

BOARD OF TRUSTEES
WESTERN WASHINGTON UNIVERSITY

A MEETING OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY WILL CONVENE AT 1:30 P.M. THURSDAY, AUGUST 6, 1992, IN OLD MAIN ROOM 340 FOR COMMITTEE MEETINGS. THE MEETING WILL THEN RECESS UNTIL FRIDAY, AUGUST 7, AT 8:30 A.M. IN OLD MAIN ROOM 340.

AGENDA FOR THURSDAY, AUGUST 6, 1992.

1:30 p.m. COMMITTEE MEETINGS

Business and Finance Committee

Martha Choe, Charlotte Chalker, Wayne Ehlers

- a) Capital Budget Request
- b) Status Report of the Campus Master Plan and Parking Study
- c) Status Report of the Housing & Dining Projects
- d) Status Report of the Science Facilities Projects

Academic and Student Affairs Committee

Craig Cole, Bud Gilbert, James Waldo

- a) Operating Budget Request
- b) Admissions Policy Review

4:30 p.m. Adjourn until 8:30 a.m. Friday, August 7.

AGENDA FOR FRIDAY, AUGUST 7, 1992
8:30 A.M. OLD MAIN 340

RECONVENE

1. BOARD OF TRUSTEES - Resolution #92-04 Welcoming Board Member
2. CONSENT ITEMS (recommended action items)
 - a) Approval of the minutes of the June 5, 1992 meeting of the board.
 - b) Approval of Summer Quarter Degrees
 - c) Award of Consultant Contract for Environmental Impact Statement for Campus Master Plan
 - d) Award of Construction Contract for Environmental Studies Building Repairs
 - e) Award of Environmental Research and Education Center Consultant Contract
 - f) Award of Consultant Contract for Testing, Adjusting & Balancing of Mechanical Systems Within Science Facility One - Chemistry

3. REMARKS FROM THE PRESIDENT
 - a) Campus Compact
 - b) Progress on New University Identity
 - c) Planning for University Founders Year
4. ACADEMIC AFFAIRS
 - a) Report from Academic and Student Affairs Committee
 - b) Report from Center for Equal Opportunity
 - c) Report on Admissions Policy
5. BUSINESS AND FINANCIAL AFFAIRS
 - a) Report from Business and Finance Committee
 - b) Approval of 1993-95 Operating Budget Request (recommended action)
 - c) Approval of 1993-95 Capital Budget Request (recommended action)
 - d) Approval of Administrative Exempt Classification Plan (recommended action)
 - e) Approval of Additional Retirement Plan Accounts (recommended action)
6. EXTERNAL AFFAIRS
 - a) The Western Foundation Year End Report
 - b) Campaign for Western
 - c) Report on Alumni Association
7. STUDENT AFFAIRS
 - a) Report on Right-to-Know Act
 - b) Progress Report on Housing & Dining Financial Review
8. FACULTY SENATE
9. ASSOCIATED STUDENTS - Plans for 1992-93
10. EXECUTIVE SESSION
11. RECONVENE AND ADJOURN

MINUTES
BOARD OF TRUSTEES
WESTERN WASHINGTON UNIVERSITY
AUGUST 6, 7, 1992

AUGUST 6, 1992

CALL TO ORDER

The meeting of the Board of Trustees of Western Washington University was called to order at 1:35 p.m. by Chair Mary Kay Becker.

ATTENDANCE

Mary Kay Becker, Chair
Wayne H. Ehlers
Warren J. Gilbert, Vice Chair
James C. Waldo

Western Washington University

Wendy Bohlke, Assistant Attorney General
Roland De Lorme, Provost/Vice President for Academic Affairs
Marie Eaton, Interim Vice President for Student Affairs
Albert Froderberg, Vice President for External Affairs
Penny Glover, Administrative Assistant/Board Secretary
John Mason, President of the Faculty Senate
Erin Middlewood, President, Associated Students
Kenneth P. Mortimer, President
George Pierce, Vice President for Business/Financial Affairs

Change in Agenda

Chair Becker announced that the Board would not separate into committee meetings but rather remain as a whole Board to discuss those items listed under Business and Finance Committee. The items listed under Academic and Student Affairs Committee will be discussed on Friday, August 7.

1. Status Report on the Campus Master Plan and Parking Study

Dr. Pierce reported that since the last Master Plan status report, the Master Planning staff has focused on the selection of a consultant to provide professional services for Western's Master Plan Environmental Impact Statement (EIS). Once a contract is signed, the Facilities and Master Planning staff will begin assisting the EIS consultant in the EIS process. The EIS process will include a public scoping and data collection; an assessment of impacts; analysis; preparation and notification of draft EIS and preparation and notification of final EIS.

CHANCE Management was hired to analyze the present Parking and Transportation system at Western and to study the impacts of the Master Plan concepts. They have been collecting and analyzing data from a survey that was completed by over 4,000 Western students, administrators, staff and faculty. Along with the survey analysis, CHANCE Management utilized data from a Whatcom Transportation Authority survey of their system's current and future needs, parking turn-over and utilization rates from on and off campus lots and streets, and further analysis of the preferred Master Plan concept to generate the final report. The final Parking and Transportation report will be presented at the October Board meeting.

2. Status Report on Housing and Dining Projects

Edens Hall South

The interior asbestos abatement work is approximately 90% complete. The interiors removal is approximately 40% complete. The work is on schedule and will be completed this fall.

The design for reconstruction is in the schematic phase. The number of beds will be 155, utilizing two room suites sharing a common bathroom. The consultant has developed a new student ground level entry and two-story lobby, combined with the existing grand entrance on the west elevation. Schematic plans include the layout of University Residences administrative offices on the ground level and landscape improvement surrounding the building.

100 Bed Residence Hall Fall 1994 and Fall 1995

This project is in the Design Development phase. It will include 104 beds in 1994 and 96 beds in 1995. The design intent is to integrate with the existing Ridgeway community. Exterior materials will consist of brick and concrete massed similarly to the older Ridgeway buildings.

Ridgeway Commons Phase II

Construction is continuing on the Ridgeway Commons kitchen.

Viking Union/Viking Commons

Loschy Marquardt Nesholm Architects has been hired to review all existing reports and to perform an existing space evaluation for the Viking Union, Viking Addition, Viking Commons and the Bookstore. This report will be used to develop an overall strategy for the Viking Union/Viking Commons. It is planned that the strategy will be developed so that approval to proceed with design will be submitted for the December 1992 Board of Trustees meeting.

3. Status Report of the Science Facility Projects
Science Facility One - Chemistry

Dawson Construction is approximately 33% complete with construction and on schedule for occupancy and full operation by fall quarter 1993. Mechanical and electrical work is underway on the lower floors. Laboratory cabinetry submittals have been approved and reviewed with the faculty. It is planned to move into the facility during the summer of 1993.

Science Facility Two - Biology

Architects Zimmer Gunsul Frasca have completed Design Development and are proceeding to prepare Construction Documents. Board approval of the construction contract is scheduled for June 1993. The building occupancy and full operation is scheduled for fall quarter 1995.

Science Facility Three - Math, Science & Technology Education

A consultant is being selected for approval by the Board in October 1992. Design will commence immediately after Board approval with occupancy and full operation scheduled for winter quarter 1996. The building will be located between Carver Gym and Science Facility One - Chemistry.

RECESS At 3:15 p.m. the Board recessed until Friday, August 7,
at 8:30 a.m.

FRIDAY, AUGUST 7, 1992

RECONVENE/ROLL CALL

Chair Becker called the meeting to order at 8:35 a.m. in Old Main room 340.

Board of Trustees

Mary Kay Becker, chair
Martha Choe
Wayne H. Ehlers
Warren J. Gilbert, vice chair
James C. Waldo

August 6, 7, 1992

4. RESOLUTION NO. 92-04

MOTION 8-1-92 James Waldo moved, seconded by Martha Choe, that the Board of Trustees of Western Washington University adopt Resolution No. 92-04 welcoming the Governor's newly appointed board member, Wayne Henry Ehlers, as a member of Western's Board of Trustees,

The motion passed unanimously.

RESOLUTION NO. 92-04
A RESOLUTION WELCOMING BOARD MEMBER
WAYNE H. EHLERS

WHEREAS, WAYNE H. EHLERS, has been appointed by Governor Booth Gardner to serve on the Board of Trustees of Western Washington University; and

WHEREAS, WAYNE H. EHLERS, a 1960 graduate of Western Washington University, brings important experience to the position, including years of devoted service in the public school system, outstanding recognition as a state legislator culminating in his election as Speaker of the State House of Representatives, and other highly responsible positions in the Governor's Office; and

WHEREAS, henceforth he serves with all rights, privileges, and responsibilities as a member of the Board of Trustees;

BE IT THEREFORE RESOLVED that the Board of Trustees expresses a warm welcome to WAYNE H. EHLERS and its enthusiasm to work with him on issues to ensure quality education at Western Washington University.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at a regular meeting thereof duly held this 7th day of August, 1992.

5. CONSENT ITEMS

MOTION 8-2-92 James Waldo moved, seconded by Martha Choe, that the Board of Trustees of Western Washington University approve the following consent items:

-Approval of the minutes of the June 5, 1992 regular Board meeting.

-Upon recommendation of the faculty and subject to the completion of any unmet requirements, approve awarding summer quarter undergraduate and graduate degrees to the candidates listed in the files of the Registrar and Graduate Dean.

-Award a consultant contract to NBBJ from Seattle, Washington for a fee of \$92,500 to provide professional services for Western's Master Plan Environmental Impact Statement.

-Award a construction contract to Mark Construction Company from Lynnwood, Washington, in the amount of \$330,000 plus tax (base bid only) to renovate and repair the Environmental Studies building, fifth floor.

-Award a consultant contract to Osborn Pacific Group from Seattle, Washington, for a fee of \$100,300 to provide master planning, design and construction administration services for the development of facilities for the Environmental Research and Education Center on the Hannegan Road property.

-Award a consultant contract to Neudorfer Engineers, Inc., Seattle, Washington for a fee of \$89,410 to test, adjust and balance the mechanical systems for Science Facility One - Chemistry.

The motion passed unanimously.

BOARD OF TRUSTEES
WESTERN WASHINGTON UNIVERSITY
RESOLUTION NO. 92-04
A RESOLUTION WELCOMING BOARD MEMBER
WAYNE H. EHLERS


WHEREAS, WAYNE H. EHLERS, has been appointed by Governor Booth Gardner to serve on the Board of Trustees of Western Washington University; and

WHEREAS, WAYNE H. EHLERS, a 1960 graduate of Western Washington University, brings important experience to the position, including years of devoted service in the public school system, outstanding recognition as a state legislator culminating in his election as Speaker of the State House of Representatives, and other highly responsible positions in the Governor's Office; and

WHEREAS, henceforth he serves with all rights, privileges, and responsibilities as a member of the Board of Trustees;

BE IT THEREFORE RESOLVED that the Board of Trustees expresses a warm welcome to WAYNE H. EHLERS and its enthusiasm to work with him on issues to ensure quality education at Western Washington University.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at a regular meeting thereof duly held this 7th day of August, 1992.


Mary Kay Becker, Chair

ATTEST:


Charlotte Chalker, Secretary

SECRETARY'S CERTIFICATE

I, the undersigned, Secretary of the Board of Trustees of Western Washington University and keeper of the records of said board, DO HEREBY CERTIFY:

1. That the attached Resolution No. 92-04 is a true and correct copy of a resolution of the Board finally adopted at the regular meeting thereof held on the 7th day of August, 1992, and is duly recorded.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Board of Trustees voted in the proper manner for the adoption of said Resolution; that all other requirements and proceedings incident to the proper adoption of said Resolution have been duly fulfilled, carried out and otherwise observed; and that we are authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the university this 7th day of August, 1992.


Secretary of the Board

6. REMARKS FROM THE PRESIDENT

President Mortimer recognized that the Council for Advancement and Support of Education (CASE) bestowed its highest honor for media relations projects, the Gold Award, to Western's Public Information Office for its Solar Car Publicity Plan. Lynne Masland and Carole Weidmeyer of Western's Public Information Office also received a Washington Press Association Institutional Relations (non-profit/educational) Award for its Community Service Publicity Plan, which involved generating media interest in Campus Compact and student volunteers.

Mr. Terry Pickeral, Director of the Washington State Campus Compact, presented a review of the history, progress, organization, funding, membership, activities, events and highlights of the Washington State Campus Compact. The Washington state organization was created in October, 1991, and is one of nine state compacts encouraging regional partnerships of service. Its success is attributed to a history of student and institution initiated programs; leadership from President Mortimer; institutional values of the integral role service and service learning should play in undergraduate and graduate education; and recognition of the benefits of partnerships. At the present time the Washington State Campus Compact consists of twenty-one member institutions.

Professor Madge Gleeson, chair of the Graphics Identity Workgroup, reported that the group is beginning to develop a graphic identity which will convey the essence of Western Washington University. The immediate purpose of the workgroup is to use existing studies, historical information and campus community feedback to distill university goals into a graphic identity. The workgroup will present a narrow list of alternatives to the President and finally for adoption by the Board. Following selection of a graphic identity, the workgroup will be responsible for preparing a manual which would include signage and publication policies. She presented a slide show about Western's current graphic identity.

President Mortimer announced that planning for University Founders Day celebration is well underway. February 24, 1893, was the date Western Washington University (then the Bellingham [New Whatcom] Normal School) was established. One hundred years later, February, 1993, Western will celebrate the establishment of WWU. The celebration will offer the Western family, including its faculty, staff, students, alumni, and supporters, numerous opportunities to reflect on the achievements of the University and its people during the past one hundred years. We expect this celebration to reach out into several of our state's metropolitan areas and to feature historical displays and contemporary speakers.

7.

ACADEMIC AFFAIRS

Annual Report for the Center for Equal Opportunity

Maurice L. Bryan, Director for the Center for Equal Opportunity discussed findings set forth in the Center's annual report for the period July 16, 1991 - July 16, 1992. Mr. Bryan reported that 37.5% and 12.5% of the tenure track appointments were women and minorities respectively. Of the full time administrative exempt appointments, 65% and 10% were women and minorities, and 55% and 11% of the full and part time classified staff appointments were women and minorities respectively.

Mr. Bryan reported an increase in the number of complaints filed with the Ombudsman office over the past three years. He noted that this may in part be a positive sign as more people are becoming aware of this resource and choosing to utilize it.

University Admission Policy

Karen Copetas, Director of Admissions, discussed Western's admissions policy and practices, and the factors that require the modification of that policy for the future. Until Fall, 1987, freshmen were admitted on a rolling basis, beginning 1 December and continuing until the projected class size was reached or Fall Quarter began. All high school graduates with a cumulative grade point average of 2.5 or a ranking in the upper half of their class were admitted. Beginning Fall, 1987, freshmen admits were required additionally, by direction of the Higher Education Coordinating Board, to complete a prescribed high school curriculum.

A dramatic rise in the number of freshman applicants meeting minimum entrance standards forced changes in admissions procedures by the Fall of 1989. An application deadline of 1 March was imposed, and admission was offered only to the most academically qualified students. The average grade point average of entering freshmen rose from 3.15 to 3.4 in the first year. Target freshman class size has been set at 40 percent of the lower division total of incoming students, to ensure a stable native student population.

State regional and research universities agreed to a Direct Transfer Agreement requested by the community college system in 1990, which stipulated that admission would not be denied to holders of Associate of Arts degrees with grade point averages of 2.0 and above. For Fall, 1992, all of the 1156 applicants possessing the A. A. degree from a Washington community college were admitted. Western will continue to seek to devise approaches that offer the greatest fairness to the state's college-bound population, and sustain the close relationship it has with the community colleges.

8. BUSINESS AND FINANCIAL AFFAIRS

a) 1993-95 Operating Budget Request

MOTION 8-3-92 James Waldo moved, seconded by Martha Choe, that the Board of Trustees of Western Washington University, upon the recommendation of the administration, approve a 1993-95 State General Fund and Western Washington University Operating Fee Account budget request of \$96,489,000. The request is to include \$112,551,004 in current funding; \$5,014,246 in carry forward costs increases; \$6,386,787 in new funding requests for mandatory cost increases and fundamental program needs; and, a target budget reduction of \$27,463,037, as required by instructions received from the Office of Financial Management on the preparation of budget request submissions for 1993-95.

The motion passed unanimously.

b) 1993-95 Capital Budget Request

MOTION 8-4-92 Martha Choe moved, seconded by James Waldo, that the Board of Trustees of Western Washington University, upon the recommendation of the administration, approve a 1993-95 Capital Budget Request from state appropriated funding sources of \$58,133,719.

The motion passed unanimously.

c) Administrative Exempt Classification Plan

MOTION 8-5-92 Martha Choe moved, seconded by James Waldo, that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the Administrative Exempt Employees Classification Plan attached hereto as Attachment "A."

The motion passed unanimously.

d) Additional Retirement Plan Accounts

MOTION 8-6-92 James Waldo moved, seconded by Martha Choe, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve two additional retirement plan accounts, the CREF Global Equities Account and TIAA/CREF Group Supplemental Retirement Annuities Account.

The motion passed unanimously.

9. EXTERNAL AFFAIRS

Vice President Froderberg reported that 8,300 donors gave gifts totalling \$2,773,467.65 to The Western Foundation for the fiscal year 1991-92.

Dr. Froderberg announced that Mr. Dondie Cupp has just been hired as the Director of Major Giving.

10. STUDENT AFFAIRS

Acting Vice President Eaton stated that Western is on target with the requirements of a law regarding crime statistics and campus safety.

In response to a request of the Board of Trustees at the June 1992 meeting, Kay Rich, Director of University Residences, reported that Western is planning an external review of the operations of the Housing and Dining System. There will be an emphasis on the long-term maintenance, construction and renovation plans for the facilities and for financing of these projects.

11. ASSOCIATED STUDENTS

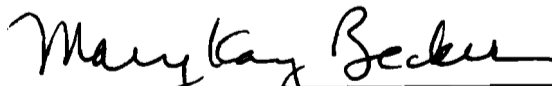
Ms. Erin Middlewood, new president of the Associated Student Board reviewed their plans for the 1992-93 year. They plan to provide incoming and returning students with information regarding the campus and the community; increase the quality of student representation on University governance committees; build student community; and increase student awareness and involvement.

12. EXECUTIVE SESSION


At 11:45 a.m. Chair Becker announced that the Board would go into executive session for approximately 45 minutes to discuss real estate and legal matters.

RECONVENE/ADJOURNMENT

The board reconvened at 12:30 p.m. and took no action. The meeting was adjourned at 12:31 p.m.


Mary Kay Becker, Chair

ATTEST:


Charlotte Chalker, Secretary

**ADMINISTRATIVE EXEMPT EMPLOYEES
CLASSIFICATION PLAN**

Objectives:

It is the objective of the University to establish and maintain a classification plan free from the influence of race, gender, or any other factor unrelated to qualifications, and responsibilities for administrative exempt employees. The classification plan shall formalize the relationship between qualifications, responsibilities, performance and placement or advancement in the classification system. The plan is intended to provide a fair, objective and sufficiently flexible framework for placement and compensation decisions.

Classification Plan:

All administrative exempt positions, except senior administrators and their special assistants, are covered by this plan. All exempt positions covered by this plan are placed within a classification system.

1. Grades

Grades are established, each spanning a continuum of evaluation points. A point factor evaluation of each position determines the relationship of each position to all other positions. The Administrative Position Analysis Committee assists the administration in establishing the evaluation points.

2. Initial Steps

A range of steps has been established. Placement on the scale of new employees is done by the hiring authority (Vice President) after consultation with the Director of Human Resources and the Personnel Management Plan Committee.

Initial Placement:

Initial placement is determined by the appropriate Vice President following consultation with the Director of Human Resources and with the Personnel Management Plan Committee regarding appropriate classification guidelines.

Initial placements require written documentation based on certain criteria, including the following:

1. Experience of the candidate in the particular area.
2. Market conditions for similar positions in similar institutions.
3. College and University Personnel Association (CUPA) comparisons for similar positions in similar institutions.
4. Relevant academic or professional preparation and certification.
5. Experience of the candidate on Western's campus.

In specific and exceptional situations, market conditions and competitive employment offers may require placement outside the normal guidelines of the classification plan.

Exceptions:

Requests for exceptions are approved by the President upon recommendation by a Vice President, following consultation with the Director of Human Resources and the Personnel Management Plan Committee.

Placement History:

A complete history of all events related to the placement of each exempt employee will be maintained by the Director of Human Resources. This history will include all changes, dates, documentation, and authorization for all placement events, including the following:

1. Initial placement.
2. Step advancements.
3. Merit adjustments.
4. Equity, compression or inversion adjustments.
5. Promotions and demotions stemming from changes in duties.
6. Cost of living adjustments.
7. Presidential authorizations.

Salary and Advancement:

Annually, the University will debate within policy guidelines a salary and advancement policy which will include the distribution of legislative appropriations for across-the-board salary increments as well as for the awarding of increases for promotion and merit. The policy will be developed in consultation with the Personnel Management Plan Committee.