis – Yes
Trustee Mo West – Yes
Trustee Hunter Stuehm - Yes
Trustee Bruce Harrell - Yes
Trustee Chase Franklin – Yes
Trustee John Meyer, Chair - Yes

The motion passed.

17. APPROVAL OF EMERGENCY RULE EXTENSION REQUEST

Melynda Huskey, Vice President for Enrollment and Student Services, requested an extension of the emergency rule approved by the Board of Trustees on August 21, 2020 and extended on December 11, 2020 in response to Title IX changes issued by the Office of Civil Rights in May 2020. She explained that immediate changes to the rule were necessary to comply with these new regulations.

Huskey added to remain in compliance, while the permanent rule is under revision, it is requested that the emergency rule be extended.

Permanent rule development timeline:

Request Board of Trustees' approval to extend emergency rule for an additional 120 days – June 11, 2021

Public hearing and report to President Randhawa in November 2021

Board of Trustees' review/approval of permanent rule – December 10, 2021

MOTION 04-03-2021

Trustee Harrell moved, that the Board of Trustees of Western Washington University, upon recommendation of the President, approve an extension of the emergency rule change to chapter 516-21 WAC, Student Conduct Code.

The motion was voted on by roll call.

Roll Call for the Vote:

Trustee Sue Sharpe - Yes

Trustee Karen Lee – Yes

Trustee Faith Pettis – Yes

Trustee Mo West – Yes

Trustee Hunter Stuehm – Yes

Trustee Bruce Harrell - Yes

Trustee Chase Franklin – Yes

Trustee John Meyer, Chair - Yes

The motion passed.

18. APPROVAL OF PUBLIC WORKS PROJECTS

Richard Van Den Hul, Vice President for Business and Financial Affairs and Rick Benner, Senior Director, Capital Planning and Development/University Architect provided the board with an overview of General Contractor/Construction Manager Contract for the Electrical Engineering Computer Sciences Building Project (PW378) and the construction contract for Physical Plant Replacement Underground Fuel System Project (PW762).

MOTION 04-04-2021

Trustee Franklin moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to Granite Petroleum Inc., Spokane, WA, for the amount of \$561,870 (base bid plus alternate) (plus associated sales tax) for the construction contract to replace the underground fuel system and an antiquated storm drain line at the Physical Plant, PW762.

and further moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to Mortenson Company, Kirkland, WA, for the amount of \$504,471 (plus associated sales tax) for preconstruction services on the Electrical Engineering & Computer Science project, PW758.

The motion was voted on by roll call.

Roll Call for the Vote:

Trustee Sue Sharpe - Yes
Trustee Karen Lee – Yes
Trustee Faith Pettis – Yes
Trustee Mo West – Yes
Trustee Hunter Stuehm - Yes
Trustee Bruce Harrell - Yes
Trustee Chase Franklin – Yes
Trustee John Meyer, Chair - Yes

The motion passed.

19. APPROVAL OF HOUSING AND DINING RATES AND RATE RESTRUCTURE

Trustee Meyer explained that more information was required before the Board is ready to take action on this item and it will be presented at the regular meeting of the Board of Trustees on Friday, June 11, 2021.

20. INFORMATION ITEMS

a. Tenure and Promotion Report

Provost Carbajal provided a written report listing the faculty granted tenure and/or promotion effective September 2021.

b. University Advancement Report

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

c. Capital Program Report

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

d. University Relations and Marketing Report

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

e. Enrollment Management Summary

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

f. Legislative Report

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

21. TRUSTEE REMARKS

The trustees thanked everyone in attendance for their participation and the thoroughness of the meeting materials.

22. EXECUTIVE SESSION

At 12:08 pm the board went into Executive Session for approximately twenty minutes to discuss personnel matters as authorized by RCW 42.30.110. No action was taken in executive session.

Chair Meyer announced the board would go back into open session at 12:21pm.

23. DATES FOR NEXT MEETING

June 10 & 11, 2021

24. ADJOURNMENT

The meeting adjourned at 12:22 pm.