

AGENDA
MEETING OF THE BOARD OF TRUSTEES
WESTERN WASHINGTON UNIVERSITY
MARCH 3, 1983, 1:30 P.M.
OLD MAIN 340

1. Approval of the Minutes - Action
2. Program Reviews: (a) Instructional Program
Review Committee Report; (b) Non-Academic
Administrative Structure Review Committee Report
3. Merger of Speech and Journalism Departments to
Department of Communications - Action
4. Report from Academic and Support Units
 - A. Department of Technology
 - B. Tutorial Center/Academic Advisement
5. Items from the Board
6. Items from the Associated Students
 - A. Bookstore Renovation Progress Report
7. Items from the President and Vice Presidents
 - A. Puget Sound Community College Consortium for
High Technology Training - Information
8. Personnel Items - Information
9. Executive Session
10. Personnel Items - Action
 - A. Tenure and Promotion

MINUTES
MEETING OF THE BOARD OF TRUSTEES
WESTERN WASHINGTON UNIVERSITY
May 5, 1983, 1:30 p.m.
Old Main 340, Campus

CALL TO ORDER

The meeting of the Board of Trustees was called to order at 1:30 p.m. by Chairman Gordon Sandison

ATTENDANCE

Board of Trustees

Gordon Sandison, Vice Chairman
Jerrold W. Manley, Secretary
Irwin J. LeCocq
James C. Waldo

Western Washington University

James Albers, Vice Provost for Instruction and Planning
Maurice Bryan, Chairman, Staff Employees Council
Don Cole, Vice President for Business and Financial Affairs
Jack Cooley, Business Manager
James Davis, Dean, College of Arts and Sciences
Paul Ford, Academic Vice President/Provost
William Gregory, Dean, College of Fine and Performing Arts
Keith Guy, Director, University Residences
Ann Harley, Chairperson, Nursing Department
Dennis Murphy, Dean, College of Business and Economics
Thomas Quinlan, Vice President for Student Affairs/University
Advancement
Kay Rich, Chairperson, Administrators Association
G. Robert Ross, President
Don Sturgill, Controller
James Talbot, Executive Vice President
Paul Woodring, Professor Emeritus, Psychology Department

Students

Mark Murphy, President, Associated Students Board

Others

Joan Caplan, Assistant Attorney General
Cindy Kaufmann, THE BELLINGHAM HERALD
William A. Malseed, Shell Oil Company, Anacortes, Washington

Approximately 25 others

1. APPROVAL OF THE MINUTES - ACTION

Motion On motion by Irwin J. LeCocq and duly seconded by James C. Waldo
5-1-83 it was moved that the minutes of the special meeting of the Board
of Trustees on April 7, 1983, be approved.

The motion carried unanimously.

2. ITEMS FROM THE PRESIDENT

A. WWU POST-DOCTORAL RESEARCH AWARD RECIPIENTS

President Ross was proud to announce that Dr. Horace O. Beldin, College of Education, was granted a post-doctoral award as a reading specialist and will spend next year studying and doing research at Harvard. Also, Dr. Merle M. Prim, Department of Psychology, will continue research in physiological psychology at Stanford University.

B. WWU STUDENT SCHOLARSHIP RECIPIENTS

Nahoko Ueno, a WWU exchange student from Japan, has been awarded the National

Philanthropic and Education Organization (P.E.O) International Peace Scholarship for \$2200 for the 1983-84 academic year.

Molly Mignon, who has a Masters degree in Anthropology from WWU, has received one of the largest scholarships awarded from Simon Fraser University, British Columbia, Canada. The C. D. Nelson Scholarship is for \$30,000, \$10,000 for three years. This is the second year that a Western student has received this award.

Donna Marie Dreisbach has been awarded the Presser Foundation Scholarship. The Presser Foundation has contributed \$500 that is matched by WWU to make a \$1000 scholarship to be awarded to a student majoring in music for the academic year 1983-84.

C. GIFTS TO WESTERN WASHINGTON UNIVERSITY

President Ross announced that an anonymous donor has given WWU a TRS-80 Model II micro-computer for use at the discretion of the institution for research, education, and training.

D. SHELL COMPANIES FOUNDATION GIFT

Mr. William Malseed, Manager of Shell Oil Company, Anacortes, was introduced by President Ross, as being instrumental in making a recommendation to the Shell Companies Foundation that WWU be granted a 1983 donation of \$3,750. This gift will be divided among three programs Computer Science, College of Business and Economics, and Toxicology (Huxley College)--according to the terms of the gift. These Shell units are offered on a five-year rotational basis, and repeat annual donations may be offered if funds are available and the reporting requirements and other conditions are met.

D. WOODRING SCHOLARSHIP FUND

President Ross announced the establishment of the Woodring Scholarship Fund, whose purpose is to encourage students of superior academic talent to prepare for public school teaching careers.

The initiation of the fund was made possible by a gift of \$10,000 from Paul and Jeannette Woodring in recognition of Western's eighty-year tradition of producing excellent teachers through an education program of national reputation.

The president of WWU will be responsible for administering the awards. Candidates must have scored in the top 10 percent on the College Board Scholastic Aptitude Tests, the Washington Pre-College Test, or other standardized tests of academic talent. Candidates from within this qualifying group will then be selected on the basis of additional traits necessary for superior teaching.

Dr. Ross was pleased to introduce and thank Dr. Woodring who is a Professor Emeritus at WWU.

E. REPORT OF THE NATIONAL COMMISSION FOR EXCELLENCE IN EDUCATION

President Ross spoke of the recent report issued by the National Commission for Excellence in Education, which deals with apparent severe problems in education in our country and makes a series of recommendations. Dr. Ross believes that WWU is in an important position to study that report and make its own recommendations. The President has, therefore, asked Dean James Davis of the College of Arts and Sciences to co-chair with Dean Marvin Klein of the School of Education, together with a committee of six members, to study the report and present its views and recommendations to the University community.

President Ross will share this report with the Board of Trustees when it is received sometime within the next 60 days.

3. BUSINESS AND FINANCIAL AFFAIRS

A. Bookstore Land Lease - Action

At the request of the Board of Trustees, this item was deferred for action at a subsequent meeting in order that modification of the 1960 Cooperative Bookstore Land Lease could include a fixed term on the land lease subject to renewal with agreement by either the Associated Students or Western Washington University.

B. Food Service Contract - Action

Motion 5-2-83 On motion by James C. Waldo and duly seconded by Irwin J. LeCocq it was moved that the Board of Trustees of Western Washington University directs the President or his designee to negotiate a contract (providing that the terms and conditions of the contract are acceptable to the President or his designee) for the campus food service with Saga Corporation.

The motion carried unanimously.

Keith Guy, Director of University Residences, reported that the current foodservice contract between Western Washington University and the Saga Corporation, which is six years in duration, will expire on August 31, 1983. In October 1982 preparations began for the bidding out of the food service contract. A Food Contract Advisory Committee was formed, which was comprised of the Director of University Residences as Chair, Business Manager, Purchasing Manager, Director of the Viking Union, one faculty member, one classified staff member and three students.

After much deliberation, the Committee recommended that a contract be negotiated with Saga Corporation. The recommendation was based on ensuring a quality nutritional program, reasonable prices at all locations (Saga did not recommend an increase in board rates), improvements in financial return to the University, a strong regional management structure, and a continuation of a significant contribution to student financial aid through student employment, plus other factors.

Although Saga Corporation's bid was not lowest among the food services participating in the bidding process, it did propose a substantial increase from the other bidders in the use of student labor. Nearly $\frac{1}{4}$ million would be paid in student employment, according to the Saga proposal. The loss of this financial aid to students in the form of employment could not only affect occupancy in the residence halls, but enrollment at the institution. These earnings could not be compensated in a community the size of Bellingham.

In support of the recommended action and the need to consider the many factors involved in selecting the best food service contract for Western Washington University and its students, Joan Caplan, Assistant Attorney General said:

". . . competitive bidding does not apply to the award of a food services contract. RCW 43.19.1906(3) exempts from the requirements of formal competitive bidding:

"Purchases. . . involving special facilities, services, or market conditions, in which instances the purchase price may best be established by direct negotiation. . .

"Further, even assuming that formal competitive bids were required in this situation, RCW 43.19.1911, which requires that the contract be let to the 'lowest responsible bidder,' allows for the consideration of various elements other than price. Thus, even if it were determined that competitive bidding applied, the University's consideration of several elements in the award of the contract would be proper."

The term of the contract shall be from September 1, 1983, and run for three calendar years, after which the contract will be renewed at the discretion of the University for an additional two-year period, and for periods of one year thereafter.

WESTERN WASHINGTON UNIVERSITY

HOUSING AND DINING SYSTEM

1982-83 ANNUAL REPORT AND RECOMMENDATIONS FOR 1983-84

This report contains two major sections. The first reviews the program and fiscal activity of the Western Washington University Housing and Dining system during the 1982-83 year. The second outlines program plans and budget for the 1983-84 year, including budgets for minor capital projects and system repairs. The appendices present the 1983-84 proposed budget, the proposed rate structure and a comparison of university housing rates at Washington public universities.

I. Program and Fiscal Activity for 1982-83

A. Major Projects and Programs of the Current Year

1. Changes in Housing Assignments Policy. A Housing Assignments Policy was implemented (reestablished) which placed higher priority for assignment and placement on the applications received from continuing students than on those reserved from new Freshmen or Transfer students. All students who applied for housing were offered a bed within the system.
2. Changes in Residence Hall Living Emphasis. Edens Hall, Ridgeway Omega and Ridgeway Sigma were designated "upper division, quiet residence halls" starting Fall, 1983. Junior class standing or the age of 21 years was required for assignment to these halls. While all three were not full when the academic year began, student interest in these environments has increased over the year. They are all currently over 93% occupied. Plans include the continuation of this focus for the 1983-84 year.
3. Change in Capacity. Lower Highland Hall was designated a "single room only" residence this year. Birnam Wood apartments were rented as units and priced the same regardless of the number of occupants.
4. Increase in the Amount of the Reservation and Damage Deposit. Because replacement and repair costs had risen substantially since the last change in the amount of the deposit, it was raised from \$60 to \$90 this year. Additionally, a partial refund of deposit for early notification of plans not to move into the assigned building was reestablished.
5. Removal of Room and Apartment Centrex System Telephones. After considerable debate and analysis, all room and apartment telephones were removed. Wall terminals were converted from the older "hard wired" configuration to new "modular" hardware. Public area pay telephones, "Charge-a-Call" phones and limited local access hallway phones were installed. Stu-

dents were informed about the charges prior to their arrival in the fall and instructed in ways to arrange for telephone service directly with Pacific Northwest Bell. The Registration Center in Old Main was used during Fall Registration as a "Temporary Phone Center" where students could obtain their phone or make arrangements for telephone service. It is estimated that nearly 60% of residents throughout the system have such telephone service. The Housing and Dining system continues to provide room telephones for residence hall and apartment live-in staff and all public area phones for resident use.

6. Higginson Hall Renovation. Rooms and suite bathrooms in Higginson Hall were refurbished during the summer of 1982. A new roof was installed and initial redecorating of the main lounge was completed. Furnishings and draperies for the main lounge will not be in place until sometime in the 1983-84 year.
7. Reorganization and Remodeling of the Office of University Residences. The acquisition of additional space in High Street Hall coupled with the lack of more suitable office space for the office elsewhere on campus resulted in the reorganization and remodeling of the entire Office of University Residences. A central reception and cashiering area has been created, key administrative offices have been relocated more centrally, a conference room and lunchroom have been added and workrooms have been added for student leaders and residence hall staff.
8. Rewrite of Computer System Serving the System. Currently under way is the rewriting of the computer program which performs most directory and billing activity for the system. A Programmer-Analyst was hired to work from the University's Computer Center (and jointly supervised) to convert the current program onto a computer with greater capacity and which allows the Housing Terminal System to interface with other major University Systems (such as the Student Information System and the Comprehensive Student Receivables System). Part of the rewrite is to computerize all regular Summer School housing tasks for the first time.
9. Staff Exchanges. Two staff exchanges were planned during the year. Residence hall staff members from Western and from Washington State University spent time on each other's campus discussing issues, common problems and learning about each system's approaches to the work of live-in student staff. Professional staff of the Office of University Residences visited the staff of the University of Washington in early February, 1983. A tour of facilities and discussions of issues with staff counterparts was the focus of the day. A similar event on the Western Campus is planned for the fall of 1983.
10. Research Projects. Two major, on-going research efforts have been initiated. The first is a compilation of information from students leaving the system showing the various reasons they do so. It is hoped that the long term use of this data can lead

us to spot trends and problems over which the University has control, which if corrected may result in students staying longer or not leaving the University altogether. The second research effort is a comprehensive "Student Satisfaction Survey," modeled after those used on several other campuses (primarily the University of Washington) which will be conducted once each year. Its purpose is to help University Residences administrators and staff know how students view various aspects of the services provided in order to improve on those services. Since this is the first year of these efforts, the initial analysis of data has not yet been conducted.

11. Award of Vending Contract. Specifications were written for the University's vending contract. Modeled after the current agreement, the specifications were designed to locate the most comprehensive vending service at the lowest cost to the consumer and the most favorable return to the University. One contractor submitted a bid. The contract was awarded for a three-year period to Canteen Services, Incorporated.
12. Award of Food Service Contract. Currently under way is the process to determine the company which will provide food service in all boarding and cash operations on the campus. The specifications were written in November, 1983, qualified bidders were determined in December, 1982, a Bidders Conference was held in January, 1983, and proposals were received on February 18, 1983. After thoroughly reviewing the proposals submitted by the four companies (ARA Services, Professional Food-Service Management, Saga, and Servomation) a Food Services Advisory Committee has recommended that the contract be awarded to Saga Corporation.
13. Completion of Handicap Access Elevator in the Viking Union. Construction has been completed on this project and the elevator is now fully operational.
14. Construction of Arntzen Hall Coffee Shop. The remodeling of Arntzen Hall to include a satellite coffee shop has been completed. A Grand Opening was held in January. The facility is currently serving a growing geographical area of the campus not previously serviced.

B. Income and Expenditures Activity of the Current Year

1. Changes in Income.

- a. Room and board income is projected to decline over that received in 1981-82 by 2.2%. Even though rates were increased by 5% overall, the drop in revenue is due to an unanticipated drop of 6% in system occupancy for fall, 1982, over that realized the previous year. That pattern has persisted each of the three academic quarters.

- b. Student Service and Activities Fee dollars are directly related to the drop in University enrollment experienced this year.
- c. Investment income is down from record high levels of 1981-82 because of the sharp declines in market interest rates.
- d. Viking Union revenues are also lower than last year as a result of fewer students using the facilities and services located there.

2. Changes in Expenditures

- a. Salaries and benefits are projected to increase as a result of several factors. All live-in student staff salaries are increased regularly as room and board rates increase. Additional staff were hired for the 1982 summer season, a full-time Analyst Programmer has been employed, and several classified staff annual anniversary increases were automatically made. The overall increase is 4.3% over the previous years expenditures.
- b. Food service costs are projected to be lower than those of 1981-82 as a result of lower occupancy and fewer off-campus boarders.
- c. Telephone expense is dramatically lower as a result of the removal of the Centrex System telephones from all living units.
- d. The cost of heat is projected to increase by approximately 9.7% this year. A rate increase of nearly 20% and higher ambient temperatures in all residence halls and apartments were offset by an unusually mild winter, which resulted in the demand for less heat in all buildings. Without the mild temperatures, this utility would have cost us even more.
- e. Institutional service is reduced from \$42,800 to \$27,800. This reflects the loss of evening and weekend switchboard operators previously funded by Housing and Dining. The removal of Centrex telephones created nearly no need for the service these positions required.

3. Changes in Net Income

- a. The 1982-83 net income is expected to be a loss of more than \$6,000 for the year. The unexpected drop in occupancy and enrollment, the drop in investment interest rates, combined with increased expenses for staff, higher utilities expenses and below expected expenditures for system repairs and capital projects create this result.

- b. The debt service ratio is the relationship between net operating revenues and the combined average annual debt service requirement. The Bond Resolution of December 17, 1965, requires a minimum debt service ratio of 1.25:1. The debt service ratio for the 1982-83 year is expected to be 1.27:1.

II. Plans for 1983-84

- A. Increase in Staffing Levels. Several changes in staffing are anticipated. Certain Resident Director positions, now funded as three-quarter time are to be increased to full time as a result of an analysis of the work load associated with them. Additional funds have been set aside for full-time staff associated with Summer Conferences and an anticipated year round conference business. In order to respond more adequately to system repairs, more dollars will be expended on staff positions designed to perform these jobs.
- B. Modified Use of the Fairhaven Complex. As a result of additional projections of lower occupancy in 1983-84, the residence halls and apartments in Buildings One through Ten will not be assigned to returning or new students unless all other facilities are full. Buildings Eleven and Twelve, which have been remodeled exclusively into apartments, will be available for students to rent. The result will be savings in operating costs associated with these facilities. A plan to refurbish student rooms and apartments will be put into action and public areas in some of the buildings will be remodeled to more adequately accommodate conference groups on a year-round basis. The Associated Students Day Care program will be continued in Buildings Ten and Eleven.
- C. Noise Reduction in All Residence Halls. Noise in living areas continues to be a problem. During the coming year a program designed to put greater emphasis on community control of noise and confrontation of noise makers will be launched. This will include, but not be limited to, an examination of current quiet hours, increased use of the housing system for noise makers, living group discussions of measures to prevent or reduce noise and the inclusion of hints on noise control in University Residences publications.
- D. Enhance to and Conversion of Housing Terminal System. The Housing Terminal System rewrite which will result in enhancements to the current system and computerize all normal summer tasks will be completed during this next year. When finished, the Housing data base and those of the Comprehensive Student Receivables System and the Student Information System will be highly interactive and together in the same hardware configuration. Increased service to students and greater staff efficiency should result.
- E. Expanded Use of Micro Computers. At present the Office of University Residences uses one micro computer for word processing, data base management, accounting, budget planning and conference accounting.

It is anticipated that at least one or two more micro computers will be necessary to further streamline operations and to better service the conference staff.

- F. Analysis of Long Range System Repair, Renovation and Maintenance Needs. With the assistance of the Director of Plant Operations and Maintenance, the development of a 20- to 30-year maintenance plan is planned. As the facilities of the Housing and Dining system age, greater maintenance and replacement needs emerge. An assessment of the current condition of the system and a long range maintenance plan will ensure the maximum life of the system.
- G. Rate Increase. After a lengthy review of current levels of spending, anticipated drops in enrollment and occupancy, desired enhancements to staffing levels in view of potential increases in conference activity and the need for more attention to building repairs and maintenance and an attempt to maintain a debt service ratio of close to 1.40:1 for the 1983-84 year, an overall rate increase of 8.4% is recommended. The increase is to be distributed as follows.
1. A 9.3% increase in all residence hall rates.
 2. A 7.4% increase in rent for Birnam Wood apartments.
 3. A 2.1% increase in rent for Buchanan Towers apartments and original apartments in Fairhaven Buildings Eleven and Twelve.
 4. A "0%" increase in all remodeled apartments in Fairhaven Buildings Eleven and Twelve.

Students on Inter-Hall Council have reviewed the budget and discussed the differential rate increase. The Associated Students Board of Directors has been informed of the proposed increases and the details of the proposed budget. A public hearing was held to discuss the rates and the budget. The Committee on Housing and Dining approved the proposed budget and the rates at its meeting of April 6, 1983. The University Services Council will hear a report on the budget on April 22, 1983, and the Business and Finance Council will be asked to recommend them at its meeting that same day.

H. Minor Capital Projects and Repair and Replacement Projects

1. A budget of \$350,000 will be set aside for Minor Capital Improvements in the following categories:

Housing Facilities at Shannon Point	\$70,000
Emergency and Safety Projects	95,000
Energy Conservation Projects	60,000
Building Modifications	60,000
Equipment and Furnishings	50,000
Contingency	15,000

Final priorities for these expenditures will involve the Committee on Housing and Dining.

2. A repair and replacement budget of \$250,000 is planned. Included here are a new kitchen floor in the Ridgeway Dining hall, re-decorating in the Viking Commons, new furnishings throughout the system, and refurbishing rooms and apartments at the Fairhaven Complex.
3. Repair of exterior walls at Buchanan Towers. This project has been delayed pending additional analysis of a private consultant. It is, however, planned for summer at a cost of \$150,000 (an increase in the original estimate of \$120,000). The funding will be from the system's Repair and Replacement Reserve.

Keith Guy, Director of University Residences
April, 1983

WESTERN WASHINGTON UNIVERSITY
HOUSING AND DINING SYSTEM

Estimated Status as of June 30, 1983 and
1983-84 Proposed Budget

	1981-82 Actual	1982-83 Projected	1983-84 Proposed
	<u> </u>	<u> </u>	<u> </u>
Revenues			
Room and Board	\$5,833,370.00	\$5,703,040.00 (1)	\$5,687,528.00 (2)
S and A Fees	815,763.00	725,600.00 (3)	687,000.00 (4)
Investment Income	293,347.00	200,000.00 (5)	175,000.00
Interest Subsidy	101,000.00	101,000.00	101,000.00
Housing Rentals	97,827.00	94,800.00	94,800.00
Viking Union	274,863.00	245,800.00	226,150.00
Conferences	105,239.00	140,000.00	500,000.00 (6)
Other	190,378.00	135,550.00	135,860.00
 TOTAL REVENUES	 <u>\$7,711,787.00</u>	 <u>\$7,345,790.00</u>	 <u>\$7,607,338.00</u>
Operating Expenditures			
Salaries and Benefits	\$1,274,933.00	\$1,329,800.00 (7)	\$1,484,990.00 (8)
Purchased Services		6,000.00	
Food Service	2,365,200.00	2,252,900.00 (9)	2,072,700.00
Telephone	180,541.00	45,250.00 (10)	56,545.00
Electricity	154,960.00	180,500.00	172,142.00
Heat	476,882.00	523,200.00	581,710.00
Water/Sewer	83,698.00	108,600.00	121,000.00
Garbage	45,693.00	51,600.00	53,760.00
T.V. Cable	8,666.00	8,700.00	8,700.00
Heat Plant Recharge	108,427.00	111,800.00	111,626.00
Maintenance and Repairs	528,957.00	578,600.00	616,293.00
Rentals	18,974.00	25,900.00	26,000.00
Operating Supplies	149,358.00	130,145.00	137,000.00
Equipment	81,011.00	65,110.00	65,000.00
Insurance	1,533.00	52,000.00	52,000.00
Institutional Services	42,800.00	27,800.00 (11)	29,746.00
Other	100,599.00	119,225.00	118,126.00
 Total Operating Expenses	 <u>\$5,622,232.00</u>	 <u>\$5,617,130.00</u>	 <u>\$5,707,338.00</u>
Non-operating Expenditures			
Bond Payments	\$1,129,238.00	\$1,130,000.00	\$1,300,000.00
Minor Capital Projects	490,640.00	329,000.00	350,000.00
Repair/Replacement Projects	302,029.00	276,000.00	250,000.00
 Total Non-Oper. Expenses	 <u>\$1,921,907.00</u>	 <u>\$1,735,000.00</u>	 <u>\$1,900,000.00</u>
 TOTAL EXPENDITURES	 <u>\$7,544,139.00</u>	 <u>\$7,352,130.00</u>	 <u>\$7,607,338.00</u>
 GAIN (LOSS)	 \$ 167,648.00	 \$ -6,340.00	
 AVERAGE ANNUAL DEBT SERVICE	 \$1,363,674.00	 \$1,359,674.00	 \$1,359,819.00
 PROJECTED DEBT SERVICE RATIO	 1.53	 1.27	 1.40

Notes to 1983-84 Proposed Budget
Housing and Dining System
Western Washington University
April 1983

1. Room and board revenues are projected to be below those of the previous year as a result of unanticipated drops in occupancy which are a direct result of the Fall, 1982 drop in University enrollment.
2. Room and board revenues for the 1983-84 year are expected to be below those for this year because of additional drops in enrollment and occupancy.
3. Student Services and Activities Fees are directly related to University enrollment.
4. S and A Fees are predicted to drop again for 1983-84 as enrollment declines.
5. Investment income is lower than last year due to declining investment interest rates and less money to invest as a result of lower than expected occupancy rates.
6. Conference revenues are expected to sharply increase over levels realized this year. Several large groups will be on the campus for extended periods of time in Summer of 1983. Also, increased revenue from conference business will be realized as a result of the availability of conference housing on a 12 month basis in the Fairhaven Complex.
7. Salaries and benefits are projected to increase over the 1981-82 year by approximately 4%. This is as a result of increases in student live-in staff increases to keep pace with the rising costs of room and board, some additional student help to staff the Ridgeway Sauna and student and full time staff associated with the development of computer programming enhancements.
8. Salaries are expected to increase by approximately 14% over the 1982-83 level. This is as a result of an anticipated employee salary increase of 7%, additional staff to support an expanded summer conference schedule, full time conference planning and support staff to be hired during the year and additional funds for maintenance staff to provide greater levels of attention to minor maintenance problems throughout the system.
9. Food service costs decreased as a result of declining occupancy and fewer off-campus boarder tickets sold; an additional result of lower University enrollment.
10. Telephone expenses fell as a result of the removal of room and apartment telephones.
11. The cost of institutional services decreased because of the need for fewer nighttime and weekend telephone operators as a result of the removal of room and apartment telephones.

WESTERN WASHINGTON UNIVERSITY
HOUSING AND DINING SYSTEM

Room and Board Rates and Apartment Rents -- 1983-84

<u>Room and Board Plans</u>	<u>1982-83 Rates</u>	<u>1983-84 Proposed Rates</u>
Academic Year		
Double Room/21 meals per week	\$ 1995	\$ 2182
Double Room/15 meals per week	1870	2147
Double Room/10 meals per week	1905	2083
Winter/Spring Only		
Double Room/21 meals per week	1240	1355
Double Room/15 meals per week	1218	1331
Double Room/10 meals per week	1180	1290
Fall Quarter Only		
Double Room/21 meals per week	908	992
Double Room/15 meals per week	893	976
Double Room/10 meals per week	872	953
Winter Quarter Only		
Double Room/21 meals per week	750	821
Double Room/15 meals per week	735	803
Double Room/10 meals per week	720	786
Spring Quarter Only		
Double Room/21 meals per week	615	672
Double Room/15 meals per week	603	660
Double Room/10 meals per week	593	648
Double/Single Room per quarter extra	195	214
Single/Single Room per quarter extra	147	160
<u>Apartment Rents</u>		
Birnam Wood/Unit/Quarter	1070	1149
Buchanan Towers/2 Bedroom/Quarter	950	970
Buchanan Towers/1 Bedroom/Quarter	704	720
Buchanan Towers/Efficiency/Quarter	640	653
Fairhaven/2 Bedroom/Quarter	950	970
Fairhaven/1 Bedroom/Quarter	704	720
Fairhaven/2 Bedroom/Quarter-Remodeled	950	950
Fairhaven/1 Bedroom/Quarter-Remodeled	704	720

COMPARATIVE HOUSING AND DINING RATES
AT OTHER STATE UNIVERSITIES

	<u>1982-83</u> <u>Rates</u>	<u>1983-84</u> <u>Rates</u>
University of Washington (a la carte boarding program)	\$2018*	\$2137*
Central Washington University (19 meals per week)	2190	2365
Washington State University (20 meals per week)	2176	2300
Eastern Washington University (19 meals per week)	2208	2318**
Western Washington University (21 meals per week)	1995	2180***
The Evergreen State College (no board plan offered)	890	871

*No change in basic "buy in" for "A La Carte" Program is called for — Room portion of the rate to increase 7%.

**No decision has been finalized at this time. This is an estimate of the maximum increase.

***Based on a 9.3% increase.

Trustee James Waldo complimented those who were involved in making this recommendation to the Board of Trustees. He stated that he was convinced that the recommendation was made with the best interests of Western Washington University in mind.

C. 1983-84 Housing and Dining System Budget and Rate Increase Recommendation - Action

Motion 3-3-83 On motion by Irwin J. LeCocq and duly seconded by Jerrold W. Manley it was moved that in concurrence with the recommendation of the administration, the Board of Trustees approves the 1983-84 Housing and Dining System budget and the rate structure as delineated in the attached entitled, "Western Washington University Housing and Dining System 1982-83 Annual Report and Recommendations for 1983-84." The proposed rates are to become effective fall quarter 1983.

The motion carried unanimously.

There was much discussion concerning the WWU Housing and Dining System 1982-83 Annual Report and Recommendations for 1983-84.

Concern was voiced relative to whether it was necessary to reach a debt service ratio of 1.40 for 1983-84, the comparative housing and dining rates at other state universities (WWU now being slightly higher than the University of Washington), and the potential negative impact on Fairhaven College if Towers 1-10 were not occupied.

All these things being considered, a consensus was reached that the break-even budget as recommended be approved.

4. REPORT FROM ACADEMIC UNIT - ART DEPARTMENT

Dr. Peter Marsh, Chairman of the Art Department, spoke briefly about Western Washington University's Art Department. There are approximately 175 students majoring in Art at the University and he spoke proudly of the talents of these students and Western's dedicated, gifted faculty members, many experts in their fields. He spoke of the Art Department's "contract majors" where a student after declaring his major is advised by two faculty members from the Department in order that each student reaches his specific goals.

REPORT FROM THE DEPARTMENT OF NURSING

Dr. Ann Harley, Chairperson of the Nursing Department, reported that Western Washington University's Nursing Program was granted national accreditation by the Board of Reviews of the Council Baccalaureate in Higher Degrees National League for Nursing on April 15, 1983. This accreditation signifies that Western's Nursing Program has met the standards of national excellence and legitimacy.

As a direct result of the accreditation, Western's nursing students are eligible for several federal scholarship grants. Applications to the Department have increased significantly.

Currently, the Department has accepted 12 new students for fall quarter. The Department presently has 10 seniors and seven juniors, with a ceiling enrollment of 20 full-time students for each class. Seven students will graduate in June 1983.

Many students are continuing their work at gradates schools; others are employed within the state.

For the future, Dr. Harley's goals for the Department include increased visibility and articulation with community colleges, plus increased scholarly and research activities for its faculty.

5. ITEMS FROM THE BOARD

There were no items from the Board.

6. ITEMS FROM THE FACULTY SENATE

A. Faculty Handbook Amendment, Code of Ethics--Action

Motion 3-4-83 On motion by James C. Waldo and duly seconded by Irwin J. LeCocq it was moved that the Board of Trustees of Western Washington University approves the language changes with respect to gender usage in the Western Washington University Faculty Code of Ethics.

The motion carried unanimously.

The Code of Ethics for the faculty of Western Washington University appears in Appendix E of the FACULTY HANDBOOK. The Code was amended so that the language does not employ references to gender.

The Faculty Senate approved these changes on March 14, 1983, and the faculty has voted 100 to 20 to so approve.

B. Reduction-in-Force Document - Information

Professor Skip Sailors, President of the Faculty Senate, reported on the status of the Reduction-in-Force document, which is a part of the FACULTY HANDBOOK.

The Faculty Senate and the central administration have been working effectively together to develop this document, and it is the judgment of Professor Sailors that there is general agreement on most of the substantive issues.

Following approval by the Faculty Senate and the faculty at large, this proposal will be brought to the Board of Trustees for approval.

7. ITEMS FROM THE ASSOCIATED STUDENTS BOARD

A. Community Relations - Information

Mark Murphy, President of the Associated Students Board, reported that the AS Board developed a community liaison position two years ago to establish a positive, productive relationship between the Bellingham community and the students of WWU. He gave a brief report on the effectiveness of these activities.

B. Election Report - Information

Mark Murphy reported that today is the second day of the two days of elections for the nine members of the Associated Students Board of Directors. The results should be known by later in the day and Mr. Murphy will be pleased to introduce the new President of the Associated Students Board, and perhaps some of the other officers, at the next meeting of the Board.

8. ITEMS FROM THE STAFF EMPLOYEES COUNCIL

A. Staff Development

Maurice Bryan, Chairman of the Staff Employees Council, gave a report on the accomplishments of its Staff Development Program, citing the many workshops held during the past year. He spoke of his enthusiasm for the program and its positive effects for the future.

9. ITEMS FROM THE VICE PRESIDENTS

A. Fall Enrollment Report

Academic Vice President/Provost Paul Ford reported that we anticipate approximately 8800 head count for fall quarter, and an annual average FTE of 8100. Off-campus enrollment should increase WWU's enrollment to approximately 8250 students.

The retention rate is good, and the new, qualified-to-register freshman count for fall 1983 is almost as great now as the final entering count was in fall 1982.

10. PERSONNEL ITEMS - INFORMATION

The informational personnel items were reviewed.

11. EXECUTIVE SESSION

At 3:40 p.m., Vice Chairman Gordon Sandison announced that the meeting of the Board would recess into Executive Session to discuss personnel matters. The meeting was reconvened into regular session at 3:50 p.m.

12. PERSONNEL ITEMS - ACTION

Motion On motion by Jerrold W. Manley and duly seconded by James C.
3-5-83 Waldo it moved that the Board of Trustees of Western Washington University approves personnel items as recommended for 1983.

The motion carried unanimously.

Resignations

Concordia, Louis, Associate Professor, Business Administration, effective July 1, 1983.

Davis, James W., Dean, College of Arts and Sciences, effective September 1, 1983, to return to teaching and research.

ADJOURNMENT

The meeting was adjourned at 4:55 p.m.


Gordon Sandison, Vice Chairman


Jerrold W. Manley, Secretary