

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, June 10, 2016**

1. CALL TO ORDER

Chair Karen Lee called the regular meeting of the Board of Trustees of Western Washington University to order at 9:03 a.m., in the Boardroom, Old Main 340, in Bellingham, WA.

Board of Trustees

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

Western Washington University

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

Breakfast with the 2016 Presidential Scholars in the Solarium

The Trustees, President Shepard, Vice Presidents, Deans, department chairs and the faculty nominators enjoyed a breakfast with the 2016 Presidential Scholars.

- Lora Sonnen, College of Business and Economics
- Jasmine Escalante, College of Fine and Performing Arts
- Dylan Simpson, Huxley College of the Environment
- Megan Daley, Woodring College of Education
- Aarin Wright, College of Humanities and Social Sciences, Humanities
- Samantha Loch, College of Humanities and Social Sciences, Social Sciences
- Rachel Owen, College of Science and Engineering.

Trustee Lee removed the agenda item related to sculpture woods from the agenda.

There were no changes to the draft minutes as distributed.

MOTION 06-05-2016: Trustee Overstreet moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

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

The motion passed.

2. PUBLIC COMMENT PERIOD

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

3. RECOGNITIONS AND INTRODUCTIONS

• Fulbright, Gilman, NOAA/Hollings, TAPIF Fellowship Award Winners

Dr. Steven VanderStaay, Vice Provost for Undergraduate Education and Dr. Tom Moore, Program Advisor, Western Washington University Fellowships Office, gave a brief introduction of the award programs and introduced the student award winners and program advisors. Moore said that Western students have received a number of national awards this year, including six Fulbright Fellowship awards, four Hollings (NOAA) awards, eleven Gilman awards, two Research Experience for Undergraduate awards and one Teaching Assistance Program in France award winners.

WWU Student Award Winners

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

• **Resolution No. 2016-02 Recognizing the Service of the PSAC Members**

Chair Lee and Trustee Sharpe thanked everyone who worked on the Presidential Search Advisory Committee. They commented on the long hours and the tremendous patience, dedication and teamwork that existed on the committee. Committee members expressed their gratitude for being able to be part of such an open and transparent process.

PSAC Members

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

Presidential Search Advisory Committee

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

WHEREAS, the **PRESIDENTIAL SEARCH ADVISORY COMMITTEE** was composed of three student representatives, three faculty representatives, one professional staff representative, and one

classified staff representative, all nominated by their respective governance groups, as well as one academic administrator, two community representatives, and three Trustees; and

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

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

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

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

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

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

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

MOTION 06-06-2016: Trustee Meyer moved that the Board of Trustees approve Resolution 2016-02 Recognizing the Service of the Presidential Search Advisory Committee.

The motion passed.

- **Resolution No. 2016-03 Recognizing the Service of Dean LeaAnn Martin**

Provost Carbajal introduced Dean LeaAnn Martin who has served as Dean of Western's College of Humanities and Social Sciences since 2013. He recognized her work at the university that has included appointments as a faculty member, department chair and associate dean where she promoted the programs of her college and demonstrated her commitment to providing a safe environment for students, faculty and staff as an invaluable mentor who freely shared her expertise and wisdom. Carbajal said that Martin will be retiring as of July 31, 2016 after 25 years of service to Western. Trustees thank Dean Martin for her work over the years and wished her luck in her future endeavors.

**RESOLUTION NO. 2016-03
A RESOLUTION OF THE BOARD OF TRUSTEES OF**

**WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF DEAN**

LeaAnn Martin

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

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

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

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

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

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

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

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

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

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

MOTION 06-07-2016: Trustee Overstreet moved that the Board of Trustees approve Resolution 2016-03 Recognizing the Service of Dean LeaAnn Martin.

The motion passed.

4. BOARD CHAIR REPORT

Chair Lee and other Trustees recognized Trustee Brickey drawing attention to his tremendous contribution to the Board and his inspiration, professionalism and great insight to the specific

challenges and opportunities over the past year. All wished him luck as he continues his education. Trustee Brickey thanked everyone for their support and expressed his gratitude for the experience that he gained on the Board and for the example the other Trustees set on shared governance.

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

**RESOLUTION NO. 2016-04
A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF BOARD MEMBER**

Seth Brickey

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

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

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

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

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

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

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

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

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

MOTION 06-08-2016: Trustee Fujikado moved that the Board of Trustees approve Resolution 2016-04 Recognizing the Service of Board Member Seth Brickey.

The motion passed.

5. UNIVERSITY PRESIDENT

President Shepard thanked the Trustees and others for their kind words for he and Cyndie during the Thursday meeting saying they were very much appreciated. Shepard gave a brief update about the preparation that has taken place to get ready for Commencement at Civic Field since Carver Academic Building is out of commission due to the construction project.

6. ASSOCIATED STUDENTS

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

7. FACULTY SENATE

Molly Ware noted that the Faculty Senate Social Justice and Equity Committee participated in a recent training focused on how to initiate difficult conversations which was well attended and received. Ware said that the Senate would be looking at revising the Faculty Handbook over the summer and next year and a work group will start to look at admissions and retention issues as well. She said that they are looking at possibly bringing in some "Government to Government" training for faculty and leadership over the next few months to help strengthen relationships on campus. Ware thanked the Trustees for the opportunity to work so closely with them on various campus issues this past year and with the presidential search process. Trustees thanked Ware for her dedication and assistance with both.

8. CONSENT ITEMS

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

MOTION 06-09-2016: Trustee Meyer moved that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following consent items:

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

The motion passed.

9. PORT INTERLOCAL AGREEMENT, MOORAGE AT POULSBO

Brent Carbajal, Provost and Vice President for Academic Affairs said that the proposed interlocal agreement between the Board of Trustees and the Port of Poulsbo, will give the University license to use a boat slip in the harbor for the purposes of mooring the boathouse associated with the new SEA Discovery Center in Poulsbo. Attorney General Kerena Higgins said that the agreement has been reviewed by all legal parties and is ready for approval.

MOTION 06-10-2016: Trustee Brickey moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the Interlocal Agreement between the Board of Trustees and the Port of Poulsbo as proposed in the attached.

The motion passed.

10. APPROVAL OF AUDIT COMMITTEE RECOMMENDATIONS

Richard Van Den Hul, Vice President for Business and Financial Affairs stated that the proposed Audit Committee recommendations align provisions of the organization of the Internal Audit Charter and assigns the Audit Committee the duty to “Review and concur with the President on the appropriate organizational structure, staffing and budget for the Office of the Internal Auditor to enable it to effectively carry out the internal audit program’s responsibilities.” Other updates to further define the Internal Auditor responsibilities are also proposed Van Den Hul said.

Trustees had questions regarding industry standards for Internal Audit offices to which Van Den Hul said that this reorganization is in line with other peer institutions. Trustees appreciated that there was due diligence in regards to a mechanism to review the structure in a year.

MOTION 06-11-2016: Trustee Fujikado moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the update of the Internal Audit Charter. The President and the Board of Trustees Audit Committee shall assess the Charter and organizational reportage in June 2017, and report back to the Board of Trustees.

The motion passed.

11. APPROVAL OF 2016 - 2018 INTERNAL AUDIT AND CONSULTING SCHEDULE

Richard Van Den Hul, Vice President for Business and Financial Affairs presented the 2016 – 2016 Internal Audit and Consulting Schedule or work plan for the upcoming year. He said that the schedule had been reviewed by the Board Audit Committee and was being brought to the full Board for approval.

Trustees asked about how the schedule was set. Van Den Hul stated that audits are selected by looking at and evaluating risk points across campus and prioritizing resources. He said this schedule assumes full staffing for the office and represents only a small percentage of the work that will actually be done.

MOTION 06-12-2016: Trustee Fujikado moved that the Board of Trustees, upon recommendation of the Board of Trustees Audit Committee and

President Bruce Shepard, approves the 2016 – 2018 Internal Audit and Consulting Schedule.

The motion passed.

Chair Lee announced a 15 minute break at 10:09 am. The board returned and reconvened the meeting at 10:31 am.

12. ACADEMIC PROGRAM FEES

Brent Carbajal, Provost and Vice President for Academic Affairs said that the Other Academic Program Fees being brought forward for approval include tuition fees for Summer Session as well as a variety of programs including continuing education courses and degree programs in extended education. 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. (Attachment A) Carbajal said that the annual fee increases for all of these programs are limited to projected program costs and cover a per credit charge instead of a full program charge. He stated that the proposed fees were reviewed by the Academic Fee Committee, the Budget Working Group and President's Council. Carbajal also mentioned that enrollment in extended education and at satellite campuses increased this year and these fees factor in the increase.

Trustees had no questions.

MOTION 06-13-2016: Trustee Sharpe moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the attached 2016-17 Other Academic Program fee schedule.

The motion passed.

13. 2016 - 2017 STUDENT FEES

Eileen Coughlin, Senior Vice President and Vice President for Enrollment and Student Services thanked the students for all of their hard work to get the Ethnic Student Center fee approved for next year. She provided background on the recommendation for the mandatory student fee levels for 2016-17 and recommendations for revenue distributions of the Services & Activities (general S&A) Fee for academic year 2016-17 and summer 2016, and the collection of a new Ethnic Student Center/Multicultural Services Fee effective Fall 2017 for the 2017-18 year. (Attachment B)

Trustees had questions regarding how Western compared to other state schools. Coughlin said that Western is right in the middle of the fee structure compared to other Washington State schools. She also mentioned the fee committees worked very hard this year to advance priorities within their budgets and not a wish list in an effort to keep the fees as even as possible and not defer or delay investments to future students.

MOTION 06-14-2016: Trustee Brickey moved that the Board of Trustees of Western Washington University, upon the recommendation of the University President and the various constituent review committees, approve the

overall 4.7% increase for 2016-17 mandatory student fee levels and distribution for the S&A Fee as proposed in the attached documents:

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

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

- Ethnic Student Center/Multicultural Services Fee

The motion passed.

14. APPROVAL OF 2017 – 2027 CAPITAL PLAN AND 2017-2019 CAPITAL REQUEST

Richard Van Den Hul, Vice President for Business and Financial Affairs gave trustees an overview of the proposed 2017-2019 Capital Budget Request and on the proposed projects for the ten-year plan including the projects being requested for the 2017-2019 biennium. Van Den Hul said that after input from the Board at the April meeting some projects were rearranged to have stronger projects in the request this year. Trustees had no questions.

MOTION 06-15-2016: Trustee West moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approves the 2017-27 Capital Plan which includes the 2017-2019 Capital Budget Request from State-appropriated funding sources of \$127,216,000.

The motion passed.

15. ELECTION OF BOARD OF TRUSTEE OFFICERS

Chair Karen Lee opened up discussion and nominations for Board officers pursuant to the WWU Board of Trustees Rules of Operation, Section 5(.01) Officers and Terms which states that the Board will elect a chair, vice chair, and secretary for two-year terms. She said that she has enjoyed the challenges during her tenure and working with all the Trustees. The other Trustees thanked Karen for her leadership through such a critical time for the University and appreciated all of her hard work.

MOTION 06-16-2016: Trustee Lee moved that the Board of Trustees of Western Washington University, elect new Board members as nominated: Sue Sharpe, Chair; Chase Franklin, Vice Chair and John Meyer, Secretary.

The motion passed.

16. CAMPAIGN UPDATE

Stephanie Bowers, Vice President for University Advancement and President/CEO of the WWU Foundation said that this would be the last update on the campaign, adding that the total now stands at \$63.5 million dollars with a final total coming at the end of the fiscal year.

17. GOVERNANCE COMMITTEE REPORT

Sue Sharpe, Chair, Board Governance Committee said that trustees discussed their recent trip to the annual Association of Governing Boards Conference on Trusteeship and the topics discussed included: business models for higher education, how to work with others on campus, value propositions, student success and completion, diversity and inclusion, campus safety, and the challenge of the demographics of aging boards and students. She said the committee also discussed transition planning for the incoming president.

18. AUDIT COMMITTEE REPORT

Betti Fujikado, Chair, Board Audit Committee said the committee discussed the proposed audit committee schedule and the other proposals for full board approval.

19. 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 2015-16 academic year.

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.

d. Capital Program Report

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

e. University Relations and Community Development Report

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

f. Housing & Dining Capital Plan Update

Vice President Coughlin provided a written report regarding the University's housing and dining system.

20. PASSING THE GAVEL

Chair Karen Lee officially passed the meeting gavel over to new Chair Sue Sharpe.

21. DATE FOR NEXT REGULAR MEETING: August 18, 2016 in Bellingham.

22. The meeting adjourned at 11:51 am.

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

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

Purpose of Submittal:

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

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

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

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

Proposed Motion:

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

Supporting Information

Attached fee schedule

Academic Affairs: Other Academic Program Fees

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

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

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

TO: Members of the Board of Trustees
FROM: President Bruce Shepard on behalf of Senior Vice President Eileen Coughlin
DATE: June 10, 2016
SUBJECT: 2016 – 2017 Student Fees and One New Fee Effective 2017-18
PURPOSE: Action Item

Purpose of Submittal:

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

Proposed Motions:

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

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

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

- Ethnic Student Center/Multicultural Services Fee

Supporting Information:

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

Attachment A
2016-17 Mandatory Student Fees

Summary of Current and Proposed Mandatory Student Fee Levels

Average Increase of 4.7%

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

Proposed Fee Increases - Effective Fall Quarter for 2016-17 *Proposed to the WWU Board of Trustees on June 10, 2016*

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

Proposed New Fee - Would not be implemented until Fall Quarter of 2017-18 *Proposed to the WWU Board of Trustees on June 10, 2016*

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

Notes:

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

**Attachment B
2016-17 Mandatory Student Fees**

**Services & Activities Fee
4.1% Increase in Fee**

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

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

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

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

Background

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

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

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

Constituent Budget Requests

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

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

Constituent Budget Requests for Academic Year 2016-17

Associated Students

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

Athletics

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

Campus Recreation

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

DRAC

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

2016-2017 Academic Year

Proposed Distributions with 4.1% Fee Increase

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

4.1% Fee Increase					
	<u>2015-16 Actual</u>		<u>2016-17 Proposed</u>		<u>Variance</u>
Effective Rate of Increase			4.1%		
			(+ \$8.00/quarter)		
Total Projected Revenue		\$ 7,213,862		\$ 7,509,630	\$ 295,768
Loan Fund (3.5%)		\$ 252,485		\$ 262,837	\$ 10,352
Music Copyright		\$ 15,824		\$ 15,824	\$ -
Housing & Dining		\$ 1,244,828		\$ 1,244,828	\$ -
Subtotal for Distribution		\$ 5,700,725		\$ 5,986,141	\$ 285,416
Associated Students	44.0%	\$ 2,479,815	42.4%	\$ 2,540,357	\$ 60,542
Athletics	30.8%	\$ 1,778,627	32.9%	\$ 1,966,862	\$ 188,235
Campus Rec	7.9%	\$ 444,656	7.3%	\$ 439,748	\$ (4,908)
DRAC	17.3%	\$ 997,627	17.4%	\$ 1,039,174	\$ 41,547
Total Distributed		\$ 5,700,725		\$ 5,986,141	\$ 285,416

S&A Summer 2017

Proposed Fee Level

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

S&A Summer 2016

Constituent Budget Requests for Summer 2016

Associated Students

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

Campus Recreation

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

DRAC

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

Proposed Fee Distribution

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

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



Senior Vice President
Vice President for Enrollment and Student Services

MEMO

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516 High Street
Bellingham, Washington 98225
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To: Tina Loudon
From: Eileen Coughlin
Date: May 24, 2016
Subject: Proposed S & A Fee Level

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

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

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

**Attachment C
2016-2017 Mandatory Student Fees**

**Health Services Fee
Proposed 12.9% Increase in Fee**

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

Purpose of the Health Services Fee

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

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

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

Current Fee and Proposed Fee Increase with Anticipated Annual Revenue

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

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

FY16 Need - \$195,500

Salaries & Benefits: Classified staff (3%), professional staff (4%), classified steps, reclassifications, salary survey and associated benefits, including a 26.9% increase in the employer cost of health care (\$2,136 increase per employee per year.).
Over 80% of Health Services Fee revenue is committed to salary & benefits.

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

FY17 Need - \$266,500

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

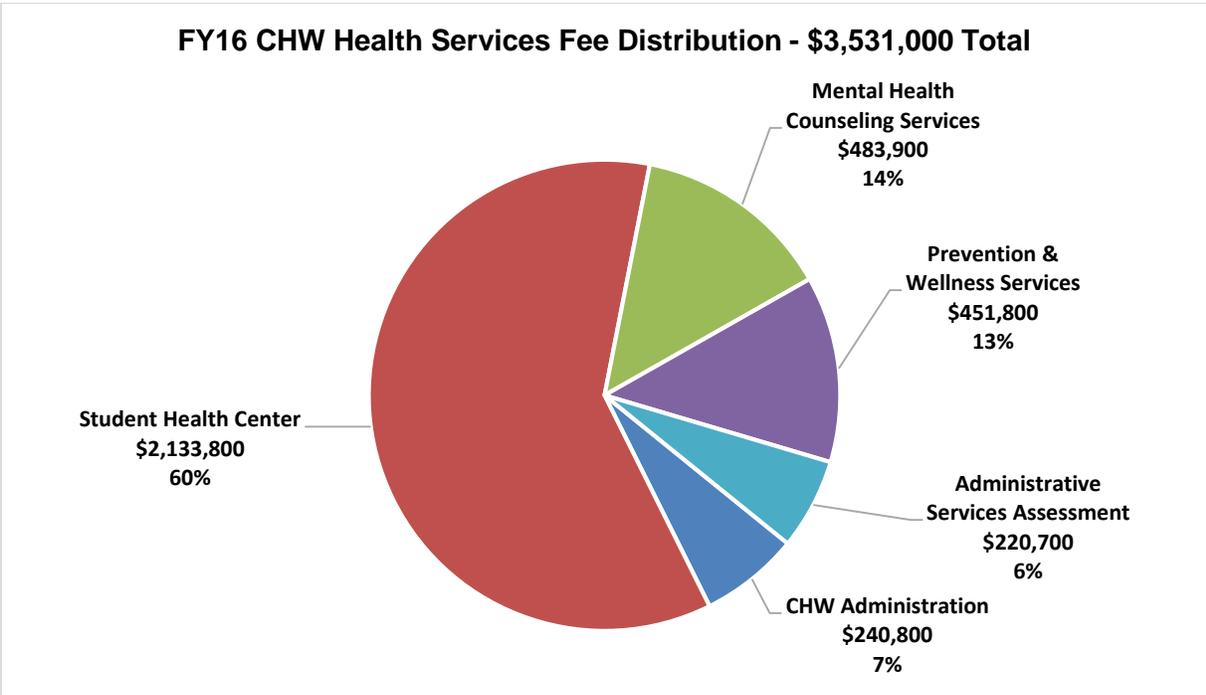
Administrative Services Fee: Increasing from 6.0% to 6.5% of revenue

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

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

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

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



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

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

**Attachment D
2016-2017 Mandatory Student Fees**

**Student Technology Fee
No Increase in Fee**

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

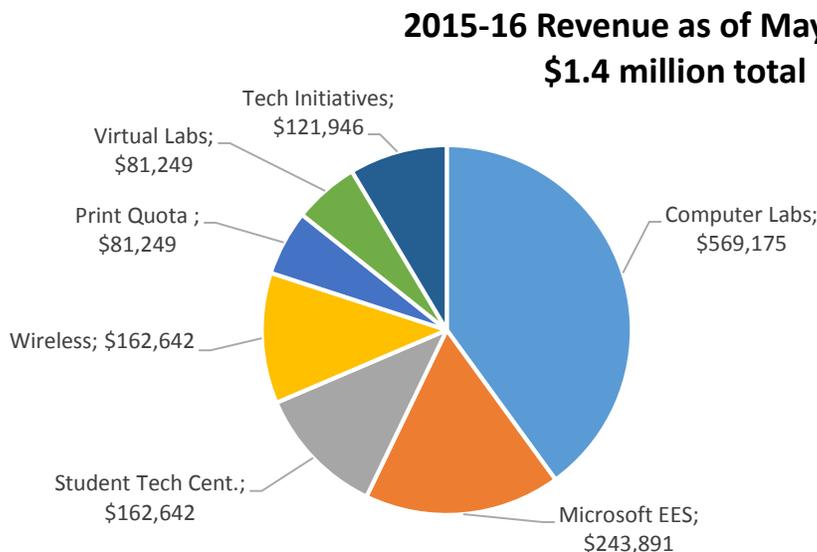
The Student Technology Fee, initially implemented in 1995, exists as an effective means of meeting the direct needs of students in accessing technology on campus at a time when state-allocated equipment funds are inadequate to support the ongoing technological needs of students. Since the initial implementation,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

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

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

2015-16 Fee Revenue and Distributions

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



Technology Initiatives - Project Proposal Funding Allocations

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

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

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

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

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

**Attachment E
2016-17 Mandatory Student Fees**

**Non-Academic Building Fee
Proposed 10.3% Increase in Fee**

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

2015-16 Program Report and 2016-17 Projections

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

Fee Increase

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

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

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

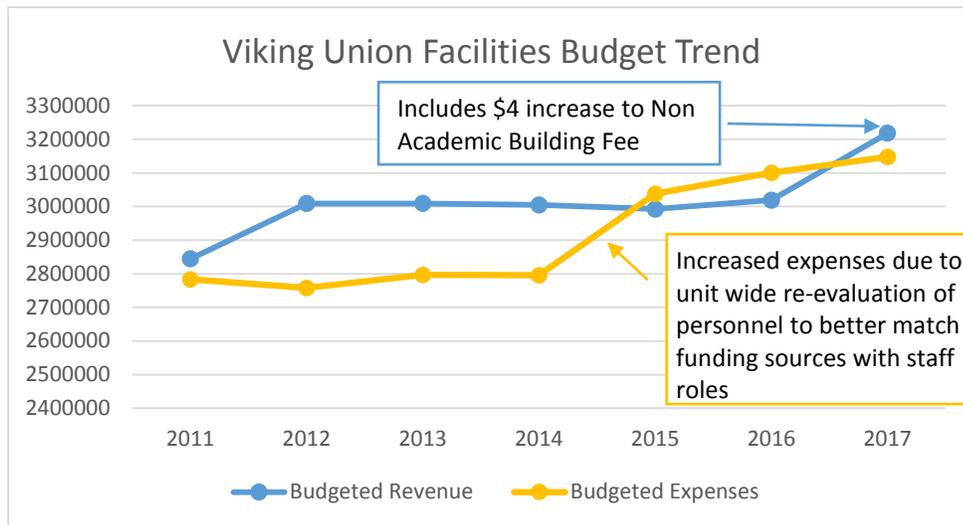
Budget & Program Report

FY17 Revenues and Expenses

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

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

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



Capital Reserve and Non-Operating Projects

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

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

**Attachment F
2016-17 Mandatory Student Fees**

**Sustainable Action Fund
No increase in Fee**

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

Current fee level:

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

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

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

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

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

About the SAF Grant Program

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

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

Update on Projects funded in FY15

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

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

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

Projects Funded in FY16

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

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

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

Projects Submitted in FY16

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

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

Attachment G
2016-17 Mandatory Student Fees

Student Recreation Fee
No Increase to Fee

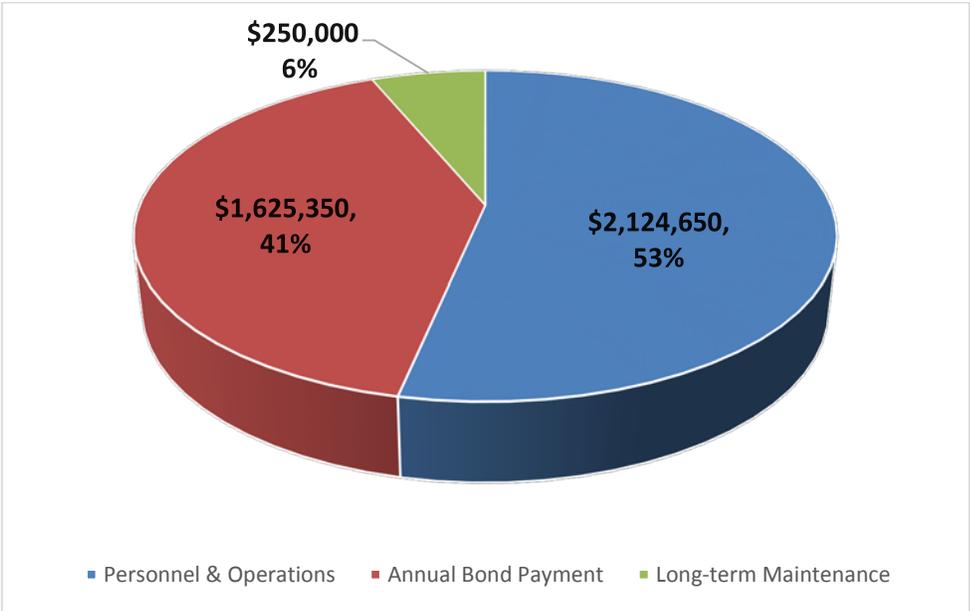
2015-16 Program Report

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

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

Wade King Student Recreation Center FY16:

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



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

Attachment H
2016-17 Mandatory Student Fees

Student Alternative Transportation Fee
No increase in Fee

Program Report

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

Attachment I
2016-17 Mandatory Student Fees

Legislative Action Fee
No increase in fee

2015-16 Program Report

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

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

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

**Attachment J
2016-17 Mandatory Student Fees**

Ethnic Student Center/Multicultural Services Fee

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

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

Spring 2016 Student Referendum Language:

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

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

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

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

Goals:

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

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

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

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

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

Update on Planning Process:

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

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

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