

Western Washington University
Board of Trustees
Agenda

FRIDAY, June 10, 2016

Location: OM 340

Time: 9:00 a.m.

Breakfast with the 2016 Presidential Scholars in the Solarium

8:00 – 8:50

BREAK 8:50 – 9:00 (10 minutes)

1. CALL TO ORDER, APPROVAL OF MINUTES

9:00 – 9:05

- a. Board of Trustees Special Meeting March 30, 2016
- b. Board of Trustees Special Meeting April 5, 2016
- c. Board of Trustees Meeting, April 7 & 8, 2016

2. PUBLIC COMMENT PERIOD

9:05 – 9:15

3. RECOGNITIONS AND INTRODUCTIONS

9:15 – 9:30

- Fulbright, Gilman, NOAA/Hollings, TAPIF Fellowship Award Winners
- Resolution No. 2016-02 Recognizing the Service of the PSAC Members
- Resolution No. 2016-03 Recognizing the Service of Dean LeaAnn Martin

4. BOARD CHAIR REPORT

9:30 – 9:40

- Resolution No. 2016-04 Recognizing the Service of Board Member Seth Brickey

5. UNIVERSITY PRESIDENT

9:40 – 9:45

6. ASSOCIATED STUDENTS

9:45 – 9:50

7. FACULTY SENATE

9:50 – 9:55

ACTION ITEMS

8. CONSENT ITEMS

9:55 – 10:00

- a. Approval of Spring Quarter Degrees
- b. August 2016 Board of Trustees Meeting Date Change
- c. Consultant Contract for Architectural/Engineering Services for the New Student Housing Project, PW703
- d. Construction Contract for Upgrade of Electronic Safety Systems for Haggard Hall and Fine Arts, PW706

- 9. PORT INTERLOCAL AGREEMENT, MOORAGE AT POULSBO**
10:00 – 10:05 Presentation: Brent Carbajal, Provost and Vice President for Academic Affairs
10:05 – 10:10

10. APPROVAL OF AUDIT COMMITTEE RECOMMENDATIONS
10:10 – 10:20 Presentation: Richard Van Den Hul, Vice President for Business and Financial Affairs
 Brian Sullivan, Assistant Vice President for Business and Financial Affairs
10:20 – 10:25 Discussion

11. APPROVAL OF 2016 - 2018 INTERNAL AUDIT AND CONSULTING SCHEDULE
10:25 – 10:30 Presentation: Richard Van Den Hul, Vice President for Business and Financial Affairs
 Teresa Hart, Director, Financial Services
10:30 – 10:35 Discussion

12. ACADEMIC PROGRAM FEES
10:35 – 10:45 Presentation: Brent Carbajal, Provost and Vice President for Academic Affairs
10:45 – 10:55 Discussion

13. 2016 - 2017 STUDENT FEES
10:55 – 11:05 Presentation: Eileen Coughlin, Sr. Vice President, VP for Enrollment and Student Services
11:05 – 11:15 Discussion
 - Summary of Current and Proposed Mandatory Student Fee Levels
 - Services and Activities Fee Proposal
 - Student Health Services Fee Proposal
 - Student Technology Fee Program Report
 - Non-Academic Building Fee Proposal
 - Sustainable Action Fund Fee Program Report
 - Student Recreation Fee Program Report
 - Student Alternative Transportation Fee Program Report
 - Legislative Action Fee Program Report
 - Ethnic Student Center/Multicultural Services New Fee Proposal

BREAK 10 min (11:15 – 11:25)

DISCUSSION ITEMS

- | | | |
|-----------------------------------|---------------|--|
| 16. SCULPTURE WOODS UPDATE | | |
| 11:50 – 12:00 | Presentation: | Stephanie Bowers, Vice President for University Advancement
Kit Spicer, Dean, College of Fine and Performing Arts |
| 12:00 – 12:10 | Discussion | |

17. CAMPAIGN UPDATE

12:10 – 12:15 Presentation: Stephanie Bowers, Vice President for University Advancement

18. GOVERNANCE COMMITTEE REPORT

12:15 – 12:20 Presentation: Sue Sharpe, Chair, Board Committee on Trustees

19. AUDIT COMMITTEE REPORT

12:20 – 12:25 Presentation: Betti Fujikado, Chair, Board Audit Committee

20. INFORMATION ITEMS

12:25 – 12:30

- a. Academic Reports
- b. Admissions and Enrollment Summary
- c. University Advancement Report
- d. Capital Program Report
- e. University Relations and Community Development Report
- f. Housing & Dining Capital Plan Update

21. PASSING THE GAVEL

22. DATE FOR NEXT REGULAR MEETING: August 18, 2016

23. ADJOURNMENT

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

TO: Members of the Board of Trustees

FROM: President Bruce Shepard

DATE: June 10, 2016

SUBJECT: Approval of the Minutes

PURPOSE: Action Items

Purpose of Submittal:

Approval of the Board of Trustees Meeting Minutes.

Proposed Motion:

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

- Approval of the Minutes of the Board of Trustees Meeting,
 - April 7 & 8, 2016
- Approval of the Minutes of the Special Board of Trustees Meeting,
 - March 30, 2016
 - April 5, 2016

Supporting Information:

Minutes of:

- Board of Trustees Meeting, April 7 & 8, 2016
- Board of Trustees Special Meeting, March 30, 2016
- Board of Trustees Special Meeting, April 5, 2016

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MEETING MINUTES
WEDNESDAY, MARCH 30, 2016**

1. CALL TO ORDER

Chair Karen Lee called the special meeting of the Board of Trustees of Western Washington University to order at 9:34 a.m., in the Boardroom, Old Main 340, in Bellingham, WA.

Board of Trustees

Karen Lee, Chair
Sue Sharpe, Vice Chair
Earl Overstreet, Secretary
Betti Fujikado
Chase Franklin
John M. Meyer
Mo West – *by phone*
Seth Brickey

Western Washington University

Bruce Shepard, President
Brent Carbajal, Provost and Vice President for Academic Affairs
Eileen Coughlin, Senior VP, Vice President for Enrollment and Student Services
Brian Sullivan, Assistant Vice President for Business and Financial Affairs
Stephanie Bowers, Vice President for University Advancement
Steve Swan, Vice President for University Relations and Community Development
Molly Ware, Faculty Senate President
Kerena Higgins, Assistant Attorney General
David Stolier, Assistant Attorney General
Paul Cocke, Director of University Communications
Barbara Sandoval, Secretary to the Board of Trustees
Elissa Hicks, Assistant Secretary to the Board of Trustees

**2. EXECUTIVE SESSION MAY BE HELD TO DISCUSS PERSONNEL, REAL ESTATE AND
LEGAL ISSUES AS AUTHORIZED IN RCW 42.30.110.**

At 9:35 a.m. Chair Lee announced that the Board would convene in Executive Session for approximately 45 minutes to discuss personnel matters as authorized in RCW 42.30.110 (1)(g).

The Board returned to open meeting at 10:21 a.m. with no action to report and announced a break at 10:21 a.m. The board returned and reconvened the meeting at 10:25 a.m.

3. PRESIDENTIAL SEARCH: DISCUSSION OF CANDIDATES

Trustee Lee started her comments by thanking President Shepard for his nearly eight years of outstanding service to the university. She also thanked Vice President Steve Swan for his years of service to Western and congratulated him on his upcoming retirement in December.

Trustee Lee then thanked Governors Gregoire and Inslee for appointing such a great group of dedicated Trustees to the Board and expresses her gratitude for the opportunity to work with all of them during this important time in the history of the university. She then provided an outline of the search process to date and thanked members of the Presidential Search Committee (PSAC) for their dedication to the process and for all of their hard work. Lee said that overall the search firm of Greenwood Asher & Associates made 411

contacts for Western's search which resulted in 80 final applicants. She said that of the final applicants 37% were Women and minority candidates which is an incredible level of diversity. She said that the PSAC interviewed 17 candidates and recommended five finalists and one alternate to the full Board of Trustees. Lee said the Board reviewed each of the 80 applications, focusing on the five PSAC recommendations, adding that one candidate withdrew during the process. She said that among the four finalists there was one sitting president, three provosts, one African American, two females, two males and one Hispanic applicant. They came from big campuses and rural campuses, there were three PhD degrees and one terminal degree among the group, stated Lee. She said that all of the candidates expressed challenges they have faced with budgets, and changes regarding shared governance, diversity and inclusion that have taken place at their current campuses.

Trustee Sharpe said that Board and PSAC members conducted 99 personal reference checks on the four finalists, of those 19 involved the preferred candidate. She also said that Trustees learned over this search process that personal interviews are the least reliable source for hiring, to really actively listen to others during the reference process and to avoid "crushes" on a view, a position or a particular candidate throughout the entire process.

4. POSSIBLE BOARD ACTION ON CANDIDATES

Trustee Lee asked for a motion from the Trustees for a candidate for consideration to invite to campus as a preferred candidate.

Trustee Sue Sharpe put forth the name and moved that Dr. Sabah Randhawa be named as the preferred candidate for President. The motion was seconded. Trustee Lee then opened up conversation regarding the nominated candidate.

Sharpe said that Dr. Randhawa is currently the Provost at Oregon State University. Trustees said that Dr. Randhawa emerged as the preferred candidate during the search process because he really seems to live the Western message of Active Minds, Changing Lives. She said that he has a profound understanding of Academics at the university level, has a strong commitment to student success, is concerned about the achievement gap in higher education in this country, and has a strong history of institutionalizing diversity and inclusion which he defines in three categories of numbers, safe places and spaces and being open to challenging conversations. Sharpe said that his commitment to shared governance and ability to think strategically about Western's future while respecting its unique culture were some other qualities which made him stand out among the other outstanding candidates. Trustees also commented that based on their observations and the reference checks he is a person of character, quiet strength, dignity, humor, does not rush to judgement and is a man of action.

Motion 03-01-2016: Trustee Sharpe moved that the Board of Trustees considers candidate 66 or Dr. Sabah Randhawa as a preferred candidate for the presidency of Western Washington University; and hereby authorizes the Chair to extend an invitation to Dr. Randhawa to attend meetings with student, faculty and staff governance leadership prior to possible final action by the Board at a special meeting on April 5, 2016.

The motion passed with Trustees Franklin, Fujikado, Meyer, Overstreet, Sharpe, West and Lee voting in favor of the motion by roll call vote. Student Trustee Brickey was excused from voting pursuant to RCW 28B.50.102(2).

Chair Lee asked if any trustee would like to put forward another name for discussion. There were no additional names put forward by the Board.

5. The meeting adjourned at 11:22 a.m.

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MEETING MINUTES
TUESDAY APRIL 5, 2016**

1. CALL TO ORDER

Chair Karen Lee called the regular meeting of the Board of Trustees of Western Washington University to order at 5:02 p.m., in the Boardroom, Old Main 340, in Bellingham, WA.

Board of Trustees

Karen Lee, Chair
Sue Sharpe, Vice Chair
Earl Overstreet, Secretary – *by phone*
Betti Fujikado
Chase Franklin – *by phone*
John M. Meyer – *by phone*
Mo West – *by phone*
Seth Brickey

Western Washington University

Bruce Shepard, President
Brent Carbajal, Provost and Vice President for Academic Affairs
Eileen Coughlin, Senior VP, Vice President for Enrollment and Student Services
Richard Van Den Hul, Vice President for Business and Financial Affairs
Stephanie Bowers, Vice President for University Advancement
Steve Swan, Vice President for University Relations and Community Development
Molly Ware, Faculty Senate President
Kerena Higgins, Assistant Attorney General
Paul Cocke, Director of University Communications
Barbara Sandoval, Assistant to the President and Secretary to the BOT
Elissa Hicks, Assistant Secretary to the Board of Trustees

2. EXECUTIVE SESSION: The Board will go into executive session for the purpose of evaluating the qualifications of applicants for public employment pursuant to RCW 42.30.110(1)(g).

At 5:03 p.m. Chair Lee announced that the Board would convene in Executive Session for approximately 30 minutes to discuss personnel matters.

The Board returned to open meeting at 5:35 p.m. with no action to report.

Chair Lee announced a 5 minute break at 5:35. The board returned and reconvened the meeting at 5:45.

3. PRESIDENTIAL SEARCH: DISCUSSION

Trustee Sharpe said that a variety of the campus stakeholder groups have met with the preferred candidate Dr. Sabah Randhawa over the last two days, have provided their feedback and all unanimously support Dr. Randhawa. Sharpe said that the stakeholder groups included the Associated Students Board of Directors, the Council of Deans, the Faculty Senate Executive Committee, the Diversity Taskforce, classified staff leadership, professional staff leadership, United

Faculty of Western Washington Executive Committee, Alumni and Foundation Boards, the Vice Presidents, the Presidential Search Advisory Committee (PSAC) as well as those attending a campus open forum. She said that comments from all the groups were similar and included:

- Dr. Randhawa's willingness to listen
- His frequent references to shared governance
- Contextualization of answers
- Responsibility for Higher Education to address the achievement gap
- His ability to frame critical and difficult conversations
- His commitment to diversity and international students
- His commitment to equity and inclusion in the strategic plan going forward
- His ability for resource development and ability to facilitate legislative and private foundation resources
- His overall ability to take Western to the next level
- His vision for extended education and online education going forward
- His understanding and stance on sustainability in all forms

Trustees were pleased overall with the campus feedback and support and are encouraged by the feeling of collaborative work going forward and for the campus support of the presidential choice. Trustee Lee read one feedback response as an example of the typical feedback that the Trustees received. "it appears that Sabah has a great vision for growing Western's programs, improving its climate, and making it a national and perhaps international leader with regard to undergraduate education."

Trustee Sharpe said that there was also some feedback regarding the overall search process and that the PSAC will be meeting again to debrief and discuss how to improve the process for the next search.

4. POSSIBLE BOARD ACTION ON PREFERRED CANDIDATE, DR. SABAH RANDHAWA

Trustee Lee thanked the PSAC and campus stakeholder groups for all of their hard work and for making themselves available for this important step in the process. Trustees said that they were pleased with the selection of Dr. Randhawa and that noted that he fits almost perfectly the description that was put together by the campus community at the start of this long process.

President Shepard said that he believes Dr. Randhawa will provide good stewardship of the university, its people, hopes and aspirations, and that this process has been successful because of all the hard work and dedication of everyone involved.

MOTION 04-01-2016: Trustee Sharpe moved to adopt Resolution 2016-01 appointing Dr. Sabah Randhawa the fourteenth President of Western Washington University, and further authorize Trustee Chase Franklin, working with Board Chair Karen Lee to negotiate the final contract terms for approval and ratification by the full Board at a subsequent Board meeting.

RESOLUTION 2016-01

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

**APPOINTING DR. SABAH RANDHAWA THE FOURTEENTH PRESIDENT
OF WESTERN WASHINGTON UNIVERSITY**

WHEREAS, President Bruce Shepard announced in June 2015 his decision to retire from the presidency of Western Washington University effective June 30, 2016; and

WHEREAS, the Board of Trustees ("Board") appointed a Presidential Search Advisory Committee ("Committee") chaired by Trustee Sue Sharpe, charging the Committee with the responsibility for conducting a nationwide presidential search and for reviewing the qualifications of applicants for the presidency; and

WHEREAS, the Committee, with the assistance of Greenwood-Asher and Associates, executive search consultants, conducted extensive campus-wide and community stakeholder listening sessions and surveys to collect input from university and off-campus stakeholders regarding personal and professional qualities, challenges and opportunities for the next president of Western Washington University; and

WHEREAS, the Committee received and considered application materials from 75 candidates, interviewed 18 candidates and transmitted to the Board all the applications with the recommendation that the Board focus particular attention on five of those candidates; and

WHEREAS, the Board considered all 75 candidates and conducted interviews of the five candidates recommended by the Committee; and

WHEREAS, on March 30, 2015, the Board identified Dr. Sabah Randhawa, Provost and Executive Vice President of Oregon State University, as the Boards' preferred candidate for the presidency and invited him to campus for meetings with on-campus leadership and to participate in open, campus-wide events;

WHEREAS, Dr. Sabah Randhawa, came to campus on April 4 and 5, 2016 and met with student, faculty and staff governance leadership and participated in a campus-wide open forum;

WHEREAS, the Board wholeheartedly approves of the selection of Dr. Sabah Randhawa to serve as the next president of this fine university; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Western Washington University hereby appoints Dr. Sabah Randhawa as the fourteenth President of Western Washington University, subject to coming to final agreement on a contract. The Board authorizes Trustee Chase Franklin, working with Board Chair Karen Lee to negotiate the terms for approval and ratification by the full Board at a subsequent Board meeting.

Dated this 5th day of April, 2016.

The motion passed with Trustees Franklin, Fujikado, Meyer, Overstreet, Sharpe, West and Lee voting in favor of the motion by roll call vote. Student Trustee Brickey was excused from voting pursuant to RCW 28B.50.102(2).

Dr. Randhawa said that he is deeply honored and for the opportunity to lead Western. He also thanked President Shepard and Cyndie for their leadership on campus over the past years. Dr. Randhawa reaffirmed his commitment for student success, education, education institutions, and enhancing educational institutions. He also said that he and his wife Uzma Ahmad are looking forward to making Bellingham their home. Ms. Ahmad said that she is excited about this opportunity and looking forward to working with those in the campus and in the greater community in the near future.

5. The meeting adjourned at 6:12 p.m.

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MEETING MINUTES
THURSDAY, APRIL 7, 2016**

1. CALL TO ORDER

Chair Karen Lee called the regular meeting of the Board of Trustees of Western Washington University to order at 3:07 p.m., in the Boardroom, Old Main 340, in Bellingham, WA.

Board of Trustees

Karen Lee, Chair
Sue Sharpe, Vice Chair
Earl Overstreet, Secretary
Betti Fujikado
Chase Franklin
John M. Meyer
Seth Brickey

Western Washington University

Bruce Shepard, President
Brent Carbalal, Provost and Vice President for Academic Affairs
Eileen Coughlin, Senior VP, Vice President for Enrollment and Student Services
Richard Van Den Hul, Vice President for Business and Financial Affairs
Stephanie Bowers, Vice President for University Advancement
Steve Swan, Vice President for University Relations and Community Development
Molly Ware, Faculty Senate President
Belina Seare, Associated Students President
Kerena Higgins, Assistant Attorney General
Paul Cocke, Director of University Communications
Barbara Sandoval, Assistant to the President and Secretary to the BOT
Elissa Hicks, Assistant Secretary to the Board of Trustees

2. PLANNING TOGETHER FOR EXPANDING SPACE FOR THE ETHNIC STUDENT CENTER AND MULTI-CULTURAL SERVICES

Eileen Coughlin, Senior VP & Vice President for Enrollment and Student Services and Abby Ramos, Associated Students Vice President for Diversity presented plans for the Ethnic Student Center that had been vetted by both the University and the Associated Students. Ramos said that, in her current role, she meets with the Ethnic Student Center (ESC) students biweekly during the academic year and the plan presented today includes the ESC student's feedback. Coughlin explained that some form of expansion of the ESC has been a priority for her office since 2014, adding that this project is important to the University's ability to serve underrepresented students since the current ESC no longer meets the needs of the students due to a lack of adequate space. Both Coughlin and Ramos said that the inadequate ESC has impacted both the student experience and the University's ability to serve students, which they hope to fix with the current plans for expansion.

Coughlin and Ramos both said that discussions for the new ESC have include the following main focuses:

- The culture center must contribute to identity development and validation;
- The culture center must provide programs and services that encourage the broader university community to increase its knowledge of ethnic identity;
- The culture center must be student-centered and serve as an advocate for students; and
- The culture center, through programs and services, must bridge the gap between disciplines and administrative areas by encouraging collaboration.

Coughlin outlined a tentative budget for the project that is subject to both Associated Students Bond Referendum approval and Board of Trustees approval for an ongoing fee for the ESC that is anticipated to go before the students before the end of this academic year.

Regarding the architectural planning process moving forward, Coughlin said that she plans on reconvening the project Steering Committee and incorporating it with the newly forming ESC Student Executive Planning Committee. She said that the ESC Student Executive Planning Committee will provide a critical link between the Steering Committee and the general ESC membership, providing input and feedback in designing a space that will work for everyone. The University Steering Committee, working with the architects, will review preliminary programmatic requirements based on feedback from students in the fall. Coughlin said that the Committee will then continue detailed programmatic and space planning with active involvement of the ESC Executive Committee, leading toward appropriate bond financing steps and construction contracting processes which will be brought forward to the Board of Trustees.

Trustees had questions about what happens if the student referendum fails approval. Ramos said that the Associate Students Board of Directors would try again the following academic year for another approval after some further student body issue educational efforts. Trustees also asked what the ESC students are looking for the most in the remodeled space. Ramos said that the priorities listed by the ESC students include a kitchen space for ethnic cooking, a dance room and performance space for ethnic and cultural events, a storage space and a study area with a dedicated ethnic focused library and additional computer resources. Trustees asked if there were best practice models available for a revamped ESC. Coughlin and Ramos both said that there are many different models currently being used, it just depends on the evolution of the university and the ESC's role on campus.

3. APPLYING WESTERN'S STRENGTHS TO CRITICAL STATE NEEDS: 2017 – 2019 DECISION PACKAGE PROPOSALS

President Shepard said that this is a preliminary look at all of the potential items for a future 2017-2019 budget proposal, which makes it more like a wish list than a solid plan at this point. He said that all the included proposals were developed by Western's bottom-up planning process. Shepard then said that after Board discussion at the April meeting, and after receiving feedback from the University Planning and Resources Council (UPRC), the President, Vice Presidents and Deans will develop a list of recommendations, and share those recommendations with the UPRC and the campus community for comment prior to returning to the Board in June for its penultimate review. He said that this planning schedule will allow time for consideration by the new President prior to the Board taking action in August to adopt a proposed 2017-19 budget request. The Vice Presidents then gave a brief description of each of the proposals from their respective areas.

Trustees had questions regarding the student success and achievement proposals. Linda Beckman, Budget Director for Enrollment and Student Services and Leonard Jones Director of

University Residences responded by saying that all of the proposals address the emotional and mental health of students on campus as well as address multicultural organizations, tuition waivers for veterans and grad school teachers and college focused career services such as job placement and student degree selection and transfer student assistance. Trustees expressed support for the student health and counseling items saying that those services are critical to student success, process and experiences while at Western. They also said that they see in these proposals a focus on the bigger issues that truly support Western's vision of supporting and standing for the needs of Washington State. Trustees also stated that they appreciated the opportunity to look and provide feedback this early in the development process.

**4. EXECUTIVE SESSION MAY BE HELD TO DISCUSS PERSONNEL, REAL ESTATE AND
LEGAL ISSUES AS AUTHORIZED IN RCW 42.30.110.**

Chair Lee announced that the Board would not convene in Executive Session.

The Board adjourned the meeting for the day at 4:56 p.m.

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MEETING MINUTES
FRIDAY, April 8, 2016**

1. CALL TO ORDER, APPROVAL OF MINUTES

Chair Karen Lee called the regular meeting of the Board of Trustees of Western Washington University to order at 8:03 a.m., in the Boardroom, Old Main 340, in Bellingham, WA.

Board of Trustees

Karen Lee, Chair
Sue Sharpe, Vice Chair
Earl Overstreet, Secretary
Betti Fujikado
Chase Franklin
John M. Meyer
Mo West – *by phone*
Seth Brickey

Western Washington University

Bruce Shepard, 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
Steve Swan, Vice President for University Relations and Community Development
Molly Ware, Faculty Senate President
Kerena Higgins, Assistant Attorney General
Paul Cocke, Director of University Communications
Barbara Sandoval, Assistant to the President and Secretary to the BOT
Elissa Hicks, Assistant Secretary to the Board of Trustees

There were no changes to the draft minutes as distributed.

MOTION 4-02-2016: Trustee Brickey moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Board of Trustees Meeting, February 11 & 12, 2016
- Board of Trustees Special Meeting, March 3, 2016
- Board of Trustees Special Meeting, March 4, 2016
- Board of Trustees Special Meeting, March 17 & 18, 2016

The motion passed.

2. 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.

3. BOARD CHAIR

Trustee Lee said that a lot has transpired over the past couple of months; the Board meeting in Seattle where students came to speak, the special meeting in March regarding campus governance and then selecting President Shepard's successor. She said, at the same time President Shepard is still president and we have a quarter to complete and are ready to get right back to the business of the university. Lee said she is proud of where the University is headed and proud of the administration and enjoys watching the students learn and for the efforts that faculty put forward to help the students learn in new and innovative ways.

4. UNIVERSITY PRESIDENT

President Shepard noted that Vice President Eileen Coughlin was absent from the meeting for personal reasons. He commented about campus participation in the Presidential Search process and how much the university profile which was created early on in the process assisted in guiding the Board to find a great and qualified candidate. Shepard thanked the Board for their hard work and leadership throughout the search process. He then reflected on his yearly goals and stated that the university has made significant progress on most of the goals this year, such as general education requirements, comprehensive campaign wrap up and various legislative priorities and feels he is leaving the University in a good position moving forward.

5. ASSOCIATED STUDENTS

Chair Lee noted that Belina Seare, Associated Students President was not present at the meeting and moved on to the next agenda item.

6. FACULTY SENATE

Molly Ware, Faculty Senate President thanked the Board and the Associated Students (AS) for the recent meeting regarding governance and said she is excited to move forward with creative solutions after that discussion. She said that the Senate is specifically interested in helping the AS move forward with creating a student senate that works for everyone involved. Ware also thanked the Trustees for the openness and transparency throughout the entire presidential search process and adding that she is excited by the energy and feedback she is receiving from her colleagues. She also said that a senate taskforce is looking at other universities and best practices regarding general education and is currently working on gathering feedback from various campus stakeholders.

Trustees expressed their gratitude for the faculty's participation and engagement in the recent governance discussion and interest in continuing to improve relationships with the AS and the Board.

7. CONSENT ITEMS

Chair Lee introduced the consent items. There were no questions.

MOTION 4-03-2016:

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

- a. Delegation of Authority for Construction Contract for Ridgeway Gamma Renovation, PW 695
- b. Construction Contract for Parking C Lot Upgrades Phase 1, PW 700
- c. Construction Contract for Multiple Building Roofing Replacement and Fall Protection, PW 702

The motion passed.

President Shepard noted that the bid process for the parking lot contract came back with much lower than expected bid totals which means the University can do more and go further than expected.

8. APPROVAL OF 2017 & 2018 BOARD OF TRUSTEES MEETING DATES

President Shepard said that the below dates are the proposed dates for the Board meetings for 2017 & 2018. There was discussion among the Trustees regarding the different potential April 2017 & December 2017 dates. Chair Lee asked Elissa Hicks, Assistant Secretary to the Board of Trustees to explain the alternative proposed dates. Hicks informed the board that the dates of April 13 & 14 fall on Easter weekend or April 20 & 21 which would be the third Thursday. The December dates of 14 & 15 also land on a holiday weekend but coincide with Commencement or the meeting could move to the first Thursday and Friday the 7 & 8. Trustees amended the motion to reflect their preferred dates of April 20th & 21st & December 14th & 15th.

MOTION 4-04-2016:

Trustee Overstreet moved that the Board of Trustees of Western Washington University establish the following meeting schedule for the year 2017 and 2018 as amended:

February 9, 10, 2017
April 20, 21, 2017
June 8, 9, 2017
August 17, 18, 2017
October 12, 13, 2017
December 14, 15, 2017

February 8, 9, 2018
April 12, 13, 2018
June 14, 15, 2018
August 23, 24, 2018
October 11, 12, 2018
December 13, 14, 2018

The amended motion passed.

9. APPROVAL OF HOUSING & DINING RATES INCLUSIVE OF RECOMMENDATION OF EXPANSION OF HOUSING SYSTEM

Linda Beckman, Budget Director, Enrollment and Student Services and Leonard Jones, Director, University Residences provided information regarding the requested proposed housing and dining rate increase. They explained that the recommended 4% rate increase has been carefully considered by student representation and incorporates a number of important considerations. The Residence Hall Association (RHA) voted unanimously on a 3% plus 1% contingency based on facility investment needs. Four members of the AS Board voted in favor, two voted against and one abstained. They said that the proposal for a 4% increase is based on the following factors:

- **Long Term Maintenance Of Capital Projects**

Recent results from a consultant's study on housing and dining facilities is being used to project fiscal requirements within the ten year capital plan and beyond. Given a substantial level of work identified, approximately 1% of the rate increase is requested as a necessary additional investment in the system. The long term plan includes necessary upgrades to plumbing, exterior envelope, e.g. roofs and windows, in several buildings.

- **Adding 200 New Beds To The System**

A recent study identified a strong need, based on student input, for additional apartment style beds on campus in the 400 to 600 bed range. The University's recommendation is to open 200 apartment-style beds in the fall of 2018. The recommended rate increase helps support this likely \$33 million investment in on-campus housing.

- **Operational Efficiency Efforts**

Inflationary increases in expenses are accounted for in the rate increase proposal, but every effort continues to be made to examine opportunities for cost reductions and efficiencies.

- **Programmatic Enhancement Considerations**

Student feedback gathered through regular evening meetings of the dining committee and sessions in residence halls resonated consistent requests for additional hours and healthier and broader food options. The proposed rate increase would make progress towards the University's commitment to the "Real Food Challenge". A modernizing and "refreshing" of public and student room furnishings and amenities, and continued review/increase of building electronic access technology to enhance student safety is also planned.

Trustees had questions regarding the effect of the increase on students and how Western compares to other in-state options. Linda, Leonard and student representatives from the University Residences board responded that the majority of the feedback from students was that they supported the increase and saw the value that would be returned to students. Linda also commented that Western's housing and dining rates are the lowest among other Washington state institutions.

MOTION 4-05-2016: Trustee Fujikado moved that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the Housing and Dining rates as proposed. The 2016-2017 proposed rates call for a 4.0 percent increase in residence hall room and board rates and Birnam Wood apartment rental rates.

The motion passed.

10. PRELIMINARY 2017-27 CAPITAL PLAN DISCUSSION

Richard Van Den Hul, Vice President for Business and Financial Affairs gave a brief description of this year's draft 2017-2019 Capital Budget Request and the 2017-2027 Ten-Year Capital Plan. Van Den Hul said that the University's final 2017-2019 Capital Budget Request and 2017-2027 Ten-Year Capital Plan will be brought to the Board of Trustees for approval at the June meeting following Board input from today's meeting, review and comment from the campus community, the University Planning and Resources Council, and with further refinement from the Vice Presidents and President. He said that final requests are due to the Governor's office by August of 2016.

Trustees had questions regarding the next big capital project of the science building. Van Den Hul said that the project currently has two proposals, one for an addition and one for renovation, in an effort to break up a big project to allow for more funding options. Trustees asked if the decision package proposals for increasing teachers discussed during Thursday's meeting would affect facilities at all. Van Den Hul said that no, currently that project does not estimate any need for additional facilities. Trustees questioned what the total state capital budget was for this upcoming biennium. Van Den Hul said that currently the number being discussed is between \$1.8 to \$2 billion dollars total for the whole state, but that number will be a little clearer after the June revenue forecast.

11. BUSINESS AND FINANCIAL AFFAIRS BUSINESS PRACTICE IMPROVEMENT INITIATIVE UPDATE

Richard Van Den Hul, Vice President for Business and Financial Affairs (BFA), Brian Sullivan, Assistant Vice President for BFA and Wanna VanCuren, Director, Business and Financial Systems presented the recent changes and upgrades made to the Banner Initiatives Project. Sullivan said that the Banner Initiatives Project was created in 2010 to improve utilization of the Banner Finance system. The initiative initially included: Chart of Accounts update, Banner GASB Module, Banner Budget Development Module, Millennium Data Warehouse, and Accounting and Budget Journal Voucher Automation. Van Den Hul said that after the initial objectives were met in late 2010, the Charter was rewritten and the objectives were broadened to "Achieve best-in-class status in conducting the business operations and achieving the objectives of Western."

He said that the project has experienced much over the past five years and that it is now time to re-charter and re-brand the initiative to include what has been learned about the business process analysis, managing with new tools and the importance of organizational and personnel or professional development. Sullivan said that after discussions with the Steering Committee and the BFA Management Team, a new name has been selected, the Business Practice Improvement Initiative, and clarification to more fully include reviews of management practices and provide organizational and professional development to support implementation of new systems and processes.

Trustees congratulated the division on their success and hard work on the initiative and said that back office work is not always at the forefront, but if it runs smoothly and efficiently it is always money and time well spent. That when systems work efficiently it increases the human experience and helps to maintain an open and collaborative culture in the work environment.

Chair Lee announced a 15 minute break at 10:02 a.m.

The board returned and reconvened the meeting at 10:19 a.m.

12. CAMPAIGN UPDATE

Stephanie Bowers, Vice President for University Advancement said that as of March 31st the campaign stood at \$62.7 million in contributions, but that it isn't officially over until the fiscal year on June 30th. She said that the public portion of the campaign has wrapped up and that thank you events are continuing to happen around the Puget Sound area. Bowers also said that the campaign advertisements around the area have now switched over to thank you ads. She also said that she is busy giving presentations around the area, focusing on the campaign's impact on Western and the surrounding communities. Bowers also highlighted that the Western Foundation had obtained their own crowdfunding platform for donations recently and will continue to use it.

Trustees congratulated Bowers and the University Advancement team for all of their hard work and on the successful campaign.

13. OLYMPIA UPDATE

Steve Swan, Vice President for University Relations and Community Development introduced Becca Kenna-Schenk, Government Relations Director and Joe Timmons, Assistant Director of Government Relations. Kenna-Schenk gave Trustees an overview of the 2016 Legislative session. She said the 2016 regular legislative session concluded on March 10th without legislators approving a supplemental operating budget, and immediately a 30-day special session was called for the purpose of adopting a supplemental budget and necessary bills, which they completed before adjourning. She said that in the operating budget there was additional tuition reduction backfill money of \$800,000 for Western and one time funding of \$250,000 for a Jewish History professorship. Kenna-Schenk said there was no change to the capital budget for Western.

She also wanted to publicly thank the following legislative members for their support on Western's issue during the session.

- Caucus Leadership in both the House and Senate
- Senator John Braun
- Senator Kevin Ranker
- Senator Barbara Bailey
- Senator Reuven Carlyle
- Senator Jim Hargrove
- Representative Kristine Lytton
- Representative Drew Hansen
- Representative Tanna Senn
- Representative Larry Haler
- Representative Gerry Pollet
- Representative Hans Dunshee

Kenna-Schenk said that next session there may be increased competition for funding between K-12 and higher education with the McCleary case presenting a funding challenge for education dollars. She said that there was also a real interest in Western's teacher proposal, to the point that the first steps of the proposal were funded and will hopefully be supported again next year. She also mentioned that work with the Council of President's will begin shortly on collaborative messaging for next year's session.

Trustees asked Kenna-Schenk if she had heard any conversations in Olympia regarding multiculturalism on college campuses. She said that her office had received a couple of specific incident related questions, but there was no further conversations.

14. AUDIT COMMITTEE REPORT

Betti Fujikado, Chair, Audit Committee said that she enjoyed the presentation regarding the Business Practice Improvement Initiative because it tied in very well to the efficiency and effectiveness discussion earlier during the Audit committee. She said that the committee had a good discussion regarding Business and Financial Affairs (BFA) internal controls, risk management and internal audit office roles and functions. Fujikado also said that the internal audit schedule will be moving forward with a formal proposal for approval by the full Board at the June meeting. She also mentioned that changes were being discussed regarding the Audit Committee Charter and the self-assessment and those would be discussed further in committee and then brought to the full Board for approval as well.

15. GOVERNANCE COMMITTEE REPORT

Sue Sharpe, Chair, Governance Committee said the committee debriefed on recent events and had a conversation regarding the new trustee orientation process. She said there was also discussion and preparation for the upcoming 2016 Association of Governing Boards National Conference on Trusteeship and how the conference is a great professional development opportunity for the Trustees to network with other trustees and to learn best practices from across the country.

16. INFORMATION ITEMS**a. Quarterly Grant Report**

Provost Carbajal provided a written report with information from the Office of Research and Sponsored Programs concerning grant awards for the period January 1, 2016 – March 31, 2016 and fiscal year 2015/16.

b. Professional Leave Report

Provost Carbajal provided a written report with a list the faculty professional leave proposals that have been approved for the 2016/17 academic year and brief summaries of the research projects and scholarly activities.

c. Tenure & Promotion Report

Provost Carbajal provided a written report listing the faculty granted tenure and/or promotion effective September 2016.

d. Admissions and Enrollment Report

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

e. Capital Program Report

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

f. University Advancement Report

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

g. University Relations and Community Development Report

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

17. DATE FOR NEXT REGULAR MEETING: June 9 & 10, 2016

18. The meeting adjourned at 11:07 a.m.

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

TO: Members of the Board of Trustees

FROM: Bruce Shepard, President

DATE: June 10, 2016

SUBJECT: **Public Comment Period**

PURPOSE: Information Item

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 8:45 – 8:55 a.m. the day of the Board of Trustees meeting. The signup sheet will be given to the Board Chair at 9:00 a.m.

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

TO: Members of the Board of Trustees

FROM: President Bruce Shepard

DATE: June 10, 2016

SUBJECT: **Recognitions and Introductions**

PURPOSE: Information Item

President Bruce Shepard and Provost Brent Carbajal will recognize the following people for their outstanding achievements and service to the University.

- Fulbright, Hollings, Gillman, Research Experience for Undergraduates Teaching Assistant Program in France Student Award Recipients
- Resolution No. 2016-02 Recognizing the Service of the Presidential Search Advisory Committee
- Resolution No. 2016-03 Recognizing the Service of Dean LeaAnn Martin

Fulbright, Hollings, Gillman, Research Experience for Undergraduates Teaching Assistant Program in France Student Award Recipients

Western Washington University graduates and students have been chosen to receive received a number of national awards this year including six Fulbright Fellowship awards, four Hollings (NOAA) awards, eleven Gilman awards, two Research Experience for Undergraduate awards and one Teaching Assistance Program in France award winners.

WWU Student Award Winners

Fulbright	Hollings (NOAA)	Gilman	Research Experience for Undergraduates	Teaching Assistant Program in France
<ul style="list-style-type: none">• Daniel Edgel• Le'Ana Freeman• Olivia Hale• Jordan Wilhelm• Max Johnson• Nathan Drapela	<ul style="list-style-type: none">• Megan Boice• Hillary Thalmann• Thomas Morrissey• Raven Benko	<ul style="list-style-type: none">• Ani Paden• Aisha Housman• Madeline Morrow• Ani Harrison• Ashlin Green• Megan Waugman• Yamara Ruiz-Herrejon• Tristan de Rochefort• Jaiden Dokken• Tristen Johnson• Ani Mesropian	<ul style="list-style-type: none">• Natasha Hessami• Leah Huey	<ul style="list-style-type: none">• Spencer Woods

The Fulbright Program is a prestigious international exchange program sponsored by the U.S. government. Over the years, Fulbright Scholarships have enabled nearly 300,000 participants to travel

abroad to study, teach, conduct research and exchange ideas to foster understanding between Americans and people of other countries.

The Earnest F. Hollings Undergraduates Scholarship program funds two years of academic studies related to National Oceanographic and Atmospheric Administration (NOAA) science, research, technology, policy, management and education activities. It also offers a multi-disciplinary paid summer internship providing students the opportunity to work with NOAA scientists.

The Benjamin A. Gilman International Scholarship Program offers competitive selection process grants for U.S. citizen undergraduate students of limited financial means to pursue academic studies or credit-bearing, career-oriented internships abroad. This congressionally funded program is sponsored by the Bureau of Educational and Cultural Affairs at the U.S. Department of State.

The Research Experiences for Undergraduates (REU) program supports active research participation by undergraduate students in any of the areas of research funded by the National Science Foundation. REU projects involve students in meaningful ways in ongoing research programs. Research may be based in a single discipline or academic department or may offer interdisciplinary or multi-department research opportunities with a coherent intellectual theme.

The Teaching Assistant Program in France (TAPIF) is a joint initiative of the French Ministry of Education, the Centre International d'Études Pédagogiques (CIEP) and the Cultural Services of the French Embassy. The program's goal is to strengthen English-language instruction in French schools by establishing a native speaker presence. Assistants teach 12 hours per week in up to 3 schools. Classes are conducted in English. Teaching assistants conduct all or part of a class, typically leading conversations in English. Duties include serving as a resource person in conversation groups, providing small group tutorials, and giving talks related to American studies. Assignments vary depending on the school's needs and the assistant's abilities.

Presidential Search Advisory Committee (PSAC) Members

The 15-member Presidential Search Advisory Committee played a critical role in assisting Western's search for its 14th president, including attending numerous on-and off-campus listening sessions, reviewing 645 online survey responses, developing the presidential position description, screening 75 applications, personally interviewing 18 candidates, and recommending five candidates to the Board of Trustees. The efforts of the Committee involved more than 150 hours of evening and weekend meetings, not counting numerous hours reviewing candidate files and other preparations for the meetings themselves.

In recognition of their service to the University, the Trustees wish to show their deep appreciation and gratitude to the Committee members for their exceptional thoughtfulness, integrity, collegiality and grace throughout the entire search process.

PSAC Members

<ul style="list-style-type: none">• Sue Sharpe, Chair Trustee, Western Washington University Executive Director, Chuckanut Health Foundation WWU Alumna (1977, 1984)• Spencer Anthony-Cahill Professor, Chemistry• Stephanie Cheng Junior, Journalism & Public Relations• Chase Franklin Trustee, Western Washington University Startup Advisor and Investor CEO and co-founder Cloud City Labs WWU Alumnus (1986)• Jim Graham Associate Professor, Psychology• Kathi Hiyane-Brown President, Whatcom Community College• Aaron Ignac Assistant Director of Operations Academic & Career Services WWU Alumnus (1998, 2006, 2012)• Kathy Kitto Vice Provost for Research Dean of the Graduate School	<ul style="list-style-type: none">• Kim Kolb Ayre Program Manager, Dean's Office College of Humanities & Social Sciences WWU Alumna (2009)• Karen Lee (ex officio) Chair, Western Washington University Board of Trustees CEO, Pioneer Human Services• Trula Nicholas Associate Professor, Health and Community Studies WWU Alumna (1985, 1987)• Leona Oliveros Master's student, Secondary Education• Earl Overstreet Trustee, Western Washington University President and CEO, General Microsystems, Inc.• Jerry Thon Founder, Astoria Holdings Past President, WWU Foundation Board WWU Alumnus (1975)• Tyler Tran Master's student, Environmental Science
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RESOLUTION NO. 2015-02
A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF THE
Presidential Search Advisory Committee

WHEREAS, on October 29, 2015, the Western Washington University Board of Trustees appointed a 15-member Presidential Search Advisory Committee to assist them in conducting a national search to identify candidates qualified to become the 14th president of Western Washington University; and

WHEREAS, the **PRESIDENTIAL SEARCH ADVISORY COMMITTEE** was composed of three student representatives, three faculty representatives, one professional staff representative, and one classified staff representative, all nominated by their respective governance groups, as well as one academic administrator, two community representatives, and three Trustees; and

WHEREAS, the **PRESIDENTIAL SEARCH ADVISORY COMMITTEE** played a critical role in Western's search process, attending numerous on-and off-campus listening sessions, reviewing 645 online survey responses, developing the presidential position description, screening 75 applications, personally interviewing 18 candidates, and recommending five finalist candidates to the Board of Trustees; and

WHEREAS, the herculean efforts of the **PRESIDENTIAL SEARCH ADVISORY COMMITTEE** involved more than 150 hours of evening and weekend meetings, requiring significant personal sacrifice on behalf of the University; and

WHEREAS, the **PRESIDENTIAL SEARCH ADVISORY COMMITTEE** completed its task with exceptional thoughtfulness, integrity, collegiality, and commitment to honoring the input from the Western Washington University community; and

WHEREAS, the finalist candidate, Dr. Sabah Randhawa, greatly impressed the Board of Trustees with his record of distinguished leadership, passion for student success, and commitment to the mission and core values of Western Washington University; and

WHEREAS, Dr. Sabah Randhawa accepted the appointment as the 14th President of Western Washington University, effective August 1, 2016;

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Western Washington University that deep appreciation and gratitude on behalf of the entire University community be expressed to each member of the Committee, including chair Susan Sharpe, Spencer Anthony-Cahill, Stephanie Cheng, Chase Franklin, Jim Graham, Kathi Hiyane-Brown, Aaron Ignac, Kathleen Kitto, Kim Kolb Ayre, Karen Lee, Trula Nicholas, Leona Oliveros, Earl Overstreet, Jerry Thon, and Tyler Tran.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on the 10th day of June, 2016.

LeaAnn Martin, Dean, College of Humanities and Social Sciences

Dean LeaAnn Martin has served as Dean of Western's College of Humanities and Social Sciences since 2013. Her duties over her years at the university have included faculty member, department chair and associate dean where she promoted the programs of her college and demonstrated her commitment to providing a safe environment for students, faculty and staff as an invaluable mentor who freely shared her expertise and wisdom. Martin will be retiring as of July 31, 2016 after 25 years of service to Western.

RESOLUTION NO. 2016-03
A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF DEAN

LeaAnn Martin

WHEREAS, in 2013, **LEAANN MARTIN** was appointed by Provost Catherine Riordan as Dean of the College of Humanities and Social Sciences at Western Washington University; and

WHEREAS, **LEAANN MARTIN** brought to her appointment as Dean of the College of Humanities and Social Sciences, twenty-two years of experience at Western Washington University, including experience as a faculty member, Department Chair and Associate Dean;

WHEREAS, **LEAANN MARTIN** received her undergraduate degree at Missouri State University, graduate degree at the University of Arizona; and her doctorate from The University of Texas; and

WHEREAS, **LEAANN MARTIN** has always been a tireless and effective advocate for students, kinesiology and physical education; and

WHEREAS, under **LEAANN MARTIN**'s leadership, the College of Humanities and Social Sciences has successfully addressed a number of significant goals, including the college's enhanced ability to address the current and future needs of Washington State in the critical fields of humanities and social sciences; and

WHEREAS, as Dean of the College of Humanities and Social Sciences, **LEAANN MARTIN** has provided vision and leadership reflected in significant accomplishments including but not limited to the Carver Renovation Project, significantly increased private fundraising for Western students and programs, and an open and transparent college bottom-up strategic planning process; and

WHEREAS, **LEAANN MARTIN** has served with commitment and distinction as Dean of the College of Humanities and Social Sciences and as a trusted member of the Academic Affairs leadership team; and

WHEREAS, **LEAANN MARTIN** will complete her appointment as Dean of the College of Humanities and Social Sciences on July 31, 2016;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Western Washington University offers thanks and commendation to **LEAANN MARTIN** for her many achievements and for her service as Dean of the College of Humanities and Social Sciences.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on the 10th day of June, 2016.

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees
FROM: Karen Lee, Chair, Board of Trustees
DATE: June 10, 2016
SUBJECT: **Board Chair Report**
PURPOSE: Information Item

Purpose of Submittal:

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

- Resolution No. 2016-04 Recognizing the Service of Board Member Seth Brickey

RESOLUTION NO. 2016-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY

RECOGNIZING THE SERVICE OF BOARD MEMBER

Seth Brickey

WHEREAS, SETH BRICKEY of Juneau, Alaska has served as a member of the Western Washington University Board of Trustees from July 1, 2015 – June 30, 2016; and

WHEREAS, SETH BRICKEY has the distinction of being the eighteenth student appointed by the Governor to the Board of Trustees of Western Washington University; and

WHEREAS, SETH BRICKEY brought to his appointment as a trustee, dedication to the campus community through his service both during his appointment and during his years as a student, in various campus service organizations and other groups throughout the greater Bellingham community and in his home state of Alaska; and

WHEREAS, SETH BRICKEY has contributed his time, commitment and valuable insight to the University at considerable personal sacrifice, while holding a job outside of school as a resident advisor and assistant resident director with Western's Office of Residence Life and pursuing a Bachelor's degree in political science with a minor in geology from Western Washington University; and

WHEREAS, SETH BRICKEY will be furthering his education by attending the University of Washington School of Law this fall to obtain his juris doctorate degree; and

WHEREAS, SETH BRICKEY contributed to the increased stature and the future potential of Western Washington University through his participation in numerous policy discussions and decisions affecting the University; and

WHEREAS, SETH BRICKEY has served with distinction this past year with intelligence, commitment to diversity and inclusion, wisdom and compassion for the best interests of the entire Western community; and

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

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on the 10th of June, 2016.

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

TO: Members of the Board of Trustees

FROM: Bruce Shepard, President

DATE: June 10, 2016

SUBJECT: President's Report

PURPOSE: Information Item

Purpose of Submittal:

President Shepard 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 Bruce Shepard on behalf of the Associated Students

DATE: June 10, 2016

SUBJECT: **Associated Students**

PURPOSE: Associated Students Report

Purpose of Submittal:

AS President, Belina Seare, will brief the Board of Trustees on current activities of the Associated Students.

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees
FROM: Molly Ware, Faculty Senate President
DATE: June 10, 2016
SUBJECT: Faculty Senate
PURPOSE: Information Item

Molly Ware, Faculty Senate President, will brief the Board on recent activities of the Faculty Senate.

- The work team appointed by the Faculty Senate (and led by Mary Janell Metzger, other faculty, and multiple students) completed its pilot feedback system faculty can use to get feedback on classroom climate anonymously & formatively. A big thanks goes out to the work team and to Faculty Senate President Elect Kristen Larson for her work designing the technology to support faculty in using this survey & a feedback process to improve its utility over time.
- The Faculty Senate's new Social Justice and Equity Committee recently held a training session for faculty, staff, and students interested in facilitating conversations across difference on Western's campus. Approximately 20 students, faculty, & staff participated and used their newly acquired skills at a campus-wide collaborative dialogue on Thursday, May 19. This event was well-attended by students, staff, faculty, & administration and contributed to building trust and deepening relationships across difference at a very polarized time locally & nationally.
- Considerable work will begin this summer and throughout next year on the handbook outlining functioning of the Faculty Senate. Lizzy Ramhorst, the Shared Governance Operations Manager, will be leading a group of faculty in re-thinking & re-visioning several of the policies, practices, & structures of the Faculty Senate in ways that optimize its effective operations.
- The Senate Executive Council has been conducting listening sessions with faculty, administration, and students to get a sense for what our role may be as faculty in strengthening our culture to more fully support student well-being and success.

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

TO: Members of the Board of Trustees

FROM: President Bruce Shepard

DATE: June 10, 2016

SUBJECT: **Consent Items**

PURPOSE: Action Items

Purpose of Submittal:

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

Proposed Motion:

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

- a. Approval of Spring Quarter Degrees
- b. August 2016 Board of Trustees Meeting Date Change
- c. Consultant Contract for Architectural/Engineering Services for the New Student Housing Project, PW703
- d. Construction Contract for Upgrade of Electronic Safety Systems for Haggard Hall and Fine Arts, PW706

Supporting Information:

Materials supporting the consent item agenda are attached.

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

TO: Members of the Board of Trustees
FROM: President Bruce Shepard by Provost Brent Carbajal
DATE: June 10, 2016
SUBJECT: Approval of Degrees
PURPOSE: Action Item

Purpose of Submittal:

Board of Trustees responsibility to approve awarding of degrees

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, on recommendation of the faculty and subject to the completion of any unmet requirements, approves awarding undergraduate and graduate degrees to the candidates listed in the files of the Registrar and Graduate Dean, for Spring Quarter 2016, effective June 11, 2016.

Supporting Information:

Lists on file with the Registrar and Graduate Dean.

<u>Students</u>	<u>June 2016</u>	<u>Comparison: June 2015</u>
Undergraduates	1873	1766
Masters	200	129

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

TO: Members of the Board of Trustees

FROM: President Bruce Shepard

DATE: June 10, 2016

SUBJECT: **Consent Item: August 2016 Meeting Date Change**

PURPOSE: Action

Purpose of Submittal:

The current meeting dates for the Board of Trustees in 2016 were approved at the April 2014 meeting. The dates chosen were August 18, 19, 2016. However, the Trustees would like to have a one day meeting instead of two days. The proposed new single meeting date is August 18, 2016.

Proposed Motion:

MOVED, on recommendation from the Chair, that the Board of Trustees change its currently scheduled meeting on Thursday, August 18 and Friday, August 19, 2016 to only Thursday, August 18, 2016.

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

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Vice President Van Den Hul

DATE: June 10, 2016

SUBJECT: **Consultant Contract for Architectural and Engineering Services for New Student Housing Project, PW703**

PURPOSE: Action Item

Purpose of Submittal:

Approval of a consultant contract for architectural/engineering design services for the New Student Housing project. Award following Board action. Services to start in July 2016.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a consultant contract to Mahlum Architects, Seattle, Washington, for a fee of \$2,236,070 (including reimbursables), to provide architectural and engineering services for the design and construction of the New Student Housing project.

Supporting Information:

Mahlum Architects was selected from seven teams responding to the Request for Qualifications. The firms responding to the Request for Qualifications included:

Caron Architecture, Seattle, Washington
DiMella Shaffer, Seattle, Washington*
GGLO, Seattle, Washington*
Mahlum Architects, Seattle, Washington*
Mithun, Seattle, Washington
NAC Architecture, Seattle, Washington*
Studio Meng Strazzara, Seattle, Washington

The Consultant Selection Committee was composed of the following members:

Kurt Willis, Associate Director for Business, University Residences
Scott Leppla, Assistant Director for Residence Life, University Residences
Terence Symonds, Associate Director for Facilities, University Residences
Jason Kaehr, Maintenance Specialist 4, Facilities Management
John Treston, Project Manager, Facilities Development & Capital Budget
Ed Simpson, Assistant Director, Facilities Development & Capital Budget

Mahlum Architects was recommended following review of all firms' proposals and interview of the four top scoring submittals. (*firms selected for interviews)

Source of Funding: Housing & Dining System – Non-appropriated

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

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Vice President Richard Van Den Hul

DATE: June 10, 2016

SUBJECT: **Construction Contract for Upgrade of Electronic Safety Systems for Haggard Hall and Fine Arts, PW 706**

PURPOSE: Action Item

Purpose of Submittal:

Award a construction contract for the upgrade of electronic safety systems for Haggard Hall and the Fine Arts building, PW 706. Contract award following Board action. Construction to start on July 15, 2016.

Proposed Motion:

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to DECO/Dutton Electric, Lynnwood, WA, for the amount of \$1,100,000 (base bid, plus alternate 1) for the construction contract to upgrade the Haggard Hall and Fine Arts electronic safety systems.

Supporting Information:

This project consists of upgrades to the existing fire detection and alarm, and mass notification and security/access control systems in Haggard Hall and the Fine Arts building. Upgrade includes firewatch while fire alarm system is out of service, addition of new fire alarm and security devices in new locations, replacement of existing fire alarm and security devices with new devices, asbestos abatement, and patching and painting.

This project was advertised for competitive bidding on April 18, with the bid opening held at 3:00 p.m. on May 18, 2016. Two bids were received by the University (see attached bid summary).

Hargis Engineers Inc., Seattle, WA, prepared the plans and specifications for this project.

Source of Funding:

WWU Capital Projects Account - Appropriated

BID SUMMARY - PW 706

Job: HH-FI Upgrade Electronic Safety Systems

Date: May 18, 2016

Description & Bid Item	Valley Electric	Dutton Electric
	1	2
Base Bid	\$ 1,150,000.00	\$ 1,076,250.00
Alt. 1 - Access control / Security	\$ 80,000.00	\$ 23,750.00
Total base bid & alt. #1	\$ 1,230,000.00	\$ 1,100,000.00

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

TO: Members of the Board of Trustees
FROM: President Bruce Shepard by Provost Brent Carbajal
DATE: June 10, 2016
SUBJECT: Port Interlocal Agreement, Moorage at Poulsbo
PURPOSE: Consent Item

Purpose of Submittal:

To obtain approval from the Board for an Interlocal Agreement between the Board of Trustees and the Port of Poulsbo.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the Interlocal Agreement between the Board of Trustees and the Port of Poulsbo as proposed in the attached.

Points to Consider

This agreement is set up between the Board of Trustees and the Port of Poulsbo, giving the University license to use a slip for the purposes of mooring the Boathouse associated with the new SEA Discovery Center in Poulsbo.

Supporting Information

A final draft of the updated agreement is attached. The Assistant Attorney General has reviewed.

**PORT OF POULSBO – WESTERN WASHINGTON UNIVERSITY
INTERLOCAL AGREEMENT
TO LICENSE MOORAGE SPACE FOR BOATHOUSE**

THIS INTERLOCAL AGREEMENT TO LICENSE MOORAGE SPACE FOR BOATHOUSE
(the “Interlocal Agreement”) is entered into by and between the Port of Poulsbo, a Washington municipal corporation (the “Port”) and Western Washington University, a Washington public higher education institution (the “University”) as of the date of the last signature below.

WHEREAS, on or about May 24, 2016 the University became the owner of the physical structure commonly referred to as Boathouse Number 27 (the “Boathouse”) which is currently moored in Boathouse Slip Number 27 (the “Slip”) at the Port’s Poulsbo Marina (the “Marina”);

WHEREAS, the Poulsbo Marina is on aquatic lands owned by the State of Washington and managed by the Port pursuant to the Port Management Agreement No. 20-080030 (the “PMA”), a copy of which is attached hereto as Exhibit A;

WHEREAS, under the PMA, the Port is authorized to license the use of aquatic lands located in the Marina;

WHEREAS, the Port has a standard form Moorage License Agreement which it utilizes when leasing moorage in the Marina to customers (the “License Agreement”), a copy of which is attached hereto as Exhibit B;

WHEREAS, the University desires to license the Slip from the Port in order to continue to moor the Boathouse at the Slip;

WHEREAS, the Port desires to license the Slip to the University to allow the University to moor the Boathouse in the Marina;

WHEREAS, the University and the Port are authorized, pursuant to Chapter 39.34 of the Revised Code of Washington, to enter into interlocal cooperation agreements for their statutorily authorized activities including the purposes set forth in this Interlocal Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereto agree as follows:

1. Port License of Slip to University. The Port hereby grants a license to the University to use the Slip for purposes of mooring the Boathouse.

1.1. This Interlocal Agreement shall not be deemed to transfer any interest in the underlying real property or aquatic lands. Rather, it grants the University permission to possess, control and use the Slip under the terms and conditions and for the purposes set forth herein.

1.2. This Interlocal Agreement shall remain in full force and effect from the date of mutual execution until terminated by either of the parties hereto by giving at thirty days (10) advance written notice or upon any other termination procedures and/or grounds set forth in the License Agreement.

1.3. The Port reserves the right to require the University to temporarily relocate the Boathouse and the University property therein to another location as may be necessary to perform maintenance within the Poulsbo Marina. The Port shall provide advance notice of the need for a move and the Port and the University shall reasonably cooperate to facilitate the maintenance, the move and to minimize impact on the Boathouse.

2. License Subject to License Agreement Terms and Conditions. Except as specifically modified herein, the University's license to use the Slip shall, at all times, be governed by, controlled by, and subject to all terms and conditions of the License Agreement. Notwithstanding the foregoing, the following portions of the License Agreement shall be modified as follows:

2.1. The Monthly License Fee, as set forth in Paragraph 2.1 of the License Agreement, shall be \$380.13 per month. It is noted that the University is not required to pay Washington leasehold excise tax. The University shall only be required to pay the first month's license fee in advance. All other terms and conditions of License Agreement Paragraph 2.1, including but not limited to the Port's ability to raise the monthly license fee, shall remain the same.

2.2. License Agreement Paragraph 6 "Risk of Loss/Insurance" shall be replaced by the following:

It is mutually agreed that Port is not a bailee, does not accept the Boathouse for storage, and shall not be liable in any manner for the safekeeping of the Boathouse, or any damage to the Boathouse or any property in the Boathouse or on the Port's premises no matter the cause, including but not limited to effects of electrolytic action. All of the University's property at the Slip and/or Poulsbo Marina shall be at the risk of the University. The Port shall not be held liable and the University hereby waives all claims and recourse against Port, including right to contribution, for any loss, claim, theft, injury or damage to property on or about the Slip and/or Poulsbo Marina from any cause whatsoever.

To the extent permitted by law, the University shall indemnify and hold harmless Port and its officers, representatives, agents, and employees, against any and all claims arising in any way from the University's use of Port premises and/or the Slip.

Licensee represents and warrants that it is self-insured for all liabilities including, but not limited to, marine liabilities, personal injury and property damage/loss in any way related to or arising out the University's ownership, use, occupancy, or maintenance of Boathouse and the Slip. To the extent permitted by law, the Port shall be considered an additional insured under the University's self-insurance policy for any claims against the Port relating to or arising out of the University's presence on Port property.

The University waives the immunity and protection of Title 51 and applicable federal maritime employee compensation laws afforded to employers from claims brought by employees but only to the extent an employee brings a claim against the Port and the Port asserts a claim against the University. **BY BELOW THE UNIVERSITY CERTIFIES THE WAIVER OF IMMUNITY SPECIFIED BY THIS PROVISION WAS A NEGOTIATED PART OF THIS INTERLOCAL AGREEMENT.**

2.3. License Agreement Paragraph 9 "Taxes, Licenses and Documentation" shall be shall be replaced by the following:

University shall timely pay any leasehold, excise or other taxes relating to the Slip. If applicable. The Port and the University acknowledge that the University is a

governmental entity and therefore not subject to leasehold excise tax; however, in the event it is determined such leasehold excise taxes are due, the University shall pay such taxes.

3. **License Subject to PMA**. As specifically set forth in the PMA, this Interlocal Agreement shall be subject to the PMA agreement.

4. **Non-Waiver of Breach**. The failure of the University or the Port to insist upon strict performance of any of the covenants and conditions of this Interlocal Agreement, or to exercise any options herein conferred in any one or more instances, shall not be construed to be a waiver or relinquishment of any such, or any other covenants or agreements, but the same shall be and remain in full force and effect.

5. **Not a Public Dedication**. Nothing in this Interlocal Agreement shall be deemed to be a gift or dedication of any portion of real property described herein to the general public, or for any public use or purpose whatsoever, except as may be specifically provided herein.

6. **Additional Acts**. Except as otherwise provided herein, in addition to the acts and deeds recited herein and contemplated to be performed, executed and/or delivered by either party hereto, the parties agree to perform, execute and/or deliver, or cause to be performed, executed and/or delivered, any and all such further acts, deeds and assurances, which may reasonably be required to effect the purposes of this Interlocal Agreement.

7. **Agreement Administrator**. The Agreement Administrator for each of the parties shall be responsible for and shall be the contact person for all communications regarding the performance of this Interlocal Agreement. Any notice required hereunder shall be provided to the Agreement Administrator.

The Agreement Administrator for the Port is: Port Manager, Port of Poulsbo, PO Box 732, Poulsbo, WA 98370, (360) 779-9905.

The Agreement Administrator for the University is: the Vice Provost for Extended Education, Western Washington University, 516 High Street, WA 98225-9102, (360) 650-4446.

8. **Notices**. All notices, demands, requests, consents and approvals that may or are required to be given shall be in writing and directed to:

Port: Port Manager
 Port of Poulsbo
 P.O. Box 732
 Poulsbo, WA 98370

University: Contract Administration
 Western Washington University
 516 High Street
 Bellingham, WA 98225-1420

Delivery shall be deemed to have been duly given if delivered personally; sent by facsimile or scanned and emailed; or if mailed, deposited in the United States mail. Facsimile or e-mail transmission of any signed original document and retransmission of any signed facsimile or e-mail transmission shall be the same as delivery of an original document.

9. **Recording and/or Posting.** Pursuant to RCW 39.34.040, this Interlocal Agreement shall be recorded with the Auditor or listed by subject on the web site of either the University or the Port of Poulsbo or other electronically retrievable public source.

10. **Drafting.** Each party has fully participated in the drafting of this Interlocal Agreement. Therefore, this Interlocal Agreement shall be construed according to its fair meaning without regard to which party drafted a particular provision. Each party has been provided the opportunity to seek and obtain independent legal advice regarding this Interlocal Agreement and the transaction prior to its execution.

11. **Amendment.** No modification or amendment of this Interlocal Agreement may be made except by a written document approved by the parties hereto.

12. **No Liability.** The Port and the University are independent governments. Except as expressly provided herein, neither party shall be liable for the acts or omissions of the other or their respective public officials, employees or agents.

13. **Interlocal Agreements Remain Binding and Enforceable.** Unless specifically noted herein, this Interlocal Agreement does not modify, amend or revoke any existing interlocal agreement between the Port and the University and each such interlocal agreement shall remain binding and enforceable agreements under their respective terms.

14. **Governing Law.** This Interlocal Agreement, and the rights of the parties hereto, shall be governed by and construed in accordance with the laws of the State of Washington and the parties agree that in any such action venue shall lie exclusively in Kitsap County, Washington.

15. **Entire Agreement.** The entire agreement between the University and the Port is contained in this Interlocal Agreement (including the recitals, the exhibits and the terms), and this Interlocal Agreement supersedes all of their previous understandings and agreements, with respect to the subject matter of this Interlocal Agreement, provided, however, this Interlocal Agreement does not supersede or amend any previous written agreements between the University and the Port unless expressly stated herein.

IN WITNESS WHEREOF, the parties have executed this Interlocal Agreement on the day and year hereafter indicated.

THE PORT OF POULSBO

EXECUTED, this the _____ day of _____, 2016, for the Port of Poulsbo by:

Name:

Title:

WESTERN WASHINGTON UNIVERSITY

EXECUTED, this the _____ day of _____, 2016, for Western Washington University as follows:

Name:

Title:

STATE OF WASHINGTON)
)
COUNTY OF _____)

On this ____ day of _____, 2016, before me personally appeared _____, to
me known to be the _____ of the PORT OF POULSBO, and who executed the above
instrument and who acknowledged to be the act of signing and sealing thereof.

NOTARY PUBLIC in and for the State of Washington
residing at _____.
My commission expires: _____.

STATE OF WASHINGTON)
)
COUNTYTY OF _____)

On this ____ day of _____, 2016, before me personally appeared _____, to
me known to be the _____ of the WESTERN WASHINGTON UNIVERSITY, and who
executed the above instrument and who acknowledged to be the act of signing and sealing thereof.

NOTARY PUBLIC in and for the State of Washington
residing at _____.
My commission expires: _____.

**EXHIBIT A
[PORT MANAGEMENT AGREEMENT]**

**EXHIBIT B
[FORM LICENSE AGREEMENT]**

PORt MANAGEMENT AGREEMENT
20-080030

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Port Management Agreement
No. 20-080030
Port of POULSBO

This Port Management Agreement ("Agreement"), effective as of the 29th day of July, 1991 ("the Effective Date"), by and between the state of Washington ("the State"), through the Department of Natural Resources ("DNR"), and the PORT OF POULSBO, a Washington municipal corporation ("the Port"),

WITNESSETH:

Whereas, DNR is directed by law to manage aquatic lands owned by the state of Washington; and

Whereas, RCW 79.90.475 authorizes DNR and the port district, upon request of a port district, to enter into an agreement to manage state-owned aquatic lands as set forth in said law; and

Whereas, this agreement is in the form of the Model Port Management Agreement approved by the Washington Board of Natural Resources pursuant to RCW 79.90.475 and the implementing regulations; and

Whereas, the Port has requested such an agreement; and

Whereas, DNR has determined that it is in the best interest of the state of Washington to enter into such an agreement with the Port,

Now, therefore, the parties hereto hereby agree as follows:

1. Term.

a. Term. This Agreement shall commence on the effective date, inclusive, and shall continue in full force and effect until July 29, 2021 (Expiration Date), inclusive, a period of thirty (30) years referred to as the "Term."

b. New Port Management Agreement.

(1) If either party desires to enter into a new Port Management Agreement following the Expiration Date, the parties will meet (as often as necessary) during the two years prior to the Expiration Date to determine the feasibility of entering into a new Port Management Agreement. The parties may at that time, based on the laws of the state of Washington and in the form of the Model Port Management Agreement in effect as of that date, negotiate a new management agreement.

(2) If either party decides it is not in its best interest to enter into a new agreement, the parties shall decide on the fair and reasonable allocation of the leasehold revenues for those Port leases that are in existence on the Property as of the Expiration Date. Consideration will be given to the Port's need to receive a fair return on capital invested by the Port on the Property. If the parties are unable to agree on a reasonable allocation of leasehold revenues as stated above, then either party may invoke the dispute resolution procedures under Section 24(b) below. In this event this agreement will be extended until such time as the dispute resolution regarding allocation has been concluded.

2. Delegation. DNR hereby delegates management to the Port, and the Port hereby accepts this delegation and agrees to manage the parcels of state-owned aquatic lands listed on Exhibit A, which are attached hereto and incorporated by reference, (hereinafter referred to as the "Property"), as of the Effective Date of this Agreement in accordance with the provisions hereof.

The parties intend that this Agreement encompass all authority required for the Port to effectively manage the Property as contemplated by RCW 79.90.475. The parties acknowledge that the delegation by DNR and the management by the Port contemplated by this Agreement is subject to and in accordance with State Law and regulations, including but not limited to applicable provisions of the Washington Administrative Code, the State Environmental Policy Act, the Aquatic Lands Act, the Shoreline Management Act, and the Growth Management Act. DNR retains the authority to set state-wide aquatic lands policy through administrative code provisions or adoption of policy by the Board of Natural Resources, as provided by law. The Port is responsible for implementation of that policy.

If future circumstances indicate that additional authority is required to effectively manage the Property, the Port may request such authority from DNR, which approval shall not be unreasonably withheld.

The Port is hereby granted exclusive authority to enter into leases or other use authorizations, including leases or use authorizations to itself, for the Property or portions thereof, except as otherwise provided herein. All such leases and use authorizations shall be subject to this Agreement and shall have a copy of the Agreement attached thereto and incorporated by reference. Said leases and use authorizations shall survive this Agreement. Any such lease by the Port shall contain a clause which states that upon termination of this Agreement (or successors thereof), or removal of the leased property therefrom, the lessor of said lease shall become DNR. The Port shall furnish to DNR copies of new leases, lease renewals, lease modifications, and surrender of leaseholds on parcels included in this Agreement upon execution of said lease documents.

The Port may not execute a lease or use authorization with itself for the Property to the extent the term of the lease or use authorization extends beyond the term of this Agreement.

DNR's delegation to the Port does not include the authority to bind the State or DNR to any financial obligations, to any environmental remediation of the Property, or to any habitat mitigation involving the Property without DNR's written consent.

3. Property.

Exhibit A contains a common description, legal description, planned use (if known, or if not, so stated), and map identifying each parcel of the Property. The Port may request management of any additional parcel of state-owned aquatic lands which meets the criteria established by law. Additional parcels approved by DNR for Port management shall be added to this Agreement by amending Exhibit A. DNR's approval for such requests shall be timely made and shall not be unreasonably withheld; however, DNR may consider whether the Port is meeting its current management obligations; whether DNR has invested in, planned for, or is legally committed to, a specific use which is inconsistent with the Port's proposed use for the requested parcel; whether Port acquisition would operate to release prior lessees or users to the detriment of the State; or whether litigation is pending or threatened concerning the parcel.

DNR shall respond to the Port in writing within forty-five (45) days of request either (i) approving or denying the request or (ii) identifying that additional information is needed for a decision. Once that additional information has been provided DNR shall respond to the Port in writing within forty-five (45) days, either approving or denying the request. If the DNR denies a request, DNR shall submit in writing its reasons for denial of the request. If DNR fails to submit such written responses as provided herein, the Port shall have the right to appeal to the Supervisor of the Department of Natural Resources for a decision. If DNR fails to submit a written response within ten (10) days (excluding weekends and state holidays) of receipt of appeal, then request shall be deemed approved and Exhibit A shall be amended.

Any parcel which no longer meets the criteria established by law shall cease to be covered by this Agreement and the management thereof shall return to DNR. Any parcel may be deleted from this Agreement at any time by mutual agreement. The Port shall promptly notify DNR of such parcel no longer meeting the criteria and such notice shall be deemed to amend Exhibit A. If all subject property is deleted this Agreement shall terminate. If any parcel is no longer included in this Agreement for any reason, upon cessation the Port shall promptly remit to DNR its pro rata share of any prepaid rent received for that parcel.

4. Access. It is not the intent that any parcel owned by the State which is not covered by this Agreement, or any property owned by the Port should be left without access as a result of the Port's management of the Property. Provisions for access to such parcels shall be listed on Exhibit A or its amendments.

5. Acceptance/Relinquishment of the Property Management. Except as otherwise agreed in writing the Port hereby accepts management of the Property listed on Exhibit A in its condition existing as of the Effective Date of this Agreement, or with respect to parcels added to Exhibit A in the future, the date such parcel(s) becomes listed on Exhibit A, and agrees, at its sole expense, to conform to federal, state, and local laws and regulations governing and regulating the use of the Property. DNR has disclosed to the Port all conditions known to DNR which would adversely affect the use of the Property and the Port acknowledges that neither DNR nor DNR's agent has made any warranty as to the suitability of the Property for conduct of the Port's business.

At the termination of this Agreement the Port shall relinquish management of the Property which shall be in its condition existing as of the date identified in the paragraph above, or in a reasonable condition which would result from prudent management, except normal wear and tear as to improvements; provided, this section is not intended to address damages caused by contamination which shall be addressed under Section 8, Hazardous Substances, below.

6. Standard of Management. Management of the Property shall be consistent with Chapters 79.90 through 79.96 RCW, as amended, which state in pertinent part that: "[t]he manager of state-owned aquatic lands shall strive to provide a balance of public benefits for all citizens of the state." Management shall also be consistent with the implementing regulations adopted by the DNR or the Board of Natural Resources, and policies adopted by the Board of Natural Resources. Adoption of such policies shall be preceded by ninety (90) days notice to the Washington Public Ports Association, or its successor, with adequate opportunity for comment before the Board of Natural Resources. The DNR and the Washington Public Ports Association, or its successor, shall meet annually to review statutes, regulations and policies.

The administrative procedures for management of the Property shall be those of Title 53 RCW.

7. Use/Planning. The Port may use the Property for port purposes as authorized in Title 53 RCW so long as said use is consistent with the Washington State Constitution and laws of the state of Washington. In the event the parties develop and agree in writing upon a long-range plan for aquatic land use for the Property, the Port may enter into leases for nonwater-dependent uses consistent with that plan without DNR approval. In the absence of a long-range plan for aquatic use of a portion of the Property, if the Port contemplates the possible lease or use of that portion of the Property for nonwater-dependent uses, it shall give DNR notice of its intentions at the earliest practicable time. DNR shall promptly meet with the Port to review the proposal for its consistency with the aquatic land policies of Chapters 79.90 through 79.96 RCW, as amended, and the implementing regulations adopted by DNR.

8. Hazardous Substances.

a. Definitions.

(1) Hazardous Substances. For purposes of this Agreement, a Hazardous Substance is any substance that is or may be in the future:

(a) Designated as, or that contains components designated as, hazardous, dangerous, toxic, or harmful by applicable federal, state, or local law, regulation, statute or ordinance; and/or

(b) Subject to regulation by such laws.

(2) Application Date. For purposes of this Agreement, the Application Date is the date on which application was first made by the Port for entry into this Agreement, unless the parties agree in writing that control of properties subject to this Agreement is assumed by the Port at a later date.

(3) Liability. As used in this Section 8, "Liability" means any obligation or cost of any kind arising from the release or threatened release of Hazardous Substances, or from

any alleged violation of or failure to comply with any law referenced in Subsection 8(b), where the release, threatened release, alleged violation, or failure to comply is related to or arises out of the use or control of the Property. Liability includes damages (including natural resource damages), claims, governmental investigations, proceedings or requirements, attorney fees in any investigation, administrative proceeding, trial or appeal, or witness or consultant costs.

b. Compliance. During the term of this Agreement, the Port shall comply, at its own expense, with all applicable governmental laws, regulations, permits, orders or requirements regarding the proper and lawful use, sale, transportation, generation, treatment, and disposal of Hazardous Substances related to or arising out of the Port's use or control of the Property. The Port, the lessees, and sublessees shall correct and remediate, if necessary, in accordance with applicable laws at their own expense any failure of compliance which occurs during the term of this Agreement.

c. Notice of Environmental Action.

(1) The Port shall promptly notify DNR, upon discovery of all spills, discharges or releases of any Hazardous Substances affecting the Property which are required to be reported to any federal, state, or local regulatory agency.

(2) DNR and Port shall promptly notify each other, upon discovery of any failure to comply with federal, state, or local laws or regulations with respect to the Property. Each shall promptly notify the other, upon discovery of any inspections on the Property by any regulatory entity, any fines, any regulatory orders for response or interim cleanup actions (actual or proposed), or any negotiations with any regulatory entity for a consent decree under any herein mentioned authority, or concerning any plans for any independent cleanup or mitigation and restoration of natural resources on the Property. This provision shall apply to orders issued to DNR or the Port or any third party concerning the Property.

d. Indemnity. To the extent permitted by law, the Port agrees to defend, indemnify, and hold the State, as the owner of aquatic lands, and DNR, as manager of aquatic lands, harmless from any imposition or attempted imposition of Liability upon the State or DNR related to or arising out of the use and control of the Property by the Port or anyone acting under authority of the Port from the Application Date through the end of the Term. This indemnity shall not apply to any imposition or attempted imposition of Liability that is related to or arises out of the use and control of the Property by the State or anyone acting under the authority of the State, other than the Port or anyone acting under the authority of the Port. This indemnity applies to the State solely in its capacity as the owner of aquatic lands and to DNR in its capacity as the manager of aquatic lands and does not extend to other units of state government or to the State in any capacity other than as owner of aquatic lands. Notwithstanding this provision or any other provision of this Agreement, the Port shall not be precluded from seeking relief from any other agency of state government other than DNR under the State Model Toxics Control Act, CH. 70.105D RCW ("MTCA"), the Comprehensive Environmental Response, Compensation, and Liability Act, 42 U.S.C. Section 9601 *et seq.* ("CERCLA"), other similar statutes, or common law, for contribution, cost recovery, damages or other reimbursement for remediation of Hazardous Substance releases.

e. Pre-existing Contamination. The parties intend that this Agreement not alter or affect whatever Liability or responsibility either party may have for Hazardous Substance releases, or threatened releases, that occurred prior to the Application Date ("Pre-existing Contamination") under CERCLA, MTCA, or other laws that create cleanup obligations. In order to effectuate this intent, the parties agree that this Agreement will not be construed to be an indemnification or assignment of liability for any Pre-existing Contamination. Any determination of liability or responsibility for addressing Pre-existing Contamination shall be undertaken without regard to this Agreement.

9. Port Regulations. The Port may adopt written policies and regulations to implement this Agreement and to direct the management of the Property. All such policies and regulations shall be submitted to DNR for review and comment prior to becoming effective. Any such policies or regulations must be consistent with this Agreement.

10. Rent. The following shall apply:

a. Port Use. The Port shall pay to DNR no rent for use of any portion of the Property or any state-owned improvements. In the event the Port engages in a nonwater-dependent use of any portion of the Property or any state-owned improvements, the Port shall establish the full fair market rental in dollars according to WAC 332-30-125 and shall remit, in dollars, to DNR eighty-five percent (85%) of that amount.

b. Third Party Uses. If the use of any portion of the Property involves a lease or other use authorization to a third party, rent for such portion shall be collected and distributed according to law. In the event the use is nonwater-dependent, the Port shall establish the fair market rental in dollars and shall remit, in dollars, to DNR that portion required by law.

11. Insurance and Performance Security. When the Port uses or leases any portion of the Property (including state-owned improvements) to a third party, the Port shall require the following:

a. Insurance.

(1) Liability. Bodily injury liability, including death, and property damage liability in an amount of not less than one million dollars (\$1,000,000) or such lesser amount approved by DNR, which approval shall not be unreasonably withheld. If the Port makes a written request for a lower insurance amount, DNR has forty-five (45) days following receipt of the request to respond in writing either approving or rejecting the request. If DNR fails to respond within forty-five (45) day period, the Port shall have the right to appeal to the Supervisor of the Department of Natural Resources for a decision. If DNR fails to submit a written response within ten (10) business days (excluding weekends and state holidays) of receipt of appeal, the request shall be deemed approved.

(2) Casualty. Fire and extended coverage for the insurable replacement cost of any state-owned improvements identified in Exhibit B. DNR shall provide the Port with the replacement cost value within sixty (60) days of the Port's request.

(3) In each of the cases above the State shall be named as an additional insured.

b. Performance Security.

(1) Rent Security. For those portions of the Property leased to third parties the Port shall require the third party to provide to the Port a bond, rent insurance, or other security in accordance with the requirements of RCW 53.08.085; provided, the Port commission shall not waive the rent security requirement or lower the amount of such requirement.

(2) Other Security. In addition, as is appropriate for the use occurring on the Property, the Port may require security for the performance of other lease terms including removal of improvements, trade fixtures, personal property, and hazardous substances.

c. Interim Use. When the Port leases any portion of the Property (including state-owned improvements) to a third party for a period of ninety (90) days or less, the third party shall not be required to provide insurance and performance security as stated in this Section 11 if the Port has its own insurance in the same amounts on the Property and the State is named as an additional insured.

12. Removal of Valuable Materials. Except as permitted by RCW 79.90.150 no valuable materials as referred to in Chapters 79.90 - 79.96 RCW shall be removed from any parcel subject to this Agreement without the prior written approval of DNR. If any approved removal requires payment to DNR for the value of the valuable materials removed, such payment shall be made within ninety (90) days of the removal.

13. Fills.

a. "Fill" defined. For the purposes of this Agreement, the term "Fill" means any material which has been added to increase the elevation of State-owned aquatic lands and includes rip rap, bulkheads, drainage systems or paving. "Fill" does not include confined disposal of contaminated sediments which is addressed under Section 14.

b. Adding or Removing Fill. If the Port or any of the Port's tenants proposes adding fill or removing fill from any portion of the Property, the Port shall give DNR notice of such intention at the earliest practical time. DNR shall promptly meet with the Port to review the proposal. If the proposed fill is consistent with Chapters 79.90 through 79.96 RCW, as amended, and implementing regulations, DNR shall issue written approval, which approval shall not be unreasonably withheld.

c. Rent. Except as provided for below in Subsection 13(d), rent for state-owned aquatic lands underlying the fill will be determined by the use occurring on the fill and distribution of rent will be in accordance with Section 10 of this agreement.

d. Fills with Upland Characteristics. The Port and DNR disagree as to whether filled state-owned aquatic lands with the characteristics of uplands are a nonwater-dependent use of the underlying aquatic lands. Until and unless the legislature or a court of competent jurisdiction interprets RCW 79.90.480(6) to indicate the contrary, the Port and DNR agree that the following principles control the establishment and distribution of rent between the Port and DNR for filled state-owned aquatic lands:

(1) The aquatic lands policies of RCW 79.90 control the establishment and distribution of rent for filled state-owned lands.

(2) As provided in statute, rent for state-owned aquatic lands that have been filled to the point of having the characteristic of uplands will be the full fair market rental value of the filled land pursuant to WAC 332-30-125, or as amended, if the State owns the fill and has a right to charge for the fill.

(3) Rents for filled state-owned aquatic lands which have the characteristics of uplands will be distributed according to the use of the filled state-owned aquatic lands. Rents for water-dependent uses shall be paid to the Port. Rents for nonwater-dependent uses shall be divided between the Port and DNR. These understandings are set forth in detail in Section 10 of this Agreement.

e. Owner of Fill Identified. Fills placed on the Property prior to the Effective Date of this agreement and during the term of this Agreement shall be listed on Exhibit C. The owner of any fill which remains severed from the aquatic land shall be identified. Otherwise the fill shall be considered part of the aquatic lands, and shall be so identified.

14. Confined Disposal of Contaminated Sediments.

a. Definition. Confined Disposal of Contaminated Sediments means containment or isolation of contaminated sediments. This includes nearshore confined disposal, multi-user confined disposal, deep water confined aquatic disposal, and capping of contaminated sediments.

b. Exclusion from Agreement. Confined Disposal of Contaminated Sediments is not covered under this Agreement, and is not considered a Fill for the purposes of Section 13.

c. Agreement with DNR. A separate written agreement addressing Confined Disposal of Contaminated Sediments may be negotiated between the Port and DNR.

15. Improvements.

a. State-Owned Improvements. All state-owned improvements located on the Property are listed on Exhibit B. Improvements that become the property of the State during the term of this Agreement shall be listed on Exhibit B. These improvements shall remain the property of the State and shall be maintained at the Port's sole expense in a good condition and state of repair. Upon the cessation or termination of this Agreement as to any portion of the Property, the Port shall return said portion, together with the state-owned improvements, to DNR in a condition as good as when received, normal wear and tear excepted.

b. Non-State Owned Improvements. A management agreement or lease shall be deemed continuous from one term to the next (even after the expiration date) so long as the Port or the third party controls physical possession of the improvements and is diligently pursuing issuance of a new Agreement or lease.

(1) At any time during the continuous term of this, or any successor, Agreement(s), the Port shall determine whether improvements placed on the Property during the term of any lease are to be removed, and no compensation shall be due to the State for any such removal. DNR shall make such determination as to then existing improvements on final expiration or termination of this Agreement. The Port or the third party owner shall bear all costs

of removal and of returning the parcel to the condition existing prior to placement of the improvements.

(2) Title to Improvements.

(a) Title to Port-constructed improvements shall remain with the Port so long as the parcel upon which they are located is continuously subject to a management agreement or lease with the State. Thereafter, title shall pass to the State.

(b) Title to third party-constructed improvements shall remain with the third party so long as the parcel upon which they are located is subject to a continuous lease. Thereafter, title shall pass to the State; provided, the Port may purchase the improvements from the third party for value; and further provided, the Port shall give notice to DNR if said improvements are being purchased from a bankruptcy trustee.

16. Easements.

a. Easements Granted by DNR.

(1) DNR may grant permanent easements across any portion of the Property. For purposes of this Agreement, outfalls of any type and sediment impact zones are considered permanent easements. DNR shall obtain the Port's written approval prior to making such grants, which approval shall not be unreasonably withheld. The Port has forty-five (45) days following receipt of the request to respond in writing either approving or rejecting the request. If the Port fails to respond within the forty-five (45) day period, the State shall have the right to appeal to the Port Commission for a decision. If the Port fails to submit a written response within ten (10) business days (excluding weekends and state holidays) of receipt of appeal, the request shall be deemed approved.

(2) Any request to DNR by the Port and its Lessee for a permanent easement across any portion of the Property shall be promptly considered and approval shall not be unreasonably withheld or delayed.

(3) If DNR grants any easements, DNR shall require the grantee to indemnify the Port to the same extent that the grantee indemnifies the State.

b. Easements Granted by Port. The Port may grant non-permanent easements without DNR approval so long as the term of each grant does not exceed the maximum term allowed by statute for leases of the burdened portion of the Property. Under no condition shall the term of any non-permanent easement exceed the Term of this Agreement unless approved by DNR.

17. Local Improvement Districts. Pursuant to RCW 79.44.040, the Commissioner of Public Lands (Commissioner) shall have the exclusive authority to consent or withhold consent to the inclusion of any portion of the Property in any local improvement district (LID). The Commissioner shall not withhold consent if the Port agrees to pay any assessment against the Property by such LID, regardless of when levied. The Port shall be responsible, during the term of this Agreement, for installments due on pre-existing LID assessments.

18. Taxes. Except for taxes and other governmental charges imposed by law on third parties, the Port shall be responsible for, and shall pay when due, all taxes, fees, licenses, and other

governmental charges of whatever character or arising out of, or attributable to, the Property or to the Port's management, use and/or leasing thereof during the term of this Agreement.

19. Entry. Upon reasonable notice DNR shall have right of entry to the Property at reasonable times for any lawful purposes. Such entry, however, will be subject to reasonable security and safety regulations and shall not unreasonably interfere with the use of the Property.

20. Audits. DNR may periodically review the management of the Property by the Port for consistency with the Agreement, all applicable laws, chapters 79.90 through 79.96 RCW, policies adopted by the Board of Natural Resources, and administrative code provisions. DNR will promptly notify the Port if it believes the Port is not complying.

The Port shall make all records concerning the management of any portion of the Property available to DNR upon request.

21. Liens and Encumbrances. The Port shall keep the Property free from liens and other encumbrances (other than leases and other use authorizations authorized in Sections 2 Delegation, 16 Easements, and 17 Local Improvement Districts). Nothing in this Agreement shall be construed as authorizing the Port to obligate the State, directly or indirectly, to any costs, expenses, or financial liability on account of the management, use, lease, or other actions taken by the Port with respect to the Property.

22. Eminent Domain. If at any time during the term of the Agreement the Property or any part thereof is taken or condemned by any authority having the power of eminent domain, the Port, DNR, and any other person having a legal interest shall have the right to appear in such proceedings and be represented by their respective counsel, and each may claim just compensation for its respective loss or damage sustained by the taking or condemnation. Any award, compensation, damages, or payment by reason of such taking shall be apportioned within such proceeding and each party shall take such amount, if any, as may be awarded to it.

23. Non-Waiver. The failure of either party to insist upon the strict performance of any of the covenants or conditions of this Agreement in any one or more instances shall not be construed to be a waiver thereof. In the event that a default is for other than the payment of money, the acceptance by either party of payments required under the Agreement shall not be deemed as a waiver of such default.

24. Dispute Resolution.

a. Dispute. Means that whenever the Port and DNR cannot agree on the factual circumstances necessary to interpret this Agreement, or whenever the Port and DNR cannot agree on the application of any operative sections of this Agreement, either party may declare that a dispute exists concerning the Agreement.

b. Dispute Resolution.

(1) If either party declares the existence of a dispute concerning this Agreement, the declaring party shall so notify the other party and shall provide a written

statement of the facts, its interpretation of the Agreement, and its position concerning such dispute. Within fifteen (15) days the other party shall provide to the declaring party a written statement addressing those same three elements. Within fifteen (15) days after the declaring party has received the other party's written statement, the parties shall meet and try to resolve the dispute.

(2) If the parties fail to resolve the dispute as provided in Subsection 24(1) above, then either party may request further review within fifteen (15) days by giving notice to the other party. Thereafter, the Supervisor of the Department of Natural Resources and the Port's Chief Administrative Officer (in the event the Port has no Chief Administrative Officer, then such person shall be designated by the Port Commission) shall meet within thirty (30) days of the request and try to resolve the dispute.

(3) In the event the dispute is not resolved within sixty (60) days after their first meeting as provided by Subsection 24(2) above, either party may request a meeting between the Commissioner of Public Lands and a member of the Port Commission empowered to represent the Port. Within sixty (60) days after such request, said two individuals shall meet and attempt to resolve such dispute. In the event they are unable to resolve the dispute within said sixty (60) day period, either party may petition the Superior Court for resolution of the dispute.

(4) During dispute resolution arising under Section 1(b)(2), the parties agree to extend the existing Agreement, as provided for in Section 1(b)(2).

25. Termination for Default. DNR may cancel this Agreement or remove any portion of the Property therefrom for any failure by the Port to perform its obligations under this Agreement on six (6) months written notice to the Port, unless, within that time, the Port cures such default. DNR's decision whether to cancel the Agreement or to remove any portion of the Property shall be reasonably exercised. If the default is of a character which cannot be remedied within six (6) months, the Port shall notify DNR and the parties shall agree on a reasonable period to remedy the default. In the event the parties cannot agree on a period, that shall be referred to resolution as provided in Section 24, Dispute Resolution. Failure to cure the default within such period may result in cancellation or removal of any portion of the Property upon notice. The decision by DNR to give notice of its intention to cancel this Agreement, or to remove a portion of the Property for default after expiration of the period for cure, shall constitute a dispute and shall be appropriate for resolution under Section 24, Dispute Resolution, herein.

26. Notices. All notices required by law or this Agreement shall be in writing and may be personally served or sent by first class mail. If such notice is served personally, service shall be conclusively deemed made at the time of service. If service is by first class mail, service shall be conclusively deemed made three (3) days after the deposit thereof in the United States mail, postage prepaid, addressed to the parties to whom such notice is to be given. Any notice may be given at the following address (or such other address as either party may notify the other, in writing):

DNR: Department of Natural Resources
Aquatic Resources Division
1111 Washington Street SE
PO Box 47027
Olympia, WA 98504-7027

PORt Port of Poulsbo
PO Box 1803
Poulsbo, WA 98370

27. Attorney Fees. In the event either party shall be required to bring any action to enforce any of the provisions of this Agreement or shall be required to defend any action brought by the other with respect to this Agreement the prevailing party in such action shall be entitled to reasonable attorney's fees in addition to costs and necessary disbursements.

28. Assignment. No part of this Agreement may be assigned or otherwise transferred.

29. Severability. If any provision of this Agreement or its application to any person, or circumstance is held invalid, the remainder of the Agreement or the application of the provision to other persons or circumstances is not affected.

30. Amendments/Supplemental Provisions.

a. If, during the term of this Agreement, the Board of Natural Resources approves amendments to the Model Port Management Agreement pursuant to RCW 79.90.475, DNR shall give notice of that fact to the Port. Either party may request that this Agreement be amended to conform to the newly approved Model Port Management Agreement.

b. If unique conditions relating to management of the Property arise during the term of this Agreement, either party may request that a supplemental provision be added to this Agreement to accommodate those unique conditions. Such supplemental provisions shall not address issues of general port industry interest or interest to any other Washington port district, as determined by the Washington Public Ports Association (WPPA), or its successor organization. WPPA shall be given sixty (60) days to review the terms of any supplemental provision. WPPA shall give notice to DNR if WPPA determines the proposed terms are of general port district interest or of interest to any other Washington port district.

c. Acceptance of a subsequent Model Port Management Agreement or inclusion herein of a supplemental provision must be by mutual agreement of the parties.

31. Survival. All obligations of the parties to be performed under the terms and conditions of this Agreement, including but not limited to, obligations occurring after the termination of this Agreement or removal of any portion of the Property from this Agreement shall not cease upon termination or removal, and shall continue as obligations until fully performed.

32. Entire Agreement. This is the entire agreement between the parties. There are no other agreements, either oral or written, that have not been incorporated into this Agreement. No amendments to this Agreement shall be binding unless the amendment is in writing and signed by the parties.

Signed this 23rd day of October, 1996.

STATE:

STATE OF WASHINGTON
DEPARTMENT OF NATURAL
RESOURCES

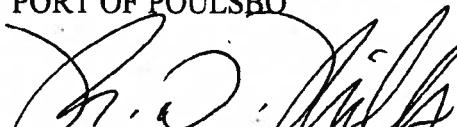


KALEEN COTTINGHAM, Supervisor

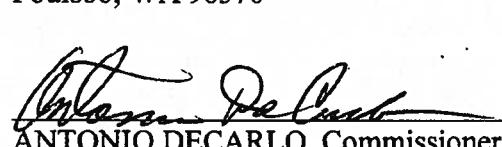
Signed this 18 day of September, 1996.

PORT:

PORT OF POULSBO



RICHARD MILLS, Chairman
PO Box 1803
Poulsbo, WA 98370



ANTONIO DECARLO, Commissioner



LOWELL SWEARINGEN, Commissioner

pam/kta/20080030:agr

CERTIFICATE OF ACKNOWLEDGMENT

STATE OF WASHINGTON)

) ss.

County of Thurston)

On this 23rd day of October, 1996, personally appeared before me KALEEN COTTINGHAM, to me known to have signature authorization delegated to her to sign for JENNIFER M. BELCHER, the Commissioner of Public Lands, and ex officio administrator of the Department of Natural Resources of the state of Washington, the department that executed the within and foregoing instrument on behalf of the state of Washington, and acknowledged said instrument to be the free and voluntary act and deed of the state of Washington for the uses and purposes therein mentioned, and on oath stated that she was authorized to execute said instrument and that the seal affixed is the official seal of the Commissioner of Public Lands for the state of Washington.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

S E A L



Barbara Jean Goody

NOTARY PUBLIC in and for
the state of Washington

My commission expires May 30, 1998

CERTIFICATE OF ACKNOWLEDGMENT

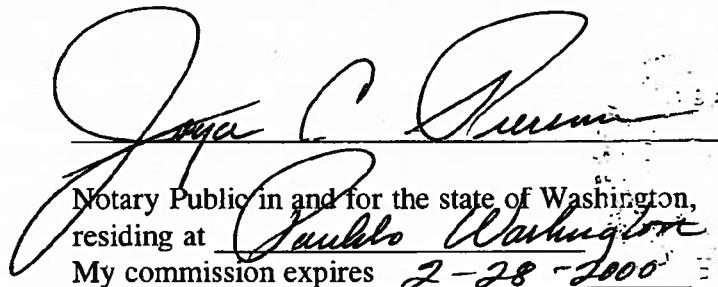
STATE OF WASHINGTON)

) ss

County of)

On this 18 day of September, 19 96, personally appeared before me RICHARD MILLS known to be the duly elected and qualified Chairman of the Port District of Poulsbo, that executed the within and foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said Port of Poulsbo, Washington, for the uses and purposes therein mentioned, and each on oath stated that he was authorized to execute said instrument by resolution of the Port Commissioners of the Port District of Poulsbo, and that the seal affixed is the official seal of the Port of Poulsbo.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.



Notary Public in and for the state of Washington,
residing at Poulsbo Washington
My commission expires 2-28-2000

CERTIFICATE OF ACKNOWLEDGMENT

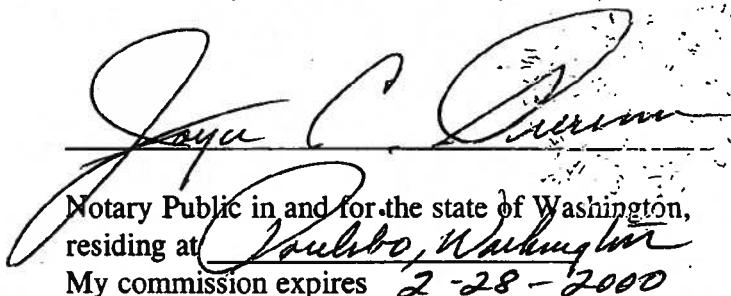
STATE OF WASHINGTON)

) ss

County of)

On this 18 day of September, 1996, personally appeared before me ANTONIO DECARLO known to be the duly elected and qualified Port Commissioner of the Port District of Poulsbo, that executed the within and foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said Port of Poulsbo, Washington, for the uses and purposes therein mentioned, and each on oath stated that he was authorized to execute said instrument by resolution of the Port Commissioners of the Port District of Poulsbo, and that the seal affixed is the official seal of the ~~City~~ of Poulsbo.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.



Notary Public in and for the state of Washington,
residing at Poulsbo, Washington
My commission expires 2-28-2000

CERTIFICATE OF ACKNOWLEDGMENT

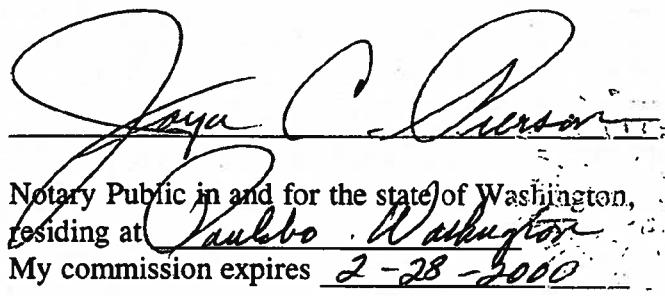
STATE OF WASHINGTON)

) ss

County of)

On this 18 day of September, 1996, personally appeared before me LOWELL SWEARINGEN known to be the duly elected and qualified Port Commissioner of the Port District of Poulsbo, that executed the within and foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said Port of Poulsbo, Washington, for the uses and purposes therein mentioned, and each on oath stated that he was authorized to execute said instrument by resolution of the Port Commissioners of the Port District of Poulsbo, and that the seal affixed is the official seal of the ~~City~~ of Poulsbo.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.



Notary Public in and for the state of Washington,
residing at Poulsbo Washington
My commission expires 2-28-2000

PORT OF POULSBO
EXHIBIT ATTACHMENTS TO
PORT MANAGEMENT AGREEMENT
20-080030

- | | |
|----------------------------------|---|
| Exhibit A | Legal/Common Description |
| | Planned Uses |
| Exhibit B | State-owned Improvements |
| Exhibit C | Fills on state-owned aquatic lands |
| Map/Exhibit | |
| Proof of Upland Ownership | |

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ENGINEERS AND SURVEYORS

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PETER C. DeGROOT

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BAINBRIDGE ISLAND (206) 842-6123
FAX (360) 779-7031

MAY 29, 1996 (Revised August 29, 1996)
PORT OF POULSBO
JOB NUMBER 95-E-2241

P.M.A. AREA (1)

That portion of Government Lot 3, Section 23, Township 26 North, Range 1 East, W.M., Kitsap County, Washington, more particularly described as follows:

Beginning at the Southwest corner of Block 10 as shown on State of Washington Second Supplemental Map of Poulsbo Tide Lands dated June 6, 1969; thence along the inner harbor line North $8^{\circ}00'00''$ West 470.68 feet to the True Point of Beginning; thence leaving said inner harbor line, South $73^{\circ}00'00''$ West 704.22 feet to the outer harbor line; thence along said outer harbor line North $29^{\circ}40'00''$ West 607.72 feet; thence leaving said outer harbor line North $48^{\circ}06'41''$ East 526.16 feet to the inner harbor line; thence leaving said inner harbor line North $32^{\circ}20'00''$ East 210.39 feet to the Northwesterly extension of the inner harbor line; thence along said extension line South $29^{\circ}40'00''$ East 317.12 feet to a point on the inner harbor line; thence continuing along said inner harbor line South $29^{\circ}40'00''$ East 624.26 feet; thence continuing along said Inner Harbor Line, South $8^{\circ}00'00''$ East 33.41 feet to the True Point of Beginning.

Containing 12.36 Acres.

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MAY 29, 1996 (Revised August 29, 1996)
PORT OF POULSBO
JOB NUMBER 95-E2241

P.M.A. AREA (2)

That portion of Government Lot 3, Section 23, Township 26 North, Range 1 East, W.M., Kitsap County, Washington, more particularly described as follows:

Beginning at the Southwest corner of Block 10 as shown on State of Washington Second Supplemental Map of Poulsbo Tide Lands dated June 6, 1969; thence along the inner harbor line North 8°00'00" West 40.00 feet to the True Point of Beginning; thence perpendicular to the inner harbor line South 82°00'00" West 600 feet to the outer harbor line; thence along said outer harbor line North 8°00'00" West 80.00 feet; thence along said outer harbor line North 29°40'00" West 97.07 feet; thence leaving said outer harbor line North 73°00'00" East 643.77 feet to the inner harbor line; thence along said inner harbor line South 8°00'00" East 270.93 feet to the True Point of Beginning.

Containing 3.12 Acres.

EXHIBIT A

Planned Uses

Port of Poulsbo

Harbor Area Lease No. 2588:

This tideland and harbor area support marina-related activities including a permanent 270 slip moorage facility. Currently, there are ~~ten~~ liveabards located in this area. Through attrition, the liveabards will be reduced to six. (Water-dependent use.)

Harbor Area Lease No. 2601:

This tideland and harbor area support marina-related activities which includes transient moorage, a guest marina, and a permanent marina. The guest/transient moorage is filled on a first-come first-serve basis with a 14 day maximum stay. There are 130 slips. The Port's administrative office/barge (480 sq ft) is also located on this lease area. (Water-dependent use.)

Harbor Area Lease No. 9992:

This area has the same use as HA2601 above.

EXHIBIT B

State-owned Improvements

Port of Poulsbo

State-Owned Improvements:

There are no state-owned improvements within the PMA area as of December 8, 1995.

Port-Owned Improvements:

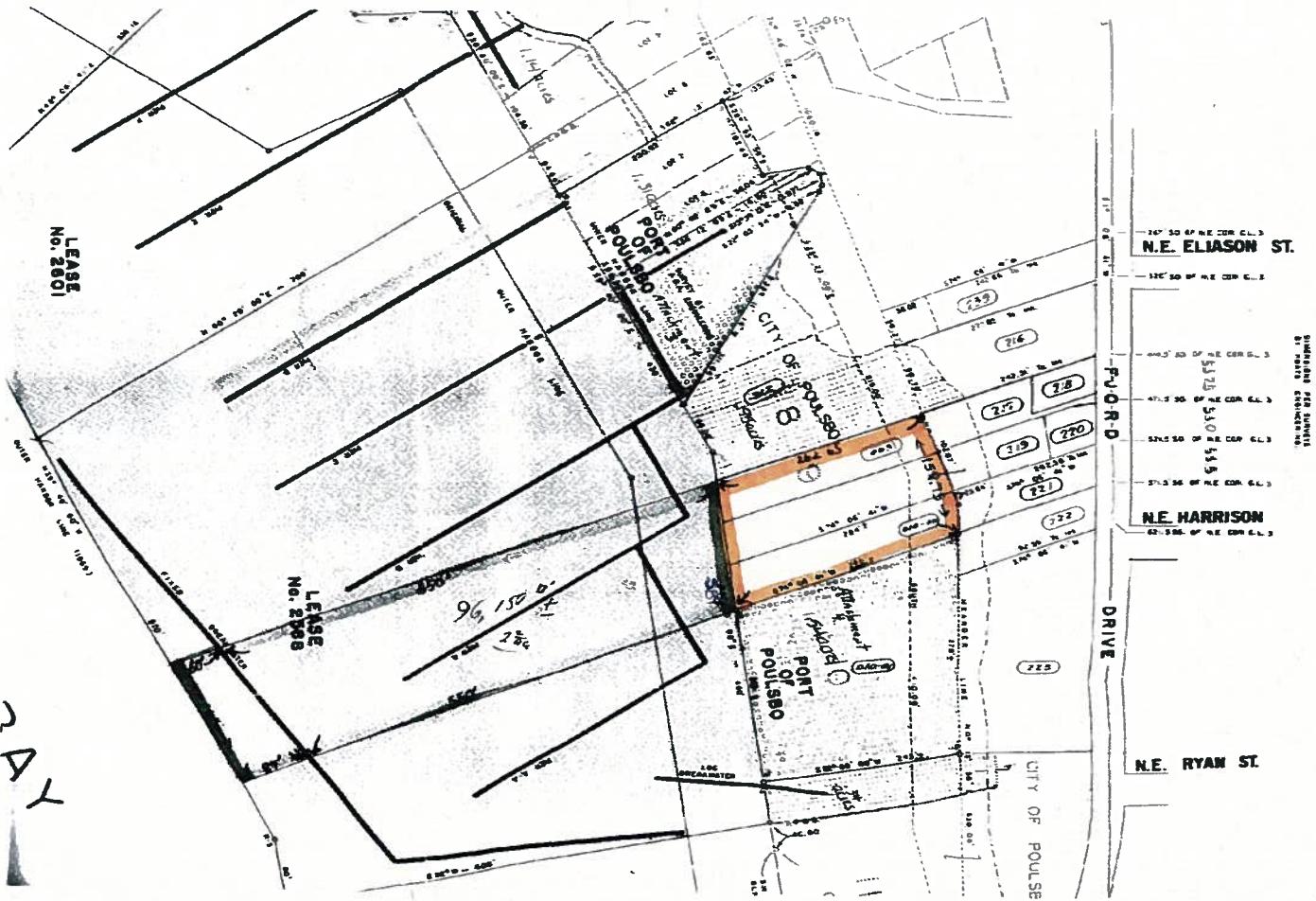
- Fixed Breakwater**
- Log Breakwater**
- Docks and Piers**
- Barge**
- Fuel Dock Barge**
- Guest Marina Office/Restrooms Building**

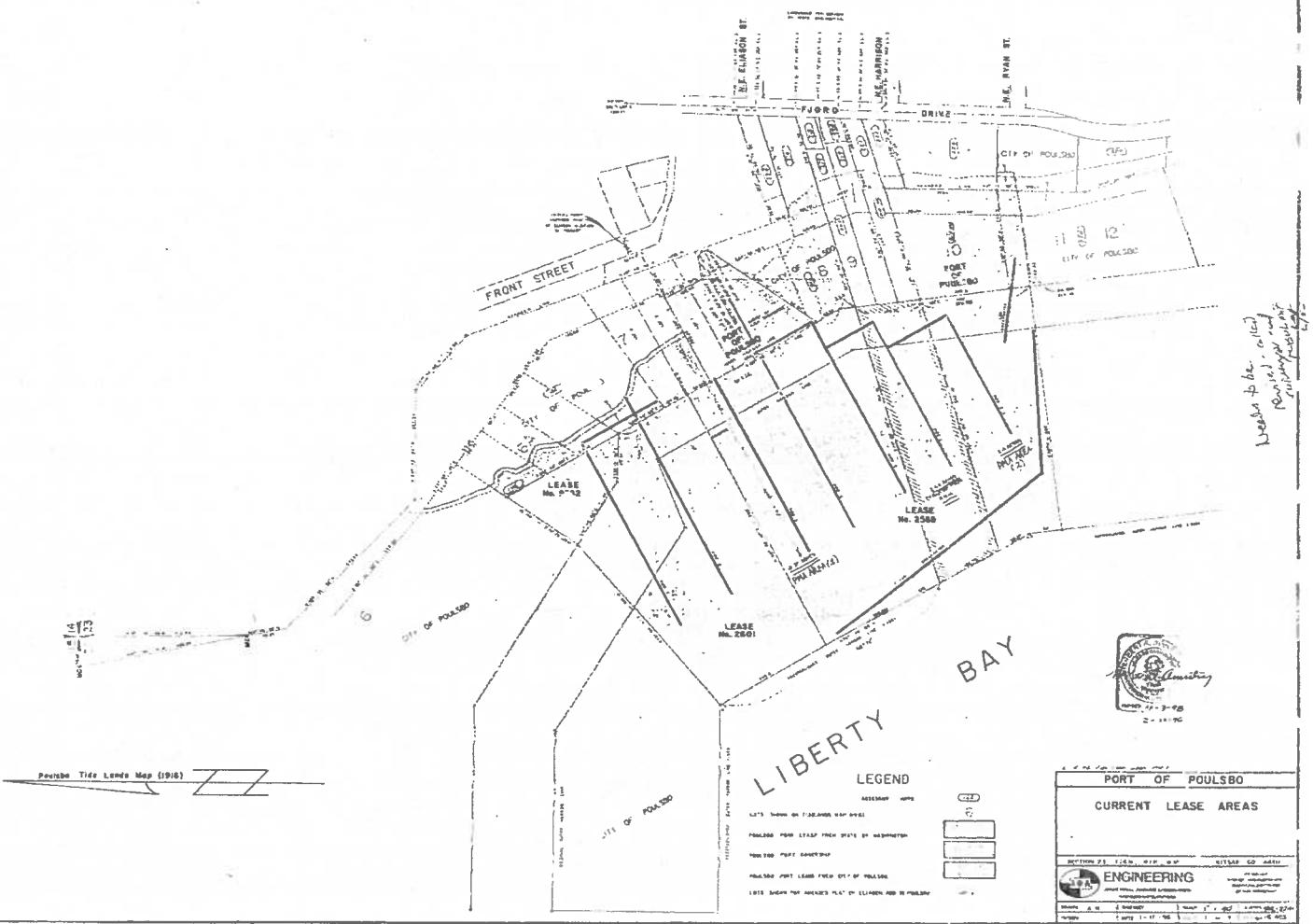
EXHIBIT C

Fills on State-owned Aquatic Lands

Port of Poulsbo

There are no fills on state-owned aquatic lands as of December 8, 1995.





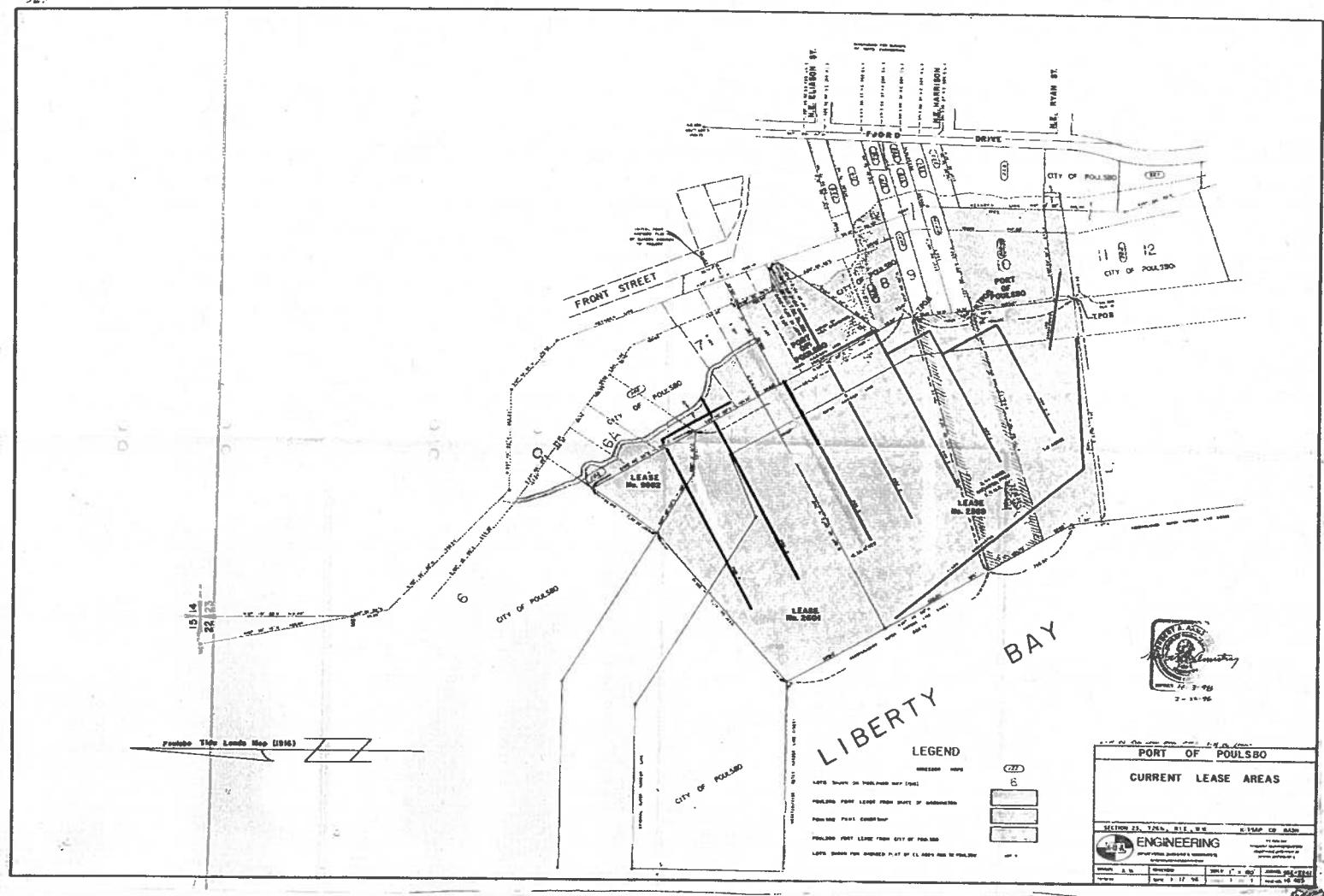
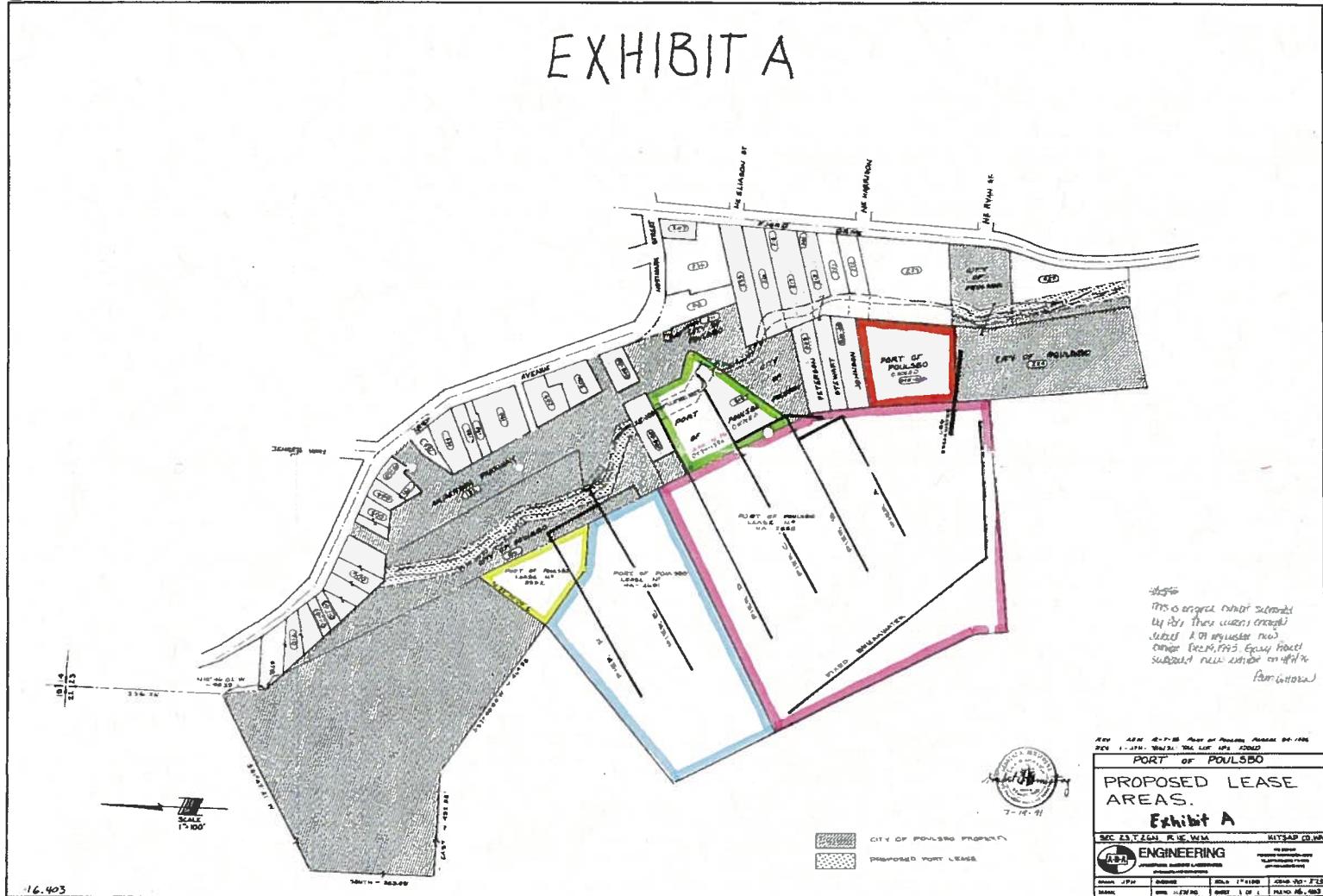


EXHIBIT A



PORT OF POULSBO
P.O. BOX 732, POULSBO, WASHINGTON 98370
Moorage License Agreement

This moorage license agreement ("Agreement") is entered into by and between the Port of Poulsbo ("Port"), and Poulsbo Marina the undersigned vessel owner ("Licensee"). In consideration of the mutual terms and conditions set forth herein, Port and Licensee agree as follows:

1. BERTHAGE SPACE/TERM: Port grants a revocable license to Licensee for the use of certain berthing space in the Poulsbo Marina on a month-to-month basis, identified as: Berth # Boathouse # 27. The Port reserves the right to change berthing space assignments.

2. LICENSE FEE AND DEPOSIT: Licensee agrees to pay the Port a license fee for such berthing space as follows:

2.1 MONTHLY LICENSE FEE: The monthly license fee shall be \$ 404.80, payable in advance on or before the first (1st) day of the month, and delivered to the Port by mail or personal delivery at the Port office. Moorage payments which are not paid by the tenth (10th) day of the month are considered delinquent and subject to delinquent charges described in Section 5; provided, however, that said monthly license fees may be changed by the Port at a regularly scheduled Port Commission meeting. Licensee shall pay first and last month's license fee in advance and make up any shortfall in the last month's license fee upon termination.

2.2 YEARLY PAYMENTS IN ADVANCE: Licensee may pay license fees on a yearly basis in advance. All yearly licenses commence January 1 and end December 31 of that same year. If the Port Commission changes the monthly rate, the Port shall notify Licensee and Licensee will have ten (10) days to update the advance license fee payment for the balance of that lease year.

2.3 FIRST MONTH PRORATED: The first month's license fee will be prorated. All subsequent months will be charged on a calendar month basis with no proration for the last month of occupancy.

2.4 LICENSE FEE BASED ON VESSEL OR BERTHAGE SLIP LENGTH: Monthly or yearly license fees shall be calculated on the greater of the vessel length or berthing slip length.

2.5 SECURITY DEPOSIT: Licensee agrees that a security deposit in the amount of 278.24 shall be payable upon the execution of this Agreement. This security deposit is not to be used by Licensee as an offset to last month's license fee payment unless Port consents in writing. This security deposit will be deposited by the Port with the Kitsap County Treasurer, and any interest paid on this security deposit shall accrue to the benefit of the Port. This security deposit may be used by Port at any time to ensure that Licensee complies with all terms and conditions of this Agreement and performs all obligations herein. In the event it becomes necessary for Port to utilize this security deposit to cure any default or breach by Licensee, Licensee shall be required to provide additional funds to Port upon ten (10) days written notice from Port to Licensee to replenish this security deposit. Within ten (10) days after the termination of this lease and/or vacating of the berthing space, Port shall provide Licensee with an itemized statement of the basis for retaining any of this security deposit together with the payment of any refund of the security deposit due to Licensee.

3. USE OF BERTHAGE SPACE: Licensee acknowledges receipt of, and agrees to abide by, that certain Port of Poulsbo Handbook of Marina Rules & Regulations ("Handbook"), which is incorporated herein by this reference. Licensee agrees to use the berthing slip for recreational purposes, for the purpose of moorage of Licensee's vessel only. Licensee agrees to keep the berthing space and the area surrounding the berthing slip neat, clean, and orderly. Licensee agrees not to occupy and sleep aboard its vessel for more than three (3) nights out of any seven (7) day period, while the vessel is moored at the marina, without express written permission of the Port. Licensee agrees not to operate any business from the Poulsbo Marina without express written permission of the Port in the form of a fully executed Authorization to Operate Business.

3.1. TEMPORARY RELOCATION: The Port may reasonably relocate Licensee on a temporary basis to another berthing space to accommodate the needs of the Port, including but not limited to the repair, maintenance or replacement of the Port's floats.

4. UTILITIES: Licensee agrees to pay the Port additional fees for utilities, including but not limited to electricity, water, garbage, and all other utilities furnished to Licensee, according to the rates established by the Port. The Port does not warrant or guarantee the continuity or characteristics of any utilities, including but not limited to, water service, electric service or its compatibility with Licensee's vessel and/or the vessel's electric current protector, if any, and the Port shall not be liable to Licensee for any interruptions in utilities services.

5. DELINQUENT ACCOUNTS AND TERMINATION: A service charge of ten percent (10%) of the balance owing on Licensee's account or \$20.00 per month, whichever is greater, will be charged as additional fees on all delinquent accounts not paid by the tenth (10th) day of each month. Any account which is delinquent after thirty (30) days shall be assessed a processing fee as an additional fee in addition to the monthly service charge. The processing fee shall be \$50.00 for the first (1st) occurrence, and \$100.00 for the second (2nd) occurrence, at which time the Port may also immediately terminate this Agreement in its sole and absolute discretion. In the event Licensees that have been granted live-aboard privileges become sixty (60) days delinquent on their account, the Port may immediately terminate such live-aboard privileges in its sole and absolute discretion. Any material breach of this Agreement or the Rules and Regulations in the Handbook, shall result in immediate termination of this Agreement.

5.1. RCW 53.08.320: Without limiting the rights of the Port set forth above, the Port may avail itself of the rights and remedies set forth in RCW 53.08.320 as set forth in paragraph 12 below.

6. RISK OF LOSS/INSURANCE: It is mutually agreed that Port is not a bailee; does not accept Licensee's vessel for storage, and shall not be liable in any manner for any effects of electrolytic action, the safekeeping or condition of Licensee's vessel or for its tackle, gear, equipment or other personal property either upon the vessel or upon the Port premises. All of Licensee's property at the berthing space and/or Poulsbo Marina shall be at the risk of Licensee. Port shall not be held liable and Licensee hereby waives all claims and recourse against Port, including right to contribution, for any loss, claim, theft, injury or damage to any person or property on or about the berthing space and/or Poulsbo Marina from any cause whatsoever, including latent defects. Only licensed, bonded and insured contractors may perform work on Port property, including contractors working on Licensee's vessel, and Licensee shall indemnify, hold harmless and defend Port and its officers, representatives, agents, employees, and insurance companies against any and all claims arising in any way from Licensee's use of Port premises. During the term of this Agreement, Licensee agrees to obtain and maintain in effect a marine insurance policy that provides general liability insurance coverage against any property damage or personal injury liability arising out of ownership, use, occupancy, or maintenance of Licensee's vessel and the berthing slip. The insurance policy shall be in the minimum amount of \$250,000.00 and shall name Port as an additional insured under the policy. Licensee shall provide Port with a certificate of insurance evidencing Licensee's compliance with these insurance requirements immediately upon execution of this Agreement. As an alternative, Licensee may provide to the Port a surety bond or cash deposit in the amount of no less than \$250,000.00.

7. CONDITION OF BERTHAGE SPACE AND VESSEL: Licensee has inspected the assigned berthing space and is satisfied that it is adequate for the safe mooring of Licensee's vessel. Licensee will keep the assigned berthing space neat, clean, and orderly, and will at all times preserve the space in as good condition and repair as it is, reasonable wear and tear excepted. Licensee shall comply with all applicable federal and state laws and with the Rules and Regulations in the Handbook as they may be from time to time amended. Licensee will insure that Licensee's vessel is safely moored with adequate equipment for weather conditions, and will insure that all flammable substances are safely contained. In the event that Port incurs costs to remedy damages and/or prevent further damages to the Port or the Poulsbo Marina, caused by Licensee and/or Licensee's vessel, the Port may provide Licensee with a bill for such costs, which shall be payable immediately as additional fees, and Licensee's failure to pay such costs will constitute a breach of this Agreement.

7.1. UNSEAWORTHY VESSEL: Without limiting the foregoing the Port may immediately terminate this Agreement if the Port determines that a vessel is not seaworthy. The term unseaworthy means either (i) a vessel that possesses a risk of sinking in the Poulsbo Marina or (ii) a vessel which is not capable of moving without assistance out of the marina (either under its own power or sail) into the waters surrounding the marina in a safe manner.

8. EMERGENCY SERVICES/ACCESS: Although Port shall have no obligation to maintain or monitor Licensee's vessel, if Port determines that Licensee's vessel is in peril, or has placed other vessels or persons at Poulsbo Marina in peril, the Port may elect to render aid and require reimbursement by Licensee for any costs incurred by the Port as additional fees. In the event that Licensee's vessel releases pollutants and/or sinks, Licensee shall be responsible for clean up and/or removal of the vessel and restoration of the berthage slip in compliance with all applicable laws and regulations immediately upon demand by Port. Licensee grants Port free access to Licensee's vessel for the purpose of compliance with this Agreement, reassignment of berthage space or emergency services; provided that, Port does not assume any responsibility for Licensee's vessel on the basis of the foregoing rights.

9. TAXES, LICENSES AND DOCUMENTATION: Licensee shall timely pay any leasehold, excise or other taxes relating to the berthage slip and/or Licensee's vessel and keep Licensee's vessel properly documented or registered as required by applicable law.

10. NONWAIVER: Nothing contained in this Agreement or any act or failure to act by Port shall be construed as a waiver by Port of any rights or privileges created by this Agreement, nor of any right which Port may have against Licensee or Licensee's vessel, nor of Port's right to arrest any vessel to enforce a maritime lien, nor a waiver of any other right or remedy under the laws of the State of Washington, all of which are separate, distinct, and cumulative.

11. ASSIGNMENT, SUBLICENSE AND USE OF BERTH: Licensee may not assign or transfer any interest in this license or the berthage space. Use of the berthage space is personal to the Licensee for the mooring of the specified vessel and/or boathouse only. No purchaser of a vessel and/or boathouse shall acquire any rights hereunder.

12. TERMINATION/DEFAULT: Licensee shall provide ten (10) days' notice in writing to the Port prior to termination. In the event Licensee is in default in payment of Licensee's account in excess of thirty (30) days, it is subject to impoundment of the vessel, termination of this Agreement, and the sale of vessel under RCW 53.08.320. This Agreement will be terminated in the event of a second impounding of the vessel. Port may terminate this Agreement for cause or convenience, but shall provide fifteen (15) days' notice in writing to the Licensee prior to termination. If necessary, Port may remove Licensee's vessel and other property for storage at Licensee's expense. During any hold-over by Licensee after termination of this Agreement, Licensee remains obligated to pay the Port license fee for the time of such hold-over, and to be bound by all of the provisions of this Agreement, and the Port's acceptance of such hold-over fees will not be deemed to create another term. If by reason of any default on the part of the Licensee, for failure to pay fees when due, for failure to vacate the berthage space upon termination, or for breach of the provisions of this Agreement, the Port incurs costs to employ an attorney to recover damages from Licensee, to recover possession of the berthage space from Licensee, and/or impound Licensee's vessel, then the Port shall be entitled to recover from Licensee the Port's costs, including reasonable attorneys' fees, in addition to all other relief which the Port is entitled to.

13. NOTICE TO LICENSEE AND PAYMENTS: All notices to be given by the parties hereto, shall be in writing and shall be deemed to have been given if delivered personally, transmitted by facsimile transmission, emailed, or mailed. All written notices mailed under this Agreement will be mailed to the Licensee's address as set forth below, or to the Port at P.O. Box 732, Poulsbo, WA 98370, or such other place(s) as designated in writing by Licensee or the Port.

14. DISPUTES/ARBITRATION: In the event that any dispute or deadlock arises from this Agreement, which cannot be resolved, such matter shall be settled by binding arbitration pursuant to the provisions of RCW 7.04A, and the venue for such arbitration shall be in Poulsbo, WA. The prevailing party in an arbitration proceeding or in any other action brought by a party shall be entitled to recover from the other party the prevailing party's costs, including reasonable attorneys' fees during arbitration, at trial, and on appeal, in addition to all other relief to which the prevailing party is entitled.

15. INTEGRATION/BINDING AGREEMENT: This Agreement shall be construed and enforced in accordance with the internal laws of the State of Washington and applicable Federal Maritime laws. Time shall be of the essence hereof. This Agreement constitutes the entire agreement between the undersigned. Port reserves the right to alter or amend the terms and conditions hereof or its Rules and Regulations in the Handbook from time to time by fifteen (15) days' written notice to Licensee. If any provision of this Agreement or the application thereof to any party or circumstance shall be invalid, illegal or unenforceable to any extent, the remainder of this Agreement and the application thereof shall not be affected and shall be enforceable to the fullest extent permitted by law. If Licensee is a corporation or company, Licensee represents and warrants that it is duly organized, validly existing and in good standing under the laws of Washington, and the Licensee has the requisite corporate power and authority to execute, deliver and perform this Agreement. If Licensee is married, Licensee represents and warrants that he or she has the authority to bind the marital community to execute, deliver and perform this Agreement. Licensee agrees that regardless of what capacity Licensee executes this Agreement, Licensee shall be personally liable for the terms and conditions of this Agreement, in his or her individual capacity.

LESSEE'S BOAT IDENTIFICATION

WA Registration No./USCG No. _____

Boat Name: _____

Boat Type: Power Sail

Make: _____ Model: _____ Color: _____

Length _____ Beam _____ Draft _____ Slip Length _____

Boathouse: Sq. Ft. 1012 Parking Permit # BH27

Date of Occupancy: 10-1-07

PORt OF POULSB0
Agreement received by: _____

X Signature: Althea Shif LESSEE

X Name and/or Business Status: BETTYE SHIFRIN EXEC

X SSN # and/or EIN #: 20-5777803 ASSBTM

Address: PO BOX 27

Key Port, WA 98345

Phone 1 360 697 1129 Phone 2 360 598 4460

E-mail Address shifrin.BJ@wavecable.com

Fee Paid – 1st month \$ 404.80

Security Deposit 278.24

Personally Guaranteed (if business): _____

Property Tax Exemption Renewal Due by March 31!

Your organization is currently exempt from property tax under Chapter 84.36 RCW. To continue your property tax exemption, you must file a renewal declaration by March 31.

Step 1: Go to www.dor.wa.gov

Step 2: Log on to or register for a "My account" (top right corner of screen, brown box).

NOTE: While registering for a "My account", if the system asks, "Would you like to add a business?" click **NO** and continue to step 3.

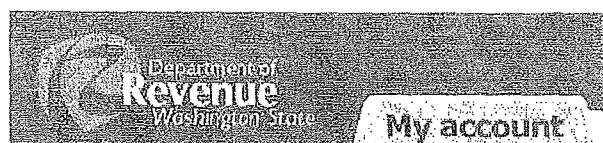
Step 3: Select More Services, from the menu on the left side of screen.

Step 4: Click on Nonprofit Property Tax Renewal then follow the screen prompts.

First Time Users will need the Registration # and Access # shown on the front of this card.

If you do not have access to the internet, call 360-534-1372 to request a renewal form by mail.

NEED HELP? If you need technical help signing up for or accessing your "My account" call 1-877-345-3353. If you need help accessing or using the nonprofit renewal system call 360-534-1400.



"Working together to fund Washington's future"

PoulsboFdtn Log out | DOR Home

Locations / Submit confirmation

Nonprofit Property Tax Exemption Renewal

Confirmation

Confirmation Number: 134208

Registration Number: 12696-001

Tax Year: 2016

Assessment Year: 2015

Date and Time Submitted: 1/29/2015 11:08:22 AM

You have completed the online process. Please print this confirmation for your records. If you indicated you will mail in an additional document or submitting late filing fees by mail please click here for additional instructions.

File on or before March 31, 2015 to avoid late fees.

For assistance call LINDA SMITH at (360) 534-1416 or send an e-mail.

[Return to location list](#)

Need Assistance? 1-877-345-3353

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by:
Richard Van Den Hul, Vice President for Business and Financial Affairs
Brian Sullivan, Assistant Vice President for Business and Financial Affairs

DATE: June 10, 2016

SUBJECT: **Approval of Audit Committee Recommendations**

PURPOSE: Presentation and Discussion

Purpose of Submittal:

To update the Internal Audit Charter to align it with the provisions of the Audit Committee Charter.

Proposed Motion:

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the update of the Internal Audit Charter. The President and the Board of Trustees Audit Committee shall assess the Charter and organizational reportage in June 2017, and report back to the Board of Trustees.

Supporting Information:

The recommendation aligns the provisions of the organization section of the Internal Audit Charter to those in the Internal Audit Charter, which assigns the Audit Committee the duty of “Review and concur with the President on the appropriate organizational structure, staffing and budget for the Office of the Internal Auditor to enable it to effectively carry out the internal audit program’s responsibilities.” Other updates to further define the Internal Auditor responsibilities are also proposed.

Attachment

- Final Draft Internal Audit Charter [56-1909-2016](#)



Internal Audit Charter

Purpose

The purpose of this charter is to define the authority and responsibilities of the Western Washington University Office of the Internal Auditor. This charter is approved by the ~~University~~ Board of Trustees of Western Washington University.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. in the efficient and effective discharge of their responsibilities. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The internal audit review and appraisal process does not in any way relieve other University personnel of the responsibilities assigned to them.

Western Washington University is committed to the professional practice of internal auditing. The Office of the Internal Auditor will uphold the principles of integrity, objectivity, confidentiality, and competency as defined in the Institute of Internal Auditors Code of Ethics, and will adhere to the *International Standards for the Professional Practice of Internal Auditing (Standards)*.

Organization and Authority

In order to permit independent and unbiased judgements essential to the proper conduct of audits, the The Office of the Internal Auditor reports functionally to the Audit Committee of the Board of Trustees and administratively to the President's Office or as deemed appropriate by the President with concurrence of the Audit Committee as per the and Audit Committee Charter. to permit independent and unbiased judgments essential to the proper conduct of audits.

Internal Audit participates in Audit Committee meetings and has free and open communication with the Audit Committee of the Board of Trustees. Internal Audit presents an annual report of its operations to the Board of Trustees.

The Office of the Internal Auditor is authorized to have access to information including computer files, records, property and personnel of the University, excluding individual user's computer passwords. University units will submit information and records in a timely manner and in the form specified by the Office of the Internal Auditor.

Independence

Internal Audit management and staff will be independent of the activities that they review. In performing the audit function, the Office of the Internal Auditor has no direct responsibility for, or authority over, any of the activities reviewed. Independence requires that the Internal Auditor carry out work freely and objectively. The Internal Auditors are not to subordinate their judgment on audit matters to the opinions of others.

Responsibilities

A biennial, risk based audit schedule is created each year which allows for contingencies that develop during the year. The audit schedule is developed with input from the Audit Committee, President, Provost, Vice Presidents, [Risk and Compliance Services Group](#) and other university management. The Audit Committee reviews and makes recommendations regarding the audit schedule and the Board of Trustees approves the audit schedule. Audit services are coordinated with external auditors to reduce duplication of efforts and increase audit coverage of the University.

The Director of [Internal Audit Services](#) is responsible for:

- [maintaining an effective internal auditing program](#)
- [ensuring that audit results and actions taken are communicated to the Audit Committee and appropriate levels of university management](#)
- [keeping the Audit Committee informed of emerging trends, successful practices in internal auditing and communicating timeline deviations from audit schedule](#)
- [ensuring that audits are completed in a timely manner](#)

[University academic and administrative department heads](#) are responsible for:

- [allowing audit staff to have complete, free and unrestricted access to all university records and personnel necessary for the completion of audits and special projects](#)
- [providing responses \(including action plans and completion dates\) in accordance with this charter](#)
- [ensuring that action plans are completed in a timely manner](#)

[Vice presidents](#) are responsible for approving action plans included in audit reports and have ultimate responsibility for implementation of the action plans.

[Types of Audit Services](#)

The Office of the Internal Auditor performs internal operational, compliance, and financial related audits of programs, services, departments and accounts that come under the budget authority of the University. Internal Audit performs four types of audit services:

1. **Assurance Services:** Assurance services are objective reviews of evidence for the purpose of providing an independent assessment. The scope and nature of assurance services includes reviewing and evaluating for: operational efficiencies and effectiveness; reliability of financial and operational systems; adequacy and clarity of policies and procedures; compliance with university policy and state and federal law; safeguarding of assets; and accomplishment of objectives and goals.
2. **Consulting Services:** Consulting services are advisory and other service activities include counsel, advice, facilitation, process design and limited training. The objective of consulting services is to add value in the development or modification of processes, procedures, and controls to minimize risk and achieve objectives. The nature and scope of particular consulting services are agreed upon with management. Internal Audit will not assume management's responsibilities in order to maintain appropriate objectivity and independence. [-Consultations reports are not typically presented to the Audit and Finance committee unless there is a material finding.](#)
3. **Special Investigations:** Investigations evaluate allegations of unethical business practices and financial and operational misconduct to determine if allegations are substantiated and to prevent future occurrences.

4. **Follow-up Engagements:** Follow-up engagements evaluate plans and actions taken to correct reported conditions.

Audit Reports

Prior to the creation of the draft audit report, the results of the audit engagement are communicated to the appropriate, designated members of management. The Office of the Internal Auditor creates written audit reports which are submitted in draft form first to the President or designee, and then to the followed by the Provost, appropriate Vice President, and Dean and department under review, depending on the audit engagement. The Office of the Internal Auditor will meet with appropriate University personnel to discuss the draft report, make agreed upon changes, and submit a final draft report to appropriate management requesting written responses that include corrective action plans directed toward addressing each of the recommendations. Management's responses are incorporated into the final audit report. Copies of the final audit reports are distributed to the Audit Committee of the Board of Trustees, President and Provost, and Vice President or Dean whose areas were reviewed. Persons receiving final audit reports from the Office of the Internal Auditor may distribute copies of the report to appropriate staff.

Original Charter Approval by President June 2002

Revised and Approved by Board of Trustees October 6, 2006

Revised and Approved by Board of Trustees April 16, 2010

Revised and Approved by Board of Trustees June 11, 2010

Revised and Approved by Board of Trustees June XX, 2016

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

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by:
Richard Van Den Hul, Vice President for Business and Financial Affairs
Teresa Hart, Director, Financial Services, Business and Financial Affairs

DATE: June 10, 2016

SUBJECT: **Approval of 2016 – 2018 Internal Audit and Consulting Schedule**

PURPOSE: Action Item

Purpose of Submittal:

The Board of Trustees Audit Committee requests approval of the 2016 – 2018 Internal Audit and Consulting Schedule (attached appendices).

Proposed Motion:

MOVED, that the Board of Trustees, upon recommendation of the Board of Trustees Audit Committee and President Bruce Shepard, approves the 2016 – 2018 Internal Audit and Consulting Schedule.



Office of the Internal Auditor

2016 – 2018 Internal Audit and Consulting Schedule

2016 – 2017	2017 – 2018
<p>OPERATIONAL / FINANCIAL REVIEWS</p> <p>Grant Administration Process To review and evaluate the operational efficiency, effectiveness and compliance of the University's grant processes.</p> <p>Student Travel Abroad Oversight Compliance To review and evaluate if all events or programs where WWU students travel and study outside of the United States are administered in compliance with University policies.</p> <p><u>Ongoing Review</u></p> <p>Cash Audits This on-going project monitors the efficiency, effectiveness and compliance of the University's cash handling processes.</p> <p>President's Expenses – Quarterly Review To review the President's state-funded travel and entertainment expenses for compliance with state rules and University policies.</p>	<p>OPERATIONAL / FINANCIAL REVIEWS</p> <p>Housing and Dining Services To review and evaluate the operational efficiency, effectiveness and compliance of Housing and Dining Services operations.</p> <p>Human Resources Department To review and evaluate the efficiency, effectiveness and compliance of selected Human Resources functions.</p> <p><u>Ongoing Review</u></p> <p>Cash Audits This on-going project monitors the efficiency, effectiveness and compliance of the University's cash handling processes.</p> <p>President's Expenses – Quarterly Review To review the President's state-funded travel and entertainment expenses for compliance with state rules and University policies.</p>

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees
FROM: President Bruce Shepard by Provost Brent Carbajal
DATE: June 10, 2016
SUBJECT: Academic Program Fees
PURPOSE: Action Item

Purpose of Submittal:

Approval of Other Academic Program Fees for Extended Education Programs and Other Programs: Other Academic Program Fees include tuition fees for Summer Session as well as a variety of extended education and other academic programs. At its February 2016 meeting, the Board approved 2016 Summer Session Fees. Other Academic Program Fees for extended education and other programs have been developed over the past few months and are now ready for Board approval.

Other Academic Program Fees are fees paid by students enrolling in extended education programs primarily through Western's Extended Education (EE). Other Academic Program Fees are:

- **CONTINUING EDUCATION PROGRAMS AND COURSES** tuition and fees are assessed at a level to support these self-sustaining academic programs.
- **DEGREE PROGRAMS VIA EXTENDED EDUCATION** tuition and fees are assessed at a level to support these self-sustaining academic programs.
- **SUMMER SESSION** tuition and fee increases are limited to academic year tuition increase.

Annual fee increases for all of these programs are limited to projected program costs. These fees were reviewed by the Academic Fee Committee, the Budget Working Group and President's Council.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the attached 2016-17 *Other Academic Program* fee schedule.

Supporting Information

Attached fee schedule

WESTERN WASHINGTON UNIVERSITY
2016 - 2017

Academic Affairs: Other Academic Program Fees

FUND: Fund Title, Department						
Fee Title	2016-16 Fee	2016-17 Proposed Fee	Amount Change	Percent Change	Change Description	Fee Form Number
<u>Academic Affairs</u>						
25104: Elementary Education, Extended Education						
Undergraduate Course Workshop	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25107: Educational Administration, Extended Education						
Undergraduate Course Workshop	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25110: Vehicle Design, Extended Education						
Undergraduate Course Workshop	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25111: CSD - Comm. Science & Disorders, Extended Education						
Undergraduate Course Workshop	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25112: Environmental Studies, Extended Education						
Undergraduate Course Workshop	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25115: Off-Campus Student Teaching, Extended Education						
Undergraduate Course Workshop	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25120: AY Self-Sustaining Programming, University Extended Programs						
Human Services - Undergraduate Course Workshop	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25121: Nursing, Extended Education						
Undergraduate Course Fee	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25122: WWU on the Peninsula, Extended Education						
Undergraduate Course Fee, Business Degree	281.00 per credit hour	281.00 per credit hour	.00%	Other		

FUND: Fund Title, Department						
Fee Title	2016-16 Fee	2016-17 Proposed Fee	Amount Change	Percent Change	Change Description	Fee Form Number
<u>Academic Affairs</u>						
Undergraduate Quarterly Rate, Business Degree (10-18) Credits	2,810.00 per quarter				Delete Fee	1001125
25123: Computer & Info Systems Security, Extended Education						
Undergraduate Course Fee, Computer and Information System Security	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
25201: Summer Session FTE - Odd Years, Extended Education						
Graduate Course Workshops-Non Resident	361.00 per credit	370.00 per credit	9.00	2.49%	Increase Fee	
Graduate Course Workshops-Resident	282.00 per credit	291.00 per credit	9.00	3.19%	Increase Fee	
Non-Resident Graduate course/workshop	270.00 per credit				Other	
Undergraduate Course Workshop-Non Resident	361.00 per credit	370.00 per credit	9.00	2.49%	Increase Fee	
25306: Professional Development, Extended Education						
Undergraduate Course Workshop	268.00 per credit	281.00 per credit	13.00	4.85%	Increase Fee	
45608: Academy for Lifelong Learning, Extended Education						
Annual Membership Dues - Individual, 1/2 year	30.00				Delete Fee	996363
Annual Membership Dues - Individual, full year	45.00	40.00	(5.00)	(11.11%)	Decrease Fee	996411

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

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

DATE: June 10, 2016

SUBJECT: **2016 – 2017 Student Fees and One New Fee Effective 2017-18**

PURPOSE: Action Item

Purpose of Submittal:

To recommend mandatory student fee levels for 2016-17 for approval, to approve the recommended revenue distributions of the Services & Activities (general S&A) Fee for academic year 2016-17 and summer 2016, and to approve the collection of a new Ethnic Student Center/Multicultural Services Fee effective Fall 2017 for the 2017-18 year.

Proposed Motions:

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the University President and the various constituent review committees, approve the overall 4.7% increase for 2016-17 mandatory student fee levels and distribution for the S&A Fee as proposed in the attached documents:

- Services & Activities Fee (*Proposed increase 4.1%*)
- Student Health Service Fee (*Proposed increase 12.9%*)
- Student Technology Fee (*No increase*)
- Non-Academic Building (*Proposed increase 10.3%*)
- Sustainable Action Fund (*No increase*)
- Student Recreation Fee (*No increase*)
- Student Transportation Fee (*No increase*)
- Legislative Action Fee (*No increase*)

MOVED that the Board of Trustees of Western Washington University, in accordance with the passing of the Ethnic Student Center/Multicultural Referendum in Spring 2016, and as supported by the University President, approve the collection of a new mandatory Ethnic Student Center/Multicultural Services Fee effective Fall 2017 at a maximum level of \$30 per quarter for students taking 6 or more credits as proposed in the attached document:

- Ethnic Student Center/Multicultural Services Fee

Supporting Information:

- Attachment A: Summary of Current and Proposed Mandatory Student Fee Levels
- Attachment B: Services and Activities Fee Proposal
- Attachment C: Student Health Services Fee Proposal
- Attachment D: Student Technology Fee Program Report
- Attachment E: Non-Academic Building Fee Proposal
- Attachment F: Sustainable Action Fund Fee Program Report
- Attachment G: Student Recreation Fee Program Report
- Attachment H: Student Alternative Transportation Fee Program Report
- Attachment I: Legislative Action Fee Program Report
- Attachment J: Ethnic Student Center/Multicultural Services New Fee Proposal

Attachment A
2016-17 Mandatory Student Fees

Summary of Current and Proposed Mandatory Student Fee Levels

Average Increase of 4.7%

It is proposed to increase three of the eight mandatory student fees for 2016-17 and to authorize one new fee supported by student referendum that would not be collected until 2017-18. This proposal constitutes a net average increase of 4.7% for all mandatory student fees (\$23 per quarter.)

Proposed Fee Increases - Effective Fall Quarter for 2016-17

Proposed to the WWU Board of Trustees on June 10, 2016

Mandatory Fee	Notes	Proposed Change	Quarterly Fees				Academic Year Fees			
			Current 2015-16	Proposed 2016-17	\$\$ Change	% Change	Current 2015-16	Proposed 2016-17	\$\$ Change	% Change
Services & Activities (S&A) Fee	(1) (2)	Proposed increase of \$8 per quarter (4.1%). RCW's limit the increase of S&A Fees to the percent increase in undergraduate tuition unless a specific exception is granted. The exemption continued for 2016-17. Fee is prorated per credit with 10+ credits paying the full fee.	\$197.00	\$205.00	\$8.00	4.1%	\$591.00	\$615.00	\$24.00	4.1%
Health Service Fee		Proposed increase of \$11 per quarter (12.9% increase.) Fee is charged to students taking 6+ credits. Other students taking 3-5 credits may voluntarily pay the fee to obtain services.	\$85.00	\$96.00	\$11.00	12.9%	\$255.00	\$288.00	\$33.00	12.9%
Technology Fee		No proposed change. The full fee is charged to students taking 6+ credits. Those taking 1-5 credits are charged \$17.50. In Spring 2013, students voted 78% in favor of a 5 year renewal of this fee at the \$35 level.	\$35.00	\$35.00	\$0.00	0.0%	\$105.00	\$105.00	\$0.00	0.0%
Non-Academic Building Fee		Proposed increase of \$4 per quarter (10.3% increase.) Fee is charged to students taking 6+ credits.	\$39.00	\$43.00	\$4.00	10.3%	\$117.00	\$129.00	\$12.00	10.3%
Sustainable Action Fund Fee		Fee was recently reauthorized through Summer 2018. No proposed change in fee level for 2016-17. In Spring 2015, students voted 86.2% in favor and the AS Board voted 6-0 to recommend reauthorization of this fee at the 70 cents per credit level with a \$7 per quarter maximum. The AS Board added the sunset date. The fee funds renewable energy certificates (RECs), student leadership positions and sustainable energy projects.	\$7.00	\$7.00	\$0.00	0.0%	\$21.00	\$21.00	\$0.00	0.0%
Student Recreation (S&A) Fee	(1)	No proposed change. Fee is charged to students taking 6+ credits. Other students may voluntarily pay the fee to obtain access/services.	\$99.00	\$99.00	\$0.00	0.0%	\$297.00	\$297.00	\$0.00	0.0%
Student Transportation Fee		No proposed change. Fee is charged to students taking 6+ credits. Summer quarter fee is less than academic quarters because the extra late night shuttle service is not provided; the summer rate is \$21 and covers just the bus pass.	\$26.25	\$26.25	\$0.00	0.0%	\$78.75	\$78.75	\$0.00	0.0%
Legislative Action Fee	(3)	No proposed change. To fund student representation and advocacy efforts at the campus, local, state, and federal levels.	\$1.00	\$1.00	\$0.00	0.0%	\$3.00	\$3.00	\$0.00	0.0%
		Total Mandatory Fees for 2016-17	\$489.25	\$512.25	\$23.00	4.7%	\$1,467.75	\$1,536.75	\$69.00	4.7%

Proposed New Fee - Would not be implemented until Fall Quarter of 2017-18

Proposed to the WWU Board of Trustees on June 10, 2016

Mandatory Fee	Notes	Proposed Change	Quarterly Fees				Academic Year Fees			
			2016-17	Proposed 2017-18	\$\$ Change	% Change	2016-17	Proposed 2017-18	\$\$ Change	% Change
Ethnic Student Center/Multicultural Services Fee	(1) (4)	In Spring, 2016, the AS Board put a referendum on the ballot and students voted 62.7% in favor of a new fee for expanded ESC/Multicultural Services Space at the Viking Union/Bookstore Complex. The fee would not be charged until 2017-18 at the earliest and would be set at a maximum of \$30 per quarter for students taking 6+ credits. This fee would be pledged to bonds and would fund a portion of the construction, maintenance, and operations of the new space.	N/A	\$30.00	\$30.00	N/A	N/A	\$90.00	\$90.00	N/A

Notes:

- (1) Fee is subject to 3.5% Student Financial Aid/Loan Fee deduction.
- (2) Bond Covenants pledge a minimum of \$32 per full-time student per quarter and \$6.40 per part-time student per quarter to the Housing & Dining System.
- (3) Mandatory \$1 per quarter billed but with the ability to "opt-out."
- (4)The new ESC/Multicultural Services Fee is a maximum amount, would be pledged to bonds and would not be charged until Fall 2017 at the earliest.

Attachment B
2016-17 Mandatory Student Fees

Services & Activities Fee
4.1% Increase in Fee

Proposed Fee and Distribution: The Services & Activities Fee Committee recommends a 4.1% increase to the S&A Fee for the 2016-2017 academic year, maintaining the Summer 2017 rate at 65.15% of the academic year rate, and recommends approval of the distribution of fees for the 2016-17 Academic Year and Summer 2016 as outlined.

The Committee proposes a 4.1% increase (\$8 per quarter) to the S&A Fee for the 2016-2017 year (from \$591 to \$615 for the academic year, or from \$197 to \$205 per quarter). This fee is pro-rated per credit (\$20.50 per credit per quarter) with students enrolling in ten or more credits paying the full, maximum fee.

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

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

Background

The Services and Activities (S&A) Fee Committee operates under the authority of RCW 28B.15.045 and makes recommendations on the distribution of S&A Fees for the following constituents groups: Housing & Dining, Associated Students, Athletics, Campus Recreation, and Department Related Activities (DRAC). In concert with the RCW, the Committee is comprised of 12 members, seven voting and five non-voting.

The voting members include a faculty member and six students representing Associated Students, Athletics, Campus Recreation, and Department Related Activities (DRAC). The non-voting members include staff advisors from Associated Students, Athletics, Campus Recreation, and Department Related Activities (DRAC), and a designee of the Vice President for Enrollment and Student Services.

The S&A Fee Committee follows an established annual process to prepare its recommendations on the level of distribution of S&A Fees. This process includes review of budget requests for each constituent group and an open hearing process to provide the opportunity for input from members of the campus community.

Constituent Budget Requests

The constituent groups reviewed their programs and budgets carefully, honoring their fiduciary responsibility regarding the impact of fees charged to all students. All committee meeting proceedings and documents are posted on the following website for the campus' reference: <http://www.wwu.edu/vpess/activitesmeetings.shtml>. Detailed budget requests were made at the April 21, 2016 meeting.

An overarching theme of the various requests was for expected/mandated increases in salary, minimum wage increases, travel and printing cost increases, and staffing/program improvements. Some constituent groups were able to internally manage their budget changes and did not request an increase, while others requested high priority needs. Separate requests were made for the academic year and the summer quarter.

Constituent Budget Requests for Academic Year 2016-17

Associated Students

The Associated Students' internal budget process allowed each area to make "AS Decision Package Requests" which were then prioritized and finally reduced to a request for an increase of \$60,542 over the current year's actual fee revenue. The requested increase will help cover mandatory increases to professional and classified staff salaries, and to help fund a professional advisor position for the Resource and Outreach Programs.

Athletics

Athletics requested an increase of \$188,235 over the current year's actual fee revenue. This request will help cover mandatory salary increases for professional and classified staff, as well as increased appointments to reflect actual workload in various existing positions.

Campus Recreation

Campus Recreation did not request a budget increase for the 2016-2017 academic year.

DRAC

Department Related Activities requested an increase of \$41,547 over the current year's actual fee revenue. This requested increase will cover the increase in travel and publishing expenses, emerging equipment needs, and the Western Window publication (returning from hiatus).

2016-2017 Academic Year

Proposed Distributions with 4.1% Fee Increase

- 3.5% to Student Financial Aid Fund as required by law.
- Music Copyright Fee to be allocated in the amount of \$15,824.
- Housing & Dining to receive minimums as required by bond covenants for debt service. This amounts to \$32 per quarter per full-time students and \$6.40 per quarter per part-time student.
- Recommendation is based on projected revenue. Revenue in excess of dollar allocations indicated to be distributed to constituents on a percentage basis using percentages from 2016-17 allocations.

4.1% Fee Increase

	<u>2015-16 Actual</u>	<u>2016-17 Proposed</u>	<u>Variance</u>
Effective Rate of Increase		4.1% (+ \$8.00/quarter)	
Total Projected Revenue	\$ 7,213,862	\$ 7,509,630	\$ 295,768
Loan Fund (3.5%)	\$ 252,485	\$ 262,837	\$ 10,352
Music Copyright	\$ 15,824	\$ 15,824	\$ -
Housing & Dining	\$ 1,244,828	\$ 1,244,828	\$ -
Subtotal for Distribution	\$ 5,700,725	\$ 5,986,141	\$ 285,416
Associated Students	44.0%	\$ 2,479,815	\$ 60,542
Athletics	30.8%	\$ 1,778,627	\$ 188,235
Campus Rec	7.9%	\$ 444,656	\$ (4,908)
DRAC	17.3%	\$ 997,627	\$ 41,547
Total Distributed	\$ 5,700,725	\$ 5,986,141	\$ 285,416

S&A Summer 2017

Proposed Fee Level

As approved by the Board of Trustees in June 2002, the summer rate is set at 65.15% of the academic year rate. If the proposed S&A Fee increase for the 2016-2017 academic year is approved, the rate for Summer 2017 would increase from \$12.83 to \$13.35 per credit.

S&A Summer 2016

Constituent Budget Requests for Summer 2016

Associated Students

The Associated Students requested \$163,515 in total for Summer 2016 (a 0% increase from Summer 2015.) The AS is projected to receive \$163,515, which is 100% of their request.

Campus Recreation

Campus Recreation requested \$18,436 for Summer 2016 (a 0% increase from Summer 2015). Campus Rec is projected to receive \$18,436, which is 100% of their request.

DRAC

Department Related Activities requested \$119,465 for Summer 2016, primarily for equipment replacement and personnel costs related to students' opportunities to work with professionals in all aspects of production (a 33.5% increase from Summer 2015). DRAC is projected to receive \$103,746, which is 86.8% of their request.

Proposed Fee Distribution

The Board of Trustees approved the Summer 2016 rate of \$12.83 per credit. It is proposed that Summer 2016 S&A Fee revenue be split on the following percentages after Housing & Dining receives \$32.00 per full-time student and \$6.40 per part-time student.

Summer 2016					
		Summer 2015 Actuals		Summer 2016 Proposed	
Housing & Dining (bond covenant)		\$ 51,629		\$ 51,629	
Associated Students	57.6%	\$ 163,515		57.2%	\$ 163,515
Athletics	0.0%	\$ -		0.0%	\$ -
Campus Rec	8.0%	\$ 18,436		6.5%	\$ 18,436
DRAC	34.4%	\$ 89,495		36.3%	\$ 103,746
Total Distributed		\$ 323,075			\$ 337,326



Senior Vice President
Vice President for Enrollment and Student Services

MEMO

OM 445, MS 9001
516 High Street
Bellingham, Washington 98225
(360) 650-3839
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To: Tina Loudon
From: Eileen Coughlin
Date: May 24, 2016
Subject: Proposed S & A Fee Level

I have received your memo dated May 20, 2016, summarizing the S & A Fee Committee's recommendations for the fee level and distribution of mandatory S & A Fees for the 2016-17 Academic Year.

Please convey to the committee my appreciation for their thoughtful consideration in the development of these proposals. As a representative of the Administration, I am thankful for the effort the members made to address critical needs while remaining conscious of the impacts of fee increases on students.

The Committee's recommendation has my support and I will bring it forward to the Board of Trustees for consideration at the June meeting. Please extend an invitation to the Committee members to attend the meeting set for June 10.

Attachment C
2016-2017 Mandatory Student Fees

Health Services Fee
Proposed 12.9% Increase in Fee

Proposed Fee & Effective Dates: The Counseling, Health & Wellness Services Committee and the Associated Students Board recommend an increase in the Health Services Fee of \$11 per quarter for students taking 6 or more credits effective Fall Quarter 2016.

Purpose of the Health Services Fee

The Health Services Fee is used to establish a standard of health care for Bellingham's campus and as a contingency for emergency services.

This fee is the primary means of support for the operations and staffing of the **Student Health Center** and **Prevention & Wellness Services**, and in recent years some components of mental health counseling in order to provide easily accessible medical, mental health and wellness services to students, regardless of their insurance status. It is a mandatory student fee for students enrolled for 6 or more credits and available as an opt-in fee for other students enrolled for 3-5 credits that desire access to these services.

Each of the departments provides a variety of clinical and educational services to Western's students, some of which are mandated by law. All students receive the educational benefits of the health outreach programs and the benefit of preventive and public health services within a close-knit living community. This mandatory fee provides a stable, adequate funding base for all of our campus health related services.

Current Fee and Proposed Fee Increase with Anticipated Annual Revenue

This proposal is to increase the Health Services Fee from \$85 to \$96 per quarter (from \$255 to \$288 per academic year) to provide ongoing funding for two years of increased expenses.

Each \$1 per quarter fee increase generates \$42,000 per year in revenue. The \$11 per quarter fee increase will generate \$462,000 per year to fund \$195,500 in FY16 salary and benefits increases which were unknown at the time that budget was set, and \$266,500 in FY17 projected salary and benefits increases. (One-time reserve funds were utilized in FY16.) Detail is provided below:

FY16 Need - \$195,500

Salaries & Benefits: Classified staff (3%), professional staff (4%), classified steps, reclassifications, salary survey and associated benefits, including a 26.9% increase in the employer cost of health care (\$2,136 increase per employee per year.).

Over 80% of Health Services Fee revenue is committed to salary & benefits.

Administrative Services Fee: Increased from 5.5% to 6.0% of revenue

FY17 Need - \$266,500

Salaries & Benefits: Classified staff (1.8%), professional staff (est. 3.5%), classified steps, reclassification, and associated benefits, including a 6.4% increase in the employer cost of health care (\$648 increase per employee per year.)

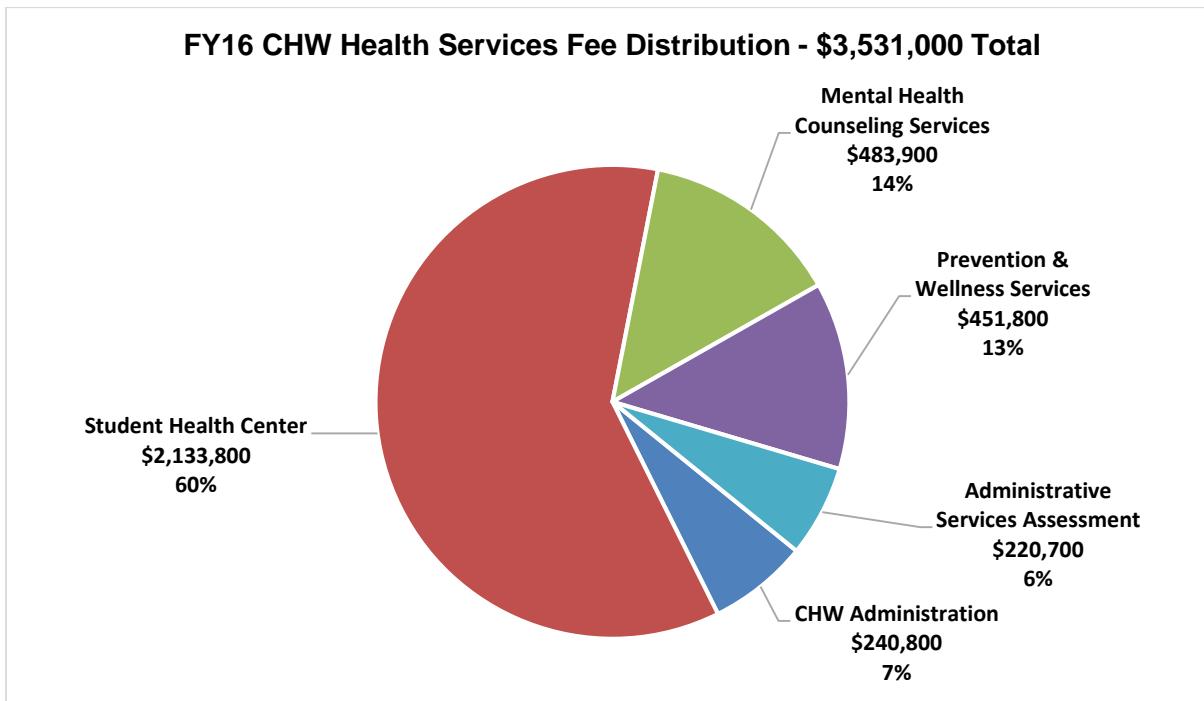
Administrative Services Fee: Increasing from 6.0% to 6.5% of revenue

If approved, the proposed increase to the Health Services Fee would allow the Student Health Center, the Counseling Center and Prevention & Wellness Services to maintain current staffing resulting in no reduction to current services. Avoiding a reduction in services is necessary as the actual demand for services at some points in the year, in some cases, already exceeds resources.

Student representatives serving on the Counseling, Health and Wellness Services Committee reviewed the budget needs and unanimously supported the \$11 per quarter fee increase. The Associated Students support the fee increase in the amount necessary to cover current service levels and mandatory salary increases. They asked for more detailed budget information to be more fully informed regarding the cost of services and programs paid by the fee. This information has been provided.

FY16 Counseling, Health & Wellness (CHW) Self-Sustaining Fund

The following chart shows how the current fee revenue is distributed:



Fee Comparison to other WA State Public Universities (fee/student/academic year):

	<u>FY16</u>	<u>FY17</u>
Washington State University	\$360	\$368
Central Washington University	\$297	\$297
Western Washington University	\$255	\$288 (proposed)
Eastern Washington University	\$274	\$285
The Evergreen State College	\$264	\$276

Attachment D
2016-2017 Mandatory Student Fees

Student Technology Fee
No Increase in Fee

Fee & Effective Dates: The Associated Students enacted a Student Technology Fee of \$35 per quarter for students taking 6 credits or above and \$17.50 per quarter for students taking 1-5 credits, effective Fall Quarter 2013 for a period of five years (through Summer Quarter 2018).

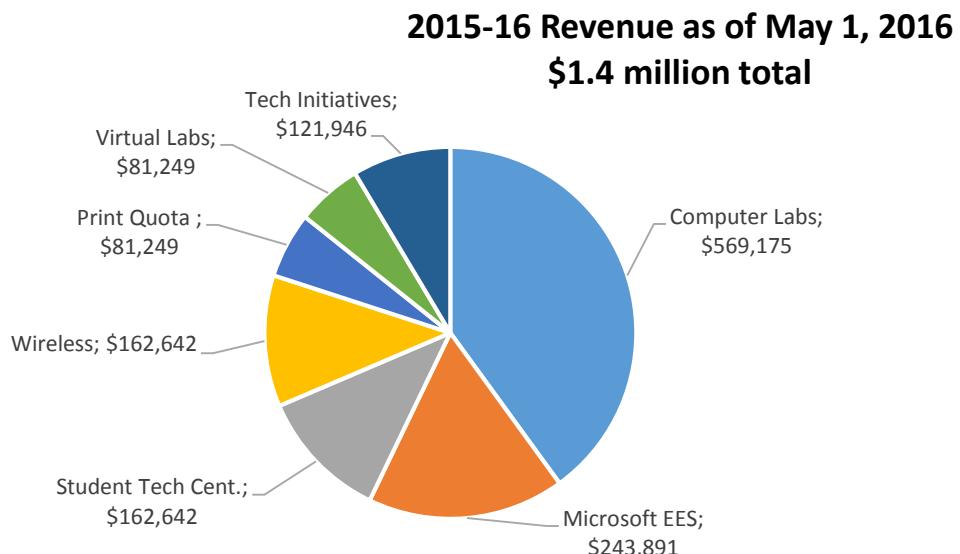
The Student Technology Fee, initially implemented in 1995, exists as an effective means of meeting the direct needs of students in accessing technology on campus at a time when state-allocated equipment funds are inadequate to support the ongoing technological needs of students. Since the initial implementation, students have continuously renewed the fee. In spring of 2013, the fee was renewed during the student elections with 78% of students voting in the affirmative for the fee. Students continue to recommend that efforts to procure state-allocated funding support continue and remain a priority.

The Student Technology Fee (STF) funding is dedicated to the following purposes:

- \$14 to computer lab renewal and replacement (40%)
- \$4 to the Student Technology Center (11.4%)
- \$4 to wireless network renewal and replacement (11.4%)
- \$3 to the STF Tech Initiatives (project proposals) (8.6%)
- \$6 for the Microsoft Enrollment for Educational Solutions (EES) (17.1%)
- \$2 for the virtual labs and U-drive upgrades (5.7%)
- \$2 for a print quota with 50 prints per quarter (5.7%)

2015-16 Fee Revenue and Distributions

A total of \$1.4 million in fees has been collected as of May 1, resulting in the following allocations to date. Revenue collection continues through June 30, 2016 and is expected to total over \$1.5 million:



Technology Initiatives - Project Proposal Funding Allocations

The Student Technology Fee Proposal Fund (Technology Initiatives Category above) is 8.6% of all fee revenues collected and has the following mission:

- Broaden or enhance the quality of the student's academic experience through the use of technology in support of the curriculum
- Provide additional student access to technological resources and equipment that are needed in support of instruction and to maintain and enhance the technological competency of students as it related to their academic endeavors
- Increase the integration of technology into the curriculum

For the Proposal Fund, students, faculty and staff are solicited for proposals that meet the mission of the STF. The Associated Students appoint a Student Technology Fee Committee to review the proposals. The STF Committee is comprised of four students, two faculty, and the Vice Provost for Information and Telecommunication Services. The committee reviews each proposal, receives input from the Deans with their proposal ranking within their college, receives advice from the Faculty Senate's Academic Technology Committee and solicits comments from the campus population. The STF Committee then makes fee allocation recommendations to the President and AS President who approve or modify their recommendations.

The committee recommended funding the following projects in 2015-16 (totaling \$128,529):

#	Project Title	Funded Amount
1	High Resolution Cameras for Loan Pool adds 10 full frame digital cameras to the ATUS loan pool. Cameras in the loan pool are available to all students and are heavily used.	\$26,678
2	Alternative Digital Textbooks provides for a pilot program to assist faculty in developing three open source digital textbooks. Cost savings to students could be over \$271,000 impacting 2,000 student in the first year.	\$15,000
5	3-Axis Handheld Gimbal Stabilizer a student initiated proposal for 2 high quality gimbal stabilizers designed for steady handheld video with digital cameras.	\$2,800
7	Materials Manufacturing Capability for 3-D Printing updates Engineering & Design extrusion equipment to be capable of producing high quality filament for all the 3-D printers on campus for cost savings.	\$28,267
9	Scanning Electron Microscope Western's first SEM was funded through STF in 2003. This grant funds a portion of the \$275,000 replacement cost which will significantly improve research capability for students and faculty.	\$40,000
10	Video Equipment for Student Teachers All teacher candidates (over 400 annually) must produce video evidence of their teaching skills as a part of their state mandated performance assessment. This proposal adds 20 video cameras to the ATUS pool (available to all students) which will help meet the demand to produce the required videos.	\$15,794

Attachment E
2016-17 Mandatory Student Fees

Non-Academic Building Fee
Proposed 10.3% Increase in Fee

Proposed Fee Increase: The Associated Students Board recommends an increase in the Non-Academic Building Fee of \$4 per quarter (from \$39 to \$43 per quarter) for students taking 6 or more credits effective Fall Quarter 2016.

2015-16 Program Report and 2016-17 Projections

The Non-Academic Building Fee funds bond payments for the prior renovation of the Viking Union as well as ongoing maintenance, repair and renewal and some facility operations.

Fee Increase

The Associated Students (AS) Board of Directors and Facilities & Services Council reviewed the facility operating and non-operating budgets that support the Viking Union. The AS Facilities & Service Council approved a \$4 fee increase unanimously (5-0-0) and the AS Board also approved the \$4 increase by a vote of five (5) affirmative votes and two (2) abstentions. This increase to the Non-Academic Building Fee will generate an estimated \$160,000 in additional revenue for the following:

- Non-Operating and Capital Reserve projects that provide repair, replacement, and renewal of building components. The Viking Union renovation was completed in 2002 and now many fixtures, furnishing, and equipment have reached or are near the end of their useful life.
- A re-evaluation of the proportion of staff who support the Viking Union vs. Associated Students programs resulted in a shift of some personnel expenses to the Viking Union Budget in Fiscal 2015. This fee increase will support that shift of salaries for staff who specifically manage the Viking Union facility, including cost of living increases, classified staff grade range increases and inflationary expenses.

The Non Academic Building Fee has not increased since Fall 2011 when it rose by \$2 from \$37 to \$39 per quarter. Fixed costs have continued to increase over the past five years.

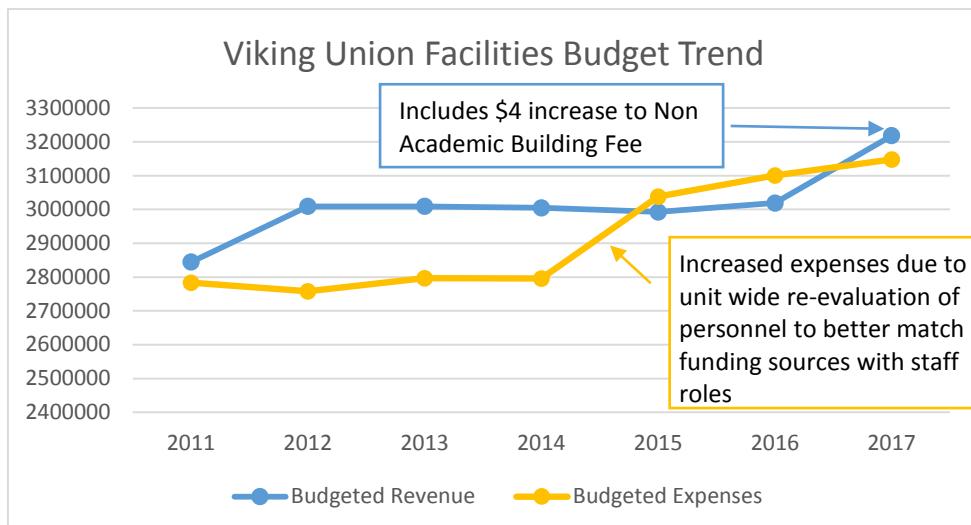
Budget & Program Report

FY17 Revenues and Expenses

- For FY17, the Non-Academic Building Fee revenue is projected to total \$1.78 million, and will provide approximately \$55.5% of the revenue for the entire Viking Union budget.
- Major operating expenditures for the entire Viking Union budget include bond payments for the previous renovation of the Viking Union, repairs and maintenance, an annual commitment toward building renovation for the ESC/Multicultural Services space, and other expenses as listed below:

Expense	FY 17 Estimate
Bond Payment	\$ 943,514
Repairs and Maintenance	\$ 250,300
Building Renovation for Multicultural Services	\$ 110,630
Equipment	\$ 84,200
Utilities	\$ 308,610
Salaries and Benefits	\$ 1,228,908
Institutional Recharges	\$ 113,250
Other Operating Expenses	\$ 122,489
Estimated Total Viking Union Budget	\$ 3,161,901

The \$4 per quarter fee increase is necessary to match the rising costs associated with operating the Viking Union.



Capital Reserve and Non-Operating Projects

- Net Revenue in the Viking Union budgets contribute to a Capital Reserve fund and to non-operating projects that enhance repair or replace facility and program elements of Viking Union Facilities.
- The VU Capital Reserve also maintains a minimum balance of 5% of the outstanding debt pledged to the 2000 renovation bonds.

FY 17 Projects	Estimated Expense
Replacement of critical IT Infrastructure Hardware	\$120,000
Installation of ADA accessible Parking at Lakewood	\$118,000
Miscellaneous Facilities Repair and Replacement projects	\$150,000
Total Expense	\$388,000

Attachment F
2016-17 Mandatory Student Fees

Sustainable Action Fund
No increase in Fee

2015-16 Program Report on
Renewable Energy Credit Purchases and Sustainability Projects

Current fee level:

\$0.70/credit, max \$7.00/quarter

Maximum fee level allowed (per 2015 AS ballot language):

\$1.40/credit, max \$7.00/quarter

The Sustainable Action Fund (SAF) supports on-campus sustainability projects through the SAF Grant Program as well as purchase of Renewable Energy Credits to offset WWU carbon emissions.

- Fee revenues were approximately \$300,000 in FY16.
- The cost of Renewable Energy Credits was \$1.25 per credit for FY16. Western purchases 40,000 credits annually (10,000 per quarter) equivalent to 40 megawatt hours of energy at a cost of \$50,000 per year.
- The remaining fee revenues are available for sustainability projects.

About the SAF Grant Program

The SAF Grant Program remains a highly collaborative effort, with applications coming from a diverse array of students, staff, and faculty from across the university. Projects are chosen by the student-majority SAF Committee, financially managed by the Associated Students, informed by Facilities Management, Facilities Development and Capital Budget, and other departmental stakeholders, and is programmatically managed by the Office of Sustainability.

Website: <http://www.wwu.edu/sustain/programs/saf/>

Update on Projects funded in FY15

In FY15, the Sustainable Action Fund Grant Program funded the following grant projects. All projects have since been implemented and completed.

- **Concert Hall Lighting Project:** A project to replace the lighting in the Performing Arts Center Concert Hall with high-performance and energy-efficient LED technology. Before and after energy metering has already shown a 44% reduction in energy usage. In addition to the energy savings, the lights provide a vast array of new lighting capabilities for performers. Funding approved: \$293,033.
- **Viking Cycle Fixit Stations:** A project to install three bicycle FIXIT stations around campus which provide tools for bicyclists to perform basic repairs and maintenance. A campus Bicycle Educator was hired through the grant to run bicycle maintenance workshops using the new stations. The stations receive steady use and have been adopted for long-term support by the Sustainable Transportation Office. Funding approved: \$14,570.

- **Western SORTS (Structural Outdoor Refuse Transformation System):** A project to install four waste-sorting stations in Red Square with paper recycling, can/glass recycling, and compost receptacles attached to a landfill compactor. The stations receive steady use, and the Grounds Maintenance Dept. in Facilities Management is interested in buying more stations with their own funds to build on the success of the project. Initial funding approved: \$54,372. Additional award: \$5,760.
- **Aquaponics:** A project to build a small demonstration system to educate the campus community about aquaponics production (aquaponics is a method of growing vegetables using fish, where the fish waste fertilizes the plants). This project is an outgrowth of the Hydroponics project approved in FY14. Over Fall 2015 and Winter 2016, the team designed, installed, and currently maintain a homemade aquaponics aquarium on the 4th floor of the Environmental Studies building. They plan to form a club and hold make-your-own mini-aquaponics workshops for students. Funding approved: \$1,169. Additional award: \$385

Projects Funded in FY16

In FY16, the Sustainable Action Fund Grant Program funded the following grant projects:

- **Bringing Dr. Vandana Shiva to Western:** This grant brought Dr. Vandana Shiva, world renowned Indian ecofeminist and environmental activist, to Western for meetings with student groups, a workshop on her research, and an evening presentation to over 900. The event was a collaboration between the Social Resource Outreach Center, the Outback Farm, and the AS Environmental Center. Funding approved: \$5,000
- **Climatefest:** This grant helped support a daylong event at Western to engage attendees with climate action. The event included a variety of speakers and activities that displayed an array of local to global climate action examples. In addition, Climatefest provided the framework to understand the connectedness between climate, social, and racial justice and how our collective actions can make a difference. Materials and video from the event are available through Huxley College for those who were unable to attend. Funding approved: \$4,373
- **Engagement Carnival (The Fair):** Western's Office of Sustainability members created an event that connected students with local businesses and organizations that uphold sustainable practices Funding approved: \$3,301
- **OHESC Conference Scholarships:** A grant that brought twelve students and three staff to the Oregon Higher Education Sustainability Conference (OHESC), the biennial sustainability conference for Oregon higher education institutions. The conference provides a great opportunity for students to network with student advocates and employers, and be exposed to issues of social justice, environmental education, food issues, carbon emissions reductions and other themes of "sustainability". Funding approved: \$3,758
- **Portable Water Refill Stations:** This grant paid for construction of two portable water bottle filling stations to help Western meet its water bottle-free commitment during outdoor events. The ability to relocate these stations quickly and easily allows their service to be useful campus-wide. While lightweight and simple, the stations use an advanced filtration system to purify the water. The stations are ADA compliant. Funding approved: \$1,525
- **Project RENT:** A grant that funded a student-led home energy conservation program that taught WWU students living off campus how to conserve energy at home in order to save money on their utility bills and reduce their impact on the environment. The project is currently being shopped around the community for continued funding. Funding approved: \$4,971

- **See and Be Seen:** A grant that funded a week-long giveaway of 1,000 free, high-quality bike lights to the campus community in order to improve safety, promote bicycling as a feasible form of transportation, and increase cyclists' confidence. Funding approved: \$4,916
- **Lyn Oske - Campus Electric Utility Vehicle:** A grant that is funding the construction of an in-house built electric utility vehicle for use by Facilities Management (FM) that is designed and built by Vehicle Research Institute students and staff. The project team has collaborated closely with FM staff to incorporate their needs into the vehicle.. Funding approved: \$45,000.
- **Electric Bike Demonstration Project:** A two-year grant that for a pilot program to demonstrate the efficacy of electric bicycles in advancing university goals associated with reduced environmental impact, reduced parking demand, reduced costs, student & employee health & wellness, and commute-trip reduction. The grant purchased four electric bikes: three commuter bikes for short-term and long-term check out, and one cargo trike for the AS Publicity Center to make deliveries. Funding approved: \$49,391.
- **RECYcling Your Power:** A grant that purchased and installed four energy-generating exercise bicycles in the Student Recreation Center. The team organized multiple events to introduce students to the bikes and generate interest in the technology, and is working with Rec Center staff to track student reception and requests for more of the bikes. Initial Funding approved: \$23,125. Additional award: \$900

Projects Submitted in FY16

Three other grants were submitted in FY16: one is finishing their Final Application, one was rejected by the SAF Committee based on cost efficiency, and one is still being developed.

- **Project Refill:** A proposal to install four outdoor freeze-resistant water bottle refill stations.. Estimated cost: \$278,620.
- **Use Resources Wisely:** A proposal to purchase and distribute 5000 customized stainless steel water bottles to new students and key stakeholders in 2016-2017 to inform students of the 11 campus water bottle refill stations and to reinforce the message "*Use Resources Wisely*". Unfortunately, the SAF Committee did not feel this was a fiscally responsible use of student fee dollars and advised looking into other options for promoting the water bottle filling stations on campus. Even though the Committee liked the overall design of the water bottle, they thought it was more sustainable to re-use water bottles that students already own. Estimated cost: \$28,550.
- **Viking Radio Theater:** A proposal for the Viking Radio Theatre club to purchase a set of Kindle Fire tablets to decrease the amount of paper used for club productions (an estimated 3000-4000 sheets or 6-8 reams per academic year). SAF Operations staff thought the same goal could be achieved more efficiently if all clubs had access to tablets, and recommended that the project team work with the AS Club Hub to investigate this opportunity. Estimated cost: \$28,550.

Attachment G
2016-17 Mandatory Student Fees

Student Recreation Fee
No Increase to Fee

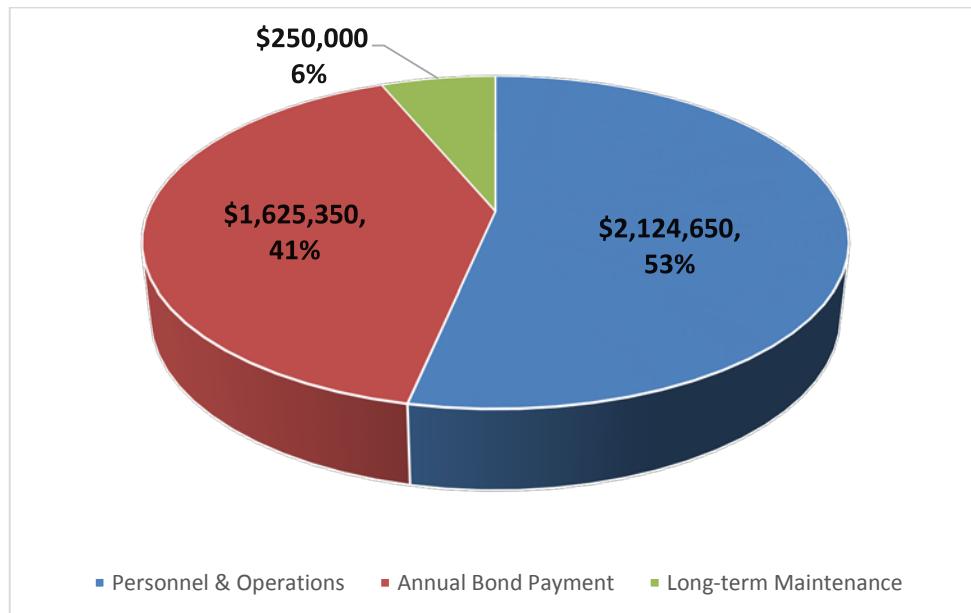
2015-16 Program Report

The Wade King Student Recreation Center (the Recreation Center) is a self-supporting, auxiliary enterprise of Western Washington University. The Recreation Center is an open recreation fitness and wellness facility for the benefit of eligible students and associated members of WWU. The facility includes a lap/leisure pool and a whirlpool, a three-court gym with elevated running track, a multi-activity court, a rock climbing wall, weight and cardio areas, two group exercise/aerobic rooms, locker rooms, an injury rehabilitation room, a retail food service and lounge area, a conference room, and administrative offices for the Department of Campus Recreation. The Recreation Center is located on campus and is supported by a \$99 service and activity fee assessed to students quarterly. In addition, memberships are available for purchase by faculty/staff, alumni, and others closely associated with WWU.

The Wade King Student Recreation Center is a state of the art open recreation fitness and wellness facility that was created and shaped by the vision and support of Western Washington University students. The Recreation Center was one of the nation's first recreation centers designed to meet Leadership in Energy and Environmental Design (LEED).

Wade King Student Recreation Center FY16:

- The Student Recreation Fee generated approximately \$4.0 million in 2015-16.
- The fee funds annual bond payments, operations and long-term maintenance of the Wade King Student Recreation Center.



Note: Additional revenues (e.g. voluntary memberships, rentals, course fees) of approximately \$500,000 assist in funding operations (not shown above).

Attachment H
2016-17 Mandatory Student Fees

Student Alternative Transportation Fee
No increase in Fee

Program Report

- No changes are proposed for the 2016-2017 academic year. The quarterly fee for the academic year is \$26.25, and the summer fee is \$21.00.
- The program continues to encode over 13,000 bus passes annually for the student body, a participation rate of 87%.
- The program is currently working with Whatcom Transportation Authority (WTA) on the next evolution of the student bus pass. If successful it will allow the Western ID number to be read in the WTA fare box, allowing the student ID card to continue being used as a bus pass, while eliminating the need to manually encode a unique bus pass number onto the card.
- The Student Late Night Shuttle continues to provide service from 11PM to 3AM Monday through Saturday, and 9PM to 3AM on Sunday, during the academic year. There is no shuttle service during summer session.
 - Routes are being revised for Fall 2016 to improve overall service, while retaining service to the Happy Valley area.
 - Route A shuttle service was expanded to include the Happy Valley neighborhood Winter quarter 2015. Overall ridership for the 2015-2016 academic year dropped significantly, with both students and shuttle drivers identifying areas for improvement.
 - One 2008 Starcraft 20 passenger shuttle has been purchased for mid-week service, when ridership is lower, to replace one of the aging 1993 Gillig transit buses. In addition, the program continues to look for two newer transit buses (circa 2000) to replace the remaining 1993 Gillig buses for weekend use.
 - The program has a new 5 year contract with Bellair Charters/Airporter Shuttle to provide drivers and maintenance for the program vehicles.
- Annual revenue and expense for Fiscal Year 2016 both approximate \$1,150,000. Payments to the WTA, which make up the program's largest expense, continue to remain lower than projected. Projections had been based on a 1.39% enrollment growth assumption with a stipulation in the WTA contract that payments be re-calculated if the growth does not occur. The Fiscal Year 2016 payment was reduced \$132,618 from the projected payment amount, and a reduction is expected for the Fiscal Year 2017 WTA payment, based on static enrollment figures.
- The WTA contract expires August 31, 2017, and will be renegotiated during the 2016-2017 academic year.
- The Alternative Transportation Fee is due for renewal by student vote in Spring 2017.

Attachment I
2016-17 Mandatory Student Fees

Legislative Action Fee
No increase in fee

2015-16 Program Report

The Legislative Action Fee is a mandatory fee of \$1 per quarter that is charged to all registered students on any WWU campus. It was approved by the Board of Trustees in June 2014.

The fee funds student representation and advocacy efforts at the campus, local, state and federal levels. Fee revenue collected in 2015-16 totaled \$41,403 and was used to support the following:

- Annual dues for AS membership in the Washington Student Association (WSA) and United States Student Association (USSA)
- Attendance by 8 students at the USSA National Student Congress in August 2015
- Attendance by 16 students at the USSA National Student Power Summit in March 2016
- Attendance by 2 students at the Oregon Students of Color Conference
- Attendance at 4 USSA Board meetings by a WWU student elected to be the People of African Descent Caucus representative on the USSA Board
- Pay for the AS Board Assistant For Viking Lobby Day to support the planning of Viking Lobby Day, which took place on Jan. 18, 2016 and was attended by 79 students who participated in meetings with 120 State Legislators and Governor Inslee
- Environmental Lobby Day on February 15, 2016, attended by 25 students
- Hosting representatives from all WSA member campuses at the December WSA Board of Directors Meeting on December 12, 2015
- Attendance of 7 students at the WSA August Board of Directors Meeting and Retreat
- Attendance by 7 students at the Washington Student Association Board of Directors Meeting and Organizing Training Weekend
- Travel expenses for a student invited to testify in front of the Washington State Legislature in January 2016, about the experience of being a homeless high school student
- Travel expenses for 3 students to attend a meeting regarding sexual assault on campus with Senator Murray in August 2015

Attachment J
2016-17 Mandatory Student Fees

Ethnic Student Center/Multicultural Services Fee

Proposed New Fee
Maximum of \$30 per Quarter
Not to be charged until Fall 2017

Proposed New Fee: Upon the recommendation of the Ethnic Student Center, the Associated Students Board put a referendum on the Spring 2016 ballot to initiate a new fee to expand Ethnic Student Center and Multicultural Services space at the Viking Union/Bookstore Complex. Students voted 62.7% in favor of a new fee which would not be charged until Fall 2017 at the earliest and would be set at a maximum of \$30 per quarter for students taking 6 or more credits. This fee would be pledged to bonds and would fund a portion of the construction, maintenance, and facility operations of the new space.

Spring 2016 Student Referendum Language:

“Shall the students of Western Washington University taking six or more credits on the Bellingham Campus be assessed a fee of up to 30 dollars a quarter to expand the building space for a Multicultural and Ethnic Student Center facility under the following conditions?

- *The building is open and accessible to all WWU students*
- *The expanded space will primarily house an expanded Ethnic Student Center and Multicultural Services*
- *Finally, with the understanding that student fees will not be the only source of funding the expanded space. A vote “yes” provides the ability for bond funding a major expansion for the purposes listed in this referendum.*

This referendum is put forth to the students of Western Washington University to support the shared vision of our community that works hard to create a just, caring, and diverse campus. The student fee would provide approximately 60% of the cost to create new space and renovate existing spaces that would not only increase the size of the Ethnic Student Center by over five times, but would create a highly visible and accessible presence from the main Viking Union Plaza level. Other funding sources would partner to create the space to support our growing diverse population and engage the campus to better understand other cultures.

Architects have created preliminary sketches adding levels above the Viking Union Multipurpose Room and above the Bookstore with connecting lobbies or sky bridges being possible. Students will be engaged throughout the planning process. The fee would not be charged until Fall 2017 at the earliest.”

Goals:

As presented to the Board of Trustees in April, the new multicultural space will be a partnership of funding sources and will not only provide greatly enlarged, visible and more accessible space for the Ethnic Student Center, but will provide space for University functions in support of multicultural education and services.

The new ESC/Multicultural Services space will provide the opportunity to:

- increase visibility and accessibility for underrepresented students
- make a physical statement of value and philosophy for diversity and inclusivity
- increase connectivity and activated space on street level and above
- increase multicultural education resource space for the campus

A key element of such a visible, accessible space will be to offer programs and services that encourage the broader university community to increase its knowledge of ethnic identity and increase its appreciation of multiple cultures.

Western has a strong commitment to diversity both in providing individual support and educational opportunities for all students. This expansion will create an environment that enriches the university experience and enhances understanding and appreciation for the intersectionality of multiple identities. The space would provide an opportunity for collaborative, cultural, education and social experiences at WWU and beyond.

Update on Planning Process:

Funding partnership: A maximum \$30 per quarter student fee would generate approximately \$1.27 million per year. It is anticipated that the student fee will generate support of a bond issue of approximately \$10 - \$12 million for the project depending on interest rate and other assumptions - plus an annual amount for facility operations and maintenance. The University is identifying an additional approximate \$5 - \$6 million which might bring the approximate budget available to a range of \$15 - \$18 million.

Shared Input: The Associated Students has approved an Executive Committee from the ESC who will work with the University's larger planning team. Oopsis Architects have been working with students to articulate program needs. Initial concept drawings are being reviewed to generate input on the best direction to proceed in adding on to the Bookstore and/or Viking Union Complex.

Next Steps: The anticipated timeline is to firm up the program outline and initial rough concept development by June 30, 2016, and then move on to an RFQ for design services by an architect under the GC/CM method of delivery. The University plans to apply for permission from the State for GC/CM delivery and to begin design work with an architect in the Fall of 2016.

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

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Vice President Richard Van Den Hul

DATE: June 10, 2016

SUBJECT: **2017-2027 CAPITAL PLAN AND 2017-2019 CAPITAL BUDGET REQUEST**

PURPOSE: Action item

Purpose of Submittal:

Capital Budget request requirement of the Office of Financial Management.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approves the 2017-27 Capital Plan which includes the 2017-2019 Capital Budget Request from State-appropriated funding sources of \$127,216,000.

Supporting Information:

Supporting information is attached.



**Board of Trustees
June 10, 2016**

**2017-2019 Capital Budget Request
and
2017-2027 Capital Plan**

Introduction

The following information is provided to the Board of Trustees as support documentation for the University's 2017-2019 Capital Budget Request. At the April 2016 Board meeting, a draft of the Capital Budget Plan and Request was submitted to the Board along with information on how the Capital Plan and Budget Request were developed over the last two years. Information was also provided on the proposed projects on the ten-year plan including the projects being requested for the 2017-2019 biennium.

Since that meeting, the Vice Presidents have met, considered additional input from the campus, including the University Planning and Resources Council (UPRC) and revised the 2017-2027 capital plan and 2017-2019 Budget Request. The President approves the revision and presents the plan for Board approval.

For the 2017-2019 biennium, Western proposes a total capital funding request of \$127,216,000 from State-appropriated funding sources. Following are descriptions of the projects being requested as agreed to by the Vice Presidents and submitted to the Board of Trustees for the June 2016 meeting.

2017-2019 Major and Intermediate Capital Project Requests

(See Attachment 2017-2019 Capital Budget Request & 2017-2027 Capital Plan)

Sciences Building Addition and Renovation (Design/Construction of Addition & Schematic Design of Renovation)

The plan recommends funding of this project as the top major project priority for the campus.

The project is an important step toward resolving critical instructional space and faculty office shortfalls within the sciences. A modest addition and a major renovation to the forty-two year old Environmental Studies Center (ESC) will accommodate the department of Geology; Advanced Materials Science & Engineering; Scientific & Technical Services as well as consolidating all of Huxley College at one location. The project will also expand interdisciplinary interactions by providing a University hub for centers and cooperative learning projects across disciplines. Several centers and institutes including Watershed Studies, Environmental Toxicology, AMSEC, Energy, IDEAS, Spatial Institute, Sustainability and the Resilience Institute will all be housed within the facility.

The adequacy of science instructional space at Western Washington University has lagged relative to growth in STEM majors and degree production. During the past four years almost every STEM major has experienced unprecedented enrollment increases. This situation, coupled with increased demand for introductory science and mathematics courses from non-STEM majors and the hiring of new STEM faculty has stretched our science facilities to their limits, putting at risk our ability to continue to meet student demand while maintaining program quality. At the same time, contemporary expectations of employers, graduate and professional schools call for a strengthened interdisciplinary approach to STEM education, an approach that our outdated and discipline-fragmented building infrastructure makes difficult to accomplish. We will soon reach an impasse in our ability to continue to perform at our current levels without new specialized space.

2017-19 Classroom and Lab Upgrades (Design/Construct)

As in previous biennia, these projects will continue to repurpose and upgrade existing instructional space within the departments. The determination of what instructional space is upgraded or re-purposed is based on the extent to which a measurable improvement can be realized using the following criteria:

1. Measurable Outcomes – The upgrades will increase capacity and room usage and this can be supported with usage data.
2. Banner Data – The structured, academic use of the renovated room must be recorded in Banner.
3. Performance Thresholds – The renovated rooms will operate at the State's target utilization of student contact hours per week per lab/classroom seat.

The goal of the project is to ensure that the Institution has adequate access to high performance learning space. For the 2017-19 biennia, much of the scope of work is focused on work to support the Sciences Building Addition & Renovation. A list of the rooms proposed within this request was provided in the April 2016 Board Packet.

Access Control Security Upgrades (Design/Construct)

The University's existing campus access control system is based on Edwards Systems Technology, integrated with the campus fire alarm system. In 2012, Western learned that Edwards would be phasing out the access control portion of the system and when the next system upgrade of the fire alarm system occurred, the University's access control system would no longer be supported. First proposed in the 15-17 biennia, and then as an emergent supplemental project in 2016, the project would replace the campus head-end access control system, convert existing building access control systems to a new system and install electronic control on exterior doors and designated high security internal doors of all major academic buildings. These upgrades would improve campus building access and security, provide improved integration with other security systems such as video monitoring and intrusion detection and simplify dispatch functions during emergency responses.

disAbility Resource Services at Haggard Hall (Design/Construct)

disAbility Resources for Students (DRS) is presently housed in an undersized and inaccessible suite within the oldest building at Western. The existing location is nominally accessible and provides DRS with too little space, especially with an ever growing population of students requiring accommodations for disabilities. DRS forecasts continued and growing demand for disability services by students at Western.

This project would expand disability resources for students by collocating DRS within the Library Learning Commons at Haggard Hall. Located in the core of the campus, Haggard Hall is conveniently and easily accessible to students. The project will commence with a space optimization project at Haggard Hall to create the three thousand square feet required by disAbility Resources for Students. Thereafter, the project scope will include the construction of offices for DRS Counsellors; a DRS testing center as well as a reception and student resource center.

Support Services Facility Phase 1 (Development Adjacent to Physical Plant) (Design/Construct)

The project would construct a building on the vacant land owned by the university at 25th and Taylor Streets. A master plan for the site and rezoning to accommodate approximately 60,000 gross square feet have been accomplished. The new facility would house various departments that require proximity to campus but do not need to be located on campus thereby creating more capacity in the core for strategic programs. The site allows for future growth needs, with sufficient land to construct several additional buildings

Elevator Preservation Safety & ADA Upgrades (Design/Construct)

In 2015, Facilities Management hired a consultant to inspect and analyze all campus elevators to determine their current condition, compliance with current code, safety requirements, and to identify and recommend options for an elevator modernization. A prioritized list of work to be accomplished on each elevator, based upon 1) building and personal safety and code compliance; and 2) current operation and performance (reduce repair rate); and 3) appearance and quality of life. It has been determined that correction of the deficiencies generally cannot wait for a full building renovation, and instead must be accomplished as part of a stand-alone elevator renewal project.

Waterfront Land Acquisition (Acquisition)

Western has been involved in discussion with the City of Bellingham and the Port of Bellingham regarding the revitalization of Bellingham's central waterfront for over a decade and project requests have been submitted for funding consideration in prior biennia. The waterfront development and Western's planned growth are linked. The University's Institutional Master Plan recognizes that we cannot grow to our planned capacity without acquiring property for development. Relocating and/or expanding some of Western's programs to the waterfront would allow for our future growth. The objective in meeting that goal is to acquire acreage in the Institutional Mixed Use Zone of the waterfront development.

Southcentral Campus Roadway Revisions (Design/Construct)

Requests for roadway revisions have been submitted several biennia. The University received predesign funding in 2003-05 to assess south campus roadway development/revision options. There is a critical need for improving pedestrian safety when accessing the campus from the south. The congestion at two intersections involves pedestrians, bicyclists, transit buses, private vehicles, vendor semi-trucks and any number of motorists using the campus roadway as a standard route to downtown Bellingham. The project involves creating a safe area for crossing by redirecting pedestrian and bus traffic related to East and West College Way where Bill McDonald Parkway enters the campus. Included in the project is installation of a traffic signal at Bill McDonald Parkway and South College Drive.

Heating System Carbon Reduction & Energy Efficiency Improvements (Predesign)

Proposed in the 2013-15 biennia, this project would reduce our annual CO2 emissions by roughly 10% and involve a pre-design and subsequent construction budget estimate to convert our central steam heating system to a hot water system. Centralized hot water heating is roughly 30% more energy efficient than steam. A pre-design is needed to thoroughly analyze the conversion needed and the costs to construct. Our aging steam distribution system requires nearly wholesale replacement over the next few biennia. The size and capacity on our steam line does not meet our hot water needs. In 2013-15 biennia we spent \$2.5 million in essential repairs and anticipated spending another \$15 million over the course of the next 10 years. It is possible to implement this conversion in phases. This essential request also demonstrates our commitment to work toward a zero carbon footprint by 2050.

Minor Capital Request Items

As in previous biennial requests, our Minor Works Preservation and Minor Works Program omnibus categories are for requests for projects ranging in size from \$25,000 to \$2,000,000.

Preservation – These projects include facility preservation, health, safety and code compliance, and infrastructure renewal. Many of the projects have been identified in Western's Facilities Management Backlog Reduction Plan or by departmental critical need.

Program - Programmatic Minor Works projects have not received funding in the last several biennia, consequently many of the prior biennia project requests resurface every two years with even more dire conditions and need of funding than before. While funding has been lacking in recent years, we have reason to believe that in this biennium Western will be more successful in receiving some funding for its Programmatic priorities. One of the top institutional priorities is the expansion of the Ethnic Student Center and multicultural services for the campus in partnership with the student government. The omnibus Programmatic projects include access improvements, correction of safety hazards, disabled access, security of physical assets and technology enhancements.

These projects are critical to our on-going capital program. The entire listing of minor works requests recommended for the 2017-2019 biennium can be found at <http://www.wwu.edu/wwuarchitect/>

Western Washington University

2017-2019 CAPITAL BUDGET REQUEST & 2017-2027 CAPITAL PLAN

June 10, 2016

Univ. Priority	PROJECT TITLE	2017-2019 Biennium	2019-2021 Biennium	2021-2023 Biennium	2023-2025 Biennium	2025-2027 Biennium
1	Minor Works - Preservation	15,400,000	15,860,000	16,336,000	16,826,000	17,330,000
2	Sciences Building Addition & Renovation	56,241,000	85,568,000			
3	2017-19 Classroom & Lab Upgrades	6,650,000				
4	Minor Works - Program	15,400,000	15,860,000	16,336,000	16,826,000	17,330,000
5	Access Control Security Upgrades	7,200,000				
6	Disability Resource Services at Haggard Hall	2,700,000				
7	Support Services Facility Phase 1 (Development Adjacent to Physical Plant)	9,950,000				
8	Elevator Preservation Safety and ADA Upgrades	6,700,000				
9	Waterfront Land Acquisition	4,500,000				
10	Southcentral Campus Roadway Revisions	2,060,000				
11	CFPA Renovation and Addition		6,176,000	42,699,000	66,772,000	
12	Heating System Carbon Reduction & Energy Eff. Improvements	415,000	4,750,000	48,000,000		
13	Wilson Academic Renovation	Univ. Funded Pre-Predesign	425,000	7,300,000	55,500,000	
14	2019-21 Classroom & Lab Upgrades		4,900,000			
15	Fine Arts/Arts Annex Renovation			400,000	4,400,000	38,200,000
16	2021-23 Classroom & Lab Upgrades			7,200,000		
17	Support Services Facility Phase 2 (Development Adjacent to Physical Plant)			9,900,000		
18	Commissary Acquisition & Repurposing				2,000,000 200,000	2,000,000
19	Old Main Renovation				400,000	3,500,000
20	2023-25 Classroom & Lab Upgrades				4,900,000	
21	Support Services Facility Final Phase (Development Adjacent to Physical Plant)				9,900,000	
22	Westside By-Pass Road Realignment				15,000,000	
23	Humanities Renovation/Replacement					250,000
24	Ross Engineering Renovation &/or Addition					500,000
25	2025-27 Classroom & Lab Upgrades					4,900,000
Total/Biennium		127,216,000	133,539,000	148,171,000	192,724,000	84,010,000

Legend	
	Predesign
	Design & Construct
	Design
	Construct
	Acquisition
	Design & Construct

Note: Further study needed for sciences

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

TO: Members of the Board of Trustees
FROM: Bruce Shepard, President
DATE: June 10, 2016
SUBJECT: **Election of Board Officers**
PURPOSE: Action Item

Purpose of Submittal:

Chair Lee will hear discussion and nominate Board officers pursuant to the *WWU Board of Trustees Rules of Operation*, Section 5.(01) Officers and Terms. This section in the Rules of Operation states that the Board will elect a chair, vice chair, and secretary for two-year terms.

Proposed Motion:

MOVED that the Board of Trustees of Western Washington University elect the new Board officers as nominated, to be effective at the close of this meeting.

- Sue Sharpe, Chair
- Chase Franklin, Vice Chair
- John Meyer, Secretary

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

TO: Members of the Board of Trustees

FROM: Stephanie Bowers, Vice President for University Advancement and President/CEO of the WWU Foundation, and Kit Spicer, Dean for the College of Fine and Performing Arts

DATE: June 10, 2016

SUBJECT: **Presentation on Sculpture Woods**

PURPOSE: Discussion Item

Purpose of Submittal:

Stephanie Bowers, Vice President for University Advancement and President/CEO of the WWU Foundation, and Kit Spicer, Dean for the College of Fine and Performing Arts, will show a picture presentation and provide an update on a potential gift to Western.

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

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Stephanie Bowers, Vice President for University Advancement and President/CEO of the WWU Foundation

DATE: June 10, 2016

SUBJECT: **Campaign Update**

PURPOSE: Information Item

Purpose of Submittal:

Stephanie Bowers, Vice President for University Advancement and President/CEO of the WWU Foundation, will provide an update to the board on the Western Washington University campaign.

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

TO: Members of the Board of Trustees

FROM: Sue Sharpe, Chair, Board Governance Committee

DATE: June 10, 2016

SUBJECT: **Board Governance Committee Report**

PURPOSE: Information Item

Purpose of Submittal:

Chair Sharpe will report to members of the Board of Trustees and the university president and his staff topics related to the Board Governance Committee.

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

TO: Members of the Board of Trustees

FROM: Betti Fujikado, Chair, Board Audit Committee

DATE: June 10, 2016

SUBJECT: **Board Audit Committee Report**

PURPOSE: Information Item

Purpose of Submittal:

Chair Fujikado will report to members of the Board of Trustees and the university president and his staff topics related to the Board Audit Committee.

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

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Provost Brent Carbajal

DATE: June 10, 2016

SUBJECT: Academic Report: Tenure Track Faculty Hiring Update

PURPOSE: Information Item

Purpose of Submittal:

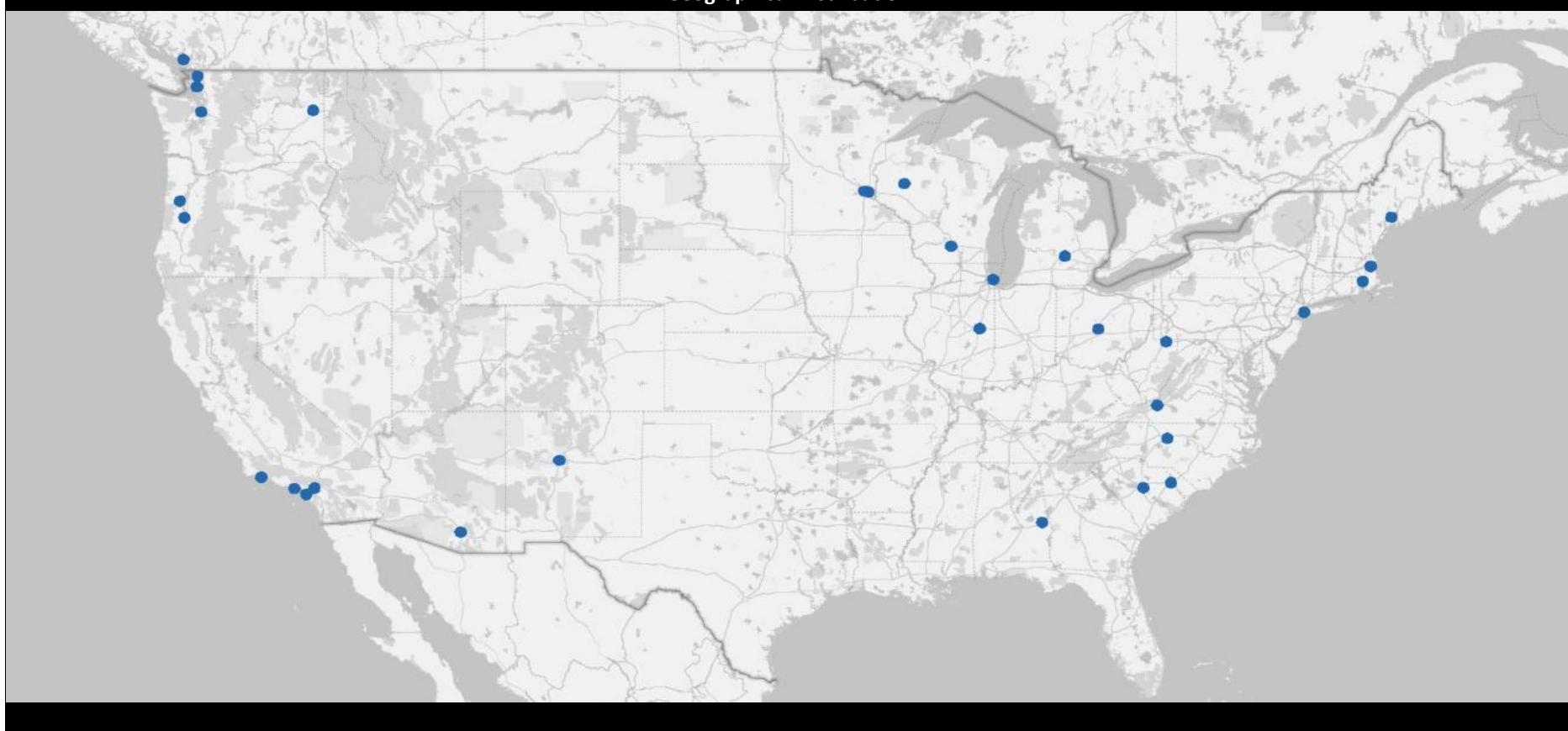
This is an opportunity to provide members of the Board of Trustees with an update on the status of the tenure-track faculty searches undertaken during the 2015-16 academic year.

The following spreadsheets show the status of the TT faculty searches per college and other interesting information about Western's new faculty members.

SUMMARY OF TENURE TRACK HIRING FOR AY 2016-17

College	Accepted Offers	Average Salary	Average Benefits	Average Startup	Average Comp.	Total Salary	Total Benefits	Total Startup	Total Comp.
College of Humanities and Social Sciences	13	\$59K	\$20K	\$21K	\$100K	\$767K	\$260K	\$273K	\$1.3M
College of Business and Economics	8	\$106K	\$27K	\$26K	\$159K	\$848K	\$216K	\$208K	\$1.3M
Woodring College of Education	6	\$69K	\$21K	\$26K	\$116K	\$414K	\$126K	\$156K	\$0.7M
College of Science and Engineering	3	\$66K	\$21K	\$70K	\$157K	\$198K	\$63K	\$210K	\$0.5M
College of Fine and Performing Arts	1	\$55K	\$19K	\$24K	\$98K	\$55K	\$19K	\$24K	\$0.1M
Fairhaven College	1	\$66K	\$21K	\$20K	\$107K	\$66K	\$21K	\$20K	\$0.1M
Huxley College	1	\$68K	\$21K	TBD	TBD	\$68K	\$21K	TBD	TBD
Total	33	\$73K	\$22K	\$28K	\$123K	\$2.4M	\$0.7M	\$0.9M	\$4.0M

Geographical Distribution



WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

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

DATE: June 10, 2016

SUBJECT: **Admissions and Enrollment Summary**

PURPOSE: Information Item

Enrollment Update

Shaping the incoming class of undergraduate students for Fall of 2016 has proven more difficult than in past years. Undergraduate Admissions plans to enroll approximately the same total number of freshmen and transfers as last fall. However, we expect to enroll an estimated 100 fewer transfer students compared to last fall, due in large part to excess demand that could not be met in Computer Science. We had to turn away a significant number of transfer students who applied for Fall 2016 with the intent of enrolling in Computer Science. Therefore, instead of enrolling 1,032 transfer students as in Fall 2015, we will more than likely enroll an estimated 930 and plan to make up the difference with freshmen. We are planning to enroll approximately 2,885-2,900 freshmen for Fall 2016 compared to 2,807 in Fall 2015.

Although applications from freshman students of color were up by 2.3%, confirmations are down by 100 students, indicating increasing competition in new student enrollment. Applications from transfer students of color were down by 6.5%. Admissions will soon send a survey to students who were admitted but did not choose to confirm for Fall 2016, to ascertain the reasons for choosing other institutions.

Overall, for Fall 2015 Western had 13,909 undergraduates in state-funded programs with 3,376 diverse students; therefore, 24.27% were students of color. For Fall 2016, it is estimated that Western will have 14,082 undergraduates in state-funded programs with 3,421 diverse students; therefore, an estimated 24.29% will be students of color.

Nonresident freshman confirmations for Fall 2016 are up by 89 students. We have also seen small increases in nonresident transfer confirmations.

International enrollment continues to slowly increase. We have a total of 50 confirmations compared to 31 at the same time last year. The increase is due to a higher number of international transfers -- the international market that we have strategically focused on this past two recruiting seasons. This spring Western was represented internationally at fairs in Vancouver, Calgary, Ottawa and Toronto in Canada. Western was also in attendance at the very first international National Association for College Admission Counseling (NACAC) College Fair in Vancouver, BC.

Freshmen admitted with Highest Honors or Distinction are up by 65 students, equivalent to an approximate increase of 1.3% of the total freshman population.

Spring into Western

For the third year in a row, undergraduate Admissions broke the previous record for most attendees at the annual Spring into Western event, with 785 guests visiting campus on May 14. Also, for the first year ever, Western partnered with College Access Now to bring 22 students from multiple King County high schools to campus for this event.

Spring into Western provides the opportunity for high school juniors, sophomores, and freshmen and their families to experience Western's campus. The day includes campus tours, panel presentations from Admissions staff members and students, information about financial aid, honors presentations and a residence hall open house. Attendees also have the opportunity to partake in Back2Bellingham festivities. In a new initiative, Admissions implemented a Snapchat following for this program, thereby allowing prospective students to connect with Admissions through social media for the duration of their senior year in high school.

Expansion of Multicultural Achievement Program Scholarships

Multicultural Achievement Program (MAP) scholarships are awarded to incoming students with significant involvement and leadership related to diversity or multiculturalism and a commitment to actively contributing to a diverse campus community at Western. Undergraduate Admissions has expanded the MAP Scholarship for the Fall of 2016 to include more multi-year scholarships. Research shows that multi-year scholarships remove some of the financial uncertainty associated with higher education and lead to increased access and retention. This especially holds true when scholarships are used to fill unmet financial need, which is often the case with our MAP recipients.

Regularly Scheduled Campus Tours in Spanish

In late April, Western became the first of Washington's six public four-year universities to offer regularly scheduled tours in Spanish. The other four-year public institutions in Washington offer tours in Spanish by request only, whereas students and families can easily register for Western's campus tours, led by a native Spanish speaker, on the Admissions website. <https://admissions.wwu.edu/visit/giras-en-espa>

New Undergraduate Admissions Website Highlighting Location

One of the most important qualities that influences students' decisions of where to attend college is the school's location. This was supported by survey results from students who confirmed their enrollment to Western for Fall 2016. To capitalize on Western's location, undergraduate Admissions created a new section on its website that highlights this area's outdoor opportunities, urban delights, and community connectedness. <https://admissions.wwu.edu/bellingham>

Search for Director of Admissions and Other Admissions Positions

A national search is being held to fill the Director of Admissions position, with the help of Myers McRae search firm. Efforts are also underway to fill the Assistant Director for Multicultural Outreach position. In addition, two regional Admissions Counselor positions have been created and are about to be posted, to work out of the King County area.

Search for Director of Financial Aid Position

A national search is being held to fill the Director of Financial Aid position.

UNIVERSITY ADVANCEMENT REPORT

JUNE 2016



The past three months, we've had a whirlwind of activity, including a highlight for many supporters: our scholarship events connecting them with their student recipients; our 7th Back2Bellingham weekend replete with an array of activities for alumni, families, students and the community; and our first ever Western Give Day on June 1. We are very pleased to have launched this inaugural giving day, which seeks to unite Vikings and raise dollars in support of departments, programs and scholarships that have impacted lives at Western and beyond. And in the weeks ahead, we look forward to celebrating eight fruitful years at Western with Bruce and Cyndie Shepard.



ADVANCEMENT FAST FACTS

MARCH 1 - APRIL 30, 2016

7 Major gifts totaling: **\$204,534.34**

3 Major gift pledges totaling: **\$70,000**

96 new Alumni Association members

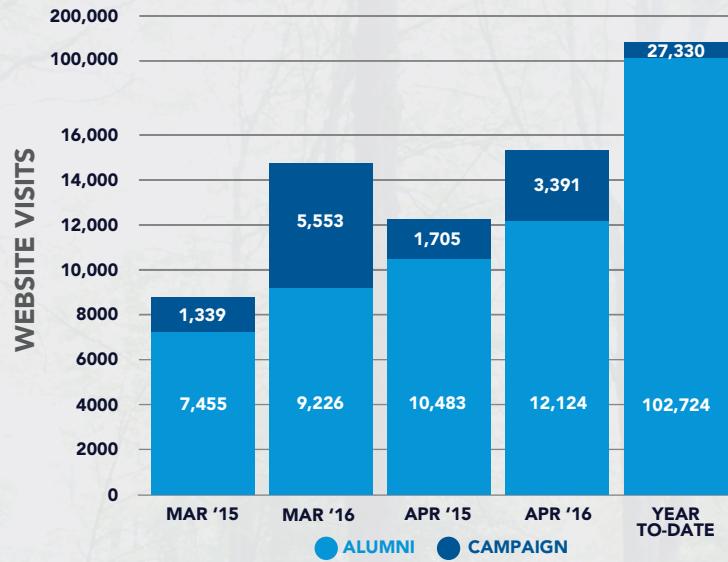
1,085 annual gifts from **1,606** donors for a total of **\$367,000**

Alumni event registrations: **1,362** including

- » The Beer Next Door (**40**)
- » Ask an Alum (**79**)
- » Ignite Your Intellect: Eric Leonhardt (**70**)
- » April Art Walk (**126**)
- » Palm Springs Social Hour (**45**)
- » Senior Celebration (**309**)
- » Student Alumni Association Survival Finals Table (**150**)
- » WWU Hockey Night Out @ Silvertips vs Tbirds (**74**)
- » Commercial Street Night Market (**450**)

GROWING AWARENESS

There's no denying our daily lives have migrated to digital interaction, from conversations with our families to ordering food, to our work and the way we play. Engagement with our alumni and donors is no different. While nothing replaces the feeling one gets from a campus visit or sharing memories at Back2Bellingham, we continue to see an increase in the number of Vikings who communicate more – and more often – via electronic means. By the end of April, we surpassed our year-end goal for website traffic with 130,054 combined visits to our Alumni and Foundation sites. That's 111% of what we hoped to achieve in awareness and engagement by the end of June, with two more months to go. We will continue to adapt to our audience behavior and trends to stay current and connected with our alumni and supporters.



ENGAGEMENT METRICS

BACK2BELLINGHAM INDIVIDUAL REUNION ATTENDANCE:

PEOPLE	99	ACADEMIC TECHNOLOGY & USER SERVICES (ATUS)
	40	RESIDENTIAL LIFE (RESLIFE)
	70	TEACHING-LEARNING ACADEMY (TLA)
	150	ETHNIC STUDENT CENTER 25TH ANNIVERSARY (ESC)

BACK2BELLINGHAM DONATIONS* AT REGISTRATION:

YEAR	2014	\$298
		FROM 11 DONORS
	2015	\$1,475
		FROM 29 DONORS
	2016	\$2,235
		FROM 56 DONORS

*INCLUDING ALUMNI ASSOCIATION MEMBERSHIPS

ENGAGEMENT

EVENTS FROM MARCH 10 – MAY 15

Our group of dedicated Western alumni in Palm Springs continues to meet annually for fun with fellow Vikings. On March 3, a "Vikings Want to Know" discussion over a casual social hour was valuable in getting these 45 alumni who live in that region more involved with the university.

Arizona Vikings joined our WWU community for another year of Western in the Desert activities on March 19-23. We hosted Vikings for three events including a tour and reception at The Desert Botanical Garden, Brunch & Baseball in Peoria for the Seattle Mariners vs. Cleveland Indians spring training game, and a gathering at the Yard House in Glendale.

While alums were enjoying spring in the desert, Western's Networking Spring Break, a student networking pilot, launched the week of March 21 – 25. Nine alumni mentors hosted a total of 30 students at their places of business for a job shadowing experience while the students were on spring break. Students utilized their time off from classes to spend anywhere from an hour to an entire day with outstanding alumni mentors. Some students were offered internships and all made connections to benefit their professional lives.

"It was honestly, honestly, honestly a life-changing experience... my focus was just to get a job. Stick to the plan of graduating. Hopefully get an internship, but if I don't then it's fine. Just as long as I got the degree, I was confident that I would land somewhere after graduation. I didn't care where because I knew I wouldn't stay at

the bottom long. I just needed a fingernail in the business door and I knew I could wrench it open. That all changed after one email, one alumnus, one person. This meeting was a shove in the face of what I could do at Western now, what doors Western can open for me and what methods could get me there."

- Mikhail Jackson, Western student

March 25th marked the return of Downtown Bellingham Partnership's Commercial Street Night Market and the first of four booths to be hosted by Western City Center for the event. Approximately 450 folks stopped by the booth to spin the prize wheel, sign up for Alumni Association membership, hear about Western news and buy university-branded gear. This is just one of many opportunities in which Western City Center is partnering with downtown Bellingham neighbors to build community and awareness for Western.

The month of April kicked off with panache as Western City Center was decked out for the April 1st Art Walk featuring the works of students, staff and alumni. More than 120 community members strolled through Western's downtown office to enjoy wine, appetizers and other beverages while taking in the talent of WWU artists. We participate in the Downtown Bellingham Art Walk every other month and provide the Western City Center space for students, faculty and alumni to show and sell their work to the public.

The Western community gathered on April 9 to hear Eric Leonhardt ('95), director of the Vehicle Research Institute, LeMay –

America's Car Museum in Tacoma provided the perfect venue for the audience of 70 to view works of art in the form of motor vehicles. Guests toured the museum to learn the history of the automobile before hearing about the future of automotive design and research at the hands of Western VRI students.

Western City Center kept its doors wide open to welcome warm air as well as the constant stream of visitors and special WWU events this spring. One highlight was the April 13 community event for those interested in the Jewish history curriculum at Western. The evening featured a reception with appetizers and drinks, followed by Professor Steven Garfinkle's (History) announcement about the Jaffe Professorship in Jewish History reaching \$1 million in pledges. This milestone marks the university's ability to move forward with recruitment of a professor. The Jaffe family, who made the naming gift of \$500K for the Professorship, were in attendance among 40 other community members. In addition, Professor Sandra Alfors (German) announced the proposed Ray Wolpow Institute for the Study of Holocaust, Genocide and Crimes Against Humanity.

On April 19, the Institute for Energy Studies (IES) held an Energy Symposium on campus for 200 guests and 150 students. Speakers included IES Advisory Board members and community sponsors Puget Sound Energy and Phillips 66. The event served as an educational and outreach opportunity for the energy studies program.

ENGAGEMENT

CONTINUED...



On April 20, Western welcomed ten alumni to campus to participate in the spring "Ask an Alum" event. Alumni mentors sat down with 79 students to answer questions ranging from how to update a resume to which classes to take for a lasting impression, to how to land an internship. Alumni mentors represented a diverse array of businesses and industries including Rebound Physical Therapy, Microsoft, Facebook and the City of Bellingham, to name a few.

"I frequently receive requests from students for internships. So many in fact, that I have to be fairly selective in deciding who to place in the clinic. When I come to an 'Ask an Alum' event I see students who are extremely motivated and show a high degree of initiative in preparing for their careers after Western. These are the students that impress me. These are the students I want to have in the clinic for internships."

- Kevin Rupp ('05), WWU Alumnus, Rebound Physical Therapy

Meanwhile at Western City Center on April 20, another group of Western alumni and friends gathered downtown for The Beer Next Door event. Local beers from Boundary Bay,

Kulshan and Wander breweries were served to 40 participants who also enjoyed tasty food pairings. Guests had a chance to mingle, buy Western gear, tour the office and win a special Viking-branded growler.

Western's Equity and Diversity Committee hosted a successful benefit on April 22 with a family style dinner and student performances to raise money for scholarships and diversity programs. The event raised more than \$18,000, bringing the three-year total to \$40,000 by this event.

Thanks to a generous gift to the Engineering and Design Equipment Endowment, on April 29 the WWU robotics lab was renamed The Erich Sarapuu Robotics lab in honor of the late father of donor Ingrid Sarapuu. Ingrid and her husband, Michael Anderson, and their two children who are Western alumni attended the ceremony along with five other family members who flew in from across the country.

On April 30, a key group of WWU Women's Basketball alumni leaders gathered in Seattle to begin planning a reunion honoring all WBB alumnae to coincide with the remodeled Carver

Academic Facility opening in August 2017. Jo Metzger-Levin ('81) and Sara Chiabai ('01) are co-chairing reunion efforts with the support of Head Coach Carmen Dolfo ('99) and Lynda Goodrich ('66) retired WWU Athletic Director.

Western welcomed 2,127 registered participants and thousands of additional alumni, students, faculty, families and friends back to campus for this year's Back2Bellingham weekend on May 12 – 15. Festivities began with the WWU Alumni Awards & Recognition Celebration in which 12 alumni, two community members and a legacy family of 18 were honored at a special dinner. Several Distinguished Alumni awards recipients spent the day on campus meeting faculty and students. Friday's events included "Something Wonderful" featuring Bellingham Circus Guild performers, the Ethnic Student Center 25th Anniversary Reunion Dinner and the Women of Color Empowerment Dinner. Saturday was the typical flurry of more than 100 events including Red Square Carnival, Classes Without Quizes, Lunch on the Lawn, the zipline, Party in the Library, Downtown Bash at Boundary Bay and numerous special events in between. Sunday wrapped up with the Ridin' Low in the 3-6-0 lowrider show and Compass 2 Campus Brunch.

UPCOMING EVENTS

JUNE 1 – Western Give Day

JUNE 1 – Bruce & Cyndie Shepard Thank You to the Campus:
Ice Cream Social

JUNE 1 – WWU Night with Seattle Sounders @ DC United

JUNE 3 – Art Walk at Western City Center in Bellingham

JUNE 3 – Commercial Street Night Market in Bellingham

JUNE 8-9 – Senior Celebration on WWU Campus

JUNE 9 – Bruce & Cyndie Shepard Thank You Dinner for Leadership

JUNE 10 – 41st Outstanding Graduate Ceremony on WWU Campus

JUNE 11 – Commencement at Civic Field in Bellingham

JUNE 16 – Bruce & Cyndie Shepard Thank You reception for the
Community @ Ferry Terminal

JUNE 21 – WWU Night @ Bellingham Bells \$2 Tuesday in Bellingham

JUNE 26 – "Little Shop of Horrors" play and dinner in Olympia

JULY 2-16 – Trip to Dominican Republic with WWU Professor Larry Estrada

JULY 10 – WWU Night @ Everett Aquasox vs. Spokane Indians

JULY 16 – Bus trip to Sequim Lavender Festival

JULY 21 – WWU Day @ the Rainiers vs. Albuquerque Isotopes

AUGUST 5 – Art Walk, WWU City Center

AUGUST 3 – President's Society Salmon BBQ in Bellingham

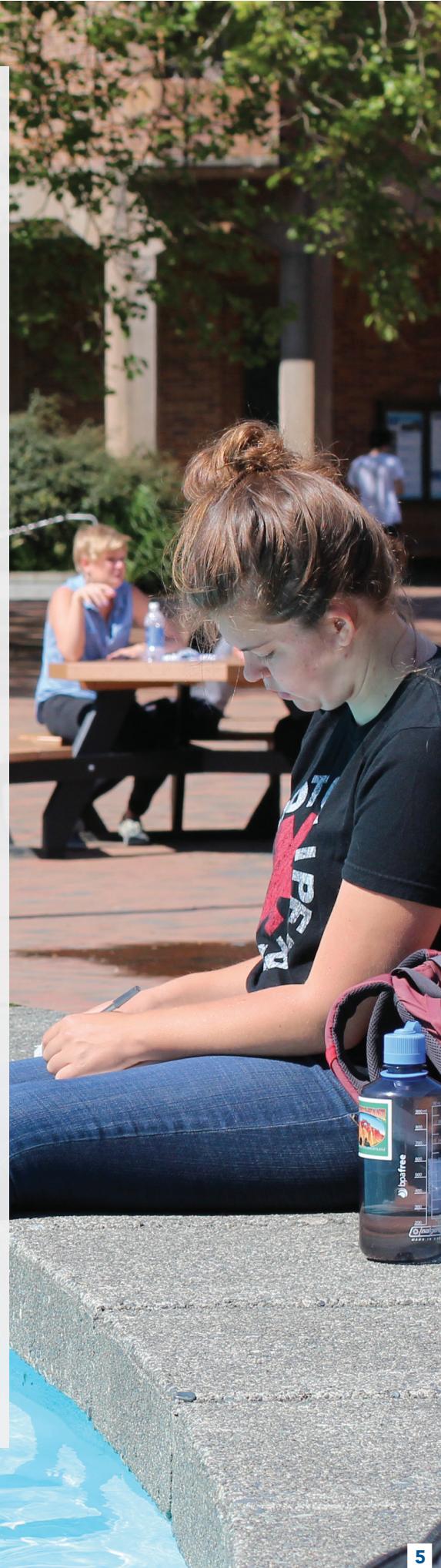
AUGUST 10 – President's Society Salmon BBQ in Seattle

AUGUST 13 – The Lion King in Portland (play/wine tasting reception)

AUGUST 18 – Senior Celebration, VU MPR

AUGUST 20 – Commencement on WWU Campus

AUGUST 21 – WWU Day @ the Sounders vs. Portland Timbers



WHY WE DO WHAT WE DO...



Nearly 500 scholarship donors and their recipients met in late April and May over a lunch and two dinners hosted by President Shepard in Seattle and Bellingham. These events brought the impact of scholarship support full circle by allowing the donors to meet the students whose lives they've touched through their support. Donors and scholars enjoyed connecting over a meal then heard from student speakers Michael Anne Tracy and Mikko Sayre about the compelling ways in which their own lives and Western experience have been touched through scholarships. As Michael Anne put it, "Providing a scholarship is much more than 'footing the bill' for tuition. It is reassuring a person that they can do it. It is showing someone the life's work that an individual has chosen to pursue is cared about. It is giving someone an experience."



Capital Program Report
Board of Trustees
June 10, 2016

MAJOR/INTERMEDIATE CAPITAL PROJECTS

• **Carver Renovation**

New first ground floor concrete slabs are complete. Structural steel is complete in the new addition in the center of the building, and the second and third floor slabs are complete. Structural seismic mitigation work in the existing building areas is ongoing. Interior utility rough-in work is ongoing in the existing and new building areas. Structural steel installation has started on the east and south portions of the addition, and roofing work is almost complete on the existing building areas.

The project is scheduled to be substantially complete in April 2017.

• **Ridgeway Gamma Renovation**

The construction contract for the Ridgeway Gamma Renovation project has been awarded to CDK Construction. The scope of the project includes adjustments to existing fire sprinkler and automatic fire alarm systems, gypsum board soffits, seismic upgrades, mechanical, plumbing, electrical, hazardous materials abatement, emergency lighting systems, interior painting, and floor coverings. Construction will be in two phases – summer 2016 and summer 2017.

• **Sciences Building Addition & Renovation Predesign**

The consultant, Hacker (formerly THA Architecture) and Western representatives are reviewing and editing final drafts of the Sciences Building Addition & Renovation Predesign. Completion is scheduled for June 30, 2016.

• **College of Fine and Performing Arts (CFPA) Renovation & Addition Predesign**

The consultant, Opsis Architecture and Western representatives are reviewing and editing final drafts of the CFPA Renovation & Addition Predesign. Completion is scheduled for June 30, 2016.

• **New Student Housing**

A Request for Qualification (RFQ) selection for Architectural/Engineering services was completed, and a consultant services contract was submitted for approval to the Board of Trustees at the June 2016 meeting.

OTHER SMALLER PUBLIC WORKS PROJECTS

• **Fairhaven Storm Water Drainage Improvements**

The construction contract for the Fairhaven Storm Water Improvements project has been awarded to Stremler Gravel Inc. The scope of the project includes upgrades to the storm water piping and collection system, and replacement of the brick pavers in the southern half of the Fairhaven College courtyard. Construction will start after commencement and be complete by the start of Fall Quarter 2016.

- **Parking Lots Seal / Upgrade – Phase 2**

The construction contract for the Parking Lots Seal / Upgrade – Phase 2 project has been awarded to Granite Construction. The scope of the project includes minor upgrades, storm water improvements, and sealing to parking lots 7G and 3R on the north campus, and parking lot 19G in the south campus. Construction will start after commencement and be complete by the start of Fall Quarter 2016.

- **Parking Lots – C Lots Upgrades – Phase 1**

The construction contract for the Parking Lots – C Lots Upgrades Phase 1 project has been awarded to Granite Construction. The scope of the project includes grading, storm water improvements, paving, LED lighting, and landscaping of the exiting gravel parking lots on South College Drive east of Fairhaven College. Construction will start after commencement and be complete by the start of Fall Quarter 2016.

- **Multiple Building Roof Replacement and Fall Protection**

The construction contract for the Multiple Building Roof Replacement and Fall Protection project has been awarded to Axiom Division 7. The scope of the project includes new roofing on Haggard Hall and Morse Hall, and installation of fall protection on the Miller Hall, Science Math & Technology Education, and Humanities buildings. Construction will start after commencement and be complete by the start of Fall Quarter 2016.

- **Haggard Hall / Fine Arts Upgrade Electronic Safety Systems**

The construction contract for the Haggard Hall / Fine Arts Upgrade Electronic Safety Systems was submitted for approval to the Board of Trustees at the June 2016 meeting. The scope of the work is to upgrade and replace the fire alarm systems in the Haggard Hall and Fine Arts buildings. Construction will start following Board action, and is scheduled to be complete in February 2017.

- **Birnam Wood Moisture Mitigation – Phase 2**

The construction contract for the Birnam Wood Moisture Mitigation – Phase 2 project has been awarded to HB Hansen Construction. The scope of the project includes excavation of the uphill foundation walls, water proofing, installation of new footing drains, and storm water piping to buildings 6 and 7. Construction will start after commencement and be complete by the start of Fall Quarter 2016.

- **Multiple Building Telecom Room Cooling**

The construction contract for the Multiple Building Telecom Room Cooling has been awarded to Tiger Construction. The scope of the project includes improving ventilation and providing cooling to multiple telecom equipment rooms on campus. Construction will start after commencement and be complete by the start of Winter Quarter.

2017-2019 CAPITAL BUDGET REQUEST AND 2017-2027 TEN-YEAR PLAN DEVELOPMENT PROCESS

A final recommendation of the University's 2017-2027 Ten Year Plan and 2017-2019 Capital Budget Request is before the Board in a separate item. Upon approval, all of the corresponding documents will be completed over the next few months, and submitted to the Office of Financial Management.

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

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

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Steve Swan, V.P. for University Relations and Community Development

DATE: June 10, 2016

SUBJECT: **University Relations and Community Development Report**

PURPOSE: Information Item

Purpose of Submittal:

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

Supporting Information:

Report Attached

WESTERN WASHINGTON UNIVERSITY
OFFICE OF THE VICE PRESIDENT FOR UNIVERSITY RELATIONS AND
COMMUNITY DEVELOPMENT

COMMUNICATIONS AND MARKETING

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

- Coordination of communications about the selection by the Board of Trustees of Dr. Sabah Randhawa to become Western's 14th president. This included Western Today, social media, web and media communications. Coverage of his appointment was reported widely, including in the Seattle Times.
See: <http://www.seattletimes.com/seattle-news/education/one-finalist-named-in-search-for-new-wwu-president/>. We also assisted with helping publicize Western's SEA Discovery Center in Poulsbo. See: <http://www.kitsapsun.com/news/local/poulsbo-marine-science-center-gets-a-sea-change-339b56fc-9df4-30bc-e053-0100007fc214-380739271.html>. The Seattle Times ran a story that prominently featured the dramatic increase in Western students interested in computer science majors.
See: <http://www.seattletimes.com/seattle-news/education/with-surge-in-computer-science-majors-state-colleges-struggle-to-keep-pace/>
- The office is in the beginning stages of creative design in its **collaborative project with the Office of Admissions** to reach out to prospective students in the Seattle Metro Area. This effort, in conjunction with our selected vendor, Chegg, will this fall place 1 million mobile-ad impressions in geo-fenced high school locations chosen by WWU's Admissions Office. Interested students will be directed into the Admissions funnel through a unique landing page and be tracked through the process to determine eventual ROI at the end of the admissions cycle.
- The **Spring/Summer edition of Window magazine**, our largest ever, was delivered to more than 110,000 alumni and donors. And our new website, responsively designed for small and large screens, went live as well. See: <http://windowmagprod.wwu.edu/>
- Western's **new social media directory**, social.wwu.edu, is nearly ready for launch. This has been a longtime collaboration with WebTech in which we've completed a much-needed redesign of our campus social media directory. Our aim with the new site is to broaden the ability of all departments, offices, clubs, etc. to reach the Western and Bellingham communities with social media.
- Western video production specialists recorded the candidate debate between the candidates for Superintendent of Public Instruction that was held at Bellingham High School on May 25. The replay of the event is being shown on TVW.

MEDIA STORIES



TOP STORIES

- Western Washington University hires OSU provost as next president (Seattle Times)
- WWU names choice for next president (Bellingham Herald)
- Colleges producing the most Fulbright students for 2015-16 (Examiner.com)
- WWU to address anti-Semitism (Seattle Times)



CREATIVE SERVICES

GRAPHIC DESIGN



PHOTO & VIDEO

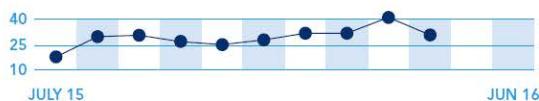


72

Total Projects

FEATURING

- Western Alert logo design
- The Big Data Revolution lecture series promotion
- 39th Annual Employee Recognition Ceremony program
- Career Services Center - Employment Survey Reports

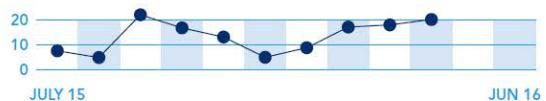


38

Total Projects

FEATURING

- Spring at Western video
- Video highlighting PAC's concert hall revamp of LED lights
- Panel Discussion; Women's Voices in the Military, featuring Western's community and Veterans programs



WINDOW MAGAZINE

PRINT

110,350
Copies

Window is delivered to
alumni, donors and on
campus

WEBSITE

3,161
Page Views

Top Story:
"This Brain is Fighting
Back"

WESTERN TODAY

TOTAL HITS

73,758

TOP STORIES

- WWU Trustees select Sabah Randhawa as next president
- President Shepard, along with SSF, signs the Real Food Challenge
- WWU moves into Top 10 nationally for students who go on to earn doctorates
- Jose Ona and the wheel of life



SOCIAL MEDIA

 TWITTER

 FACEBOOK

 INSTAGRAM

TOP POSTS OF THE MONTH



WWU Account



OurWestern Account



STATISTICS AT A GLANCE

14,861
Total followers

709
New followers

2.48%
% gained

2.40%
Engagement rate

41,626
Total followers

1,072
New followers

1.31%
% gained

5.35%
Engagement rate

12,043
Total followers

907
New followers

4.00%
% gained

7.24%
Engagement rate

3,864
Total followers

323
New followers

4.47%
% gained

5.30%
Engagement rate

GOVERNMENT RELATIONS

State Relations

The 2016 Special Session adjourned on March 29, 2016 with the State Legislature adopting supplemental operating and capital budgets for adjustments to the underlying 2015-17 biennium. Western received \$800,000 in tuition reduction backfill funding, as well as \$250,000 in one-time funding for the establishment of a Jewish History and Holocaust Studies professorship. Western's capital budget remained relatively unchanged from the underlying 15-17 budget. Other key developments and investments from the 2016 Session include:

Funding to maintain current services levels of the State Need Grant and College Bound Scholarship programs;

- Establishment of a work group to study the benefits, challenges, and best practices surrounding accelerated degree programs;
- Funding to address the teacher shortage, including an investment of over \$1 million in grants for students pursuing teaching degrees and for current teachers to get re-tooled;
- Funding for a higher education needs assessment in the Southeast King County area;
- Establishment of a workgroup aimed at improving transfer processes for students with disabilities;
- Enacted legislation authorizing Bellevue College to offer a bachelor's degree in computer science;
- Establishment of a state 529 College Savings program that will be in addition to the state's existing GET Program, a 529 pre-paid tuition program; and
- Enacted legislation increasing the penalty for a public official who knowingly attends a meeting held in violation of the Open Public Meetings Act from \$100 to \$500 for the first violation, and \$1,000 for each violation thereafter.

Since the conclusion of the 2016 session, the State Government Relations team has been gearing up for next session and the 2017-19 biennium by assisting with the development of Western's 17-19 decision packages and assisting with updates to Western's 10-year capital plan. Several meetings and campus visits with legislators and staff are planned over the next six months to strengthen and broaden Western's relationships with elected officials, including scheduled meetings for WWU President-designate Randhawa to meet with key legislators.

Federal Relations

Western made its annual legislative lobbying trip to Washington, D.C. April 19-21 during which students and administrators met with Washington's Congressional delegation on key WWU and higher education related issues. The students on the trip who represented the Associated Students were Jodie Ellison, AS Legislative Liaison; Nora Seelander, AS Western Votes; and Patrick Eckroth, AS VP for Government Affairs. They teamed up with President Bruce Shepard and VP Steve Swan in meetings with Senators Patty Murray and Maria Cantwell, Congresswomen Suzan DelBene and Cathy McMorris Rodgers; and Congressmen Rick Larsen, Derek Kilmer, and Jim McDermott. The group also met with a staff member of the LEAP (Labor, Education, and Pension) Senate Committee which is co-chaired by Senator Murray. All discussions were mostly related to the Higher Education Act reauthorization.

The U.S. Department of Labor recently published its much awaited rule on overtime pay requirements for employers under the Fair Labor Standards Act (FLSA). Higher education advocates, while supportive of the Administration's efforts to increase the income cap for

overtime pay eligibility, have been concerned about the magnitude and the timing of the increase. The rule raises the current cap of \$23,660—set in 2004—to \$47,476 (slightly lower than the \$50,440 initially proposed by DoL) effective December 1, 2016. While the Obama Administration provided some relief to institutions for postdoctoral researchers and to public institutions through some flexibility in compliance options, the higher education community continues to have fundamental concerns about the impact of this regulation on institutions.

SMALL BUSINESS DEVELOPMENT CENTER

The economic-impact figures from quarter one 2016 efforts by SBDC staff include:

- The SBDC's three certified business advisors counseled 129 clients, including clients seen through its eight satellite offices throughout Whatcom County. The SBDC staff provided 472 hours of in-depth counseling and research (4 hours per client).
- 14 SBDC graduate research projects and 1 WWU student project were presented to SBDC clients; totaling 244 hours.
- SBDC helped clients in obtaining over \$1.9 million in loans and new investments.
- SBDC clients represent more than \$154 million in annual sales (note that only about 50 percent of SBDC clients disclose annual sales figures).
- The top industries to receive counseling were: Service Establishment, Manufacturing and Professional & Technical.
- The top areas of counseling were: Managing a Business, Marketing/Sales and Start-Up Assistance.

Among the 2016 year-to-date highlights of activities regarding the SBDC are the following:

- Presented "Starting a Small Business" at WECU event
- Participated in development and launch of new "Choose Whatcom" website
- Presented 'Start-Up Business of the Year' award at the WBA Annual Awards
- SBDC client in Ferndale was highlighted as a Success Story by the SBDC Statewide lead office.
- Presented 2015 Economic Impact Data at the Port Commission meeting
- Presented 2015 Economic Impacts to the Whatcom County Council
- Published in Business Pulse Magazine p. 95, '[Baby Boomer ownership exodus](#)'
- Featured in:
 - [Small Business Development Center, WWU investing in local business](#) – Bellingham WINS
 - [CJ Seitz Small Business Development Director](#) – Bellingham WINS
 - [Western's small business center helps hundreds in 2015](#) – Bellingham Business Journal
 - [Western Washington, Artino Advisory Group offer class on financial management](#) – Bellingham Business Journal
 - [SBDC to open satellite office in Barkley district Feb. 1](#) – The Bellingham Herald
 - [WWU's Small Business Development Center to Host Effective Financial Management Class Jan. 12](#) – WWU
 - [SBDC, WWU, Port of Bellingham to Co-host Seminar on the Future of Business in China April 8 at Western](#) – Western Today
 - [Western's Small Business Development Center Announces 2015 Economic Impact Figures](#) – Western Today

WASHINGTON CAMPUS COMPACT

- **Students Serving Washington Awards**

The inaugural *Students Serving Washington Awards* ceremony was held Tuesday, April 26, 2016 at the Museum of Flight in Seattle. Over 200 people attended including approximately 15 presidents, three legislators (**Rep. Luis Moscoso, Rep. Sharon Tomiko Santos, Sen. Bob Hasegawa**), students, parents, campus administrators/faculty, and community partners. Student leaders from across the state were honored for addressing critical issues in our state through service and social entrepreneurship. Three types of awards were given: Social Entrepreneur Awards, Outstanding Service Awards, and Presidents' Awards.

Social Entrepreneur Awards: Three projects designed to address critical issues in Washington using social entrepreneurship, service, and education were selected as winners and received \$10,000 to implement their proposed solutions. Winners were from Spokane Falls Community College (reducing recidivism), The Evergreen State College (improving economic development of low income communities), and Western Washington University (see below).

➤ *Western students Emily Herde and Kelly Melville (Service Leaders in the Center for Service-Learning) received one of the three \$10,000 Social Entrepreneur Awards for their project designed to reduce recidivism of juvenile offenders in Whatcom County.*

Outstanding Service Awards: Two students strengthening their communities through service and education were selected and received \$7,500 to be split equally between the students, their campuses, and their community partners. Winners were from Pacific Lutheran University (improving college access of low income youth through mentoring and youth empowerment) and Renton Technical College (building "Tiny Houses" for homeless people).

Presidents' Awards: Fifty-four students from across the state were recognized for their service to their community and leadership on their campuses.

➤ *Wendelin Dunlap and Erin McQuin were the Presidents' Award Winners for Western.*

- **Statewide Presidents' Meeting**

Washington Campus Compact convened a statewide presidents meeting on April 26, 2016. The topic was: *Race, Equity, and Inclusion and Institutional Change*. Presidents from four-year public and private and two-year institutions discussed this topic and shared their experiences from their campuses. All expressed a deep commitment to address these important issues facing higher education and in communities across the country. Many shared the challenges they were experiencing. Some found that focusing on creating a campus-wide culture for closing the achievement gap was helpful. Others saw a strong need for modeling and teaching students rhetorical skills. Presidents grappled with the question: "How can campuses create safe and inclusive learning environments for all students that support student success while also educating students about policies/procedures for institutional change (without coming across as patronizing)?". Presidents expressed interest and need to continue this conversation together.

- **Grants**

1) Washington Campus Compact has been awarded a grant for \$672,000 to oversee the multi-state College Access Corps AmeriCorps program for FY 2017. Full time AmeriCorps members will serve on campuses to recruit and place college students as college access coaches to low income K-12 youth.

- *Western was selected as a program partner and will receive eight AmeriCorps members to support Woodring's Bridges and LinCS programs and Huxley's college access/environmental education programs and partnership with North Cascade Institute.*
- 2) Washington Campus Compact was also awarded a grant for FY 2017 to operate a statewide VISTA program which places full time VISTA members on campuses to recruit and place college students in community programs that work to alleviate poverty in communities.
- *Western was selected as a program partner and will receive one VISTA member to support Woodring's LinCS program.*

WEB COMMUNICATION TECHNOLOGIES (WebTech)

WebTech is happy to announce the launch of two long term projects, [#social](#) and the new digital [Window Magazine](#). The number of sites launched is below normal but day to day tasks ramped up by over 100% and WebTech resolved 173 requests. Our clients continue to keep us busy with 143 new service requests in the past two months. Additional completed and on-going work includes:

- WordPress on campus adoption is going smoothly. We will be making efforts to realign non-department WordPress sites with a non-branded WWU look and feel.
- Internally we continue to put effort towards increased automation of routine systems work to improve our efficiency.
- WebTech sponsored a well-attended training on crowd sourcing video captions.
- Updated honor roll page and modified data import process for WWU Honor Roll site.
- Assisted in transition of WebTech hosted CPNWS "Search Guides to Archival Collections" site to a Library hosted site.
- The important work of video captioning continues to make good progress. WWU has now captioned 25% of videos in the channels that it audits.

WESTERN WINDOW TV SHOW

A synopsis of the latest episode of the Western Window TV Show, which is telecast on KVOS-TV via Comcast Cable on the west side of the mountains is listed below. This student intern produced show is aired Sunday mornings at 7 a.m. on KVOS and is also televised daily in Bellingham on BTV-10. Beginning April 1 Western Window will also be available daily on Comcast channel 26 throughout Whatcom County. Here is a [link](#) to the archives of the shows and below is information on the latest episode.

Episode 38 – May 2016 This month's show is hosted by Chris Roselli of the WWU Alumni Association and Al Dowling, a student at Western. The following is the story lineup for this episode:

- *Life in the Hazard Zone* – Western’s Jackie Caplan-Auerbach, associate professor of geology, talk about what makes the Pacific Northwest so seismically active and what we need to do to protect ourselves.
- *A Lifetime of Connection* – Environmental sculptor George Trakas’ installations are world renowned, and western is lucky enough to have its own Trakas on campus, “Bayview Station.” Trakas was recently back on campus to perform maintenance on Bayview Station and talked with Western Window about his work and how music influenced the sculpture’s design.
- *Taking Steps Towards Mental Wellness* – Western’s BRAVE suicide-prevention program brought Kevin Hines, a survivor of a suicide attempt on the Golden Gate Bridge, to campus to talk about mental health and how to more capably deal with depression and anxiety before they can take hold.
- *Powered Up and Ready to Roll* – Western is replacing a traditional delivery truck with an electric trike to help lower the campus’ carbon footprint.
- *A Lab for the Future* – Bellingham’s Saturna Capital provided funds for the building of the new Sustainable Investing Lab in Western’s College of Business and Economics. The new lab provides real-time investing data in a learning environment that creates a space for Western students to use new tools to better understand how Wall Street works.
- *Spring at Western* – Western has one of the most beautiful campuses in the country; watch spring unfold on campus in this video montage.

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

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

DATE: June 10, 2016

SUBJECT: **Housing & Dining System Capital Plan Update**

PURPOSE: Information Item

Purpose of Submittal:

To provide an update of the planning progress for the Housing & Dining System's Capital Plan which includes the proposed new apartment building.

New Apartment Beds:

In April, the Board of Trustees received summary information from a demand study that Brailsford and Dunlavey had performed to assess the strength and type of demand for on-campus apartment style housing. Once the demand was confirmed, the planning focus has continued toward city approvals for WWU Master Plan redistricting to accommodate the new housing adjacent to Buchanan Towers, selecting an architect consultant for the design phase, and additional Housing & Dining System fiscal capacity assessment.

The Housing & Dining System is a bonding entity that includes University Residences and the Viking Union, so the fiscal planning for new beds must also incorporate the impact of long term facility maintenance and renewals as well as new revenues, expenses and bond financing planned for the new Ethnic Student Center/Multicultural Services space.

The University's Financial Advisor, Susan Musselman and her associates of Public Financial Management, Inc. (PFM), have incorporated the following rough project estimates into a high-level feasibility analysis:

- Approximately \$34 million for up to 200 additional on-campus **apartment beds**
- A target goal of \$135 - \$180 M over 10 years for work identified within the recent University Residences **Facilities Condition Assessment**
- Approximately \$15 - \$18 M for the **ESC/Multicultural Services** space utilizing a partnership approach with some funding sources external to the Housing & Dining System. The proportion to be bond funded will be determined at a later date.

PFM's analysis indicates that:

- WWU has the capacity to fund the above projects through approximately \$158 M in additional debt which could be issued over 6 bond issues, approximately every two years.
- The scenario reviewed by the Financial Advisor assumed level debt service. It is possible that structuring of the debt service could add additional capacity to address additional facility renovations.

- The fiscal plan meets the Principles set for Housing & Dining by the Board of Trustees with regard to debt coverage ratio, reserves, annual maintenance, etc.

Facilities Condition Assessment:

MENG Analysis presented an Executive Summary of their thorough Facility Condition Assessment of all Housing and Dining System assets to a group of university leadership from University Residences, Facilities Development Capital Budgeting (FDCB) and Facilities Management (FM.) The University is continuing to analyze the information to create a more specific year-by-year plan for efficiently addressing “Observed Deficiencies”, “Predicted Renewals” and “Opportunities” identified in the assessment. Overall dollar estimates have been incorporated into the Housing & Dining System’s high-level feasibility analysis as noted above.

- MENG Analysis’ facility review was thorough. Visual testing across all building component groups along with the use of existing studies provided a comprehensive analysis.
- A facilities condition index created for each building gives some guidance for prioritizing of work.
- Observed Deficiencies (the findings of most concern) and Predicted Renewals (which address system repairs & replacements on a cyclical basis) were shown for the next 20 years.
- The timing of those recommendations, the capability of the university to address them in the suggested years, and the cost estimates will need further detailed review.

Summary:

Detailed fiscal planning will continue as the University works with design, fiscal and facility consultants over the summer and into the 2016-18 academic year. As more specific dollar estimates and timelines for the various projects within the Housing & Dining System are developed, additional financing scenarios will be reviewed and shared as appropriate with the Board of Trustees prior to recommendations for bond issues. The earliest expected bond sale would be Spring 2017.

PASSING THE GAVEL

DATE FOR NEXT REGULAR MEETING

- **August 18, 2016**

ADJOURNMENT