

WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES

FRIDAY, FEBRUARY 10, 1995

8:00 a.m. COMMITTEE MEETINGS

BUSINESS AND FINANCE COMMITTEE OM 340

Craig Cole, Grace Yuan and Robert Helsell

1. a) Student Auxiliaries (Housing, Dining, Student Union, Bookstore)
- b) Early Retirement Issues
- c) Exempt Professional Staff Handbook

ACADEMIC AND STUDENT AFFAIRS COMMITTEE OM 355

Charlotte Chalker, Wayne Ehlers and Mary Swenson

2. a) Accreditation (AGB Policy Paper Independence, Accreditation, and the Public Interest)
- b) Graduation Fee
- c) University Enrollment Growth

10:00 a.m. JOINT COMMITTEE OM 340

3. a) Western Foundation Donor Recognition Policy
- b) Transportation Management Program (TMP) Update

11:00 a.m. CLASSROOM PRESENTATION OM 340

4. -Liberal Arts Cluster Courses

12:00 p.m. BREAK

1:00 p.m. BUSINESS MEETING OM 340

5. CONSENT ACTION ITEMS

- a) Approval of the minutes of the December 1, 2, 1994, Regular Meeting of the Board (A)
- b) Approval of Winter Quarter Degrees (A)
- c) Science Facility III Piling Contract (A)

6. **REMARKS FROM THE PRESIDENT**

- a) COP Legislative Agenda (I)
- b) COP Cooperative Library Project Proposal (I)
- c) Emergency Preparedness (I)

7. **ACADEMIC AFFAIRS**

- a) Professional Leave Report (A)
- b) Approval of Fees (A)
- c) Accreditation (AGB Policy Paper, Independence, Accreditation, and the Public Interest (A)

8. **BUSINESS AND FINANCIAL AFFAIRS**

- a) Major Capital Academic Projects Status Report (I)
- b) University Financial Statement (I)

9. **STUDENT AFFAIRS**

- a) Update (I)

10. **EXTERNAL AFFAIRS**

- a) Resolution No. 95-01 Naming Fourth Floor Lounge of Edens Hall (A)
- b) Legislative Update (I)
- c) Capital Campaign Overview (I)

11. **ASSOCIATED STUDENTS**

- a) Introduction of New ASB President (I)
- b) Fall 1994 Quarterly Report (I)

12. **FACULTY SENATE**

13. **BOARD OF TRUSTEES**

14. **EXECUTIVE SESSION**

(I) = informational

(A) = action

MINUTES
BOARD OF TRUSTEES
WESTERN WASHINGTON UNIVERSITY
FEBRUARY 10, 1995

Call to Order

Chair Warren Gilbert called the meeting of the Board of Trustees of Western Washington University to order at 8:00 a.m.

ATTENDANCE

Board of Trustees

Charlotte Chalker, Vice Chair
Craig Cole
Wayne Ehlers
Warren J. Gilbert, Jr., Chair
Robert Helsell
Mary Swenson, Secretary
Grace Yuan

Western Washington University

Wendy Bohlke, Assistant Attorney General
Kris Bulcroft, President of the Faculty Senate
Eileen Coughlin, Vice President for Student Affairs and
Dean for Academic Support Services
Roland De Lorme, Provost/Vice President for Academic affairs
Al Froderberg, Vice President for External Affairs
Stephen Collins, President of Associated Students
Penny Glover, Assistant to President/Secretary to the Board
Karen W. Morse, President
George Pierce, Vice President for Business & Financial Affairs

Committee Meetings

At 8:05 a.m. Chair Gilbert announced that the Board would separate into committees until 11:00 a.m.

No action was taken.

Presentation by Members on the Liberal Arts

At 11:00 a.m. members of the Committee on the Liberal Arts Options Program made a presentation before the Board of Trustees in OM 340.

RECESS

At 12:00 p.m. the Board recessed for lunch until 1:00 p.m.

RECONVENE

At 1:05 p.m. Chair Gilbert reconvened the Board to hear informational and action items.

1. CONSENT ITEMS

MOTION Mary Swenson moved that the Board of Trustees of
2-1-95 Western Washington University approve the following
 consent items:

•Approve the minutes of the December 1, 2, 1994, regular meeting of the Board.

•Award undergraduate and graduate degrees to the candidates listed in the files of the Registrar and Graduate Dean, for Winter Quarter, effective March 18, 1995, subject to the completion of any unmet requirements.

February 10, 1995

•Award a contract to Pile Contractors, Inc., of Issaquah, Washington, for the amount of \$311,000.00 for the construction of Science Facility III - Pilings.

The motion passed unanimously.

2. REMARKS FROM THE PRESIDENT

President Morse discussed the Council of President's 1995 Legislative Policy Agenda and Cooperative Library Project. The Council of Presidents is a voluntary association of the presidents of Washington's public baccalaureate college and universities. The purpose of the Council of Presidents is to provide a forum for cooperation and coordination of public policy issues of common interest, and to identify and communicate points of agreement on such issues.

President Morse reported that Director of Public Safety, Doug Gill, and Director of Environmental Health and Safety, Gayle Shipley, conducted an emergency response table top drill for the administration in January. This was done in accordance with the Emergency Response Plan adopted by the Board of Trustees on February 2, 1994. A similar exercise is scheduled for Chairs and Deans in March.

3. ACADEMIC AFFAIRS

a) Professional Leave Report

Provost De Lorme reported that 24 professional leaves were granted for 1995-96 and another six so far, for 1996-97. Specific information is on file in the Provost's Office.

b) Degree Application Fees

The Degree Application Fee recommendation was deferred to the April Board meeting.

Accreditation (AGB Policy Paper)

MOTION 2-2-95 Mary Swenson moved that the Board of Trustees of Western Washington University approve the proposal by the National Policy Board on Higher Education Institutional Accreditation to establish a new organization, the Higher Education Accreditation Board, to protect institutional independence and advance the public interest, as outlined in AGB Public Policy Paper No. 94-2 "Independence, Accreditation, and the Public Interest." (on file in President's Office)

The motion passed unanimously.

4. BUSINESS AND FINANCIAL AFFAIRS

a) Major Capital Projects Status Report

Science Facility Two - Biology

The contractor is working on punchlist work. Substantial completion was certified by Zimmer Gunzel Frasca on January 13, 1995. Ongoing work includes balancing of the heating, ventilation, and air conditioning systems and installation of the telecom wiring systems. The contractor is demobilizing from the staging area. Partial occupancy of the building will take place Spring Quarter 1995. Full occupancy of the building is scheduled for Fall Quarter 1995.

Science Facility Three-Math, Science & Technology Education

The University completed the review of the construction documents for the building phase. The piling phase bids were received January 19, 1995, and the construction contract for the

pilings was approved by the Board today, February 10. The piling work is scheduled to be complete to allow piling as-built information to be included in the building phase drawings. The building construction phase is scheduled to bid May 3, 1995. The construction contract for this phase will be brought to the June 1995 Board meeting for approval. Full occupancy is planned for Fall Quarter 1996. The ground breaking ceremony for Science Facility Three is scheduled today following the formal Board meeting.

Haggard Hall Renovation

The University received approval from OFM to resume the design process. The University is currently working with ZGF to negotiate a change order to their contract for the revised project scope. The design process will continue until Fall 1996, with the construction contract scheduled to be brought to the Board for approval in December, 1996. Construction is scheduled to end November, 1998.

b) University Financial Statement

Dr. Pierce reported that the State Auditors conducted an annual audit of the University's financial statements. In December 1994, they completed their review of the financial statements for the year ended June 30, 1994, and issued an unqualified opinion. The report is on file in the office of the Vice President for Business and Financial Affairs.

5. STUDENT AFFAIRS

Update on Student Affairs

Dr. Coughlin reported that commencement ceremonies have been enhanced by using Student Affairs Directors as "Commencement Marshalls" instead of hiring temporary staff to usher and assist during commencement ceremonies.

Dr. Coughlin reported that a new Parents Association was being formed where parents could volunteer to be involved in fund raising. A parent phonathon is currently underway with student volunteers calling parents for donations. Trustee Chalker suggested that grandparents also be added to the list of possible donors.

Dr. Coughlin reported that the Athletic Department has instituted the use of female faculty and administrators as "honorary coaches" for the women's basketball games. This practice has been very well received and gives the basketball team an opportunity to associate with professional role models on a more personal level.

6. EXTERNAL AFFAIRS

a) Resolution No. 95-01

MOTION 2-3-95 Wayne Ehlers moved that the Board of Trustees of Western Washington University adopt Resolution 95-01 naming the fourth floor lounge of Edens Hall in honor of Ms. Angie Anderson.

The motion passed unanimously.

Resolution No. 95-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY NAMING FACILITIES IN HONOR OF MS. ANGIE ANDERSON

WHEREAS, the University has received a generous donation from Ms. Doris Rossbach to the Edens Hall Artists and Lectures Series campaign, which will enable the campus community to hear well-known

speakers and attend artistic performances of significant quality;
and

WHEREAS, the Board of Trustees wishes to express its appreciation to Ms. Doris Rossbach for her generous contribution;
and

WHEREAS, the Board of Trustees has reserved unto itself the authority to name facilities;

BE IT RESOLVED that the Board of Trustees of Western Washington University hereby names the fourth floor lounge of Edens Hall in honor of Western Washington University alumna, the late Angie Anderson, long-time friend of Ms. Doris Rossbach.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at a regular meeting duly held this 10th day of February, 1995.

b) Donor Recognition Policy

MOTION Charlotte Chalker moved that the Board of Trustees of
2-04-95 Western Washington University adopt the Donor Recognition Policy as follows:

Donor Recognition Policy

We agree to endorse the lists of Naming Opportunities attached to the memorandum of November 30, 1994, from Jean Rahn to President Morse (**see Attachment "A"**) as consistent with the Board of Trustee's prior philosophy. We encourage the Foundation to look for donor opportunities and want to assist in any way we can.

As the Western Washington University Board of Trustees has the final authority for approval, it is important to engage in meaningful communication with the Board before commitments are made which may prove embarrassing to the institution. We would therefore propose the following guidelines:

1. As to major gifts (\$25,000 and up) the Board would want to know early in the process who the prospective donor was and what was being considered as a naming opportunity. It is important for the full Board, or a designated committee thereof, to have early consultation before specific discussions with potential donors take place. Even though this may delay finalization of a gift, the Board should engage in the process in the early stages.
2. As to gifts under \$25,000, the Board requests that the President discuss the gift and donor with the Board Chair and if the Chair approves, a telephone conference then be held with a subcommittee before a naming opportunity is approved.

This is a prospective policy only. As to naming opportunities for retrospective gifts, the full Board will be consulted before decisions are made, which is consistent with past policy.

The motion passed unanimously.

Capital Campaign Overview

Jean Rahn, Executive Director of The Western Foundation, reported that with state appropriations stretched to cover basic operating expenses of the University, it is clear that private gifts must be the catalyst for building and maintaining truly outstanding academic programs. It is also evident that private gifts needed are of a magnitude rarely experienced at Western Washington University. Western plans to raise 15 million dollars through a major campaign. Such a campaign raises visibility for Western as well as increased press coverage. The money raised will


give The Western Foundation a base that will result in a bigger campaign around the turn of the century.

EXECUTIVE SESSION

At 2:35 p.m. Chair Gilbert announced that the Board of Trustees would go into Executive Session for approximately 30 minutes to discuss legal and personnel matters.

ADJOURNMENT

At 3:05 p.m. the meeting was adjourned.


Warren J. Gilbert, Jr., Chair

ATTEST:


Mary Swenson, Secretary

WESTERN WASHINGTON UNIVERSITY
MEMORANDUM
_____THE WESTERN FOUNDATION

To: Dr. Karen Morse
From: Jean C. Rahn, Director of Development
Date: November 30, 1994
Subject: Donor Recognition Opportunities

As the Western Foundation moves into its first major fundraising campaign, a key step in the planning process is development of donor recognition opportunities. Donors who make what is often the single largest philanthropic commitment of their lives deserve recognition that matches the magnitude of their generosity.

The Western Foundation would like to offer the campaign's major donors the ability to honor family members or colleagues through campus naming opportunities. These naming opportunities include both facilities and program options across a wide spectrum of giving levels.

Attached are draft documents listing minimum gift levels suggested for specific naming opportunities. As you are aware, this list was developed by Al Froderberg, our campaign consultant, Ed Schumacher and myself after study of naming opportunities at other university campuses. This list was reviewed and accepted by you for transmittal to the Board of Trustees.

The Western Foundation recognizes that final authority for approval of naming opportunities rests with the Board of Trustees. On behalf of the Foundation, I therefore ask that you make the following requests to the Board of Trustees for their review:

- 1) The Western Foundation requests that the Board of Trustees approve the attached general lists of naming opportunities with minimum gift amounts required. The Western Foundation will then have the ability to list these options in campaign publications as well as conduct preliminary discussions with potential donors. As final approval for each naming opportunity rests with the Board of Trustees, the Western Foundation will submit specific requests to the Board for their approval on a case-by-case basis. It is understood that the attached lists are not inclusive of all potential naming possibilities on campus. Throughout the campaign, the Western Foundation may submit additional naming requests to the Board of Trustees as donor interests become more defined.
- 2) The Western Foundation requests that the Board of Trustees grant authority to the University President to approve naming opportunities at or below the \$25,000 level following consultation with members of the Board of Trustees. This authority will allow the President to respond in a timely manner to mid-level naming opportunities while reserving full discussion at scheduled Board of Trustees meetings for the major gifts of the campaign.

Approval of these requests by the Board of Trustees will allow the University President, the Western Foundation Board of Directors and the campaign staff to move aggressively into the solicitation stage of the campaign.

Thank you for your assistance in presenting this material to the Trustees for their review and discussion.

The Campaign for Western!

Naming Opportunities

Academic Programs

<u>Minimum Gift Levels*</u>	<u>Naming Opportunities</u>
\$1,500,000	Endowed Chair
\$1,000,000	Center for Economic Education Endowment
\$1,000,000	Equipment Endowment for the Sciences
\$1,000,000	Center for International Business Endowment
\$ 500,000	Endowed Professorship
\$ 500,000	Center for Circumpolar Education
\$ 500,000	Center for Management Training
\$ 500,000	Presidential Lecture Series Endowment
\$ 300,000	Pacific NW Studies Business History Endowment
\$ 250,000	Special Exhibit Endowment for the Western Gallery
\$ 250,000	Endowed Lectureship
\$ 250,000	Center for Pacific NW Studies K-12 Curriculum Endowment
\$ 100,000	Distinguished Faculty Lecture Series
\$ 100,000	Teaching Enrichment Endowment
\$ 100,000	Center for Pacific NW Studies Private Enterprise Conference Endowment
\$ 50,000	Endowed Library Collection
\$ 50,000	Junior Faculty Endowment
\$ 50,000	Campus Enrichment Endowment
\$ 50,000	Presidential Merit Scholarship Endowment
\$ 25,000	Graduate Fellowship Endowment
\$ 25,000	Departmental Library Fund Endowment
\$ 10,000	Periodical/Journal Endowment
\$ 10,000	Scholarship Endowment
\$ 10,000	Departmental Honors Prize Endowment

* Gift level requirements may vary significantly within categories depending upon the size and scope of individual academic programs.

The Campaign for Western!

Naming Opportunities

Facilities

<u>Minimum Gift Levels*</u>	<u>Naming Opportunities**</u>
\$5,000,000	Colleges
\$2,500,000	Large campus buildings
\$1,000,000	Smaller campus buildings
\$1,000,000	The Western Gallery
\$1,000,000	Performing Arts Mainstage
\$1,000,000	Outdoor Sculpture Collection
\$ 750,000	The Concert Hall
\$ 500,000	Computer Laboratories
\$ 500,000	Management Training & Conference Center
\$ 500,000	Science Instrumentation Center
\$ 500,000	Western Gallery Wing
\$ 500,000	Campus Institutes
\$ 500,000	Old Main Theater
\$ 250,000	Library Reading Room
\$ 250,000	Science Laboratories
\$ 250,000	University Lecture Halls
\$ 250,000	College of Business and Economics Computerized Library
\$ 250,000	Crew Boat House
\$ 150,000	Library Presentation Room
\$ 150,000	Volunteer Services Center
\$ 100,000	Performing Arts Center Foyer
\$ 100,000	Old Main Solarium
\$ 50,000	Classrooms
\$ 50,000	Main Lounge in Edens Hall
\$ 50,000	Courtyard in Edens Hall
\$ 30,000	Office Suites
\$ 25,000	Enclosed Exhibit Space in Western Gallery Entrance
\$ 25,000	Campus Gardens
\$ 25,000	Music Studios
\$ 20,000	Small Lounges in Edens Hall
\$ 10,000	Residence Hall Rooms
\$ 10,000	Faculty Offices
\$ 5,000	Computerized Library Carrels

* Gift level requirements may vary significantly within categories depending upon the size and usage of specific facilities.

** Final approval for naming of facilities rests with the Board of Trustees of Western Washington University.

Resolution No. 95-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY NAMING FACILITIES
IN HONOR OF MS. ANGIE ANDERSON


WHEREAS, the University has received a generous donation from Ms. Doris Rossbach to the Edens Hall Artists and Lectures Series campaign, which will enable the campus community to hear well-known speakers and attend artistic performances of significant quality; and

WHEREAS, the Board of Trustees wishes to express its appreciation to Ms. Doris Rossbach for her generous contribution; and

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PASSED AND APPROVED by the Board of Trustees of Western Washington University at a regular meeting duly held this 10th day of February, 1995.


Warren J. Gilbert, Jr.
Chair, Board of Trustees
Western Washington University

ATTEST:


Mary Swenson, Secretary

SECRETARY'S CERTIFICATE

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

1. That the attached Resolution No. 95-01 is a true and correct copy of a resolution of the Board finally adopted at the regular meeting thereof held on the 10th day of February, 1995, and is duly recorded.

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the university this 10th day of February, 1995.


Secretary