

**Western Washington University
Board of Trustees
Agenda
Friday, December 9, 2005**

Location: OM 340

Time: 8:00 a.m.

- I. Call to Order
- II. Executive Session may be held for purposes authorized in RCW 42.30.110
- III. Reports
 - A. Board Chair Report
 - B. University President Reports
 1. Recognition of Faculty and Staff
 - Rob Smith, WWU Head Football Coach
 2. Waterfront Development Report
 3. Current Higher Education Issues
 - a) Accountability
 - b) Higher Education in Everett
 - C. Special Reports
 1. Strategic Planning: Emerging Dialogue
Dr. Andrew Bodman, Provost & Vice President for Academic Affairs
Dr. Jeff Newcomer, Professor, Engineering Technology
 2. Academic Instructional Center & Surrounding Area
Dr. George Pierce, Vice President for Business & Financial Affairs
Rick Benner, Asst. Director, Planning, Design & Construction Admin.
Greg Stack & Mark Gifford, Northwest Architectural Company
Jim Kalvelage, Opsis Architecture
Matt Younger, Stantec Engineering
 3. Academic Presentation
Dr. Andrew Bodman, Provost & Vice President for Academic Affairs
 - a) Border Policy Research Institute
 - Dr. Don Alper, Canadian-American Studies & David Davidson,
Project Director, Border Policy Research Institute
 - b) Proposed Degree - Emergency Planning and Hazards Mitigation
 - Dr. Brad Smith & Dr. Gigi Berardi, Huxley College

4. Annual Financial Reports
Dr. George Pierce, Vice President for Business & Financial Affairs
Peggy Zoro, Trustee

D. Governance Reports

1. Faculty Senate
2. Associated Students

IV. Action Items

A. Consent Items:

- Approval of the Minutes of the October 7, 2005 Meeting of the Board
- Approval of Fall Quarter Degrees

B. Summer Session Tuition

Dr. Andrew Bodman, Provost & Vice President for Academic Affairs

C. Revisions to the Faculty Handbook

Dr. William Lyne, President, Faculty Senate

- Evaluation of Tenured Faculty Members (page 9, Section V.D.5a)
- Criteria for General Merit Step Increase (pages 15-16, Section X.E.)
- Faculty Retirement Age (page 28, Section XIV.D)

V. Information Items

- A. Alumni Relations Report
- B. Development Report
- C. External Affairs Report
- D. Housing and Dining System Proposed Bond Sale and Change in Timeline
- E. Major Capital Projects Status Report
- F. Quarterly Grant Awards Information
- G. Student Right to Know & Clery Act

VI. Date for Next Regular Meeting: Friday, February 3, 2006

VII. Adjournment

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MINUTES
December 9, 2005**

I. CALL TO ORDER

Chair John Warner called the regular meeting of the Board of Trustees of Western Washington University to order at 8:13 a.m., December 9, 2005, in Old Main 340, Bellingham, Washington.

Warner announced that the accountability item was deferred and a revised agenda was being provided.

Board of Trustees

Dennis Madsen
Stacy Pederson
Phil Sharpe, Secretary
John Warner, Chair
Betty Woods
Grace Yuan
Peggy Zoro

Western Washington University

Karen W. Morse, President
Suzanne Baker, Assistant Secretary to the Board of Trustees
Andrew Bodman, Provost and Vice President for Academic Affairs
Wendy Bohlke, Assistant Attorney General
Stephanie Bowers, Vice President for University Advancement
Eileen Coughlin, Vice President for Student Affairs and Academic Support Services
Bob Frazier, Vice President for External Affairs
Shannon Hutchinson, Associated Students President
Bill Lyne, Faculty Senate President
George Pierce, Vice President for Business and Financial Affairs
Elizabeth Sipes, Secretary to the Board of Trustees
Barbara Stoneberg, Confidential Secretary

II. EXECUTIVE SESSION

At 8:15 a.m. Chair Warner announced that the Board would convene in Executive Session for approximately two hours to discuss real estate, personnel, and legal matters.

The Board returned to open meeting at 10:15 a.m. with no action to report.

III. BOARD OF TRUSTEES

A. Board Chair Report

Chair Warner provided a report on activities of the Washington Learns committee. He said that the group is addressing the state's higher education challenges related to capacity and enrollment growth and issues related to students transitioning from high school to college. He reported that the group had developed a vision statement that promotes a social policy that provides opportunities for children of this state to participate more effectively in Washington's economy.

Warner noted a report titled, *Public Higher Education in Washington State: Aspirations are Misaligned with Fiscal Structure and Politics*, by William Zumeta, Daniel J. Evans School of Public Affairs and College of Education, University of Washington (August 2005). He requested that copies of the report be sent to Board members.

B. University President Reports

1. Recognition of Faculty and Staff

Rob Smith, WWU Head Football Coach

Lynda Goodrich, Athletic Director, introduced head football coach Rob Smith, who is retiring after 19 years of service to Western. She said that Smith has had more wins than any coach in Western's football history and the most victories of any collegiate coach in the history of the State of Washington.

Trustee Sharpe recognized Smith's professional accomplishments and the contributions he made on a personal level in the lives of his players. He said that Smith took promising young athletes and turned them into outstanding young men. Sharpe presented Smith with a Certificate of Congratulations. Smith thanked the Board for the honor and said that it had been a privilege to serve the football department for the past 19 years.

President Morse recognized Lynne Masland, Director of University Communications, who will be retiring after 18 years at Western. The president thanked her for many years of service to Western.

President Morse announced that Suzanne Baker, Assistant Board Secretary, was shifting job responsibilities to the Office of the Internal Auditor and Legal Services and that this would be her last Board meeting. The president thanked Baker for her work. President Morse introduced Barbara Stoneberg who was hired in the President's Office to provide support for the Board of Trustees.

2. Waterfront Development Report

President Morse provided an update on the Waterfront Development Committee. She said that the committee had received 25 preliminary proposals, all of which are posted on Western's website: <http://www.wvu.edu/president/waterfrontnews.htm>. The proposals represent ideas of people and groups interested in developing Western's programs and helping to shape Western's waterfront presence. The president provided an overview of proposals.

President Morse said the next steps would include work with expert planners to refine and to communicate our development plans with the campus, community, and Port of Bellingham. The university will work with the Port during its waterfront master planning process and will discuss options for potential campus space on the waterfront. The president said that Western will advocate for state supplemental budget dollars to support planning and will, additionally, explore other potential funding sources.

Chair Warner said that in reviewing the proposals, it would be helpful for the Board to consider Western's potential to increase enrollment and research activities.

Trustee Sharpe said that developing a Western presence on the waterfront provides an opportunity to examine the type of statement the university wishes to make and could enhance the way in which the university is identified. President Morse agreed.

3. Current Higher Education Issues: Higher Education in Everett

Provost Bodman introduced Barbara Audley, Executive Director of Extended Education and Summer Programs. Dr. Audley reported on higher education opportunities in the three-county area of Snohomish, Island, and Skagit Counties (SIS). She provided the Board with copies of a proposal that was submitted by Everett Community College to the Washington State Legislature on November 30, 2005. Everett Community College proposes the development of University Center of North Puget Sound, a four-year institution with enrollment projections of 700 to 1,500 FTE by 2015. The University Center would provide baccalaureate degree programs offered through partner universities but administered by Everett Community College.

Audley also provided information from a higher education needs assessment prepared by the Higher Education Coordinating Board (HECB) that focuses on Snohomish, Island, and Skagit Counties. The purposes of the HECB report are to: identify higher education needs in the SIS area; determine the best delivery methods and most cost-effective methods for meeting those needs; and determine the most appropriate and cost-effective locations for meeting forecasted needs. Audley reviewed the report's population and enrollment projections. The Board discussed a decline in community college enrollments and a decrease in participation rates.

Chair Warner said that a more in-depth discussion of these matters would be discussed at the upcoming Board retreat. Provost Bodman referenced a state and regional needs assessment for higher education that was prepared by the HECB. He said that he would develop a summary of the document and provide it to the Board prior to the next meeting.

C. Special Reports

1. Strategic Planning: Emerging Dialogue

Provost Bodman introduced Dr. Jeff Newcomer, professor of Engineering Technology, and co-chair of the Strategic Planning Committee.

Newcomer updated the Board on the process for revising Western's Strategic Plan. He said that in preparation for the project, the existing plan was reviewed by a number of constituent groups on campus. The committee then assessed the strengths and weaknesses of the current plan.

Newcomer provided an outline of the draft plan that includes the following:

- Vision
- Mission
- Values

- Goals
 - Outcomes
 - Metrics
- Action Areas
 - Detailed Actions

Newcomer explained how the goals were being developed. Current draft goals are: interactive learning; civic engagement; diversity, environmental stewardship; faculty strength and development; and to maintain Western's current niche. Newcomer said that the last item could possibly be incorporated as a goal or preamble statement.

Newcomer said that the vision and mission statement and goals would be finalized in January and then distributed to the campus community for feedback. The committee's target is to have a complete draft ready for review by February. Once feedback is received and incorporated, it is hoped that a release of a final plan would be developed for campus approval in March.

Trustee Zoro, member of the Strategic Planning Committee, said she was pleased with the way the draft plan was coming together and that it had been an intense, thoughtful process.

AS President Hutchinson commented on the importance of developing a strong mission statement that was unique to Western.

Trustee Yuan suggested reducing the number of goals to better focus on university priorities.

2. Academic Instructional Center (AIC)

Vice President Pierce introduced AIC project manager, Gil Aiken. Aiken introduced architects: Jim Kalvelage of Opsis Architecture; Mark Gifford of Northwest Architectural Company; and Matt Younger with Stantec.

Kalvelage presented the building's site plan. The building will be 120,000 square feet and is designed with a 3-story west wing and a 5-story east wing. He said that the building location is significant in terms of how it will define the south quad. The building will have an important academic face and an important public face as it will serve as a new campus front-door to the university. A diagonal walkway is planned that will extend from the AIC to the Wade King Student Recreation Center and will become a major pedestrian connection. A small parking area will be developed to the east of the AIC to serve the clinics for the Communication Sciences and Disorders and Psychology departments.

Kalvelage described the interior building layout. He highlighted the glass-walled bridge that will connect the east and west wings on the third floor of the building. The bridge will be wide enough to have student interaction, much like the Haggard Hall library bridge.

Kalvelage said that the exterior of the building will be a concrete structure with brick overlay to create an overall frame. He said that natural materials were used to reinforce a regional identity for the building. Because the site is wooded and dark on the eastern portion, the building was designed to be light and airy in character to balance the surrounding darker features of the arboretum and Communications Facility. He described the south-facing, east wing as having an aluminum screen with concrete frame behind it, with the wall surface being metal panel. Board members questioned the industrial look to the south-facing portion of the building. Trustee Yuan cautioned against the over-use of glass on the south-facing building.

Kalvelage explained the building's heating and ventilation systems. He said the building provides for a natural ventilation system that includes operable windows and ceiling fans. He also discussed the materials used for the interior of the building and described the open atrium. Chair Warner commented that the atrium looked cold and industrial.

Trustee Pederson said that the exterior design of the new building appears to be a departure from the surrounding Communications Facility and the Wade King Student Recreation Center. She agreed that the building's exterior looked industrial, especially with the metal sunshades. Pederson suggested that viewing a better rendering of the south-facing portion of the building would help the trustees evaluate it better. Pederson complimented the architects for the generous amount of space that will allow for group study.

Chair Warner summarized the Board's concern with the materials presented. Board members discouraged the use of concrete columns and beams, suggested that other materials be selected for the atrium, and that the use of glass, aluminum and other reflective materials on the south-facing portion of the building should be reconsidered.

At 12:30 p.m. the Board adjourned for lunch. Board members and guests were entertained by the Facilities Management Singers & Friends.

The Board reconvened in Old Main 340 at 1:40 p.m.

3. Academic Presentations

Border Policy Research Institute

Provost Bodman introduced Don Alper, Director of Canadian-American Studies and Border Policy Research Institute. He noted that support for the Border Policy Research Institute had been requested in the Supplemental Budget.

Alper said that the Border Policy Research Institute was newly created last year. It is a multidisciplinary institute that involves faculty and students from many units across campus. The mission of the institute is to provide a high quality academic base for research focusing on critical, cross-border issues. The institute will focus on a number of areas: trade, environment, energy, security, immigration, and labor. Because of the new federal security mandates stemming from 9/11, these issues are even more vital to the region.

Alper said that one of the issues the institute will concentrate on is how commodities and people flow across the border from the Pacific Rim into Canada and into Washington State. He discussed Washington's relationship with Canada and the large amount of trade that occurs on Washington's northern border. 3,100 trucks and \$41 million of goods cross the border each day at ports of entry in Whatcom County. He explained that trade is linked to public policy in a direct way and policies the government adopts significantly affect Washington and Canada trade.

Alper also discussed how the institute would concentrate on environmental issues shared between Washington and Canada and current energy policies. Alper said that a growing issue is energy interdependence. Major international pipelines run through Washington and any disruption in supply would create an enormous economic impact for the state. These issues require cooperative and constructive cross-border policy approaches.

Alper said that because Bellingham is 20 miles from the border and surrounded by a variety of transportation networks, Western is in the ideal location for the institute. Western also has the institutional resources and environmental programs that provide an ideal place to conduct border research.

Proposed Degree: Emergency Planning and Hazards Mitigation

Provost Bodman introduced Dr. Brad Smith, Dean for Huxley College of the Environment, and Dr. Gigi Berardi, Chair, Department of Environmental Studies. He noted that a request in the Supplemental Budget had been made for the creation of a new degree track titled, Emergency Planning and Hazards Mitigation, in Huxley College of the Environment.

Berardi said that in the Pacific Northwest region, there are many natural hazards that could occur including tsunamis, earthquakes, volcanoes, and wild fires. She said that in spring 2005 planning was initiated for the Emergency Planning and Hazards Mitigation track within the existing major of Policy and Planning at Huxley College. The proposal was completed in August, soon after Hurricane Katrina hit. Resources on campus were rallied to determine what existing expertise was available at Western to teach students skills that would enable them to handle natural disasters.

Berardi explained that Emergency Planning and Hazards Mitigation is the organization and management of resources and responsibilities for dealing with all aspects of emergencies and, in particular, preparedness, response, and recovery. She said the only way to stem disaster and hazard losses is through better planning and mitigation.

Berardi said that currently there are no bachelor degree programs in Washington, Oregon, Idaho, or Montana. Since Western already offers an Emergency Management Certificate Program and since there are existing Western courses that interface with disaster preparedness, it makes sense for the program to be at Western. Berardi said that the departments of psychology, geology, and geography have the expertise and courses that could contribute to this new degree. For example, Geographic Information Systems and spatial analysis skills are needed to better coordinate data, facilities and communication services during emergency situations. These types of skills could be learned with the assistance of the Geography Department through Huxley College. Berardi said the goal was to provide graduates with competency skills and knowledge to work successfully in emergency planning and management organizations.

4. Annual Financial Reports

Vice President Pierce provided Board members with the 2004-2005 WWU Auxiliary Financial Statements and the 2004-2005 Financial Report for Western Washington University.

Vice President Pierce asked Trustee Zoro to comment on meetings held with auditors.

Trustee Zoro said that at the first exit meeting the Audit Committee met concerning the five university auxiliary reports. She reported that there were five clean audit opinions. She said that recommendations were made by the audit teams not because there were issues found, but to further improve processes.

Trustee Madsen questioned the one sentence about the cost of controls. He asked if that was standard for audit reports.

Trustee Zoro said that there is and will continue to be emphasis on internal controls and making sure that there are written policies and procedures. She said that many new accounting policies and procedures had been adopted but more work could be done in the area of university policies. She said that it is not just a matter of writing policies, but that education, communication, and monitoring are also important. The critical parts are assuring that the right person is responsible, making training available, and creating an environment where members of the campus community take responsibility for knowing that things have to be done right. She said that significant pieces have been put into place, but there is more work to do. Trustee Zoro said that there will always be a type of comment that an auditor makes that says, "You are only as strong as your internal controls." She said it is an on-going process and suggested that timelines could assist in making progress.

Chair Warner asked Vice President Pierce when the Board could anticipate that the institution's internal controls would be documented and trainings completed.

Vice President Pierce said that the university would initiate a process of enterprise risk management. He said that he would provide the Board with a plan and timeframe.

Due to the importance of the topic, Chair Warner asked that a timeline be provided to trustees for the February 2006 Board meeting.

D. Governance Reports

1. Faculty Senate

Faculty Senate President Lyne provided a report on activities of the Senate. He thanked Vice President Pierce for his work with the Senate in getting faculty more involved with parking and transportation policies. He said that parking is always a major concern for faculty and that Dr. Pierce had been generous with his time and open to the idea of more faculty input around parking issues on campus.

Lyne said that the Senate is working with Provost Bodman on a variety of issues. He highlighted the plans to develop first-year seminars for the next academic year. He said there was great enthusiasm in departments across the campus for offering small, 25-person seminars for freshmen.

Lyne also thanked Paula Rustan, Executive Director for University Planning and Budgeting, and Sue Guenther-Schlesinger, Executive Director for Equal Opportunity, for their work on a study of faculty salaries. He said that Rustan and Schlesinger involved faculty in both the development and creation of the study. He said that the Senate was looking forward to reviewing the data from the study and making policy recommendations to address faculty salary, equity, and compression.

Lyne commented on the President's Planning and Resource Council. He said that it provides a forum where faculty can be represented and learn more about university operations. He said that the Senate benefits from being involved and provides an opportunity for faculty members to voice their needs.

Lyne reported that the PERC decision came out this week. He said that the faculty, especially department chairs on either side of the unionization issue, were happy to have department chairs declared "faculty". He said that the Senate would be conducting one or two forums before the actual election is held and that faculty on both sides of the issue have worked hard to inform faculty about the election. Leaders of both sides are very much committed to making sure that when people cast their vote, it is an informed vote.

2. Associated Students

AS President Hutchinson provided an update on the first annual AS leadership conference, Club Extravaganza Conference. The conference is open to AS club leaders and is organized by AS Vice President for Activities Panelo. The conference is planned for January 28-29, at Fort Worden.

Hutchinson also provided information on the AS resolution to have the university join the Workers' Rights Consortium in addition to maintaining membership in the Fair Labor Association.

IV. ACTION ITEMS

A. Consent Items

MOTION 12-1-2005

Grace Yuan moved that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following consent items:

- Approve the minutes of the October 7, 2005 Board of Trustees meeting.
- Approve the awarding of undergraduate and graduate degrees, upon recommendation of the faculty and subject to the completion of any unmet requirements, to the candidates listed in the files of the registrar and graduate dean, for fall quarter 2005, effective December 10, 2005.

The motion passed unanimously.

B. Summer Session Tuition

Provost Bodman presented summer quarter tuition and fees. Summer 2006 tuition rates represent an increase over Summer 2005 tuition rates and are based on preceding academic year per credit-hour fee increases for part-time undergraduates and graduate

students. The Summer Registration Fee had not been increased since 1992 and the new rate reflects increased costs to administer Summer Session.

MOTION 12-2-2005 Betty Woods moved that the Board of Trustees of Western Washington University, on the recommendation of the president, approves the recommended Summer Session Tuition for Summer 2006; specifically that tuition be set at \$122 per credit for undergraduate courses and \$173 per credit for graduate courses and that student tuition be charged on a per credit basis. Non-resident students would pay tuition at \$132 per credit for undergraduate courses and \$183 per credit for graduate courses for Summer Session. The Summer Registration Fee will be set at \$60 per student.

The motion passed unanimously.

C. Revisions to the Faculty Handbook

Faculty Senate President Lyne presented revisions to the Faculty Handbook.

Chair Warner asked that all three items be voted on as one motion.

MOTION 12-3-2005 Betty Woods moved that the Board of Trustees of Western Washington University, amend the following three sections of the Faculty Handbook:

- Evaluation of Tenured Faculty Members, Section V.D.5a, that deletes material regarding satisfactory performance and professional development.
- Review Period for General Merit, pages 15, 16, X.E., Approve the revised language to eliminate previously inconsistent language regarding review period for General Merit.
- Faculty Retirement Age, Section XIV.D., page 28, to eliminate phrasing that defines retirement age. Revised to comply with Federal Social Security Law standards.

New language is available in the Faculty Senate Office.

The motion passed unanimously.

V. INFORMATION ITEMS

A. Alumni Relations Report

Vice President Bowers provided a written report on the university's Office of Alumni Relations.

B. Development Report

Vice President Bowers provided a written report on recent activities of the Western Washington University Foundation.

C. External Affairs Report

Vice President Frazier presented a written report on the recent activities of External Affairs.

D. Housing and Dining System Proposed Bond Sale and Change in Timeline

Vice President Pierce provided the Board a new timeline for sale of Housing and Dining System revenue bonds for the renovation of Higginson Hall. He said that the bond sale would be delayed until mid-February and that construction of the renovation is scheduled to begin March 20, 2006.

E. Major Capital Projects Status Report

Vice President Pierce provided a written report on the status of capital projects.

F. Quarterly Grant Awards Information

Provost Bodman provided an update on grants awarded for the period of July 1, 2005 through September 30, 2005.

G. Student Right-to-Know and Clery Act

Vice President Coughlin provided background information on the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and copies of Western's *In Brief* brochure.

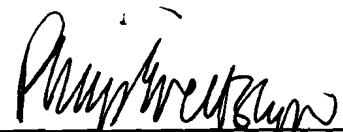
VI. DATE FOR NEXT REGULAR MEETING: Friday, February 3, 2006

V. ADJOURNMENT

The Board adjourned at 2:28 p.m.


John D. Warner, Chair

ATTEST:


Philip E. Sharpe, Jr., Secretary