

NOTICE OF MEETING
BOARD OF TRUSTEES
WESTERN WASHINGTON UNIVERSITY

A MEETING OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY WILL COMMENCE AT 1:30 P.M., THURSDAY, DECEMBER 7, 1989, IN OLD MAIN ROOM 340, FOR INFORMATIONAL PRESENTATIONS. THE MEETING WILL THEN ADJOURN UNTIL 9:00 A.M. DECEMBER 8, IN OLD MAIN, ROOM 340.

AGENDA FOR DECEMBER 7, 1989

- 1:30 p.m. Informational presentations:
- a) Extended Education
 - b) Faculty Staffing
 - c) Description of the 1988-89 graduates
- 2:45 p.m. Slide show and tour of Edens Hall
- 3:30 p.m. Continued discussions
- 5:00 p.m. Adjourn until 9:00 a.m., Friday, December 8

AGENDA FOR FRIDAY, DECEMBER 8, 9:00 A.M.

1. Approval of the minutes of the October regular meeting.
2. REMARKS FROM THE PRESIDENT
3. BUSINESS AND FINANCIAL AFFAIRS
 - a. Consultant Contract for Asbestos Abatement of Above-Ceiling Spaces in the 1968 Addition to Miller Hall, Floors 1 - 4. (recommended action)
 - b. Public Works Construction Procedures (recommended action)
 - c. 1988-89 Audited Financial Statements for Bookstore, Housing and Dining and the University
 - d. Discussion on Campus Master Plan
4. ACADEMIC AFFAIRS
 - a. Approval of Winter Quarter Degrees (recommended action)
 - b. Summer School Tuition Proposal (recommended action)

5. STUDENT AFFAIRS
 - a. Update on Housing
 - b. Establishment of a Commission on A.I.D.S. Education

6. EXTERNAL AFFAIRS
 - a. Summary of the Consultants' Branch Campus Report to the Higher Education Coordinating Board
 - b. Report on Alumni Relations
 - c. Report on Development/Western Fund

7. Revisions to WAC 516 (recommended action)

8. ASSOCIATED STUDENTS

9. FACULTY SENATE
 - Recommended Faculty Salary Increase Plan for January 1, 1990 (recommended action)

10. BOARD OF TRUSTEES
 - a. Board of Trustees Rules of Governance (recommended action)
 - b. Resolution in acknowledgement of accomplishments of Gordon Sandison (recommended action)

11. EXECUTIVE SESSION

12. PERSONNEL ITEMS

MINUTES
MEETING OF THE BOARD OF TRUSTEES
WESTERN WASHINGTON UNIVERSITY
DECEMBER 7 AND 8, 1989

DECEMBER 7, 1989

CALL TO ORDER

The meeting was called to order at 2:00 p.m. by Chair Cole.

ATTENDANCE

Board of Trustees

Mary Kay Becker
Charlotte Chalker
Martha Choe, Vice Chair
Craig Cole, Chair
James Waldo

Chair Cole announced that the Board would hear informational reports and tour Edens Hall.

EXECUTIVE SESSION

At 3:50 p.m. Chair Cole announced that the meeting would go into executive session for approximately 45 minutes to discuss real estate, legal and personnel matters.

RECONVENE

The Board reconvened at 4:45 p.m. and took the following personnel action.

MOTION 12-1-89 James Waldo moved, seconded by Martha Choe, that the Board of Trustees of Western Washington University amend and clarify Motion 10-4-89 to reference longevity incentives of \$12,500 per year in lieu of the previous language of "up to \$10,000 per year."

The motion passed unanimously.

The meeting was recessed to Friday, December 8, at 9:00 a.m. in Old Main 340.

DECEMBER 8, 1989

CALL TO ORDER

Chair Cole called the meeting to order at 9:00 a.m.

ATTENDANCE

Board of Trustees

Mary Kay Becker
Charlotte Chalker
Martha Choe, Vice Chair
Craig Cole, Chair
James Waldo

Western Washington University

Wendy Bohlke, Assistant Attorney General
Albert J. Froderberg, Vice President for External Affairs
Penny Glover, Administrative Assistant/Board Secretary
Les Karlovitz, Provost/Vice President for Academic Affairs
Kenneth P. Mortimer, President
George Pierce, Vice President for Business & Financial Affairs
Christopher Anne Suczek, President, Faculty Senate
Saundra Taylor, Vice President for Student Affairs
Kent Thoelke, President, Associated Students
Richard Thompson, Faculty Senate Executive Committee

December 7,8, 1989

1. APPROVAL OF THE MINUTES

The minutes of the Board meeting held October 6 and 7, 1989, were approved as submitted.

2. REMARKS FROM THE PRESIDENT

President Mortimer indicated that the University is working with the Office of Financial Management to assign exempt employees to the new classifications as requested by OFM's employee classification study.

President Mortimer indicated that the campus is making significant progress on strategic planning and he would like the Board of Trustees to consider a retreat to discuss strategic planning and start to develop the biennial budget requests.

The president gave an up date on the consultants working with the university. Leo Barnecut is consulting with the President's Office to clarify office procedures and provide help in merging the President/Provost Office area, and a more uniform system of operations may eventually be instituted throughout the university. The University has also hired Jay Rockey to perform a communications audit and produce a video for use by the Admissions Office with prospective students.

3. BUSINESS AND FINANCIAL AFFAIRS

a. Consultant Contract for Asbestos Abatement in Miller Hall

MOTION 12-2-89 James Waldo moved, seconded by Martha Choe, that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a professional services contract to The Abatement Group, Inc. from Ellensburg, Washington, for a fee of \$126,500.00, to provide full architectural services for asbestos abatement to the above-ceiling spaces on Floors 1 - 4 of the 1968 addition to Miller Hall.

The motion passed unanimously.

b. Public Works Construction Procedures

MOTION 12-3-89 James Waldo moved, seconded by Mary Kay Becker, that the Board of Trustees of Western Washington University, upon the recommendation of the President, acknowledge and approve the inclusion in the Business and Financial Affairs Policies Manual the Procedures on Public Works Construction Contracts and Architects and Engineers Selection.

The motion passed unanimously.

c. 1988-89 Audited Financial Statements for the University, the Bookstore, and Housing and Dining.

Vice President Pierce presented the 1988-89 Audited Financial Statements for the University, which represents an accounting of all funds for which the Board of Trustees is responsible. The report applies the fund method of accounting for six fund groups as recommended by the National Association of College and University Business Administration and American Institute of Certified Public Accountants Audit of College and Universities Guidelines. As appropriate, the accounting and reporting are in conformance with the State of Washington's requirements. The Students' Co-op Bookstore Audit and the Housing and Dining Audit were also discussed. Copies of these audit reports are on file in the Office of Business and Financial Affairs.

d. Campus Master Plan

Vice President Pierce handed out a proposed draft outline

schedule for the Campus Master Plan indicating that a Campus Master Plan Committee will be formed to gather and present data on the campus and surrounding areas to help establish an Institutional Profile. Elements of the Institutional Profile will include facilities data, land use, signage, pedestrian circulation, handicapped access, bicycle circulation, transit circulation, vehicular circulation, parking, waste management, emergency response capabilities, security lighting, utilities, and "Outback" area use. The committee will give the Board the first status report in April, 1990, a draft of Phasing Plan in December 1990, and the final proposal for Board approval in February 1992.

4. ACADEMIC AFFAIRS

a. Approval of Winter Quarter Degrees

MOTION 12-4-89 James Waldo moved, seconded by Martha Choe, that the Board of Trustees of Western Washington University, upon recommendation of the faculty and subject to the completion of any unmet requirements approve awarding undergraduate and graduate degrees to the candidates as submitted by Provost Karlovitz.

The motion passed unanimously.

b. Summer School Tuition Proposal

MOTION 12-5-89 James Waldo moved, seconded by Mary Kay Becker, that the Board of Trustees of Western Washington University, upon the recommendation of the President, establish the tuition schedule for Summer Session, 1990, as submitted.

The motion passed unanimously,

RECOMMENDED FEE SCHEDULE FOR 1990 SUMMER SESSION

| | Minimum Fee | Per Credit | Maximum Fee |
|---|-------------|-------------------------|-------------------------------|
| Undergraduate and post baccalaureate, resident and non-resident | \$120 | \$60 (2-11 credits) | \$720 (12 or more credits) |
| Graduate, resident and non-resident | \$200 | \$100 (2-8 credits) | \$900 (9 or more credits) |
| Southeast Asian Veteran (Washington resident) | \$ 30 | \$ 15 (2-11 credits) | \$153 (12 or more credits) |

5. STUDENT AFFAIRS

a. Update on Housing

Vice President Taylor presented short range housing options using existing facilities and long range housing options, including construction of new residence hall facilities.

b. Child Development Center

Vice President Taylor described plans for the Child Development Center. The Child Development Center was established as a student cooperative in 1972, and uses professional staff with funding from Associated Students and a federal grant through Fairhaven College where the Center is housed. It provides quality child care for student parents and opportunities for student observation and research related to early childhood education, as well as parent education. Dr. Taylor reported that

December 7, 8, 1989

Student Affairs and the Associated Students are planning to expand the Child Development Center to better accommodate students' and employees' child care needs. New site recommendations are being considered.

c. Establishment of a Commission on A.I.D.S. Education

Vice President Taylor stated that because knowledge about HIV infection is constantly changing, as are the legal, social, economic and health care system responses, the Commission on A.I.D.S. Education will remain in existence until some base of reliable knowledge and practice develops and some sense of a consistent social response emerges. The committee chair is Dr. Nathan Church and has ten members and four ex officio members. The committee reports to Vice President Taylor.

6. EXTERNAL AFFAIRS

Vice President Froderberg gave a briefing on the Higher Education Coordinating Board's consultant report on branch campuses, and reported on the progress of Western's annual fund drive.

7. REVISIONS TO WAC 516 - Emergency Adoption

MOTION 12-6-89 James Waldo moved, seconded by Martha Choe, that the Board of Trustees of Western Washington University adopt the revisions to WAC 516-04, 516-08, 516-11, 516-12, 516-13, 516-14, 516-15, 516-22, 516-22, 516-24, 516-26, 516-28, 516-31, 516-34, 516-36, 516-37, 516-38, 516-52, 516-56, 516-60, 516-108, 516-133, 516-400 to be in effect for 120 days from January 1, 1990, on an emergency basis.

The motion passed unanimously.

The revisions to WAC 516 are available in the President's Office.

8. ASSOCIATED STUDENTS

Associated Students President Kent Thoelke reported that the Associated Students are having a good year. They are working with the Washington Student Lobby, which has hired a new professional lobbyist; they are providing staff salary increases, and they are exploring a land purchase for recreational purposes.

9. FACULTY SENATE

Recommended Faculty Salary Increase Plan for January 1, 1990

MOTION 12-7-89 Martha Choe moved, seconded by James Waldo, that the Board of Trustees of Western Washington University approve the distribution of 6.4% faculty salary increase effective January 1, 1990 as follows:

Probationary and Tenured Appointments

(1) Steps to eligible faculty; (2) cost of living to be reflected in a new salary schedule.

Other Faculty Appointments

(1) a 6.4% increase to the salary schedule of limited term contracts; (2) incremental increase for graduate teaching assistants.

The motion passed unanimously.

MOMENT OF SILENCE

Chair Cole asked the Board and others present in the room to observe a moment of silence in memory of the 14 students killed on December 6, 1989, by a gunman at the University of Montreal, Montreal, Canada.

10. BOARD OF TRUSTEES

December 7, 8, 1989

a. Board of Trustees Rules of Governance

MOTION 12-8-89 Jim Waldo moved, seconded by Martha Choe, that the Board of Trustees of Western Washington University adopt Resolution No. 89-06, repealing the Handbook of the Board of Trustees and replacing it with the Board of Trustees Rules of Operation, effective January 1, 1990.

The motion passed unanimously.

RESOLUTION NO. 89-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY REPEALING
THE HANDBOOK OF THE BOARD OF TRUSTEES
AND REPLACING IT WITH THE BOARD OF RULES OF OPERATION

WHEREAS, the members of the Board of Trustees created a committee in May, 1989, to review and revise its Handbook, which such revisions have been drafted and presented to the Board, now, therefore,

BE IT THEREFORE RESOLVED that the Board of Trustees of Western Washington University hereby REPEALS its Handbook and adopts the BOARD OF TRUSTEES RULES OF OPERATION, to be effective January 1, 1990.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at a regular meeting of December 8, 1989.

b. Resolution in acknowledgement of accomplishments of Gordon Sandison

MOTION 12-9-89 Charlotte Chalker moved, seconded by Martha Choe, that the Board of Trustees of Western Washington University adopt Resolution No. 89-07, recognizing the accomplishments of Gordon T. Sandison.

The motion passed unanimously.

RESOLUTION NO. 89-07

A RESOLUTION OF THE BOARD OF TRUSTEES
OF WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE ACCOMPLISHMENTS OF
GORDON T. SANDISON

WHEREAS, the Board of Trustees of Western Washington University wishes to extend its sympathy to the family of Gordon T. Sandison; and
WHEREAS, the Board wishes to recognize the innumerable contributions of Gordon T. Sandison to the state of Washington during more than four decades of public service; and

WHEREAS, the Board desires to commemorate the historic efforts that Gordon T. Sandison led to reshape the form and destiny of public higher education in the state of Washington; and

WHEREAS, the Board wishes to record special appreciation for the nine years of service that Gordon T. Sandison contributed to the leadership of Western Washington University and its Board of Trustees,

BE IT THEREFORE RESOLVED that the Board of Trustees by this formal action recognizes, commemorates and honors GORDON T. SANDISON for his leadership and service on behalf of all citizens of the state of Washington, and, most especially, the Western Washington University community, and extends its deepest sympathy to his family.

PASSED and APPROVED by the Board of Trustees of Western Washington University at its regular meeting of December 8, 1989.

Board of Trustees of
WESTERN WASHINGTON UNIVERSITY

Resolution No. 89-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY REPEALING
THE HANDBOOK OF THE BOARD OF TRUSTEES
AND REPLACING IT WITH THE BOARD OF TRUSTEES
OPERATION

WHEREAS, the members of the Board of Trustees created a committee in May, 1989, to review and revise its Handbook, which such revisions have been drafted and presented to the Board, now, therefore,

BE IT RESOLVED that the Board of Trustees of Western Washington University hereby REPEALS its Handbook and adopts the BOARD OF TRUSTEE RULES OF OPERATION, to be effective January 1, 1990.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at a regular meeting duly held this 8th day of December, 1989.



CRAIG COLE, Chair
Board of Trustees

ATTEST:



LARRY TAYLOR, Secretary
Board of Trustees

A RESOLUTION OF THE BOARD OF TRUSTEES
OF WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE ACCOMPLISHMENTS OF
GORDON T. SANDISON
Resolution No. 89-07

WHEREAS, the Board of Trustees of Western Washington University wishes to extend its sympathy to the family of Gordon T. Sandison; and

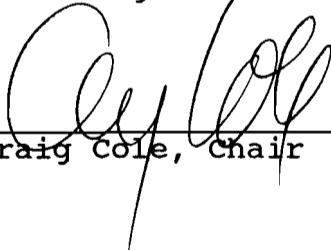
WHEREAS, the Board wishes to recognize the innumerable contributions of Gordon T. Sandison to the state of Washington during more than four decades of public service; and

WHEREAS, the Board desires to commemorate the historic efforts that Gordon T. Sandison led to reshape the form and destiny of public higher education in the state of Washington; and

WHEREAS, the Board wishes to record special appreciation for the nine years of service that Gordon T. Sandison contributed to the leadership of Western Washington University and its Board of Trustees,


BE IT THEREFORE RESOLVED that the Board of Trustees by this formal action recognizes, commemorates and honors GORDON T. SANDISON for his leadership and service on behalf of all citizens of the state of Washington, and, most especially, the Western Washington University community, and extends its deepest sympathy to his family.

PASSED and APPROVED by the Board of Trustees of Western Washington University at its regular meeting of December 8, 1989.



Craig Cole, Chair

ATTEST:



Larry Taylor, Secretary

C E R T I F I C A T E

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

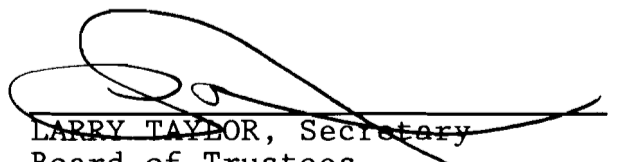
1. That the attached Resolution no. 89-06 is a true and correct copy of a resolution of the Board finally adopted at a regular meeting thereof held on the 8th day of December, 1989, and is duly recorded.

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, we have hereunto set our hands and affixed the official seal of the university this 8th day of December, 1989.



CRAIG COLE, Chair
Board of Trustees
WESTERN WASHINGTON UNIVERSITY



LARRY TAYLOR, Secretary
Board of Trustees
WESTERN WASHINGTON UNIVERSITY

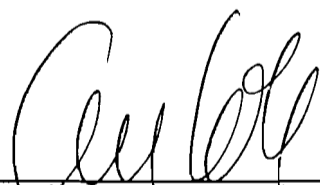
CERTIFICATE

We, the undersigned, Chairman and 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, 89-07 is a true and correct copy of a resolution of the Board finally adopted at the regular meeting thereof held on the 8th day of December, 1989, 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, we have hereunto set our hands and affixed the official seal of the university this 8th day of December, 1989.



Craig Cole, Chair
Western Washington University

ATTEST:



Larry Taylor, Secretary

EXECUTIVE SESSION

December 7, 8, 1989

At 11:57 a.m. Chair Cole announced that the Board would go into executive session for approximately 30 minutes to discuss personnel and legal matters.

RECONVENE

The Board reconvened at 12:20 p.m. and took the following personnel action.

11. PERSONNEL ITEMS

MOTION Charlotte Chalker moved, seconded by Martha Choe, that the Board of Trustees of Western Washington University, upon recommendation of the president approve the following personnel actions.

The motion passed unanimously.

NEW APPOINTMENTS

- Lortz, James E.; Visiting Assistant Professor, Department of Theatre/Dance. Full-time, nontenure track appointment starting Fall Quarter, 1989. BFA, University of Montana.
 - Salkeld, Leslie; Lecturer, Department of Mathematics. Full-time, nontenure track appointment starting Fall Quarter, 1989. BA, MA, Western Washington University.
- * Note: Ms. Salkeld's appointment is in compliance with the contract between the Burlington-Edison School District and WWU. Ms. Salkeld is working without salary from WWU.
- Smith, Peter A.; Assistant Professor, WWU Libraries. Full-time, tenure track appointment starting January 1, 1990. BA, MA, MS, Wayne State University.

REAPPOINTMENTS

- Feingold, David; Lecturer, Department of Music. Part-time, nontenure track appointment starting Fall Quarter, 1989.
- Freier, Kim; Lecturer, Huxley College. Full-time, nontenure track appointment starting Fall Quarter, 1989.
- Frome, Michael; Environmental Journalist in Residence, Huxley College. Full-time, nontenure track appointment starting Fall Quarter, 1989.
- Kozick, Stephanie A.; Lecturer, Department of Educational Curriculum and Instruction. Full-time, nontenure track appointment starting Fall Quarter, 1989. Teaching in WWU's teacher education program in The Evergreen State College.
- Lewis, Max W.; Lecturer, Department of Psychology. Part-time, nontenure track appointment starting Fall Quarter, 1989.
- Matthews, Robin A.; Lecturer, Huxley College. Full-time, nontenure track appointment starting Fall Quarter, 1989.
- McDaniels, Timothy L.; Lecturer, Huxley College. Part-time, nontenure track appointment for Fall Quarter, 1989 and Winter Quarter, 1990.
- Munroe, John K.; Lecturer, Department of Communication. Part-time, nontenure track appointment starting Fall Quarter, 1989.
- Werder, Carmen; Lecturer, Department of English. Part-time, nontenure track appointment starting Fall Quarter, 1989.

CHANGE IN APPOINTMENT

December 7, 8, 1989

- Albers, James R.; Professor, Huxley College. Change in appointment from half-time disability, half-time administrator to half-time disability, half-time professor starting Fall Quarter, 1989.

ADJUNCT FACULTY

- Clement, William; Adjunct Professor, Department of Educational Administration and Foundations. Appointment starts Fall Quarter, 1989 and ends Spring Quarter, 1990. No financial encumbrance.

LEAVES WITHOUT PAY AND SICK LEAVES

- Brown, Robert D.; Professor, Department of English. Two-thirds time sick leave for Fall Quarter, 1989.
- Christelow, Stephanie E.; Associate Professor, Department of English. Sick leave for Fall Quarter, 1989.
- Covington, Richard J.L.; Associate Professor, Department of Educational Curriculum and Instruction. Sick leave for Fall Quarter, 1989.
- Diers, Carol J.; Professor, Department of Psychology. One-third time educational leave for the 1989-90 academic year for library research and travel.
- Evans, Howard M.; Associate Professor, Department of Educational Curriculum and Instruction. Two-thirds time educational leave for Fall Quarter, 1989 and Winter Quarter, 1990 to conduct middle school research.
- Fennimore, Flora; Professor, Department of Educational Curriculum and Instruction. One-third time educational leave for Fall Quarter, 1989 and Winter Quarter, 1990 for manuscript revision.
- Francis, Richard L.; Professor, Department of English. Changed from one-third time leave without pay during Fall Quarter, 1989 to one-third time sick leave.
- Kelsey, Harvey M.; Associate Professor, Department of Geology. Educational leave for Fall Quarter, 1989 to develop a cooperative agreement with the U.S. Forest Service.
- Grady, Thomas K.; Associate Professor, Department of Technology. Changed full-time educational leave for Fall Quarter, 1989 to three-quarters time to work at the Navy Underwater Weapons Engineering Station at Keyport, Washington.
- Lippman, Marcia Z.; Associate Professor, Department of Psychology. Educational leave for all of her half-time appointment during Spring Quarter, 1990 to update articles and collaborate on a study to assess dyslexics' reading comprehension.
- Mazur, Denis Peter; Professor, Department of Sociology. Educational leave for Winter Quarter, 1990 to organize unpublished research papers.
- Watkins, Gavin; Assistant Professor, Department of Mathematics. Leave without pay for Winter and Spring Quarters, 1990.

RESIGNATION

- Lacher, Thomas E.; Associate Professor, Department of Biology and Huxley College. Resignation effective September 15, 1989.

December 7, 8, 1989

DECEASED

- Miller, Gerson F.; Professor, Department of Journalism. Deceased October 13, 1989.

RESEARCH ASSOCIATES

- Larsen, Donald; Research Associate, Department of Biology. Appointment for Fall Quarter, 1989.
- Oblath, Michael D.; Research Associate, Department of History. Appointment from October 15, 1989 through June 30, 1990. No financial encumbrance.

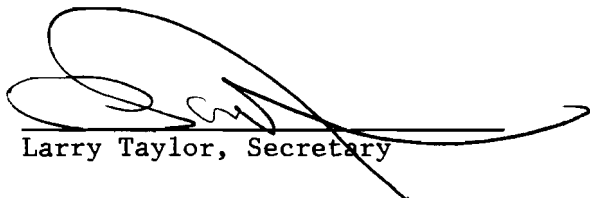
COUNSELOR EMERITUS TO THE BOARD OF TRUSTEES

- Kelly, Samuel P.; for twenty-four years of exceptional service to the University, and in recognition of the board's long standing trust and confidence in his advice, integrity and discretion, the Board bestows upon Dr. Kelly the title of Counselor Emeritus to the Board of Trustees of Western Washington University, effective December 7, 1989.

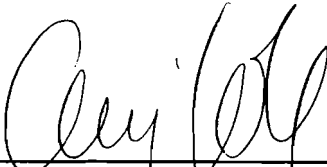
ADJOURN

The meeting was adjourned at 12:30 p.m.

ATTEST:



Larry Taylor, Secretary



Craig Cole, Chair
Western Washington University
Board of Trustees

Jast

SPECIAL EDITION

A Faculty/Staff Publication of Western Washington University

February 6, 1990

Western Washington University Board of Trustees Rules of Operation

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Western Washington University

Board of Trustees Rules of Operation

Section 010. THE BOARD AND GOVERNANCE.

(1) The authority to govern Western Washington University is vested by law in the Board of Trustees of the university, hereinafter referred to as the "Board."

(2) The Board believes that the educational interests of the university are furthered by encouraging an environment of collegiality. Therefore, it has established a system of shared governance in which the various elements of the institution are encouraged to participate. Without limiting its duties or authority, the Board directs its attention to matters of general policy relating to the institution's mission, educational program, and operation. The Board delegates responsibility for the administration of policies and management of the institution to the president, his or her designees, and/or the appropriate unit of internal governance.

(3) The channel of authority from the Board to the faculty, administrative officers, staff and students shall be through the president. All faculty, administrative officers, staff and students shall, through appropriate channels, be responsible to the president, and only through the president, to the Board, unless otherwise specifically directed by the Board. However, nothing set forth herein shall prejudice the right of the presidents of the Faculty Senate or Associated Students to contact the Board directly or to serve as the representatives of their bodies at all Board meetings.

Section 020. AUTHORITY, POWERS, AND DUTIES OF THE BOARD.

(1) The Board of Trustees derives its authority from the laws of the State of Washington. The Board operates under the provisions of Title 28B and other portions of the Revised Code of Washington. The powers and duties of the Board include those specifically set forth in Title 28B and all other powers and duties which are necessary or appropriate to the governance of the university.

(2) Unless otherwise authorized by the Board, individual trustees exercise no authority over the institution nor may they make or enter into contracts on behalf of the Board or university, but they are encouraged to consult regularly with the president on matters of interest.

(3) The Board of Trustees reser-

ves unto itself the following authority (unless specifically delegated in particular instances by definite resolution or motion duly passed by the Board), which it exercises subject to the conditions and limitations of law:

- a) To employ the President.
- b) To organize, administer and operate the Board of Trustees.
- c) To adopt, amend or repeal rules pursuant to the Higher Education Administrative Procedures Act and the Administrative Procedures Act (Chapters 28B.19 and 34.05 RCW) and any other laws providing rule-making authority.
- d) To approve the operating budget and capital budget for the university.
- e) To establish or abolish colleges, divisions, schools, departments, and degree programs.
- f) To authorize the awarding of degrees for appropriate programs of study.
- g) To establish schedules for the following fees: tuition fees; services and activities fees; housing and dining fees for students and employees; parking fees.
- h) To approve and enter into collective bargaining agreements with employees.
- i) To approve exempt staff salary schedules.
- j) To establish retirement programs for employees.
- k) To retain responsibility for the expenditure of state funds by the university and its agents and employees.
- l) To enter into agreements with public agencies pursuant to the Interlocal Cooperation Act (Chapter 39.34 RCW) or other appropriate laws.
- m) To authorize the purchase or long-term lease (for two years or more) of real property not located within the boundaries of the campus as established in the Long-Range Land Use Plan—Perspective of the Future—Western Washington State College, as adopted by the Board of Trustees in August, 1970.
- n) To authorize the selection of professional, architectural, engineering, and related services for the design of public works in instances where the fee for such services will exceed \$50,000, or where competitive proposals were not solicited and considered, unless other procedures approved by the Board of Trustees were followed.

o) To authorize the execution of public works contracts for amounts in excess of \$150,000, or where competitive proposals were not solicited and considered, unless other procedures approved by the Board of Trustees were followed.

p) To establish self-supporting facilities and to exercise all related authority delegated to the Board of Trustees pursuant to RCW 28B.10.300 through RCW 28B.10.330, as now or hereafter amended.

q) To authorize and approve bonded indebtedness.

r) To appoint an insurance broker of record for the university.

s) To approve the settlement of claims against the university for amounts in excess of \$20,000.

t) To name buildings and facilities in honor of a person or persons.

u) To exercise all authority expressly reserved to the Board of Trustees by recorded resolution or motion, or in rules which have been or are hereafter adopted or amended by the Board pursuant to the provisions of the Higher Education Administrative Procedures Act, Chapter 28B.19 RCW, and the Administrative Procedures Act, Chapter 34.05 RCW.

v) To retain all authority which may be hereafter delegated to the Board of Trustees by the Legislature of the State of Washington, unless such authority is expressly delegated to the President or President's designee.

Section 030. APPOINTMENT.

The Board is composed of seven members appointed by the Governor of the State of Washington with the consent of the Senate for terms of six years. (RCW 28B.40.100) Each member of the Board is required to take an oath to discharge faithfully, impartially, honestly, and to the best of his or her abilities, the duties of a trustee. (RCW 28B.10.520)

Section 040. REMOVAL.

No member of the Board may be removed during the term of office for which appointed, except for

misconduct or malfeasance in office. (RCW 28B.10.500)

Section 050. OFFICERS AND COMMITTEES.

(1) The Board shall elect a chair, vice chair, and secretary for two-year terms, as the last order of business at the June meeting of the Board every second year. In the event of an interim vacancy in any office, a successor shall be elected to fill the unexpired term.

(2) The chair of the Board shall preside at meetings of the Board and the chair shall have the customary powers and duties associated with such office (subject to the Board's direction). The chair shall have full right of discussion and vote. In the event the chair is absent or otherwise unable to preside over a meeting of the Board, the vice chair shall preside. In the event of the absence of both the chair and vice chair for any meeting of the Board, the secretary shall then preside. In the absence of all officers, the Board shall designate a chair for the meeting.

(3) The secretary of the Board, in addition to other duties specifically imposed by the Board, shall be responsible for the maintenance of all records of Board meetings and official actions of the Board, for Board correspondence, and for the distribution of the minutes of Board meetings and related reports. The secretary shall be the second signatory (the chair being the first) for all documents requiring two signatures from the Board. The Board may authorize other members of the Board to sign documents in the absence of either the chair or the secretary. The secretary may delegate the performance of administrative duties to staff assigned to the Board of Trustees for this purpose.

(4) The Board or its chair may establish such standing or special committees as are deemed appropriate. Committees shall advise the Board and the President of the university on matters referred to such committees for consideration.

Section 060. MEETINGS OF BOARD.

(1) Regular meetings of the Board shall be held on the first Thursday each month a meeting is held unless such date is changed by Board resolution at a meeting regularly scheduled or called for that purpose. A copy of such resolution shall be filed in the President's office. (WAC 516-04-010)

(2) The Board shall attempt to

hold meetings each year at locations outside Whatcom County to allow attendance by citizens from other parts of the state. The schedule of meetings shall be determined each year at the regular meeting of the Board prior to the end of the calendar year.

(3) The chair of the Board or a majority of its sitting members may call a special meeting of the Board. (RCW 42.30.080)

(4) Four members of the Board shall constitute a quorum for the transaction of business by the Board. Provided, however, that action by the Board shall require the affirmative vote of at least three members.

(5) All regular and special meetings at which a quorum of the Board is present shall be open to the public, with the exception of those portions of regular or special meetings specifically declared to be "executive sessions" as allowed by law, or to be otherwise exempt from the provisions of RCW Chapter 42.30.

(6) The president of the university, with concurrence of the chair of the Board, shall prepare a written agenda for each regular and special meeting. Copies of the agenda and supporting materials for a meeting shall be provided to the president and members of the Board and made available to the public approximately one week in advance of the announced meeting. Except as otherwise provided by law, the chair, president, or any Board member may add additional items to the agenda for regular meetings without notice to the members of the Board. However, the topics at special meetings are normally restricted to those for which advance notice has been given.

(7) The president of the university shall speak for the university at meetings of the Board.

(8) Because of the unique and integral relationship that the faculty and students bear to the mission of the university, the president of the Associated Students and the president of the Faculty Senate are issued a standing invitation to participate in all of the Board's public meetings.

(9) The presiding officer of the Board shall have the right to maintain order, recognize speakers, and to limit the length of time used by a speaker for the discussion of any subject at meetings of the Board; provided, however, that any restrictions on debate to be imposed upon members of the Board shall be announced in advance, uniformly applied, and subject to nullification by majority vote.

(10) The agenda for regular meetings of the Board should normally be structured as is generally illustrated in the following:

- Consent items;
- Major policy matters and

decision options;

- Special reports;
- Other items or announcements from trustees, committees, the university president, vice presidents, Faculty Senate president, or Associated Students president.

Section 070.

AUTHORITY, POWERS, AND DUTIES OF THE PRESIDENT.

(1) The president of the university shall be directly responsible to the Board of Trustees and shall be subject to its direction.

(2) In external affairs, the president shall be the primary representative and spokesman for the institution to the public. In the internal operation of the university, the president shall be expected to exercise leadership and direction in the management of the university while maintaining effective working relationships with faculty, students, staff, administrators, and the internal governance units.

(3) The president shall be the principal administrative officer of the university and shall have general supervision of all operations and programs of the institution. The Board delegates to the president the authority to appoint, in the name of the Board of Trustees, all faculty employees of the university and he/she shall periodically file an informational report with the Board concerning the employment of faculty. If the president denies tenure, the candidate may appeal the denial to the Board of Trustees, which will conduct an adjudicative proceeding pursuant to the Administrative Procedures Act, Chapter 34.05 RCW. The president or president's designee shall be the appointing authority for all administrative exempt, classified, part-time faculty, and other employees of the university. The president shall carry out all rules, regulations, orders, directives and policies established by the Board, and shall perform all other duties necessary or appropriate to the administration of the university.

(4) The president of the university shall have the authority to exercise in the name of the Board all of the powers and duties vested in or imposed upon the Board by law, except as otherwise specifically reserved or determined by the Board. This grant of authority is general in nature and is as broad and comprehensive as is allowable by law. Except as limited by the Board, the president may delegate authority to other administrative officers or units of internal governance where necessary or appropriate for the effective administration of the university.

(5) The organizational structure of the university will be estab-

lished by the president except as otherwise specifically determined by the Board.

(6) The president shall be entitled to be present at all regular or special meetings of the Board. The Board may, with the knowledge of the president, hold executive sessions out of the presence of the president to discuss appropriate matters. The substance of the discussions by the Board in executive session will be transmitted to the president by the presiding officer of the Board.

(7) The essence of the relationship between the Board and the president shall be one of full mutual confidence, completely open communication, and close consultation.

(8) If the president fails or refuses to implement or enforce a policy, rule or regulation which has been adopted by the Board, the president shall promptly inform the Board in writing of the reasons for such failure or refusal.

(9) The president shall have the power to enter into emergency contracts and agreements without complying with the provisions of subsection 020(3) of these rules, when essential for the protection of health, safety, or property. Such actions shall be immediately reported to the Board.

Section 080.

PRESIDENTIAL EVALUATION.

Unless the Board determines an earlier review is necessary, a formal evaluation of the president's performance shall be made every third year following the president's initial appointment. It is the responsibility of the Board to establish the criteria and process for evaluation and to communicate these in advance to the president. Among other standards and criteria for evaluation, the Board shall consider the following:

- Effectiveness in achieving the institution's strategic goals;
- Academic leadership;
- Administrative effectiveness;
- Internal relationships with university constituencies;
- External relationships with elected and appointed government officials, business community, civic groups, Foundation and Alumni Boards, etc.
- Sensitivity to the needs of the region, public, and campus;
- Effectiveness in engendering support for the institution;
- The president's written statement of self-assessment;
- Solicited comments upon the president's performance;
- Relationship with the Board of Trustees;

K. Physical and mental capacity to effectively execute job requirements.

In addition to a formal evaluation provided for above, the Board and the president shall engage in an informal discussion of his/her performance at least annually.

After the third year of a president's appointment, the president shall be entitled to request two months of leave time in addition to one month of annual vacation leave.

If a vacancy occurs in the office of the president, the provost or principal academic officer shall act as president, unless otherwise determined by the Board.

When it becomes necessary to name a new president, it is the responsibility of the Board to establish criteria, organize and supervise the selection process, and name the appointee. The final selection shall be the sole responsibility of the Board.

The president shall serve at the pleasure of the Board of Trustees.

Section 090. POLICY FILE.

All of the rules, regulations, policies and procedures governing the operation and organization of the university should, insofar as feasible, be contained in a single file maintained by the Office of the President of the university. All such written statements approved by the Board and/or the president should, insofar as feasible, be kept current and up-to-date with amendments, revisions, and additions. A copy of this file shall also be located in the Wilson Library where it shall be open to inspection by any person. The file should, insofar as feasible, contain the following:

- All portions of the Revised Code of Washington and the Washington Administrative Code which apply to WWU (indexed).
- University rules adopted pursuant to the provisions of Chapters 28B.19, 34.05 RCW and other chapters providing rule-making authority (indexed).
- Constitution and By-laws of the Faculty Senate.
- Constitution and By-laws of the Associated Students of Western Washington University.
- Constitution and by-laws and/or regulations of all other organizations, as directed by the Board.
- The Faculty Handbook.
- The Student Handbook.
- The Administrators Handbook.
- The Board Rules of Operation.
- The history of the university.

(11) All adopted policies not otherwise referenced in this section, to the extent the Board or its secretary directs that such policies be included in the policy file.

Section 100. INDUCTION AND ORIENTATION OF TRUSTEES.

The president, in consultation with the Chair of the Board, has the responsibility to meet with new trustees as they are ap-

pointed, and together with members of the administration and staff, provide the new board member with information and material about the institution, its operation, and the nature of trusteeship.

Section 110. PER DIEM.

Trustees are authorized to receive per diem compensation as provided by law in Chapter 43.03 RCW. Unless otherwise directed by the chair, per diem will be paid for each day during which a trustee is engaged in the

conduct of duties at the request of the chair or the president.

Section 120. AMENDMENTS TO BOARD RULES OF OPERATION.

These rules may be altered, amended or repealed and new provisions may be adopted at any regular or special meeting of the Board by affirmative vote of not less than four members of the Board.

Section 130. SUSPENSION OF RULES.

These rules may be suspended for a particular meeting or for a particular matter under consideration by a 2/3 majority vote of those members present and constituting a quorum of the Board.

Section 140. EFFECTIVE DATE.

These rules become effective January 1, 1990.