

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MEETING MINUTES
FRIDAY, June 13, 2014**

Breakfast with the 2014 Presidential Scholars in the Solarium

The Trustees, President Shepard, Vice Presidents, Deans and the faculty nominators enjoyed a breakfast with the 2014 Presidential Scholars.

- College of Business and Economics, Paul Wright, Accounting
- College of Fine and Performing Arts, Margaret McGuigan, Theatre Arts
- Huxley College of the Environment, Bodie Cabiyo, Environmental Science
- Woodring College of Education, Rivka Horowitz, Special Education & Education Leadership
- College of Humanities and Social Sciences, Jordan Olivia Richardson, Communication Studies
- College of Sciences and Technology, Andrea d'Aquino, Chemistry

1. CALL TO ORDER

Chair Peggy Zoro called the regular meeting of the Board of Trustees of Western Washington University to order at 9:03 a.m., Friday, June 13, 2014 in the Board of Trustees Conference Room, Old Main 340, at Western Washington University in Bellingham, Washington.

Board of Trustees

Peggy Zoro, Chair
Karen Lee, Vice Chair
Betti Fujikado, Secretary
Dick Thompson
Ralph Munro
Sue Sharpe
Heather Flaherty

Western Washington University

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

1. CALL TO ORDER, APPROVAL OF MINUTES

Lisa Wochos, Assistant Attorney General had one change request to the minutes of April 4, 2014, under the public comment section, the RCW reference was incorrect and should be changed to reflect the correct reference of RCW 28B.35.110.

MOTION 06-05-2014: Trustee Munro moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Board of Trustees Meeting, April 3, 4, 2014

The motion passed with the correction mentioned above.

2. PUBLIC COMMENT PERIOD

As per Amended RCW 28B.35.110, time was provided for public comment at the June 13, 2014 regular meeting of the Board of Trustees. There were no requests for public comment.

3. RECOGNITIONS AND INTRODUCTIONS

• Kit Spicer, Dean, College of Fine and Performing Arts

Brent Carbajal, Provost and Vice President for Academic Affairs introduced Kit Spicer, who was unable to attend, as the newly hired permanent Dean of the College of Fine and Performing Arts, effective May 1, 2014. Dr. Spicer had served as the Interim Dean of CFPA since August 1, 2013 while a national search was conducted to replace Dan Guyette, who resigned after the 2012/2013 academic year.

• Steve Card, Athletic Director

Eileen Coughlin, Senior Vice President and Vice President for Enrollment and Student Affairs introduced Steve Card, Athletic Director. Coughlin said that after a competitive national search based on interviews, references and campus responses, Steve Card was named Director of Athletics of Western. Steve served Western as Athletics Associate Director for Business and Financial Affairs for 23 years.

• Darin Rasmussen, Chief of Police

Richard Van Den Hul, Vice President of Business and Financial Affairs introduced Darin Rasmussen, Chief of Police. Van Den Hul said that Rasmussen was appointed Chief of Police/Director of Public Safety effective April 9, 2014. Rasmussen, who was hired following a national search, had been interim chief since last September, and also served as assistant chief. He succeeds Randy Stegmeier.

• 2014 – 2015 Associated Student Board of Directors

Eileen Coughlin, Senior Vice President and Vice President for Enrollment and Student Affairs introduced the incoming 2014-15 Associated Student Board of Directors.

- Annika Wolters, President
- Jaleesa Smiley, Vice President for Academics

- Giselle Alcántar Soto, Vice President for Activities
- Chelsea Ghant, Vice President for Business and Operations
- Cristina Rodriguez, Vice President for Diversity, unable to attend
- Sarah Kohout, Vice President for Government Affairs
- Zach Dugovich, Vice President for Student Life

- **2014 Leaders in Health Care Awards: Achievement in Wellness Programs – WWU Faculty & Staff Wellness Program**

Richard Van Den Hul, Vice President of Business and Financial Affairs introduced, Chyerl Wolfe-Lee, Assistant Vice President for Human Resources and Kaylee Nightingale, Wellness Administrator, Human Resources, as a 2014 Leaders in Health Care Awards: Achievement in Wellness Programs Award Recipient for the WWU Faculty & Staff Wellness Program.

The Faculty and Staff Wellness Program at Western was honored by Seattle Business Magazine which honors Washington's health care innovators, CEOs, hospitals and others. Led by Chyerl Wolfe-Lee and Kaylee Nightingale, Western's program was the winner of the Achievement in Health Programs category.

- **Fulbright & Hollings Award Recipients**

Brent Carbajal, Provost and Vice President for Academic Affairs introduced Dr. Tom Moore, Fulbright Scholar Program Advisor. Dr. Moore gave a brief introduction of the programs and of the Western students who had received awards. He said that, four Fulbright Fellowships and four Hollings (NOAA) Awards were awarded, and a Non-Governmental Organization (NGO) in West Africa created a position for one Western student based upon his Fulbright proposal that Fulbright itself was not funding.

Fulbright

- Cole Galbraith, Fulbright English Teaching Assistantship (Austria)
- Devin Mounts, Fulbright Research/Study (Brazil)
- Connor Tudbury, Fulbright English Teaching Assistantship (Brazil)
- Carlee Wilson, Fulbright English Teaching Assistantship (Germany), *in attendance at the meeting*
- Tim Werwie, Unofficial Fulbright Research/Study (Senegal). Tostan, the NGO in West Africa created a position for him based upon his Fulbright proposal.

Hollings (NOAA)

- Timothy Anderson, *in attendance at the meeting*
- Maia Hanson
- Courtney Knox
- Daniel Woodrich, *in attendance at the meeting*

- **Jeff Wright, Dean College of Science and Technology**

Brent Carbajal, Provost and Vice President for Academic Affairs said a few words about Dean Jeff Wright and introduced David Bover, Associate Dean, College of Science and Technology who accepted the resolution on Dean Wright's behalf and offered Dean Wright's gratitude. Chair Zoro invited Trustee Munro to read Resolution 2014-01, *Recognizing the Service of Jeff R. Wright*.

**RESOLUTION NO. 2014-01
A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF
JEFF R. WRIGHT**

WHEREAS, in 2011, **JEFF WRIGHT** was appointed by President Bruce Shepard as Dean of the College of Sciences and Technology at Western Washington University; and

WHEREAS, **JEFF WRIGHT** brought to his appointment as Dean of the College of Sciences and Technology, twenty years of experience at Purdue University, including experience as a faculty member, as well as experience as both Assistant Dean and Associate Dean of Engineering, and ten years of experience at the University of California, Merced serving as Inaugural Dean of College One, Founding Dean of Engineering, and Founding Co-Director of the University of California CITRIS Research Institute; and

WHEREAS, **JEFF WRIGHT** received his undergraduate and graduate degrees at the University of Washington; and his doctorate from The Johns Hopkins University; and

WHEREAS, **JEFF WRIGHT** has always been a tireless and effective advocate for the sciences and technology; and

WHEREAS, under **JEFF WRIGHT**'s leadership, the College of Sciences and Technology 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 sciences, technology, engineering and mathematics; and

WHEREAS, as Dean of the College of Sciences and Technology, **JEFF WRIGHT** has provided vision and leadership and has been integrally involved in a number of significant accomplishments including the College's planning for transition into engineering, an expansion in the computer science programs, the development of trans-collegiate energy programs, as well as reconstruction of the university's Planetarium; and

WHEREAS, **JEFF WRIGHT** has served with commitment and distinction as Dean of the College of Sciences and Technology and as a trusted member of the Academic Affairs leadership team; and

WHEREAS, **JEFF WRIGHT** will complete his appointment as Dean of the College of Sciences and Technology on June 30, 2014;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Western Washington University offers thanks and commendation to **JEFF WRIGHT** for his many achievements and for his service as Dean of the College of Sciences and Technology.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on the 13th day of June, 2014.

MOTION 06-06-2014: Trustee Fujikado moved, that the Board of Trustees, approve Resolution 2014-01 Recognizing Jeff Wright.

The motion passed unanimously.

4. BOARD CHAIR REPORT

Chair Zoro said that Governor Jay Inslee had appointed Chase Franklin of Seattle, WA to the Western Board of Trustees. She recognized Trustee Lee for her receipt of the Seattle Business Manufacture of the Year award due to her work at Pioneer Human Services, and offered her congratulations from the Board.

Chair Zoro asked Trustees Lee and Sharpe to give a brief summary of their recent experiences at the Association of Governing Boards of Universities (AGB) National Conference on Trusteeship. Trustee Lee said that AGB is a quality organization and she is grateful that the University supports the education and professional development of its Trustees. Lee said that she wants to continue to strive for a strong relationship between the Board Chair and the President, and is thankful that Western already does many of the best practices regarding shared governance that were discussed at the conference. She feel that shared governance commitment will continue to benefit the university by improving and giving the students the best experience possible.

Trustee Sharpe said she learned a lot at her first AGB conference, meeting many new colleagues and taking away helpful tools. She added that the conference helped her to see how she could take her Trusteeship further and get the most out of it. Sharpe said the future looks different and it is the Trustees job to visualize the future and to assist those whose future it will be. She also said that it is important to help the University facilitate changes for the future, but not always be present for the results. Sharpe noted that the recent budget cuts in Washington State have been devastating relative to other states, and that talking with colleagues from around the country made her appreciate even more what Western has done to manage those cuts and keep the focus on the students.

Chair Zoro said a few words about student Trustee Heather Flaherty recognizing that she has been a great addition to the Board during the past year. Chair Zoro asked Trustee Sharpe to read Resolution No. 2014-02, *Recognizing the Service of Board Member Heather Flaherty*.

**RESOLUTION NO. 2014-02
A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF TRUSTEE
HEATHER FLAHERTY**

WHEREAS, HEATHER FLAHERTY of Bothell, Washington, has served as a member of the Western Washington University Board of Trustees from July 1, 2013 – June 30, 2014; and

WHEREAS, HEATHER FLAHERTY has the distinction of being the sixteenth student appointed by the Governor to the Board of Trustees of Western Washington University; and

WHEREAS, HEATHER FLAHERTY brought to her appointment as a trustee dedication to the campus community through her service both during her appointment and during her years as a student, serving as a Resident Advisor, an Orientation Student Advisor, an Office of Admissions Representative, and as an Alumni Association Student Support Staff Representative; and

WHEREAS, HEATHER FLAHERTY has contributed her time and commitment to the University at considerable personal sacrifice while holding a full time job outside of school and in the

evening pursuing a Master's degree in Western's Business Administration Program, after having already earned a Bachelor of Science in Community Health Education with a minor in Spanish from Western Washington University; and

WHEREAS, HEATHER FLAHERTY contributed to the increased stature and the future potential of Western Washington University through her participation in numerous decisions affecting the University;

WHEREAS, HEATHER FLAHERTY has served with distinction this past year with intelligence, positivity, compassion and concern for the best interests of all in the Western community; and

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

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on June 13, 2014.

Trustee Zoro presented Trustee Flaherty with the resolution, a plaque and a campus photo. Flaherty then said a few words of thanks for the opportunity to serve and for all the mentoring over the past year from the other exceptional Trustees.

MOTION 06-07-2014: Trustee Lee moved, that the Board of Trustees, approve Resolution 2014-02 Recognizing the Service of Board Member Heather Flaherty.

The motion passed unanimously.

5. UNIVERSITY PRESIDENT

President Shepard said it is a time of commencement, reflection and transition, adding that he was looking forward to conferring over 1,900 diplomas at Commencement. Shepard went on to say that bricks and mortar and budgets don't make up a university, that it is the people and experiences that truly make up a university. He was grateful to those who recently stood up for Western's values regarding diversity in recent months when it was challenged from those outside of the Western community. Shepard also said that one of his tasks for the summer will be to look at all the data that was collected over the year regarding the six questions asked at fall convocation and is eager to report back on Western's progress on those challenges.

6. ASSOCIATED STUDENTS

Carly Roberts, Associated Students President, stated that the AS Board election results were recently completed and that there was lower overall voter turnout which is something that the AS Board will look into for next year. She noted that, the cannabis initiative did not gather enough signatures to get on the spring campus ballot, but the smoking initiative passed with 56 percent. Roberts said that there are ongoing discussions between the AS Board and the Foundation Board regarding divestment concerns and next steps.

Roberts reported that the AS Board passed “*A Resolution Regarding International Divestment, Boycott, and Sanctions*” at their June 10th meeting. The resolution, which was brought to them by a student states “the ASWWU shall not take positions advocating divestment from, boycott of, sanctioning, or ceasing collaboration with companies, products, or organizations due to their nation of origin.” Roberts said that she found out the following day that Western is the first school in the nation to pass a resolution addressing this issue and has since received national and international praise for the resolution.

7. FACULTY SENATE

Johann Neem, Faculty Senate President, said that he has appreciated the support and value of shared governance that he has felt this past year. He feels that because of the culture of shared governance he was able to foster tighter connections among the various universities communities the Faculty Senate interacts with.

Neem said universities are ultimately a community of scholars and that most of that community is rarely included at the table. He added that it is important to remember that a university is not a business, it is not about real estate, or dorms, or revenue, or buildings. HE said that it is about sustaining something larger the like the study of chemistry, physics, math, literature, history and philosophy. Neem said it is from this perspective we need to always remember what the mission ultimately is, to sustain the higher purposes of education. He said that members of the campus community trust the Board of Trustees to cultivate, nourish and protect the actives that make a university a university and continued by thanking the Trustees for their work and their focus on what a good university is and why it matters to the community at large.

Chair Zoro announced a break at 10:06 am. The Board returned and reconvened the meeting at 10:24 am.

8. 2014 - 2015 STUDENT FEES

Eileen Coughlin, Sr. Vice President, VP for Enrollment and Student Services gave a brief summary of the process for fee development and approval from campus stakeholders noting that the motion was for a collective approval for the student fees for the next academic year (**Attachment D**). She added that the Student Services & Activities Fees Committee was fully engaged with the students and the AS Board and the fees were fully supported by the AS Board.

Trustees had questions about what new or improved services would be offered for the fee increases and asked if they would directly help students. Coughlin said that access would be improved with the Student Health Service fee by adding staff which would in turn provide increased access for the students.

MOTION 06-08-2014: Trustee Thompson 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 2014-15 mandatory student fee levels and distribution for the S&A Fee as proposed in the attached documents for the following fees.

- Services & Activities Fee (8.94% increase)
- Student Health Service Fee (18.06% increase)
- Student Recreation Fee (4.21% increase)
- Technology Fee (No increase)
- Non-Academic Building Fee (No increase)
- Green Energy Fee (No increase)
- Student Transportation Fee (No increase)
- Legislative Action Fund (Decrease to \$1.00 with change in structure)

The motion passed unanimously.

9. ACADEMIC PROGRAM FEES

Brent Carbajal, Provost and Vice President for Academic Affairs stated that the motion for approval of fees for this upcoming academic year's various academic program fees (**Attachment E**). He explained that the fees are for self-supporting extended education classes and programs which are supported by the fees. Trustees asked if the process on campus had raised any issues, to which Provost Carbajal said that there were no issues raised in the discussion process and that it was unanimously supported.

MOTION 06-09-2014: Trustee Lee moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the attached 2014-2015 Other Academic Program fee schedule.

The motion passed unanimously.

10. RENAMING OF THE COLLEGE OF SCIENCES AND TECHNOLOGY

Provost Carbajal introduced this agenda item by saying that it is an exciting time in Western's history, adding that the university is growing and adapting to the needs of the state with the expansion of our science based education. Thanks in part to additional funding from the State Legislature for Western's Engineering programs. He said that in order to reflect that change the University started looking at a name change for the College of Sciences and Technology. Carbajal then introduced David Bover, Associate Dean, College of Sciences and Technology, who provided details on the thorough review and transition proposal process the college went through with approval from a number of college and university committees. The process concluded with approval by the Faculty Senate in March 2014 for the name change to the College of Science and Engineering.

Jeff Newcomer, Department Chair, Engineering Technology Department, then gave a brief explanation of the department's name change process and the new programs that will be offered. Newcomer said that once accredited and with their start in the fall the new Manufacturing Engineering program will be the only one in the state and the Plastics and Composites Engineering program will be the only one west of Minnesota.

Trustees agreed that this is a significant moment in the University's history in that it shows Western is innovating for the future and truly adapting to the state's needs.

MOTION 06-10-2014: Trustee Sharpe moved, that the Board of Trustees of Western Washington University, on recommendation of the President, approve the following institutional and administrative action effective September 1, 2014:

To rename the existing College of Sciences and Technology (CST) to the College of Science and Engineering (CSE).

The motion passed unanimously.

11. ELECTION OF BOARD OF TRUSTEE OFFICERS

Peggy Zoro, Chair, Board of Trustees, said that according to the Board Rules of Operation the Board is to elect new leadership every two years and that it is now time for elections. Betti Fujikado, Secretary, Board of Trustees nominated Trustee Karen Lee as Chair, Trustee Sue Sharpe as Vice Chair and Dick Thompson as Secretary.

MOTION 06-11-2014: Trustee Munro moved, that the Board of Trustees of Western Washington University elect new Board members as nominated: Karen Lee, Chair; Sue Sharpe, Vice Chair; Dick Thompson, Secretary.

The motion passed unanimously.

12. CAMPAIGN UPDATE

Stephanie Bowers, Vice President for University Advancement reported that as of May 30th the campaign was at \$39.1 million. Bowers went on to say that a final goal for the campaign will be decided at the next Western Foundation Board meeting and she will bring that final number to the Trustees at the August meeting. The official campus launch for the campaign will be Friday, October 24 and a launch is planned at the Seattle Business Forum in early November as well.

13. COMMITTEE ON TRUSTEES REPORT

Karen Lee, Chair, Board Committee on Trustees, reported that the committee has changed leadership and Sue Sharpe is now the Chair of the committee. Lee said the committee discussed best practices and said tools such as self-assessments and outside feedback are an important part of how the Trustees govern themselves. Lee said the committee continues to discuss new trustee orientation and mentoring to help make the transition onto the Board as easy as possible for incoming Trustees.

14. AUDIT COMMITTEE REPORT

Trustee Dick Thompson said that he will continue as Chair of the Audit Committee. Thompson gave a brief summary of the committee's discussion regarding the S&A Fee discussion on how to handle the Board approval and delegation of authority to the S&A Fee committee for some actions. He said that a proposal regarding that discussion in committee will come to the full Board at the August meeting. Thompson also gave an updated on the Internal Audit Director search and that the process is moving along and that they hope to have someone hired soon.

15. INFORMATION ITEMS

a. Academic Reports

Provost Carbajal provided a written report with an update on the status of the tenure-track faculty searches undertaken during the 2013-14 academic year. The report outlined there have been 46 new faculty hires confirmed, with other searches in various stages for a total of 64 searches.

b. Admissions and Enrollment Summary

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

c. University Advancement Report

Vice President Bowers provided a written report on the university's Alumni Relations and Western Foundation activities. Included was a brief report on the fifth annual Back2Bellingham which was the biggest one to date.

d. Capital Program Report

Vice President Van Den Hul provided a written report on the university's capital projects. Trustee Munro had a question about the process for the renovation of Nash Hall. Van Den Hul said that construction on that project will begin on June 16th.

e. Quarterly Grant/Contract Report

Provost Carbajal provided a written report regarding concerning grant awards for the period January 1, 2014 – March 31, 2014 and fiscal year 2013/14.

f. University Relations and Community Development Report

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

16. PASSING THE GAVEL

Trustees said some words of thanks and praise and a standing ovation for Chair Zoro. Zoro said thank you and then passed the gavel to Trustee Lee.

17. DATE FOR NEXT REGULAR MEETING: August 21, 2014

18. The meeting adjourned at 11:42 a.m.

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

TO: Members of the Board of Trustees

FROM: President Bruce Shepard by Senior Vice President Eileen Coughlin

DATE: June 13, 2014

SUBJECT: **Approval of 2014-2015 Student Fees**

PURPOSE: Action Item

Purpose of Submittal:

To recommend for approval mandatory student fee levels for 2014-15, and to approve the recommend revenue distributions of the Services & Activities (general S&A) Fee for academic year 2014-15 and summer 2014.

Proposed Motion:

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the University President and the various constituent review committees, approve the 2014-15 mandatory student fee levels and distribution for the S&A Fee as proposed in the attached documents for the following fees.

- Services & Activities Fee (8.94% increase)
- Student Health Service Fee (18.06% increase)
- Student Recreation Fee (*4.21% increase*)
- Technology Fee (*No increase*)
- Non-Academic Building Fee (*No increase*)
- Green Energy Fee (*No increase*)
- Student Transportation Fee (*No increase*)
- Legislative Action Fund (*Decrease to \$1.00 with change in structure*)

Supporting Information:

Summary of current and proposed mandatory student fee levels

Attachment A: Services and Activities Fee Increase, and Letter from S&A Fee Committee

Attachment B: Student Health Services Fee Increase Report

Attachment C: Student Recreation Fee Report

Attachment D: Technology Fee Program Report

Attachment E: Non-Academic Building Fee Program Report

Attachment F: Green Energy Fee Program Report

Attachment G: Transportation Fee Program Report

Attachment H: Legislative Action Fund

2014-15 Mandatory Student Fees

Summary of Current and Proposed Mandatory Student Fee Levels

It is proposed to increase three of the seven mandatory student fees for 2014-15. This proposal constitutes a net average increase of 7.28% for all existing mandatory student fees.

Proposed Increases Effective Fall Quarter*

**Subject to Board of Trustees Approval on June 13, 2014*

Mandatory Fee	Notes	Proposed Change	Quarterly Fees				Academic Year Fees			
			Current 2013-14	Proposed 2014-15	\$ Change	% Change	Current 2012-13	Proposed 2014-15	\$ Change	% Change
Services & Activities (S&A) Fee	(1) (2)	Proposed increase of \$16 per quarter (8.94%) The S&A Fee Committee is recommending distribution by percentages for each constituent. Fee is prorated per credit with 10+ credits paying the full fee. Note: The % increase in this fee is normally limited by the % increase in undergraduate tuition, but an exemption is currently allowed.	\$179.00	\$195.00	\$16.00	8.94%	\$537.00	\$585.00	\$48.00	8.94%
Health Service Fee		Proposed increase of \$13 per quarter (18.06%). Fee is charged to students taking 6+ credits. Other students may voluntarily pay the fee to obtain services.	\$72.00	\$85.00	\$13.00	18.06%	\$216.00	\$255.00	\$39.00	18.06%
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	0.00%	\$105.00	\$105.00	\$0.00	0.00%
Non-Academic Building Fee		No proposed change. Fee is charged to students taking 6+ credits.	\$39.00	\$39.00	\$0.00	0.00%	\$117.00	\$117.00	\$0.00	0.00%
Green Energy Fee		No proposed change. Spring 2010 student initiative passed with 80.6% approval (23.7% voter turnout), authorizing fee to be between \$4 and \$9/qr. for purchase of renewable energy certificates (RECs) and sustainable energy projects. Fee is charged as 70 cents per credit with a max of \$7 for 10 credits or more.	\$7.00	\$7.00	\$0.00	0.00%	\$21.00	\$21.00	\$0.00	0.00%
Student Recreation Fee (S&A)	(1)	Proposed increase of \$4 per quarter (4.21%). Fee is charged to students taking 6+ credits. Other students may voluntarily pay the fee to obtain access/services.	\$95.00	\$99.00	\$4.00	4.21%	\$285.00	\$297.00	\$12.00	4.21%
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	0.00%	\$78.75	\$78.75	\$0.00	0.00%
Total Mandatory Fees			\$453.25	\$486.25	\$33.00	7.28%	\$1,359.75	\$1,458.75	\$99.00	7.28%

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 qtr and \$6.40 per part-time student per quarter to the Housing & Dining System.

Attachment A
2014-15 Mandatory Student Fees
Services & Activities Fee

Proposed Distributions and 8.94% Increase in Fee

Proposed Fee and Distribution: The Services and Activities (S&A) Fee Committee recommends an 8.94% increase to the Services & Activities Fee for the 2014-2015 academic year, maintaining the Summer 2014 rate at 65.15% of the academic year rate, and recommends approval of the distribution of fees for the 2014-2015 academic year and summer 2014 as outlined.

The committee proposes an 8.94% increase to the S&A Fee for the 2014-2015 year (from \$537 to \$585 per academic year, or from \$179 to \$195 per quarter). This fee is prorated per credit (\$19.50 per credit per quarter) with students enrolling in ten or more credits paying the full, maximum fee. The annual percent increase in the S&A Fee is normally limited by the percent increase in undergraduate tuition, but an exemption is currently allowed.

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 constituent groups: Housing & Dining, Associated Students, Athletics, Campus Recreation and Department Related Activities (DRAC). In concert with the RCW, the committee is comprised of 12 members, seven voting and five non-voting. The voting members include a faculty member and six students representing Associated Students, Athletics, Campus Recreation, and DRAC. The non-voting members include staff advisors from Associated Students, Athletics, Campus Recreation and DRAC, and a designee of the Vice President for Enrollment and Student Services.

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

2014-15 Academic Year

Proposed Fee Distribution

- 3.5% to Student Financial Aid Fund as required by law.
- Music Copyright Fee to be allocated in the amount of \$15,557.
- Housing & Dining to receive minimums as required by bond covenants for debt service. This amounts to \$32 per quarter per full-time student and \$6.40 per quarter per part-time student.
- Recommendation is based on projected revenue. Revenue in excess of projection to be allocated to constituents on a percentage basis.

Academic Year Allocations	2013-14 Actual	% of Constituent Funding	2014-15 Proposed	% of Constituent Funding	Variance
Fee Revenue	6,464,895		6,935,021		470,125
-Less 3.5% for Financial Aid Fund	<u>226,271</u>		<u>242,726</u>		<u>16,454</u>
Net Available for Distribution	6,238,624		6,692,295		453,671
Less: Housing & Dining (per bond covenants)	1,224,249		1,208,334		(15,915)
Less: Music Copyright	<u>14,890</u>		<u>15,557</u>		<u>667</u>
Net for Further Distribution	4,999,485		5,468,404		468,919
Associated Students	2,308,463	46.2%	2,410,045	44.1%	101,582
Athletics	1,519,702	30.4%	1,683,284	30.8%	163,582
Campus Recreation	354,059	7.1%	430,345	7.9%	76,286
DRAC	<u>817,261</u>	<u>16.3%</u>	<u>944,730</u>	<u>17.3%</u>	<u>127,469</u>
Subtotal Distributions	4,999,485	100.0%	5,468,404	100.0%	468,919
To Reserve Amount					
Total Distributed	\$4,999,485		\$5,468,404		468,919

Note: Estimated revenue is based on conservative projection of enrollment (150 students less than 2013-14 actual enrollment.)

S&A FEE COMMITTEE
CONSTITUENT BUDGET REQUESTS for 2014-15

Associated Students

Associated Students requested an increase of \$97,500. Over half of the requested increase was to cover mandatory salary increases and student wage adjustments. The rest was to cover increased travel costs and programmatic enhancements.

Athletics

Athletics requested an increase of \$159,843. More than a third of the requested increase was to cover personnel expenses including mandatory salary increases, a paid Head Coach for Men's Golf, an increased stipend for the Assistant Sports Information Director, funding for Graduate Assistants for the Training Room and Fitness Center, and funding for a Marketing Intern. Also requested was \$45,000 for increased travel costs. Almost \$17,000 was for equipment and supplies and just under \$22,000 was to replace lost revenue, primarily due to changes in the cold beverage contract.

Campus Recreation

Campus Recreation requested \$25,000 to cover mandatory salary increases and to provide increased support for sports clubs. For some sports, S&A Fee revenue covers less than 20% of total expenses.

DRAC

Department Related Activities requested an increase of \$132,300 to cover mandatory salary increases, higher costs for printing (student publications), and travel.

S&A Summer 2015

Proposed Fee Level

As approved by the Board of Trustees in June 2002, the summer rate is set at 65.15% of the academic year rate. With an increase to the rate for the 2014-2015 academic year S&A Fee, the rate for Summer 2015 would increase from \$11.66 to \$12.70 per credit.

S&A Summer 2014

Proposed Fee Distribution

The Board approved the Summer 2014 rate of \$11.66 per credit in June 2013. It is proposed that Summer 2014 S&A Fee revenue be split on the following percentage after Housing & Dining received \$32.00 per full-time and \$6.40 per part-time student, and utilizing the \$17,000 in the Summer S&A reserve.

<u>Constituent</u>	<u>Summer 2013 Actual Distribution</u>		<u>Summer 2014 Proposed Distribution</u>	
Housing & Dining (bond covenant)	\$ 48,634		\$ 48,634	
Associated Students	\$ 164,942	77.8%	\$ 136,076	57.6%
Campus Recreation	\$ 25,017	11.8%	\$ 18,816	8.0%
Department Related Activities	\$ 22,049	10.4%	\$ 81,304	34.4%
Totals	\$ 260,642	100.0%	\$ 284,830	100.0%

TO: Vice President Eileen Coughlin
FROM: S & A Fee Committee *Jane London*
DATE: May 23, 2014
SUBJECT: Proposed S & A Fee Level and Revenue Distribution

The S & A Fee Committee proposes that the level of the 2014-15 Academic Year S & A Fee be increased by \$16 per quarter to a total of \$195 per quarter. This amounts to an increase of 8.94%.

Further, the committee proposes that after mandated distributions to the loan fund and Housing & Dining and a distribution of \$15,557 to cover the music copyright fee, revenue be distributed on a percentage basis as shown below based on estimated revenue:

Associated Students	\$2,410,045	44.1%
Athletics	1,683,284	30.8%
Campus Recreation	430,345	7.9%
DRAC	<u>944,730</u>	<u>17.3%</u>
TOTAL	\$5,468,404	100.0%

Over half of the revenue generated by the increased fee will be used to cover increased travel costs which have impacted all of the committee's constituent groups. It will also be used to cover mandated salary increases and other personnel costs and to provide more support for club sports.

Attachment B 2014-15 Mandatory Student Fees

Health Services Fee Proposed 18% Increase in Fee

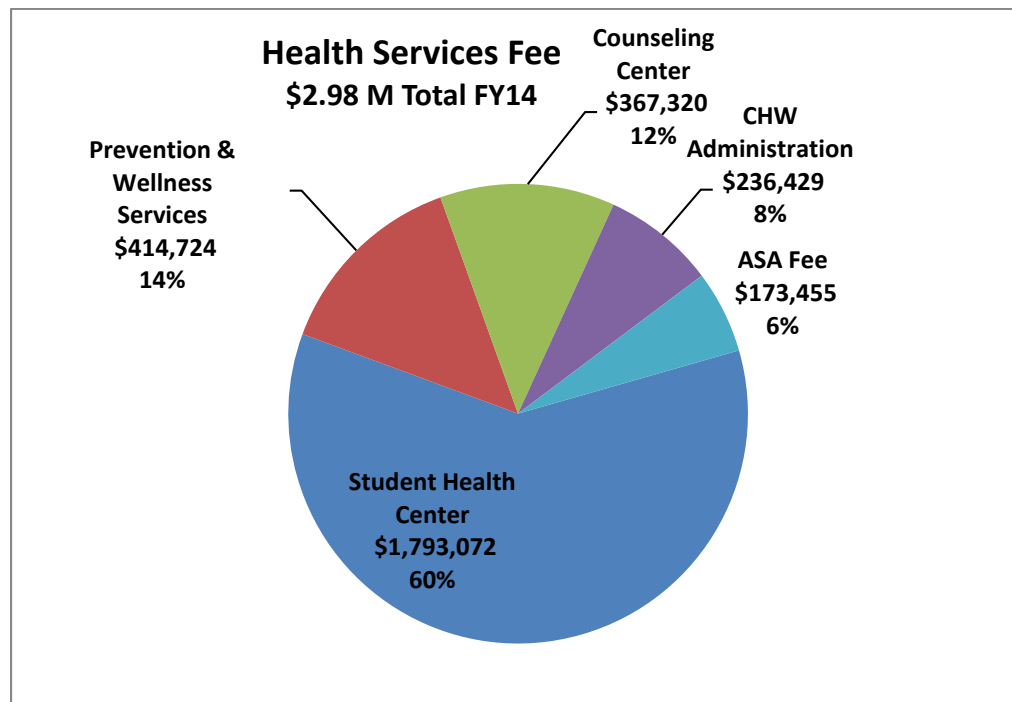
Proposed Fee & Effective Dates: The Associated Students Board recommends an increase in the Student Health Services Fee of \$13 per quarter for students taking 6 credits or above effective Fall Quarter 2014.

Purpose & History:

The Health Services Fee is the primary means of support for the operations and staffing of the Student Health Center, Prevention & Wellness Services and a significant part (40%) of the Counseling Center in order to provide easily accessible medical, mental health and wellness services to students. This mandatory fee provides a stable, adequate funding base for all of our campus health related services.

The Health Services Fee was increased to \$70/qtr in FY09 and remained so until FY14, when a \$2/qtr increase (84K) was approved for salary increases for professional staff. However, the increase to \$72/qtr did not allow us to catch up from prior years of service limiting budget reductions with no increase to the fee.

- Fee revenues are projected to total \$2.98 million in the current year (2013-14)
- Health Services Fee Revenue supports 74% of the total ~\$4 million Counseling, Health & Wellness Services budget (\$3,469,100 Self-Sustaining & \$581,820 State funding)
- Over 85% of Health Services Fee revenue is committed to salary & benefits budgets



FY15 Proposed Increase to Fee and the Anticipated Yearly Revenue:

The \$13/qtr increase would raise the fee from \$72/qtr to \$85/qtr (from \$216 to \$255/academic year) and would generate an additional \$546,000 in annual revenue

FY15 Total Estimated Fee Revenue = \$3,531,000
 (Revenue projection assumes no increase in enrollment)

FY15 Increased Expenses:

Staffing:

1) Total Salaries & Benefits for Additional Positions (\$494,190)

Student Health Center: Four positions totaling 3.0 FTE (\$332,670)

- .75 FTE Physician
- .75 FTE Registered Nurse 2
- .75 FTE Mental Health Nurse Practitioner
- .75 FTE Clerical for Front Office

Counseling Center: Two positions totaling 1.917 FTE (\$116,100)

- .917 FTE Master's Level Mental Health Counselor
- 1.0 FTE Pre-Doctoral Intern

Prevention & Wellness: Additional funding for .625 of .833 FTE position (\$45,420)

- .625 FTE funding (toward a .83 FTE position) Master's Level Professional

2) Other Staffing Adjustments – Steps (\$4,600)

Administrative Services Assessment Increase (\$47,300)

Increasing from 5% to 5.5% in FY15. Includes 5.5% on \$546,000 new fee revenue.

Comparison to other WA state public universities (fee/student/academic year):

	<u>FY14</u>	<u>FY15</u>	<u>% inc</u>
Washington State University	\$288	\$376 approved	30.5%
Central Washington University	\$267	\$297 (proposed)	11.2%
Eastern Washington University	\$253	no info	
The Evergreen State College	\$235	no info	
Western Washington University	\$216	\$255 (proposed)	18%

Attachment C 2014-15 Mandatory Student Fees

2014-15 Student Recreation Fee Proposed 4.21% Increase

Proposed Fee Increase: The Campus Recreation Advisory Group (an S&A Committee) proposes an increase in the Student Recreation Fee from \$95 to \$99 per quarter for 2014-15, effective Fall Quarter 2014 through Summer Quarter 2015 and required of students enrolled in six (6) or more credits on the main campus.

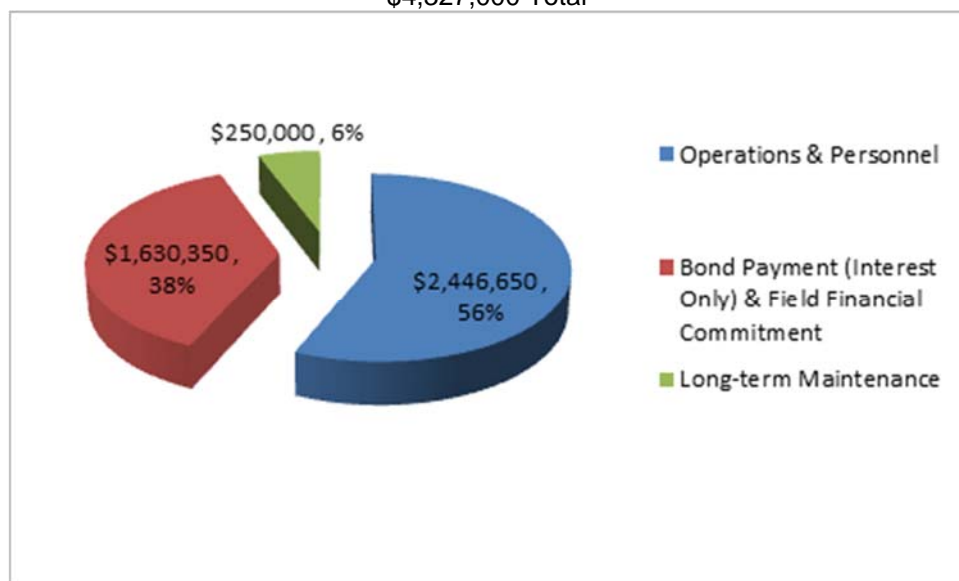
The Campus Recreation Advisory Group (comprised of students, faculty and staff) reviewed the program and facility budgets, and voted to recommend the proposed 4.21% (\$4) increase to \$99 per quarter. The annual percent increase in the S&A Fee is normally limited by the percent increase in undergraduate tuition, but an exemption is currently allowed.

- The Student Recreation Fee generated approximately \$3.8 million in 2013-14.
- 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 \$527,000 assist in funding operations.*
- The \$4 per quarter increase will generate approximately \$152,000 annually. This increase in the fee will cover the cost of the annual equipment replacement schedule (approximately \$100,000 per year) as well as anticipated 2% personnel expense increases. Furthermore, the additional revenue will help build up the Operations Reserve that was used to fund a portion of the Harrington Multipurpose Field (\$850,000).

Current Reserve Balances:

- \$ 696,214 Operations Reserve
- \$2,120,612 Maintenance Reserve

2013-14 Expense Categories \$4,327,000 Total



Peer Fee Comparisons

	<u>Actual 2013-14 Acad Year</u>	<u>Proposed 2014-15 Acad Year</u>	<u>% Increase</u>
Central Washington University	\$306	\$306	0%
Western Washington University	\$285	\$297	4.21%
Eastern Washington University ⁽¹⁾	\$195	\$195	0%
Washington State University	\$300	?	?

Notes:

- (1) Eastern Washington University's recreation center is highly limited in their facility space and does not have the same operational space or capabilities as the other state educational recreation centers.

**Attachment D
2014-2015 Mandatory Student Fees**

**Student Technology Fee
No Increase in Fee**

2013-14 Program Report

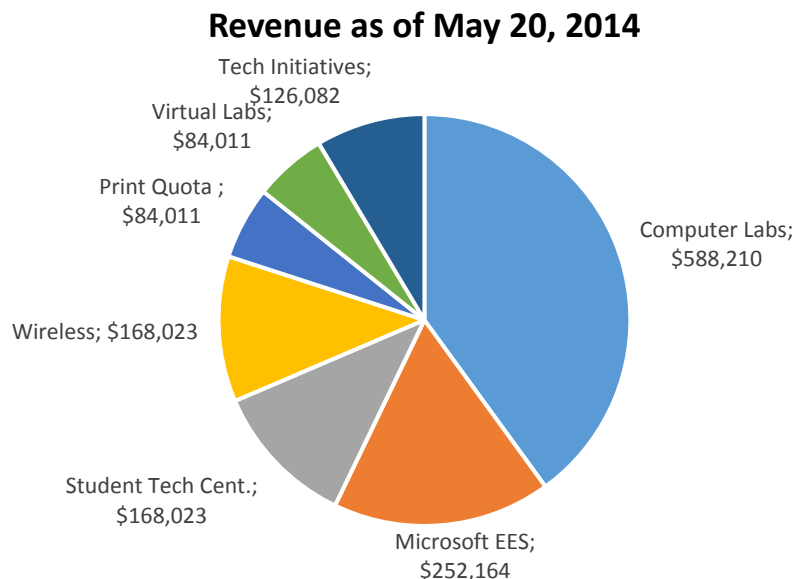
The Associated Students enacted a Student Technology Fee of \$35 per quarter for students taking 6 credits or above and \$17.50 per quarter for students taking 1-5 credits, effective Fall Quarter 2013 for a period of five years (through Summer Quarter 2018).

Initially implemented in 1995, the Student Technology Fee 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) (17.2%)
- \$2 for the virtual labs and U-drive upgrades (5.7%)
- \$2 for a print quota with 50 prints per quarter (5.7%)

This allotment will result in the following approximate fund amounts for 2013-14:
(Revenue collection continues until June 30, 2014)



Technology Fee Project Proposal (Tech. Initiatives) Funding Allocations

The Student Technology Fee Proposal Fund 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.

In 2013-14 the following proposals were funded:

#	Project Title	Funded Amount	Partial Funding Description
1	Loan Pool Enhancements (20 high-end cameras and production equipment for check-out by students)	\$47,525	
3	Real-time Respirometry of Animals (Instrumentation to analyze the physiology and behavior of animals)	\$20,479	
4	High-Definition Microscopy Projection (HD quality cameras & projectors connected to trinocular microscopes in biology classrooms)	\$33,213	
5	Communication 101 – Expanded Learning Project (Video cameras and accessories to allow recording of student speeches to improve presentation)	\$9,477	
6	Enhancing Collaborative Technology in the Learning Commons (Enhances common areas for student owned equipment)	\$2,935	Funding for 3 charging stations no furniture.
7	Library Microform Scanners (Better quality and easier to operate microform scanners for student research in the library)	\$18,984	One unit funded rather than two.
8	Woodring Video Equipment in Loan Pool (allows student teachers to fulfill program requirements for state licensure through video demonstration of classroom interaction with students)	\$22,997	
	TOTAL	\$155,610	

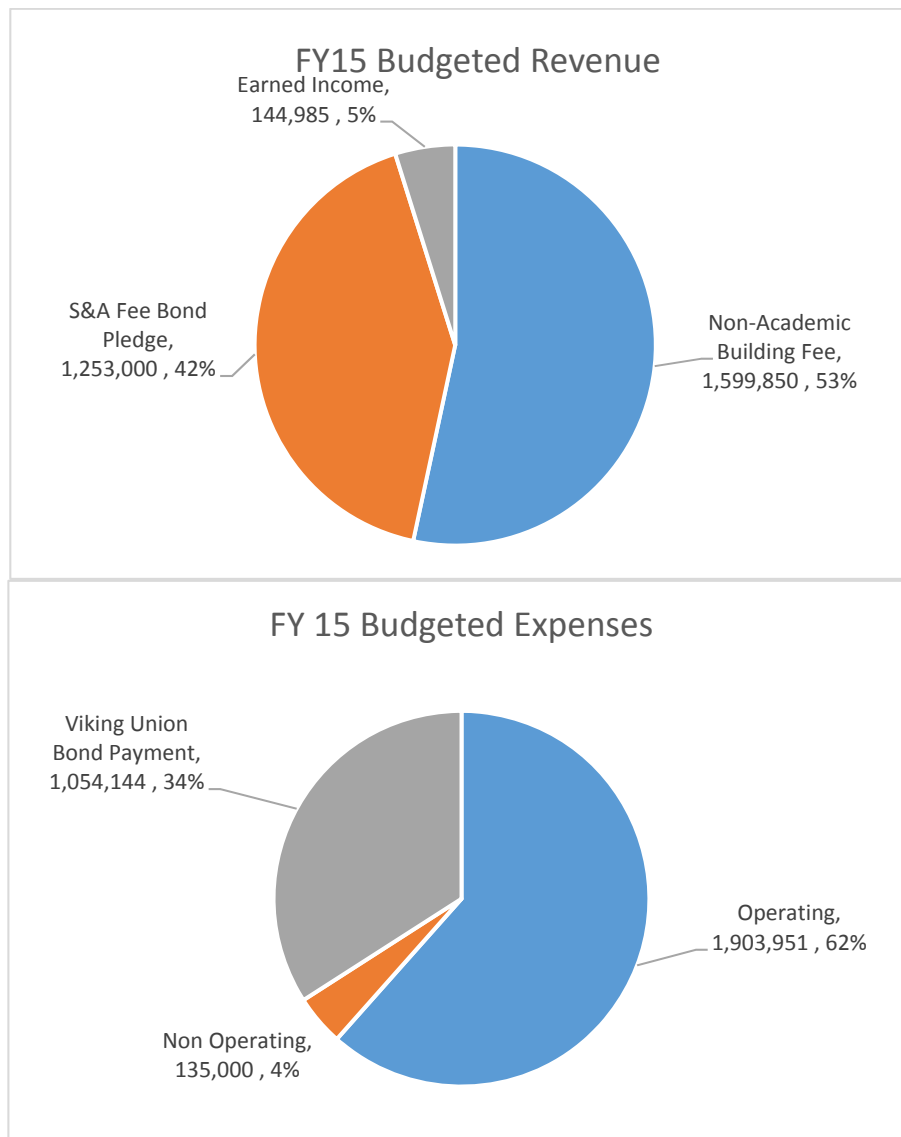
Attachment E
2014-15 Mandatory Student Fees

Non-Academic Building Fee

No increase in Fee

2013-14 Program Report and 2014-15 Projections

- The Non-Academic Building Fee is proposed to remain at \$39 per quarter.
- The fee is one of three revenue sources that support Viking Union Facilities. Other revenue sources include Housing and Dining's portion of the S&A Fee and operating income from space rentals, event services fees, and Lakewood boat rentals and lessons.
- Revenues collected support the bond payment for the 2000 renovation of the Viking Union, capital and non-operating expenditures for the Viking Union and Lakewood, and operating expenditures for the Viking Union, Lakewood, and custodial/maintenance of the Child Development Center.



**Attachment F
2014-15 Mandatory Student Fees**

**GREEN ENERGY FEE
No Increase to Fee**

**2013-14 Program Report on
Renewable Energy Credit Purchases and Sustainability Projects**

The Green Energy Fee (GEF) funds the purchase of Renewable Energy Credits to offset WWU carbon emissions in addition to on-campus sustainability pilot projects through the GEF Grant Program.

- Fee revenues are appropriate, at approximately \$300,000 in FY14. No increase is requested for 2014-15.
- The cost of renewable energy credits was \$0.95 per credit for the first half of FY13, and increased to \$1.25 for the last six months of the fiscal year. Western purchases 40,000 megawatt credits annually (10,000 per quarter).

Update on 2012-2013 Projects

In the spring of 2013, the Green Energy Fee Grant Program awarded four *large* projects.

Two of the projects have been fully implemented at this point:

- **Sustainable and Energy-Efficient Dorm (SEED) Pilot:** An energy efficient and sustainable dorm room pilot. Funding approved: \$9,546.
- **Environmental Outreach Hydration Station (EOHS):** A sustainability information kiosk in the library with a water bottle refill station. Funding approved: \$23,457.

One of the projects is still being implemented and the completion date is set for the fall of 2014:

- **Driving Down Energy Consumption with Dashboards - Information is POWER!:** Electronic dashboards to make the electricity and utility use of campus more accessible to the campus community. Funding approved: \$184,735.

The fourth project, Western SOLutions, was put on hold after having gone through the final estimate and design stage. The lowest bid resulted in a savings that was less than the annual maintenance of the system. Given that, \$36,268 was spent on the design and estimate, and the remaining budget of \$183,243 was returned to the Green Energy Fee Grant Program budget.

- **Western SOLutions:** A proposal to use solar thermal collectors to heat the pool at the Wade King Recreation Center. This project expected to decrease Western's CO2 emissions and would serve as a learning model and awareness tool for solar thermal energy. Funding approved: \$219,511.

New Projects for 2013-2014

In the 2013-2014 academic year, the Green Energy Fee Grant program approved the conceptual proposal for the following four large projects. The final proposals and requests for funding for these projects are expected to go before the Green Energy Fee Committee during the final weeks of the school year and in the fall of 2014.

- **Performance Hall Overhaul:** A proposal to replace the lighting in the Performing Arts Center Concert Hall and main Stage with energy efficient LED technology.
- **Viking Cycle Fixit Stations:** A proposal to install three Dero Bicycle fixit stations around campus. The stations provide tools for bicyclists to perform basic repairs and maintenance.
- **WWU SORTS** (Structural Outdoor Refuse Transformation System): A proposal to introduce composting collection containers to Red Square.
- **Western Wind Energy:** A proposal to install a small wind turbine on a roof of a building, or ground mounted on campus.

In the 2013-2014 academic year, the Green Energy Fee Grant program awarded the following two small projects:

- **The Human Aspect of Sustainability:** Putting an emphasis on the Social Equity tier of the 3 pillars of Sustainability (Environment, Economy, and Social Equity) through a film viewing/panel discussion and making sock monkeys from scratch to give to Child Protective Services for young children as they are being placed into new homes. Funding approved: \$692.
- **Hydroponics Aquarium:** Piloting a hydroponics aquarium on campus. Installing a hydroponics aquarium in the biology building, and holding make your own mini-hydroponics workshops for students. Funding approved: \$780

The Green Energy Fee Grant Program has participation from students, staff, and faculty from across the university. 2014 applications came from students, faculty and staff from the following departments, colleges, and clubs: the Biology Department, the Communications Department, the Computer Science Department, the English Department, the Geology Department, Huxley College of the Environment, the Philosophy Department, the Theater Department, the Music Department, Western Libraries, Facilities Management, the Sustainable Transportation Office, the Air and Waste Management Club, and Students for Sustainable Water.

The GEF Grant Program remains a highly collaborative effort, projects chosen by the student/staff/faculty GEF 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.

Green Energy Fee Grant Program Website: <http://www.wvu.edu/sustain/programs/gef>

Attachment G
2014-2015 Mandatory Student Fees

Student Alternative Transportation Fee
No increase in Fee

2013-14 Program Report

- The Alternative Transportation Fee was increased 5% in spring 2013, with Associated Students Board of Directors and WWU Board of Trustees approval. The increased fee was implemented Fall 2013 for the 2013-2014 academic year. The new fee structure increased the quarterly fee for the academic year from \$25.00 to \$26.25, and the summer fee from \$20 to \$21 (a lesser amount because late night shuttle service is not provided in the summer). No further changes to the structure or amount of the fee are proposed for the 2014-2015 academic year.
- The transportation fee continues to provide funding for student Whatcom Transportation Authority (WTA) bus passes, operation of the Student Shuttle, a part-time AS Alternative Transportation Coordinator student position, a full-time staff position, and additional part-time employment of students for fall bus pass distribution assistance and survey projects.
- The program distributes over 13,000 bus passes annually; 12,000 in the first 2 weeks of the school year. The bus pass function is encoded onto the WWU student ID card eliminating the need for students to carry a separate bus pass.
- WTA has installed new fare boxes on their buses this year and will be offering new fare options. Western is working with WTA to explore new efficiencies in the encoding and distribution of bus passes to students, as well as integrating the new fare policy into the current WWU-WTA agreement.
- The Student Shuttle continues to provide safe, efficient and convenient transit service from 11 PM to 3 AM Monday through Saturday, and 9 PM to 3 AM on Sunday.
 - Program reserve funds were used to purchase a new (used) vehicle for \$25,000. The vehicle is a 22 passenger Krystal coach that is used on week nights when ridership is low, and will benefit the program with fuel cost savings.
 - The current fleet is aging and additional replacement vehicles are being researched to upgrade efficiency and lower maintenance and fuel costs.
 - Expansion of shuttle Route A, to provide service to students living in the Happy Valley neighborhood, is being studied.
- Annual revenue for the year increased as a result of the fee increase from \$1,032,258 in FY13 to approximately \$1,076,000 in FY14. Annual expense for FY14 approximates \$1,084,000. The small deficit reflects the first year of projected deficit to intentionally spend down the reserve as formerly presented to the Board in Spring 2013 for the proposed 5% increase (see pages 2 and 3 for a summary of the June 2013 Board document. Future payments to transportation providers are expected to increase along with other general costs. Projections indicate that an additional fee increase may be needed by 2016.

Last year's information for reference:

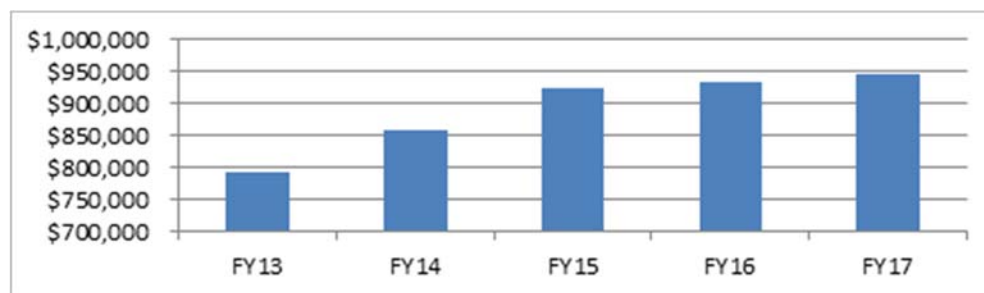
**Excerpts from documents presented to the Board of Trustees in June 2013
re: the 5% fee increase
(approved by the Board and implemented for Fall 2013)**

The Student Alternative Transportation Fee was implemented in fall 2007 for a five year term. In April 2012, eighty-four percent of the student body voters voted to renew the mandatory fee for an additional five year term. In accordance with the fee initiative, the fee may be increased up to 5% per year with approval by the Associated Students Board of Directors (ASBD).

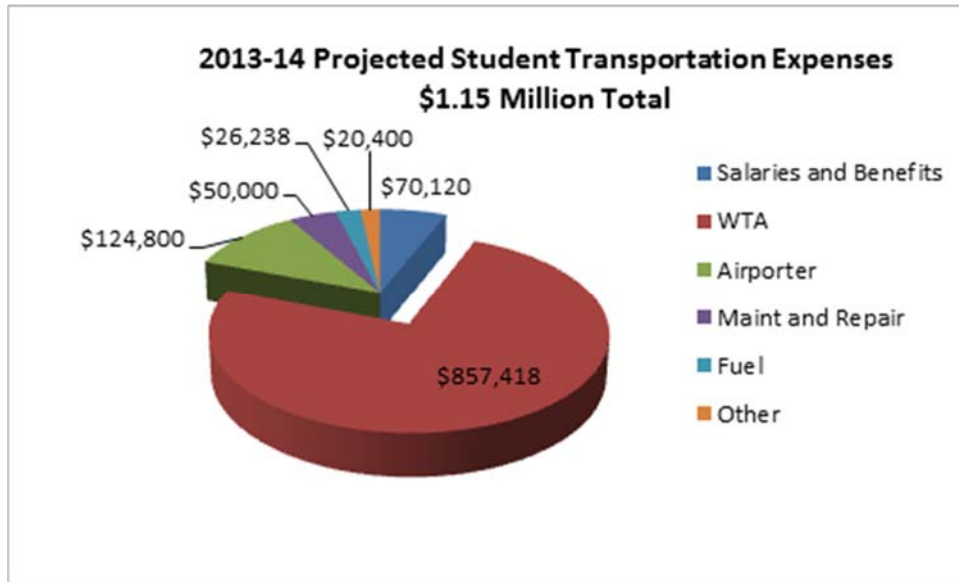
In March 2013, the Student Transportation Fee Advisory Committee conducted a financial review of projected revenue and expenses for FY14 – 17 which resulted in the Committee's recommendation of a 5% increase (\$25.00 to \$26.25 per academic quarter and from \$20.00 to \$21.00 for summer quarter). The increase was approved by the ASBD and is the first increase since the fee was implemented in fall 2007.

The following issues supported the decision to increase the fee:

- Student enrollment, which drives revenue, is predicted to be “flat” over the next several years.
- Payments to WTA will increase over the next 5 years per the contract negotiated in September 2012, and incorporate an estimated annual enrollment increase of 1.39%. If enrollment remains flat as now expected, payments may be negotiated accordingly.



- In May 2013, Student Transportation signed a memo of agreement to pay 25% of operating costs of the Western Card office with Housing and Dining, Student Recreation Center, and Academic Affairs supporting the remainder. The expected expense to Student Transportation is \$10,000 per year.
- Fuel costs are expected to rise.



Below are the projected Operating Fund balances for FY14 – 17 which include carry forward balances from prior years. Even with the 5% fee increase, the FY14 operating budget is projected to dip into the carry forward balance by \$30,000 (compared to \$78,000 with no fee increase). This annual shortage is planned to continue until a target Operating Fund balance of approximately \$300,000 is reached (equivalent to three months of expenses.) Since this will most likely occur in FY17, it is expected that another fee increase vote will take place in FY16.

Projected Operating Fund Balance				
	FY14	FY15	FY16	FY17
No Fee Increase	\$ 525,000	\$ 366,000	\$ 190,000	\$ 2,000
5% Fee Increase FY14	\$ 573,000	\$ 462,000	\$ 335,000	\$ 195,000

Note: The program also maintains a Capital Reserve Fund for bus replacement expenses. The current balance is \$200,000 to which 1% of revenue is budgeted to be added annually.

**Attachment H
2014-15 Mandatory Student Fees**

**Legislative Action Fund
Proposed decrease to \$1 with change in structure**

Proposed Fee & Effective Dates: The Associated Students through a campus wide referendum recommends a mandated \$1 fee to replace the existing Legislative Action Fund of \$2, which is an opt-in or positive check of system.

“Shall the students of Western Washington University, using the power granted to them by state law, change the Legislative Action Fund to a \$1 per quarter opt-out fee structure in order to increase student representation and advocacy efforts at the campus, local, state, and federal level?”

Purpose & History:

There has been a long history of support for a Legislative Action Fund.

- 1982: Process established for students to contribute to legislative University representation by the Washington Student Lobby through the fee system
- 2002: Opt-in fee structure under which all contributions went directly to the Washington Student Lobby
- 2008: Washington Student Lobby restructured membership dues based on Full Time Equivalents
- 2009: Washington Student Lobby re-named Washington Student Association
- 2009: Student referendum passed and BOT approved – contributions now directed towards the Legislative Action Fund
- 2011: RCW 28B.15.610 was updated to include the statement, “. . . may be used for lobbying by a student government association or its equivalent . . .” This RCW also allows legislative fees to be included as one of the mandated fees. In 2012 Central Washington students moved to a mandated fee system under this RCW.
- 2014: The Associated Students of Western Washington University voted in favor of an appeal based mandated fee - a reduction in the “opt-in” fee from \$2 to \$1. This approach provides stability and support for such activities as: WSA Board Retreat; WSA Lobby Day; USSA Congress; USSA Legislative Conference; AS Environmental Lobby Day.

FY15 Proposed Increase to Fee and the Anticipated Yearly Revenue:

Fee revenue projections are estimated to be \$40,000 compared to the current opt-in revenue of about 23,000. This will allow the revenue to meet expenditures and increase student representation in Olympia.

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 13, 2014

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 2014 meeting, the Board approved 2014 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 2014-2015 Other Academic Program fee schedule.

Supporting Information

Attached fee schedule

**WESTERN WASHINGTON UNIVERSITY
2014- 2015**

ATTACHMENT E
Draft Minutes
from June 13, 2014 meeting

Other Academic Program Fees

FUND: Fund Title, Department	2013-14 Fee	2014-15 Proposed Fee	Amount Change	Percent Change	Change Description	Fee Form Number
Fee Title						

Academic Affairs

20033: Foreign Studies Course Fees, Provost/Other Programs

Concurrent Enrollment Fee	225.00	250.00	25.00	11.11%	Increase to Fee	<u>825027</u>
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25122: WWU on the Peninsulas, Extended Education

Extended Student Service Fee		9.00 per credit hour			New Fee	<u>838706</u>
Undergraduate Course Fee, Business Degree (1-9 Credits or 18+credits)		281.00 per credit hour			New Fee	<u>826110</u>
Undergraduate Quarterly Rate, Business Degree (10-18) Credits		2,810.00 per quarter			New Fee	<u>838685</u>

25123: Computer & Info Systems Security, Extended Education

Extended Student Service Fee		9.00 per credit hour			New Fee	<u>838706</u>
Undergraduate Course Fee, Computer and Information System Security		268.00 per credit hour			New Fee	<u>838705</u>