

WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES  
AGENDA  
FEBRUARY 8, 2019

**FRIDAY, FEBRUARY 8, 2019**

Location: Old Main 340

Time: 8:00 a.m.

**1. CALL TO ORDER, APPROVAL OF MINUTES**

8:00 – 8:05

- Board of Trustees Meeting, December 13, 14, 2018

**2. PUBLIC COMMENT**

8:05 – 8:15

**3. BOARD CHAIR REPORT**

8:15 – 8:25

**4. UNIVERSITY PRESIDENT REPORT**

8:25 – 8:35

**5. ASSOCIATED STUDENTS REPORT**

8:35 – 8:40

**6. FACULTY SENATE REPORT**

8:40 – 8:45

**7. FINANCE, AUDIT AND ENTERPRISE RISK MANAGEMENT COMMITTEE REPORT**

8:45 – 8:55

Presentation: Trustee Sue Sharpe, Committee Member

**8. STUDENT SUCCESS COMMITTEE REPORT**

8:55 – 9:05

Presentation: Trustee Mo West, Committee Chair

**ACTION ITEMS**

**9. CONSENT ITEMS**

9:05 – 9:10

- a. Approval of Winter Quarter Degrees

**10. APPROVAL OF PUBLIC WORKS PROJECTS**

9:10 – 9:20

- a. Progressive Design-Build Phase 1 Contract for University Residences New Residence Hall, PW746
- b. Progressive Design-Build Phase 1 Contract for Consolidated Academic Support Services Facility, PW747
- c. Construction Contract for Multiple Building Office and Classroom Renovations in Environmental Studies (ES) and Campus Services (CS), PW751

**11. APPROVAL OF FY 2019 FINANCIAL STATEMENT AUDITOR**

9:20 – 9:30 Presentation: Trustee Sue Sharpe, Finance, Audit, Enterprise Risk Management Committee

**DISCUSSION ITEMS**

**12. COLLEGE OF HUMANITIES SOCIAL SCIENCES STATE OF THE COLLEGE AND LINGUISTICS PLANNING UPDATE**

9:30 – 10:15 Presentation: Brent Carbajal, Provost & Vice President for Academic Affairs  
 Maria Paredes Mendez, Dean, College of Humanities and Social Sciences  
 Kristin Denham, Director, Linguistics Program

**13. WWU ON THE PENINSULAS EXPANSION FEASIBILITY STUDY: NEXT STEPS**

10:15 – 10:45 Presentation: Sabah Randhawa, President  
 Brent Carbajal, Provost & Vice President for Academic Affairs  
 Rich Van Den Hul, Vice President for Business and Financial Affairs

**14. LEGISLATIVE UPDATE**

10:45 – 11:05 Presentation: Becca Kenna-Schenk, Executive Director of Government Relations

**15. INFORMATION ITEMS**

- 11:05 – 11:15
- a. Quarterly Report on Grants and Contracts
  - b. University Advancement Report
  - c. Capital Program Report
  - d. University Relations and Marketing Report
  - e. Annual Department of Public Safety Report
  - f. Mid-year Housing & Dining Report
  - g. Admissions and Enrollment Report

**16. DATE FOR NEXT REGULAR MEETING: April 4, 5, 2019**

**17. ADJOURNMENT**

## **1. CALL TO ORDER**

**Western Washington University  
Board of Trustees  
Meeting Minutes  
Thursday, December 13, 2018**

**1. CALL TO ORDER**

Board Vice Chair, Trustee Chase Franklin called the regular meeting of the Board of Trustees of Western Washington University to order at 3:01 pm in the Board Room, Old Main 340 Bellingham, WA.

**Board of Trustees**

Earl Overstreet, Chair – *by phone*  
Chase Franklin, Vice Chair  
John Meyer, Secretary  
Citlaly Ramirez  
Karen Lee  
Mo West  
Sue Sharpe

**Western Washington University**

Sabah Randhawa, President  
Brent Carbajal, Provost and Vice President for Academic Affairs  
Richard Van Den Hul, Vice President for Business and Financial Affairs  
Stephanie Bowers, Vice President for University Advancement  
Melynda Huskey, Vice President for Enrollment and Student Services  
Donna Gibbs, Vice President for University Relations and Marketing  
McNeel Jantzen, Faculty Senate President  
Natasha Hessami, Associated Students Vice President for Governmental Affairs  
Paul Cocke, Director of University Communications  
Paul Dunn, Chief of Staff to the President, Secretary to the Board of Trustees  
Barbara Sandoval, Senior Executive Assistant to the President  
Rayne Rambo, Assistant Secretary to the Board of Trustees

Vice Chair, Trustee Chase Franklin requested that the Consent Items scheduled for the Friday, December 14<sup>th</sup>, 2018 agenda be moved to Thursday, December 13, 2018 for approval.

**2. CONSENT ITEMS**

Trustee Franklin introduced the consent item brought before the board for approval.

MOTION 12-01-2018

Trustee Meyer moved that the Board of Trustees of Western Washington University, upon recommendation of the president, approve the following consent item:

- Approval of Fall Quarter Degrees

The motion passed.

### **3. STUDENT SUCCESS FUNDRAISING INITIATIVE AND BRAND CAMPAIGN**

- **Joint Session with the Foundation Board of Directors**

Vice Board Chair, Trustee Chase Franklin, welcomed everyone in attendance for a joint session with the Western Washington University Foundation Board of Directors to discuss strategic fundraising priorities and Western's new brand campaign.

Donna Gibbs, Vice President for University Relations and Marketing presented Western's first large-scale brand campaign to support the Foundation's Student Success Initiative, a campaign to raise funds for student research, study abroad and recruitment scholarships. She added that the campaign will also be flexible enough to serve as a foundational framework for the Western brand in general. Gibbs explained that the goal is to launch the campaign in the Seattle metro market starting in late January, continuing through summer 2019. She added that with additional funding the campaign will be in print media and include a video campaign via Google, Instagram, and Facebook. Gibbs shared two anthem videos that will be used for different campaign fundraising goals and to showcase Western in general.

Following the presentation Stephanie Bowers, Vice President for University Advancement led a discussion with Foundation Board of Directors and the Board of Trustees focused on the fundraising themes and how the brand campaign can be leveraged to build awareness and enhance the Western brand.

The Board of Trustees and the Foundation Board of Directors discussed at length ways in which the goals of the Student Success Initiative align with Western's Strategic Plan goals. There was lengthy conversation on how the initiative's goals can help increase four year graduation rates, eliminate achievement gaps for students from diverse and historically underrepresented backgrounds, and support competitive recruitment packages to attract Washington's highest achieving high school graduates. The joint boards also discussed at length how best to increase student retention and success through learning opportunities such as study abroad programs, research with faculty, internships and serving learning. It was noted that research has shown that participation in even one such activity significantly increases student persistence and graduation rates.

In closing, both boards agreed that a successful campaign around the Student Success Initiative's goals will be a powerful way to advance Western's strategic goals and objectives, and increase awareness of Western's unique strengths in providing high-quality, high-impact learning experiences.

The meeting adjourned at 4:54pm.

**Western Washington University  
Board of Trustees  
Meeting Minutes  
Friday, December 14, 2018**

**CALL TO ORDER**

Acting on behalf of Board Chair Earl Overstreet, who called into the meeting by phone, Board Vice Chair, Trustee Chase Franklin called the regular meeting of the Board of Trustees of Western Washington University to order at 8:00 am in the Board Room, Old Main, in Bellingham, WA.

**Board of Trustees**

Earl Overstreet, Chair – *by phone*  
Chase Franklin, Vice Chair  
John Meyer, Secretary  
Citlaly Ramirez  
Faith Pettis  
Karen Lee  
Mo West  
Sue Sharpe

**Western Washington University**

Sabah Randhawa, President  
Brent Carbajal, Provost and Vice President for Academic Affairs  
Richard Van Den Hul, Vice President for Business and Financial Affairs  
Stephanie Bowers, Vice President for University Advancement  
Melynda Huskey, Vice President for Enrollment and Student Services  
Donna Gibbs, Vice President for University Relations and Marketing  
McNeel Jantzen, Faculty Senate President  
Natasha Hessami, Associated Students Vice President for Governmental Affairs  
Paul Cocke, Director of University Communications  
Paul Dunn, Chief of Staff to the President, Secretary to the Board of Trustees  
Barbara Sandoval, Senior Executive Assistant to the President  
Rayne Rambo, Assistant Secretary to the Board of Trustees

**4. APPROVAL OF MINUTES**

MOTION 12-02-2018 Trustee West moved that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following minutes:

- Board of Trustees Meeting October 12 & 13, 2018
- Board of Trustees Special Meeting, November 5, 2018

The motion passed.

## 5. PUBLIC COMMENT

As per Amended RCW 28B.35.110, the Board of Trustees provided time for public comment. There were no requests for public comment.

Trustee Franklin thanked the students who were in the audience for attending the meeting.

## 6. INTRODUCTIONS

Trustee Chase Franklin welcomed Trustee Faith Li Pettis and expressed that the board is excited for the opportunity to work with Trustee Pettis as the board works towards meeting the goals of the strategic plan.

### RESOLUTION NO. 2018-04

#### A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY

#### WELCOMING TRUSTEE *FAITH LI PETTIS*

**WHEREAS**, on October 22, 2018, Governor Jay Inslee appointed **FAITH LI PETTIS** of Seattle, Washington to serve a six-year term on the Western Washington University Board of Trustees ending on September 30, 2024; and

**WHEREAS**, **FAITH LI PETTIS** brings to her appointment as a trustee years of professional experience as bond counsel and outside counsel to state and local governments, with a primary focus on housing, education, and nonprofit finance; and

**WHEREAS**, **FAITH LI PETTIS** has received numerous professional honors, including election as a Fellow of the American College of Bond Counsel, and served two terms on the Board of Directors of the National Association of Bond Lawyers; and

**WHEREAS**, **FAITH LI PETTIS** was appointed in 2015 by the Mayor of Seattle to co-chair the City's Housing Affordability and Livability task force, and was appointed in 2012 by Washington Governor Christine Gregoire to chair the statewide Affordable Housing Advisory Board; and

**WHEREAS**, **FAITH LI PETTIS** has shown remarkable commitment to the community, serving as a trustee for College Spark Washington, an education grant-making organization, and the Seattle Children's Theatre; and

**WHEREAS, FAITH LI PETTIS** received her bachelor's degree in Russian language and Russian/East European area studies from the University of Washington, and her law degree from Harvard Law School; and

**WHEREAS, FAITH LI PETTIS** has declared her commitment to serve as a member of the Western Washington University Board of Trustees;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of Western Washington University officially extends a warm welcome to **FAITH LI PETTIS** as she begins her term on the Board.

**PASSED AND APPROVED** by the Board of Trustees of Western Washington University at its meeting on December 14, 2018.

MOTION 12-03-2018                      Trustee Lee moved that the Board of Trustees of Western Washington University, approve Resolution 2018-04 Welcoming the Service of Board Member Faith Li Pettis

The motion passed.

## **7. BOARD CHAIR REPORT**

Calling in by phone, Board Chair Earl Overstreet reported on two topics in his report that included trustee feedback on President Randhawa's goals for the academic year and his feedback on campus climate and safety.

Trustee Overstreet acknowledged President Randhawa's highest priority goals relate to inclusive student success, diversity and inclusivity, and Washington Impact. He added that the remaining goal relate to securing the resources needed to achieve the primary goals including; the 2019-21 Legislative operating and capital budgets, the institutional resource modeling process, and Student Success Initiative fundraising campaign. Trustee Overstreet acknowledged that the Board of Trustees concurs with President Randhawa's goals for the 2018-19 academic year. He added that the trustees are dedicated to supporting President Randhawa's vision to heighten the commitment to improving campus climate and student safety, and reiterated the boards support for President Randhawa's leadership in addressing these issues. He emphasized that the board is also committed to working with campus leaders on deepening common understanding of shared governance that will be key to achieving these goals.

Trustee Overstreet commented on recent issues of campus climate and safety which is a priority of President Randhawa and the Board of Trustees. He noted that improvement is ongoing and some objectives have been achieved, but that more can be done and Western must work faster to achieve these goals. Trustee Overstreet noted that creating a caring, supportive environment where all community members are respected and treated fairly not only requires Western to energetically pursue justice and equity in its policies, practices, and impacts, but for every person at Western to be united in promoting these values in their spheres of influence.

## **8. UNIVERSITY PRESIDENT REPORT**

President Randhawa welcomed Trustee Pettis to the Board of Trustees and echoed the board's enthusiasm about working with her in her new role as a trustee. He also welcomed Melissa Nelson, Assistant Attorney General, who replaces Rob Olson as legal counsel to Western.

President Randhawa reported on events that occurred on campus over the past few weeks stemming from racist vandalism on campus. He noted that he and the executive leadership team have engaged in multiple difficult and meaningful conversations with students of marginalized identities regarding campus climate and campus culture. He noted that the meetings were held after a sit-in in the President's Office and a student-led forum where students expressed their concerns about campus safety and the way the institution communicates about incidents, the student conduct and discipline process, academic support services for marginalized students, recruitment and retention of diverse faculty, institutional policies and structure related to marginalized communities and individuals on campus, ethnic studies education, and greater engagement of marginalized students on matters that are important to them. President Randhawa reported that the academic and administrative leadership team continues their work to make Western a safe campus, is committed to improving communication to students, and to being more sensitive to how students of color and students of marginalized identities are uniquely affected by these types of incidents. President Randhawa recognized that addressing these needs is central to advancing inclusive success and is a priority of the administration.

Becca Kenna-Schenk, Executive Director of Government Relations, reported the Governor's budget proposals had been released for the state's biennial operating, capital, and transportation budgets, which marks the beginning of the biennial budget process. She reported that the operating budget is committed to fully fund the State Need Grant Program by fiscal year 2022 and proposed the name be re-branded to Washington College Promise program. Kenna-Schenk also reported that specific to Western the Governor's Operating budget proposal includes three million dollars in funds that can be used to advance student success as well as academic programming enhancements. She reported that the Governor's Capital Budget proposal includes funding for the construction phase of the Interdisciplinary Science Building at Western, pre-design and design funding for a new electrical engineering and computer science building, and significant funding for classroom and lab upgrades, minor works preservation and minor upgrades.

## **9. FACULTY SENATE REPORT**

McNeel Jantzen, Faculty Senate President shared information from the Senate Extended Education report which provides an overview of the history and future of Extended Education at Western. She reported that there are four areas of recommendations that include self-sustaining education, the use of extended education profits, extended education programs beyond Bellingham, and marketing.

Jantzen reported that the Shared Governance working group will continue the important work of shared governance and will incorporate conversations with Faculty Senate, the staff unions, the Professional Staff Organization, Board of Trustees and the Associated Students Board of Directors.

Jantzen provided an update on the work of the Anti-Semitism Prevention and Response Advisory Group that is working diligently on implantation of the recommendations that were brought forward from the final report of the Task Force on Preventing and Responding Anti-Semitism.

## **10. ASSOCIATED STUDENTS REPORT**

Sitting in for Associated Students President Millka Solomon, Natasha Hessami, Associated Students Vice President reported that inaugural election of Student Senators was successful. She said that there will be representation of two Senators from all seven colleges including the Graduate School and four at-large seats who will represent freshman, sophomores, transfer students and students who have not declared a major. The role of the Senators will be equal to the roles of the Board of Directors.

Hessami shared that Associated Students Board of Directors will be finalizing the Student Legislative agenda for the two lobby days scheduled for January 21<sup>st</sup> with over one hundred students participating and on February 19<sup>th</sup> which has a focus on environmental protection and various marginalized identities.

Hessami noted that the current Associated Students Board of Directors are majority women of color and they have been instrumental in the organization of the demonstration and forum that was held to provide students opportunities to have their concerns heard by the administration. She noted the importance of the continuation of the work for future students of Western to feel supported, safe and that Western's campus is an equitable environment for everyone.

## **11. CLERY ACT COMPLIANCE AND INTERNAL AUDIT REPORT, AND 2017 ANNUAL SECURITY AND SAFETY REPORT UPDATE**

Antonia Allen, Director of the Office of the Internal Auditor, provided a highlighted overview of the Clery Compliance Audit which was conducted from January 2018 through July 2018. She reported that the Clery Act was selected during the annual audit planning process, which is based on a high level risk assessment and included campus management. She noted that the project was included on the FY 2018 annual plan and was presented and approved by the Board of Trustees and the October 2017 regular meeting. Allen explained that many of her peer university internal auditors had selected Clery compliance as an audit topic and that as a relatively new employee herself, she noted that she did not receive the annual Fire and Safety report, which is itself a Clery Act requirement. Allen explained that the purpose of the Clery Act is to ensure that current and perspective students and employees are provided with campus crime statistics and security information so they can make informed decisions that affect their safety.

Allen reported that the objective of the Clery audit was to determine if Western's Clery Act Compliance program contained all of the required elements to ensure compliance with federal regulations. She noted that during the review it was determined that there was need for significant improvements across areas tested for compliance by federal law. She explained that the administration, management in auditor's terms, requested that she identify and review the most critical areas and systemic issues that need improvement. Allen reported that the primary

recommendation from the report was for management to assign responsibility and provided adequate resources to ensure that there is comprehensive oversight for Clery compliance. She noted that management has been very responsive to implementing improvements for Clery compliance. She added that a follow up audit will begin after the release of the next Fire and Safety report which will be on October 2019. She said that updates will be provided to the Finance, Audit and Enterprise Risk Management (FARM) Committee at every sub-committee meeting and updates will be reported to the Board of Trustees at regular meetings.

## **12. COMPREHENSIVE BUDGET OVERVIEW AND FINANCIAL HEALTH REPORT**

Richard Van Den Hul, Vice President for Business and Financial Affairs, Linda Teater, Director, Budget Office, and Brian Sullivan, Associate Vice President for Business and Financial Affairs, provided the annual comprehensive overview of all University funds, including revenues and expenditures of state, auxiliary, dedicated and local funds, grants and contracts, and key financial performance ratios.

## **13. CAPITAL AND SPACE PLANNING UPDATE**

Rick Benner, Director of Facilities Development and Capital Budget and University Architect, Francis Halle, Director of Space Administration and Space Management, John Furman, Director of Facilities Management, and Linda Beckman, Enrollment and Student Services Director of Budget and Administration presented an overview of projects that are presently underway or planned to begin over the next two years, which will begin to address the pressing space needs of the campus. These projects include Housing and Dining Development Assessments, New Residence Halls, and how these projects will impact academic and administrative spaces and the schedule for which the project will take place to completion.

## **14. INSTITUTIONAL RESOURCE MODELING UPDATE**

Richard Van Den Hul, Vice President for Business and Financial Affairs and Brian Burton, Associate Vice President for Academic Affairs provided the board with an update on Western's Institutional Resource Modeling process, which was initiated in the fall of 2018 with the constitution and charge of the President's Advisory Committee on Institutional Resource Modeling (PARIRM). Van Den Hul reported that the committee has been working toward meeting the goals of the Strategic Plan by creating a plan that will determine the resources necessary to advance Western's goals and aspirations for the next seven years.

Burton explained that the charge of the committee includes advancing Western's role in the Washington Student Achievement Council goals of significantly increasing adults with post-secondary education, meeting current and emerging areas of need in the state, and ensuring delivery of high-quality education. He added that the resource modeling process involves working groups comprised of professionals in academic affairs, business and financial affairs, and enrollment and student services. The role of the PACIRM is to bring the broad perspectives and insights of Western's faculty, staff, administrators, and students to reviewing draft resource

models and the assumptions that drive them for relevancy and consistency with the strategic plan.

Burton noted that the role of the committee is advisory in nature and that it will complete its work and deliver its final report to the President in spring 2019. He added that the final work will be presented to the Board of Trustees at its regularly scheduled meeting later in the 2018-2019 academic year.

#### **15. GENERAL CONTRACTOR/CONSTRUCTION MANAGER PERCONSTRUCTION SERVICES CONTRACT FOR INTERDISCIPLINARY SCIENCE BUILDING, PW733**

Richard Van Den Hul, Vice President for Business and Financial Affairs requested approval of the pre-construction services contract with the General Contractor/Construction Manager for work beginning in January 2019. He added that a construction contract award is scheduled for the April 2020 Board of Trustees meetings with the assumption Western receives funding from the legislature.

MOTION 12-04-2018

Trustee Sharpe moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a contract with BNBuilders of Seattle, WA, for the amount of \$364,571 for pre-construction services for the Interdisciplinary Science Building project, PW733

The motion passed.

#### **16. FINANCE, AUDIT, AND ENTERPRISE RISK MANAGEMENT COMMITTEE REPORT**

Trustee John Meyer, Chair, Finance, Audit, and Enterprise Risk Management Committee, reported that the committee received the exit interview with the State Auditor's for the accountability audit for fiscal year 2017 and 2018, the Audit of Financial Statements and Western Crossing in which the auditors reported strong internal controls and safeguarding of public resources with no significant findings.

Trustee Meyer noted that the committee discussed institutional reserves and best practices, and will be receiving a report and recommendation in February from Business and Financial Affairs and will make a further recommendation to the full board at the February 8<sup>th</sup> meeting. He added the committee also received an update on the Clery Act and the Minority and Woman's Business Enterprises Inclusion Plan. Meyer indicated that the financial health report will be moved to the February committee agenda.

## **17. STUDENT SUCCESS COMMITTEE REPORT**

Trustee Mo West, Chair, Student Success Committee reported that the committee discussed current and future Student Retention Initiatives that will align with the strategic plan and advancing student success. She noted that the lead metrics of the strategic plan revolve around inclusive success, retention and graduation rates, and closing achievement gaps for traditionally underrepresented students. She added that success in these areas is confirmation that students are being supported throughout their time at Western. Trustee West reported the committee would be taking a closer look at student success within math classes (particularly first year math) that will facilitate better retention and graduation rates for students. She also reported that the Student Success committee will continue to discuss the reorganization of Extended Education at Western and how to best reach a broader student body.

## **18. INFORMATION ITEMS**

### **a. Academic Affairs Report**

Provost Carbajal provided a written report that included quarterly information about the number of student majors per academic department.

### **b. Quarterly Grant Report**

Provost Carbajal provided a written report with information for the Office of Research and Sponsored Programs concerning grant awards.

### **c. Capital Program Report**

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

### **d. University Advancement Report**

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

### **e. University Relations and Marketing Report**

Vice President Gibbs provided a written report documenting recent activities of University Relations and Marketing.

### **f. Legislative Update Report**

Becca Kenna-Schenk, Executive Director, Government Relations provided a written report of Legislative Updates.

## **19. DATES FOR NEXT REGULAR MEETING**

February 7 & 8, 2019

## **20. ADJOURNMENT**

The meeting adjourned at 11:54 a.m.

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

**TO:** Members of the Board of Trustees

**FROM:** Sabah Randhawa, President

**DATE:** February 8, 2019

**SUBJECT:** **Public Comment Period**

**PURPOSE:** Information Item

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**Purpose of Submittal:**

RCW 28B.35.110 requires that the governing boards of regional universities provide for public comment at meetings and follow procedures for open public meetings in the Open Public Meetings Act.

Persons wishing to comment will sign in between 7:45 – 7:55 a.m. the day of the Board of Trustees meeting. The signup sheet will be given to the Board Chair at 8:00 a.m.

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

**TO:** Members of the Board of Trustees  
**FROM:** Earl Overstreet, Chair, Board of Trustees  
**DATE:** February 8, 2019  
**SUBJECT:** **Board Chair Report**  
**PURPOSE:** Information Item

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**Purpose of Submittal:**

Board Chair Earl Overstreet will report to members of the Board and President Randhawa and his staff on topics related to the Board of Trustees.

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

**TO:** Members of the Board of Trustees

**FROM:** Sabah Randhawa, President

**DATE:** February 8, 2019

**SUBJECT:** **University President's Report**

**PURPOSE:** Information Item

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**Purpose of Submittal:**

President Randhawa will present brief reflections on issues of interest to the Board.

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa on behalf of the Associated Students

**DATE:** February 8, 2019

**SUBJECT:** **Associated Students**

**PURPOSE:** Associated Students Report

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**Purpose of Submittal:**

AS President Millka Solomon will brief the Board of Trustees on recent activities of the Associated Students.

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

**TO:** Members of the Board of Trustees  
**FROM:** President Sabah Randhawa on behalf of the Faculty Senate  
**DATE:** February 8, 2019  
**SUBJECT:** Faculty Senate  
**PURPOSE:** Information Item

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McNeel Jantzen, Faculty Senate President, will brief 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:** Sue Sharpe, Member, Board FARM Committee

**DATE:** February 8, 2019

**SUBJECT:** **Board Finance, Audit, and Enterprise Risk Management Committee Report**

**PURPOSE:** Information Item

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**Purpose of Submittal:**

Trustee Sharpe will report to members of the Board of Trustees and the university president and his staff topics related to the Board Finance, Audit and Enterprise Risk Management Committee.

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

**TO:** Members of the Board of Trustees  
**FROM:** Mo West, Chair, Board Student Success Committee  
**DATE:** February 8, 2019  
**SUBJECT:** **Student Success Committee Report**  
**PURPOSE:** Information Item

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**Purpose of Submittal:**

Chair West will report to members of the Board of Trustees and the university president and his staff topics related to the Student Success Committee.

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa

**DATE:** February 8, 2019

**SUBJECT:** **Consent Items**

**PURPOSE:** Action Items

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**Purpose of Submittal:**

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

**Proposed Motion(s):**

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

- Approval of Winter 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 Sabah Randhawa by Provost Brent Carbajal  
**DATE:** February 8, 2019  
**SUBJECT:** **Approval of Degrees**  
**PURPOSE:** Action Item

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**Purpose of Submittal:**

It is the 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 Winter Quarter 2019, effective March 23, 2019.

**Supporting Information:**

Lists on file with the Registrar and Graduate Dean.

<b>Students</b>	<b>Winter 2019</b> <i>(Expected Number of Graduates)</i>	<b>Comparison: Winter 2018</b> <i>(Actual students graduated)</i>
<i>Undergraduates</i>	566	545
<i>Masters</i>	57	43

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa by Richard Van Den Hul, Vice President, Business and Financial Affairs

**DATE:** February 8, 2019

**SUBJECT:** **Approval of Public Works Projects**

**PURPOSE:** Action Items

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**Purpose of Submittal:**

Approval of the university recommendations provided for Public Works Projects.

**Proposed Motion(s):**

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

- Progressive Design-Build Phase 1 Contract for University Residences New Residence Hall, PW746
- Progressive Design-Build Phase 1 Contract for Consolidated Academic Support Services Facility, PW747
- Construction Contract for Multiple Building Office and Classroom Renovations in Environmental Studies (ES) and Campus Services (CS), PW751

**Supporting Information:**

Materials supporting the action item agenda are attached.

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa by Richard Van Den Hul, Vice President,  
Business and Financial Affairs

**DATE:** February 8, 2019

**SUBJECT:** **Construction Contract for Multiple Building Office and Classroom Renovations  
in Environmental Studies (ES) and Campus Services (CS), PW751**

**PURPOSE:** Action Item

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### **Purpose of Submittal:**

Award a construction contract for the Multiple Building Office and Classroom Renovations at Environmental Studies (ES) and Campus Services (CS), PW751. Contract award following Board action. Construction to start March 01, 2019.

### **Proposed Motion:**

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to Regency NW Construction, Inc., Bellevue, WA, for the amount of \$886,500 (base bid, plus alternate #1) to construct the Multiple Building Office and Classroom Renovations in Environment Studies (ES) and Campus Services (CS).

### **Supporting Information:**

At the December 2018 meeting the Board received a presentation titled *Capital and Space Planning Update*, which showed projects needed to address space issues including those requiring Board action. It included two projects (EHS to Campus Services and ES Conversion to Classrooms). These projects have been combined into this one public works project. The goal of this public works project is to move non-academic programs (in this case Environmental Health and Safety) from the core of campus (from the ES building to the CS building) and create new active learning classrooms on the ground floor of the ES building prior to the commencement of Fall 2019 classes.

A follow-up project that is scheduled to be brought before the Board in August 2019 is to convert the existing classrooms on the upper levels of the ES building into research labs and offices.

This project was advertised for competitive bidding on January 10, 2019, with the bid opening held at 11:00 AM on February 05, 2019. Two (2) bids were received by the University (see attached bid summary).

RMC Architects, Bellingham, WA, prepared the plans and specifications for this project. Project award of the contract is also contingent on the approval of the contractor's Responsibility Criteria submittal.

During the advertisement phase, Facilities Development and Capital Budget (FDCB) staff and RMC Architects had extensive outreach to firms, with the intent of promoting Minority Women Business Enterprise (MWBE) participation. FDCB included aspirational goals of 10% Minority Business Enterprise (MBE) and 6% Women Business Enterprise (WBE) participation in the advertisement for bid. Additionally, FDCB included MWBE reporting requirements into the project specifications requiring the contractor to submit utilization percentages, based on payments to subcontractors, with every invoice. The apparent responsible low bidder did not indicate MWBE participation on their bid. Facilities Development will continue to work with the contractor to enhance MWBE participation during the selection of sub-contractors and suppliers.

The total budget for the project is \$1,599,492.

**Source of Funding:** Institutional Funds  
State Appropriations – Bonds  
State Appropriations – Local Funds

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa by Richard Van Den Hul, Vice President,  
Business and Financial Affairs

**DATE:** February 8, 2019

**SUBJECT:** **Progressive Design-Build Phase 1 Contract for Consolidated Academic Support  
Services Facility, PW747**

**PURPOSE:** Action Item

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### **Purpose of Submittal:**

Award a progressive design-build Phase 1 contract for the Consolidated Academic Support Services Facility, PW747. Contract award following Board action.

### **Proposed Motion:**

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to M. A. Mortenson Construction, Bellevue, WA, for the amount of \$759,996 (plus associated sales tax) for the Phase 1 contract for design and preconstruction services for the Consolidated Academic Support Services Facility.

### **Supporting Information:**

With the increased need for space on the academic core of campus to support the Strategic Plan, the consolidated Academic Support Services Facility was included in the Capital Request approved by the Board of Trustees at the June 2018 meeting. The Capital Program Report presented at the October 2018 Board meeting updated the Board of the current project status. The facility was discussed in more detail with the Board at the December 2018 meeting.

Phase 1 work on design will continue until summer 2019. The Phase 2 contract amendment for the construction phase is scheduled to be submitted for approval to the Board at the June 2019 Board meeting.

Swinerton Builders, Dawson Construction and M. A. Mortenson Construction was selected from six (6) teams responding to the Request for Qualifications. The firms responding to the Request for Qualifications included:

- Dawson Construction, Bellingham, WA
- Faber Construction, Lynden, WA
- M. A. Mortenson Construction, Bellevue, WA
- Schuchart Commercial Builders, Seattle, WA
- Swinerton Builders, Seattle, WA
- Tiger Construction, Bellingham, WA

M. A. Mortenson Construction was recommended following review of all (6) teams' proposals and interviews with three of the (6) teams.

Through outreach M. A, Mortenson Construction has established an outreach plan to meet or exceed 26% subconsultant, subcontractor and supplier MWBE participation.

Members of the selection committee included:

- Rick Benner, University Architect / Director, Facilities Development & Capital Budget (FDCB), Selection Committee Chair
- Francis Halle, Director, Space Administration/Management
- Josh Kavulla, Associate Director, FDCB
- Forest Payne, Project Manager, FDCB
- Tristen Byers, Interior Designer, FDCB
- Robynne Parkinson – Progressive Design Build Consultant (Founding member of Design Build Institute of America)
- John Palwewicz – Progressive Design Build Consultant (Formerly University of Washington Capital Project Director)

The total budget for the project is \$9,950,000.

**Source of Funding:**

Institutional Funds will be used for Phase 1 of this project. The University has requested state funds for the construction phase.

# WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa by Richard Van Den Hul, Vice President,  
Business and Financial Affairs

**DATE:** February 8, 2019

**SUBJECT:** **Construction Contract for Multiple Building Office and Classroom Renovations  
in Environmental Studies (ES) and Campus Services (CS), PW751**

**PURPOSE:** Action Item

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## **Purpose of Submittal:**

Award a construction contract for the Multiple Building Office and Classroom Renovations at Environmental Studies (ES) and Campus Services (CS), PW751. Contract award following Board action. Construction to start March 01, 2019.

This project was advertised for competitive bidding on January 10, 2019, with the bid opening held at 11:00 AM on February 05, 2019. The bid summary and recommended contract amount will be provided prior to the Board meeting.

## **Proposed Motion:**

The motion with contract amount and contractor will be provided prior to the February Board meeting.

## **Supporting Information:**

At the December 2018 meeting the Board received a presentation titled *Capital and Space Planning Update*, which showed projects needed to address space issues including those requiring Board action. It included two projects (EHS to Campus Services and ES Conversion to Classrooms). These projects have been combined into this one public works project. The goal of this public works project is to move non-academic programs (in this case Environmental Health and Safety) from the core of campus (from the ES building to the CS building) and create new active learning classrooms on the ground floor of the ES building prior to the commencement of Fall 2019 classes.

A follow-up project that is scheduled to be brought before the Board in August 2019 is to convert the existing classrooms on the upper levels of the ES building into research labs and offices.

RMC Architects, Bellingham, WA, prepared the plans and specifications for this project. Project award of the contract is also contingent on the approval of the contractor's Responsibility Criteria submittal.

During the advertisement phase, Facilities Development and Capital Budget (FDCB) staff and RMC had extensive outreach to firms, with the intent of promoting MWBE participation. FDCB included aspirational goals of 10% MBE and 6% WBE participation in the advertisement for bid. Additionally, FDCB included MWBE reporting requirements into the project specifications requiring the contractor to submit utilization percentages, based on payments to subcontractors, with every invoice.

The total budget for the project is \$1,485,000.

**Source of Funding:** Institutional Funds  
State Appropriations - Bonds

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

**TO:** Members of the Board of Trustees

**FROM:** John Meyer, Chair, Board of Trustees FARM Committee

**DATE:** February 8, 2019

**SUBJECT:** **Appointment of FY 2019 Financial Statement Auditor**

**PURPOSE:** Action Item

### **Purpose of Submittal:**

On February 7, 2019, the Board of Trustees Finance, Audit and Risk Management (FARM) Committee will meet to consider a recommendation for reappointment of the State Auditor's Office to perform Financial Statement audit services for the fiscal year ending June 30, 2019. Pending that outcome, the Board of Trustees FARM Committee may recommend the following motion.

### **Proposed Motion:**

MOVED, upon the recommendation of the Board of Trustees FARM Committee, the appointment of the Washington State Auditor's Office to perform an audit of the Financial Statements of the University, Housing and Dining, and Wade King Student Recreation Center, and an audit of the inventory of the Associated Students Bookstore. The appointment is for a one-year term with an estimated 620 hours and an estimated cost of \$60,000.

### **Supporting Information:**

Based on the FY 2017 review of services and satisfactory completion of the FY 2018 audit, the Board of Trustees FARM Committee recommends the selection of the State Auditor's Office to audit the FY 2019 Financial Statements under the terms similar to prior years' contracts.

- One year term (State Auditor's Office standard)
- Estimated 620 hours with an estimated cost of \$60,000
- Includes review of the Financial Statements of the University, Housing and Dining, and Wade King Student Recreation Center, and an audit of the inventory of the Associated Students Bookstore

**Source of Funding:** State Appropriated – Operating  
Auxiliary Services

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa on behalf of Vice President Brent Carbajal

**DATE:** February 8, 2019

**SUBJECT:** **College of Humanities and Social Sciences “State of the College” and Linguistics Planning Update**

**PURPOSE:** Discussion Item

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### **Purpose of Submittal:**

In this interactive session, Dean Paqui Paredes Méndez, and Linguistics Program Director Kristin Denham will give a brief update on the state of the College and will describe planning for a transition from program to department for Linguistics.

### **Background:**

The College of Humanities and Social Sciences serves the State of Washington by producing knowledge and engaging students in distinctive, diverse programs that develop their capacities as citizens, and creators and collaborators in the workplace. Emerging from a vibrant liberal arts and sciences core, CHSS is a key pillar supporting the cultural and intellectual life of the university via collaborative learning environments that foster individual, social, cultural, creative, and scientific exploration. Students, faculty, and staff engage in research, service, and creative activity to promote life-long, engaged learning that contributes to equitable, just, and sustainable communities. Members of the CHSS community critically examine their world and themselves, embrace divergent perspectives, and devise innovative solutions to critical societal concerns. We consider the ethical implications of our actions and communicate effectively in our professional and public lives. With 13 departments and three interdisciplinary programs, CHSS continues to hold the largest number of undergraduate majors, faculty and student credit hours.

### **Strategic Questions:**

1. What was the Trustees' level of familiarity with the College of Humanities and Social Sciences prior to this presentation?
2. Was the information about linguistics helpful to the Trustees in situating that area of study within the liberal arts?

# College of Humanities and Social Sciences

## Mission

The College of Humanities and Social Sciences serves the State of Washington by producing knowledge and engaging students in distinctive, diverse programs that develop their capacities as citizens, and creators and collaborators in the workplace. Emerging from a vibrant liberal arts and sciences core, CHSS is a key pillar supporting the cultural and intellectual life of the university via collaborative learning environments that foster individual, social, cultural, creative, and scientific exploration. Students, faculty, and staff engage in research, service, and creative activity to promote life-long, engaged learning that contributes to equitable, just, and sustainable communities. Members of the CHSS community critically examine their world and themselves, embrace divergent perspectives, and devise innovative solutions to critical societal concerns. We consider the ethical implications of our actions and communicate effectively in our professional and public lives.

# Vision

As an integral part of the liberal arts and sciences mission at Western Washington University , the College of Humanities and Social Sciences promotes collaborative learning, critical inquiry into diverse human experiences, and excellence in scholarly and creative activity.

# 13 departments and 3 interdisciplinary programs:

## Humanities

- Communication Studies
- English
- History
- Journalism
- Modern and Classical Languages
- Liberal Studies
- Philosophy

## Social Sciences Departments

- Anthropology
- Communication Sciences and Disorders
- Health and Human Development
- Political Science
- Psychology
- Sociology

## Interdisciplinary programs

- East Asian Studies
- Linguistics
- Women, Gender, and Sexuality Studies

# By the numbers

- **Number of undergraduate majors: 4,000**  
(approx. 35% of all majors on campus, and largest single percentage of all 7 colleges)
- **Number of SCH: 91,388**  
(44% of all university SCH)
- **Number of FTE faculty: 269.6**  
(295 headcount, of which 190 are tenured or tenure track. Approximately 30% of total WWU head count)

# Research

- 17 books
- 162 refereed journal articles
  - 51 of which included student co-authors
- 76 creative works
- 69 book chapters
- 10 edited volumes
- 211 conference papers
  - 59 of which had students listed as co-authors

# Community Service

- 123,457 hours of community service in over 80 organizations through internships, community engagement and other opportunities

# Honors/Students

- All five 2018 Fulbright winners at Western were CHSS majors or double-majors
- Journalism: Mark of Excellence Award for in-depth reporting
- Political Science: Outstanding Delegation Award in National Model United Nations Conference
- Sociology: Western Libraries Undergraduate Student Research Award
- English: 2017 Sixfold Poetry Award

# Honors/Faculty

- Fulbright fellowships
- 2017 Independent Book Publishers Awards (bronze medal)
- 2018 James W.. Ray Distinguished Artist Award
- WWU Faculty Leadership Award
- Senior Fellow at the University of Virginia ´s Institute for Advanced Studies in Culture
- Promising Professor award
- Joseph Wholey Distinguished Scholarship Award
- Guggenheim fellowship

# Is there a crisis in the humanities and social sciences?

- Departments, programs, faculty and students are thriving at WWU.
- We are bucking national trends of decreased enrollments in the number of majors in humanities programs.
- Many of our majors in the social sciences have grown in the last few years and some are under severe access pressures.

# Our strengths

- Talented, dynamic faculty and students
- Top scholars with deep commitment to teaching
- Strong programs that make crucial contributions to the general education program at Western and to the liberal arts and sciences mission of the university
- Strong majors that adjust to meet student needs and interests, as well as changes in the respective disciplines
- Strong global curriculum that prepares students for engaged citizenship and for success in their professional lives
- Strong student interest

# Our challenges

- National narrative that questions the value of the liberal arts and sciences in general and the humanities in particular
- Fewer students going through our GUR programs, who in turn have fewer chances to experience our disciplines first hand
- Access pressures in certain majors
- Need for more tenure track faculty
- Need to increase recruitment of faculty and staff from historically underrepresented groups
- Space

# What do our graduates do?

- Doug Massey (B.A., Sociology/Spanish/Psychology), Professor of Sociology at Princeton University
- Amy Harder (B.A., Journalism), Energy reporter with *Axios*
- Jesse Moore (B.A., Political Science), former Associate Director of Public Engagement at the Obama White House; Founder and Principal Consultant of Common Thread Strategies
- Karen Freeman (B.A., German), vice president of finance for commercial aviation services for Boeing Commercial Airplanes
- Hoby Darling (B.A., History), former CEO of Skullcandy; senior executive at Logitech
- Ijeoma Oluo (B.A., Political Science), freelance writer and speaker; author of *NYT* bestselling book *So You Want to Talk About Race*

# Growth in CHSS Linguistics Department (Fall 2019)

- What is linguistics?
- Why do people study it?
- What's its role at WWU?
- How does it help our students?

# Growth in CHSS Linguistics Department (Fall 2019)

- What is linguistics?
- Why do people study it?
- What's its role at WWU?
- How does it help our students?

# Big Questions Linguists Ask

- How are languages structured with respect to sounds (phonetics, phonology), words, (morphology), expressions (syntax), and meaning (semantics)?
- How is language acquired, produced, and processed by the brain?
- How do languages change over time?
- How do languages vary by community, location, and situation?
- How did language evolve?

# The Scientific Study of Language

Linguists study language just like other scientists study other natural phenomena, applying the **scientific method** to language data.

Students of linguistics, therefore:

- Make insightful observations
- Formulate clear and testable hypotheses, generate predictions
- Make arguments and draw conclusions
- Communicate findings to a wider community

## WWU linguistics student voices

“I finally understand what science really means – that it’s not biology or chemistry, but it’s a method of inquiry. And it’s been so exciting to discover that using language data!”

“Studying linguistics has helped me to 1) analyze data, 2) become a better researcher, 3) appreciate diversity. I’m so happy I have come to learn more about this field.”

# Tools for a multicultural, multilingual world

- Engages students in exploration of socio-cultural issues involved with regional, ethnic, racial, and economic diversity.
- Offers the skills and knowledge needed to be members of our increasingly multicultural and multilingual world.

## More voices of our students

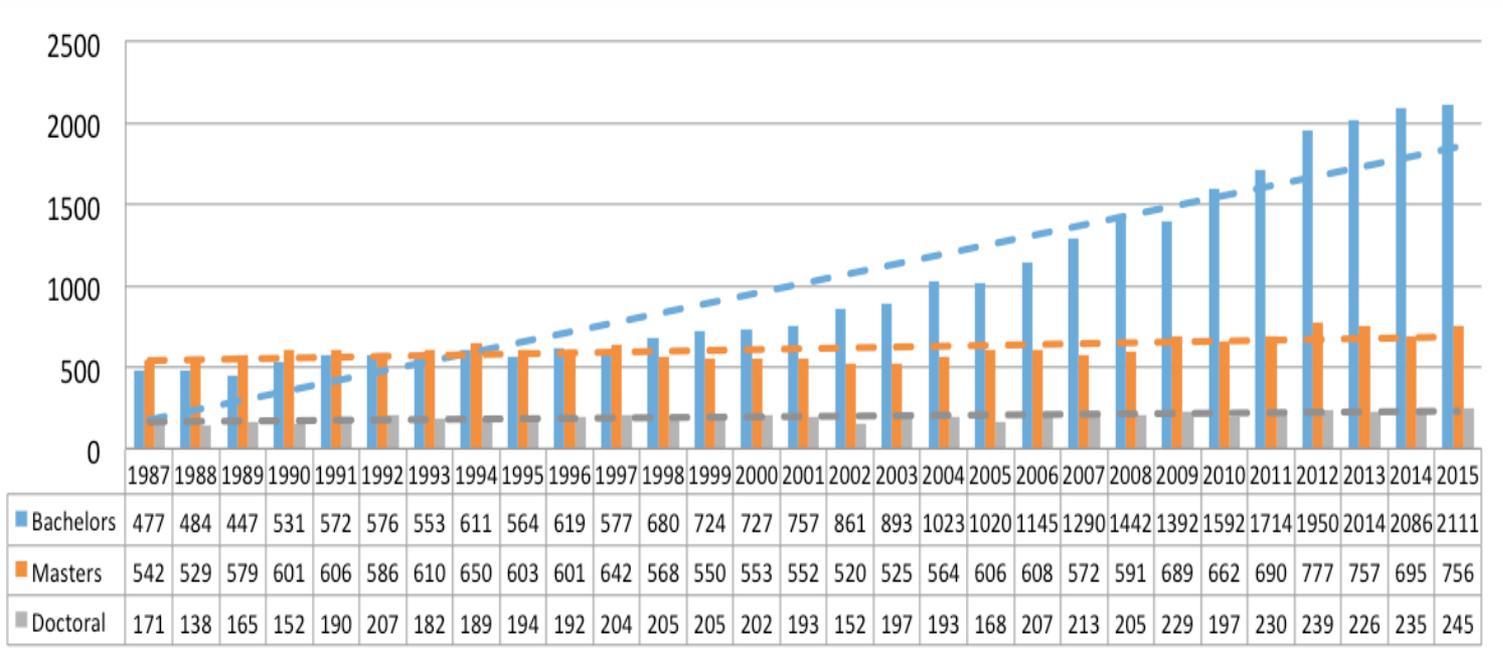
“Until I studied linguistics, I hadn’t ever thought about the place of language study in relation to cultural identity, sovereignty, and civil rights; they are so completely intertwined with language. I have gained a real understanding of the links between historical events and language change, and I want others to better understand these kinds of connections.”

“The knowledge I’ve acquired as a student of linguistics will play out in my future classroom in really important ways. Language and dialect are culturally embedded in who we are as people; they are part of our identity. Discrimination against someone’s language is discrimination against them. My future students must understand that.”

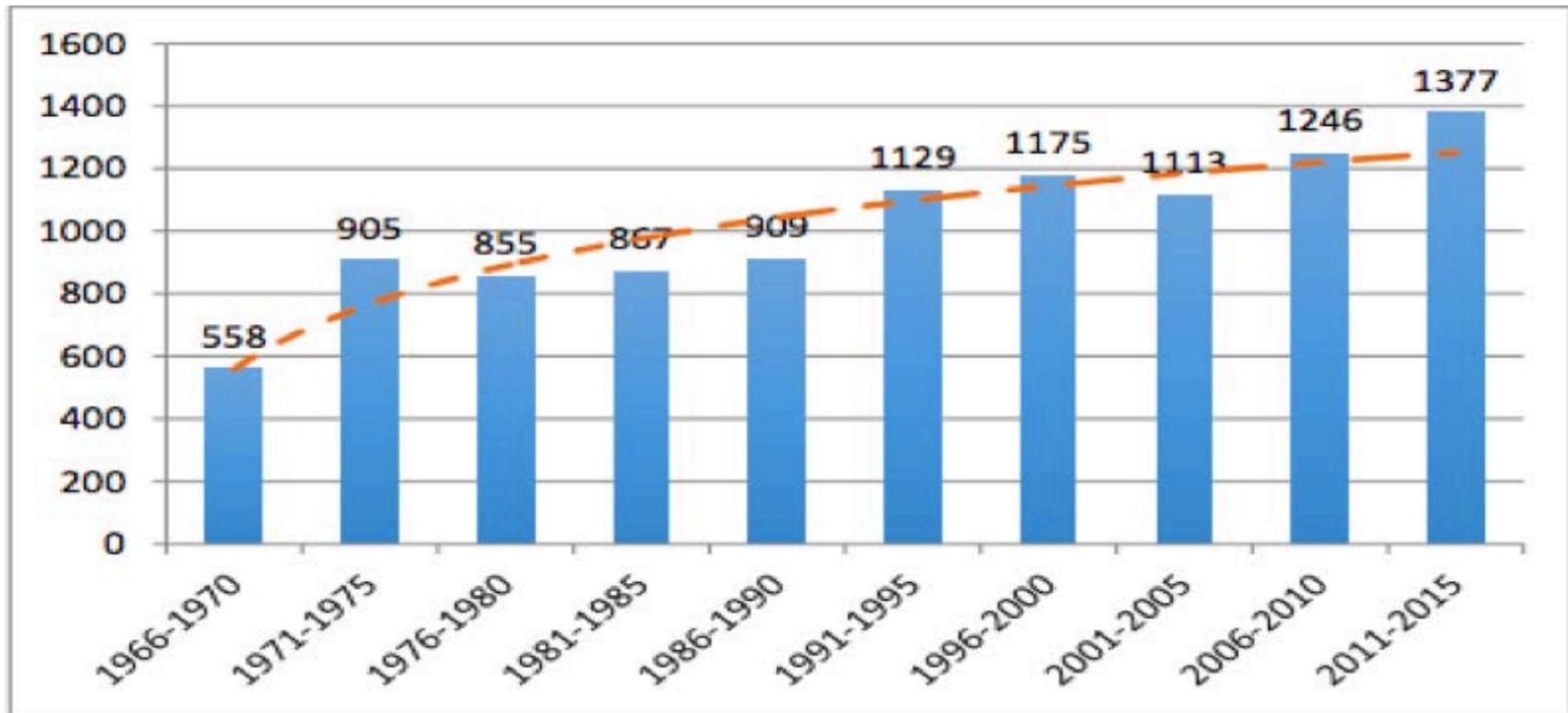
# Students go on to...

- Careers in the tech industry; marketing; language documentation and revitalization; forensic linguistics; polyglot jobs (translator, interpreter, diplomat, humanitarian aid worker); education (K-12, university, TESL); editing, publishing, and journalism, etc.
- Computational and clinical linguistics are among the newest, exciting career paths that have opened up to linguists.

# BAs in Linguistics continue to rise



# Steady growth of advanced degrees too



# Why a Department at WWU?

- Faculty Recruitment and Retention
- Improved Curricular Offerings
- Evaluation of Faculty
- Potential for Graduate Program
- Student Success
- More Equitable Faculty Service

# What wouldn't change

- The basic experience for students
- Connections to other departments, its interdisciplinarity

# Broad Impacts

Departmental status will allow for stronger advocacy from faculty and students for the study of language, for the value of linguistic diversity on our campus, for the protection of linguistic minorities, for pedagogical partnerships between linguistics and other disciplines at WWU, and for partnerships with other institutions, including Northwest Indian College and Whatcom Community College.

## In line with Strategic Plan

Linguistics deepens one's understanding of language, sharpens inquiry skills, and develops critical thinking. It is a STEM-based discipline that also offers an important liberal arts underpinning.

Linguistics is an exemplar of a discipline that addresses critical needs in the State of Washington. Helping students to understand, explore, and navigate issues related to multilingualism, bilingualism, and linguistic discrimination which arise even more of late due to the changing demographics are examples of quite specific applications for the kinds of knowledge students acquire as Linguistics majors and minors.

**Thank you!**

**Questions?**

# WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa on behalf of Brent Carbajal, Provost and Vice President for Academic Affairs, and Richard Van Den Hul, Vice President for Business and Financial Affairs

**DATE:** February 8, 2019

**SUBJECT:** **WWU on the Peninsulas Expansion Feasibility Study: Next Steps**

**PURPOSE:** Discussion Item

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## **Purpose of Submittal:**

Brent Carbajal, Provost and Vice President for Academic Affairs, and Richard Van Den Hul, Vice President for Business and Financial Affairs, will provide an overview of next steps to be taken in examining the feasibility of expanding Western Washington University's presence on the Kitsap and Olympic Peninsulas.

## **Background:**

In the 2018 supplemental operating budget, the Washington State Legislature appropriated one-time funding for Western Washington University to conduct a study examining the feasibility of expanding educational options on the Kitsap and Olympic Peninsulas. To assist in this process Western retained the services of MGT Consulting Group in May 2018 to document current and future higher educational and workforce needs in the region, and assist in exploring the feasibility of several higher education expansion options. This includes capital investment toward the creation of a four year campus, as well as expansion of current baccalaureate degree programs and successful 2+2 partnerships with local community and technical colleges, offering upper division courses toward the completion of four year degrees.

At the October 11, 2018 meeting of the Board of Trustees, MGT Consulting Group's Vice President Ray Thompson, provided a progress report on the feasibility study. On January 4, 2019, Western submitted the [final feasibility report](#), [executive summary](#), and [cover letter](#) to Governor Inslee and the appropriate committees of the Legislature (available online at: <https://provost.wwu.edu/wwu-peninsulas-feasibility-study>).

The MGT Consulting Group study confirmed many of the themes established through Western's experience providing higher education for over two decades on the Peninsulas:

1. There is significant interest and support from regional stakeholders for an expanded WWU presence, particularly in the Poulsbo area.

2. Both Olympic and Peninsula Colleges are strongly supportive of continued and expanded partnership with WWU.
3. While the current WWU service locations on the Peninsulas are appropriate for the various population centers across the four county area, there are unmet educational access needs in areas with relatively small populations where establishing a physical presence would be prohibitively expensive. Consequently, creative delivery solutions leveraging partnerships with local entities will need to be developed to serve these populations.
4. WWU expansion across the peninsulas will require a gradual build-up relative to program mix, enrollment targets, staffing levels, space needs, and capacity, as well as continued partnership with Olympic and Peninsula Colleges.

Growing Western's impact in the State of Washington is a core theme of the new strategic plan, and that commitment, coupled with Western's strengths and existing Peninsulas investments, make us uniquely qualified to lead expanded higher education in the region.

However, significant work remains to be done in developing an intentional, fiscally sustainable, and contextually sensitive vision of higher education expansion in order to best serve residents on the Peninsulas. Using the data and recommendations from the MGT report, Western is extending the feasibility study to develop a resource model on operational expenses for program expansion, a process which will include further engagement with regional stakeholders.

**Strategic Questions:**

1. Do the Trustees have any suggestions about particularly important or effective ways to engage regional partners, or the Legislature, during these next steps in the feasibility analysis?
2. What do the Trustees see as the primary barriers to higher education access on the peninsulas?
3. In terms of vision, what do the Trustees see as characteristics that might describe WWU's presence on the peninsulas five years out and ten years out?

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa on behalf of Becca Kenna-Schenk, Executive Director of Government Relations

**DATE:** February 8, 2019

**SUBJECT:** **Olympia Update**

**PURPOSE:** Discussion Item

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**Purpose of Submittal:**

For this agenda item, Becca Kenna-Schenk, Executive Director of Government Relations, will provide a brief update on the 2019 Legislative Session and answer any questions the Trustees may have.

**Background:**

The 105-day, 2019 Legislative Session began on January 14, 2019 and is scheduled to end on April 28, 2019. During the Session, legislators will adopt the state's biennial operating and capital budgets. Western's 2019-21 operating and capital budget requests, as approved by the Board of Trustees, are currently being considered by state legislators.

**Strategic Questions:**

1. How are legislators characterizing the state budget dynamics so far this session?
2. Are there any legislative proposals (bills) that would have significant impacts to Western?

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

**TO:** Members of the Board of Trustees  
**FROM:** President Sabah Randhawa by Provost Brent Carbajal  
**DATE:** February 8, 2019  
**SUBJECT:** **Quarterly Report on Grants and Contracts**  
**PURPOSE:** Informational Item

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**Purpose of Submittal:**

Information from the Office of Research and Sponsored Programs concerning grant awards for the period October 1, 2018 – December 31, 2018.

**Supporting Information:**

- Grant awards/totals for the period 10/1/18 – 12/31/18
- External grant awards for the period 10/1/18 – 12/31/18

Grant Awards for Quarter 2 of the 2019 Fiscal Year. The total amount of grants and contracts received this quarter was \$2,799,627. This includes both new awards and addition

Department	New Award	Additions	# New Awards	# Additions	
Adv Materials Sci & Engineering Ctr	\$92,874	\$0	1	0	
Biology Department	\$0	\$210,000	0	1	
Chemistry Department	\$104,537	\$0	1	0	
Computer Science Department	\$26,426	\$0	1	0	
Department of Environmental Studies	\$3,067	\$0	1	0	
Dept of Environmental Sciences	\$66,303	\$0	3	0	
Engineering and Design Department	\$957,538	\$0	2	0	
Geology Department	\$0	\$33,500	0	3	
Health and Community Studies	\$0	\$200,000	0	1	
History Department	\$183,969	\$0	2	0	
Institute of Watershed Studies	\$340,676	\$0	2	0	
Liberal Studies Department	\$4,970	\$0	1	0	
Physics - Astronomy Department	\$0	\$9,378	0	1	
Psychology Department	\$68,049	\$106,092	1	4	
Science Math and Technology Ed	\$25,000	\$0	1	0	
Shannon Point Marine Center	\$0	\$0	0	0	
Small Business Development Center	\$173,504	\$0	1	0	
Western Gallery	\$132,000	\$0	1	0	
Woodring College of Education Gen	\$58,345	\$3,400	1	2	
Total	\$2,237,258	\$562,370			\$2,799,628

# ADVANCING THE UNIVERSITY

FEBRUARY 2019



## ADVANCEMENT UPDATE

NOVEMBER-DECEMBER 2018

### WWU ALUMNI ASSOCIATION ENGAGEMENT

Total Attendance **1,040** at **9** events.

#### Graduation Celebration

- Total attendees: **462**

#### December Art Walk

- Total attendees: **37**

#### Enchant

- Total attendees: **207**

#### Western Engaged Marketing Alumni Event

- Total attendees: **65**

#### Western Engaged CBE Alumni Networking

- Total attendees: **15**

#### Western Engaged CBE Western Business Summit

- Total attendees: **121**

#### Western Engaged CS Alumni Happy Hour

- Total attendees: **93**

#### Western Engaged Huxley College Toxicology Alumni Mixer at SEATAC

- Total attendees: **27**

#### Western Engaged WWU Men's Alumni Rugby Day

- Total attendees: **13**

### WWU ANNUAL GIVING

#### Annual Membership

The WWU Alumni Association welcomed **186** new members, including **6** Lifetime members and **5** new Sapphire Lifetime members!

#### Total Gifts to the WWU Foundation

The WWU Foundation received **4,042** gifts from **2,921** unique donors totaling **\$2,322,505**.



### MARKETING METRICS

#### Twitter WWU Alumni Association

**3,207** followers  
**0.03%** loss  
**87** engagements

#### Twitter WWU Foundation

**344** followers  
**0.5%** gain  
**40** engagements

#### Facebook WWU Alumni Association

**6,842** followers  
**0.5%** gain  
**5,719** engagements

#### Facebook WWU Foundation

**732** followers  
**0.5%** gain  
**562** engagements

#### Website WWU Alumni Association

**14,753** visitors  
**40%** loss

#### Website WWU Foundation

**3,091** visitors  
**5%** loss

# ADVANCEMENT FUNDING PRIORITIES

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## Funding Priority Highlights—Fairhaven College

### Seeking Support for Opportunity Fund scholarships

First-generation students often have high financial needs. Being the first in their families to attend a four-year college, they have less of a family tradition of college attendance, creating social pressure. Even who students are eligible for Pell Grants, scholarships, and federally subsidized loans are often left with a significant gap. The Fairhaven Opportunity Fund fills that gap.

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### Audio Technology, Music, and Society

Fairhaven's Audio Technology, Music, and Society program hosts Girls Rock Camp, bands of all stripes, as well as courses in film music, foley art, sound design for theater, and the oral history and native language restoration and documentation project. The Champion Street studio is booked nearly 24 hours a day. More than just a studio with instruction, the program encompasses how music functions in society, and socially conscious uses for sound design and creation. Donations to the Audio Technology, Music, and Society program will support youth programming, equipment purchases, and scholarships.

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### World Issues Forum

One of Fairhaven's missions is to bring the world to Western, and the World Issues Forum is one of the best ways to do so. The Forum occurs each week during the academic quarter, at a cost of about \$20,000 a year. Speakers range from civil rights activists to Holocaust survivors to educators, and all the talks are free and open to the public. Donations to the World Issues Forum will support bringing speakers to Fairhaven College.

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# ENGAGEMENT

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## **“Enchant” Enchants Alumni**

*December 1, 2018  
Safeco Field, Seattle*

WWU Alumni gathered at Pyramid Alehouse to warm up before enjoying the lights and music of “Enchant” held at Safeco Field. The holiday extravaganza featured the world’s largest light maze, photos with Santa and Mrs. Claus, and ice skating. “Enchant” travels from city-to-city, so this was likely a once-in-a-lifetime experience.

## **Bellingham Holiday Reception**

*December 6, 2018  
WWU Campus, MAC Gym*

President Randhawa and his wife Uzma greeted 159 guests at the annual Bellingham Holiday Reception. Guests were also invited to attend the WWU production of “Pride and Prejudice” or attend a chamber concert.

## **Art Walk**

*December 7, 2018  
Western City Center, Bellingham*

December Art Walk featured the photorealistic paintings of John Tolomei. His aesthetic is informed by his years as a photographer. Guests enjoyed complimentary beer, wine, and appetizers.

## **Seattle Holiday Reception**

*December 11, 2018  
Benaroya Hall, Seattle*

Benaroya Hall served as a beautiful showcase for this year’s annual holiday reception and the 100 guests who attended.

# UPCOMING EVENTS

**Life Member Dinner and Celebration**  
*February 2, 2019  
WWU Campus, Bellingham*

**WWU Alumni Pre-game Party at WWU vs. CWU**  
*February 7, 2019  
WWU Campus, Bellingham*

**WWU Denver Alumni at Punch Bowl Social**  
*February 12, 2019  
Punch Bowl Social, Denver*

**Bellingham Scholarship Dinner**  
*February 25, 2019  
WWU Campus, Bellingham*

**Bellingham Scholarship Dinner**  
*March 11, 2019  
WWU Campus, Bellingham*

**Graduation Celebration**  
*March 21, 2019  
WWU Campus, Bellingham*

**Vikings at the Nordic Museum**  
*March 21, 2019  
Nordic Museum, Seattle*

**Seattle Scholarship Lunch**  
*April 23, 2019  
Renaissance Hotel, Seattle*

**WWU Alumni Awards and Celebration**  
*May 17, 2019  
WWU Campus, Bellingham*

**WWU Alumni Weekend**  
*May 17 - 19, 2019  
WWU Campus, Bellingham*

**WWU Give Day**  
*May 30, 2019*

**Graduation Celebration**  
*June 12-13, 2019  
WWU Campus, Bellingham*

**WWU Alumni at Bellingham Bells**  
*June 25, 2019  
Civic Field, Bellingham*

# NEW STAFF

## **Laine Keniston, Administrative Assistant to the Associate Vice President for Alumni, Annual Giving and Advancement Communications**



Laine Keniston ('12) graduated from Fairhaven College at Western Washington University with an Interdisciplinary Degree from the Law, Diversity, and Justice program, with an emphasis on Social Advocacy. Her professional experience draws from work in both the public and private sector, with a background in higher education, and high-level administrative support. In her new role as the Administrative Assistant to the Alumni, Annual Giving, and Marketing, Laine looks forward to expanding her capacity for strategic planning, program management, and facilitating both Alumni Board engagement and leadership development.

When Laine is not in the office, she enjoys listening to podcasts, or wandering the Arboretum on Sehome Hill.





**Capital Program Report  
Board of Trustees  
February 08, 2019**

**MAJOR / INTERMEDIATE CAPITAL PROJECTS**

**Multicultural Center**

Dawson Construction is proceeding on schedule. The roofing is complete and exterior weather barrier in place. Rough-in for mechanical and electrical systems is proceeding. Interior framing and drywall has begun. Construction progress is on budget and on schedule for limiting weather impacts from the winter rainy season and for on-time completion in the summer of 2019. Web cameras showing the site can be found on the following link:  
<https://www.wvu.edu/wwuarchitect/construction/pw698.shtml#webcam>

**Buchanan Towers Renovation**

This project is two phases: 2018 Spring and Summer quarters is Phase 1, and 2019 Spring and Summer quarters is Phase 2. Dawson Construction started construction of Phase 1 in March 2018; construction of Phase 1 was complete for Fall 2018 occupancy and residents have moved in. Construction of Phase 2 will start March 2019, approximately a week after commencement, and is scheduled to be complete in September 2019, prior to fall move-in.

**Disability Access Center (DAC) (formerly known as disAbility Resources for Students) and Veterans Services**

Phase 1 work to renovate Wilson Library (WL) 290 for the new Maps Collection and Study Lounge is complete. Phase 2 has begun with the demolition of WL 170 and 164 to create the DAC and Veterans Services suite. Interior framing and systems rough-in has been completed. Drywall and paint are nearing completion. Casework, doors and interior glazing are proceeding. Furniture move-in is scheduled for spring break. The project is currently on budget.

**Interdisciplinary Science Building (formerly known as Sciences Building Addition (STEM I))**

The GC/CM B N Builders contract is completed for Pre-Construction services. B N Builders is starting to be integrated with Facilities Development and Capital Budget (FDCB) and the Perkins + Will design team. FDCB is currently working on the site analysis with Perkins + Will to determine the best site location. Programming/Schematic Design for the project will continue into early February. If state funding for construction is approved, completion for the New Interdisciplinary Science Building is tentatively scheduled for February 2021.

**Elevator Preservation and ADA Upgrades**

The project is on schedule. The contractor is taking additional detailed measurements for the new equipment. FDCB is coordinating with the affected building occupants to determine if any access accommodations will need to be made while the elevators are off-line.

**Anatomy and Physiology Lab**

The project to create two anatomy and physiology labs in Carver 163, to be shared between Biology and the Health & Human Development departments, is on schedule and within budget. Regency NW started construction in November 2018; the project will be complete spring quarter 2019.

### **Multiple Building Access Control**

DECO/Dutton Electric began physical construction at the beginning of the year with a current focus on the installation of the access control infrastructure. Subcontractor Convergent Technologies completed their survey of existing door functions and began work programming the new system. Door cutovers to the new system are scheduled to start in June 2019. Construction meetings are being held weekly between WWU, DECO, and Convergent. The project is currently on budget and on schedule.

### **New Residence Hall**

WWU is working with progressive design team Lydig Construction from Spokane, with Mahlum Architects from Seattle, on an initial phase of the project to verify program and investigate three possible construction sites. Their progressive design-build Phase 1 contract is currently being brought to the current Board meeting for approval. The remaining design and construction contract is scheduled for approval at the August 2019 Board meeting. Occupancy is scheduled for fall quarter 2021.

### **Consolidated Academic Support Services Facility**

WWU is working with the progressive design team Mortenson Construction and HKP Architects team on an initial phase of the project to verify program and investigate the construction site on the vacant land west of the Physical Plant. The progressive design-build Phase 1 contract is currently being brought to the Board meeting for approval. The remaining design and construction contract is scheduled for approval at the Board's June 2019 meeting. If construction funding is secured by summer 2019, occupancy is scheduled for fall quarter 2020.

### **Multiple Building Replacement of Switchgear, Panels and Motor Controls**

DECO/Dutton Electric has begun pre-construction meetings and the contractor is planning and developing the implementation plan. The contractor is actively compiling equipment submittals for long lead item procurement. The project remains on budget and is on schedule with completion in late August of 2019.

### **2017-2019 Classroom and Lab Upgrades**

This program is composed of several public works projects and in-house work. A couple small and one larger public works construction projects are just starting design. Most of the projects in this category are related to improvements in STEM programs.

### **FY 2019-2021 CAPITAL BUDGET**

In December 2018, the Governor's proposed Capital Budget was released. The proposed budget includes State funding for the following projects for a total of \$80,900,000:

- Interdisciplinary Sciences Building - **\$60,000,000**
- Electrical Engineering/Computer Science Building - **\$6,500,000**
- 2019-21 Classroom and Lab Upgrades - **\$3,000,000**
- Minor Works – Program - **\$1,000,000**
- Minor Works – Preservation - **\$6,846,000**
- Preventive Facility Maintenance and Building System Repairs - **\$3,554,000**

Attached is a table comparing Western's 2019-21 Capital Budget Request to the proposed Governor's Budget. The attached table also includes the fund source breakdown between State General Obligation Bonds and State Local funds. We are anticipating the House of Representatives and the Senate releasing their proposed Capital Budgets in early spring.

For more information about the major projects, the Capital Program, and the Capital Planning Process, please visit the Office of Facilities Development and Capital Budget website: <http://www.wwu.edu/wwuarchitect/>.

Attachment

# WESTERN WASHINGTON UNIVERSITY

## 2019-2021 CAPITAL BUDGET REQUEST COMPARISON SHEET

*Includes: WWU Capital Request, Governor's Budget*

Color Key :
~ Predesign & Design
~ Design
~ Design & Construction
~ Construction

PROJECTS	FUND SOURCE	WWU Request - September 2018			Gov. Inslee Budget - December 2018		
		Bonds	Local	TOTAL	Bonds	Local	TOTAL
1	INTERDISCIPLINARY SCIENCES BUILDING (Submitted as <i>Sciences Building Addition</i> )	60,000,000		60,000,000	60,000,000		60,000,000
2	ELECTRICAL ENGINEERING/COMPUTER SCIENCE BUILDING (Submitted as <i>STEM III</i> )	6,500,000		6,500,000	6,500,000		6,500,000
3	ENVIRONMENTAL STUDIES CENTER RENOVATION (STEM II)	8,000,000		8,000,000			
4	2019-21 CLASSROOM AND LAB UPGRADES	5,500,000	500,000	6,000,000	2,500,000	500,000	3,000,000
5	CONSOLIDATED ACADEMIC SUPPORT SERVICES FACILITY	9,950,000		9,950,000			
6	MINOR WORKS - PROGRAM	800,000	5,900,000	6,700,000		1,000,000	1,000,000
7	MINOR WORKS - PRESERVATION	12,000,000		12,000,000		6,846,000	6,846,000
8	ACCESS CONTROL SECURITY & INFRASTRUCTURE UPGRADES	6,700,000		6,700,000			
9	ELEVATOR PRESERVATION AND ADA UPGRADES	3,512,000		3,512,000			
	PREVENTIVE FACILITY MAINTENANCE AND BUILDING SYSTEM REPAIRS		4,154,000	4,154,000		3,554,000	3,554,000
	<b>TOTAL</b>	112,962,000	10,554,000	123,516,000	69,000,000	11,900,000	80,900,000

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa by Donna Gibbs, V.P. for University Relations and Marketing

**DATE:** February 8, 2019

**SUBJECT:** **University Relations and Marketing Report**

**PURPOSE:**

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**Purpose of Submittal:**

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

**Supporting Information:**

Report Attached

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

The following is a briefing on a wide range of marketing, community development, media relations, content production, web development and graphic design initiatives produced since the last Trustees report. In addition, following are a few updates and new projects.

**“MAKE WAVES” CAMPAIGN LAUNCH**

The “Make Waves” brand campaign, which we previewed for the Board at the December meeting, launched on January 22 in billboards, print and digital concentrated in Seattle metro. The first phase of the campaign will run through this summer, and is designed to fulfill two main roles: to [support the Western Foundation’s efforts](#) to secure more funding for admissions scholarships, study abroad experiences and student research opportunities; and to [tell Western’s story to prospective students](#) in a new and exciting way. Both of these goals work in tandem with [Western’s Strategic Plan](#).

**Media Objectives:** The print ad campaign will run in full-page and two-page spreads in three editions of the *Alaska Airlines Beyond* in-flight magazine (Mar, Apr and Jun); four editions of *Seattle Magazine* (Mar, Apr, May, Jun); five editions of *425 Magazine* (Mar, Apr, May, Jun, Jul); and five issues of the *Puget Sound Business Journal*. Make Waves will also be featured on a dozen billboards in high traffic locations in downtown Seattle, Kirkland and the U-District through June. The first two billboards are currently up on the West Seattle Bridge and in the Kirkland retail core. Finally, Make Waves is also being activated through a digital video campaign on Facebook, Instagram, YouTube and Google Adwords.

**Creative Objectives:** Most higher education advertising looks exactly the same: professors in lab coats, ivy-covered brick buildings and scenes of campus at sunset, and smiling students wearing backpacks. Western is a different kind of university and needs a different kind of campaign to break out of the “sea of sameness” in higher education marketing.

Make Waves is our rallying cry and tagline for the campaign. It’s meant to inspire students, alumni, donors, faculty and staff to make their mark on the world. The creative direction is bold, thought-provoking and inspiring. It’s meant to catch your eye, grab your heart, and demonstrate that Western supports people with an appetite for ambition; people who want to learn about the world, and then change it.

The print and out-of-home ads pair singular, striking, vibrant images with witty and clever headlines. The body copy highlights what makes Western unique: the close relationships between students and professors.

**What do we mean by “make waves?”**

Western is a place for students with an appetite for ambition, supported by faculty members who are equal parts teacher, scholar and mentor, and donors dedicated to making a transformational impact on others’ lives.

Western is a place that brings together those who want to change the world with the people who are working to change it.

We have supporters sending students all over the world to learn new cultures and deepen their understanding.

Faculty members who break new ground with discoveries and disruptive technologies, teachers who create new pathways to learning for all students, and researchers who are dedicated to learning from the past to create lasting change and solving complex environmental challenges for a brighter future.

Western is a place for artists and innovators who inspire and provoke new thinking and perspectives, and for social activists who want to create a world that is more inclusive, equitable and accessible to all.

We are led by driven students – many who are the first in their families to go to college – who are making our communities better because a donor provided a scholarship to get them here.

Through close relationships with professors, a family-like atmosphere, and a fierce commitment to academic excellence, Western is a place that helps students channel their passion, develop their purpose – and with the support of faculty, alumni and friends – pursue that purpose with everything they've got.

Western is not just a place to get a degree. It's a place where, together, we make waves.

### **How does this campaign support the objectives of Western's new strategic plan?**

This campaign is intended to support our goal of advancing inclusive success by positioning Western as an institution dedicated to pursuing justice and equity and fostering a caring and supportive environment where all members are respected and treated fairly; a university that produces alumni making positive impact in our communities, our state and the world; and most importantly, the campaign is designed to inspire alumni and donors to help us ensure that more talented students can pursue their highest aspirations regardless of their means.

### **WESTERN ON THE WATERFRONT**

The interdisciplinary "ideation group" continues to meet monthly to work on a shared vision, revenue model and funding strategy for a compelling presence for Western on the Bellingham Waterfront.

Recently, we have conducted update and listening sessions with key community partners including the Downtown Bellingham Partnership, Team Whatcom (a group of leaders from the city, county, port and educational institutions devoted to regional economic development), the Bellingham Arts Commission, and the Mayor's Neighborhood Advisory Council.

Western will also be taking part in a District Energy and Clean Tech Waterfront Summit hosted by Sustainable Connections on February 20. The goal of the undertaking is to convene the City and Port of Bellingham, master developer Harcourt Development, Puget Sound Energy and other key partners in the Waterfront district in identifying shared goals for implementing sustainable development opportunities identified in the Waterfront Master Plan and economic development efforts that support Clean Tech.

We look forward to learning from McKinstry, a national full-service, design-build-operate-and-maintain firm specializing in consulting, construction, energy and facility services. McKinstry advocates collaborative, sustainable solutions designed to ensure occupant comfort, improve

systems efficiency, reduce facility operational costs, and optimize profitability. They have recently joined forces with the city of Spokane and Eastern Washington University on its first zero energy building. The so-called Catalyst Building is a 150,000 square-foot innovation hub in Spokane's University District that will open doors for EWU students to connect with the regional business community. As the main tenant, EWU will move three programs from its College of Science, Technology, Engineering and Mathematics (CSTEM) in Cheney to the Spokane location – its computer science, electrical engineering and visual communication design programs. This move will add 50 faculty members and an additional 1,000 students to Spokane, bringing a total of 4,000 EWU students to the University District.

## TRIBAL LIAISON

Finally, we are pleased to report that [Laural Ballew](#) started in her new position as Western's first Executive Director of American Indian/Alaska Native and First Nation Relations and Tribal Liaison to the President on January 28.

Laural most recently served as department chair of Tribal Governance and Business Management at Northwest Indian College, a program which she created. An enrolled member of the Swinomish Tribe, Ballew has lived on the Lummi Nation reservation for the past 43 years. She received a bachelor's degree, with a major in American Cultural Studies and a minor in Native American Studies, from Western in 2002. She earned a master's degree in Public Administration from The Evergreen State College, and is studying for a doctorate in Indigenous Development and Advancement from Te Whare Wānanga o Awanuiārangi, in New Zealand.

We look forward to providing a more formal introduction of Laural at the April board meeting, where you will have an opportunity to learn more about Laural's plans to serve the needs of our Native students, faculty and staff, to create deeper relationships with our indigenous neighbors, and to advance tribal and university policy initiatives.

## Communications and Marketing

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

- The national publication **Indian Country Today** ran a story about Laural Ballew being named Western's first-ever tribal liaison. See: <https://newsmaven.io/indiancountrytoday/the-press-pool/laural-ballew-named-tribal-liaison-to-western-washington-university-president-3yh5ZIX8rkGo-5-xMlcozq/>.
- Jackie Caplan-Auerbach, WWU associate professor of seismology and volcanology, was quoted in this **National Geographic** story on whether earthquakes can trigger volcanic eruptions. See: <https://www.nationalgeographic.com/science/2019/01/can-earthquakes-trigger-volcano-eruptions-get-facts-geology/>.
- A **Skagit Valley Herald** story on threats to environmentally important eelgrass in the waters of Padilla, Samish and Skagit bays cites research by Western, including by John Rybczyk, WWU professor of Environmental Sciences. See: [https://www.goskagit.com/news/local\\_news/researchers-probe-into-region-s-blue-carbon/article\\_a20a3399-b7ed-5601-ba3d-466d6456b994.html](https://www.goskagit.com/news/local_news/researchers-probe-into-region-s-blue-carbon/article_a20a3399-b7ed-5601-ba3d-466d6456b994.html).

- And our office also assisted with response to media coverage of a student sit in at Old Main and at the President's office. See this KOMO TV story at: <https://komonews.com/news/local/wwu-students-stage-sit-in-over-handling-of-hate-crime-investigation>
- **In video and photography**, our staff led by Digital Media Production/Development Manager Suzanne Blais, provided video support for the University's new brand campaign called "Make Waves." Our office also welcomed new full-time videographer Faith Haney to our team as part of our expanded emphasis on visual story telling.
- **In publications**, the most recent edition of Window magazine, "[A History of Western in 125 Objects.](#)" has been very well received by readers. The issue includes about 80 objects in the paper magazine, with many more online. See the whole collection at [window.wwu.edu](http://window.wwu.edu), where readers sort the items by clicking on tags such as "1950s," "athletics," "selected highlights" and "almost unbelievable." Editor Mary Gallagher is continuing to put more content online, so if you have an item that sparks a story about Western's past, send the photo and a few lines to [window@wwu.edu](mailto:window@wwu.edu).
- Western's daily electronic newsletter, [Western Today](#), led by Assistant Director John Thompson, started a new series of weekly articles called "Tuesday Q&A" and "Research Friday." Tuesday Q&A is an effort to engage faculty in discussions about contemporary topics of interest, viewed through the lens of their research expertise. For example, [the first Q&A was a discussion on the history of border protection walls with three history professors](#), given the current national discussion of the proposed wall at the southern border. This story was the most well-read feature story of the school year to date. "Research Friday" is a weekly piece designed to shed light on faculty research opportunities and experiences; the first article explored [Biology's Eric DeChaine and his work last summer in Kamchatka](#).
- **In marketing and social media**, Kessa Volland attended the Spreadfast Social Media Conference in Austin for several days of discussion about visual and viral storytelling from industry experts. She also traveled to Poulsbo and Bremerton with the WWU Extended Education team to assist with several marketing focus groups. December brought an uptick in Kessa's usual social media duties due to the monitoring and reporting duties associated with the campus racist graffiti incident and subsequent student protest and sit in. In addition, she worked with the Carver branding team to host, review and choose a vendor for the upcoming project and continued work on the Make Waves campaign with the Brand Council.
- **Graphic designers** Chris Baker and Derek Bryson worked on a wide range of design projects with offices across campus, including fliers, posters, banners and online and social media design work. Some notable examples included: the Martin Luther King Jr. Day Breakfast posters and associated Western Front ad; Secondary Education postcards; posters for the Winter Career Fair and Education & Health Career Fair; upcoming University Calendar; Academic Advising Center – Promotion for quarterly workshops and labs; International Student & Scholar Services – Global Gourmets Banquet promotional materials; Community Relations - Community Partnerships brochure; and programs at Canada House – Canada Week logo and event materials.

WESTERN TODAY

TOTAL HITS

**55,590**

TOP STORIES

- WWU's Leo Bodensteiner working to solve the puzzle of the Skagit River steelhead
- Message from the president on unacceptable racist graffiti on campus
- Scholar's corner: Megan Russell



SOCIAL MEDIA



TWITTER



FACEBOOK



INSTAGRAM

STATISTICS AT A GLANCE

**21,726**  
Total followers  
**60**  
New followers  
**0.28%**  
% gained  
**1,135**  
Engagements

**48,213**  
Total followers  
**126**  
New followers  
**0.13%**  
% gained  
**5,887**  
Engagements

**18,007**  
Total followers  
**246**  
New followers  
**0.69%**  
% gained  
**28,846**  
Engagements

FAMILY CONNECTION NEWSLETTER

NOVEMBER

**12,682**  
Recipients  
**34%**  
Open rate

DECEMBER

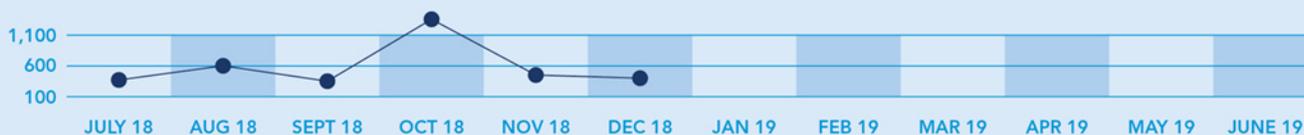
**12,675**  
Recipients  
**26%**  
Open rate

## MEDIA STORIES

**849**  
Total Stories

### TOP STORIES

- What do Alaska's earthquakes mean for Whatcom? Stay prepared, says WWU professor (Bellingham Herald)
- Why these three Seattle Times unsung heroes are worth celebrating (Seattle Times)
- Deadly Indonesian tsunami was not caused by an earthquake (The Verge)



## CREATIVE SERVICES

### GRAPHIC DESIGN

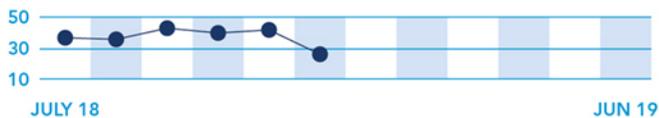


**67**

Total Projects

### FEATURING

- Window Magazine - Winter 2019
- Community Relations - Community Partnerships brochure
- Education Abroad - Go Abroad Fair promotional materials
- University Residences - Stay Safe Western infographics



### PHOTO & VIDEO



**43**

Total Projects

### FEATURING

- Photo production for Window Magazine a History of Western in 125 Objects
- Video coverage of Volleyball West Regional Championships at Carver Gym
- Veterans Day ceremony coverage



## Community Relations

<b>CONNECTIONS REPORT</b>	<b>Jul-Nov 18</b>	<b>Dec-18</b>	<b>Jan-19</b>	<b>YTD</b>
<b>Total Community-to-University Connections Made</b>	282	23	21	326
<b>Community Outreach Events Attended</b>	42	6	9	57
<b>WWU &amp; Community Programs and Projects</b>	20	2	1	23

### *Notable Projects and Connections*

#### **Community Relations Print Collateral**

A new brochure has been designed to help promote Western as a supportive community and industry partner, and to give those unclear of how to navigate the university an easy contact entry point through Community Relations. It will be handed out to community partners and displayed at community events where Western is a sponsor or partner. A companion website is currently under construction.

#### **Partnering with Whatcom County Wayfinding**

Bellingham Whatcom County Tourism is leading a study to redesign and replace aging wayfinding signage throughout Bellingham and all of Whatcom County. Western is the largest single tourism organization in Whatcom County with an estimated 40,000-60,000 visitors annually. Community Relations is working closely with Bellingham Whatcom County Tourism to ensure that this large and comprehensive project includes wayfinding signage to campus from I-5, the airport, downtown, and the historic Fairhaven district. This improved signage will benefit the visitor experience and also increase Westerns' vital economic impact in the surrounding community by directing visitors to local businesses.

#### **Examining the WWU Guest Experience**

While examining wayfinding, Community Relations is also collaborating with representatives from the Office of Admissions and Parking Services to address challenges that guests have when visiting campus. This team is exploring intercampus signage, welcome signage, a visible monument on the south end of campus, and the parking and visitor experience.

## SMALL BUSINESS DEVELOPMENT CENTER

### WWU Small Business Development Center: 2018 CONTRACT DELIVERABLES

ADVISING	2018
<b>Businesses Advised</b>	<b>325</b>
<b>Advising &amp; Support Hours</b>	<b>3310</b>

ECONOMIC IMPACTS	2018
<b>Capital Formation</b>	<b>\$12.8M</b>
<b>Businesses Starts</b>	<b>4</b>
<b>Business Buy/ Sells</b>	<b>2</b>
<b>Jobs Created &amp; Retained</b>	<b>315</b>

TRAINING	2018
<b>Trainings</b>	<b>13</b>
<b>Trainees</b>	<b>270</b>

RESEARCH	2018
<b>Research Projects</b>	<b>91</b>
<b>Support Hours</b>	<b>918</b>

ADD'L SERVICES	2018
<b>Non-Clients Supported</b>	<b>209</b>
<b>Student/ Faculty Projects</b>	<b>36</b>
<b>Student/ Faculty Project Hours</b>	<b>878</b>

### WWU Small Business Development Center: Q4 2018 HIGHLIGHTS

- Hosted SBA Regional Administrator who visited six local businesses who have received support from the SBDC program.
- Hosted two-part “Superstar Supervision” training series attended by 48 SBDC clients.
- Co-hosted “Laying the Groundwork for Government Contracting” with Washington State Procurement Technical Assistance Center.
- Published two articles:

- [The three \(and only three\) ways retail businesses can grow](#) – Bellingham Business Journal
- [Growing a Small Business - and Avoiding the Pitfalls](#) – Business Pulse

## WASHINGTON CAMPUS COMPACT

- 1) **Educational Equity Grant.** Washington Campus Compact submitted a renewal grant proposal for the College Access Corps program. Third year funding will be up to \$850,028 to support college access programs of low-income K-12 youth across Washington, Oregon, and Idaho. Campuses can work with their K-12 partners to improve student success and focus programming on STEM and civic education, financial literacy, writing improvement, plus many other college preparation and support efforts.
- 2) **Poverty Alleviation Grant.** Washington Campus Compact submitted a renewal grant proposal for the VISTA program to support poverty alleviation efforts with emphasis on college access and success, improving food security initiatives, and STEM education support (VISTA).
- 3) **Legislative Session.** Washington Campus Compact is meeting with legislators to discuss the value and impact higher education is having on communities. Efforts will be made to procure resources to support the Student Civic Leaders Initiative. Student civic leaders will address the following critical issues on campuses and in communities through civic engagement programming: food/housing insecurity, opioid epidemic, mental health, breaking prison pipeline, and strengthening K-20 civic education.
- 4) **Students Serving Washington Awards.** The fourth annual Students Serving Washington Awards ceremony will be held on April 19, 2019 to recognize outstanding student civic leaders from across the state. Governor Inslee will also select the top three student civic leaders – one from each institution type: state four-year institutions, community/technical colleges, and private institutions.

## Web Communication Technologies (WebTech)

The new Institutional website was deployed in December. <https://wwu.edu>. The site focuses on sharing Western's wonderful stories and automatically pulls in news stories highlighted via Western Today and events published on the university events calendar, <https://calendar.wwu.edu/>. The new design also meets the WWU accessibility requirements, is built to support search engine optimization (new visitor traffic has increased noticeably already), and it allows WWU to respond in a timely manner to events as they occur. It is a culmination of nearly a year of foundational work building a new design system, <http://www.wwu.edu/webtechdemo/pattern-lab/>, that will allow WebTech and the few other web developers across campus to deploy websites with greater efficiency as well as provide updates across the sites managed quickly.

WebTech, working with University Communications, produced a special 125 year anniversary digital Window magazine edition, found at <https://window.wwu.edu>. It provides increased engagement beyond the print publication in a fun presentation format.

Near the end of the month WebTech developed and deployed the Make Waves campaign landing pages, <https://www.wwu.edu/makewaves> and <https://www.wwu.edu/makewaves-apply>. These feature the campaign style developed by the Brand Council. We are excited to be conducting A/B testing on various features of the page to increase engagement and to be in greater collaboration with colleagues in the Foundation and Admissions.

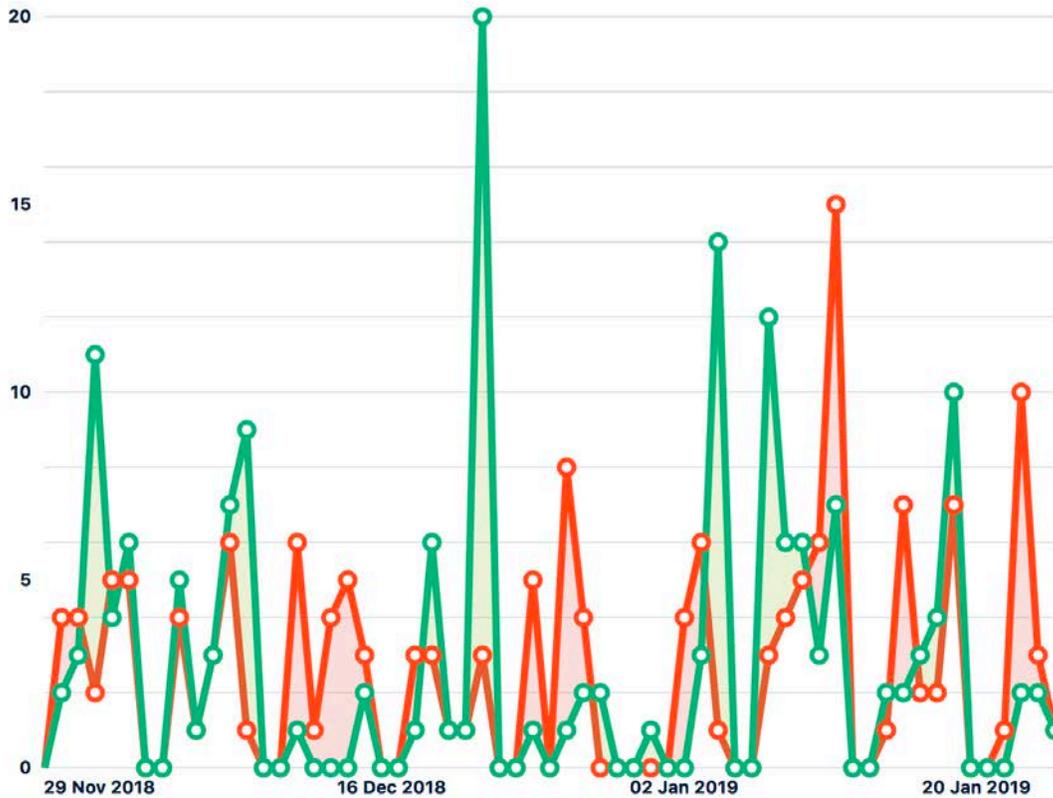
Several more websites were converted to meet our accessibility and brand requirements, including the Research and Sponsored Projects office, <https://www.wwu.edu/rsp>. We also assisted the Associated Students university staff with the deployment of the new Viking Union website <https://vu.wwu.edu/> and we consulted on their new design for the AS website, <https://as.wwu.edu>.

Video captions are continuing apace and the messaging is finally resonating that captions also benefit all learners and audiences. We are making great strides on ensuring videos posted by departments and other WWU related entities are meeting this requirement. While the work remaining is daunting, our next challenge is improving PDF compliance and we are turning our attention to that over the next two months.

In collaboration with the library we are excited to pilot a website that supports viewing in two languages, English and Mongolian. This pilot will allow WebTech to solidify translation workflows and begin building the translation memory for bigger endeavors saving costs in the future.

The organic search engine optimization work continues apace. We are thrilled to be digging into the required improvements over the next several months. Optimization is a marathon, but we are picking up speed. We increased our presence on page one results by 1.95%, but page two and three by 25% and 24%, respectively. Page four results increased by 10%. That momentum should increase into significant percentage increase on page one results over the next two months.

### Created vs. Resolved Chart



#### Issues in the last 60 days (grouped daily)

[View in Issue navigator](#)

○ Created issues (160)

○ Resolved issues (167)

The influx of new work remains consistent with that over the prior two periods. The demand is ever present and we continue to try our best to work as efficiently as possible. Not all requests come in via our ticket system, but our support inbox saw an uptick of 315 requests as well as individuals emailing staff directly. This increase, I believe, is due to WebTech assisting faculty with migrating their inaccessible websites onto systems that we can provide better support for. The process requires a lot of consultation. We again closed more tickets than opened, though by a small margin.

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa by Richard Van Den Hul, Vice President,  
Business and Financial Affairs

**DATE:** February 8, 2019

**SUBJECT:** **Annual Department of Public Safety Report**

**PURPOSE:** Information Item

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**Purpose of Submittal:**

Below is the annual update of the Department of Public Safety.

**Supporting Information:**

The Department of Public Safety is under the direction of Darin Rasmussen, Director of Public Safety/Chief of Police, supported by Keith Williams, Assistant Director of Public Safety/Assistant Chief of Police. Assistant Chief Williams was hired in April 2018 following a national search. Assistant Chief Williams has over 30 years of law enforcement experience, most recently as the Chief of Police for Kinloch, Missouri.

The Department of Public Safety's Strategic Plan pursues three primary goals:

- 1) Reduce crime, disturbances, and incidents that pose potential threats of violence or create a fear of crime in the community;
- 2) Strengthen community awareness, involvement and interaction with the Department of Public Safety; and,
- 3) Develop the organization's internal capacity and ability to promote and nurture the Community Oriented Policing philosophy among departmental personnel.

**State Level Participation**

Chief Rasmussen participates on the University Policing Committee of the Washington Association of Sheriffs and Police Chiefs (WASPC). WASPC is the state's recognized professional organization for law enforcement related issues and has significant influence in Olympia. The University Policing Committee meets quarterly. This committee has a mutual aid agreement among the six university police agencies for responding to major disasters or events, and a "best practice" policy for dealing with threats of violence and response to violent situations on campus.

**Community Participation**

Staff actively participate in professional associations and task force programs, including community committees, professional law enforcement associations, community-based crime suppression and safety task forces, and campus committees.

In partnership with Western's Office of Off-Campus Living and the Bellingham Police Department, Western's Department of Public Safety actively participates to address neighborhood issues that draw citizen complaints over noise, traffic, littering, and other behavioral issues. It is part of Western's commitment to keep our students safe and be a "good neighbor" to the communities around Western's campus.

The Department of Public Safety continues its strong working relationship with the Bellingham Police Department, and Chief of Police David Doll, as well as with the Whatcom County Sheriff's Office and Sheriff Bill Elfo. This collaboration includes participation in the Whatcom County Sheriff's Office Special Event Team for planned and unplanned disturbances, beginning in the summer of 2018.

Two of Western's police officers continue to serve as members of the Bellingham Special Weapons and Tactics Team (SWAT), and participate actively in joint training operations in the neighborhoods surrounding the Western's campus.

University police officers participated with other agencies throughout Whatcom County in emphasis of traffic enforcement activities. These activities included DUI emphasis patrols and general traffic enforcement.

### **WWU Programs**

The Community Services Officer program utilizes uniformed police officers who present programs to the community dealing with Crime Prevention, Personal Safety, Property Protection, Substance Abuse, and other topics.

The Bicycle and Skateboard Patrol program coordinates bicycle and skateboard safety efforts to heighten awareness to the central campus core of campus regulations, and to allow more personalized contact with students, faculty, and staff. Officers engage in an educational program to make bicyclists and skateboarders aware of the rules affecting them, and a strong enforcement effort to hold violators who continue to ignore the rules in place for the "walk zones" accountable.

As part of its annual participation in the Compass 2 Campus program (in addition to being an active part of the annual on-campus event), the department successfully completes hundreds of criminal history checks for program student volunteers annually, and works with several campus partners to improve the safety practices for programs involving children at Western.

The department conducts regular "*Behaviors of Concern - Violence Prevention*" training sessions for students, faculty and staff. These sessions include two video presentations, "*Options for Consideration*" and "*Flashpoint*". The videos link from the department's homepage, as does Western's "Emergency Preparedness" video, so that all students, faculty, and staff may have easy access to this important safety information.

In 2016 the department implemented the Campus Public Safety Advisory Council, and is co-chaired by the Director of Public Safety and the Dean of Students. The council is advisory and consultative, focused on programs, policies, and procedures, and is comprised of a cross section of Western's community including students, faculty, and staff, plus identified members of the external community. The council assists the Director of Public Safety and the department in remaining responsive to the needs of the campus community by providing input on issues

surrounding public safety, crime abatement, and campus security. The council meets several times year or as needed.

In Fall 2018 the department partnered with the Dean of Libraries to conduct a North Campus Community Policing Pilot Program. An officer is provided an office in Wilson Library, with office hours during the shift. The officer primarily interacts with students, faculty, staff, and visitors in the library, however also responds to calls for service throughout campus. This pilot program has received very favorable responses from the community and was extended to Winter Quarter 2019 for further review.

### **Emergency Response and Notifications**

Through close working relationships with the Office of Communications and Marketing and the Environmental Health and Safety department, a multi-faceted alert system makes it possible to notify students, faculty, and staff via both text messaging and email within minutes of an event that may pose an immediate threat to the campus. This system also uses our current fire alarm system to facilitates transmission of voice messages throughout campus buildings and incorporates Desktop Notification, which sends a similar notification through all networked computers on campus.

The Department of Public Safety is in full compliance with FBI and Washington State Patrol requirements for security standards for all Western staff who may meet or work in those areas that contain confidential criminal justice information.

The department leads a Safety Assessment Team (Threat Assessment), with representatives from Enrollment and Student Services, Judicial Affairs, Department of Public Safety, Counseling Services, Residential Life, and the Student Health Center. The team is in full compliance with the guidelines recommended by the National Behavioral Intervention Team Association (NaBITA) with regard to its approach to potential issues of concern on campus. This team meets on a routine basis, as well as when necessary to deal with potentially threatening situations, to strengthen the collective ability to resolve or mitigate issues of concern. The collaborative team of professionals has functioned well to respond to several serious incidents affecting Western.

### **Professional Standards and Training**

Professional standards and training form a cornerstone in the development of competent police officers and civilian personnel, and a requirement of the accreditation standards. Officers are expected to demonstrate mental and physical skills that include strong written and verbal communication abilities, knowledge of relevant laws, officer safety techniques, and proficiency at skills that support proper patrol procedures.

In 2018 officers received over 866 hours of scheduled training in areas specifically related to their jobs. These included training in firearms, defensive tactics, active shooter joint-training, crisis intervention, lethal force, and RAVE emergency messaging training. A priority this year was sending an officer to Trauma Informed Sexual Assault Investigation Training at BIOLA University in La Mirada, California. Chief Rasmussen and Assistant Chief Williams attended Accreditation Manager Training at the International Association of Campus Law Enforcement Agencies (IACLEA) Annual Conference as part of the Department's efforts to become IACLEA Accreditation Certified. Additionally, all officers are now in compliance with the state mandated Crisis Intervention training.

The department promoted two new sergeants within the last year, Corporal Josef Bailey and Officer Wolf Lipson. Both have done an outstanding job in learning and performing in their new roles.

### **State and Federal Reporting**

The Jeanne Clery Student Right-to-Know and Campus Security Act, passed by Congress in 1990, and constantly modified, is in response to concerns about crime and security at post-secondary education institutions. This Act requires institutions to disclose information about campus safety policies and procedures, and to provide statistics concerning whether certain crimes took place on campus. The program is a mandatory nationwide reporting effort that tracks statistical information of the seven most serious criminal offenses within geographical areas and reporting districts.

The Department of Public Safety and Enrollment and Student Services compile the on-going annual crime statistics for publication and ensure compliance with Federal Register guidelines. Updated information is provided annually for new and returning students, staff, and faculty. Police agencies also report monthly activity through the National Incident Based Reporting (NIBRS) segment of the Uniform Crime Reporting (UCR) program. UCR information is included in Clery Act (Student Right-to-Know) reporting, along with information about alcohol and drug law violations, weapons possession, and incidents of student misconduct.

In 2018 an audit of the University's efforts to comply with the Clery Act was conducted by the Office of the Internal Auditor (OIA). This was a comprehensive and collaborative effort that sought to identify gaps and areas to improve. The OIA concluded its audit in October 2018 and made nine separate recommendations to improve compliance and address gaps. The University concurred with all nine recommendations, and the Director of Public Safety and the Assistant Dean of Students developed an implementation plan to meet or exceed the OIA's recommendations. It is anticipated that all recommendations will be implemented by October 1, 2019.

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa on behalf of Vice President Melynda Huskey

**DATE:** February 8, 2019

**SUBJECT:** Mid-Year Housing and Dining Report

**PURPOSE:** Information Item

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**Purpose of Submittal:**

To provide the annual programmatic and fiscal report to the Board on the University's Housing and Dining System.

**Supporting Information:**

Mid-Year Housing and Dining Report

# WESTERN WASHINGTON UNIVERSITY ENROLLMENT AND STUDENT SERVICES

## Mid-Year Housing and Dining Report January 2019



*University Residences Staff*

### EXECUTIVE SUMMARY

APPENDIX I: Occupancy

APPENDIX II: Housing and Dining System Financials (through December 2018)

APPENDIX III: Residential Facilities

APPENDIX IV: Residential Life

APPENDIX V: University Dining Services

## EXECUTIVE SUMMARY

**Western's Residential Communities — Active Minds Changing Lives:** On-campus housing is an auxiliary enterprise providing competitively-priced housing in a safe, developmentally appropriate, and educationally-focused environment. Campus residential communities are intentionally designed to actively engage new first year, transfer, returning, and international students in academic and personal success. We support students' transition into progressively more independent and responsible adults in our diverse and inclusive communities, fostering leadership, sustainability, social responsibility, and civic engagement.

### OCCUPANCY (Appendix I)

- Fall 2018 Peak Report occupancy was 4,017, a decrease of 111 students from Fall 2017. After an original projection of 100 Study Group international students, the final actual number with campus residency was 6.
- We should meet the Housing and Dining Fiscal Principle of 90% average annual occupancy.
- Students living on campus included 88% of all first year freshmen, 24% of all transfers, and 28% of all students of color.
- Fall 2018 Peak occupancy of 4,017 compared to Winter 2019 Peak of 3,869 resulted in a fall-to-winter attrition rate of 3.7% for this year, compared to 4.3% for the previous year.

### HOUSING & DINING SYSTEM FINANCIALS THROUGH DECEMBER 2018 (Appendix II)

#### Year-to-Date Revenues

- Total system revenue to date (including student fees, conference and one-time revenues) was 1.3% greater than the prior year.
- Room and meal plan revenue through December 2018 was 1.3% higher than the prior year influenced by a 4.5% rate increase coupled with a 2.6% decrease in Fall quarter average occupancy.

#### Year-to-Date Operating Expenses

- Total system operating expenditures through December 2018 increased by 5.8%.

#### Net Operating Revenues

- Net operating revenue through December 2018 was 4.3% lower than the prior year. For the full fiscal year net operating revenue is projected to be 2.5% lower than budgeted levels.

#### Non-Operating Expenses

- Year-to-date non-operating expenses, prior to the application of bond proceeds, increased 84% due to increased building addition and renovation activity per the System's capital plan. Major work included the Multicultural Center addition and Buchanan Towers renovation (funded with a combination of cash and bonds), and Birnam Wood moisture mitigation.

### RESIDENTIAL FACILITIES (Appendix III)

- Public works construction roofing projects (Highland, Fairhaven, Mathes, Birnam Wood), balcony repair projects (Birnam Wood) and renovation projects (Buchanan Towers) were completed. In addition, public works design of electrical projects (Fairhaven) and studies (seismic & generator power) were completed and viable recommendation integrated into the capital plan as appropriate.

## RESIDENCE LIFE (Appendix IV)

- Professional staff are beginning academic intervention meetings with residential students placed on academic probation. The total number identified for Winter 2019 is 245.
- Residence Life is re-creating our educational model to launch in Fall 2019, a process which identifies the key knowledge and skills students will gain throughout their time living on campus and strategies to reach our goals in resident education.
- Birnam Wood has partnered with the Americorps Vista Program and the Western Sustainability office to create a food pantry to address food insecurity on campus.
- Residence Life has partnered with Fairhaven College to create a new Fairhaven Living Learning Community to launch in Fall 2019: Sustainable Food Systems.

## UNIVERSITY DINING SERVICES (Appendix V)

- Winter quarter 2019 Dining Services in partnership with the Bagelry introduced organic bagels to the Western Campus. This is a first for the Bagelry and our campus. Dining services purchases over 88,000 bagels per year from the Bagelry. This product switch will represent a projected 2% increase in the Real Food Challenge goal.
- Sustainable Purchases (real food, community-based, and regional purchases) totaled \$1.6 million and 37.33% of expenditures **increasing Real Food by 1.0% point** over the prior year.
- Student dining employees worked 51,839 hours during fall quarter 2018, representing **61%** of all labor hours support for dining services. This represents a **1.1% increase** in total hours worked by students or 559 hours compared to prior year.

## APPENDIX I: OCCUPANCY

	Operating Beds	Heads	Beds Rented	% Beds Filled
Fall 2018 Peak	4,144	4,015	4,017	96.9
Fall 2017 Peak	4,145	4,118	4,128	99.6
Winter 2019 Peak	4,144	3,851	3,856	93.0
Winter 2018 Peak	4,146	3,939	3,948	95.2

## APPENDIX II: HOUSING AND DINING SYSTEM FINANCIALS

### Change from Previous Year (Adjusted #'s)

+Operating Revenues	Up	\$ 320,995	1.3% Increase
<u>-Less Operating Expenses</u>	<u>Up</u>	<u>\$ 797,086</u>	5.8% Increase
=Net Operating Revenues	Down	\$ 476,091	4.3% Decrease
-Less Non-Operating Expenses	Up	\$ 9,249,048	84% Increase
<u>+Bond Proceeds Expended</u>	<u>Up</u>	<u>\$12,061,508</u>	n/a
=System Net Revenues	Up	\$ 2,336,369	Increase (see note)

#### Year-to-Date Revenues

- Total system revenue to date (including student fees, conference and one-time revenues) was 1.3% greater than the prior year.
- Room and resident meal plan revenue through December 2018 was 1.3% higher than the prior year influenced by a 4.5% rate increase coupled with a 2.6 % decrease in Fall Quarter overall occupancy (there was a 3.5% decrease in residence hall occupancy vs. apartments)
- Conference revenue decreased slightly due to decreased bookings.
- Viking Union and Commission revenue increased slightly.

#### Year-to-Date Operating Expenses

- Total system operating expenditures to date increased by 5.8%
- Salary and Benefit expenditures increased 7% due to mandated wage and minimum wage increases, some position classification adjustments, and the filling of some vacant positions.
- Food expenditures are 2.4% higher, reflecting the impacts of the dining rate increase coupled with fewer resident boarders.
- Total utility expenditures decreased 5% due to reduced consumption across most major services.
- Operating maintenance expenditures increased 14%, due to increased repair needs coupled with the annual recharge rate increase. Annual expenditures are expected to match budget.

#### Net Operating Revenues

- Net operating revenue to date was 4.3% lower than the prior year. For the full fiscal year net operating revenue is projected to be 2.5% lower than budgeted levels.

#### Non-Operating Expenses

- Year-to-date FY2019 gross renovation and construction expenditures of \$16.5M were approximately double that of the same period of FY2018 due to major projects identified in the System's capital plan. Bond proceeds of \$12M (issued FY2018) were used in FY2019 for the Multi-Cultural Center addition and Buchanan Towers renovation. Year-to-date debt service expense for FY19 was 25% higher than FY18 due to the commencement of the 2018 bond payments.

#### System Net Revenue

- System net revenue through December is significantly higher, and not meaningfully comparable to the prior year due to the application of bond proceeds this year for capital additions and renovations. Absent those bond proceeds, system net revenue is expected to be significantly lower for year-end FY2019 due to the increased capital expansion and renovation activity per the capital plan.

### **APPENDIX III: RESIDENTIAL FACILITIES**

- The following public works construction projects have been completed.
  - Roof system replacement projects worth \$2.5M at Highland Stack 2, Fairhaven Academic, Mathes and Birnam Wood (Phase 1 effort focused on Stacks 1, 2, 5 & the Remote Laundry Building) were done in September 2018.
  - Buchanan Towers (BT) renovation project worth \$24.5M was started in April 2018. Phase 1 effort was done in November 2018. BT Classic (North Wing only) bathroom & kitchen plumbing amenities were replaced, new interior finishes were

- provided and common area furniture was replaced. BT Classic fire alarm & mass notification systems were completely upgraded. BT Complex electronic access control system for external (all) / internal (BT Classic North Wing & BT East only) doors was upgraded eliminating the need for brass keys. In addition, new spaces were created to enhance student living—a community kitchen, ADA accessible suites (5), studio suites (4), floor study lounges (2) and gender neutral ADA accessible community restrooms (2) with a shower. Finally, BT Classic (North Wing only) exterior envelope upgrades were performed—window replacement, brick masonry sealing, addition of roof fall protection / gutters / downspouts.
- Birnam Wood balcony deck and railing upgrade project worth \$2.2M was done in December 2018 (Phase 2 focused on Stacks 2, 3, 4, 6, 7 & the Community Building).
- The following public works design projects and studies have been completed.
    - Design of electrical power system upgrades at the Fairhaven Complex worth \$0.5M was done in Fall 2018. Work will commence in early 2019.
    - Seismic study of all UR buildings was done in December 2018. Long term housing and dining assessment will inform plans factoring in new buildings, renovation years changing, building replacement (demo & new build), with a current anticipated expenditure of \$36.1M.
    - Generator power study of all UR buildings was done in December 2018 to assess existing emergency stand-by & back-up requirements. Recommendations and budget cost estimates related to required upgrades needed will be integrated into the capital plan as appropriate.
  - The following public works construction projects are in progress.
    - Project worth \$1.0M to convert Housing's legacy electronic door access control system located at 9 buildings to the new campus standard was awarded in November 2018. Work to be done by Spring 2019.
    - Project worth \$0.6M to upgrade Edens North fire alarm & mass notification systems was awarded in November 2018. Work to be done by Summer 2019.
    - Buchanan Towers (BT) renovation project Phase 2 effort will be performed during Spring & Summer 2019. BT Classic (South Wing) suite amenities, electronic access control system for suite bedroom doors and exterior envelope systems will be upgraded similar to Phase 1. In addition, kitchens and related furniture will be installed at BT East. Finally, BT East fire alarm & mass notification systems will be upgraded.
    - Project worth \$1.4M to modernize Edens Hall passenger and Ridgeway Common freight elevators will be awarded in Winter 2019. Work to be done by Summer 2020.
  - The following public works design projects and studies are in progress.
    - Birnam Wood roof replacement project worth \$1.5M (Phase 2 effort focused on Stacks 3, 4, 6, 7 & the Community Building) to be awarded in Winter 2019. Work to be done by Summer 2019.
    - Birnam Wood siding replacement project worth \$1.8M (Phase 1 effort focused on Stacks 3, 4, 5, 6, 7 & the Community Building) to be awarded in Winter 2019. Work to be done by Summer 2019.
    - UR Phase 1 electronic door access control system upgrade project worth \$6.6M will upgrade external doors from legacy brass key to desired proximity credential capability at 22 buildings (Phase 1: BW stacks 1-7, EN, HI, RA, RB, RD, RG, RK, RO, RS & Phase 2: FA, FX stacks 1-12, RC & VC) providing increased security

and accountability. In addition, student bedroom doors at 4 buildings will be upgraded from legacy brass key to desired proximity credential capability. Construction work to be started in Summer 2019 with a target completion by Summer 2020.

- Housing & Dining Development Assessment Study started to review current UR building inventory in conjunction with future needs, shifts in demand and facility viability in accordance with WWU's Strategic Plan. The planned completion date is the beginning of Summer 2019. Recommendations related to building actions (renovations, replacement, demolition, new construction) will be integrated into the capital plan as appropriate.
- Study of network system hardware and infrastructure at all UR buildings started to determine required system upgrades needed. Recommendations and budget cost estimates will be integrated into the capital plan as appropriate.
- Spearheaded varying in-house projects worth \$1.7M focused on enhancements to student living / learning environments ranging from public area / student room furniture replacement (\$1.0M), dining equipment replacement (\$0.1M), hydration station installation (\$0.1M) and other requirements (\$0.5M) as appropriate.

## **APPENDIX IV: RESIDENCE LIFE**

### **Academic Support:**

- The Fall 2018 programming model focused on academic progress and educational goals.
- Intentional conversations focused on academic goals reached 73% of residents.
- The professional staff are beginning for academic intervention meetings with residential students placed on academic probation. The total number identified for Winter 2019 is 245.
- Residence Life has partnered with Fairhaven College to create a new Fairhaven Living Learning Community created to launch in Fall 2019: Sustainable Food Systems.
  - WWU is offering new students an opportunity to join a community for their first year that integrates their learning in thematic exploratory, general education courses, with their living experience on campus. The theme for this program in the 2019-2020 academic year is "Sustainable Food Systems."

### **Residential Education and Leadership:**

- Residence Life is re-creating our educational model, a process which identifies the key knowledge and skills students will gain throughout their time living on campus and strategies to reach our goals. Three core areas have been identified:
  - Inclusive community building
  - Peer resolution
  - Career preparedness
    - Next steps in our process are the creation of learning goals in addition to creating new and innovative strategies to provide learning and education to residents throughout their first year living on campus and beyond.
- Core educational programming focused on relationship building, personal wellness sexual health, and academic progress. Programs included: Cookies and Condoms, Conflict Coaching, Rootbeer and Registration, and Stress Management/Self-Care. Programs in Fall 2018 attracted over 1,000 residents.

- Resident Advisors engaged in focused “intentional conversations” with 73% of residents regarding personal and academic success. Overall numbers include:
  - 1,380 hours of intentional conversations between Resident Advisers and residents.
    - Learning outcomes included:
      - Students will recognize when their decisions and actions are in line with their personal and academic goals, values, and beliefs.
      - Students will identify resources and develop techniques to achieve personal wellness and academic success.
  - 34 as the average number of minutes spent in individual 1:1 conversations.
  - 2,969 residents who completed at least one 1:1 intentional conversation in the fall quarter.
- Residence hall councils collaborated with residential staff to implement a broad slate of community-building activities, including movie nights, dances, off-campus events, game nights, etc.
- Student leadership (RHA, NRHH) represented WWU at the Pacific Association of College and University Residence Halls regional conference at Oregon State University in fall 2018, and the National Association of College and University Residence Halls in spring 2018.
- In 2018, RHA changed their model from a programming based model to a governance model which focuses on leadership development and being a liaison between students in the residence halls, administration and the campus community.
- NRHH has continued with their legacy of facilitating Hall of the Year, which is a program that fosters healthy competition and inspires engagement of service, leadership, academics and recognition in the residence halls. They are also in their fifth year of two other legacy events, an induction ceremony for new hall council executives in the fall and a leadership conference that takes place in winter.
- Birnam Wood has partnered with the Americorps Vista Program and the Western Sustainability office to create a food pantry to address food insecurity on campus.

### **Diversity and Inclusion**

- Residence Life continued to sponsor residential student attendance at the Ethnic Student Center conference.
- Identity exploration was the main topic for Resident Adviser training prior to the winter quarter in preparation for identity exploration 1:1 intentional conversations.
- Enhanced professional staff training around topics of equity and inclusion including a book club for professional staff reading the book “White Fragility: Why It’s So Hard for White People to Talk about Racism” by Robin DiAngelo.
- Residence Life is creating an Inclusive Community Assistant (ICA) student staff position for the 2019-2020 academic year that will focus on relationship building and programming in relation to building inclusive communities.
  - The Senior Resident Adviser (SRA) position will be eliminated for us to create the ICA position focusing on equity and inclusion work. The responsibilities of the Senior Resident Advisers will be absorbed through a newly created student position

responsible for administrative duties in addition to re-defining some of our other staffing roles.

### **Health and Residential Environment**

All residential staff received mental health first-aid certification, and the “QPR” suicide prevention training.

- In Fall 2018, we had 183 alcohol cases and 60 cases involving marijuana and other drugs.
- These numbers are a decrease from Fall 2017.

### **APPENDIX V: UNIVERSITY DINING SERVICES**

- Western Dining Services collaborated with University Residences to create a meal swipe program to combat food insecurity on our campus. Students donate meals through dining services and meals are distributed by financial aid to those in need. Launching spring 2019 pending final logistics and approvals.
- Winter quarter 2019 Dining Services in partnership with the Bagelry introduced organic bagels to the Western Campus. This is a first for the Bagelry and our campus. Dining services purchases over 88,000 bagels per year from the Bagelry. This product switch will represent a projected 2% increase in the Real Food Challenge goal.
- Sustainable Purchases (real food, community-based, and regional purchases) totaled \$1.6 million and 37.33% of expenditures **increasing Real Food by 1.0% point** over the prior year.
- Introduced Oath Pizza as a new retail concept on the south side of campus in the Atrium. Oath Pizza is the first and only pizza brand to be granted Certified Humane approval for their proteins. Sustainably sourced ingredients with no chemicals, artificial preservatives, hormones or antibiotics.
- In Spring 2018 we made the switch in our Fresh Food Studio @ Carver academic building and our location in the Wade King Recreation center to smoothies that are 100% gluten free, made with all non GMO fruits and vegetables free, from growth hormones, no artificial flavors, sweeteners or preservatives.
- Student dining employees worked 51,839 hours during fall quarter 2018, representing **61%** of all labor hours support for dining services. This represents a **1.1% increase** in total hours worked by students or 559 hours compared to prior year

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

**TO:** Members of the Board of Trustees

**FROM:** President Sabah Randhawa on behalf of Melynda Huskey

**DATE:** **February 8, 2019**

**SUBJECT:** **Admissions and Enrollment Summary**

**PURPOSE:** Information Item

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The number of incoming freshman and transfer students will slightly exceed those who enrolled last year. New first-year students for Winter 2019 are estimated to total 45 compared to 37 last year. We will likely enroll 362 transfer students compared to 352 last year.

**Fall Quarter 2019**

As of the most recent Admissions report, we have received 480 fewer applications for admission for Fall 2019 from first-year students, a 6.4% decrease compared to the same time last year (7,073 vs. 7,553). Measures to mitigate this trend include:

- holding admission application workshops at high schools in Whatcom, Skagit, and King counties
- conducting a four-night Admissions telethon
- doubling the number of visits to high schools in Whatcom and Skagit counties
- hosting nearly 200 students participating in the College Success Foundation's college prep program
- developing a webpage with resources for undocumented students who are navigating the admissions process
- mailing congratulatory postcards to select first-generation students in the Seattle area
- purchasing 9,000 additional names with the College Board (SAT test-takers)
- enhancing digital advertising messages near the time of the deadline
- expediting the application processing for qualified students

Western continues to be impacted by the decline in the number of high school seniors in the state (from 92,559 to 83,826, a decrease of nearly 10%) as reported by the Office of the Superintendent of Public Instruction. In addition, the new voter-approved Seattle Promise scholarship program is in the process of implementation. Funded through general funds and revenue from the Sweetened Beverage Tax, the City of Seattle will provide full coverage of any tuition expenses remaining after scholarships and financial aid have been applied. Public high school graduates from Cleveland, Chief Sealth, Garfield, Ingraham, Rainier Beach and West Seattle high schools will be funded beginning Fall 2019, after which students from all Seattle Public High Schools in the graduating class of 2020 will be funded for the Fall of 2020. Using Fall 2018 enrollment data as a guide, we estimate that full implementation of the Seattle Promise program will prompt approximately 200 resident students who would otherwise enroll at Western to consider attending a community college instead.

Washington community colleges are suffering declines in enrollment as well, which in turn have reduced the number of transfer applications we receive. For Fall 2018, we received 2,210 transfer applications compared to 2,484 for Fall 2017, a decrease of 274 applications. Although it is early in

the admissions cycle for Fall 2019 transfer students, we have received 284 transfer applications so far compared to 330 at the same time last year.

### **Impact of Federal Government Shutdown on Financial Aid for Western Students**

Although the U.S. Department of Education is fully funded for the 2019 fiscal year, the partial government shutdown has caused issues for processing of Free Application for Federal Student Aid (FAFSAs) that require specific database matches with other federal departments. The U.S. Department of Education is unable to perform matches with the Treasury, Selective Service System, Department of Homeland Security, and the Department of Justice while the shutdown is in place. Thankfully, Financial aid offices nationwide were given authorization to accept copies of tax returns and written statements of non-filing that would be acceptable for verification purposes in lieu of delayed IRS tax return transcripts and verification of non-filing forms. FAFSAs for which matches could not be made will be reprocessed when the partial shutdown ends. In the meantime, Financial Aid is conducting Selective Service matches manually by accessing the government portal to confirm whether or not the student has registered. We anticipate the true impact to the students to be minimal, though staff are having to do a bit more legwork.

**16. DATE FOR NEXT REGULAR MEETING**

- **April 4 & 5, 2019**

## **17. ADJOURNMENT**