

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MEETING MINUTES
FRIDAY, April 10, 2015**

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 8:05 a.m., Friday, April 10, 2015 in the Board of Trustees Conference Room, Old Main 340, at Western Washington University in Bellingham, Washington.

Board of Trustees

Karen Lee, Chair
Sue Sharpe, Vice Chair
Dick Thompson, Secretary
Betti Fujikado
Chase Franklin
Carly Roberts
Ralph Munro
Earl Overstreet

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
Annika Wolters, Associated Students President
Spencer Anthony-Cahill, Faculty Senate President
Lisa Wochos, Assistant Attorney General
Paul Cocke, Director, University Communications
Barbara Sandoval, Assistant to the President and Secretary to the Board of Trustees
Elissa Hicks, Assistant Secretary to the Board of Trustees

There were no changes to the draft minutes as distributed.

MOTION 04-02-2015: Trustee Thompson moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Board of Trustees Meeting, February 12 & 13, 2015

The motion passed.

2. PUBLIC COMMENT

As per Amended RCW 28.B.20.105, the Board of Trustees provided time for a Public Comment period. There were no requests for public comment.

3. EXECUTIVE SESSION

At 8:07 a.m. Chair Lee announced that the Board would convene in Executive Session for approximately 30 minutes to discuss a personnel matter as authorized in RCW 42.30.110 (1)(i).

The Board returned to open meeting at 8:25 p.m. with no action to report and reconvened the meeting as scheduled at 8:32 a.m.

4. BOARD CHAIR

Chair Lee said that she is optimistic about the current Legislative session and both the Senate's and House of Representative's budgets. She also said that she feels like the Legislature is showing a stronger commitment to higher education overall.

5. UNIVERSITY PRESIDENT

President Shepard agreed that the Legislature seems to see the value in investing in higher education. He reported on his recent trip to Washington DC to talk to Congressional staff about higher education funding. Shepard said that many DC offices commented on how impressed they were to see a president and student leadership discussing the same issues with one voice.

President Shepard asked Steve Swan, Vice President for University Relations and Community Development to provide an update on the Hannegan Road Property. Swan stated that after being on the market for almost a year, a recent offer has been made and accepted on the entire 24 acre property. Official action to approve the offer and sale will be taken at the May 17th Western Crossing meeting.

President Shepard asked Stephanie Bowers, Vice President for University Advancement provide an update on Sculpture Woods. Bowers said that a Ms. Ann Morris has been working with the Foundation and is in the final stage of preparing to gift her 15 acre property on Lummi Island, named Sculpture Woods, to the Western Foundation. Bowers said that the property is in good shape and that it would be a great asset to Western as a formal meeting place and a showcase venue for the College of Fine and Performing Arts. Ms. Morris and her children are also starting an endowment for the operating funds on the property noting that it would still require a significant fundraising effort to raise the needed funds. Trustees asked about the physical upkeep and zoning on the island. Bowers and adjoining property neighbor Lisa Wochos said the property has been kept up very well and that most Lummi Island residents would welcome Western as a neighbor who would keep the integrity of the property.

6. ASSOCIATED STUDENTS

Associated Students President Annika Wolters said that she very much enjoyed her recent trip to Washington D.C. for the Grass Roots Organizing Legislative Convention for the United States

Student Organization and meetings with Congressional staff. She noted that Western had one of the largest delegations at the conference. Wolters added that AS elections are approaching and gave an update about the candidates for president.

7. FACULTY SENATE

Spencer Anthony-Cahill, Faculty Senate President updated the Trustees on recent activities of the Faculty Senate. He said that the Senate is continuing conversations regarding the six questions that President Shepard posed at the 2014 Convocation regarding diversity. The Senate is also looking at the recent move by some major programs to increase the GPA acceptance requirements to see the new requirements disproportionately affect certain student groups. Anthony-Cahill said Senators are also working on formulating an effective faculty response to classroom climate issues raised by the Associated Students and are hoping to have larger discussions with the students and Senate. A Senate sub-group is continuing work on faculty recommendations for the future of the Student Success Collaborative and preparing a response. He said that work is moving forward on faculty reviews of senior administrators in Academic Affairs by creating a survey to distribute to faculty in conjunction with folk's normal annual review processes. At the end of April, the full senate will hear reports from the Senate Extended Education Committee and the Western Study on General Education Reform Report Committee.

Anthony-Cahill discussed with the Trustees that the Senate is increasingly engaging in more controversial issues and discussions, which has exposed some weaknesses and some areas of improvement and the need for consistency as the Faculty Senate work scope continues to increase.

8. APPROVAL OF HOUSING AND DINING RATE INCREASES FOR 2015 – 2016

Eileen Coughlin, Senior VP and Vice President for Enrollment and Student Services introduced the proposed rate plan for the 2015 – 2016 housing and dining system. The proposed rate increase has been thoughtfully considered, relative to the total cost for students to attend Western, and every effort was made to account for any potential impact to the overall system. Each operating line item in the budget was reviewed to ensure that revenue opportunities are examined and costs are managed carefully. Coughlin said this budget and rate proposal responsibly responds to inflationary pressures, maintains the core functions of Western's quality residential program, and adds some components to increase student satisfaction and success. She continued by saying that the major influence for planning came from the University's Strategic Plan along with the standards and expectations outlined in the Principles for the Housing & Dining System. This recommended budget meets those standards and ensures that management attends to the necessary reserve fund balances, planned major maintenance, debt service coverage, and capital planning.

Coughlin also went on to say that significant effort was made to include students in the planning process and to give them multiple ways to provide input. She said that draft materials were presented to the Residence Hall Association and Associated Students' Board of Directors for comments as well. The figures and explanatory text in **Attachment A** reflect the student input from surveys and committees as well as the most recent projections for revenue and expenditures.

Trustees had questions about what was the total annual cost to attend Western including these kind of fees and why our costs tend to be more competitive than other state schools in comparison. Coughlin said that Western's dedication to being affordable has been reflected in our decision making and investments over the years and allows us to continue to be competitive. Coughlin

asked AS President Annika Wolters about discussions regarding this plan at a recent Associated Students Board of Directors meeting. Annika said that the AS voted to support the increase but that students are generally concerned about the continued cost increases for education.

Trustees agreed that the overall cost and continued rise is a concern and that publicly purposed universities should be more affordable overall and that nobody wants to raise fees or tuition. However Trustees recognized that the housing and dining system is a self-funded enterprise and that it needs to have the financial resources to be self-sustaining for the future and that the system needs to meet student's basic needs. Trustees appreciated the collaborative effort and thought that went into this proposal and that it took both the affordability issue and basic future student needs into account.

MOTION 04-03-2015: Trustee Munro moved that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the Housing and Dining rates as proposed in the attached. The 2015-2016 proposed rates call for a 3.0 percent increase in residence hall and Birnam Wood apartment rental rates.

The motion passed.

9. DRAFT COMPREHENSIVE PARKING MASTER PLAN

Richard Van Den Hul, Vice President for Business and Financial Affairs said that the University has reviewed its parking system over the past two and a half years including capital and maintenance planning, finances, operations, and policies. He said that the Board of Trustees received an update on the review process in June 2013, and now a draft of the Comprehensive Parking Master Plan is ready for the Board's review. Van Den Hul said that the major components in the plan include a capital improvement and long-term maintenance plan, a self-sustaining finance plan for operating & maintenance costs and risk assessment. Currently about 66% of Western's available parking lots need significant investment and improvements over the next 7 years in order to maintain functionality, and those immediate investments are included in the plan. Van Den Hul said that part of the finance plan will also include a steady yearly fee increase instead of the historical pattern of years with no increase then a fairly significant increase. The finance plan also makes the parking budget more transparent and moves to a more self-supporting enterprise.

Trustees asked about environmental considerations of paving the gravel lots. Van Den Hul said that environmental storm drain mitigation was also a consideration in the plan since Western still needs to comply with state laws. Trustees also commented that Western tried to get funding for some of these improvements through the state transportation budget, but were ultimately not funded.

Chair Lee announced a break at 9:50 am. The Board returned and reconvened the meeting at 10:01 am.

10. UPDATE OF INTEGRATED PLANNING AND BUDGET PROCESS

Brent Carbajal, Provost & Vice President for Academic Affairs and Richard Van Den Hul, Vice President for Business and Financial Affairs gave a brief presentation regarding the University's strategic planning and budget process. They gave specific examples of how various divisions of

Academic Affairs and Business and Financial Affairs divisions collaborate during the integrated budget and planning process at Western. Carbajal and Van Den Hul provided context and perspective on how planning and budget are linked procedurally at every level of the process, from the SCOT (Strengths, Challenges, Opportunities, Threats) assessment to strategic plan, and Six-Year Spreadsheet initiatives to budget proposals.

Trustees asked questions about the process and who was represented during the decision making process. They also asked for clarification on decision packages versus tuition setting decisions and how they relate. Trustees said that the budgeting process and culture has changed and improved over the years to become more transparent which they appreciate.

11. CURRENT RESEARCH / GRANT FUNDED RESEARCH

Provost Brent Carbajal introduced Kathleen Kitto, Vice Provost & Dean, Research & Graduate School who gave a presentation regarding the Research and Sponsored Program (RSP) at Western. Kitto said that RSP mission is to encourage, support, and facilitate faculty, staff, and students in their research and creative activities, educational innovations, training/prevention programs, and many other types of scholarly pursuits. Within this last academic year RSP administered approximately 160 different contracts, helped the campus community submit 141 new proposals to 60 different agencies, and assisted with 307 different actions with 111 agencies, said Kitto. During that same time frame there were 42 new awards made as well as 32 additional allocations, resulting in about \$9,600,000 in available funds for research and sponsored activities.

Kitto also mentioned that the RSP administers a number of internal programs to foster research, creative activities, and the scholarly pursuits of our faculty and students. She said that research and scholarly work fosters retention, professional development, helps meet the needs of Washington and beyond, provides sights into the most pressing questions of our time, and enhances the Western experience for all students. While there are challenges associated with maintaining and extending these important and vital programs, Western faculty and RSP are committed to supporting quality research and educational opportunities.

Trustees had questions about if Western had any current copyrights that could bring in additional revenue, to which Kitto responded that we have several in development which will bring in a yet to be determined amount of additional income.

12. CAMPAIGN UPDATE

Stephanie Bowers, Vice President for University Advancement reported that as of March 31st the campaign was at \$50.8 million. Bowers said that the downtown Bellingham outreach office will have a ribbon cutting and open house in June. This office will provide more accessibility to the Bellingham community.

13. OLYMPIA UPDATE

Becca Kenna-Schenk, Government Relations Director started her report by thanking the Trustees for their engagement during this legislative session, saying that their help made a huge difference this year. Kenna-Schenk said that both chambers have passed their individual operating budgets and that they are headed into conference committee to work out a compromise. She also said that it is unclear at this point whether they can reach an agreement or if a special session will be

needed. Trustees asked about tuition setting authority in this year's legislation, Kenna-Schenk said that authority will most likely be taken back by the legislature.

14. BOARD GOVERNANCE COMMITTEE REPORT

Trustee Sue Sharpe, Chair, Board Governance Committee reported that Trustees Karen Lee, Chase Franklin, Earl Overstreet and herself will attend the 2015 Association of Governing Boards National Conference in Arizona. Trustees are hoping to get a greater understanding of shared governance and how to bring real life applications back to campus to make the process better at Western.

15. AUDIT COMMITTEE REPORT

Trustee Dick Thompson, Chair, Board of Trustees Audit Committee said that the audit committee conducted routine business at their meeting and that the committee had discussed a new tool being used during the audit process that helps to simplify the risk assessment of audits and audit reports.

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, 2015 – March 31, 2015 and fiscal year 2014/15.

b. Professional Leave Report

Provost Carbajal provided a written report which lists the faculty professional leave proposals that have been approved for the 2015/16 academic year and provides a brief summary of the exceptional research projects and scholarly activities engaged in by some of Western's faculty members.

c. Tenure & Promotion Report

Provost Carbajal provided a written report listing the faculty granted tenure and/or promotion effective September 2015.

d. Admissions & Enrollment Report

Vice President Coughlin provided a written report regarding the university's general enrollment and admissions. Coughlin reported that Western's admissions office received the highest number of freshman applications in Western's history. As of March 23, Western received 9,834 freshman applications compared to 9,164 at the same time last year to fill about 2800 freshman slots for Fall Quarter 2015.

e. University Advancement Report

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

f. Capital Program Report

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

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 11, 12, 2015

18. The meeting adjourned at 11:19 a.m.

**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 V. Coughlin
DATE: April 10, 2015
SUBJECT: **Housing and Dining Rate Increases for 2015-2016**
PURPOSE: Action Item

Purpose of Submittal:

To obtain approval from the Board for increases in rates for Housing and Dining room and board for 2015-2016.

Points to Consider:

- The rate increase addresses modest inflation and capital plan expenditures, and supports initiatives to improve student academic success and enhance residential services.
- The proposed 3.0% rate increase allows investment for scheduled renovations; is in the rate increase range of 3.5% – 5% projected in the 10-year capital plan; and is sensitive to students' total WWU cost.
- The current long-term capital plan, shared at the Trustee's December 2014 meeting, was based on the approximate rate increases shown below. Capital plan revisions and adjustments to inflation estimates may result in changes to these estimates.

Year	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
<i>Estimated</i>	4.75%	4.75%	3.50%	4.25%	3.50%
<i>Actual/proposed</i>	4.00%	3.00%	3.00%	4.00%	3.00%
Year	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
<i>Estimated</i>	4.00%	4.00%	4.00%	4.00%	4.00%

Supporting Information:

- Housing and Dining Proposed Rates (copy of document shared with student groups)
- Housing and Dining Proposed Operations for 2014-15 and 2015-16
- Rate Comparison Charts
- Ten-year Rate History

Source of Funding:

Housing and Dining System

Action/Decision Needed from the Board:

Approval of the proposed room and board rates for 2015-2016.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the Housing and Dining rates as proposed in the attached. The 2015-2016 proposed rates call for a 3.0 percent increase in residence hall and Birnam Wood apartment rental rates.

**WESTERN WASHINGTON UNIVERSITY
HOUSING & DINING SYSTEM
2015-2016 PROPOSED RATES
March 26, 2015**

Introduction

The attached budget, rates and supporting documentation represents the recommendations for fiscal year 2015-16. Draft materials were presented to the Residence Hall Association and Associated Students' Board of Directors. Subsequent minor edits have corrected figures in one table and added some explanatory text.

Summary

The department's leadership has made every effort to account for the potential impact on the System, and the proposed rate increase has been thoughtfully considered relative to the total cost for students to attend Western. Each operating line item in the budget has been reviewed to ensure that revenue opportunities are examined and costs are managed carefully. This budget and rate proposal responsibly responds to inflationary pressures, maintains the core functions of Western's quality residential program, and adds some components to increase student satisfaction and success. As with every year, a major influence for planning came from the University's Strategic Plan along with the standards and expectations outlined in the Principles for the Housing & Dining System. This recommended budget meets those standards and ensures that management attends to the necessary reserve fund balances, planned major maintenance, debt service coverage, and capital planning. The figures and explanatory text reflect student input from surveys and committees as well as the most recent projections for revenue and expenditures.

The Capital Plan

The Enrollment and Student Services Housing & Dining Capital Plan addresses the long term financial strength of the System and ensures that the System's facilities meet Western's enrollment plan, meet or exceed the Board of Trustees fiscal principles, invests in infrastructure to ensure longevity, health and safety, and responds to changing student needs and expectations. Projects planned for fiscal year 2016 include the completion of the two-phase Nash fire sprinkler and seismic project, and the Kappa fire sprinkler and renovation project. Capital projects planned over the following 10 years include room and bathroom renovations, building envelope upgrades, upgrades to radiant heat systems, and new furnishings. Management continues to evaluate adding additional housing depending on the demand.

Why is a Housing Rate Increase Needed?

The proposed rates represent the System's continued efforts to provide a quality program at an affordable cost. The attached documents review the impacts of the additional costs to the system, and the results of the responses to those impacts. The increase addresses external rate pressures such as inflationary and recharge rate increases, and continues transfers to the System's capital plan that support the System's ongoing investment in renovations. Enhancements for 2016 include the addition of tutoring services in housing and dining facilities, adding expanded food options and increasing dining hours, increased internet bandwidth, and improved mail package delivery. The System's staff continue to look for efficient operating methods and ways to bring services to students. State funds are not used to support the Housing & Dining System.

Proposed Rate Increase:

- The proposed Residence Hall and Birnam Wood rate increase is 3%.
- The budget and rate materials presented below show that the System can support its 2015-16 programs with a rate increase of 3% based on our current understanding of expected inflationary pressures.
- The 3% increase is consistent with the long range financing plan presented to the Board of Trustees which projects annual increases for the System in the 3.5% - 5% range over a ten year period. The projects in the long range financing plan are not affected by this slight reduction.

Impact of the Rate Increases

- Residence Halls: At a 3% increase, a double room w/125 Meal Plan increases \$43/month or \$386 for the school year.
- Birnam Wood: With 4 residents per unit: 3% increases the rent \$10.62/month or \$96 for the school year.

Background Information and Revenue & Expenditure Details:

Comments and figures pertaining to FY2016 are as compared to the FY2015 proposed budget and rates presented at the April 2014 Board of Trustees meeting.

Revenue Highlights and Assumptions

- Overall, the budgeted Operating Revenue increase is \$1,184,000, or 2.9%, over FY2015's proposed budget.
- Occupancy projections assume Fall 2015 week two residence hall counts being the same as was proposed for Fall 2014 (3,525). Actual Fall 2014 week two residence hall occupancy was 3,531. Residence hall plus apartment occupancy budgeted for Fall 2015 week two count is 4,033 vs. 4,036 proposed last year (Fall 2014.)
- Commissions increase per WWU-Aramark Agreement.
- Conference revenues increase 2.9%, or \$16,000, due to the effect of a 3% rate increase and adjustment to anticipated conference bookings.
- Viking Union revenues decrease slightly to adjust for expected actual revenues. Certain chargebacks are under discussion; that possible increase is not shown here. The Building Fee increase shown here and as presented initially to constituents is based on a \$2.00/quarter increase. Subsequent discussions and presentations to students may adjust that to \$2.50/quarter. The S&A Fee revenue line is shown at a slight increase to adjust for anticipated enrollment patterns.

Operating Expenditures Highlights and Assumptions

- Budgeted Operating Expenditures are projected to increase by \$1,109,000, or 4%.
- Wages and Benefits increase \$361,000, or 5.5%. Primary drivers for the increase include a 3% possible State cost of living increase, increase to the State minimum wage, and impact of the State market wage comparison.
- Dining services rates are under negotiation. The increase shown includes an estimated residential dining rate increase per the WWU-Aramark Agreement, additional fresh fruit options, and expanded weekend dining hall hours.
- Utilities: Taken together the various utilities expenditures decrease approximately \$72,000, or -2.5%, influenced by increases in water/sewer and decreases in heat/natural gas, and waste disposal.
- Maintenance and repairs increase \$161,000, or 7.4%, to reflect labor recharge increase as a result of State cost of living increase, supply increases and increased maintenance needs.
- Recharged Services & ASA, which includes the University's Administrative Services Assessment (ASA) and University Police (Greencoat security staff) increases \$60,000, or 4%. The ASA recharge rate is projected to be 5.5% of adjusted revenue; the same percentage as FY2015.

Non-Operating Expenditures Highlights and Assumptions

- Allocations for major repairs and planned renovations and capital plan project costs or transfers increase \$241,000, or 3.2%. This investment in the existing facilities keeps the System ahead of targeted levels per the fiscal principles established by the Board of Trustees.
- Bond debt service expenditures decrease \$166,000, or 3%, due to the effect of the February 2015 refunding of the 2005 and 2006 bonds.
- Overall, budgeted Non-Operating expenditures and transfers increase \$75,648, or 0.58%.

**WESTERN WASHINGTON UNIVERSITY - HOUSING AND DINING SYSTEM
PROPOSED OPERATIONS FOR BUDGET YEARS ENDING JUNE 30, 2015 & 2016**

	PROPOSED BUDGET 2014-15 As Presented to BOT	DRAFT BUDGET 2015-16 As of 3/5/15	PERCENT CHANGE	DIFFERENCE BUDGET \$
REVENUES				
Room and Board Payments	\$34,635,000	\$35,630,000	2.87% 2	\$995,000
Room and Board Fees and Penalties	160,500	174,500	8.72%	14,000
Investment Income	34,000	34,000	0.00%	0
Bond Interest Subsidy	295,637	295,637	0.00%	0
Housing Rentals	100,850	110,850	9.92%	10,000
Conferences	546,069	562,099	2.94%	16,030
Commissions	1,848,800	1,930,800	4.44%	82,000
Viking Union Programs & Services	150,700	148,900	-1.19%	(1,800)
S & A Fee Distribution	1,253,000	1,268,182	1.21%	15,182
Building Fee	1,606,579	1,648,500	2.61% 3	41,921
Other	108,150	120,150	11.10% 4	12,000
Total Revenues	\$40,739,285	\$41,923,618	2.91%	\$1,184,333
OPERATING EXPENDITURES				
Salaries & Benefits	\$6,555,465	\$6,916,853	5.51% 5	\$361,388
Food Service (net of capital contribution)	11,954,371	12,358,494	3.38% 6	\$404,123
Communications	367,999	363,580	-1.20%	(\$4,419)
Electricity	782,023	777,335	-0.60%	(\$4,688)
Heat	1,277,761	1,193,160	-6.62% 7	(\$84,601)
Water/Sewer	462,358	534,799	15.67%	\$72,441
Refuse Disposal/Recycling	266,812	207,051	-22.40%	(\$59,761)
Television Cable	116,725	121,725	4.28%	\$5,000
Maintenance & Repairs	2,178,203	2,338,738	7.37%	\$160,535
Operating Supplies	255,479	308,650	20.81%	\$53,171
Equipment	473,811	461,712	-2.55%	(\$12,099)
Insurance	472,722	484,102	2.41%	\$11,380
Rentals and Operating Leases	14,475	15,475	6.91%	\$1,000
Re-charged Services & ASA	1,503,018	1,562,936	3.99% 8	\$59,918
Student Services Support	222,000	222,000	0.00% 9	\$0
Other Expenditures	880,519	1,025,816	16.50% 10	\$145,297
Total Operating Expenditures	\$27,783,741	\$28,892,426	3.99%	\$1,108,685
NON-OPERATING EXPENDITURES/TRANSFERS				
Bond Debt Service	\$5,373,965	\$5,208,122	-3.09% 11	(\$165,843)
R&R/ Minor Cap./Public Works Projects	3,737,246	2,500,000	-33.11% 12	(1,237,246)
Other Transfers	0	0	0.00%	0
Capital plan projects: Expensed or transferred	3,844,333	5,323,070	38.47% 12	1,478,737
Total Non-Operating Expenditures	\$12,955,544	\$13,031,192	0.58%	\$75,648
Total Expenditures	\$40,739,285	\$41,923,618	2.91%	\$1,184,333
EXCESS (DEFICIT) OF REV OVER EXP	\$ (0)	\$ 0	0.00%	\$ 0

SEE FOOTNOTES FOR EXPLANATIONS

FOOTNOTES TO THE ATTACHED 2015-16 HOUSING & DINING SYSTEM PROPOSED BUDGET

- (1) The 2014-15 Budget, as approved by the WWU Board of Trustees April 2014, is shown to compare with the 2015-16 proposed budget. After Fall opening, adjustments were made based on an analysis of opening residence hall and apartment occupancy. Those October 2014 revisions are not shown here.
- (2) Room & Board rate increase is proposed at 3%. Percent change varies due to slight adjustments to occupancy attrition and to voluntary meal plan revenue. Opening residence hall counts uses same as 2014-15 proposed opening counts.
- (3) Building Fee Revenue budget initially drafted at a \$2/Qtr fee increase. After this draft version a subsequent revised proposal, using a \$2.50 fee increase, will be presented by Viking Union management to the AS Board.
- (4) Other revenue increase due to fines and fees revenue reported at estimated actuals. No change in those fee level
- (5) FY2016 increase incorporates minimum wage increase plus the effect of estimated 3% State cost of living increase plus impact of state-wide classified position salary market survey.
- (6) The Food Service line incorporates expenses for residential dining, catering, conference dining and departmental food costs. The increase shown is due to board plan price increase and some enhancements to the board dining program, and an adjustment to voluntary meal plan counts.
- (7) Natural gas budget reduced to reflect recent history and planned levels.
- (8) Line item total includes administrative services assessment (ASA) and the expense for University Police Greencoats (Safety Assistants). The ASA rate used for FY2016 is 5.5%; same as FY2015.
- (9) Support to Enrollment & Student Services components that support the University Residences mission.
- (10) This category includes expenditures for: Support provided to other departments pertaining to URes programs, student activities, audit, consultant, and client services, printing & copies, laundry, and other. Increase primarily due to shift of one position from a payroll line to a recharge line, and addition of software licensing for facilities. Slight increases in printing, training, & travel.
- (11) Reduction in debt service expense due to the February 2015 bond refinancing.
- (12) The "Transfer for Capital Plan Support" is an allocation representing operating, non-operating and Building Fee funds to be placed into the System's renewal & replacement reserve fund for planned Capital Plan projects for University Residences and the Viking Union. FY2016 shifts the capital plan-type projects more properly to the Capital Plan line. FY2016 includes savings from 2015 bond refinancing.

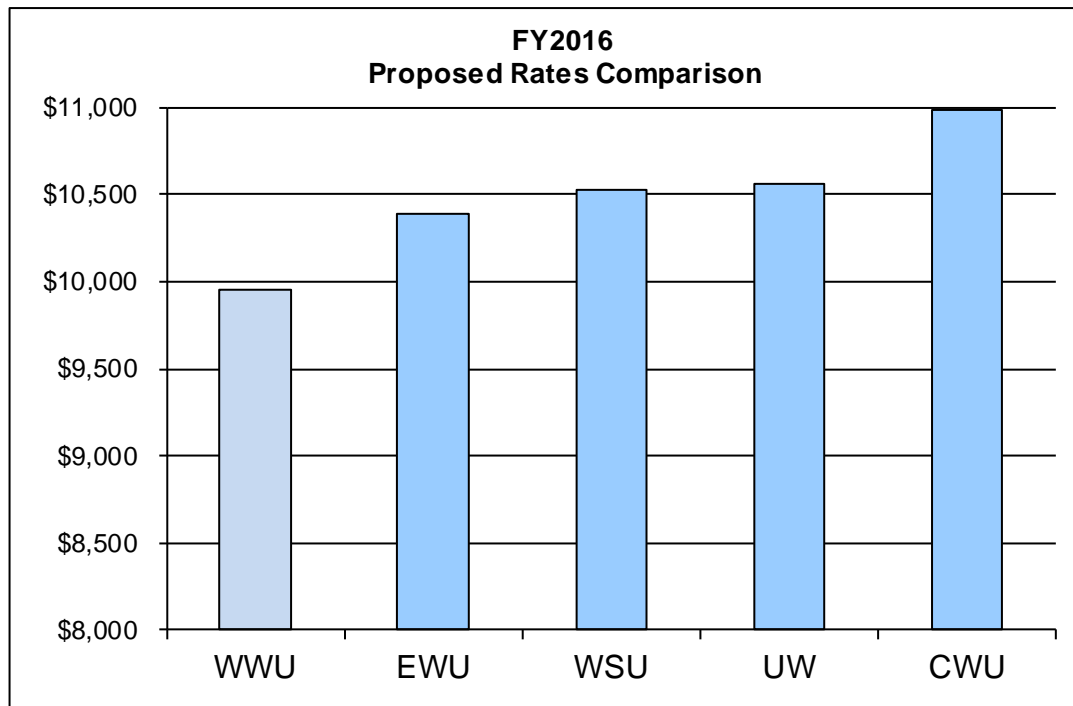
**WASHINGTON PUBLIC UNIVERSITIES
RESIDENCE HALL ROOM & BOARD PLAN COSTS
FY2016 (3/26/15)**

Weighted Ave. Double Room Cost with Best-as-Possible Meal Plan Comparison:

	WWU	EWU	WSU	UW	CWU
	125 Block	Gold	Level 2	"Level 4"	"Large"
Live on Requirement?	None	First year students	Freshmen	None	Freshmen
Type of Meal Plan	Meals & Points	Meals & Points	Declining Balance	Declining Balance	Declining Balance
Elements of the Meal Plan	Approx. 12+ meals/w k + \$480 Points	Equivalent to 2 to 3 meals per day	Equivalent to Approx. 14 meals/w k	Equivalent of 13-15 meals/w k	Equivalent to Approx. 14 meals/wk
Average cost of Double Room across Bldg Types	\$9,952	\$10,265	\$10,312	\$10,449	\$10,983
Additional Charges not part of the base	\$0	\$120 ¹	\$0	\$108	\$0
Cost of a Double Room and Meals:	\$9,952	\$10,385	\$10,521	\$10,557	\$10,983
Rate of Increase Over 2014-15	Proposed 3.0%	Proposed 6.6%	Approved 2.6%	Proposed 0%	Proposed NTE 5%

Footnotes:

¹ Not shown: EWU incentive of \$290 in-kind services if sign by May 15th.



**WESTERN WASHINGTON UNIVERSITY
 HOUSING & DINING SYSTEM**

TEN YEAR HISTORY OF RESIDENCE HALL RATES

<u>ACADEMIC YEAR</u>	<u>ACADEMIC YEAR RATE with 125 BLOCK PLAN*</u>	<u>% OF CHANGE</u>
2005-06	\$6,523	
2006-07	\$6,784	4.00%
2007-08	\$7,089	4.50%
2008-09	\$7,412	4.50%
2009-10	\$8,076 *	4.75%
2010-11	\$8,419	4.25%
2011-12:	\$8,755	4.00%
2012-13	\$9,019	3.00%
2013-14	\$9,290	3.00%
2014-15	\$9,662	4.00%
2015-16	\$9,952	3.00%
10-Year Average Percentage Change		3.90%

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

SAMPLE ROOM & BOARD RATES and APARTMENT RENTS FOR 2015-2016

	<u>2014-15 Actual</u>	<u>at 3% incr. 2015-16 Proposed</u>	<u>2015-16 Cost per Month</u>
Room & Board Plans: Academic Year (@ 3% increase)			
Double Room with Unlimited meal plan	\$10,042	\$10,343	\$1,149
Double Room with 125-Block meal plan	\$9,662	\$9,952	\$1,106
Double Room with 100-Block meal plan	\$9,290	\$9,569	\$1,063
Double Room w/ 75-Block meal plan	\$8,908	\$9,175	\$1,019
Triple Room with 125-Block meal plan	\$8,407	\$8,659	\$962
Single Room with 125-Block meal plan	\$10,691	\$11,012	\$1,224
Birnam Wood Apartment Rents: Academic Year (3% increase)			
Birnam Wood: <u>Monthly</u> rate per person per bed (Two bedrooms with 4 occupants)	\$354	\$365	\$365