

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MEETING MINUTES
FRIDAY, April 4, 2014**

1. CALL TO ORDER

Chair Peggy Zoro called the regular meeting of the Board of Trustees of Western Washington University to order at 8:05 a.m., Friday, April 4, 2014 in the Board of Trustees Conference Room, Old Main 340, at Western Washington University in Bellingham, Washington.

Board of Trustees

Peggy Zoro, Chair
Karen Lee, Vice Chair
Betti Fujikado, Secretary
Dennis Madsen
Dick Thompson
Ralph Munro
Sue Sharpe (*via conference phone*)
Heather Flaherty

Western Washington University

Bruce Shepard, President
Brent Carbajal, Provost and Vice President for Academic Affairs
Eileen Coughlin, Senior VP, Vice President for Enrollment and Student Services
Richard Van Den Hul, Vice President for Business and Financial Affairs
Steve Swan, Vice President for University Relations and Community Development
Johann Neem, Faculty Senate President
Carly Roberts, Associated Students President
Lisa Wochos, Assistant Attorney General
Sherry Burkey, Associate Vice President for University Relations and Community Development
Paul Cocke, Director of University Communications
Paul Dunn, Senior Executive Assistant to the President
Barbara Sandoval, Assistant to the President and Secretary to the Board of Trustees
Elissa Hicks, Assistant Secretary to the Board of Trustees

1. CALL TO ORDER, APPROVAL OF MINUTES

MOTION 4-1-2014: Trustee Thompson moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Board of Trustees Meeting, February 6 & 7, 2014

The motion passed unanimously.

2. PUBLIC COMMENT

As per Amended RCW 28B.35.110, the Board of Trustees provided time for a Public Comment period. One person signed up to testify before the Board, and Chair Zoro gave her three or so minutes to address the Board.

Annika Wolters, a Western undergraduate student signed up to provide public comment regarding diversity efforts around campus. Wolters stated that she is the current President of the Black Student Union and involved in other campus diversity groups. She said that she has noticed the recent conversations and efforts to encourage diversity and hoped that it continues. She also stated that she would like to see the conversations turn into actions sooner rather than later.

3. BOARD CHAIR

Chair Zoro provided a brief report on which trustees would be attending the upcoming Association of Governing Boards (AGB) Conference. Zoro also let the Board know the plans for this summer's Board work session in August, explaining that the Board meeting would be on Thursday, August 21st and the Board work session would be the next day at an off-site location. She also stated that Dr. John Moore would once again facilitate part of the Board work session as in previous years.

4. UNIVERSITY PRESIDENT

President Shepard explained that the Northwest Commission on College and Universities (NWCCU) Accreditation Board had just finished an onsite visit, adding that the accreditation board spoke highly of Western's prepared materials but also had some critiques that President Shepard would like to discuss with the Board of Trustees at a future meeting. Shepard said that accreditations are always a useful tool for institutions to take the opportunity to evaluate and improve and he was pleased the report provided a look for ways to improve.

President Shepard also updated the Board on the recent adjustment to the university's minimum level of compensation floor and a one-time lump sum payment that was agreed to by the University and the Washington Federation of State Employees and the Public School Employees of Western Washington University unions to help raise some Western employees closer to a living wage of \$15 an hour.

President Shepard turned the remainder of his time over to Brent Carbajal, Provost and Vice President for Academic Affairs to update the Board on the recent hiring activity. Provost Carbajal started by saying that Western is just emerging from a three year hiring freeze, that they are only hiring in critical areas and that these positions are not increases except in the Science, Technology, Engineering and Math (STEM) areas that were provided for by the State. He said that since September 2013 there have been 61 tenured faculty position searches. Of those searches there have been 35 confirmed hires, 2 failed searches and 17 ongoing searches. Carbajal said the results have been promising and that he is looking forward to new faculty orientation for this coming academic year. Trustees had questions about the quality of candidates that are searches are attracting and were encouraged by the positive responses.

5. ASSOCIATED STUDENTS

Carly Roberts, Associated Student President provided the Board an update on the AS Board's current initiative effort for Divestment in fossil fuel companies. Roberts also said that it is filing time for students who wish to run for AS Board 2014 – 2015 positions and that she will be ready to introduce the new AS Board at the next Board of Trustees meeting.

6. FACULTY SENATE

Johann Neem, Faculty Senate President stated that the changes that he had introduced to the Board regarding the University Planning and Research Council (UPRC) at the last meeting went through. Neem also discussed the Faculty Workload Discussion and Survey noting that the faculty senate had finished collecting data and would have conclusions soon.

7. CONSENT ITEMS

Chair Zoro introduced the consent items. There were no questions or discussion.

MOTION 4-2-2014: Trustee Thompson moved, that the Board of Trustees of Western Washington University, on the recommendation of the President, approves the following consent item:

- Construction Contract for Wilson Library Clay Tile Roof Replacements and Attic Insulation, Parks Hall and Fine Arts Gallery Flat Roof Replacement, PW 671
- Construction Contract to Replace Steam Piping at Ridgeway Complex, PW 674
- Construction Contract for Performing Arts Center Exterior Renewal, PW 677
- Construction Contract for North Campus Utility Upgrade, PW 678
- Delegation of Authority to Award Construction Contract for Classroom and Lab Upgrades Phase 1, PW 679A

The motion passed unanimously.

8. APPROVAL OF HOUSING AND DINING RATE INCREASES FOR 2014 – 2015

President Shepard asked Senior Vice President Coughlin to introduce the next agenda item to which she provided background on the process of how Housing and Dining rates are reviewed and decided upon. She said that over 150 students view the materials before they are approved by various campus groups. Coughlin said that previous plans regarding Eden's North expansion and remodel have been put on hold for a year while Enrollment and Student Services continues to study dynamics on campus, although it will still show on the long term plans. Trustees had questions about how on campus housing compared with off campus housing and Western's rates versus other Washington State campuses. Coughlin stated that Western is the only University that charges the same rate for all the traditional campus housing, while other campuses charge a different rate per facility.

Trustees also had questions about the dining contracts offered and the quality of food on campus. Coughlin talked about the dining services committee on Campus. She introduced Leonard Jones, Director of University Residences who described the dining services committee and explained the quality control work that goes into dining services to increase the quality and satisfaction to students. Jones talked about the recent effort to connect with students on their terms by having ice cream socials in each of the dorms and other campus locations during the evening hours. He said that during the meetings Jones and Interim Police Chief Darin Rasmussen discussed various issues under their division and listened to student concerns and feedback.

MOTION 4-3-2014: Trustee Munro moved, that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the Housing and Dining rates as proposed in the attached (See Attachment A). The 2014-2015 proposed rates call for a 4.0 percent increase in residence hall and Birnam Wood apartment rental rates.

The motion passed unanimously.

9. APPROVAL OF BOARD MEETING DATES FOR 2015 & 2016

President Shepard introduced this agenda item by stating that the below dates are the proposed dates for the Board of Trustees Regular meetings in the years 2015 and 2016. He said that by bringing dates forward now will allow Trustees to get them on their calendars and plan accordingly.

MOTION 4-4-2014: Trustee Munro moved, that the Board of Trustees of Western Washington University establish the following meeting schedule for the year 2015 and 2016:

February 12, 13, 2015	February 11, 12, 2016
April 9, 10, 2015	April 7, 8, 2016
June 11, 12, 2015	June 9, 10, 2016
August 20, 21, 2015	August 18, 19, 2016
October 8, 9, 2015	October 13, 14, 2016
December 10, 11, 2015	December 8, 9, 2016

The motion passed unanimously.

10. IT SECURITY REPORT

President Shepard asked Brent Carbajal, Provost and Vice President for Academic Affairs, to introduce John Lawson, Vice Provost for Information Technology and CIO and Linc Nesheim, Information Security Officer. Nesheim's presentation provided the Board with an update on current data security initiatives. Nesheim introduced an article from The Baltimore Sun that described recent university data security incidents and the balance institutions need to achieve between data security and access to online resources for academic and research purposes. Also mentioned were recommendations to the recent Information Technology Security Audit done by LBL Technologies. Nesheim said that the recommendations included suggestions for

improving Western's efficiency, effectiveness, compliance to reduce security risks, and improving Western's ability to detect and act on security intrusions. Nesheim said that immediate action was taken on those areas where a high level of threat existed or where changes could be easily implemented. Other areas were either addressed more methodically or as resources allowed, but progress has been made in all areas. Lawson said that the Internet is a dangerous and ever changing environment explaining that the 'bad guys' only need to be right once, and Western's team must be right all the time to protect the University's data.

Trustees had questions regarding data the University collects, and whether we need to collect it and how that decision is made. Nesheim said that there are ongoing conversations about what data we need and what we don't, but some conditions are set by outside requirements like data for federal financial aid or programs. There was also Trustee interest in the human element of information technology in regards to training and making staff aware of their responsibility in protecting the data. Nesheim said he is currently working on revising processes and training and hopes to improve that part of the culture on campus.

11. VICE PRESIDENTS' DRAFT 2015-2017 CAPITAL REQUEST AND 2015 - 2025 CAPITAL PLAN

President Shepard asked Richard Van Den Hul, Vice President for Business and Financial Affairs to present this agenda item. Vice President Van Dun Hul gave a brief summary of the material explaining that it was a preliminary draft meant for discussion by the Board and that the University's final 2015-2017 Capital Budget Request and 2015-2025 Capital Plan would be brought to the Board for approval at the June 2014 meeting following review and comment by the campus community, University Planning and Resources Council (UPRC), and further refinement by the Vice Presidents and President.

Trustees had questions about the strategy of moving the Carver Academic Building renovation project forward in future legislative budgets. There was also discussion regarding various projects on the plan and where they fit in each biennium and possible alternative funding with both state funds and non-state funds.

12. MARKETING WESTERN THROUGH VIDEO

President Shepard invited Steve Swan, Vice President for University Relations and Community Development to introduce his co-presenters. Swan introduced Matthew Anderson, New Media Coordinator, University Communication and Marketing, Rhys Logan, Visual Journalist, University Communication and Marketing, Corey Colbo, Western graduate, and students Angelica Metcalfe and Austin Smith. Matthew Anderson provided the Trustees a brief background of the two videos that were shown. The first video provided highlights of videos that Logan has produced in the couple of months he has been working at Western. The second video was a portion of a *Western Window*, a result of a student internship program with all work done by students.

Trustees provided positive feedback to the videos, and commented that it makes them proud to be associated with Western. There were also questions about the primary audience, how to get the media seen and how to reach diverse populations. Swan and Anderson said that videos are posted on various social media sights that young adults are frequent, adding that their division is currently learning and thinking of new ways to get the word out to the public and various

stakeholders. The presentation continued with the students Colbo, Metcalfe, and Smith discussing their experience working on the *Western Window's* internship and the benefits they gained with the hands-on experience.

Chair Zoro announced a break at 10:37 am. The board returned and reconvened the meeting at 10:52 am.

13. CAMPAIGN UPDATE

Stephanie Bowers, Vice President for University Advancement reported that as of March 31, 2014 the campaign was at \$38 million. Bowers went on to say that her office is still evaluating what the campaign goal should be. Annual Endowment Reports went out in April with personalized notes to each person who has an endowment with the foundation letting them know the progress on their individual investments.

Trustees had questions about the search for the new investment manager. Bowers said that the driver is mainly fee based since Western has a relatively small endowment and fees are very important. She said that it is also important the investor understands foundations and universities' needs and the landscape of education in general. She noted that there have been proposals and visits from several companies, with a recommendation coming in May.

14. OLYMPIA UPDATE

Chair Zoro presented Sherry Burkey, Associate Vice President for University Relations and Community Development with a thank you gift for being "Western's soldier" in Olympia. Burkey gratefully accepted and thanked all those on campus who help get her throughout the year. Burkey then went on to give a brief outline of the 2014 Legislative Session.

Highlights include:

- Washington State Legislative Session adjourned on time, marking the first time in several years the legislature has not gone into special session.
- The Supplemental Operating Budget included \$25 million for the Opportunity Scholarship, \$5 million for the State Need Grant, and several small institutional investments for higher education. There was also language extending the tuition freeze through next year.
- For the first time since 1994, the legislature adjourned without adopting a capital budget. Prior to the session, the Governor's proposed capital budget included \$5 million to begin the construction phase for Western's Carver Academic Facility project.
- The REAL Hope/ DREAM Act passed the legislature on a bipartisan vote.
- The Council of President's yearly efficiency legislation passed this year as well.
- Two priorities for veteran's higher education passed the legislature this year. One that allows credit for prior military training and/or programs and the other that removes the one-year waiting period for veterans and families for in-state tuition.

Burkey said that looking ahead to the 2015 Legislative session, Western will continue to bring proposals to the legislature that build on our considerable strengths to serve the needs of the

state of Washington. She said budget leaders will face significant challenges as they look to meet the requirements set forth in the McCleary decision, which may require \$2 - \$4 billion in new funding for K-12 education in order to meet the state's constitutional mandate to provide for basic education as defined by the state Supreme Court.

Trustees expressed concerns that budget challenges might divide attentions in Olympia, both in dollars and efforts. Trustees also stated that Western needs to reinforce the long term perspective and keep telling its great story of serving Washington in order to continue to garner the positive attention that we need.

15. AUDIT COMMITTEE REPORT

Trustee Dick Thompson, Chair, Board of Trustees Audit Committee gave a brief report regarding the Audit Committees meeting from the previous day. He talked about Kim Herrenkohl, Internal Audit Director, leaving Western, noting that Vice President Van Den Hul's division is leading the interim work processes and transition. He said that there is a plan to begin the search for a replacement shortly with the expectation of a new hire made by July. Thompson said that the committee wants to keep the momentum going on the important work that the internal audit office is doing.

16. INFORMATION ITEMS

a. Mid-Year Housing and Dining Report

Vice President Coughlin provided a written report regarding the university's housing and dining programs.

b. University Advancement Report

Vice President Bowers provided a written report on the university's Alumni Relations and Western Foundation activities.

c. Capital Program Report

Vice President Van Den Hul provided a written report on the university's capital projects.

d. University Relations and Community Development Report

Vice President Swan provided a written report documenting recent activities of University Relations and Community Development.

e. Annual Sustainability Report

Vice President Van Den Hul provided a written report on the university's sustainability projects, efforts and implementations throughout the year.

f. Professional Leave Report

Provost Carbajal provided a written report regarding faculty granted professional leave for the 2014/2015 academic year.

g. Tenure & Promotion Report

Provost Carbajal provided a written report regarding the newly promoted and tenured faculty.

h. Admissions and Enrollment Report

Vice President Coughlin provided a written report regarding the university's enrollment and admissions.

17. DATE FOR NEXT REGULAR MEETING: June 12, 13, 2014

18. The meeting adjourned at 11:24 a.m.

19. LUNCH

The Trustee enjoyed lunch with Associated Students Board at the Viking Commons.