

AGENDA
WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES

Thursday, April 11, 1996

1:30 p.m. EXECUTIVE SESSION

2:00 p.m. COMMITTEE MEETING

BUSINESS AND FINANCE COMMITTEE - OM 340
David Cole, Robert Helsell, Grace Yuan

1. Student Auxiliary Capital Plan
2. Housing & Dining Rates
3. 1997-99 Operating and Capital Budget Status Reports
4. Transportation Management Program Status Report

ACADEMIC AND STUDENT AFFAIRS COMMITTEE - OM 355
Charlotte Chalker, Wayne Ehlers, Mary Swenson

1. Administrative Policies and Procedures on Affirmative Action, Employment, Equal Opportunity and Discrimination

3:30 p.m. Academic Presentation

Exercise and Sports Science Program, Department of Physical Education, Health and Recreation

Friday, April 12

8:00 a.m. RECONVENE - OM 340

1. **CONSENT ITEMS**

- a) Approval of the minutes of the February 9, 1996, Regular meeting of the Board (A)
- b) PW 218 - Construction Contract for Carver Gymnasium and Environmental Studies Center Fire Detection and Alarm Systems (A)
- c) PW 247 - Mathes Hall Lighting Improvements and Telecommunications Cabling Systems (A)

2. **REMARKS FROM THE PRESIDENT**
 - General Budget Overview (I)
3. **ACADEMIC AFFAIRS**
 - a) Enrollment/Budget Impact (I)
 - b) PW 227 - Miller Hall Media Enhanced Instructional Center (A)
4. **BUSINESS AND FINANCIAL AFFAIRS**
 - a) Major Capital Projects Status Report (I)
 Science Facility III
 Haggard Hall Renovation
 - b) Viking Commons Addition/Remodel Status Report (I)
5. **ADMINISTRATIVE POLICIES AND PROCEDURES ON AFFIRMATIVE ACTION, EMPLOYMENT, EQUAL OPPORTUNITY AND DISCRIMINATION (A)**
6. **STUDENT AFFAIRS**
 - a) Student Auxiliary Capital Plan (I)
 - b) Housing & Dining Rates (A)
7. **EXTERNAL AFFAIRS**
 - a) Legislative Report (I)
 - b) Alumni Activities (I)
 - c) Campaign for Western Report (I)
 - d) Acceptance of Gift (A)
8. **FACULTY SENATE**
 - University Planning Council 1996-97 Contingency Plan (A)
9. **ASSOCIATED STUDENTS**
10. **BOARD OF TRUSTEES**
 - Opportunity Appointment Policy
11. **EXECUTIVE SESSION**

MINUTES
BOARD OF TRUSTEES
WESTERN WASHINGTON UNIVERSITY
APRIL 11, 12, 1996

APRIL 11, 1996

Call to Order

Chair Warren Gilbert called the regular meeting of the Board of Trustees of Western Washington University to order at 1:30 p.m. in Old Main 340.

Attendance

Board of Trustees

Warren J. Gilbert, Jr., Chair
David W. Cole
Wayne H. Ehlers
Robert Helsell
Mary Swenson, Secretary
Grace Yuan

Western Washington University

Wendy Bohlke, Assistant Attorney General
Eileen Coughlin, Vice President for Student Affairs/
Dean for Academic Support Services
Larry De Lorme, Provost/Vice President for Academic Affairs
Al Froderberg, Vice President for External Affairs
Penny Glover, Assistant to President/Secretary to the Board
Kenneth Hoover, Faculty Senate President
Karen W. Morse, President
George Pierce, Vice President for Business & Financial Affairs
Lauren Russell, ASB President

Executive Session

At 1:35 p.m. the Board recessed into Executive Session for approximately 30 minutes to discuss personnel and legal issues. Assistant Attorney General Marie R. Westermeier reported on litigation matters.

No action was taken.

Reconvene

At 2:05 p.m. the Board reconvened as a committee of the whole to discuss the development of the 1997-99 Operating and Capital Budget Requests.

1997-99 Operating Budget Request

In March and April the Budget Advisory Committee heard presentations from the Provost and the Vice Presidents on budget request proposals for 1997-99. The Budget Advisory Committee is chaired by the Provost and has as its membership the Vice Presidents; Presidents of the Faculty Senate, Associated Students, Staff Employees' Council, Exempt Professional Staff Organization; a representative of the Deans' Council; the Chair of the University Planning Council; and the members of the Business and Finance Council of the Faculty Senate. The 1997-99 request recommendation will be presented to the Board of Trustees for preliminary approval in June and final approval in August, 1996.

1997-99 Capital Budget Request and 1997-2007 Capital Plan

In March and April the Capital Budget Advisory Committee (which has a membership very similar to the Budget Advisory Committee listed above) heard presentations from the Provost and the Vice Presidents on their capital needs.

While the committee is focusing on the major capital projects (those projects in excess of \$5,000,000), the Issues Group (an administrative committee made up of divisional staff responsible for capital implementation) is reviewing the minor works requests submitted by each of the divisions. Based upon the Office of Financial Management's projections, Western's anticipated funding level for capital projects is expected to be about \$12 million. This would be the same as the 1995-97 funding level for minor works projects, which was the most ever received by the University. The Issues Group is reviewing the minor works requests in detail and will be meeting with the President's Council to develop a strategy to identify the highest priority needs of the University within these projects.

Committee Meetings

At 2:30 p.m. Chair Gilbert announced that the Board would separate into committees until 3:40 p.m.

Reconvene

At 3:40 p.m. the Board reconvened into open meeting.

ACADEMIC PRESENTATION

Dr. Roy Clumpner, Chair of Physical Education, Health and Recreation, and faculty members, Dr. Kathleen Knutzen and Dr. Ralph Vernacchia, presented information concerning the Exercise and Sports Science Program.

Recess

At 4:50 p.m. the Board recessed until Friday, April 12 at 8:00 a.m.

APRIL 12, 1996

Reconvene

At 8:00 a.m. the Board reconvened into open session and continued with the action agenda.

1. CONSENT ITEMS

MOTION Grace Yuan moved that the Board of Trustees of Western
4-1-96 Washington University approve the minutes of the February
 9, 1996 regular meeting of the Board as corrected.

The motion passed unanimously.

MOTION Mary Swenson moved that the Board of Trustees of Western
4-2-96 Washington University, upon recommendation of the
 President, approve the following consent items:

●award a construction contract to Electric West, an Electrical Contractor from Mt. Vernon, Washington, in the amount of \$257,353 (base bid and four additive alternates), plus tax, for the installation of fire detection and alarm systems at Carver Gymnasium and Environmental Studies Center.

●award a construction contract to Electric West, an Electrical Contractor from Mt. Vernon, Washington, in the amount of \$170,200 (base bid and four additive alternates), plus tax, for the installation of new lighting fixtures and telecommunications cabling systems at Mathes Hall.

The motion passed unanimously.

2. REMARKS FROM THE PRESIDENT

Summary of the 1996 Supplemental Budget Increases

President Morse reported that the 1996 Supplemental Budget increased the initial 1995-97 appropriation by three percent; the increase was \$2,536,000.

Enrollment Increase: The supplemental budget increased Western's budgeted enrollment for 1996-97 by 432 FTE students. The initial 1996-97 budgeted enrollment was 9,606 FTE. With the supplemental appropriation, the WWU budgeted enrollment for 1996-97 is 10,038 FTE. This is a total increase of 555 FTE students over the 1995-96 budgeted enrollment of 9,483.

Cooperative Library Project: Funding is provided to complete the non-recurring costs of phase one of the integrated library project. The appropriation to WWU includes \$50,000 for computer/communications systems, \$450,000 for interlibrary loan and document delivery, and \$23,000 for ongoing expenses.

Health Benefit Rate Adjustment: The monthly rate per employee for health benefits is reduced from \$308.96 to \$301.95 for 1996-97.

3. ACADEMIC AFFAIRS

a) Enrollment/Budget Impact

Provost De Lorme reported that one result of the special legislative session was the funding of 432 additional full-time student equivalents at Western (the regular session saw authorization of funding for an initial 123). President Morse has allocated \$1,040,000 to cover instructional costs associated with the student increase, and the Provost has, in turn, authorized expenditures covering instruction and staffing requirements for the coming academic year. Also, the Vice Presidents are working with the Provost to provide the President with recommendations on the allocation of the remaining funds to meet non-instructional, but essential University needs created by the new enrollment.

b) Construction Contract for Media Enhanced Instructional Center

MOTION Wayne Ehlers moved that the Board of Trustees of Western
4-3-96 Washington University, upon the recommendation of the President, award a construction contract to Z Construction, Inc., General Contractor from Bellingham, Washington, in the amount of \$525,010.00 (base bid and two alternative alternates), plus tax, for the construction of a new Media Enhanced Instructional Center located in Miller Hall.

The motion passed unanimously.

4. BUSINESS AND FINANCIAL AFFAIRS

a) Major Capital Projects

Science Facility Three

Construction is on schedule for the building to be substantially complete by June 1996. Landscape work and site paving is scheduled to be complete in July. The University will begin occupying the building August 1, 1996.

Haggard Hall Renovation

The Design Development phase is complete and the University gave approval for ZGF to begin the Construction Document phase of the project. The architect is preparing abatement/demolition phase construction documents to be submitted to the City of Bellingham for permits. This work includes abatement of hazardous materials and interior demolition of partitions, ceilings, mechanical and

electrical systems. The exterior window system will remain and no structural demolition will take place at this time. This work will be bid in June 1996, and the construction contract will be brought to the August 1996 Board for approval. The abatement/demolition work is scheduled to take place September through October 1996.

The University will continue to work with the architect on developing the construction documents for the renovation phase of the project. This work includes renovation of Haggard Hall and construction of the connector to Wilson Library. This work will be bid following completion of the abatement/demolition phase with a construction contract scheduled to be brought to the February 1997 Board meeting for approval. The project is scheduled to be completed for move-in prior to Fall Quarter 1998.

b) Viking Commons Addition and Remodel

Facilities and Master Planning is preparing asbestos abatement documents to be bid in May 1996. This work will include the removal of asbestos containing materials in the mechanical room and from the mechanical systems in the area of the renovation. This work is scheduled to take place June through August 1996.

The University will continue to work with the architect on developing the construction documents for the addition and renovation project. This work includes the Viking Commons renovation of the kitchen, dish washing and servery spaces. The addition to the north embodies a new service elevator, freezer/coolers and future bakery. The project will be phased to allow for continued use of the existing kitchen and servery through construction. This work will be bid following the completion of the asbestos abatement project, with a construction contract scheduled to be brought to the October 1996 Board meeting for approval. The project is scheduled to be completed for occupancy in July 1997.

5. ADMINISTRATIVE POLICIES AND PROCEDURES ON AFFIRMATIVE ACTION, EMPLOYMENT, EQUAL OPPORTUNITY AND DISCRIMINATION

MOTION 4-4-96 Mary Swenson moved to amend paragraph 3, page 18 of this document to read as follows: ... The CEO Director and/or his/her designee(s) alone will conduct all personal interviews.

MOTION 4-5-96 Grace Yuan moved to amend paragraph (5) (d) to read as follows: ... Each party to the complaint may request that the CEO be assisted in the investigation by one member of the party's constituent group. ...

MOTION 4-6-96 Robert Helsell moved that the Board of Trustees of Western Washington University, upon recommendation of the President, hereby accepts the Administrative Policies and Procedures on Affirmative Action, Employment, Equal Opportunity and Discrimination, as amended above, effective this date. Further, in keeping with the Board of Trustees Delegation of Authority to the President as set forth in its Rules of Operation, the President is authorized, without further action by this body, to make future amendments to the document to reflect changes in law, university policy, and administrative structure, as the President may see fit. The President shall periodically advise the Board of such changes in the document.

The motion passed unanimously.

The copy of the final document may be obtained in the Center for Equal Opportunity Office, Old Main 375.

April 11,12, 1996

6. STUDENT AFFAIRSa) Student Auxiliary Capital Plan Update

Dr. Coughlin reported updates to the Student Auxiliary Fiscal Plan for the fiscal years 1996-2005. The Student Auxiliary Capital Plan addresses major capital project needs over the next ten years that will provide high quality service facilities for students in a cost-effective way. The plan focuses on Western's Auxiliary Services including University Residences, the Student Union Complex and the Cooperative Bookstore. Dr. Coughlin discussed how progress continues to be made toward these long-range goals.

b) Housing and Dining Proposed Rates for 1996-97

MOTION Robert Helsell moved that the Board of Trustees of Western 4-7-96 Washington University, upon recommendation of the President, approve the Housing and Dining rates as proposed. The 1996-97 proposed rates call for a 3.95% increase in residence hall and apartment rental rates.

The motion passed unanimously.

7. EXTERNAL AFFAIRSa) Legislative/Alumni Report

Dr. Froderberg gave a legislative update and reported on activities of the Alumni Association.

b) The Western Foundation Report

Dr. Froderberg reported that as of April 9, 1996 the Campaign for Western has raised \$16,525.959 of the overall campaign goal of \$18,000,000.

c) Acceptance of Lappenbush Gift

MOTION Wayne Ehlers moved that the Board of Trustees of Western 4-8-96 Washington University authorize President Karen W. Morse to enter into an agreement with Professor Charles F. Lappenbush, Sr. to accept as a gift a parcel of property described as:

The West 330 feet of the Southwest quarter of the Northwest quarter of Section 5, Township 39 North, Range 2 East of Willamette Meridian.

Situate in Whatcom County, Washington.

Also the West 330 feet of the North 1 Rod of the Southwest quarter of Section 5, Township 39 North, Range 2 East of Willamette Meridian.

Situate in Whatcom County, Washington.

Also an easement for ingress, egress, and the utilities over, under and across the North 1 Rod of the Southwest quarter of Section 5, Township 39 North, Range 2 East, except the West 330 feet thereof.

Situate in Whatcom County, Washington.

Subject to power line easements as per AF 954137 and AF 1119160.

(Professor Lappenbusch wants the property to be used and perhaps eventually to be sold with all benefits used to support the

April 11, 12, 1996

programs of Huxley College of Environmental Studies.)

The motion passed unanimously.

8. FACULTY SENATE

a) 1996-97 Contingency Plan

MOTION Mary Swenson moved that the Board of Trustees of Western
4-9-96 Washington University receive the modified 1996-97
Contingency Plan and recommendation of the University
Planning Council, as adopted by the Faculty Senate at its
meeting of February 26, 1996.

The motion passed unanimously.

The Contingency Plan is the basis for decisions as
specified in Appendix B, BL 7.6 and Appendix D of the
Faculty Handbook. The Faculty Handbook is on file in the
Faculty Senate office.

b) Faculty Salary Issues

Senate President Ken Hoover suggested that several things
which influence faculty to come to Western are: 1) salary, 2)
faculty to student ratio, and 3) working together on policies.
Dr. Hoover suggested that it is important to focus on and work with
new faculty hired over the past few years to ensure their continued
commitment to Western.

9. ASSOCIATED STUDENTS

Associated Student Board President Lauren Russell informed the
Board of Trustees that new ASB Officers will be elected in May.

10. BOARD OF TRUSTEES

a) Opportunity Appointment Policy

MOTION Wayne Ehlers moved that the Board of Trustees of Western
4-10-96 Washington University adopt the proposed University
Opportunity Appointment Policy as follows:

University Opportunity Appointment Policy

Recruitment and retention of faculty and administrators is
becoming increasingly influenced by special opportunities for the
appointment of exceptional candidates, and by issues raised by
dual career couples. The emphasis of the Opportunity Appointment
Policy is on:

- a. assisting in the development of opportunities for the
recruitment of members of under-represented groups as
identified in the university's Affirmative Action Plan;
- b. providing the framework for taking advantage of special
opportunities to appoint outstanding academics outside of the
normal faculty recruitment procedure; and
- c. establishing the procedure to follow in considering the
academic appointment of a partner where one member of a couple
is an academic or senior administrative candidate who is under
final consideration for a position at Western, and where such
consideration is affected by the potential for employment of
the partner by Western. (As used in this policy, the term
"partner" refers to spouses or to individuals in relationships
of cohabitation.)

In the case of faculty positions, the department chairs,
tenured and probationary faculty of the departments which

would be affected by opportunity appointments, together with the relevant deans, must be provided with opportunities to interview candidates, and to evaluate them in writing. Departments will be informed of the effect of the appointment on future position allocations. Departmental faculty will be given the opportunity to make a recommendation regarding the appointment. Evaluations and decisions to appoint must be based on appropriate Faculty Handbook criteria concerning rank and tenure. The college-level tenure and promotion committee will make a recommendation regarding appointments involving the granting of tenure or an increase in rank over the person's previous appointment.

1. Appointment of Diversity Candidates

Opportunities to appoint members of under-represented groups may contribute to the goal of diversity described in the university's Strategic Plan. Candidates for faculty or administrative positions will be informed that the university has a proactive policy concerning diversity.

2. Appointment of Outstanding Academics

Opportunities may arise to recruit academics who will add significantly to the prestige of the university by virtue of their established record of superb teaching and outstanding records of ongoing scholarship or creative activity.

3. Appointment of a Candidate's Partner

The successful recruitment of faculty and administrative candidates in position searches may be significantly affected by the need to consider academic appointments for a candidate's partner. In such cases, the need to achieve strategically important goals of the regular search may be sufficiently significant that the partner should be considered as an opportunity appointment.

4. Search Assistance for a Candidate's Partner

If the partner of a candidate for an academic or administrative position is seeking employment opportunities in the community, efforts may be made to assist with the job search. For example, assistance may be provided in arranging interviews with prospective employers. The University may also provide a candidate's partner with library privileges, and use of the Career Services Center, including access to reference materials, advice on resumé preparation, and access to on-campus interviews with off-campus recruiters. The University may continue to provide such assistance for up to one year from the time of the initial appointment.

The motion passed unanimously.

EXECUTIVE SESSION

At 11:00 a.m. the Board recessed into Executive Session for approximately 90 minutes to discuss personnel and legal issues.

RECONVENE

At 12:30 p.m. the Board reconvened and took the following action:

a) **Sub-Committee to Review Board of Trustees Meeting Schedule**

The February 9 minutes were corrected to indicate that Grace Yuan will serve as the Chair of the Board Meeting Schedule Sub-Committee in place of Charlotte Chalker. Robert Helsell was removed from this committee. The committee now consists of the following:

Grace Yuan, Chair
Charlotte Chalker
David Cole

b) Sub-Committee to Review the Board of Trustees' Rules of Operation

Charlotte Chalker, Chair
Grace Yuan
Mary Swenson

c) Three-Year Evaluation of the President

Chair Gilbert announced that it is undertaking an evaluation of the performance of Dr. Karen W. Morse, President of Western Washington University. This conforms to the Board's Rules of Operation, which requires a performance evaluation at the close of the President's third year. The Board has asked Trustee Robert Helsell to organize and lead the evaluation. Dr. Samuel P. Kelly was asked to serve as the Administrative Coordinator. The Board expects that the evaluation will be concluded in mid- or late-summer. An evaluation review will be provided by the Board and published in FAST.

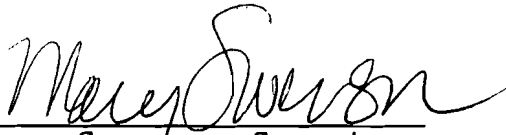
As in previous Presidential evaluations, several elements will be involved. These include the Board's observation and judgment of performance in terms of the University's strategic goals; particular mandates of the Board; and the overall structure and health of the institution.

ADJOURNMENT

The meeting was adjourned at 12:40 p.m.


Warren J. Gilbert, Jr., Chair

ATTEST:


Mary Swenson, Secretary