

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, February 10, 2017**

1. CALL TO ORDER

Board Chair Sue Sharpe called the regular meeting of the Board of Trustees of Western Washington University to order at 8:06 a.m., in the Boardroom, Old Main 340, in Bellingham, WA. Trustee Sharpe updated the board on the inclement weather that cancelled the weather for the previous days meeting. The subject of the planned conversation, *Student Success*, will be presented at a future meeting and today's meeting will continue with the theme of *Student Success*.

Board of Trustees

Sue Sharpe, Chair
Chase Franklin, Vice-Chair
John Meyer, Secretary
Karen Lee
Betti Fujikado
Mo West
Earl Overstreet – *by phone*
Abigail Ramos

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
Kristen Larson, Faculty Senate President
Stephanie Cheng, Associated Students President
Kerena Higgins, 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
Rayne Rambo, Assistant Secretary to the Board of Trustees

2. APPROVAL OF MINUTES

There were no changes to the draft minutes as distributed.

MOTION 02-01-2017:

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 December 8, 2016
- Board of Trustees Meeting December 9, 2016

The motion passed.

3. RESOLUTION NO. 2017-01 RECOGNIZING THE WESTERN WASHINGTON UNIVERSITY WOMENS SOCCER TEAM

Vice President Coughlin introduced Steve Card, Director of Athletics, who highlighted events leading up to the win of the NCAA Division 2 Championship. Head Coach, Travis Connell expressed his appreciation for the opportunity to lead this group of women as they go through this transition in their lives and become role models in their community. Trustee Lee congratulated the Western Washington University Women's Soccer team on their accomplishments and shared how proud Western is of their role on and off the field.

RESOLUTION NO. 2017-01

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
CONGRATULATING THE WESTERN WOMEN'S SOCCER TEAM**

WHEREAS, The Western Washington University women's soccer team, under the leadership of head coach Travis Connell, won the NCAA Division II National Championship on December 3, 2016 by defeating three-time defending champion Grand Valley State with a 3-2 victory at Swope Soccer Village in Kansas City Missouri; and

WHEREAS, the national championship was the first in the program's history and the 10th team national championship in WWU Athletics history, joining the 2012 Men's Basketball Division II National Championship title, seven consecutive Women's Rowing national titles from 2005-11 and the 1988 NAIA Softball National Championship; and

WHEREAS, the 24-0-1 Vikings captured their first-ever NCAA women's soccer national championship with 24 consecutive victories, breaking the all-time GNAC record for longest winning streak; and

WHEREAS, Sierra Shugarts was named the Defensive MVP and Caitlyn Jobanek was named the Offensive MVP of the National Championship; and

WHEREAS, Sierra Shugarts, Caitlyn Jobanek, Emily Webster, Gabriela Pelogi and Liv Larson were all named to the All-Tournament Team; and

WHEREAS, Sierra Shugarts was named the NCAA Division II Women's Soccer Player of the Year and Sierra Shugarts, Emily Webster, Caitlyn Jobanek and Ashley Homer were all recognized as All-Americans, and Elise Aylward was named an Academic All-American; and

WHEREAS, the team members distinguished themselves in the classroom as well as on the field throughout a rigorous schedule of events; and

WHEREAS, the entire team demonstrated fine sportsmanship and inspired youth to work hard, play well and enjoy athletic competition; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Western Washington University recognizes the WWU Women's soccer team for its unprecedented accomplishments and extends to the team the Board's sincere congratulations on behalf of the entire university community.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its meeting on February 10, 2017.

The motion passed.

4. 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

5. BOARD CHAIR

Trustee Sharpe congratulated Trustee Lee on being awarded the 2017 Executive Excellence Award by the Seattle Business Journal. Trustee Sharpe updated the board on a recent campus visits from Congressman Rick Larsen, Whatcom County Higher Education Institutions and Superintendents from Whatcom County public schools to discuss the issues and challenges that face education institutions related to the recent immigration executive orders issued by the US President. Trustee Sharpe said that the collective commitment of the educational institutions in Whatcom County regarding education, safety and security of all students and their families is very powerful. Their collective approach was extremely clear, that they are focused on their values and their mission and not distracted by dialogue that may undermine those goals and their commitment to students.

Trustee Sharpe also updated the board on Trustee and Regent Day in Olympia. Trustees Sharpe, West, Meyer, Franklin and former Trustee Munroe attended the event coordinated by the Council of Presidents and College Promise Collation. She said that every public higher education institution in the state were represented by a trustee or a regent in Olympia with one message: to fully fund the *State Need Grant*, which is key to student success. Trustee Sharpe said that the commitment to higher education was consistent, but the question remains how to pay for it. It was also noted that Western is on the record supporting new revenue and is a leader in supporting what needs to happen to create additional funding.

The trustees met with Governor Inslee, Lt. Governor Habib, and Speaker of the House Chopp who expressed their commitment to Higher Education. Trustee Sharpe thanked Becca Kenna-Schenk, Director of Government Relations and Joe Timmons, Assistant Director of Government Relations for their assistance while the trustees were in Olympia.

6. UNIVERSITY PRESIDENT

President Randhawa thanked the Associated Students Board for organizing the Western Lobby Day on January 16, 2017. He noted that the students spoke from their hearts and their message was well received. He also thanked the trustees for their time and presence in attending Trustee and Regents Day in Olympia and that Western appreciated their time and commitment to the university and higher education.

President Randhawa updated the board on his first trip out of state to meet with alumni and donors of the university. President Randhawa reported that he and Provost Carbajal have been hosting conversations with different groups of employees including new faculty, tenured faculty, non-tenure track faculty and university staff to gain perspective of the university. He also thanked Chuck Lambert and the Executive Committee of the United Faculty of Western Washington for the opportunity to meet with them continue a sustainable dialogue for the future.

President Randhawa reported on the issue of the safety and education of all of students and, in particular, undocumented students and international students noting that this remains to be of the utmost importance to Western. He said that he continues to meet with members of the Blue Group and appreciates the support of the Associated Students Board as they passed a Resolution declaring their support of undocumented students. President Randhawa mentioned the meeting with Congressman Larsen and the issue of undocumented students adding that the input at the national level is helpful as Western navigates these critical issues.

President Randhawa discussed the campus climate survey that will be provided to the campus community in spring 2017. He explained that it will be helpful to have a base line for climate on campus and what is on people's minds. Western will be working with the Higher Education Research Institute (HERI), a well-established entity that will create three surveys; one for faculty, one for staff, and one for students. Each will help Western bench mark against other institutions. President Randhawa said that the results of those survey should be available for summer of 2017.

President Randhawa reported that the strategic planning process is under way with the help of Provost Carbajal and the University Planning and Resources Council (UPRC). He asked Provost Carbajal to provide an update of that process. Provost Carbajal said that the council is currently dividing tasks and has set up a calendar and work plan that should allow them to produce a draft of the plan by June 2017. He said that focus groups and listening session will be taking place until mid-March and then various sub-committees will translate what the committee has heard into a strategic planning document. Carbajal said that the committee is very diverse in terms of experience at Western, role at Western, and ethnicity which lends itself to a diverse perspective.

President Randhawa informed the board of that off-site candidate interviews are scheduled for the Vice President of Enrollment and Student Services in Seattle and that the Dean of Woodring College of Education finalists will be on campus at the end February.

President Randhawa, on behalf of Western, also congratulated Trustee Lee on the 2017 Executive Excellence Award adding that it is an honor to have her serve on the Board of Trustees.

7. ASSOCIATED STUDENTS

Associated Students President, Stephanie Cheng, updated the board on the resolution that was passed by the Associated Students regarding undocumented students. Cheng also updated the board on Western Student Lobby Day in Olympia, WA. Cheng stated that over one hundred Western students participated in the Student Lobby Day, meeting with over one hundred legislators and Governor Inslee. Cheng said that President's Day will be the Ethnic Student Center Lobby Day in Olympia. Trustees asked if there is an Associated Student position that is full time in Olympia as an intern. Cheng informed the board that student, Nora Selander, Legislative Liaison, is in Olympia for Winter Quarter. Trustees asked if Western students were present for *State Need Grant* day in Olympia. Cheng replied that Bryce Hammer, VP for Government Affairs was present in Olympia representing Western.

8. FACULTY SENATE

Faculty Senate President, Kristen Larson, followed up on the climate surveys that will be provided by HERI and that they are the gold standard for campus climate survey information. She also replied to Provost Carbajal's comments regarding the UPRC committee agreeing that the level of diversity is a good representation of the campus.

Larson reported that the Faculty Senate is working on the charges of various committees. She said that the biggest issue the Faculty Senate faces are the first actions of the general education requirement report from last year, the Academic Coordinating Commission, a sub-committee of Faculty Senate, has been making recommendations. There will be more conversations before making substantive changes in the General University Requirements (GUR), program. Students have had an opportunity to provide input and the focus has been on best practices for changes to the GUR program. Faculty have become more aware of the limit of making changes and instead making choices that are within the best interest of students and the educational mission of Western.

Larson said that Extended Education is also a priority of Faculty Senate and its role in academic policy. They are looking at how to take academic policies that are meant for the academic year and apply those policies to the many opportunities that are provided through Extended Education.

9. CONSENT ITEMS

Chair Sharpe introduced the consent items. There were no questions.

MOTION 02-02-2017 Trustee Franklin, moved that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following consent items:

- Approval of Winter Quarter Degrees
- Approval of Delegation of Authority to Award a Consultant Contract for the Design of a Project to Move disAbility Resources for Students and Veterans Services to Wilson Library, PW719

The motion passed.

10. APPROVAL OF WAC 516-21, STUDENT RIGHTS AND RESPONSIBILITIES CODE

Senior Vice President of Enrollment and Student Services, Eileen Coughlin, presented the updated Student Code of Conduct. VP Coughlin introduced Michael Sledge, Assistant Dean of Students, who lead the process with active involvement of students, Faculty Senate representatives, and the Equal Opportunity Office. She noted that one of the major changes to the student code was how Western will handle sexual assault investigations. These investigation will now occur within the Equal Opportunity Office, with a conduct process that includes an appeal and one additional review (in writing). The previous code allowed for one level of appeal and review. Appeals for suspension/expulsion-level sanctions are heard by an appeals board and all other appeals go to Dean of Students designee.

Coughlin stated that the process for these revisions was thorough and included a campus wide invitation for conversation and evaluation. Western is currently meeting the requirements set by the state as well as what is best practice both locally and nationally.

Trustee Meyer inquired if legal counsel was consulted on the final code changes. Assistant Attorney General, Kerena Higgins, responded by explaining that the process between the interim code and final code allowed for many conversations and comments and that the final code is reflective of those conversations. Trustee Sharpe inquired about student engagement on the revisions to the code. Coughlin stated that five student representatives served on the committee. She said that the campus was also invited to provide feedback and participate in the public hearing for the final review. Michael Sledge added that the student involvement provided a point of view that was helpful and led to many suggestions and improvements to the code that would not have occurred to faculty and staff.

Coughlin concluded that the code is not just a legalistic code, but a code that reflects an educational process noting that Western's intent is that this code should be educational in nature and well as holding people accountable.

MOTION 02-03-2017 Trustee Meyer moved that the Board of Trustee of Western Washington University, upon recommendation of the President, approve the adoption of the proposed amendments to the Washington Administrative Code, Chapter 516-21, Students Rights and Responsibilities Code, as filed in the Washington State Register, WSR 17-01-127.

The motion passed.

11. APPROVAL OF APPOINTMENT OF FINANCIAL STATEMENT AUDITOR

Trustee Overstreet, Audit Committee, Chair, recommended the appointment of the State Auditor's Office to perform Financial Statement audit services for the fiscal year ending in June 30, 2017. Trustee Overstreet stated that the Washington State Auditor's office performed these audits for FY 2011-2016 and the most recent audit FY 2016 was completed successfully and under budget. Upon completion of the FY 2016 audit, Business and Financial Affairs proposed, and the Board of Trustees Audit Committee concurred with the recommendation to appoint the Washington State Auditor's Office for the FY 2017 engagement. In addition, the Board of Trustees Audit Committee intends to consider conducting a selection process to develop a recommendation for audits of the universities financial statements starting in FY 2018.

Trustee Sharpe asked if this was a bridge year before the Audit Committee moves into a selection process. Trustee Overstreet concurred, saying that it would provide the Audit Committee time to review the process and enter into the market place to ensure a competitive process for FY 2018.

MOTION 02-04-2017 Trustee Overstreet moved that upon the recommendation of the Board of Trustees Audit Committee, the appointment of the Washington State Auditor's Office to perform the Financial Statement audit, starting with the June 30, 2017 Financial Statement, for a period not to exceed one year.

The motion passed.

Chair Sharpe announced a break at 9:08 am. The meeting reconvened at 9:20 am.

12. ACCREDITATION: A PRIMER AND EXPLORATION

Provost Brent Carbajal, provided an introduction of the accreditation process. He stated that accreditation is the process of University review and assessment on a set of agreed upon standards. Carbajal explained that regional accreditation is the highest form of institutional accreditation that a university can achieve. It ensures the transfer ability of degrees and credits among regionally accredited schools and the eligibility of faculty and students for federal grants and financial aid. He said that Western's regional accreditation is within the Northwest Commission of Colleges and Universities (NWCCU). Western's seven year accreditation cycle concludes in March 2017 with an on-site evaluation, a comprehensive evaluation that includes attention to standards within fiscal policies, audits, governance structure, emergency management processes, and the civil rights protections of student, faculty and staff. Provost Carbajal introduce Steven VanderStaay, Vice Provost for Undergraduate Education who presented an overview of the accreditation visit on Western's campus. He explained that year seven focuses heavily on mission fulfillment since is the end of the seven year accreditation cycle. VanderStaay explained that the board will likely be asked as to how they guide the work, initiative and resources of the university with respect to Western's mission. Core themes will also be a topic of discussion in meetings with the accreditation evaluators. VanderStaay said that the current work on the university's strategic plan allows for an opportunity to create new indicators of mission fulfillment and will create new targets and goals.

Trustee Sharpe said that the collective movement to advance Western and adapting to a changing environment is very encouraging. Trustee Fujikado added that she has been on the board throughout the seven year accreditation cycle and the collaboration between students, faculty and administration delivers to these core themes. Trustee Fujikado inquired about the decline of the four-year graduation rate the last three years. VanderStaay responded by explaining that, in exit surveys, students are not necessarily seeking to graduate in four years. Western encourages students to explore options before declaring a major, academic advising reaches out to students who have not declared a major after reaching one hundred credits and then requires an advising discussion in order for those student to register for classes. He said that this is helping to move the needle towards four year graduation and has been successful getting students into majors. Eileen Coughlin, added that a student's ability to get through math more quickly successfully contributes to a four year graduation rate. Western also has some five year degrees which also contributes to a lower percentage of four year completion.

President Randhawa added that the upcoming accreditation visit has two key elements; what the institution agreed upon seven years ago and how much progress we have made in that regard. What are the goals going forward and what are the metrics and aspiration we set for ourselves moving forward? President Randhawa said that one of the goals for Western is how to shrink the achievement gap. Trustee Franklin inquired as to how the indicators of mission fulfillment were establish seven years ago for the accreditation cycle that is coming to an end. VanderStaay responded by explaining that seven years ago the Governor set several of the indicators, with the Office of Financial Management putting forward indicators that calculate total graduates and high demand areas. The UPRC, contributed by looking at the mission and included indicators that were associated with mission.

13. ASSOCIATED STUDENTS GOVERNANCE: RESTRUCTURE UPDATE

Bryce Hammer, Associated Students Vice President for Governmental Affairs, updated the board on the restructuring of the Associated Students (AS) governing body. The Associated Students are working to reform the Student Senate that was suspended in 2014 due to various types of dysfunction that included a lack of participation or lack of charge. Hammer explained that at the start of the evaluation of the Student Senate, it was realized that it went deeper than Student Senate. Issues were arising within AS Board Officers such as the balance between programming and advocacy and the amount of hours needed to fulfill these important support programs such as the Ethnic Student Center, Women's Center, and Career Resource Center.

Hammer said that the process of evaluation has largely been dependent of the Structural Review Committee. The committee has been reviewing the AS governance structure and producing a referendum to bring to the students at the AS elections for the upcoming academic year. She said that this has been completed by using the Historical Data Consolidation, the only document of its kind that provides a history of the AS. Students were also asked to participate in a survey to see how they perceived the role of the AS, where the AS Board can improve, and how aware students were of the AS involvement on campus, and the opportunities that are available for student involvement.

The reformed structure would split the AS structure into three branches, the Senate, the AS Board, and the Programming Council which includes the Ethnic Students Center Resource and Outreach Programs and Centralized Services such as communication, business office and publicity. The Senate would be charged with Academic Affairs, the AS Board would work on representation and advocating beyond campus, and the Programming Council would work on programming such as events, clubs, and concert that create life on campus.

The Student Senate will be charged with sitting on academic committees, reviewing nominations to those committees, connecting student voices to the administration, passing individual budgets, and making recommendations to the AS Board of Directors. The AS Board of Directors will be charged with student fees, legislative priorities, passing individual AS office budgets, and acting as a liaison with the appropriate Western executive officer. The Programming Council will be charged with passing their individual budgets, coordinating AS programs, managing facilities and services, and policies relating to programs and services.

These changes would potentially go into effect in the 2018-2019 academic year. This would allow for all of 2017-2018 academic year to be a trial period.

Chair Sharpe announced a break at 11:05 am. The meeting reconvened at 11:11 am

14. OLYMPIA UPDATE

Becca Kenna-Schenk, Director of Government Relations reiterated the success of Student Lobby Day in Olympia. Noting that Western is truly a leader in the Washington Student Association. She said that Western's student legislative agenda greatly informs the state wide student agenda. Western's student organization, leadership and advocacy is a wonderful representation of the student voice in Olympia.

Kenna-Schenk said that the current legislative session scheduled to end on April 23, 2017. She said that given the *McCleary* funding obligations, as well as the divided leadership in the House and Senate, it does not seem likely that the biennial budget will pass at the end of

April. She said that special sessions are expected and it is very possible that state budget will not be approved until the end of June or beyond.

Kenna-Schenk noted that there is a high level of focus on advocating for fully funding the *State Need Grant*. She said that discussion among high level legislators is whether there will be an opportunity to invest more in the *State Need Grant* or to freeze in-state tuition for two years.

Western's engagement in Olympia this session was an impressive turn out for Western Lobby day and an opportunity for students to voice their concerns. She said that President Randhawa joined presidents from other public baccalaureate institutions in the Senate Ways and Means Committee for a work session about higher education budget issues. The occasion marked the first time in recent years where presidents from universities throughout the state jointly participated in a legislative committee, and the meeting highlighted accomplishments from each of the six public baccalaureate institutions.

Kenna-Schenk noted that the Governor's budget included a \$3.6 million appropriated to Western for student success and funding for an across the board 2% compensation increases consistent with the Collective Bargaining Agreements for all classified state employees.

15. AUDIT COMMITTEE REPORT

Trustee Overstreet reported that the Audit Committee met and reviewed the proposed timeline for the financial state audit services Request for Proposal process noting that the Audit Committee committed to provide input on the selection criteria as a part of that process. He said that the committee discussed the process of communications and feedback regarding the internal audit schedule, risk-management, internal audit and the audit committee assessment. The Audit Committee noted the timeliness of the focus of each of the areas and how that ties in with the current strategic planning process.

16. GOVERNANCE COMMITTEE REPORT

Trustee Franklin reported that the Governance Committee continued a discussion on the board's commitment to good governance, the role of a trustee and effective trusteeship. He said that the Governance Committee has had good discussions and has initiatives underway to move that agenda forward. Trustee Franklin said that the committee will continue to partner with the administration to use the Thursday board agenda items for further education. He added that the Governance Committee will be more rigorous about an annual assessment schedule.

17. INFORMATION ITEMS

a. Quarterly Grant Report

Provost Carbajal provided a written report regarding grant awards for the period of October 1, 2016 to December 31, 2016.

b. Admissions and Enrollment Report

Vice President Coughlin provided a written report regarding the University's general enrollment and admissions

c. University Advancement Report

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

d. Capital Program Report

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

e. University Relations and Community Development Report

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

f. Annual University Police Report

Vice President Van Den Hul provided a written report with an annual update of the University Police Department

g. Annual Sustainability Report

Provost Carbajal provided a written report of the university's sustainability efforts.

h. Mid-year Housing & Dining Report

Vice President Coughlin provided a written report regarding the University's housing and dining system.

18. EXECUTIVE SESSION:

At 11:48 am Chair Sharpe announced that the Board would go into Executive Session for approximately 30 minutes to discuss a personnel issue and a matter with legal counsel as authorized in RCW 42.30.110 (1)(g)(i). She said that no action would be taken and adjournment would occur at the end of the closed session.

The meeting adjourned at 12:33 p.m.