

Western Washington University
Board of Trustees
Agenda
June 9 & 10, 2011

FRIDAY, June 10, 2011

Location: OM 340

Time: 8:00 a.m.

1. CALL TO ORDER, APPROVAL OF MINUTES

8:00 – 8:05

- Special Board of Trustees Meeting, May 20, 2011
- Board of Trustees Meeting, April 14 & 15, 2011

2. RECOGNITIONS AND INTRODUCTIONS

8:05 – 8:30

- Resolution No. 2011-02 Recognizing Arlan Norman, Dean, College of Sciences & Technology
- Resolution No. 2011-03 Recognizing WWU GNAC All-Sports Title
- Introduction of WWU Track and Field NCAA Division II National Champions
 - Sarah Porter –Outdoor Track & Field Women’s,10K 2011
 - Monica Gruszecki, - Outdoor Track & Field Women’s Javelin – 2nd National Championship, 2007 & 2011
 - Ryan Brown – Indoor Track & Field Pole Vault and Outdoor Track & Field Pole Vault, both for second successive year, 2010 & 2011
- Introduction of WWU Women’s Rowing Team – 2011 NCAA Division II National Championship – 7th Consecutive Team title
- Introduction of WWU Model United Nations Team – “Outstanding Delegation” at National Conference

3. BOARD CHAIR REPORT

8:30 – 8:40

- Resolution No. 2011-04 Recognizing the Service of Board Member Ramiro Espinoza

4. UNIVERSITY PRESIDENT

8:40 – 8:50

- Summary: Legislative Session Highlights

5. ASSOCIATED STUDENTS

8:50 – 9:00

- Introduction of 2011-2012 Associated Student President

6. FACULTY SENATE

9:00 – 9:10

ACTION ITEMS

7. **CONSENT ITEMS:**

9:10 – 9:15

- Approval of Spring Quarter Degrees

8. **APPROVAL OF 2011-2012 ANNUAL OPERATING BUDGET & RELATED MATTERS
(Conditional on Gubernatorial Approval of Relevant Legislation)**

- 2011-2013 Tuition Rates
- 2012-2013 Budget Plan

9:15 – 9:25 Presentation: Bruce Shepard, President

Paula Gilman, Executive Director, University Planning and Budgeting

9:25 – 10:00 Discussion:

BREAK – 10:00 – 10:15

9. **APPROVAL OF THE 2011–2013 CAPITAL BUDGET**

(Conditional on Gubernatorial Approval of Relevant Legislation)

10:15 – 10:20 Presentation: Rich Van Den Hul, VP for Business & Financial Affairs

10:20 – 10:25 Discussion:

10. **APPROVAL OF 2011-2012 STUDENT FEES**

10:25 – 10:30 Presentation: Eileen Coughlin, VP for Student Affairs and Academic Support Services

10:30 – 10:35 Discussion

- Services & Activity Fee
- Student Health Service Fee
- Student Recreation Fee
- Student Technology Fee
- Non-Academic Building Fee
- Green Energy Fee
- Transportation Fee

11. **APPROVAL OF ACADEMIC SELF-SUSTAINING PROGRAM FEES (EXTENDED EDUCATION AND OTHER PROGRAMS)**

10:35 – 10:45 Presentation: Catherine Riordan, Provost and VP for Academic Affairs

10:45 – 10:50 Discussion

12. **APPROVAL OF PROPOSED NAMING OF FACILITIES IN COLLEGE OF FINE & PERFORMING ARTS
(POL-U6000.02 effective June 13, 2003)**

10:50 – 10:55 Presentation: Bruce Shepard, President

10:55 – 11:00 Discussion:

- 13. APPROVAL OF THE 2011-2013 INTERNAL AUDIT SCHEDULE**
11:00 – 11:05 Presentation: Phil Sharpe, Trustee, Board Audit Committee
11:05 – 11:10 Discussion

DISCUSSION ITEMS

- 14. TEXT BOOK COSTS, POSITIONING THE BOOKSTORE FOR THE FUTURE**
11:10 – 11:20 Presentation: Eileen Coughlin, VP for Students Affairs & Academic Support Services
Linda Beckman, Budget Director, Student Affairs
Peg Godwin, General Manager, AS Bookstore
11:20 – 11:30 Discussion:
- 15. DINING SERVICES CONTRACT**
11:30 – 11:40 Presentation: Eileen Coughlin, VP for Student Affairs & Academic Support Services
11:40- 11:50 Discussion:

COMMITTEE REPORTS

- 16. AUDIT COMMITTEE REPORT**
11:50 – 11:55 Presentation: Phil Sharpe, Trustee, Board Audit Committee
- 17. INFORMATION ITEMS**
11:55 - 12:10

Academic Report – Bottleneck Report Summary
Admissions and Enrollment Summary
Alumni Relations Report
Capital Program Report
Development Report
NWCCU Accreditation Year-One Self-Study and Evaluation
Professional Leave Report
Tenure and Promotion Report
University Relations Report

- 18. MEETING EVALUATION AND FUTURE AGENDA TOPICS**
- 19. DATE FOR NEXT REGULAR MEETING: August 18 & 19, 2011**
- 20. ADJOURNMENT**
- 21. LUNCH**
12:15
Lunch with Presidential Scholars

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard

DATE: June 10, 2011

SUBJECT: **Approval of Minutes**

PURPOSE: Action Items

Purpose of Submittal:

Approval of the Board of Trustee Meeting Minutes.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following minutes:

- May 20, 2011 Special Board of Trustees Meeting
- April 14, 15, 2011 Board of Trustees Meeting

Supporting Information:

Minutes of May 20, 2011

Minutes of April 14, 15, 2011

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MINUTES
SPECIAL MEETING
May 20, 2011**

1. CALL TO ORDER

Chair Dennis Madsen called the special meeting of the Board of Trustees of Western Washington University to order at 11:00 a.m. May 20, 2011, in Old Main 413, Bellingham, Washington.

Board of Trustees

Betti Fujikado, Secretary
Dennis Madsen, Chair
Ralph Munro, Vice Chair
Phil Sharpe
Peggy Zoro

Western Washington University

Bruce Shepard, President
Wendy Bohlke, Assistant Attorney General
Steven Garfinkle, President, UFWW
Liz Sipes, Secretary to the Board of Trustees

II. EXECUTIVE SESSION

At 11:01 the Board convened in Executive Session to discuss personnel matters as authorized in RCW 42.30.110(g).

At 11:35 the Board convened in Open Session to make the following motions:

MOTION 5-1-2011 Ralph Munro moved upon the recommendation of the Board of Trustees to appoint Sherry Mallory, Ted Pratt, and Lea Aune to serve on an Appeals Committee and appointed Willy Hart and Sara Wilson as alternates, pursuant to Provision 19.4 of the collective bargaining agreement with the United Faculty of WWU.

MOTION 5-2-2011 Phil Sharpe moved upon the recommendation of the Board of Trustees to deny a request for hearing requested by Dr. Brad Howard.

III. ADJOURNMENT

The meeting adjourned at 11:37 a.m.

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MINUTES
April 14, 2011**

1. CALL TO ORDER

Chair Dennis Madsen called the regular meeting of the Board of Trustees of Western Washington University to order at 3 p.m., April 14, 2011, in Old Main 340, Bellingham, Washington.

Chair Madsen thanked everyone who went to Olympia to meet with legislators to try to preserve Western's resources; their effort is making a difference. The cuts to Western are not as large as they might be, although as he noted, the legislative session is not over. Madsen said that there are many difficult choices to be made during these challenging times, but Western is going to come out a stronger institution.

Board of Trustees

Ramiro Espinoza
Betti Fujikado, Secretary
Karen Lee
Dennis Madsen, Chair
Ralph Munro, Vice Chair
Phil Sharpe
Dick Thompson
Peggy Zoro

Western Washington University

Bruce Shepard, President
Suzanne Baker, Interim Secretary to the Board of Trustees
Stephanie Bowers, Vice President for University Advancement
Paul Cocke, Director, University Communications
Eileen Coughlin, Vice President for Student Affairs and Academic Support Services
Paul Dunn, Senior Executive Assistant to the President
Paula Gilman, Executive Director of Planning & Budgeting
Scott Pearce, President, Faculty Senate
Catherine Riordan, Provost and Vice President for Academic Affairs
Liz Sipes, Secretary to the Board of Trustees
Steve Swan, Vice President for University Relations
Richard Van Den Hul, Vice President for Business and Financial Affairs
Colin Watrin, President, Associated Students
Lisa Wochos, Assistant Attorney General

2. INTERNATIONAL PROGRAMS

President Shepard said that in his listening sessions around Western's campus, he learned that International Programs was underdeveloped and that people wanted to see a stronger program. To stimulate additional discussion, a White Paper about the strategic future for international

initiatives was developed. Shepard said that in Western's partnership in the North West Education Consortium (NWECC), one of the top priorities is collaboration on international education. He noted Western's new Strategic Plan states that our vision is to help strengthen the state of Washington to become globally competitive and globally aware.

Dr. Roger Gilman, Interim Director, Center for International Studies and Dean of Fairhaven College, said that over 200 people commented on the White Paper which resulted in five new priorities for international initiatives: Curriculum Objectives, International Experiences, Implementation of Programs, International Students and Faculty, and Funding. There were also many suggestions on ways to accomplish these initiatives.

Gilman noted that as part of the Curriculum Objectives initiative a new Minor in International Studies was implemented. The minor includes a general education class in global studies, learning a second language, and Study Abroad requirements. Learning a second language provides the skills necessary for global employment and global citizenship. The Study Abroad programs reinforces the language learning by providing an opportunity to travel to a different country to use the second language.

Gilman led a team of faculty and students presenters, who provided an overview of International Studies and International Programs at WWU:

- Paul Storer, Professor in the Economics Department and the Center for Canadian-American Studies, spoke on the role the center plays in International Studies. The center serves to connect faculty and students who have an interest in Canada. Western offers approximately 12 courses focused exclusively on Canada and numerous other courses with a component that relates to Canada. The center's mission is to inform and foster the development of the broader community and also works closely with the Border Policy Research Institute to study cross border trade, migration, and environmental issues.
- Richard Bruce, International Programs and Exchanges, talked about the international community at Western. This fall quarter Western had 256 international students from 36 countries, making up 1-2% of the entire student body. International students are both degree-seeking and non-degree seeking. Non-degree seeking international students enroll in one of three self-supporting English language and cultural orientation programs: The Asia University America Program, The Korea University Cultural Program, and The Intensive English Program. Bruce noted that in addition to the international students, Western currently has 26 international faculty and visiting scholars from 15 different countries.
- Larry Estrada, Director of American Cultural Studies, with the help of International Studies Programs, developed a Study Abroad course to help students broaden their knowledge and experience of the Caribbean region. The course has a strong Spanish language component and a strong service learning component to help the students understand the culture, etc. The Fairhaven 337 students traveled to the Dominican Republic. Since returning, Estrada noted that many of the students have maintained their connections with the people and leaders they met, and networks they made.
- Fairhaven 337 students Ariel Morgan, Emily Carlquist, and Elian Carbone presented on their individual experiences in the Dominican Republic.

3. REBASING THE BUDGET FOR THE 2011-2013 BIENNIUM

Bruce Shepard opened discussion about rebasing Western's Budget by presenting his PowerPoint *Rebasing for FY 2011-13*. He said many decisions will be made based upon the predictions we make about Western's future. Shepard said we would be talking about the budget, vision and priorities at the state level, and courage at the local level to help make the decisions that are right for the long run.

Shepard began his discussion at the State level with vision and priorities. He noted that the State spending and revenue relative to the state's economy (measured by personal income) has been declining over the decade; the citizen's tax burden has been dropping. Shepard noted that as indicated in the State's General Fund, support for higher education is not a top priority and no significant improvement is expected in the future. He also noted that state support for Western is way below average and we have been underfunded for at least a decade. With the governor's proposed budget it gets worse. With the House and Senate budgets it's brought back to the historical gap, which adds up to Western's shortfall of approximately \$14M. Shepard said we are a long way from an actual budget. The proposed 2011-13 Governor's, House, and Senate budgets indicate large tuition increases and larger cuts, and a net cut to Western which ranges from \$9M to \$19M. The final numbers could be outside this range.

Shepard said in planning Western's future, we must consider the proposed budget reductions as well as the budget cuts that have already occurred. Shepard said a net reduction of \$24M for 2009-11 is now being implemented at Western.

Shepard said our strategies for the future need to be based upon an accurate view of the opportunities and threats facing Western. What are the assumptions that we should build upon for our strategies? Shepard said we should not assume that when the state's rainy day fund is replenished, state support for higher education will increase. Today's level of state support could be the "new normal." There are many options facing Western under the "new normal" — become elite serving; offer smaller, less costly programs; or become a mediocre regional university, i.e. time to degree increases, more reliance on adjunct professors, graduation rates decrease, and undergraduate collaboration with outstanding faculty vanishes. Each option negates the Western Vision or the Western Promise, or both. Shepard said another option is "Rebasing." Assuming that state support does not increase, we adjust to the programs we can support on that new base budget and phase out programs that we cannot. Rebasing would be strategically driven by Western's Vision and Promise. What we continue to do, we will do well. Western will offer high quality courses at an exceptional value. This strategy will place Western in a good position for future reinvestment should state support increase.

Shepard said the difficult decisions made during the rebasing process will affect our entire campus community. He noted that under the governor's proposed budget, the net cut is equal to the entire budgets of 3 of our 7 colleges, the salaries of 20% of our faculty and all academic and student support services. The average of the House and Senate budgets the net cut is equal to the budgets of 2 of our 7 colleges, the salaries of 12% of our faculty and all building and grounds maintenance, repairs, heating and cleaning. Shepard said that rebasing needs to be done thoughtfully, carefully, and with the engagement of the campus. A preliminary rebasing process has begun and several options have been developed and scrutinized. When the final budget from Olympia is received, the entire campus must be involved in the decisions.

Shepard said that rebasing is the only acceptable option. It does not abandon Western's Vision and Promise.

In discussion with the Trustees, Shepard said that Western has worked hard to develop a bottom-up, transparent process for budgeting and planning. However, you cannot “bottom-up” to decide program eliminations. Discussions on rebasing and program elimination have been happening in a fairly restricted group of people. It will eventually be shared with the entire campus.

The Trustees expressed their concern that with the possible increase in tuition, Western will become unaffordable for most students and therefore become elite serving. We need to think about who are the students that we want to serve. Can we maintain accessibility for the At-Risk students? The Trustees are also concerned about the difficulty to constantly maintain the high quality without additional resources. There is the risk of becoming mediocre. Western needs to think about ways to increase revenue and ways the upcoming Comprehensive Campaign could factor in. They would like to see more detail on how the rebasing will protect Western’s core strengths.

Rebasing is being looked at by all areas of the university. The Associated Students are cutting programs and reinvesting the resources in other programs. Dr. Eileen Coughlin, Vice President for Student Affairs and Academic Support Services, noted that one outcome of the rebasing is that time to degree may be faster, which would offset some of the increased cost of tuition.

Shepard said that in Fall Quarter, there will be a comprehensive review of all graduate programs. Graduate programs that are weaker will be phased out. Those resources will be reinvested in the quality of the remaining graduate programs and our core of undergraduate programs.

Shepard said that Western is in daily discussions on the Kilmer-Carlyle Bill on Tuition Flexibility. Sherry Burkey, Associate Vice President for University Relations, will report on this bill at tomorrow’s meeting.

It was noted that the Board of Trustees’ responsibility in rebasing is to make sure that Western is very clear about the direction it is taking in the upcoming budget cuts, and the cuts that have already happened. The Board will hold Western accountable for delivering on those. If there are actual program eliminations, it is the Board’s responsibility to act on those. It is not their role to decide which program is eliminated.

Chair Madsen recommended that members of the Board read the AGB Cost Project: An Initiative on College Costs. Copies will be ordered and distributed to the Trustees.

At 4:47p.m. Chair Madsen announced that the Board would go into Executive Session for approximately 20 minutes to discuss matters as authorized by RCW 42.30.110.

At 5:10 p.m. the Board of Trustees meeting adjourned with no action to report.

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MINUTES
April 15, 2011**

1. CALL TO ORDER – APPROVAL OF MINUTES

Chair Dennis Madsen called the regular meeting of the Board of Trustees of Western Washington University to order at 8:01 a.m., April 15, 2011, in Old Main 340, Bellingham, Washington.

Board of Trustees

Ramiro Espinoza
Betti Fujikado, Secretary
Karen Lee
Dennis Madsen, Chair
Ralph Munro, Vice Chair
Phil Sharpe
Dick Thompson
Peggy Zoro (arrived at 9:00 a.m.)

Western Washington University

Bruce Shepard, President
Stephanie Bowers, Vice President for University Advancement
Sherry Burkey, Associate Vice President for University Relations
Paul Cocks, Director, University Communications
Eileen Coughlin, Vice President for Student Affairs and Academic Support Services
Paul Dunn, Senior Executive Assistant to the President
Scott Pearce, President, Faculty Senate
Catherine Riordan, Provost and Vice President for Academic Affairs
Liz Sipes, Secretary to the Board of Trustees
Steve Swan, Vice President for University Relations
Richard Van Den Hul, Vice President for Business and Financial Affairs
Colin Watrin, President, Associated Students
Lisa Wochos, Assistant Attorney General

Chair Madsen announced a change to today's agenda. Ryan Brown's recognition as NCAA Division II Champion in Indoor Pole Vault has been postponed until the June meeting as Ryan is at a Track Meet and unable to attend today's meeting.

MOTION 4-1-2011 Ralph Munro moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the minutes of the February 10, 11, 2011 Board of Trustees Meeting.

Motion carried.

2. RECOGNITIONS AND INTRODUCTIONS

Chair Dennis Madsen thanked Suzanne Baker for her exceptional job as Interim Board Secretary during Liz Sipes' absence and presented her with flowers from the Board.

Provost Riordan introduced Arlan Norman, Dean of the College of Sciences & Technology, who recognized Robert Mitchell, Department of Geology, for his appointment as the first Robert H. and Kathleen Digges Distinguished Professor of Geology.

Eileen Coughlin, Vice President for Student Affairs and Academic Support Services and Lynda Goodrich, Director of Athletics, recognized Paul Madison, WWU Sports Information Director for his induction in the College Sports Information Directors of American (CoSIDA) Hall of Fame.

3. BOARD CHAIR

Chair Madsen received a letter from the Northwest Commission of Colleges and Universities (NWCCU) acknowledging that WWU has met their accreditation standards and passed accreditation review.

4. UNIVERSITY PRESIDENT

President Shepard expressed his gratitude of WWU's faculty, staff and students for their patience, understanding, and commitment during this difficult budget time.

5. ASSOCIATED STUDENTS

Colin Watrin, AS President, shared some highlights of the first Associated Students Strategic Plan. Watrin highlighted the core values which are central to their mission and provide a framework for collective leadership. The core values identified by the Associated Students are: Student Representation, Collaboration, Student Learning and Development, Inclusion, and Community and Social Engagement. The AS Board of Directors, also identified strategic objectives to improve the organization including: Support for student representation in decisions which impact students, Increase knowledge and understanding of the AS organization, Improve the internal structure of the AS organization, and Improve collaboration with organizations and university departments outside of the Associated Students.

Watrin reported that he, the AS Vice President for Governmental Affairs and the AS Legislative Liaison, collaborated on legislative meetings with President Shepard and Vice President Swan in Washington, DC. They were able to speak cohesively on issues with Washington legislators, meet Western alumni, and generally made a good, strong impression for WWU.

6. FACULTY SENATE

Scott Pearce, Faculty Senate President thanked the administration, and the leadership of the unions, AS, etc. for bringing the campus together during this difficult budget time.

Pearce reported the Senate committees and subcommittees are thinking more about their function and their contributions to the Senate. He said that Shared Governance is being fostered on the campus by the President and Provost resulting in more dialogue amongst the faculty on shared governance and other issues.

Pearce presented the amendments to Bylaw 7.2 – Faculty Legislative Representative and Bylaw 7.7 – Senate Library Committee.

Trustee Madsen welcomed students from the MBA 525 class, ***Seminar in Corporate Governance***, who were attending the Board of Trustees Meeting as a class assignment.

ACTION ITEMS

7. CONSENT ITEMS

MOTION: 4-2-2011

Ralph Munro moved, seconded by Dick Thompson that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following consent items:

- Delegation of Authority to Award Construction Contract for residential wireless implementation (PW 638)
- Delegation of Authority to Award Construction Contract for completion of Buchanan Towers Addition (PW 640)
- Construction contract for Ridgeway Beta Renovation (PW 631)

Motion carried.

8. AWARDING AN HONORARY DEGREE

Chair Madsen reported that per RCW 28B.35.205 the Washington State Legislature authorized Western's Board of Trustees, upon recommendation of the faculty, to confer honorary bachelor's, master's, and doctorate level degrees upon persons in recognition of their learning or devotion to education, literature, art, or science. It was noted that Western's policy also includes criteria such as humanitarian service and social service.

President Shepard said this authority brings recognition to Western and allows us to celebrate and honor a person that we believe worthy of a doctoral degree and to share that honor at Commencement. The process involves solicitation of nominations and consultation with Faculty Senate Executive Committee. In consultation with the Board and the Board Chair, a finalist will be selected from the nominations received. Nominees are people of significance in Washington State, the Country and the World. Currently elected public officials are excluded from nomination. The name will be made public upon acceptance by the finalist. Shepard noted that this is an academic award. It's not an award to recognize people who have been very generous support the university or with whom we would like to cultivate a strong relationship for philanthropic purposes.

MOTION 4-3-2011 Ralph Munro moved, seconded by Ramiro Espinoza, that the Board of Trustees of Western Washington University, delegate its authority to select a recipient of an honorary degree to its Chair subject to confirmation at its June 2011 meeting.

Motion carried.

9. APPROVAL OF HOUSING AND DINING RATES

Eileen Coughlin, Vice President for Student Affairs and Academic Support Service, presented that proposed Housing and Dining Rate increase for 2011-2012. Coughlin said the proposed 4% increase is below that projected in the 10-year capital plan, and is sensitive to students' total WWU costs. Coughlin noted that just as the rest of university is taking reductions and making adjustments, University Residences has also made adjustments to operate more efficiently and effectively. In response to a question, Coughlin said in addition to covering the cost of the student's room and meals, the Housing and Dining fee covers the cost of residence hall maintenance, custodial service, Bond debts, sprinkler systems, etc. Coughlin said the fee also includes administrative overhead costs that are given back to the university.

Coughlin introduced Willy Hart, Director of University Residences. In response to a question regarding the difference in cost between WWU and CWU, Hart said it could be a difference in their systems and/or the difference in the cost of living.

The question was raised as to whether Western has considered having a Real Estate provider manage the residence halls? Coughlin said that has been looked into but Real Estate providers save costs by providing cheaper buildings. Western provides a better quality and safer structure. It was noted that Western's buildings meet LEEDS standards and are considered a benchmark for others.

In response to a question whether scholarships cover a student's room and board, Coughlin said that some full scholarships cover room and board in addition to tuition and fees, but most require additional financial aid.

A question was asked on how Western assesses the level of student satisfaction on campus? Coughlin said that Student Affairs conducts a "Quality of Life" survey annually. Also, bi-annually we complete the National Survey of Student Engagement.

MOTION 4-4-2011 Ralph Munro moved that the Board of Trustees of Western Washington University, upon recommendation of the President, approves the Housing and Dining rates as proposed in the attached **(Att. A)**. The 2011-2012 proposed rates call for a 4.0 percent increase in residence hall and Birnam Wood apartment rental rates.

Motion carried.

10. APPROVAL OF AMENDMENTS TO INTERNAL AUDIT POLICY AND PROCEDURE

Trustee Zoro, Chair of the Board Audit Committee, reported that the committee has reviewed and discussed the Audit Committee Charter and the Internal Audit Charter and policies as

they relate to Internal Audit resources. Throughout the year, unscheduled audits occur that disrupt the established audit schedule. The proposed amendments to POL-U1500.01 Establishing Internal Audit Activities and PRO-U1500.01B Requesting Internal Audit Services During the Year, establishes a collaborative, fluid process to address the unscheduled audits.

MOTION 4-5-2011 Phil Sharpe moved, seconded by Karen Lee, moved that the Board of Trustees of Western Washington University, upon recommendation of the Board of Trustees Audit Committee and President Shepard, approve amendments to POL-U1500.01 Establishing Internal Audit Activities; and PRO-U1500.01B Requesting Internal Audit Services During the Year.

Members of the Board of Trustees and President Shepard explained the Board's role, the selection and expectation of the Trustees to MBA 525 class who were present at the meeting. They encouraged the students to become involved with boards early in their career.

At 9:50 a.m. Chair Madsen called for a 15 minute break. The meeting reconvened at 10:12 a.m.

DISCUSSION ITEMS

11. CAMPAIGN UPDATE AND REVIEW/DISCUSSION OF UNIVERSITY NAMING POLICY

Bruce Shepard, President, reported that the Collins Group will report the results of the Campaign Feasibility Study at the June 10, 2011 Board of Trustees meeting.

Shepard said that current policy, *POL-U6000.02 Naming University Facilities* calls for the naming of all university facilities, regardless of stature, to be approved at the Trustee level. Historically, buildings on campus have been named for those who have contributed academically, e.g. past presidents. Shepard said it is a shift in tradition to recognize donors with the naming of facilities or parts of facilities. At this time only the Wade King Student Recreation Center has been named as the result of a generous gift.

Under the current policy, every gift naming recognition process would call for Trustee approval. Over the course of the Comprehensive Campaign, several hundred naming opportunities could be brought before the Board for their approval. A preliminary review of best practices shows that universities have moved toward reserving the naming approval of Trustees to whole buildings only. With few exceptions, all other namings are delegated to the university president. Shepard asked the Trustees their thoughts on bringing forward a revised naming policy for their approval at the June meeting.

The question was raised as to the term of the name. How long should a name last? What happens when there are building renovations? Bowers said that "limited term naming" is more common these days.

Trustee Zoro agreed that if we embark on a comprehensive campaign, there will be a lot of opportunities for naming. She agrees that with the exception of naming University Buildings and Large Open spaces, the president should have the authority to name university facilities.

A revised University Naming Policy with several options, will be brought before the Board for their action at the June meeting.

12. 2011-2013 CAPITAL BUDGET REQUEST

Rich Van Den Hul, Vice President for Business & Financial Affairs, distributed an updated 2011-2013 Capital Requests that included the Senate Budget. Western's prioritized project listing was approved by the Board last year and it has gone through the OFM rating process. The Governor's budget includes only projects that are "shovel ready" and not in the design phase. The House budget and Senate budget have identified different priority projects and the Senate budget includes design money for Carver Gym. Van Den Hul said that the Capital Budget Request now goes to the Conference Budget.

The 2011-2013 Capital Budget will be on the agenda for the June meeting for Board approval.

13. OLYMPIA UPDATE

Sherry Burkey, Associate Vice President for University Relations, provided an update on legislative activities in Olympia. Burkey said the legislature is in the last 10 days of the formal

Legislative Session and there will probably be a Special Session. There are 60+ bills that need to be passed before the budget can be implemented.

Burkey said Western will continue to work hard to prevent any deeper budget cuts to Higher Education. She noted that all six of the state universities have done a good job working collaboratively in Olympia. Western's trustees, administrators, faculty, staff, student worked well as a team and Western's alumni, and parents have been very effective advocates for Western in Olympia.

Burkey distributed a summary of Representative Carlyle's tuition bill (Summary 2PSHB 1795 (April 14, 2011) by Representative Carlyle, H-2661.2/11). This bill grants tuition setting authority to the four year colleges and universities for all students for a 4-year period, through the 2014-15 academic year. Senator Kilmer's bill, on the Senate side, sets tuition rates for Western at 16% for each year of the biennium. The goal is to combine the two bills into one tuition policy bill. Burkey and Shepard said that tuition setting authority has not been a big issue for Western, and under the dual approach, Western would like our tuition set by the legislature in the Appropriations Act for the coming biennium.

Trustee Munro said it is important to continue to advocate for WWU and offered to help connect the Whatcom County business leaders who support Western with our State legislators. Munro also said it is important to have our legislators, particularly the freshmen legislators, on campus to learn more about Western. Shepard agrees and is in talks with Representative Seaquist about Western hosting the House Higher Education Committee on campus.

14. AUDIT COMMITTEE REPORT

The three members of the Board Audit Committee are Trustee Zoro, Trustee Sharpe, and Trustee Fujikado. Trustee Zoro, Chair of the Audit Committee, reported on the April 14, 2011 Audit Committee meeting and noted the following:

- The committee approved the minutes of the February 10, 2011 Audit Committee meeting.
- The committee received an update on the university's computer systems and security from John Lawson, Vice Provost for Information Services and CIO. He provided a list of recent activities including network scans, and implementing security software and processes. John also outlined additional areas that the university will continue to work on.
- Rich Van Den Hul, Vice President for Business and Financial Affairs, presented information about BFA's internal control operations and roles and responsibilities.
- The committee performed and completed the annual Audit Committee Self-Assessment.
- The committee performed their annual review of the Audit Committee Charter and did not have any recommended changes.
- The committee reviewed the Internal Audit Charter, policies and procedures and did not have any recommended changes other than those adopted by the Board earlier today.
- Audit Director Kim Herrenkohl facilitated a preliminary planning discussion on establishing the biennial internal audit schedule for 2011-2013. A proposed schedule will be submitted for Board approval at the June 10, 2011 meeting.
- Audit Director Kim Herrenkohl updated the committee on recent Internal Audit activities.
- The committee met separately with Internal Audit and the President as provided by the Audit Committee Charter.

15. INFORMATION ITEMS

- **Admissions and Enrollment Summary**

Vice President Eileen Coughlin provided a written report on the university's enrollment planning consulting.

- **Alumni Relations Report**

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

Bowers reported on the upcoming "Back to Bellingham" activities scheduled for May 12 – 15. This is a university-wide effort to bring people back to campus. 110 events are planned including the Alumni Awards celebration, department and college reunions. "Back to Bellingham" is being held in collaboration with the Student Affairs' annual Family Spring Weekend on campus.

- **Capital Program Report**

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

- **Development Report**

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

Madsen reminded the Board of the Seattle Business Forum is April 25, 2011 at the Westin Hotel.

▪ **Quarterly Grant Report**

Provost Riordan provided information from the Office of Research and Sponsored Programs concerning grant awards for the period of July 1, 2010 through March 31, 2011 and fiscal year 2010/11.

▪ **University Relations Report**

Vice President Swan provided a written report on the recent activities of University Relations.

16. FUTURE AGENDA TOPICS

Trustee Munro said he would like to see members of the legislator attend a future Board of Trustees Meeting.

17. DATE FOR NEXT REGULAR MEETING: June 9 & 10, 2011

18. ADJOURNMENT

The meeting adjourned at 11:25 a.m.

19. LUNCH

The Board proceeded to lunch at 12:00 Noon to see highlights from the College of Fine and Performing Arts

**WESTERN WASHINGTON UNIVERSITY
HOUSING & DINING SYSTEM
2011-2012 PROPOSED RATES**

**Presented to the Residential Advisory Committee, Residence Hall Association &
Associated Students Board of Directors**

PRO-FORMA SUMMARY:

March 3, 2011

Updated March 14, 2011

Introduction

The attached budget and rates represent the recommendations for fiscal year 2011-12. The challenging fiscal climate facing the State and WWU has introduced complexities and uncertainties into this year's process. This rate package is presented prior to the campus knowing the extent of the State's fiscal expectations for WWU, the ramifications of which may affect the System. The campus dining contract was bid out this year and financial negotiations are not expected to conclude prior to setting rates for next year. The System's leadership has presented a budget and rate proposal which maintains core functions of the residential program while recognizing the fiscal uncertainty that awaits the campus. The proposed rate and fee increase has been thoughtfully considered relative to the total cost for students to attend Western. As with every year, a major influence for planning came from the University's Strategic Action Plan and standards and expectations outlined in the Principles for the Housing & Dining System. This recommended budget meets those standards and ensures that management attends to the necessary reserve fund balances, planned major maintenance, debt service coverage, and capital planning. Room and Board revenue is based on a slight increase in occupancy from the current fiscal year. The figures and explanatory text reflect student input from surveys and committees as well as the most recent projections for revenue and expenditures.

The Capital Plan

The Student Affairs Housing & Dining Capital Plan ensures that the System's facilities meet Western's enrollment plan, meet or exceed the Board of Trustees fiscal principles, invests in infrastructure to ensure longevity, health and safety, and responds to changing student needs and expectations. Fiscal Year 2012 brings the start of the Ridgeway Beta fire sprinkler installation and general renovation and design planning for the Mathes fire sprinklers; installation of wireless access points in all of the residential facilities will begin. The Buchanan Towers renovation is scheduled to be completed in FY2012. Capital projects planned over the next 10 years include continued fire sprinkler additions, scheduled replacement of fire and safety alarms, upgrades to radiant heat systems, and seismic upgrades.

Why is a Housing Rate Increase Needed?

The proposed rates represent the System's continued efforts to provide a quality program at an affordable cost. The attached documents review the impacts of the additional costs to the system, and the results of the responses to those impacts. The

larger increases include an increase in the institutional overhead assessment, anticipated dining rate increases, and an increase in contributions to the System's capital plan for planned renovations. In the midst of this pressure residential programs and services are expected to continue at a high quality level. System staff continues to look for efficient operating means and methods to bring services to students. State funds are not used to support the Housing & Dining System.

Proposed Rate Increase:

- The proposed residence hall and Birnam Wood rate increase is 4%.
- The budget and rate materials presented herein show that the System can support its 2011-12 programs with a rate increase of 4% based on our current understanding of a dynamic fiscal environment. This increase recognizes that additional costs may be possible and seeks to give students realistic information to help their financial planning for the coming year.
- The 4% increase is consistent with the long-range financing plan presented to the Board of Trustees and the Residence Hall Association which projects annual increases in the 4-5% range over a ten-year period.

Impact of the Rate Increases

- Residence Halls: At a 4% increase, a double room w/125-Block Meal Plan increases \$37/month or \$337 for the school year.
- Birnam Wood: With 4 residents per unit: At a 4% increase the rent increases \$12.33/month or \$111 for the school year.

Background Information and Revenue & Expenditure Details:

Comments and figures pertaining to FY2012 are compared to the FY2011 proposed budget and rates presented at the April 2010 Board of Trustees meeting (revised Fall 2010 to address opening occupancy adjustments).

Revenue Highlights and Assumptions

- Opening System occupancy for September 2011 at 20 additional students.
- Additional residence hall beds from the anticipated opening of Buchanan Towers East and a reduction in off-campus leased apartments.
- Slight increase in anticipated conference revenues and commissions.
- The Building Fee figure, in part, reflects a fee increase proposed by Viking Union management that will be reviewed and acted on through a separate process in spring quarter.
- Overall, the budgeted Operating Revenue increase is \$2,006,141 or 5.8% over FY2011's proposed budget.

Operating Expenditures Highlights and Assumptions

- Wages and Benefits increase \$39,000 or 0.63%. Primary drivers for the increase are health benefits and room and board increase for resident advisors. There are no State cost-of-living increases, but classified staff step increases are incorporated. Position reductions are reflected in these figures.
- The variance in food services is due to a) the uncertainties in the potential dining rate since dining services bids are still being evaluated and will not be final until late spring; b) the addition of meal plans from the opening of the 100 beds at Buchanan Towers. In addition, the figure reflects the growth in voluntary meal plans not in place at the FY2011 budget writing.
- Utilities: While most utilities increased slightly, reductions were found in natural gas expenditures as the market continues to remain favorable for the University.
- Maintenance: A \$53,000 or 2.8% increase over FY2011 is shown on the attached document, but the FY2012 expenditure compared to the revised FY2011 budget, which reflected recharge increases communicated in June 2010, actually shows a slight decrease in University Residences maintenance expenditures.
- Rentals and operating leases decrease \$268,000 or 73% due to the termination of the New York apartment leases.
- Institutional Services, which includes University Police charges and the University's Administrative Services Assessment (ASA) increases 25%. The ASA increases from 4% of adjusted revenue to a 5% assessment.
- Budgeted operating expenditures are projected to increase by \$1,099,955 or 4.6%.
The operating expenditures total includes \$552,000 of expense reductions.

Non-Operating Expenditures Highlights and Assumptions

- Allocations for major repairs and planned renovations increase \$93,000 or almost 2.9%. This investment in the existing facilities keeps the System within targeted levels per the fiscal principles established by the Board of Trustees.
- Transfer to the System's capital plan increases \$1 million or 65%. Upcoming projects include significant fire sprinkler additions, follow-up work on the Buchanan Towers addition, and the installation of wireless access points in all residential areas.
- Overall, budgeted non-operating expenditures and transfers increase \$906,000 or 8.7%.

**WESTERN WASHINGTON UNIVERSITY - HOUSING AND DINING SYSTEM
PROPOSED OPERATIONS FOR BUDGET YEARS ENDED JUNE 30, 2011 & 2012**

	PROPOSED BUDGET 2010-11 As Presented to BOT		DRAFT BUDGET 2011-12 As of 3/10/11		PERCENT CHANGE		DIFFERENCE BUDGET \$
REVENUES							
Room and Board Payments	\$29,558,000	1	\$31,509,000	2	6.60%	3	\$1,951,000
Room and Board Fees and Penalties	142,500		142,500		0.00%		0
S & A Fee Distribution	1,253,000		1,253,000		0.00%		0
Investment Income	117,000		102,000		-12.82%		(15,000)
Bond Interest Subsidy	318,574		318,574		0.00%		0
Housing Rentals	134,650		136,650		1.49%		2,000
Viking Union	170,464		161,564		-5.22%		(8,900)
Conferences	524,069		554,069		5.72%		30,000
Commissions	493,800		522,300		5.77%		28,500
Building Fee	1,507,393		1,519,934	4	0.83%		12,541
Other	87,150		93,150	5	6.88%		6,000
Total Revenues	\$34,306,600		\$36,312,741		5.85%		\$2,006,141
OPERATING EXPENDITURES							
Salaries & Benefits	\$6,104,891		\$6,143,653	6	0.63%		\$38,762
Food Service	9,518,422		10,405,870	7	0.00%		\$887,448
Communications	255,785		255,485		-0.12%		(\$300)
Electricity	732,951		763,343		4.15%		\$30,
Heat	1,589,933		1,449,933	8	-8.81%		(\$140,000)
Water/Sewer	393,673		396,227		0.65%		\$2,554
Refuse Disposal/Recycling	265,422		266,651		0.46%		\$1,229
Television Cable	123,725		111,725		-9.70%		(\$12,000)
Maintenance & Repairs	1,937,630		1,991,070		2.76%		\$53,440
Operating Supplies	227,550		231,365		1.68%		\$3,815
Equipment	237,055		296,424	9	25.04%		\$59,369
Insurance	463,630		457,852		-1.25%		(\$5,778)
Rentals and Operating Leases	365,156		97,014	10	-73.43%		(\$268,142)
Institutional Services & ASA	1,007,832		1,261,896	11	25.21%		\$254,064
Assigned Student Affairs Costs	53,000		78,000		47.17%		\$25,000
Other Expenditures	601,947		772,049	12	28.26%		\$170,102
Total Operating Expenditures	\$23,878,602		\$24,978,557		4.61%		\$1,099,955
NON-OPERATING EXPENDITURES/TRANSFERS							
Bond Debt Service	\$5,465,895		\$5,465,895		0.00%		\$0
R&R/ Minor Cap./Public Works Projects	3,186,760		3,280,023		2.93%		93,263
Other Transfers	221,811		25,000				(196,811)
Transfer for capital plan support	1,553,532		2,563,266	13	65.00%		1,009,734
Total Non-Operating Expenditures	\$10,427,998		\$11,334,184		8.69%		\$906,186
Total Expenditures	\$34,306,600		\$36,312,741		5.85%		\$2,006,141
EXCESS (DEFICIT) OF REV OVER EXP	\$ 0		\$ 0				\$ 0

SEE FOOTNOTES FOR EXPLANATIONS

FOOTNOTES TO THE ATTACHED HOUSING & DINING SYSTEM PROPOSED BUDGET

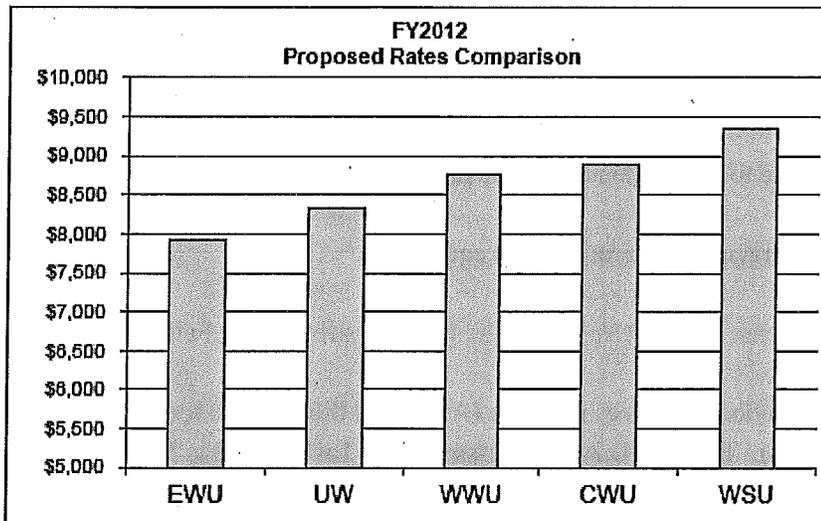
- 1) The 2010-11 Budget, as approved by the WWU Board of Trustees April 2010, is shown to compare with the FY2012 proposed budget. After Fall opening, adjustments were made based on an analysis of opening residence hall and apartment occupancy. Those October 2010 revisions are not shown here.
- 2) Opening occupancy for Fall FY2012 is shown at 4,060, an increase of 14. The actual System occupancy for the Fall opening FY2011 was 4,046.
- 3) The 2011-12 residence hall and Birnam Wood rate increase is proposed at 4% in this pro-forma budget. The variance between that rate and the R&B revenue variance is due to changes in occupancy and meal plan purchases.
- 4) Building Fee variance due to a) FY2011's figure being based on projected income and a rate increase that did not become final until June 2010; b) A Fee increase proposed by the Viking Union which will be reviewed and acted on via a separate process in Spring Quarter.
- 5) Other Income includes: Western Card replacements, Ticket Sales, and interdepartmental support recharges.
- 6) Salary/Benefit increase due to Classified step increases, benefits increase and student staff wages tied to room & board rate increase.

The Food Service line incorporates expenses for residential dining, catering, conference dining and departmental food costs. The variance shown is due to the anticipation of a board plan price increase (dining bids are currently under review), additional meal plans due to the addition of the Buchanan Towers beds, and increased voluntary meal plans.
- 8) Heat expenditures reduced due to favorable natural gas procurement climate.
- 9) Increase primarily due to emergency communications equipment.
- 10) Reduction in rental/lease expense due to terminating the leased apartments in Fall 2011.
- 11) Line item total includes institutional services recharge (ASA) and the expense for University Police Greencoats (Safety Assistants). The WWU ASA assessment rate for FY2012 is 5% vs. 4% for FY2011.
- 12) Increase in "Other" due to anticipated division/campus support transfers, and the anticipated re-programming of the System's occupancy projection program.
- 13) The "Transfer for Capital Plan Support" is an allocation representing Operating, Non-Operating and Building Fee funds to be placed into the System's Renewal & replacement Reserve Fund for planned Capital Plan projects For University Residences and the Viking Union.

**WASHINGTON PUBLIC UNIVERSITIES
RESIDENCE HALL ROOM & BOARD PLAN COSTS
FY2012 (as of 2/22/11)**

For a Double Room with Best-as-Possible Program & Meal Plan Comparison:

	EWU	UW	WWU	CWU	WSU
	Gold	"Level 4"	125 Block	"Large"	Level 2
Type of Meal Plan	Meals & Points	Declining Balance	Meals & Points	Declining Balance	Declining Balance
Elements of the Meal Plan	1.5 - 5.5 meals/wk plus Points	Equivalent of 13-15 meals/wk	Approx. 12+ meals/wk + \$450 Points	Equivalent to Approx. 14 meals/wk	Equivalent to Approx. 14 meals/wk
What you'd see on their web page	\$7,900	\$8,340	\$8,756	\$8,878	\$9,088
Additional Charges not part of the base	\$30	\$0	\$0	\$0	\$254
Total Cost of a Double Room and Meals:	\$7,930	\$8,340	\$8,756	\$8,878	\$9,342
Rate of Increase Over 2010-11	Proposed 7.6%	Proposed 2.3% - 3.4%	Proposed 4.0%	estimated 5.0%	Approved 2.7%



**WESTERN WASHINGTON UNIVERSITY
HOUSING & DINING SYSTEM**

TEN YEAR HISTORY OF RESIDENCE HALL RATES

<u>ACADEMIC YEAR</u>	<u>ACADEMIC YEAR RATE with 125 BLOCK PLAN*</u>	<u>% OF CHANGE</u>
2001-02	\$5,354	
2002-03	\$5,648	5.50%
2003-04	\$5,945	5.28%
2004-05	\$6,242	5.00%
2005-06	\$6,523	4.50%
2006-07	\$6,784	4.00%
2007-08	\$7,089	4.50%
2008-09	\$7,412	4.50%
2009-10	\$8,076 *	4.75%
2010-11	\$8,419	4.25%
2011-12:	\$8,756	4.00% Proposed
10-Year Average Percentage Change		4.63%

* The meal plan used for comparison changed in 2009-10 from the Gold /100 to the 125 Meal Plan

SAMPLE ROOM & BOARD RATES and APARTMENT RENTS FOR 2011-2012

<u>Room & Board Plans: Academic Year (@ 4% increase)</u>	<u>2010-11 Actual</u>	<u>at 4% 2011-12 Proposed</u>	<u>2011-12 Cost per Month</u>
Double Room with Unlimited meal plan	\$8,749	\$9,099	\$1,011
Double Room with 125-Block meal plan	\$8,419	\$8,756	\$973
Double Room with 100-Block meal plan	\$8,093	\$8,417	\$935
Double Room w/ 75-Block meal plan	\$7,765	\$8,076	\$897
Triple Room with 125-Block meal plan	\$7,327	\$7,620	\$847
Single Room Room with 125-Block meal plan	\$9,318	\$9,691	\$1,077
Birnam Wood Apartment Rents: Academic Year (4% increase)			
Birnam Wood: <u>Monthly</u> rate per person per bed (Two bedrooms with 4 occupants)	\$308	\$320	\$320

RESOLUTION NO. 2011-02

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF
ARLAN NORMAN**

WHEREAS, in 2003, **ARLAN NORMAN** was appointed by President Karen W. Morse as the founding Dean of the College of Sciences & Technology at Western Washington University; and

WHEREAS, **ARLAN NORMAN** brought to his appointment as Dean of the College of Sciences & Technology experience as Associate Dean for Natural Sciences, and Chair and member of the Chemistry department at the University of Colorado, Boulder; and

WHEREAS, **ARLAN NORMAN** has served as a consultant for numerous publishers, private companies, and scientific institutes; and

WHEREAS, **ARLAN NORMAN** received his undergraduate degree from the University of North Dakota; and his doctorate from Indiana University; and

WHEREAS, under **ARLAN NORMAN's** exceptional leadership, The College of Sciences & Technology has successfully addressed a number of significant goals and is now recognized throughout Washington, and beyond, as a leader in the development and implementation of programs such as the Advanced Materials Science and Engineering Center (AMSEC) and the Biomedical Research Activities in Neuroscience (BRAIN) program; and

WHEREAS, under **ARLAN NORMAN's** guidance, the College of Science & Technology has adopted and delivered a mission to *provide the highest quality education in science, mathematics and technology; to participate in the discovery, communication and application of knowledge; to integrate teaching, scholarly activity and service; and to maintain a diverse college community*; and

WHEREAS, **ARLAN NORMAN** is a highly effective leader noted for his vision, energy, commitment, candor and ever-present good humor, and has served with commitment and distinction as Dean of the College of Sciences & Technology and as a trusted member of the Academic Affairs leadership team; and

WHEREAS, **ARLAN NORMAN** will be retiring from Western to pursue new adventures in the next stage of his life;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Western Washington University offers thanks and commendation to **ARLAN NORMAN** on his many achievements and exemplary service as Dean of the College of Sciences & Technology.

Dated and signed this 10th day of June, 2011.

Dennis Madsen, Chair

Betti Fujikado, Secretary

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES**

**RESOLUTION NO. 2011-03 RECOGNIZING
WESTERN WASHINGTON UNIVERSITY'S
GNAC ALL SPORTS TITLE**

WHEREAS, The Western Washington University Athletics program had yet another exceptional year which culminated with the Vikings winning the Great Northwest Athletic Conference All-Sports championship; and

WHEREAS, Western was the conference all-sports champion for the third straight year and for the seventh time in the 10-year history of the GNAC; and

WHEREAS, the Vikings had the highest winning all-sports point total in GNAC history, placing first in both the men's and women's divisions; and

WHEREAS, the team members distinguished themselves as students in the classroom as well as on the court; and

WHEREAS, all teams demonstrated fine sportsmanship and inspired youth to work hard, play well and enjoy athletic competition; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Western Washington University officially recognizes the Department of Athletics for its outstanding achievement and extends to the athletes, coaches and staff the Board's gratitude and best wishes on behalf of the entire University Community.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on June 10, 2011.

Dennis Madsen, Chair

ATTEST:

Betti Fujikado, Secretary

Introduction of WWU Track and Field NCAA Division II National Champions

WWU takes school-best three individual titles at outdoor track nationals

Over Memorial Day weekend, Western Washington University had an historic performance at the NCAA Division II National Outdoor Track and Field Championships with three student-athletes, all seniors, winning national titles. The Vikings tied for sixth place in the women's division, the highest national finish by a Great Northwest Athletic Conference school in either men's or women's competition in the 10-year history of the league.

It began Thursday with **Sarah Porter** placing first in the women's 10,000 meters by nearly half a lap with a meet record time of 33:17.39, the fourth fastest in NCAA II history.

The national title was the first for Porter, regarded as the greatest distance runner in school history, who earned 12 All-America honors during her four-year career, going to nationals four times each in three sports.

Her national time automatically qualified her for the USA Championships later this month at Eugene, Ore. Last year, she became the school's first athlete ever to compete in that meet.

During the 2010-11 school year, Porter was named NCAA II West Region and GNAC Female Athlete of the Year in cross country, indoor track and outdoor track. She was the national runner-up in cross country for the second straight year and placed third in the 5,000 at indoor nationals.

On Saturday, **Monika Gruszecki** (pronounced Grew-SHET-ski) had a personal-best throw of 163 feet 6 inches, nearly seven feet further than her previous best, to win the women's javelin national crown. She had already won a national title as a freshman in 2007 and placed second in 2008.

Just a couple hours later Saturday, **Ryan Brown** cleared 17-1 3/4 to successfully defend his men's pole vault national title, a feat he also accomplished at indoor nationals in late March. Brown's total of four national championships is a school record.

Brown, a four-time All-America, was named the NCAA II National Indoor Male Field Athlete of the Year and the West Region Indoor Male Field Athlete of the Year for the third straight year. He also was the GNAC indoor and outdoor Male Athlete of the Year.

Introduction of WWU Women's Rowing Team – 2011 NCAA Division II National Championship

WWU wins seventh straight national title in women's rowing

Winning both the four and eight grand finals, Western Washington University captured a seventh straight team title at the 10th annual NCAA Division II Women's Rowing National Championships.

Ranked No.1 nationally in the US Rowing/Collegiate Rowing Coaches Association NCAA II Poll all season long, the Vikings received every first-place vote throughout the season. Their string of seven national team titles is unprecedented in any rowing division since the NCAA began a championship in 1997.

During its championship reign, Western has won 25 of 28 races at nationals, including qualifying heats.

At the 2011 nationals, Western won by over two boat lengths in the eights competition, completing the 2,000-meter course in 6:50.46. The Vikings' four also led from start to finish with a winning time of 7:50.72, well over a boat length ahead of its nearest rival.

Western is now tied for the longest NCAA II men's and women's active string of national titles.

Earlier this season, Western took the team title at the Northwest Collegiate Rowing Conference Championships and all four of its entries won grand finals at the Western Intercollegiate Rowing Association Championship Regatta.

Two Vikings received CRCA first-team All-America recognition, Siri Carlson and Samantha Oberholzer.

Western placed six among the CRCA National Scholar-Athletes. They were Mariana Cains, Hannah Gallagher, Carson MacPherson-Krutsky, Casey Mapes, Megan Northey and Miranda Steward.

Introduction of WWU Model United Nations Team

WWU Awarded Outstanding Delegation at National Model United Nations in New York City

Western Washington University's Model United Nations program represented Portugal and was awarded Outstanding Delegation at the National Model United Nations conference held April 17-21 in New York City, N.Y.

This was the sixth time WWU has attended the conference and the second time receiving Outstanding Delegation, the highest recognition in the conference. Western's MUN has previously won Distinguished Delegation in 2010, Outstanding Delegation in 2009 and Honorable Mention in 2008.

WWU represented Portugal for the second time and discussed issues ranging from nuclear energy, conventional weapons, peace and security, development and human rights.

The Western students who were part of the Model UN team include: Ben Stamm, Cheney; Jesse Barnett, Kingston; Liza Weeks, Kirkland; Joe Jamison, Ephrata; Maria Torres, Brewster; Lauren Hager, Gresham, Ore.; Mark Winters, Spokane; Jesse Summer-Lavigne, Spokane; Patricia Robinson, Seattle; Rachel Vette, Seattle; Adam Walkiewicz, Vancouver; Andrew Sage, Sammamish; Holly Myers, Kirkland; Charlie Harbeson, Edmonds; and Keith Anderson, Seattle.

WWU was also represented within the conference's large volunteer staff which begins preparations for the conference almost a year in advance. Sara Leister, a senior at WWU, served as assistant director for the Commission on Crime Prevention and Criminal Justice.

WWU's Model United Nations program is housed within the Western International Affairs Association, which is part of the Political Science department. The program attends multiple conferences a year, including Northwest Model United Nations and other smaller regional conferences.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees
FROM: Dennis Madsen, Chair, Board of Trustees
DATE: June 10, 2011
SUBJECT: Board Chair Report
PURPOSE: Information Item

Purpose of Submittal:

Board Chair Dennis Madsen will report to members of the Board and President Shepard and his staff on topics related to the Board of Trustees.

- Resolution No. 2011-04 Recognizing the Service of Board Member Ramiro Espinoza

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES**

**RESOLUTION NO. 2011-04
THANKING TRUSTEE RAMIRO ESPINOZA**

WHEREAS, RAMIRO ESPINOZA of Bellingham, Washington, has served as a member of the Western Washington University Board of Trustees from July 26, 2010 to June 30, 2010; and

WHEREAS, RAMIRO ESPINOZA has the distinction of being the thirteenth student appointed by the Governor of the Board of Trustees of Western Washington University; and

WHEREAS, RAMIRO ESPINOZA received his Bachelor of Arts degree in Political Science and Anthropology in 2008, and is a Masters' candidate in good standing at Western Washington University; and

WHEREAS, RAMIRO ESPINOZA brought to his appointment as a trustee leadership qualities developed as the 2007-2008 Associated Students President, as an ex-officio member of the WWU Board of Trustees and the WWU Foundation Board, as a member of the Presidential Search Advisory Committee, and as a member of several university committees; and

WHEREAS, RAMIRO ESPINOZA brought to his appointment as a trustee dedication to the campus community through his employments as a Staff Recruiter in Human Resources and as the Veteran's Outreach Coordinator in 2006-2007; and

WHEREAS, RAMIRO ESPINOZA brought to his appointment as a trustee, dedication to the Bellingham community as a member of the Whatcom Museum of History and Art Board of Trustees, and as a volunteer for the Fairhaven Neighborhood Association and Worksource Whatcom; and

WHEREAS, RAMIRO ESPINOZA brought to his appointment experience as a Sergeant in the United States Marine Corps, 1998 - 2003; and

WHEREAS, RAMIRO ESPINOZA has contributed his time and commitment to the University at considerable personal sacrifice while preparing to earn a Master's Degree with a concentration in Student Affairs Administration; and

WHEREAS, RAMIRO ESPINOZA contributed to the increased stature and the future potential of Western Washington University through his participation in numerous activities and decision affecting the University;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Western Washington University that **RAMIRO ESPINOZA** be and is hereby honored for outstanding service and dedication to the University and is extended the gratitude and best wishes of the entire University community.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on June 10, 2011.

Dennis Madsen, Chair

ATTEST:

Betti Fujikado, Secretary

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: Bruce Shepard, President

DATE: June 10, 2011

SUBJECT: **President's Report**

PURPOSE: Information Item

Purpose of Submittal:

President Shepard will provide members of the Board a Summary of Legislative Session Highlights.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard on behalf of the Associated Students

DATE: June 10, 2011

SUBJECT: **Associated Students**

PURPOSE: Associated Students Report

Purpose of Submittal:

Colin Watrin, AS president, will introduce Anna Ellermeier, Associated Students president for 2011-12. He will also provide the Board with a debrief on the major activities and accomplishments of the Associated Students this past year.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees
FROM: President Bruce Shepard for Senate President Scott Pearce
DATE: June 10, 2011
SUBJECT: Faculty Senate
PURPOSE: Information Items

Scott Pearce, Faculty Senate President, will update members of the Board on recent activities of the Faculty Senate.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard

DATE: June 10, 2011

SUBJECT: **Consent Items**

PURPOSE: Action Items

Purpose of Submittal:

Approval of the university recommendations provided on the consent item agenda.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following consent items:

- Approval of Spring Quarter Degrees

Supporting Information:

Materials supporting the consent item agenda are attached.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees
FROM: President Bruce Shepard by Provost Catherine Riordan
DATE: June 10, 2011
SUBJECT: **Approval of Degrees**
PURPOSE: Action Item

Purpose of Submittal:

Board of Trustees responsibility to approve awarding of degrees

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, on recommendation of the faculty and subject to the completion of any unmet requirements, approves awarding undergraduate and graduate degrees to the candidates listed in the files of the Registrar and Graduate Dean, for Spring Quarter 2011, effective June 11, 2011.

Supporting Information:

Lists on file with the Registrar and Graduate Dean.

<i>Students</i>	<i>June 2011</i>	<i>Comparison: June 2010</i>
<i>Undergraduates</i>	1692	1606
<i>Masters</i>	174	174

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

DATE: June 10, 2011

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by *Paula M. Gilman, Executive Director for University Planning and Budgeting*

SUBJECT: **Action Item**
Approval of 2011-13 Academic Year Tuition Rates

Purpose of Submittal:

Based on the conference committee budget passed by the 2011 special 30-day session of the Legislature, the Board is requested to approve 2011-13 Academic Year Tuition Rates as proposed by the President (both the tuition operating fee and the capital building fee for each category of student).

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve 2011-13 tuition rate increases for resident undergraduate students to the legislatively authorized level of \$857 or sixteen percent in 2011-12 and an additional \$994 or sixteen percent in 2012-13; and

FURTHER MOVED, that tuition rates for non-resident undergraduate students, resident graduate students, and non-resident graduate students each be increased by \$857 in 2011-12 and an additional \$994 in 2012-13; and

FURTHER MOVED, that tuition rates for the Masters in Business Administration (MBA) program for resident students be raised by \$1,643 or 2011-12 and an additional \$1,464 in 2012-13, and for MBA non-resident students by \$1,705 in 2011-12 and an additional \$1,455 in 2012-13; and

FURTHER MOVED, that the capital building fee for all programs be raised in 2011-13 by percentages corresponding to the percentage increases for the tuition operating fee for each category of students.

Supporting Information:

Please see attached supporting information, including a chart detailing proposed dollar and percent 2011-13 tuition increases, including both the tuition operating fee and capital building fee.

Additional Information:

The 2011-12 annual operating budget and the 2012-13 annual operating budget plan each of which rely on tuition operating fee revenue generated by the tuition increases proposed under this submittal, will also be presented at the June 10, 2011, Board meeting.

PMG/xx

Attachment:

Memo of Supporting Information on Setting 2011-13 Academic Year Tuition

**WESTERN WASHINGTON UNIVERSITY
SUPPORTING INFORMATION
SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Paula M. Gilman, Executive Director for University Planning and Budgeting

DATE: June 10, 2011

SUBJECT: **Supporting Information on Setting 2011-13 Academic Year Tuition**

The Legislature provides the Board of Trustees with tuition setting authority for all student categories at Western: resident undergraduate; non-resident undergraduate; resident graduate; and non-resident graduate. The Board is also authorized to set differential tuition for academic programs. The legislature defines "tuition" as the tuition operating fee and the capital building fee. The operating fee contributes to day-to-day operations of the university and supports Western's annual operating budget plans.

With regard to resident undergraduate tuition for 2011-13, due to significant and unprecedented reductions in the state support, the Legislature enacted a 16% per year increase guideline for 2011-13 within the State Operating Budget bill. Under the provisions of 2SHB 1795, the Higher Education Opportunity Act, the Board may exceed the 16% per year tuition guideline for resident undergraduate students. However, increases above 16% would require that additional financial aid mandates are followed by Western.

Proposed 2011-13 Tuition Rates for WWU

It is recommended that Western increase the resident undergraduate tuition operating fee by \$857 or 16% in 2011-12 and an additional \$994 or 16% in 2012-13, as guided by the Legislature in the 2011-13 Operating Budget bill. It is also recommended that non-resident undergraduate, resident graduate and non-resident graduate tuition operating fees be increased in 2011-13 by the same dollar amounts or \$857 in 2011-12 and \$994 in 2012-13. Finally, it is recommended that tuition operating fee rates for the Masters in Business Administration (MBA) program for resident students be raised by \$1,643 in 2011-12 and an additional \$1,464 in 2012-13, and for MBA non-resident students by \$1,705 in 2011-12 and an additional \$1,455 in 2012-13. Table 1 below details proposed 2011-12 and 2012-13 tuition rates (tuition operating and capital building fees). As

required by law, proposed capital building fee percentage increases are equivalent to the tuition operating fee percentage increases for each student category.

Table 1

2011-12 Proposed Tuition Rates			
Student Category	Tuition Fees		
	Capital Building Fee	Operating Fee	Total
Resident Undergraduate	\$254	\$6,212	\$6,466
Non-Resident Undergraduate	\$668	\$16,145	\$16,813
Resident Graduate	\$165	\$6,773	\$6,938
Non-Resident Graduate	\$497	\$16,121	\$16,618
Resident MBA	\$184	\$7,559	\$7,743
Non-Resident MBA	\$524	\$16,969	\$17,493

2012-13 Proposed Tuition Rates			
Student Category	Tuition Fees		
	Capital Building Fee	Operating Fee	Total
Resident Undergraduate	\$295	\$7,206	\$7,501
Non-Resident Undergraduate	\$710	\$17,138	\$17,848
Resident Graduate	\$189	\$7,767	\$7,956
Non-Resident Graduate	\$528	\$17,115	\$17,643
Resident MBA	\$220	\$9,023	\$9,243
Non-Resident MBA	\$569	\$18,424	\$18,993

Please see Attachment A detailing percentage and dollar increases for all of the above student categories.

Resident undergraduate Tuition: The majority of Western's students are resident undergraduates (approximately 89% of the fall 2010 headcount). The proposed tuition operating fee increase for resident undergraduate students is \$857 or 16% in 2011-12 and an additional \$994 or 16% in 2012-13.

- Due to significant and unprecedented reductions in state support, the Legislature provided WWU, UW and WSU the opportunity to raise resident undergraduate tuition by 16% or more per year for 2011-13; for CWU and the Evergreen State College (TESC), 14% or more per year; and for EWU, 11% or more per year.
- As illustrated in **Attachment B**, *WWU's 2009-10 Tuition and Fee Rates Compared to National Averages* based on the HECB 2009-10 tuition and fee

report, WWU's resident undergraduate tuition in 2009-10 was significantly *below* the national average (- \$785 or -12.5%). *It is important to note that Attachment B reflects the tuition operating, capital building, service and activities, and technology fees for each of the over 300 institutions surveyed by the HECB.*

- Further examination of the 2009-10 report (Attachment B) reveals that Central Washington University (CWU), Eastern Washington University (EWU), and The Evergreen State College (TESC) were also significantly below the national average for resident undergraduate tuition. In FY 2009-10: CWU at -\$668 or -10.7%, EWU at -\$812 or -13%, and The Evergreen State College at -\$844 or -13.5% per year.
- It is worth noting that the resident undergraduate tuition (operating and capital building fees) at WWU in 2010-11 (the current academic year) at \$5,574 per year is nearly 46% below resident undergraduate tuition charged at the University of Washington at \$8,122

Non-Resident Undergraduate Tuition Non-resident undergraduate students represented approximately 6.8% of Western's 2010-11 fall headcount. The proposed tuition increase for non-resident undergraduate students is \$857 or 5.6% in 2011-12 and an additional \$994 or 6.2% in 2012-13.

- For non-resident undergraduates, the Board has the authority to set rates as deemed necessary.
- Non-resident undergraduate tuition rates at Western and most other Washington four-year institutions continued to remain higher than the national average in 2009-10 (see Attachment B).
- It has been recently determine by Western's enrollment management and admissions team that raising non-resident undergraduate tuition will not discourage out-of-state enrollments. Non-resident students help WWU maintain educational quality for *resident* students by helping to the pay the costs for educating our resident students.

Resident Graduate Tuition: Resident graduate students represented 3.4% of the Western's fall 2010 student headcount. The proposed tuition increase for resident graduate students is \$857 or 14.5% in 2011-12 and an additional \$994 or 14.7% in 2012-13.

- For resident graduate students, the Board has the authority to set rates as deemed necessary.

- Western's resident graduate tuition was priced lower than most other public universities in Washington State in 2009-10 (\$6,642 for WWU compared to \$7,426 for CWU; \$7,581 for EWU, \$6,886 for The Evergreen State College, \$10,622 for UW, and \$8,456 for WSU).

Non-Resident Graduate Tuition: Non-resident graduate students represent less than 1% of Western's fall 2010 student headcount. The proposed tuition increase for non-resident graduate students is \$857 or 5.6% in 2011-12 and an additional \$994 or 6.2% in 2012-13.

For non-resident graduate students, the Board has the authority to set rates as deemed necessary. There have been no tuition increases for this student category for the past three biennia or in 2005-07, 2007-09 and 2009-11.

Masters in Business Administration (MBA) In Fall 2011, it is estimate that Western will enroll approximately 70 MBA students (an estimated 57 residents and 13 non-residents).

Analysis has shown Western's MBA program, offered by the College of Business and Economics (CBE), to be underpriced in the market, sending a signal of low quality that reduces the number of high-quality applicants to the program and artificially limits the revenue generated by the program. The results of a study conducted in the summer of 2010 of prospective MBA students indicate the demand for Western's MBA program would be highly insensitive to price increases up to \$10,500 per year for the two-year program.

The proposal to differentially increase tuition for Western's MBA program is part of a long-term strategy to price the MBA program appropriately in the marketplace. Analysis indicates that a price point of about \$3,500 per quarter or \$10,500 per year is sustainable. Western's strategy would be to increase tuition over the next two to three years to this price point, or higher as necessary to maintain the program's cost competitiveness with other programs in the state.

Differential tuition is relative in two ways. First, it is relative to tuition for other graduate programs at Western. MBA graduate students generally have the greatest long-term earnings potential of all Western graduate students. Therefore, the market expects MBA programs to charge higher tuition than other graduate programs. This is borne out by tuition at the University of Washington, where the flagship MBA program charges twice the tuition of the least-expensive graduate program at its Seattle campus (other, self-sustaining MBA programs charge even higher tuition). Second, MBA tuition is relative to that of other MBA programs in the state and region. For comparison's sake, in-state

tuition for two-year MBA programs at the University of Washington, Washington State University (online MBA), and Seattle University are compared to that of Western in the Table 2^[1] below.

University	2010-11 Annual
Seattle University ^[1]	\$35,904
University of Washington	\$25,101
Washington State University	\$15,000
Western Washington University	\$6,567

Market analysis shows that the demand for Western's MBA program is similar to those of WSU and SU, and is higher than that for EWU's MBA program which charges \$8,220 annually.

It is therefore recommended that differential graduate tuition for Western's MBA program be approved. This recommendation is supported by CBE's market research results suggesting an increase in tuition is possible with no significant loss of applications to the program. In addition, there is evidence from current students that the program's low cost is a signal of low program quality in the marketplace.

PMG/xx
Attachments

Supporting Information:

Attachment A – Proposed Western Tuition Dollar and Percentage Increases 2011-13

Attachment B – 2009-10 Tuition and Fee Rates for Washington Universities Compared to National Averages (based on HECB 2009-10 Tuition and Fee Report)

^[1] Seattle University tuition is based on 2011-12 rates (all others based on 2010-11 rates). Tuition (operating fee and building fee) in addition to the Student and Activity fee have been used for purposes of comparison in this table.

Western Washington University
Proposed 2011-2013 Tuition Rates (Operating Fee and Capital Building Fee)

TUITION OPERATING FEE RATES				
	2010-11	2011-12 Proposed	% Change	\$ Change
<u>Operating Fee 2012-13</u>				
Resident Undergraduate	\$5,355	\$6,212	16%	\$857
Non-Resident Undergraduate	\$15,288	\$16,145	5.6%	\$857
Resident Graduate	\$5,916	\$6,773	14.5%	\$857
Non-Resident Graduate	\$15,264	\$16,121	5.6%	\$857
Resident MBA	\$5,916	\$7,559	27.8%	\$1,643
Non-Resident MBA	\$15,264	\$16,969	11.2%	\$1,705
	2011-12 Proposed	2012-13 Proposed	% Change	\$ Change
<u>Operating Fee 2012-13</u>				
Resident Undergraduate	\$6,212	\$7,206	16%	\$994
Non-Resident Undergraduate	\$16,145	\$17,138	6.2%	\$994
Resident Graduate	\$6,773	\$7,767	14.7%	\$994
Non-Resident Graduate	\$16,121	\$17,115	6.2%	\$994
Resident MBA	\$7,559	\$9,023	19.4%	\$1,464
Non-Resident MBA	\$16,969	\$18,424	8.6%	\$1,455

CAPITAL BUILDING FEE RATES				
	2010-11	2011-12 Proposed	% Change	\$ Change
<u>Capital Building 2011-12</u>				
Resident Undergraduate	\$219	\$254	16%	\$35
Non-Resident Undergraduate	\$633	\$668	5.6%	\$35
Resident Graduate	\$144	\$165	14.5%	\$21
Non-Resident Graduate	\$471	\$497	5.6%	\$26
Resident MBA	\$144	\$184	27.8%	\$40
Non-Resident MBA	\$471	\$524	11.3%	\$53
	2011-12 Proposed	2012-13 Proposed	% Change	\$ Change
<u>Capital Building 2012-13</u>				
Resident Undergraduate	\$254	\$295	16%	\$41
Non-Resident Undergraduate	\$668	\$710	6.2%	\$41
Resident Graduate	\$165	\$189	14.7%	\$24
Non-Resident Graduate	\$497	\$528	6.2%	\$31
Resident MBA	\$184	\$220	19.6%	\$36
Non-Resident MBA	\$524	\$569	8.6%	\$45

**Western Washington University
2009-10 Tuition and Fee Rates* for Washington Universities
Compared to National Averages
HECB 2009-10 Tuition and Fee Report**

	Undergraduate		Graduate	
	Resident	Nonresident	Resident	Nonresident
Western Washington University				
Tuition and Fees	\$5,472	\$16,503	\$6,642	\$16,317
National Average	\$6,257	\$14,707	\$6,906	\$14,337
Dollar +/- National Average	(\$785)	\$1,796	(\$264)	\$1,980
Percent +/- National Average	-12.5%	12.2%	-3.8%	13.8%
Central Washington University				
Tuition and Fees	\$5,589	\$15,851	\$7,426	\$16,454
National Average	\$6,257	\$14,707	\$6,906	\$14,337
Dollar +/- National Average	(\$668)	\$1,144	\$520	\$2,117
Percent +/- National Average	-10.7%	7.8%	7.5%	14.8%
Eastern Washington University				
Tuition and Fees	\$5,445	\$14,163	\$7,581	\$18,135
National Average	\$6,257	\$14,707	\$6,906	\$14,337
Dollar +/- National Average	(\$812)	(\$544)	\$675	\$3,798
Percent +/- National Average	-13.0%	-3.7%	9.8%	26.5%
The Evergreen State College				
Tuition and Fees	\$5,413	\$16,429	\$6,886	\$20,020
National Average	\$6,257	\$14,707	\$6,906	\$14,337
Dollar +/- National Average	(\$844)	\$1,722	(\$20)	\$5,683
Percent +/- National Average	-13.5%	11.7%	-0.3%	39.6%
University of Washington				
Tuition and Fees	\$7,587	\$24,262	\$10,622	\$23,962
National Average	\$7,963	\$21,215	\$8,934	\$20,249
Dollar +/- National Average	(\$376)	\$3,047	\$1,688	\$3,713
Percent +/- National Average	-4.7%	14.4%	18.9%	18.3%
Washington State University				
Tuition and Fees	\$7,600	\$18,676	\$8,456	\$20,644
National Average	\$7,963	\$21,215	\$8,934	\$20,249
Dollar +/- National Average	(\$363)	(\$2,539)	(\$478)	\$395
Percent +/- National Average	-4.6%	-12.0%	-5.4%	2.0%

Source: HECB 2009-10 Tuition and Fee Report

*Note: HECB reported "Tuition and Fees" for Washington's 4-year institutions includes the institution's operating fee, capital building fee, services and activities fee, and technology fee. Other mandatory fees are not included in the HECB reported "Tuition and Fees" amount.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by *Paula M. Gilman, Executive Director for University Planning and Budgeting*

DATE: June 10, 2011

SUBJECT: **Approval 2011-12 Annual Operating Budget**

PURPOSE: Action Item

Purpose of Submittal:

Based on the conference committee budget passed by the 2011 special session Legislature, the Board is now asked to approve the 2011-12 State Operating Budget for WWU. Supporting information will be presented to the Board at its meeting on June 10, 2011.

In addition, the Board will be asked to approve 2011-13 tuition rate increases at its June 10, 2011, meeting, revenue necessary to support the 2011-12 and 2012-13 annual operating budgets.

Proposed Motion:

***MOVED*, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a 2011-12 Annual State Operating Budget of \$127,905,925 consisting of a State Appropriations in the amount of \$40,356,000; WWU net tuition operating fee revenue of \$77,780,768; administrative services assessment revenue of \$2,652,157 and one-time funds and/or possible salary recapture of \$7,117,000.**

Supporting Information:

See attached report on the 2011-12 Operating Budget and the 2012-13 Operating Budget Plan.

Source of Funding:

State appropriations (general fund-state and education legacy trust funds); net tuition operating fee revenue; administrative services assessment revenue, and one-time funds (institutional reserve fund balances and/or possible recapture of salaries).

PMG/xx
Attachment:

**WESTERN WASHINGTON UNIVERSITY
SUPPORTING INFORMATION
SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard *by Paula M. Gilman, Executive Director for University Planning and Budgeting*

DATE: June 10, 2011

SUBJECT: **Supporting Information for Board Approval of the 2010-11 Annual Operating Budget**

Schedule of Approvals for 2011-13 Biennial Operating Budgets

In June 2011, the Board will be requested to approve new tuition rates for all student categories for 2011-12 and 2012-13. At this same meeting, the Board will be asked to approve the 2011-12 Annual Operating Budget, and be provided an opportunity to review the 2012-13 annual plan. In June 2012, the Board will be requested to approve the 2012-13 Annual Operating Budget.

Introduction

In order to fund the basic instructional and academic support missions of the institution, the President is proposing for Board approval a 2011-12 budget for state funded operations that reflects revenue and expenditure estimates available for university operations from state appropriations, net tuition operating fees, the administrative services assessment and temporary reliance on institutional contingency reserves and possible one-time salary recaptures.

Proposed FY 2011-12 Annual Operating Budget and FY 2012-13 Annual Operating Budget Plan

A summary of all revenue sources is included in Table A below. Please note that tuition operating fee revenue is presented net of tuition waivers and Western's student loan/grant fund contribution at 4%.

2011-13 Biennium		
WWU State Operating Budget		
by Funding Source		
Funding Source	<u>Proposed for Board Approval FY 2011</u>	<u>Annual Plan for Board Review</u>
State Appropriations	\$40,356,000	\$40,273,000
<i>Net Tuition Operating Fees</i>	\$77,780,768	\$87,651,368
<i>Administrative Services Assessment</i>	\$2,652,157	\$2,652,157
<i>One-Time Funds and/or Salary Recapture</i>	\$3,017,000	\$2,520,000
<i>One-Time Funds</i>	\$4,100,000	\$0
State Operating Budget	\$127,905,925	\$133,096,525

Percentage Share of Tuition and State Appropriations

Western's state operating expenditures have been historically supported by a combination of state appropriations and tuition operating fees. In 2008-09, state appropriations represented 60% of WWU's state operating budget compared to 40% in net tuition operating fees; however, due to several years of severe state budget reductions, state appropriations will represent only a 31% share by 2012-13.:

State Support Compared to Student Support				
2011-13 Biennium				
State Operating Budget				
	2011-12		2012-13	
State Appropriations	\$40,356,000	34%	\$40,273,000	31%
Net Tuition Operating Fees	\$77,780,768	66%	\$87,651,368	69%
Total	118,136,768	100%	\$127,924,368	100%

Western's Student Loan/Grant Fund

Gross tuition operating fees collected is currently (and has been historically) subject to a 3.5% minimum set-aside for the WWU student loan and grant fund. This is true of all higher education institutions in the state, with variations on percent contributions. The 2011-13 operating budget enacted by the legislature coupled with other legislation, raises this fee from 3.5% to 4.0% on all tuition. At WWU, for the 2011-13 biennium, approximately an additional \$1M will be directed to this form of financial aid. The capital building fee (part of tuition) and student activities fee will remain at 3.5%.

Budget Reductions and Division Rebasement Initiatives

After careful consideration by the campus of the impacts of reductions and the net effect of both reductions and recommended additional funding to support high priority needs, division budgets will be reduced by a proposed 1.4% or \$3.3M in the 2011-13 biennium, an amount attributable to the Olympia reductions. The collaborative and thoughtful process used to evaluate and recommend these reductions ensured that cuts would not be taken across-the-board

In addition, rebasing efforts will be enacted to ensure and grow WWU's quality offerings to students. Rebasement initiatives within divisions are estimated at \$9M for the biennium, with approximately \$6M provided to the Provost/VPs to reallocate to high priority division needs and the remaining \$3M to be reallocated within departments or colleges to priority needs. Some rebasing efforts will be implemented immediately, others will require several years of planning to implement.

Student Enrollments

The proposed 2011-13 budget is based on maintaining current year or 2010-11 enrollment levels at the approximate level of Western's fall 2010 headcount of 13,176 students. State funded enrollment, according to the appropriations act, was set for WWU at 11,762 annual average FTE for both 2011-12 and 2012-13, leaving approximately 885 FTE students or 7.5% of Western's enrollment per year without state support. Average annual FTE enrollments are subject to variables such as average student course load and are not based on solely the numbers of students enrolled.

Compensation Adjustments

3% 2011-13 Temporary Compensation Reduction

A one-time biennial reduction in state appropriations equivalent to a 3% salary reduction for all Western employees has been enacted. To date, the specifics of how this one-time reduction will be implemented at Western remain under consideration and discussion. An amount of \$5M is cut for the biennium. Until a more complete understanding of the intent of this legislation is reached, reserve balances may be temporarily dedicated to covering this reduction.

Across-the-Board Salary Increases: The legislature did not provide state appropriations for across-the-board salary increases for the 2011-13 biennium for any employee category (faculty, classified staff or professional staff).

Classified Staff ; Western is required by the state to continue to provide classified staff longevity step or anniversary date salary increases in 2011-12 and 2012-13, an unfunded mandate as part of contractual obligations. Classified staff longevity step or anniversary date increases (usually 5% on the employee's anniversary date until the employee reaches the top step of his or her salary range) will be funded by rebasing within university divisions via salary differentials and/or other savings.

Faculty: As negotiated between WWU and United Faculty of Western Washington University, the following faculty salary increases will be provided in 2011-12: faculty promotion and tenure increases; advancement to senior instructor increases; and post-tenure review salary increases. Faculty compensation is subject to bargaining for 2012-13.

Resumption of Tenure Track Faculty Hires

An amount of \$1.5M to reinstate tenure-track faculty hiring is included in the 2012-13 operating budget plan. Search activities will begin in 2011-12.

New Investment in Non-Tenure Track Faculty Hires

Rebasing or reallocation of current resources in the 2011-13 biennial operating budget will result in an additional \$2M investment NTT Faculty Hires in 2011-12 and \$1M in 2012-13.

Other Revenue Sources

Another \$350,000 in new recurring revenue per year is included in the proposal to be generated by increasing the Administrative Services Assessment (ASA) overhead fee charged to auxiliary operations from 4% to 4.5% in 2011-12. 2010-11 ASA actual collections will result in an additional \$184,000 per year for 2011-13.

In order to spread total biennial tuition revenue evenly between fiscal years, an amount of \$4.1M in tuition revenue in effect will be temporarily "borrowed" from 2012-13 tuition revenue and expended in 2011-12. This step is necessary and fiscally prudent since the legislative state budget reduction is evenly divided between fiscal years and tuition revenue will increase significantly in year two. In order to effect this transaction, the university will rely on borrowing from institutional contingency reserves in 2011-12 and repaying institutional reserves this same amount in 2012-13.

A one-time amount of \$500,000 for 2011-12 from reserves is allocated to Academic Affairs on a temporary basis to assist with NTT hires.

Budgeted Contingency Reserve

Within the 2011-13 proposed operating budgets, an increase is proposed in WWU's centrally budgeted contingency reserve for both 2011-12 and 2012-13. An amount of \$575,000 is recommended for 2011-12 and \$1,150,000 is recommended for 2012-13. These increases will make it possible for Western to come close to meeting its 5% reserve target by the end of 2011-13.

PMR/xx

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees
FROM: President Bruce Shepard by Vice President Richard Van Den Hul
DATE: June 10, 2011
SUBJECT: 2011-2013 CAPITAL BUDGET
PURPOSE: Action item

Purpose of Submittal:

Implementation of the 2011-2013 Capital Budget.

Executive Summary:

Western Washington University requested a state capital budget of \$71,253,000 of which \$57,950,000 was related to new appropriations and \$13,303,000 to reappropriations.

Western received \$28,291,000 in new appropriations and \$24,902,000 in reappropriations (the increased amount for reappropriations reflects a change in expenditure forecasting methodology employed by the legislature rather than an actual increase in funding). Of the \$28,291,000 in new appropriations, \$14,541,000 is generated through the University from the Normal School Fund (state timber sales) and the portion of tuition and fees dedicated to construction. The State Building Construction Account (general obligation bonds) provides \$13,750,000.

The attached chart compares Western's 2011-2013 capital budget request, Governor Gregoire's proposed budget and the legislative appropriations.

Proposed Motion:

Moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, accepts the 2011-2013 Capital Budget totaling \$53,193,000 comprised of \$24,902,000 in reappropriations and \$28,291,000 in appropriations, and approves the distribution by major categories.

WESTERN WASHINGTON UNIVERSITY

2011-2013 CAPITAL REQUEST

Color Key :
~ Pre-design
~ Design
~ Construction
~ Intermediate project

R. Roberts 5/25/11

PROJECT LISTING		WWU Request - Sept. 2010		Gov. Gregoire Budget - Dec. 2010		House Budget - April 12, 2011		Senate Budget - April 12, 2011		Conference - May 25, 2011	
		Bonds	Local	Bonds	Local	Bonds	Local	Bonds	Local	Bonds	Local
1	MINOR WORKS - Preserv. Health, Safety, Code	4,122,000		2,450,000					2,450,000		
2	MINOR WORKS - Preserv. Facilities	6,746,000		3,650,000	500,000		8,264,000		4,150,000		8,264,000
3	MINOR WORKS - Preserv. Infrastructure	2,684,000		332,000	1,332,000				1,664,000		
4	MINOR WORKS - Program		9,035,000								
5	CARVER ACADEMIC RENOVATION	6,784,000						6,784,000		6,784,000	
6	ACAD. SERV. & PERFORMING ARTS FACILITY	350,000					350,000				350,000
7	CLASSROOM & LAB UPGRADES	4,799,000			4,799,000	3,506,000	1,293,000	3,532,000	1,267,000	2,486,000	2,313,000
8	NORTH CAMPUS UTILITY UPGRADE	3,529,000				3,529,000					
9	FRASER HALL RENOVATION	4,480,000		4,480,000		4,480,000		4,480,000		4,480,000	
10	PERFORMING ARTS EXTERIOR RENEWAL	2,877,000				2,877,000					
11	WIRELESS NETWORK UPGRADE	4,947,000									
12	LAND ACQUISITION - WATERFRONT	7,597,000									
	EMERGENCY REPAIRS	-			1,000,000				1,000,000		
	Preventive Facility Maintenance & Repairs	-	-		3,614,000		3,614,000		3,614,000		3,614,000
TOTAL BY FUND SOURCE		48,915,000	9,035,000	10,912,000	11,245,000	14,392,000	13,521,000	14,796,000	14,145,000	13,750,000	14,541,000
BIENNIUM TOTAL - ALL FUNDS			57,950,000		22,157,000		27,913,000		28,941,000		28,291,000

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard on behalf of Vice President Eileen Coughlin as recommended by the Associated Students and the S&A Fee Committee

DATE: June 10, 2011

SUBJECT: **Approval of 2011-2012 Student Fees**

PURPOSE: Action Item

Purpose of Submittal: To approve mandatory student fee levels for 2011-12, distributions of the Services & Activities (general S&A) Fee for academic year 2011-12 and summer 2011, and to receive a report on the first year pilot for use of the Green Energy Fee for sustainable projects.

Motion: Moved that the Board of Trustees of Western Washington University, upon the recommendation of the university president and the various constituent review committees, approve the 2011-12 mandatory student fee levels and distribution for the S&A Fee as proposed in the attached documents for the following fees:

- Services & Activity (general S&A) Fee *(No increase)*
- Health Service Fee *(No increase)*
- Technology Fee *(No increase)*
- Non-Academic Building Fee *(\$2/qtr increase)*
- Green Energy Fee *(No increase)*
- Student Recreation Fee (S&A) *(No increase)*
- Student Transportation Fee *(No increase)*

Supporting Information:

- Attachment A: Summary of current and proposed mandatory student fee levels
- Attachment B: Non-Academic Building Fee proposed increase
- Attachment C: S&A Fee proposed distributions
- Attachment D: Green Energy Fee pilot program report

2011-2012 Mandatory Student Fees

Executive Summary:

- This proposal is to increase one of the seven mandatory student fees for 2011-12 (only the Non-Academic Building Fee.)
- This proposal constitutes a net average increase of 0.47% for all existing mandatory student fees (from \$1,284 per academic year to \$1,290.)
- The Non-Academic Building Fee is proposed to increase 5.4% (from \$37 to \$39 per quarter) to fund increasing operational and long term maintenance costs.

Fee Increase Proposed

- Non-Academic Building Fee (\$2 per quarter, a 5.4% increase)

No Fee Increase Proposed

- Services & Activity (general S&A) Fee
- Health Service Fee
- Technology Fee
- Green Energy Fee
- Student Recreation Fee (S&A)
- Student Transportation Fee

See Attachment A for a chart summarizing all of the mandatory fees.

Summary of Current and Proposed Mandatory Student Fee Levels

It is proposed to increase one of the seven mandatory student fees for 2011-12 (only the Non-Academic Building Fee.) This proposal constitutes a net average increase of 0.47% for all existing mandatory student fees.

2011-2012 Mandatory Student Fees - Proposed Increases Effective Fall Quarter*

**Subject to Board of Trustees Approval on June 10, 2011*

Fee	Notes	Current Status	Quarterly Fee				Academic Year Fee			
			Current 2010-11	Proposed 2011-12	\$\$ Change	% Change	Current 2010-11	Proposed 2011-12	\$\$ Change	% Change
Service & Activity (S&A) Fee	(1) (2)	No change proposed. Constituents reduced budget requests in order to rebalance funding sources and release state dollars currently allocated to Athletics. The Fee Committee is recommending distribution of actual dollar amounts for each constituent (rather than percentages) with any excess going into reserve. Fee is prorated per credit with 10+ credits paying the full fee.	\$169.00	\$169.00	\$0.00	0.00%	\$507.00	\$507.00	\$0.00	0.00%
Health Service Fee		No change proposed. Fee is charged to students taking 6+ credits. Other students may voluntarily pay the fee to obtain services.	\$70.00	\$70.00	\$0.00	0.00%	\$210.00	\$210.00	\$0.00	0.00%
Technology Fee		No change proposed. The full fee is charged students taking 6+ credits. Those taking 1-5 credits are charged \$12.50.	\$25.00	\$25.00	\$0.00	0.00%	\$75.00	\$75.00	\$0.00	0.00%
Non-Academic Building Fee		Proposed \$2 per quarter increase for inflation in facilities operations and long term capital needs. Long term plan including annual increases was presented to the Board of Trustees in June 2010. Fee is charged students taking 6+ credits.	\$37.00	\$39.00	\$2.00	5.41%	\$111.00	\$117.00	\$6.00	5.41%
Green Energy Fee	(3)	No change proposed. Spring 2010 student initiative passed with 80.6% approval (23.7% voter turnout), authorizing fee to be between \$4 and \$9/qtr. for purchase of renewable energy certificates (RECs) and sustainable energy projects. Fee is charged as 70 cents per credit with a max of \$7 for 10 credits or more.	\$7.00	\$7.00	\$0.00	0.00%	\$21.00	\$21.00	\$0.00	0.00%
Student Recreation Fee (S&A)	(1)	No change proposed. Fee is charged students taking 6+ credits. Other students may voluntarily pay the fee to obtain acces/services.	\$95.00	\$95.00	\$0.00	0.00%	\$285.00	\$285.00	\$0.00	0.00%
Student Transportation Fee		No change proposed. Fee is charged students taking 6+ credits. Summer quarter fee is less than academic quarters because the extra late night shuttle service is not provided; the summer rate of \$20 covers just the bus pass.	\$25.00	\$25.00	\$0.00	0.00%	\$75.00	\$75.00	\$0.00	0.00%
Total Mandatory Fees			\$428.00	\$430.00	\$2.00	0.47%	\$1,284.00	\$1,290.00	\$6.00	0.47%

Notes:

(1) Fee is subject to 3.5% Student Financial Aid/Loan Fee deduction.

(2) Bond Covenants pledge a minimum of \$32/full-time student per qtr and \$6.40/part-time student per quarter to the Housing & Dining System.

(3) Net fee revenues (from over enrollment and/or lower than expected energy costs) are held in reserve. The reserve is being allocated systematically for sustainable energy projects.

**Attachment B
2011-2012 Mandatory Student Fees**

NON-ACADEMIC BUILDING FEE

Proposed Fee: Increase the Non-Academic Building Fee to \$39 per quarter (6 credits or more) to work toward a sustainable funding model for the Viking Union; effective fall quarter 2011.

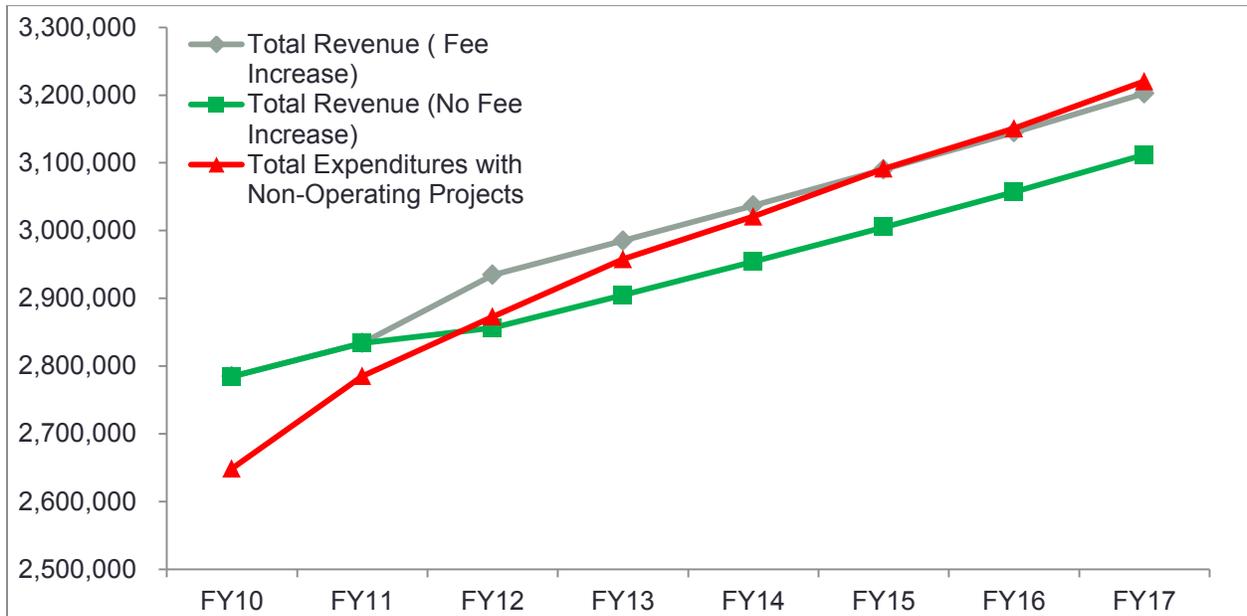
Summary

- The proposed mandatory fee increase is \$2 from \$37 to \$39 per quarter (5.4% increase.) All students benefit from the Viking Union facility.
- Until 2010-11, the fee had been at \$35 since 2000-2001 when it was pledged for bonds and facility maintenance associated with the Viking Union remodel.
- The AS Board supports this fee increase; this fee level is necessary for the VU to maintain the sustainable funding model proposed and accepted by the AS Board.
- This year's increase is due to mandated and unfunded University projects (computer routers and voice enunciator fire alarms this year), creating the need to use reserve funds for operational costs.
- It is anticipated that future years' increases will average 3% per year.

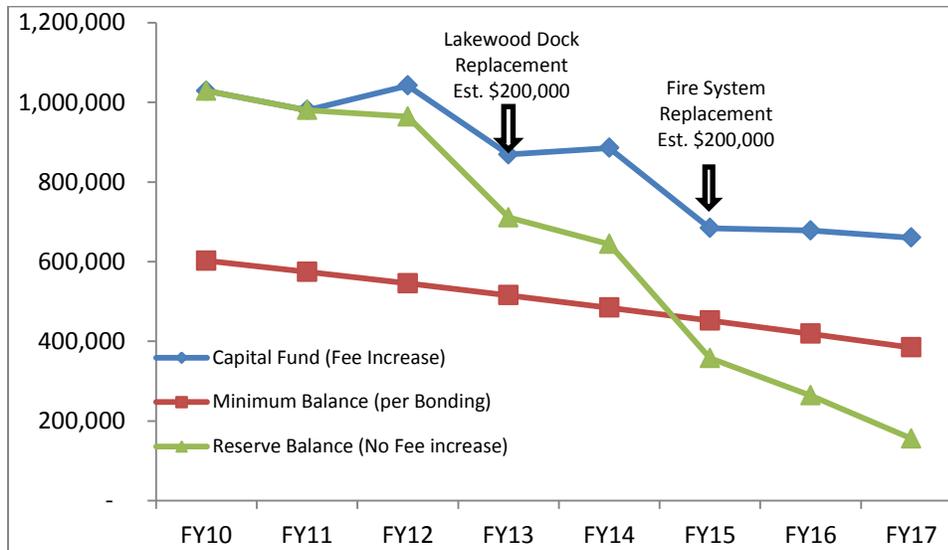
Background: Revenue Sources vs. Long-Term Maintenance and Operations

- The plan to gradually increase the Non-Academic Building Fee is necessary to address long term capital and maintenance needs without dipping into reserves. Example projects include VU carpet replacement, Lakewood dock replacement, and fire system replacement.
- Capital plan projections indicated that VU revenues would increasingly be needed to fund operating expenses and be less available to fund major building renovations, thus the need to increase the Non-Academic Building Fee for facility maintenance. Examples of operating budget pressures include:
 - mandated increases in goods and services
 - unfunded University mandates
 - salary step increases for classified staff
 - mandatory increases in benefits
 - increases in the University's Administrative Services Assessment

Viking Union Facilities Five year trend



VU Capital Reserve Budget



Attachment C
2011-2012 Mandatory Student Fees

SERVICES & ACTIVITIES (S&A) FEE
Proposed Distributions
(No proposed increase in fee)

Proposed Fee and Distribution: The Services and Activities (S&A) Fee Committee recommends no increase to the Services & Activities Fee for the 2010-2011 academic year, maintaining the Summer 2012 rate at 65.15% of the academic year rate; and recommends approval of the distribution of fees for the 2011-2012 academic year and Summer 2011 as outlined.

The committee proposes no increase to the S & A Fee for the 2010-2011 year (remain at \$507 per academic year, or \$169 per quarter), but is proposing a shift in allocation among constituents.

The following constituents receive funds from the Services & Activities Fee:

- Housing & Dining (per bond covenants)
- Associated Students (AS)
- Athletics
- Campus Recreation
- Departmentally Related Activities (DRAC)

Historically, Athletics has received a smaller proportion of its operating budget from S&A Fee funds as compared with the other S&A constituents. Athletics receives state dollars in addition to generated revenue through gate receipts, sponsorships, donations and other activities. In an effort to rebalance funding sources, the S&A constituents reduced their 2011-12 budget requests in order to allocate a greater proportion of S&A Fee dollars to Athletics so that Athletics could then shift a greater proportion of its operating expenses onto the S&A Fee and release some state dollars. The total proposed to be shifted is \$100,000. Note: Constituents are planning to take additional cuts in other funding sources as a part of the state budget cuts and institutional rebasing.

Background

The Services and Activities (S&A) Fee Committee operates under the authority of RCW 28B.15.045 and makes recommendations on the distribution of S & A Fees for the following constituent groups: Housing & Dining, Associated Students, Athletics, Campus Recreation and Department Related Activities (DRAC). In concert with the RCW, the committee is comprised of 12 members, seven voting and five non-voting. The voting members include one faculty member and six students representing Associated Students, Athletics, Campus Recreation and DRAC. The non-voting members include staff advisors from Associated Students, Athletics, Campus Recreation and DRAC, and a designee of the Vice President for Student Affairs who serves as Chair.

The S&A Fee Committee follows an established annual process to prepare its recommendations on the level and distribution of S&A Fees. This process includes the review of budget requests for each constituent group and an open hearing process to provide the opportunity for input from members of the campus community. The committee is required to maintain a \$10,000 reserve.

Maximum allowed increases for academic year S&A Fees are limited by RCW to percentages established for tuition increases.

Proposed Fee Distribution

- I. 3.5% to Student Financial Aid Fund as required by law.
- II. Music Copyright Fee to be allocated in the amount of \$13,703
- III. Housing & Dining to receive minimums as required by bond covenants for debt service. This amounts to \$32 per quarter per full-time student and \$6.40 per quarter per part-time student.
- IV. Allocate to remaining constituents as a dollar distribution with any dollars in excess of proposed amounts going into the S&A Fee Reserve Fund

Academic Year Allocations	2010-11 Actual	2011-12 Proposed	Variance
Fee Revenue	\$ 6,108,343	\$ 6,108,343	\$ -
-Less 3.5% for Financial Aid Fund	\$ 213,792	\$ 213,792	\$ -
Net Available for Distribution	\$ 5,894,551	\$ 5,894,551	\$ -
Housing & Dining (per bond covenants)	\$ 1,232,467	\$ 1,232,467	\$ -
Net for Further Distribution	\$ 4,662,084	\$ 4,662,084	\$ -
Music Copyright	\$ 13,703	\$ 13,703	\$ -
Associated Students	\$ 2,194,709	\$ 2,121,524	\$ (73,185)
Athletics (assumes \$100,000 state funding offset)	\$ 1,249,477	\$ 1,349,477	\$ 100,000
Campus Recreation	\$ 342,978	\$ 322,978	\$ (20,000)
DRAC	\$ 796,279	\$ 789,464	\$ (6,815)
Subtotal Distributions	\$ 4,597,146	\$ 4,597,146	
To Reserve Fund	\$ 64,938	\$ 64,938	
Total Distributed	\$ 4,662,084	\$ 4,662,084	
To be Allocated from Reserve (at end of year)			
Athletics	\$ 21,646		
Campus Recreation	\$ 21,646		
DRAC	\$ 21,646		
Total Allocated from Reserve	\$ 64,938		

Summer 2012

Proposed Fee Level

As approved by the Board of Trustees in June 2002, the summer rate is set at 65.15% of the academic year rate. With no increase to the rate for the 2011-2012 academic year S&A Fee, the rate for Summer 2012 would be \$11.06 per credit, the same as for Summer 2011.

Summer 2011

Proposed Fee Distribution

The Board approved the Summer 2011 rate of \$11.06 per credit in June 2010. It is proposed that Summer 2011 S&A Fee revenue be split on the following percentage basis after Housing & Dining receives \$32.00 per full-time student and \$6.40 per part-time student.

The shift of a lower percentage for DRAC (Departmentally Related Activities) reflects a budget reduction shifted to other constituents to achieve the rebalancing of funding sources for Athletics (and release of state dollars) during the academic year.

<u>Constituency</u>	<u>Summer 2010 Actual Distribution</u>	<u>Summer 2011 Proposed Distribution</u>
Housing & Dining	\$ 45,959 (bond cov.)	\$ 45,959 (bond covenant)
Associated Students	135,476 (60.45%)	165,476 (69.99%)
Campus Recreation	25,147 (11.17%)	29,232 (12.36%)
Department Related Activities	<u>63,827</u> (28.38%)	<u>41,730</u> (17.65%)
TOTAL	\$270,409	\$282,397

**Attachment D
2011-12 Mandatory Student Fees**

**GREEN ENERGY FEE
First Year Pilot Program Report on Sustainable Projects**

As requested by the Board of Trustees in June 2010, the following is a report of the initial pilot year of funding sustainable projects via the Green Energy Fee. The President and the AS Board (via a task force) created criteria and a process for funding student proposed projects “that provide substantial environmental benefits and opportunities for student learning.” A “Green Energy Fee” committee was created to review proposals and make recommendations to the WWU and AS Presidents for approval. The grant process was successful with seven submitted and five funded (funds encumbered.)

A total of \$263,900 was approved for sustainable projects (\$195,000 from current year fee revenues and \$68,900 from the fund balance.) The committee is following a planned gradual spend down of the accumulated fund balance to “front-load” the fee impact and awareness via more visible projects as well as reduce the level of the reserve.

- \$167,500 – Environmental Studies Building Solar Array
- \$ 21,000 – ‘Think Outside the Bottle’ Water Bottle Refilling Stations
- \$ 13,000 – High Speed Air Hand Dryers
- \$ 61,000 – Parking Lot LED Lighting Retrofitting
- \$ 1,400 – Restroom Paper Towel Composting

Fiscal Summary

The table below summarizes the Green Energy Fee fund activity and projections.

- Fee revenues \$292,000 per year
- 100% renewable electricity \$82,000 in 2010-11 and \$50,000 in 2011-12. The cost for the RECs in the new contract (1/1/11) has continued to decline from \$2.50 to \$1.60/per REC. A reserve for REC’s has been established at \$50,000.
- Two student staff positions were funded as planned, to provide assistance with the proposal/review process and to promote education of and through the program.

2010-11 Green Energy Fee Budget Report		
Projected Fund Balances and Allocations	2010-11	2011-12
Beginning Fund Balance <i>(Net of \$50,000 held in reserve)</i>	\$ 255,368	\$ 186,468
Fee Revenue	\$ 292,000	\$ 292,000
REC's (100% Renewable Electricity)	\$ (82,000)	\$ (50,000)
Student Staff and Operations	\$ (15,000)	\$ (25,650)
Annual Fee Collections Available for Projects	\$ 195,000	\$ 216,350
Total Funds Available for Projects (Annual + Reserve)	\$ 450,368	\$ 402,818
Allocated to Sustainable Projects	\$ (263,900)	TBD
Remaining Fund Balance Avail for Allocation	\$ 186,468	\$ 402,818

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Provost Catherine Riordan

DATE: June 10, 2011

SUBJECT: **Academic Self-Sustaining Program Fees (Extended Education and Other Programs)**

PURPOSE: Action Item

Purpose of Submittal:

Approval of Academic Self-Sustaining Program Fees for Extended Education Programs and Other Programs: Academic Self-Sustaining Program Fees include tuition fees for Summer Session as well as a variety of extended education and other academic programs. At its December 2010 meeting, the Board approved 2011 Summer Session Fees. Academic Self-Sustaining Program Fees for extended education and miscellaneous other programs have been developed over the past few months and are now ready for Board approval.

Academic Self-Sustaining Program Fees are fees paid by students enrolling in extended education programs primarily through Western's Extended Education and Summer Programs (EESP). Academic Self-Sustaining Program Fees may include, but are not limited to, in-state and out-of-state tuition, course and lab fees, workshop fees, service fees, materials fees, credit option fees, correspondence registration fees, enrollment fees and conference fees. Annual fee increases for all of these programs are limited to projected program costs.

These fees were reviewed by the Academic Fee Committee, the Budget Working Group and President's Council.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the attached 2010-2012 Academic Self-Sustaining Program fee schedule.

Supporting Information

Attached fee schedule

Other Academic Program Fees

2011-12
Proposed

Fund	Department	Course #	Title	2010-11 Fee	2011-12 Proposed Fee	Amount Change	Percent Change	Change Description	Last Date Changed
Academic Affairs									
25103	Extended Education & Summer Programs	Degree Programs via EESP	Extended Student Service Fee	7.00 per credit				Delete Fee	7/1/2008
25103		Degree Programs via EESP	Graduate Course Workshop	270.00 per credit				Delete Fee	7/1/2010
25103		Degree Programs via EESP	Special Course Fee	Variable				Delete Fee	7/1/2001
25103		Degree Programs via EESP	Undergraduate Course Workshop	216.00 per credit				Delete Fee	7/1/2010
25104		Degree Programs via EESP	Extended Student Service Fee	7.00 per credit	8.00 per credit	1.00	14.29%	Increase to Fee	7/1/2008
25104		Degree Programs via EESP	Graduate Course Workshop	270.00 per credit	295.00 per credit	25.00	9.26%	Increase to Fee	7/1/2010
25104		Degree Programs via EESP	Undergraduate Course Workshop	216.00 per credit	235.00 per credit	19.00	8.80%	Increase to Fee	7/1/2010
25107		Degree Programs via EESP	Extended Student Service Fee	7.00 per credit	8.00 per credit	1.00	14.29%	Increase to Fee	7/1/2008
25107		Degree Programs via EESP	Graduate Course Workshop	270.00 per credit	295.00 per credit	25.00	9.26%	Increase to Fee	7/1/2010
25107		Degree Programs via EESP	Undergraduate Course Workshop	216.00 per credit	235.00 per credit	19.00	8.80%	Increase to Fee	7/1/2010
25110		Degree Programs via EESP	Extended Student Service Fee	7.00 per credit	8.00 per credit	1.00	14.29%	Increase to Fee	7/1/2008
25110		Degree Programs via EESP	Graduate Course Workshop	270.00 per credit	295.00 per credit	25.00	9.26%	Increase to Fee	7/1/2010
25110		Degree Programs via EESP	Undergraduate Course Workshop	216.00 per credit	235.00 per credit	19.00	8.80%	Increase to Fee	7/1/2010
25111		Degree Programs via EESP	Extended Student Service Fee	7.00 per credit	8.00 per credit	1.00	14.29%	Increase to Fee	7/1/2008
25111		Degree Programs via EESP	Graduate Course Workshops	270.00 per credit	295.00 per credit	25.00	9.26%	Increase to Fee	7/1/2010
25111		Degree Programs via EESP	Undergraduate Course Workshop	216.00 per credit	235.00 per credit	19.00	8.80%	Increase to Fee	7/1/2010
25112		Degree Programs via EESP	Extended Student Service Fee	7.00 per credit	8.00 per credit	1.00	14.29%	Increase to Fee	7/1/2008
25112		Degree Programs via EESP	Graduate Course Workshop	270.00 per credit hour	295.00 per credit hour	25.00	9.26%	Increase to Fee	7/1/2010
25112		Degree Programs via EESP	Undergraduate Course Workshop	216.00 per credit	235.00 per credit	19.00	8.80%	Increase to Fee	7/1/2010
25113		Continuing Education Programs and Courses	Undergraduate Course Workshop	339.00 per credit	356.00 per credit	17.00	5.01%	Increase to Fee	7/1/2010
25114		Continuing Education Programs and Courses	Extended Student Service Fee	7.00 per credit	8.00 per credit	1.00	14.29%	Increase to Fee	7/1/2008
25115		Degree Programs via EESP	Extended Student Service Fee	7.00 per credit	8.00 per credit	1.00	14.29%	Increase to Fee	7/1/2008
25115		Degree Programs via EESP	Graduate Course Workshop	270.00 per credit	295.00 per credit	25.00	9.26%	Increase to Fee	7/1/2010
25115		Degree Programs via EESP	Undergraduate Course Workshop	216.00 per credit	235.00 per credit	19.00	8.80%	Increase to Fee	7/1/2010

Other Academic Program Fees

2011-12

Fund Department	Course #	Title	2010-11 Fee	Proposed Fee	Amount Change	Percent Change	Change Description	Last Date Changed
25120 Extended Education & Summer Programs		Math 99		500.00			New Fee	7/1/2011
25120		Continuing Education Programs and Courses	196.00 per credit	217.00 per credit	21.00	10.71%	Increase to Fee	7/1/2010
25120		Resident Undergraduate course/workshop	186.00 per credit	206.00 per credit	20.00	10.75%	Increase to Fee	7/1/2010
25201		Graduate Course Workshops-Non Resident	212.00 per credit	216.00 per credit	4.00	1.89%	Increase to Fee	7/1/2009
25201		Individual Credit Option	48.00 per credit	50.00 per credit	2.00	4.17%	Increase to Fee	7/1/2001
25201		Undergraduate Course Workshop-Non Resident	173.00 per credit	200.00 per credit	27.00	15.61%	Increase to Fee	7/1/2010
25201		Undergraduate Course Workshop-Resident	163.00 per credit	186.00 per credit	23.00	14.11%	Increase to Fee	7/1/2010
25304		Correspondence	100.00 per credit	115.00 per credit	15.00	15.00%	Increase to Fee	7/1/2009
25306		Extended Student Service Fee	7.00 per credit	8.00 per credit	1.00	14.29%	Increase to Fee	7/1/2008
25306		Graduate Course Workshop	270.00 per credit	295.00 per credit	25.00	9.26%	Increase to Fee	7/1/2010
25306		Undergraduate Course Workshop	216.00 per credit	235.00 per credit	19.00	8.80%	Increase to Fee	7/1/2010
20033 Provost/Other Programs		IPE Late Application Fee	25.00	50.00	25.00	100.00%	Increase to Fee	7/1/2007
22041		Homestay Placement Fee		100.00 Per quarter			New Fee	7/1/2011
22041		IEP Activity Fee		25.00 Per quarter			New Fee	7/1/2011
22041		Student Fee Per Quarter	2,195.00 Per quarter	2,250.00 Per quarter	55.00	2.51%	Increase to Fee	7/1/2009
22041		Summer Tuition	2,060.00 Per quarter	2,120.00 Per quarter	60.00	2.91%	Increase to Fee	7/1/2009

EXTENDED EDUCATION

Extended Education is an entirely self-sustaining unit providing support across campus to students, colleges, departments and faculty. The unit reaches out to the community and the world with numerous educational activities. In the process, Extended Education gives back to the institution by facilitating student education, fostering recognition from the community, and returning a substantial contribution to the university each year. Various continuing education activities reach individuals without access to the campus, and support timely degree completion for our on-campus students. With a staff of fewer than 20 people, Extended Education revenues now approach thirteen million dollars annually, a large portion of which go back to the university.

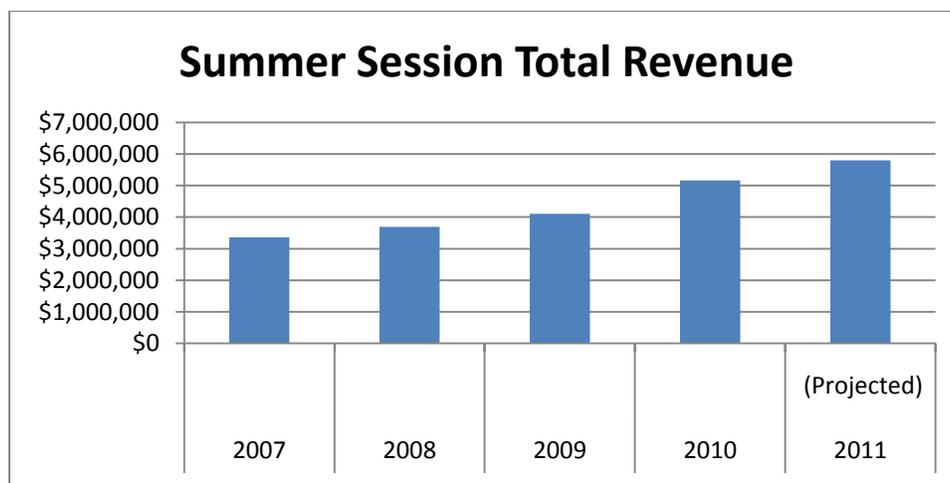
PROGRAMS

Academy for Lifelong Learning
 Conferences
 Academic Youth Programs
 Faculty Led Travel Courses
 Professional Studies

Off Campus Degree Programs
 Independent Learning
 Online Courses
 Testing Services
 Summer Session

SOME HIGHLIGHTS

Summer Session - Each year the summer session serves students with a wide range of course offerings. Undergraduate tuition has increased from \$130 per SCH in 2007 to \$186 for 2011. During that time, enrollments have grown from 5,800 to more than 6,700, with student credit hours rising from 23,500 to about 29,000. Total revenue has grown more than 70% over the 5-year period to a projected \$5,800,000 for the 2011 session. Extended Education retains none of the summer tuition, with all it going to Academic Affairs for academic support.



Online learning has been a driving force in summer session growth, with the number of classes offered and students enrolled nearly doubling in each of the last four years. Summer 2011 will see 32 online sections (20 of them GURs), with nearly all of them filled within the first five days of registration. We anticipate about 625 enrollments in online courses this summer session, compared with 390 the previous year. These courses give our students the opportunity to continue their education while working or away from the campus.

Independent Learning – This area includes academic courses that include 70 correspondence and 18 online courses across 18 departments. These courses offer students on campus and around the world access to our courses and supports timely progress to degree. Since 2008, enrollments in online course have increased as correspondence declines. In 2008/09 we had 190 online and 1006 correspondence students. In 2010/11 that has shifted to about 680 online and 825 correspondence students, an increase of more than 25% over the two years. Even though correspondence participation has

declined, a significant number of students seem to prefer the self-paced written environment of correspondence, and some have no access to the Web, so it may remain viable for some time

Travel Programs – Over the coming year, some 20 faculty-led courses will be offered in 15 locations domestically and abroad. Last year 228 students participated in 16 such courses. We estimate that as many as 250 will participate in the coming year.

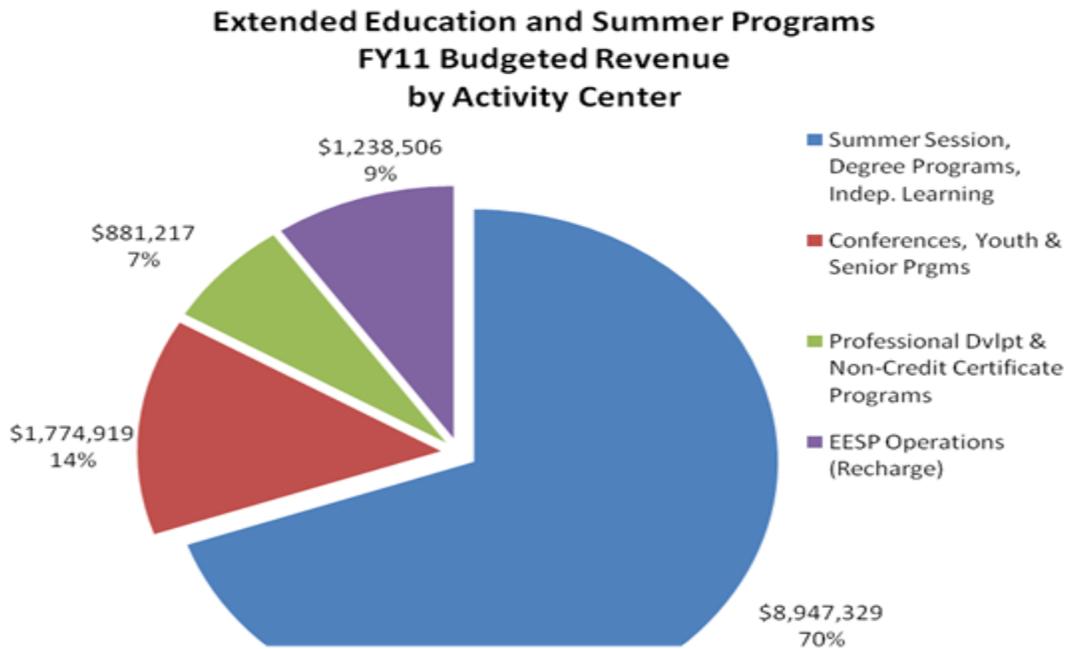
Off Campus Degree Programs – these are offered in Bremerton, Seattle, Everett, Poulsbo, and Port Angeles. In the past year, unduplicated enrollment in these programs was 312 students. Enrollment in these courses has been on the decline over the past five years. Washington State University will assume a role in Everett in 2014, and the impact on Western enrollments is uncertain. Undergraduate degrees are offered in such areas as Education, Human Services, Business Administration, and Environmental Science, Planning, and Policy.

Youth Programs – Some 1500 K-12 students will participate in variety of programs in the coming year, an increase of about 10% over the previous year. This includes a growing offering serving 120 elementary through high school age students from Korea who will be on campus this summer.

Academy for Lifelong Learning – This association has a membership of 307 senior citizens, up from 287 last year. The group engages in a wide variety of educational activities each year, including 64 different course offerings with 1700 registrations this year.

Conferences – A growing number of conferences are hosted by EESP each year reaching some 3,200 participants in 2010.

Testing Services – We assumed responsibility for testing services this year. Our objective is to make it entirely self-sustaining as soon as possible. The testing center administers a variety of exams for our students and community groups, along with a number of placement exams including SAT, GMAT, and TOEFL.



ACTIVE MINDS CHANGING LIVES



**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Stephanie Bowers
Vice President for University Advancement and
Executive Director, WWU Foundation

DATE: June 10, 2011

SUBJECT: **Approval of Proposed Naming of Facilities in College of Fine &
Performing Arts**

PURPOSE: Action Item

Purpose of Submittal:

Provide information to the Board for Naming of Facilities.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the naming of a piano studio within the College of Fine and Performing Arts in honor of Richard E. Clark; and the naming of the new Steinway Grand Piano in honor of Ford D. Hill.

Naming University Facilities Opportunities

Under current Western Washington University naming policy (POL U6000.02 Naming University Facilities) Board of Trustee approval is required for all campus namings.

Naming is a high honor at Western Washington University. The two gentlemen described below have distinguished themselves in the field of piano study and performance, and through the generosity of one, it is my pleasure to recommend recognizing that support with two naming opportunities within the College of Fine and Performing Arts.

Richard Clark of Blaine, Washington, is a respected piano instructor who holds two degrees from Western Washington University: a bachelor's in music received in 1952 and masters in sociology earned in 1970. Mr. Clark has named Western Washington University Foundation as a beneficiary of his estate and the Foundation holds the quit claim deed on his residence where he retains life estate. Upon his death, proceeds from his estate will benefit the Ford D. Hill piano scholarship and the purchase of a new Steinway D Grand piano for use in all major concerts and performances in the Performing Arts Center. Mr. Clark is in declining health and in hospice care.

Ford Hill graduated from Wisconsin State University at Eau Claire with a Woodrow Wilson Fellowship. While at graduate school at Indiana University, he was awarded a Performers Certificate and took first prize in the Graduate Concerto Competition. He served on the Western music faculty for more than 20 years and many of his former students have enjoyed successful careers in piano performance and teaching. Since that time Ford, has made a career teaching and performing. He has performed throughout the Pacific Northwest, Canada, and Australia and has adjudicated and given many master classes and workshops for festivals. Hill was honored by the Bellingham Arts Commission with a Mayors Arts Award and by WWU which has bestowed on him the rank of Associate Professor Emeritus.

Based on the generosity of Mr. Clark and on the recommendation of CFPA Dean Daniel Guyette, I recommend to the Western Washington University Board of Trustees the following namings:

- The naming of a piano studio within the College of Fine and Performing Arts in honor of Richard E. Clark
- The naming of the new Steinway Grand Piano in honor of Ford D. Hill

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees
FROM: Board Audit Committee and President Bruce Shepard
DATE: June 10, 2011
SUBJECT: Approval of 2011-2013 Internal Audit Schedule
PURPOSE: Action Item

Purpose of Submittal:

In accordance with the Audit Committee's authorities, outlined in its Charter, the committee has reviewed and recommends the attached 2011-2013 Internal Audit Schedule to the Board of Trustees for its review and approval.

The Office of the Internal Auditor creates a risk-based audit schedule to maximize the effective use of Western's Internal Audit resources. In developing the 2011-2013 Internal Audit Schedule, Internal Audit utilized a risk assessment process, solicited input from across campus, considered planned external audit coverage, included required follow up audits and allowed for flexibility for contingencies that may arise during the year. Draft Internal Audit Schedules were discussed with the Vice Presidents, Provost, President, and Audit Committee.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the Board of Trustees Audit Committee and President Shepard, approve the 2011-2013 Internal Audit Schedule.

Documents Attached:

- 2011-2013 Internal Audit Schedule

**Western Washington University
Office of the Internal Auditor
2011-2013 Internal Audit Schedule**

2011-2012

2012-2013

OPERATIONAL/FINANCIAL AUDITS	OPERATIONAL/FINANCIAL AUDITS
<p>Decentralized Accounts Payable Process –AS Bookstore – IN PROCESS</p> <p>To review and evaluate the operational efficiency, effectiveness and compliance of the University’s decentralized accounts payable process in the Associated Students Bookstore.</p> <p>Services and Activities Fee Process</p> <p>To review and evaluate the operational efficiency, effectiveness and compliance of the University’s processes for administering services and activities fees.</p> <p>Athletics Department – Financial Operations</p> <p>To review and evaluate the efficiency, effectiveness and compliance of the Athletic Department’s financial operations.</p> <p>Student Travel Abroad Oversight Compliance</p> <p>To review and evaluate if all events or programs where Western Washington University students travel and study outside of the United States are administered under the direction of the Center for International Studies in compliance with University policies.</p>	<p>Admissions Office</p> <p>To review and evaluate the operational efficiency, effectiveness and compliance of the University’s student admission processes, maintenance of sensitive data, and processing of admissions revenues.</p> <p>Registrar’s Office</p> <p>To review and evaluate the operational efficiency, effectiveness and compliance of the University’s registration, transcript, and grade reporting processes and maintenance of sensitive information.</p> <p>Grant Administration Process</p> <p>To review and evaluate the operational efficiency, effectiveness and compliance of the University’s grant processes.</p> <p>Department Purchasing Card Audit</p> <p>To review and evaluate department’s compliance with state law and University purchasing card policies and procedures.</p>

2011-2012

2012-2013

<p>Ethics Program</p> <p>To review and evaluate the design and implementation of the University’s ethics-related objectives, programs, and activities for efficiency, effectiveness and compliance.</p> <p>Fraud Risk Management Program - Assessment</p> <p>To evaluate the University’s fraud risk management practices and controls to determine if the potential risk of fraud is reasonably managed.</p> <p>Cash Audits</p> <p>This on-going project monitors the efficiency, effectiveness and compliance of the University’s cash handling processes.</p> <p>Quarterly President Expense Reviews</p> <p>To review the President’s state-funded travel and entertainment expenses for compliance with state rules and University policies.</p>	<p>Laboratory Chemicals Audit</p> <p>To review and evaluate the administration and handling of the University’s laboratory chemicals for safety and compliance.</p> <p>Cash Audits</p> <p>This on-going project monitors the efficiency, effectiveness and compliance of the University’s cash handling processes.</p> <p>Quarterly President Expense Reviews</p> <p>To review the President’s state-funded travel and entertainment expenses for compliance with state rules and University policies.</p>
<p style="text-align: center;">FOLLOW UP AUDITS</p> <ul style="list-style-type: none"> • Vending Machine Contracts – IN PROCESS • Payroll Time Keeping Audit • Extended Education & Summer Programs - Conflict of Interest and Food Services Investigation • Center for International Studies Investigation • Public Safety Ethical Use of Resources Investigation • Facilities Management Ethical Use of Cell Phone Investigation 	<p style="text-align: center;">FOLLOW UP AUDITS</p> <ul style="list-style-type: none"> • Purchasing Card Audit • Outside Consulting and Employment Audit • Payments and Reimbursements to Board of Trustees Audit • Accounts Receivable and Collections Audit • Property Management Contract Consultation • Computer Science Department Payroll Overpayment Investigation

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard on behalf of Vice President Eileen Coughlin

DATE: June 10, 2011

SUBJECT: **Textbook Costs, Positioning the Bookstore for the Future**

PURPOSE: Discussion Item

Purpose of Submittal:

Linda Beckman, Division Director of Budget and Administration for Student Affairs, and Peg Godwin, Western Associated Students Bookstore Manager, will provide the Board with an update of changing dynamics in the bookstore course-material industry and competitive enhancements at Western's Bookstore, and to engage the board in a conversation regarding future strategic directions.

- Course Material Pricing, Affordability and Trends (textbooks and other materials)
- Strategic Store Planning & Competitive Service Enhancements
 - Verba Compare and Verba Compete
 - Follett Book Rental
 - Billing of Bookstore Purchases to Students' WWU Accounts

WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Vice President Eileen Coughlin

DATE: June 10, 2011

SUBJECT: Dining Services Contract

PURPOSE: Discussion Item

Purpose of Submittal:

Vice President Coughlin will update the Board on the transition from Sodexo to Aramark, the apparent successful bidder for Western's dining services.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees
FROM: Phil Sharpe, Trustee, Board Audit Committee
DATE: June 10, 2011
SUBJECT: **Audit Committee Report**
PURPOSE: Information Item

Purpose of Submittal:

Trustee Sharpe will report to members of the Board of Trustees and university staff on topics related to the Board Audit Committee.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees
FROM: President Bruce Shepard by Provost Catherine Riordan
DATE: June 10, 2011
SUBJECT: Academic Report – Bottleneck Report Summary
PURPOSE: Information Item

Purpose of Submittal:

This report summarizes Bottleneck allotments for AY 2010-2011 and 2011-2012.

Bottleneck funds serve to create additional sections of required major or GUR courses for which demand exceeds supply, and where all other possible steps for increasing access have been exhausted. Bottleneck funding is prioritized for areas where additional sections speed time to degree.

Bottleneck funding was awarded in three phases. In the first phase, Bottleneck funding was awarded to CHSS and CST for AY 2010-2011 and 2011-2012 on the basis of recent and historical bottlenecks. In the second phase, a “Bottleneck Committee” of faculty, staff and the Vice Provost for Undergraduate Education awarded funding based on bottlenecks that emerged during registration over this period. In the third phase, the “Bottleneck Committee” awarded additional funding for AY 2011-2012 based on projected demand needs. The total allotments, their costs, the seats created, and the criteria used to allocate the funding is summarized below.

Section Bottleneck funding: 2010-2011

College	Description	Sections	Amount	Seats
CHSS	Spanish, Anthropology, French; PEHR	11	\$76,070	490
CST	Chem; Bio; Math; Physics; Geo	22	\$70,000	500
CBE	Acct	1	\$6,500	26
CFPA	Dance	2	\$4,377	90
Totals		36	\$156,947	1,106

Section Bottleneck funding: 2011-2012

College	Description	Sections	Amount	Seats
CHSS	Spanish, Anthropology, French; Comm	11	\$69,696	627
CST	Chem; Bio; Math; Physics; Geo	22	\$155,260	1128
CFPA	Theatre; Art; Dance; Music	16	\$66,900	915
Hux	Environmental Ed	1	\$5,000.00	30
Totals		50	\$296,856	2,700

Remaining Bottleneck Funding for 2011-2012: Approximately \$70,000.00

WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Vice President Eileen Coughlin

DATE: June 10, 2011

SUBJECT: **Admissions and Enrollment Summary**

PURPOSE: Information Item

Purpose of Submittal:

To provide a general update on enrollment and admissions

June 2011 Enrollment and Admissions Report
Prepared by Karen Copetas, Director of Admissions and Enrollment Planning

Fall 2011 Admission

With the admissions cycle for fall 2011 complete, the size of the incoming freshman and transfer class is projected to be similar to fall 2010. With transfer applications continuing to be on an upswing, including an 8.5% increase in over fall 2010, and freshman applications decreasing by 2.6%, admission targets were slightly adjusted including 850 – 875 transfers (820 in fall 2010) and 2,650 – 2,700 freshmen (2,745 in fall 2010). University Residences has adjusted accordingly by increasing availability to continuing Western students as well as offering housing to a limited number of future transfer students from Whatcom Community College.

Overall academic quality remains fairly constant with the past few years, including an average GPA of 3.48 for incoming freshmen and average incoming transfer student GPA of 3.28.

Fall 2011 Enrollment Projection

Total on-campus headcount is projected at 14,100 – 14,200 compared with fall 2010 actual headcount of 14,095. Registration patterns of current students continuing to fall quarter are similar to fall 2010. Financial Aid has experienced an increase in applications from continuing students.

With off-campus enrollment predicted to be similar to fall 2010, total fall 2011 headcount is expected to be very similar to fall 2010 total headcount of 14,979.

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Stephanie Bowers
Vice President for University Advancement and
Executive Director, WWU Foundation

DATE: June 10, 2011

SUBJECT: **Alumni Association Report**

PURPOSE: Information Item

Purpose of Submittal:

Provide an update to the Board on Alumni Association activities.

Supporting Information:

OFFICE OF ALUMNI ASSOCIATION

News

The 2011 Back2Bellingham Alumni & Family Reunion exceeded expectations with more than 1500 alumni, families and friends coming to campus from 6 states, British Columbia, and the District of Columbia. They represented 45 different class years ranging from 1936 to 2014 including every class year from 1976 – 2014. Over the four day event, they participated in 121 educational, recreational and social activities organized by campus departments and programs. We are planning for Back2Bellingham III which is scheduled for May 17-20, 2012.

Eight alumni have been nominated and confirmed to join the Alumni Association Board of Directors. They bring great depth of skill and diversity through their college affiliation, profession, ethnicity, gender, age and geographic location.

Alumni Events

We continue to focus on ongoing broad-based engagement opportunities. Since July, we have planned and executed 29 events and programs with an additional 8 in the upcoming three months:

RECENT PROGRAMS INCLUDE:

Student Programming	Broad Based Alumni Programs
	4/2 – Take off with Technology Tour: Future of Flight Museum at Boeing (Everett)
	4/6 - Traveling Professor (Seattle)
	5/12 - Alumni Awards Celebration
	5/14-15 – Back2Bellingham Weekend

UPCOMING PROGRAMS:

Student Programming	Broad Based Alumni Programs
6/8-9 – Senior Celebration	7/9 & 10 – SW Washington/Portland Wine Tasting
6/10 – Outstanding Graduation Ceremony	7/14 – Grandparent’s U
6/11 – Graduation	7/17-25 – Grand Canyon Family Trip
8/19 – Senior Celebration	10/7-8 - Oktoberfest Cruise
8/20 - Graduation	10/14-16 – Winery Tour to Walla Walla
9/7 - Get Your Blue on BBQ	

WESTERN WASHINGTON UNIVERSITY

Capital Program Report

Board of Trustees

June 10, 2011

MAJOR CAPITAL PROJECTS

- **Miller Hall Renovation**

Phase 2 of the Miller Hall Renovation, which has been underway since September 2010, continues to be on schedule to achieve substantial completion by mid-August. The installation of the two new elevators, which tie the 1940's wing (Phase 2 work) with the 1960's wing (Phase 1 work already completed), is taking shape. Casework and interior finishes are being installed on all levels now as well as finish mechanical and electrical. All of the concrete work for the exterior entry ramp on Red Square is complete and is now receiving its new brick covering. The tower crane was removed in early May.

Exterior elements of the project such as the rain gardens (bioswales), landscaping and required new asphalt work are underway.

Furniture is scheduled to be delivered in late August. Woodring College of Education and Modern and Classical Languages will begin moving into their new offices in mid-September.

- **Buchanan Towers Addition**

Bids were received by the University for PW640, Buchanan Towers Addition Completion project. Tiger Construction of Bellingham was the low bidder and began work the beginning of June (the Board gave delegated authority to award the contract at its April 2011 meeting). The project is scheduled to be complete in August 2011.

For more information about the major projects, please visit our Facilities Management website at <http://www.wvu.edu/depts/fm/Services/FDCA/index.html>.

For more information about the Capital Program and the 2011-13 Capital Planning Process see <http://www.wvu.edu/wwuarchitect/>.

For more information about the 2011-2013 Capital Budget Request and proposals see <http://www.wvu.edu/depts/capitalb/index.shtml>

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Stephanie Bowers
Vice President for University Advancement and
Executive Director, WWU Foundation

DATE: June 10, 2011

SUBJECT: **Development Report**

PURPOSE: Information Item

Purpose of Submittal:

Provide an update to the Board on Western Washington University Foundation activities.

Supporting Information:

Report attached

OFFICE OF DEVELOPMENT

The Collins Group has presented their feasibility study results and recommends that Western move forward with a comprehensive campaign. There was overwhelming support from our constituents that Western is ready to launch a campaign and the funding pillars resonated with donors and prospects. University Advancement staff will now coordinate with the Foundation Board to launch the quiet phase of the campaign.

The 14th annual Seattle Business Forum raised a record amount in scholarship support for Western students. We secured more than \$155,000 through event and table sponsorships as well as the solicitation we made at the event.

We hosted more than 350 people at the two Spring President's Club events to thank them for their support of Western.

Gifts of Note

A bequest of nearly \$30,000 from the Margaret Klingemann Living Trust

A gift of \$20,000 from British Petroleum to support the Vehicle Research Institute

A total of \$52,000 from the Kaiser-Borsari Educational Foundation to support scholarships in the College of Sciences and Technology

\$15,000 from Wells Fargo for their sponsorship of the Seattle Business Forum

An estate gift of \$20,000 from Teresa LaFrienere

A gift of nearly \$55,000 from Chase and Teri Franklin to add to their endowment fund to support outstanding teaching in the College of Business and Economics

\$15,000 from Mark Lehmann to support Fairhaven College, the Anthropology Department and the College of Fine and Performing Arts

Upcoming Events

August 3 – Seattle area President's Club summer BBQ – Olympic Sculpture Park

August 10 – Bellingham area President's Club summer BBQ – Home of Jim Swift

October 11 – Bellingham Business Forum featuring Erin Baker, founder of Erin Baker's Wholesome Baked Goods, as the keynote speaker

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees
FROM: President Bruce Shepard by Provost Catherine Riordan
DATE: June 10, 2011
SUBJECT: NWCCU Accreditation Year-One Self-Study and Evaluation
PURPOSE: Information Item

Purpose of Submittal:

Western Washington University received an extremely favorable response to the university's Year-One Accreditation Report from the evaluation team that assessed the report for the Northwest Commission on Colleges and Universities. The following summary and findings are excerpted from the evaluation report. NWCCU will review the report and recommendations in July.

Summary: Overall, Western Washington University has placed itself in a strong position to succeed in this seven-year process evaluating its mission fulfillment and directing resources at its critical priorities. *The committee commends the institution for the efforts it has undertaken to embrace recommendations to increase transparency and faculty participation in resource decisions, and for its efforts to engage both internal and external communities in strategic planning.* These changes will support the ease and effectiveness of the next steps in the seven-year accreditation reporting process, and help to focusing resources and capacities in challenging financial times.

Commendation One: The committee commends the institution for the efforts it has undertaken to embrace recommendations to increase transparency and faculty participation in resource decisions, and for its efforts to engage both internal and external communities in strategic planning.

Commendation Two: The institution is commended for establishing two facets of mission fulfillment, reflecting a commitment to maintaining mission-critical levels of achievement and to advancing two areas of primary importance to the mission beyond their current levels.

Commendation Three: The institution is to be commended on its usage of numerous output- and impact-oriented indicators, as these will provide more direct evidence of the affect its programs and services have had on its students and communities.

Recommendation One: As the institution begins its revisions for the next report, it should clarify the relationship between the core theme indicators and mission fulfillment. In particular, the connection between the indicators that inform mission fulfillment and the rest of the Core Theme indicators is unclear. (Standard 1.A.2, 1.B.2)

Recommendation Two: As program assessment capacity is systematized and developed, the institution is encouraged to incorporate more evidence of student learning outcomes data throughout the educational experience and within academic programs into the evaluation of both Core Themes and Mission Fulfillment. (Standard 1.B.2)

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Provost Catherine Riordan

DATE: June 10, 2011

SUBJECT: **Professional Leave Report**

PURPOSE: Information Item

Purpose of Submittal:

This report lists the faculty professional leave proposals that have been approved for the 2011/12 academic year and provides a brief summary of the exceptional research projects and scholarly activities engaged in by some of Western's faculty members. The report also details the process established to review applications and make award determinations.

Supporting Information:

List of faculty members awarded professional leave and related information.

Office of the Provost and
Vice President for Academic Affairs

Bellingham, Washington 98225-MS 9033
(360) 650-3480 Fax (360) 650-7475

To: Bruce Shepard, President
From: Catherine Riordan, Provost and Vice President for Academic Affairs
Date: January 10, 2011
Subject: Professional Leave Procedure and List of Recommended Recipients

The Professional Leave Advisory Committee is an all-university body composed of six faculty members who have had professional leaves within the past few years. The Committee publishes through University Communications an announcement of the schedules and procedures for leave application early fall quarter. Faculty members also receive information on the process and deadlines from academic deans and chairs. Proposals are examined first at the department level, then by the dean (and, in some colleges, the college's professional leave committee), before being forwarded to this office and the university-wide Professional Leave Advisory Committee. Committee recommendations are reviewed by the Provost, and then forwarded to the President for approval.

Per Section 10.6.1 of the Faculty Collective Bargaining Agreement, the Committee relies upon the following criteria in making its recommendations: *academic or scholarly significance; soundness of design, procedure, or operational plan, including clear objectives and timeline; relationship of planned activity to individual's area of study and professional development; expected outcomes and benefits, including dissemination of results; evaluation of applicant's ability to achieve the proposed goals; and value of the project in terms of academic benefits to the institution upon the applicant's return from the leave.*

For the 2011-12 academic year, we received a record number of requests: 54 faculty members requested 108.5 quarters of leave and only 75 quarters are available for allocation. The Professional Leave Advisory Committee provided each proposal with a careful and thorough evaluation and made thoughtful recommendations based upon the *merits of the application and the expected benefits to the individual, department, and the university* per Section 10.6.2 of the *Collective Bargaining Agreement*.

I concur with the Professional Leave Advisory Committee's recommendations and provide the attached information for your review and approval. I plan to mail the notification letters by Thursday, January 13 to meet the established applicant notification deadline of January 15.

CAR/bj

Abedi-Djourabtchi, Amir, Political Science,

Two quarters -- For a collaborative research project examining single-party dominance in established democracies

Baharav, Eva, Communication Sciences and Disorders

Two quarters -- For research projects about autism which will result in several writing projects, a model service program for families, an interdisciplinary program, and an interdisciplinary grant proposal

Benyi, Arpad, Mathematics

One quarter -- For on-going collaborative work at the University of Kansas, and new research on differential equations at Kansas State University

Bower, John L., Fairhaven College

Two quarters -- To study how coastal land use patterns and human population growth have affected marine bird abundance in the Salish Sea

Bussell, Mark, Chemistry

Two quarters -- For research on heterogeneous catalysts in chemical engineering department laboratories

Chalmers, Gordon, Physical Education, Health and Recreation

One quarter -- To engage in data gathering for a neurophysiology experiment that will collect data on fifteen subjects

Curley, David L., Liberal Studies

Two quarters -- For research in London and India in connection with a monograph with the working title: *Power and Conscience in a Colonial Indian Family: Gokul Chandra Ghoshal and Jay Narayan Ghoshal in Calcutta and Banaras, 1761-1821*

de la Paz, Oliver, English

Two quarters -- To complete a manuscript of prose poems tentatively entitled: *In the Curve of the Labyrinth*

Feinberg, Seth, Sociology

One quarter -- To study geo-spatial aspects of interethnic conflict in Africa

Gardner, Richard, Mathematics

One quarter -- For collaborative research on geometric tomography at three universities in Europe

Geisler, Marc, English

One quarter -- For research and writing activities resulting in a journal article and an improved advising structure for the English Department

Giffen, Allison, English

Two quarters -- To develop research on the Elsie Dinsmore series by Martha Finley resulting in two book projects and an article

Glimm, Tilmann, Mathematics

Two quarters -- To conduct chick embryo modeling studies with colleagues in Germany and New York

Green, Gaye L., Art

One quarter -- To complete a series of illustrated children's books in addition to an illustrations project commissioned by an author of children's books

Guelker-Cone, Leslie, Music

Two quarters -- To create a choral series titled: *The Leslie Guelker-Cone Choral Series: Inspiring Creative Musicianship*, as well as the creation of companion materials for a DVD

Harris, John M., Journalism

One quarter -- To continue to develop a blog in connection with the Lummi community called *Pride of the Nation*

Hartenstine, David, Mathematics

Two quarters -- For research on the theory of partial differential equations and their physical applications

Hooper, David, Biology

Two quarters -- To conduct studies on landscape change modeling packages at the University of Oregon and Oregon State University

Jack, Dana C., Fairhaven College

One quarter -- To research the relationship of self-silencing to depression in men

Jaye, Cara, Art

One quarter -- To study historic art work related to flying and falling and to create a new body of drawings and other works

Kennedy, Kathleen, History

Two quarters -- To complete two projects: a monograph and a book

Laffrado, Laura, English

One quarter -- For research and writing projects related to Pacific Northwest writer Ella Higginson

Larson, Bruce E., Secondary Education

One quarter -- For research into the differences between "experts" and "novices" in connection with the development and preparation of teachers

Lemm, Kristi, Psychology

Two quarters -- For two research projects: (a) a field study of affective forecasting based on marathons, and (b) an investigation into the relationship between money and happiness

Loucky, James, Anthropology

One quarter -- For a research project in Guatemala related to commons thinking

Mitchell, Robert, Geology

Two quarters -- To continue research on the Nooksack basin watershed and Swift Creek landslides and to develop an engineering geology program

Moyer, Craig L., Biology

One quarter -- To study iron-oxidizing bacteria at the Bigelow Laboratory for Ocean Sciences in Maine

Neem, Johann, History

Two quarters -- For research and writing activities related to a new book titled *When Liberalism Was New: The Communitarian Foundations of American Individualism 1776-1860*

Oslapas, Arunas, ET/Industrial Design

One quarter -- To study design processes in Nepal with respect to the integration of sustainability and design

Paola, Suzanne, English

One quarter @ 0.50 FTE -- To draft and revise three chapters of a book of essays that link personal meditation with meditation on Shakespeare's plays, tentatively titled: *My Will*

Piper, Paul S., Library

One quarter -- For research and writing activities related to a book project with a working title: *The Information Commons: the Case of Wikipedia*

Purdue, Seiko A., Art

One quarter -- To continue and to complete research and creative work underway during her current leave in Japan

Robinson, LeAnne K., Special Education

Two quarters -- To expand research on Response to Intervention and develop a manual for a core course in the special education major at WWU

Sandvig, J. Christopher, Decision Sciences

One quarter -- For research on (a) user perceptions of the internet search experience, and (b) predictors of student success

Sattler, David N., Psychology

One quarter -- To complete two co-authored textbooks

Shull, David, Environmental Sciences

Two quarters -- For research, grant writing and manuscript preparation

Stewart, Mart, History

One quarter -- To finish writing activities for a book called *Creatures at the Crossroads and the Making of the Natural South*

Tag, Stan, Fairhaven College

Two quarters -- To complete research and writing of a book: *Monarch of the Storms: Katahdin and the Early Ascents*

Vajda, Edward J., Modern and Classical Languages

Two quarters -- To finish work on a 1,500-page *Etymological Dictionary of the Yeniseian Languages*

Wasserman, Ryan, Philosophy

Three quarters -- To write a book tentatively titled: *The Philosophy of Time Travel*

Wilhelm, Wendy, Finance and Marketing

One quarter -- For research in sustainable consumption and production

Yusa, Michiko, Modern and Classical Languages

Two quarters -- To complete a manuscript: *The Kyoto School Philosophers and the Pacific War*, and a new biography of Daisetz T. Suzuki.

Zaferatos, Nicholas C., Environmental Studies

One quarter -- For research on the feasibility of developing a sustainable olive oil production and export industry in Ithaca, Greece

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Provost Catherine Riordan

DATE: June 10, 2011

SUBJECT: **Tenure and Promotion Report**

PURPOSE: Information Item

Purpose of Submittal:

The credentials and accomplishments of these faculty members have been examined by their peers, tenure and promotion committees, department chairs, college deans, as well as the Provost/Vice President for Academic Affairs. Each person approved meets or exceeds the internal (college and all-university) and external (comparative, disciplinary, and professional) standards Western Washington University requires for promotion or tenure. This extensive review process confirms the merit of each faculty member's teaching, research or creative activity, and service to the University and the community.

Supporting Information:

List of faculty granted tenure and/or promotion on or before March 15, 2011, effective September 2011.

Tenure and Promotion – Effective September 2011

Tenure and Promotion to Associate Professor

Troy Abel	Environmental Studies
Bianco, Christopher	Music
Borda, Emily	Chemistry
Brown, Rich	Theatre Arts
Burtz, Randall	PEHR
Clark, Tim	Chemistry
Czopp, Alexander	Psychology
DeChaine, Eric	Biology
Darrington, Mary Lynne	Ed Leadership
Fitzpatrick, Tim	Music
Helfield, James	Environmental Science
Hutchinson, Penny	Dance Program
Kelley, Bridget	Special Education
Korsmo, John	Human Services
Lee, Ee Lin	Communication
Miner, Ben	Biology
Nyman, Adam	Math
Perry, Tara	Communication
Riemann, Andreas	Physics/Astronomy
Schudich, Tina DuRocher	Psychology
Schwartz-DuPre, Rae Lynn	Communication
Sheppard, Shelby	Secondary Education
Stangl, Paul	Environmental Studies
Sula, Ozan	Economics
Thorndike-Christ, Tracy	Special Education
Watt, Peggy	Journalism
Whitcomb, Dennis	Philosophy
Yip-Hoi, Derek	Engineering Technology

Promotion Only

Amundson, Garth	Art
Bajwa, Deep	Decision Sciences
Denham, Kristin	English
Gogrof-Voorhees, Andrea	Liberal Studies
Kuntz, Mark	Theatre Arts
Linneman, Scott	Geology
Lortz, James	Theatre Arts
Mottner, Sandra	Finance
Myers, Olin (Gene)	Environmental Studies
Springer, Mark	Decision Science
Suczek, Chris	Geology

**WESTERN WASHINGTON UNIVERSITY
ITEM SUBMITTED TO THE BOARD OF TRUSTEES**

TO: Members of the Board of Trustees
FROM: President Bruce Shepard by Steve Swan, V.P. for University Relations
DATE: June 10, 2011
SUBJECT: **University Relations Report**
PURPOSE: Information Item

Purpose of Submittal:

A written report is provided on the recent activities of University Relations.

Supporting Information:

Report Attached

**WESTERN WASHINGTON UNIVERSITY
OFFICE OF THE VICE PRESIDENT FOR UNIVERSITY RELATIONS**

REPORT FROM THE VICE PRESIDENT TO THE BOARD OF TRUSTEES

GOVERNMENT RELATIONS

State Relations

The Legislature was unable to finish its work by April 24th, the end of the regularly scheduled legislative session and the Governor called them back for a Special Session of 30 Days beginning April 26th. They finally completed their work and adjourned on the last day of the 30 day Special Session, May 25th.

The final 2011-13 Operating budget and the 2011-13 Capital budget were passed in the last days of the session after coming to a compromise on the differences between the earlier House and Senate budget and settling differences on Workman's Compensation and an issue related to decreasing the debt limit. Dozens of bills necessary to implement the budgets were passed in the last days of the session leading up to adjournment. It was an extremely difficult and challenging session as the legislature needed to write a budget that cut almost \$5 billion from existing State programs in order to balance the budget because of declining state revenues.

Federal Relations

There is great attention being focused on the U.S. Congress by the higher education community regarding current and proposed legislation and how they will impact universities and students in the future. Key information items at this time are:

- FY 2011 Funding - The House and Senate passed a long-term funding bill for the remainder of FY11 in mid-April. Thankfully, the Pell Grant program was funded with the maximum award remaining at \$5,550 through June 30, 2012. Funding for multiple other discretionary education programs was reduced by \$1.25 billion compared to FY10.
- FIPSE (Fund for Improvement of Post-Secondary Education) – Funding has been pulled for competitive grants for FY11. Western was seeking FIPSE grant support for its Compass 2 Campus Program.
- FY12 House Budget Proposal - The proposal calls for returning non-security, discretionary programs to FY08 funding levels and freezing that amount for five years. The budget proposal specifically mentions the Pell Grant program, and proposes funding the program at the FY08 spending level. Depending on how the cut is interpreted, it would result in a reduction of the maximum award to the FY08 level of \$4,241 or to a maximum grant award of approximately \$1,300, a reduction of \$4,200.

UNIVERSITY RELATIONS

Website Reconstruction

The Website Project Working Team made reports to the Project Advisory Team on May 20th and to the President's Cabinet on May 24th to present its proposals for architecture specification for the new Western website. Key points of the presentation were:

- The new internet web site will be outward facing and geared to meet the needs of prospective students and their parents while also promoting Western to other external stakeholders. The new web site will strongly convey the new Western brand.
- An intranet website will be created through a portal from the new homepage and will include all links that are available on the current Western homepage, but in a different presentation.
- The project is scheduled for completion by Sept. 1st.
- The Website Architecture Specification Report is available [here](#).

The Website Project Working Team will present proposals for a new design look to the same groups in early June.

Community Relations

- The University Relations Office is working with the Extended Education and Special Programs Office in planning for the 2011 BALLE (Business Alliance for Living Local Economies) National Conference which is being hosted by Western June 14-17. The event, which will bring approximately 600 people from around the nation and Canada to campus, will enable Western to showcase its work in sustainability.
- The taping of the pilot for the new Western television show "Western Window" is tentatively scheduled to take place the first week of June.
- Negotiations between the City of Bellingham and Comcast have concluded with the contract now in legal review by both entities. Western has pushed for the creation of an educational channel as a part of those negotiations along with an allocation of funds from increased franchise fees, to help fund potential Western programming of that channel. It is not yet confirmed what is included in the contract regarding the e-channel.

OFFICE OF UNIVERSITY COMMUNICATIONS

Our skilled professionals worked hard on a wide range of online, print, social media, video and graphic design communications and marketing, which included:

- Participation with the university team reworking the university website.
- Expanding Western's social media outreach. For example, the number of "fans" to [WWU's Facebook](#) site jumped from 10,720 to 11,512 in the past two months.
- Publishing the spring edition of [Window magazine](#), which was sent out to more than 100,000 WWU alumni and other readers. Conducted first-ever readership survey of Window magazine –free to Western as part of a national study.
- Successfully placing stories in local, regional and national media that enhance Western's reputation. Improved daily online campus newsletter [Western Today](#).

- Sent campus messages on recent threats made against a faculty member, and on a campus-wide test of the Western Alert emergency campus notification system.
- Completion of graphic design projects with many campus offices, including Admissions, New Student Services, Residences, and Academic Advising.
- Completed a new Style Guide, a comprehensive set of how-to guidelines for presenting the university brand in a cohesive and consistent manner.
- Expanded access and storage capability for [Western photo images](#) online.
- Booking faculty speakers through [Western's Speakers Bureau](#).

MEETING EVALUATION & FUTURE AGENDA TOPICS

DATE FOR NEXT REGULAR MEETING

- **August 18 & 19, 2011**

ADJOURNMENT

Rachael Kiah Chapman

College of Fine and Performing Arts

Rachael Chapman is a spirited, connected Theatre Arts graduate whose creativity, scholarship and community involvement have won her the admiration and respect of her professors and peers. A future theatre educator, Chapman is this year's assistant director of Western's Summer Youth Theatre Institute. She was also a member of the Multicultural Outreach Tour (MOTley) crew, in which she helped create skits based on tales from around the world and performed them at elementary schools. She played an important role in the Fairhaven Monologue Project, in which she helped teach eighth-graders how to analyze and perform monologues. Chapman's service has introduced many young people to theatre, offering them experiences as audiences, performers, designers and playwrights, raising community awareness about arts opportunities at Western. Chapman's roles on stage at Western have included Madhur and Messua in "The Jungle Book," Puck in "A Midsummer Night's Dream" and Gabrielle Montez in "High School Musical." The daughter of Michael and Deena Chapman of Federal Way, she plans to continue her studies at the graduate level and hopes to return to Western someday as an instructor.

Kelliann Kelly

Huxley College of the Environment

"Motivated," "organized," "methodical" and "analytical" are words faculty members use to describe Kelliann Kelly, a Geography-Resource Management graduate who also earned minors in Geographic Information Systems and Spanish. Kelly excelled in challenging courses. After completing a detailed field study of soil crusts in Eastern Washington she presented her research in a poster at the Association of Washington Geographers' spring meeting. Kelly has put her GIS skills to good use creating trail maps for the U.S. Forest Service as an intern with the Mount Baker and Darrington ranger districts. Her maps will be posted at trailheads in the popular hiking areas. Kelly, who is fluent in Japanese, also used her language skills in service to others as a bilingual assistant in Western's Asia University America Program. She assisted many Japanese students during their time at Western and earned a nomination for the Student Employee of the Year award. The daughter of Tamie Uehara and Timothy M. Kelly, Kelly plans to use her skills in languages and resource management in the GIS profession in an international setting.

Brooke Summerfield

College of Business and Economics

Accounting graduate Brooke Summerfield is an outstanding and well-rounded scholar with a nearly perfect grade point average. Her academic honors include a Presidential Scholarship and a Clothier and

Head Scholarship. Known for her teamwork, poise, communication skills and ability to think on her feet, Summerfield was selected by Accounting faculty to join a four-student team that took first place at the regional KPMG Case Competition in 2010. Summerfield also volunteers in Western's Accounting Tutorial Center and with the Volunteer Income Tax Assistance program. But her interests stretch beyond the field of accounting. She volunteers at Sehome High School assisting Spanish language teachers and encouraging students to continue to study the language. Summerfield also spent a summer in Peru, studying Spanish and learning about Peruvian culture. In Bellingham, she is also a leader in the INN University Ministry and participates in community service activities with Beta Alpha Psi, an honorary society for accounting students and professionals. Summerfield is the daughter of Maria and David Summerfield of Federal Way.

Amy Grambo

Woodring College of Education

Amy Grambo of Lynden earns her Elementary Education degree today and will return to Western this summer to complete minors in Spanish and Teaching English as a Second Language. Already she shines as a student teacher in a bilingual elementary school in Burlington, teaching in Spanish to 58 Spanish- and English-speaking kindergartners. She even organized an "Introduction to Western" event for her young students and performed in a traditional Mexican dance at the school's Cinco de Mayo event. Her professors are impressed with the quality of her writing and use her work as a model to be emulated by other students. Grambo is quiet, but asks thoughtful questions that draw others into sharing their knowledge and experiences. Until recently, Grambo was a program lead for the Whatcom County Boys and Girls Club, spending three hours a day with about 50 children. While leading activities and teaching lessons, she served as a role model for building healthy relationships, mediating conflict and fostering a sense of belonging.

Josephine Jackson

College of Humanities and Social Sciences – Humanities Division

Josephine Jackson earned her Communication degree in March with the department's top grade point average and a minor in Spanish. But her work in the Communication department isn't finished; she's collaborating with Associate Professor Michael Karlberg on revising and eventually publishing her senior thesis, the topic of which is an examination of the relationship between public service media and the implementation of public health care coverage in Western liberal democracies. While at Western, Jackson was employed in the Office of Financial Aid and was a member of the university's highly ranked parliamentary debate team. A polished presenter and public speaker, Jackson was a member of a top-ranked four-person debate team representing Western at the 2010 World Universities Peace Invitational Debate in Kuala Lumpur, Malaysia. Jackson also has a passionate commitment to public service and was

instrumental in organizing the Communication Department's annual CASCAID Social Justice Conference. On campus, she served as the Communication Department's "Student Ambassador," representing the department at many campus and community events. The daughter of John S. Jackson and the late Catherine L. Jackson, both of Eatonville, Josephine Jackson has been accepted into the Middle East and Central Asian Security Studies master's degree program at the University of Saint Andrews in Scotland. After completing her master's degree, she aspires to work in the U.S. Foreign Service. "I feel sure that the intellectual qualities and exceptional communication skills that she has shown in her academic life will serve her well in a diplomatic career," writes Professor Anna Eblen, chair of the Communication Department.

Analiessa Isherwood

College of Sciences and Technology

Analiessa Isherwood, the student speaker in Ceremony Three, believes it is a privilege to receive a higher education and is determined to use her training, knowledge and potential to improve the lives of others. A Behavioral Neurosciences major and Chemistry minor on her way to medical school, Isherwood has traveled to Haiti three times to help provide medical care to impoverished communities. Closer to home, Isherwood has been a judge and guest coach for Science Olympiad teams, helping middle school students tackle such subjects as epidemiology, forensics and life sciences. At Western, Isherwood's professors know her as a top-rate student and researcher, focusing on the link between schizophrenia and brain structure. She is the recipient of several prestigious scholarships at Western, including the Alumni Leadership Award, the Rinne Pre Med Scholarship and the President's Scholarship. After another trip to Haiti this summer, Isherwood will enroll in the University of Washington School of Medicine to focus on providing medical care to underserved populations. She is the daughter of Scott and Teddi Isherwood of Spokane and DeWretha Isherwood of Moses Lake.

Douglas Clinton Dyson Weckerly

College of Humanities and Social Sciences – Social and Behavioral Sciences Division

Douglas Clinton Dyson Weckerly, a graduate in Sociology and Spanish, has already begun using his research skills to promote the educational advancement of others. Weckerly, of Albuquerque, N.M., developed a sophisticated study for his senior thesis exploring the educational achievement of student migrant workers. He hopes the research, funded by a prestigious Western undergraduate research grant, will lead to more effective programs to reduce dropout rates among migrant workers. Weckerly's professors have been impressed by his ability to understand and synthesize abstract concepts – and effortlessly weave those concepts into classroom discussions. And while he is a steadfast advocate for diversity, he is always respectful even as he challenges classmates to rethink their positions on

controversial issues. He received several scholarships at Western, including the Ingeborg Paulus and the Herbert L. Baird Spanish scholarships and a tuition waiver from the Sociology Department. Off campus, Weckerly taught English and citizenship test preparation to Spanish-speaking adults and worked as a caregiver at a non-profit adult family home for low-income people living with HIV and AIDS. After graduation, Weckerly is headed to Peru with the Peace Corps to work as a community health educator. He is the son of Doug Weckerly of Fort Collins, Colo., and Annette Bleakly of Farmington, N.M.