



**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES  
AGENDA  
APRIL 17, 2020**

**FRIDAY, APRIL 17, 2020**

**Location:** Zoom Meeting  
**Audiocast:** <https://wp.wvu.edu/live/>  
**Time:** 8:00 a.m.

- 1. CALL TO ORDER, APPROVAL OF MINUTES**  
8:00 – 8:05
  - Board of Trustees Work Session, February 13, 2020
  - Board of Trustees Meeting, February 14, 2020

- 2. PUBLIC COMMENT**  
8:05 – 8:15

Members of the public are invited to sign up for public comment starting at 8:00 am on Friday, April 10, until 7:55 am April 17, by contacting Rayne Rambo, Assistant Secretary to the Board of Trustees at [rambor@wwu.edu](mailto:rambor@wwu.edu).

- 3. WESTERN'S CORONAVIRUS RESPONSE: PUBLIC SAFETY, ACADEMIC, OPERATIONAL AND FISCAL IMPACTS**  
8:15 – 9:45

Presentations: Sabah Randhawa, President

Public Safety and Communications:

Melynda Huskey, Vice President for Enrollment and Student Services,  
WWU Coronavirus Incident Response Commander

Donna Gibbs, Vice President for University Relations and Marketing

Teaching and Learning:

Brent Carbajal, Provost and Vice President for Academic Affairs

Melynda Huskey, Vice President for Enrollment and Student Services

Legislative Update:

Becca Kenna-Schenk, Executive Director, Government Relations

Operations and Fiscal Impacts:

4. **BOARD CHAIR REPORT**  
9:45 – 9:50
5. **UNIVERSITY PRESIDENT REPORT**  
9:50 – 9:55
6. **FACULTY SENATE REPORT**  
9:55 – 10:00
7. **ASSOCIATED STUDENTS REPORT**  
10:00 – 10:05
8. **FINANCE, AUDIT AND ENTERPRISE RISK MANAGEMENT COMMITTEE REPORT**  
10:05 – 10:10                      Presentation:     Trustee John Meyer, Committee Chair
9. **STUDENT SUCCESS COMMITTEE REPORT**  
10:10 – 10:15                      Presentation:     Trustee Mo West, Committee Chair

### **ACTION ITEMS**

10. **APPOINTMENT OF FY 2020 FINANCIAL STATEMENT AUDITOR**  
10:15 – 10:25                      Presentation:     Trustee John Meyer, Chair, Board Finance, Audit and Enterprise Risk Management Committee
11. **APPROVAL OF 2020 SUMMER SESSION TUITION AND FEES**  
10:25 - 10:35                      Presentation:     Brent Carbajal, Provost and Vice President for Academic Affairs  
Robert Squires, Vice Provost for Extended Education
12. **APPROVAL OF PUBLIC WORKS PROJECTS**  
10:35 – 10:40                      Presentation:     Richard Van Den Hul, Vice President, Business and Financial Affairs  
Rick Benner, University Architect/Director, Facilities Development and Capital Budget
  - a. Construction Contract for Birnam Wood Siding Replacement, PW759
  - b. Construction Contract for Bid Package #2 (Structures and Elevator) and Delegation of Authority to Award Construction Contract for Bid Package #3 (Fire Protection and Early Mechanical, Electrical, and Plumbing) for the Interdisciplinary Sciences Building (PW733)
13. **INFORMATION ITEMS**  
10:40 – 10:45
  - a. Tenure and Promotion Report
  - b. University Advancement Report
  - c. Capital Program Report
  - d. University Relations and Marketing Report
  - e. Admissions and Enrollment Report
  - f. Legislative Report
14. **DATE FOR NEXT REGULAR MEETING: June 11, 12, 2020**
15. **ADJOURNMENT**

## **1. CALL TO ORDER**

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

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

**FROM:** President Sabah Randhawa

**DATE:** April 17, 2020

**SUBJECT:** **Approval of the Minutes**

**PURPOSE:** Action Items

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**Purpose of Submittal:**

Approval of the Board of Trustees Meeting Minutes.

**Proposed Motion:**

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

- Approval of the Minutes of the Board of Trustees Meeting, Friday, February 14, 2020
- Approval of the Minutes of the Work Session of Trustees Meeting, Thursday, February 13, 2020

**Supporting Information:**

Minutes of Friday, February 14, 2020

Minutes of Thursday, February 13, 2020

**Western Washington University  
Board of Trustees  
Meeting Minutes  
Friday, February 14, 2020**

**CALL TO ORDER**

Board Chair Earl Overstreet called the Friday, February 14, 2020 meeting of the Board of Trustees of Western Washington University to order at 9:10 a.m. in the Meisnest Room at the Washington Athletic Club in Seattle, WA.

Earl Overstreet, Chair  
Chase Franklin, Vice Chair  
John Meyer, Secretary  
Faith Pettis  
Hunter Stuehm  
Karen Lee  
Mo West  
Sue Sharpe

**Western Washington University**

Sabah Randhawa, President  
Stephanie Bowers, Vice President for University Advancement  
Donna Gibbs, Vice President for University Relations and Marketing  
Brian Burton, Associate Vice Provost for Academic Affairs  
Brian Sullivan, Interim Director, Office of the Internal Auditor and Associate Vice President for Business and Financial Affairs  
Jeff Young, Faculty Senate President  
Melissa Nelson, Assistant Attorney General  
Paul Dunn, Chief of Staff to the President, Secretary to the Board of Trustees  
Rayne Rambo, Assistant Secretary to the Board of Trustees

**1. APPROVAL OF MINUTES**

MOTION 02-01-2020                      Trustee Franklin moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Board of Trustees Meeting, December 12, 13, 2019

The motion passed.

**2. PUBLIC COMMENT**

As per Amended RCW 28B.35.110, the Board of Trustees provided time for public comment. No one signed up for public comment.

### **3. DISCUSSION WITH WASHINGTON ROUNDTABLE AND WASHINGTON STUDENT ACHIEVEMENT COUNCIL REPRESENTATIVES**

Steve Mullin, President of the Washington Roundtable, Jeff Vincent, member of the Washington Roundtable and Chair of the Washington Student Achievement Council, Brian Jeffries, Policy Director, Washington Roundtable, and Marc Casale, CEO & Founder Kinetic West joined the Board of Trustees to share their reflections about Washington State House Bill 2158, the Workforce Education Investment Act, recent conversations with higher education leaders about the goals and implementation of HB 2158, and engage in dialogue about how boards can work with their institutions to advance post-secondary attainment in Washington State.

Chair Overstreet announced a ten minute break at 10:21am and the board reconvened at 10:35am

### **4. BOARD CHAIR REPORT**

Board Chair Earl Overstreet provided the following report:

‘Yesterday the trustees had a very productive work session. We started with a debrief from Cathy Trower regarding the 2019 Comprehensive (3-year) 360-Degree Review of President Randhawa. Cathy is the external consultant responsible for conducting the review. Her review included a broad cross-section of constituents and consisted of:

- An online survey of 7 trustees and 8 direct reports
- Telephone interviews with 35 individuals including trustees, direct reports, faculty, staff, students, and external constituents.

Cathy’s Executive Summary begins with the following statement:

“President Randhawa is a rare president on many fronts and the entire community feels fortunate to have him at the helm of Western during these challenging times for higher education.”

Sabah shared his reflections regarding the review and the challenges ahead for Western. This portion of the work session concluded with feedback and discussion.

The next agenda item was a review of topics from the Self-Assessment conducted by the trustees in September. Committees were the first area we discussed. Ad hoc committees were suggested as a way to accomplish more work without creating more permanent committees. We will try this approach to tackle some governance tasks instead of re-establishing a governance committee. The FARM committee will discuss the possibility of adding a non-trustee with finance, audit, and/or risk management experience to the committee. All three existing committees are continuing to work on improving their effectiveness.

Trustee development and the annual meeting schedule were tabled for a future work session.

The work session closed with an interactive discussion with the VP's regarding Strategic Plan Implementation. The group agreed that the pace of change at Western has increased, challenging existing resources. At the same time, opportunities to magnify Western impact exist and the needs of the State of Washington call for an even faster pace of change

That concludes my report.”

## **5. UNIVERSITY PRESIDENT REPORT**

President Randhawa acknowledged that Western has recently received classification as a Carnegie Community Engaged University, which is an elective designation that indicates institutional commitment to community engagement. President Randhawa explained that Association of Public and Land-Grant Universities (APLU) opened up an “Innovation and Economic Prosperity University Designation” to universities outside of the standard APLU requirements and that Western was awarded this designation with four other universities. He noted that even more important than the designation itself, it gives Western the opportunity to network with other Land-Grant Universities and have conversations centered on engagement and economic development which is a positive direction for Western.

President Randhawa addressed the snow closures that were implemented earlier in the year. He noted that the five day closure had financial impacts on classified employees and the university community was very supportive and empathetic in their response to support these employees. He said the situation required the engagement of both classified unions; Washington Federation of State Employees (WFSE) and Public School Employees of Washington (PSE) that have bargained agreements that include inclement weather. He reported that union leadership and Western Human Resources leadership came together to discuss the situation outside of the bargaining cycle in the hopes of a resolution.

President Randhawa introduced Melynda Huskey, Vice President of Enrollment and Student Services who provided an update on the Martin Luther King Day breakfast and thanked the committee for their talented work that lead to double attendance numbers and inaugurated Western's First Day of Service that included community service projects in the Bellingham area.

Huskey reported on Western's COVID-19 Novel Coronavirus response as it is now officially an epidemic. She said that Western has a well-developed, existing plan for epidemic and pandemic response. As soon as Western received appropriate signaling from the Center for Disease Control (CDC), a interdisciplinary response team was formed that included County Public Health Department, City Officials, University Officials with emergency response, and health and safety expertise to review Western's plan in the event Western would need to move in that direction. She noted that there have been no reported cases in Whatcom and Skagit counties. She added that there have been carefully targeted public health communications on how students can take action if they are concerned or would like more information to consider their exposure and provide education on the virus.

Huskey highlighted that the Enrollment and Student Services Student Advisory Council met for the first time since its inception. She explained that the diverse council consists of fourteen students that volunteered to serve and bring forward topics that range from university structure, university budget, and university decision making processes, to be discussed with her on a monthly basis.

## 6. ASSOCIATED STUDENTS REPORT

Lani DeFiesta, Associated Students President was not present to provide a report.

## 7. FACULTY SENATE REPORT

Jeff Young, Faculty Senate President reported:

With winter break and the snow week, Faculty Senate and other governance bodies have met relatively few times since the last board meeting, so my report will be somewhat brief today.

### 1. **The Library Subscription Task force reported to both UPRC and Faculty Senate.**

The issue at Western, and campuses across the country, is the rapid inflation of subscription costs. If current base funding, at \$2,000,000 a year, does not change, there is a projected \$300K+ shortfall in FY21 (16.6% of subscription expenditures). \$80K+ each in FY22, FY23, and FY24,

- The task force in coordination with the library is working to develop a more sustainable approach to managing library subscriptions,
  - Advocating for funding,
  - Find best practices for cuts, as well as finding the means to add new subscriptions (no new subscriptions have been added for 5 years),
  - Working on longer term solutions by identifying ways to change the scholarly publishing landscape.
  - More: <https://library.wvu.edu/satf/subscriptions-task-force>

### 2. **Budget.** Faculty leadership, including the Faculty Senate, has been in conversations with the administration concerning the university's budget. I want to thank President Randhawa and Provost Carbajal for their engagement in this discussion, and specially thank Vice President Van Den Hull and by extension, his team. They have been very generous and patient with their time in preparing information, and walking faculty from various backgrounds through financial documents. Faculty certainly appreciate the leadership and good stewardship provided by the administration and the board that has kept Western financially healthy. At the heart of the discussion is the funding of Academic Affairs:



- This was prompted, in part, by the announcement of a \$3.25 million deficit in Academic Affairs. This announcement generated discussion across campus that in some areas resulted in the assumption of financial crisis and the advent of cuts. With the help of Rich and his crew, we understand and are happy to share the news that this is not the case. We are also encouraged by the addition of \$4.2 million dollars to the 2021 Academic Affairs budget.
- I am advocating now and faculty will continue to organize and advocate for ample funding. Academic Affairs is the heart of the university, full funding is required to sustain current programs and to improve the work we do in meeting the university's mission.

### 3. Suspended Operation Policy

- Faculty are concerned about current Suspended Operations Policy and the affect it has on Western's classified staff. The Faculty Senate and the Graduate Council unanimously endorsed the following message from the United Faculty of Western Washington President Rich Brown, and the UFWW Exec:

Dear President Randhawa & Provost Carbajal,

The UFWW Executive Committee joins other leaders across campus who are calling for a change in our Suspended Operations Policy. As you have heard from classified staff, faculty, chairs, and deans, the current policy is unjust and treats a whole group of university employees inequitably.

UFWW urges the administration to change the Suspended Operations Policy in order to create pay equality for our classified staff on campus, and to alleviate the unnecessary harm caused to their families resulting from loss of pay due to university closures.

Sincerely,  
Rich Brown, UFWW President  
Members of the UFWW Executive Committee

**4. Credit Hour Policy** For the last decade, accreditors have been subject to increased pressure and scrutiny from the U.S. Department of Education when it comes to their evaluation of credit hour assignment.

In 2017, the Academic Coordinating Commission sought to address concerns by revising the Credit Hour Policy. The 2017 policy has raised new problems and concerns without fully alleviating those that occasioned it.

ACC has proposed a new policy, now under review by the faculty senate, the most critical goal of which is facilitating and simplifying alignment of Western's policy and its current scheduling practices.

Credit hour policy might seem like a dry topic, however it sits at the juncture of several important issues. One of the key intersections is between the block schedule, space, and credit hours. In particular, it is becoming more difficult scheduling 5-credit hour courses in the current block schedule. As a first step, ACC and the Faculty Senate has requested, and

the Registrar has offered to perform an audit, using 25Live to assess how the block schedule and classroom space intersect.

All of this has led to lively debate in the Senate. I hope to bring back news of good outcomes at the next board meeting.

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

Trustee John Meyer, Chair, Finance, Audit and Enterprise Risk Management (FARM) Committee reported that FARM committee reviewed the FY20 Financial Statements and noted the good work of Business and Financial Affairs to present the information in a way that allow the committee members to have a high level review of the statements. He noted that the discussion was centered on measuring financial health including Western's primary reserve ratios. He added that there was discussion on operating margin ratios that include net capital and that ratio continues to improve. Meyer confirmed that Western is in a healthy financial position. He proposed that the full Board be provided a presentation on financial oversight and a future board meeting.

Meyer reported that the committee received an overview of the current Housing and Dining System (the System) with an emphasis on identifying the level of operational and space resources necessary to accommodate enrollment growth and align with the University's Strategic Plan. He added that the System is assessing its capacity to meet student housing demands, make programmatic space improvements, and address deferred maintenance for a number of buildings that were largely built fifty years ago. Meyer noted that there would be presentation to the full board at a future meeting.

## **9. BOARD STUDENT SUCCESS COMMITTEE REPORT**

Trustee Mo West, Chair, Student Success Committee reported that the topic of Decision Packages and the background on the proposal process. She noted that the Decision Package process is part of the Western Biennial Operating Budget request to the Legislature and that they are the avenue through which Western seeks funding for academic programs. Recent examples include the Electrical Engineering expansion, the Institute for Energy Studies, and the Student Success funding package.

West reported that the Student Success committee received an overview from on how decision packages are envisioned, developed, vetted and ultimately prioritized for Western's budget requests to the Legislature. She said there was discussion on the process and how to better involve staff and students throughout the process.

Trustee Stuehm expanded on West's remarks, and suggested finding more ways of including staff and students in the life cycle of the decision package, and that at present the conception input is centralized around the faculty. He noted that there was conversation on how to incorporate more student ideas and contributions to the pre-proposal process, giving students the opportunity to weigh in on growth they see in academic enterprise at Western.

## **APPROVAL OF PUBLIC WORKS PROJECTS**

Earl Overstreet, Board Chair reported that in the time that materials were submitted for the meeting, the actual construction bid was proposed and accepted, so the initially proposed agenda item delegating authority for contracting up to a certain amount was no longer needed. He noted that the board would proceed by submitting a proposed motion for awarding a construction contract.

Brian Sullivan, Associate Vice President for Business and Financial Affairs noted that the construction contract bid was lower than original bid estimate and this would be the first of five requests for awarding construction contracts for construction of the Interdisciplinary Science building.

MOTION 02-02-2020                      Trustee Pettis moved that the Board of Trustees of Western Washington University, upon recommendation of the President, award a contract to BNBuilders Inc., Seattle, WA, in the amount of \$3149,475 (plus associated sales tax) for bid package #1 (earthwork and utilities) for the Interdisciplinary Science Building project.

The motions passed.

## **10. CONSENT ITEMS**

The following Consent Items were presented for approval:

- Approval of Winter Quarter Degrees
- Approval of Honorary Degree at Spring 2020 Commencement
- Approval of Board of Trustees Meeting Schedule for 2021-2022

MOTION 02-03-2020                      Trustee West moved, that the Board of Trustees of Western Washington University, on recommendation of the faculty and subject to the completion of any unmet requirements, approves awarding undergraduate and graduate degrees to the candidates listed in the files of the Registrar and Graduate Dean, for Winter Quarter 2020, effective March 21, 2020.

The motion passed.

MOTION 02-04-2020                      Trustee Stuehm moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President and the faculty, approves awarding an honorary doctorate degree to Denis Hayes, in recognition of his

extraordinary contributions to building international awareness and action for environmental protection, and for his distinguished career in public service.

The motion passed.

MOTION 02-05-2020 Trustee Sharpe moved, that the Board of Trustees of Western Washington University establish the following meeting schedule for the year 2021 and 2022:

February 11, 12, 2021

April 1, 2, 2021

June 10, 11, 2021

August 19, 20, 2021

October 7, 8, 2021

December 9, 10, 2021

February 10, 11, 2022

March 31, April 1, 2022

June 9, 10, 2022

August 18, 19, 2022

October 13, 14, 2022

December 8, 9, 2022

The motion passed.

## **11. WATERFRONT UPDATE**

Donna Gibbs, Vice President for Communications and Marketing and Brad Johnson, Dean of the College of Science and Engineering provide the board an update on the Waterfront Project. Johnson reported that the College of Science and Engineering has been in dialogue with several potential tenants for the Western Crossing Innovation Park concept, including federal and state agencies who have ongoing research projects and talent pipeline established with Western.

## **12. LEGISLATIVE UPDATE**

Becca Kenna-Schenk provided the Board with an update on the 2020 Legislative Session that began on January 13th and is scheduled to end on March 12<sup>th</sup>. Kenna-Schenk reported that

Western's supplemental operating budget request seeks to improve access for current and future students attending Western on the Peninsulas (WotP) by transitioning degree programs from a tuition or self-supported funding model to a state-supported model. She noted that if the proposal is funded, tuition rates for most WotP degree programs would be reduced and all the WotP resident undergraduate students would begin paying the same tuition rates as Western resident undergraduate students in Bellingham and Everett. She added the request would also enable Western to improve four-year degree pathways for the residents of Kitsap and Olympic Peninsulas through targeted recruitment and student support strategies.

Kenna-Schenk additionally provided an overview of Western's policy priorities in the 2020 legislative session that includes the passage of House Bill 1755, authorizing Western to offer applied doctorate degrees in education (EdDs), and passage of Senate Bill 6139/House Bill 2721, legislation to reauthorize the state's Joint Center for Aerospace Technology Innovation, a public-private partnership that has supported at least \$750,000 in research grants between Western and its Plastics and Composites Engineering program and regional aerospace industry partners. She added that Western and other higher education partners are also supporting Senate Bill 6492, legislation that would modify the revenue source for the Workforce Education Investment Account, the dedicated fund for higher education investments that was created during the 2019 legislative session.

### **13. INFORMATION ITEMS**

**a. Quarterly Report on Grants and Contracts**

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

**b. University Advancement Report**

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

**c. Capital Program Report**

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

**d. University Relations and Marketing Report**

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

**e. Annual Department of Public Safety Report**

Vice President Van Den Hul provided a written report with an annual update of the Department of Public Safety.

**f. Mid-year Housing & Dining Report**

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

**g. Admissions and Enrollment Report**

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

**14. DATES FOR NEXT REGULAR MEETING**

April 16 & 17, 2020

**15. ADJOURNEMENT**

The meeting adjourned at 12:03 pm.

**Western Washington University  
Board of Trustees  
Meeting Minutes  
Thursday, February 13, 2020**

**1. CALL TO ORDER**

Board Chair Earl Overstreet called the work session of the Board of Trustees of Western Washington University to order on Thursday, February 13 at 11:37 a.m. in the Meisnest Room at the Washington Athletic Club in Seattle, WA.

**Board of Trustees**

Earl Overstreet, Chair  
Chase Franklin, Vice Chair  
John Meyer, Secretary  
Faith Pettis  
Hunter Stuehm  
Karen Lee  
Mo West  
Sue Sharpe

**Western Washington University**

Sabah Randhawa, President  
Stephanie Bowers, Vice President for University Advancement  
Melynda Huskey, Vice President for Enrollment and Student Services  
Donna Gibbs, Vice President for University Relations and Marketing  
Paul Dunn, Chief of Staff to the President, Secretary to the Board of Trustees  
Rayne Rambo, Assistant Secretary to the Board of Trustees

Cathy A. Trower, President, Trower & Trower, Inc.

**2. EXECUTIVE SESSION**

At 11:42 the board went into Executive Session for approximately forty minutes to discuss a personnel matter as authorized by RCW 42.30.110

Board Chair Earl Overstreet announced a ten minute break @ 12:59pm.

The board reconvened in Executive Session at 1:05pm.

Board Chair Overstreet adjourned Executive Session @ 2:26pm and announced that the board would begin its scheduled Work Session @ 2:37pm.

### **3. BOARD OF TRUSTEES COMMITTEE STRUCTURE, TRUSTEE DEVELOPMENT AND ANNUAL MEETINGS**

Chair Overstreet welcomed Cathy Trower, President, Trower & Trower, Inc. to the board's work session, and invited her to begin the session with a conversation regarding feedback from the Board of Trustees Self-Assessment that Trower facilitated in the fall. Trower led a conversation that covered areas of interest that were determined by the self-assessment that included sub-committee structures and opportunities for exchange and growth, intentional alignment of committee agendas to full board agendas, committee assignments and the idea of ad-hoc committees and task force concepts.

The trustees began the discussion by examining the current sub-committee assignments and charges, and evaluated ways in which it would nevertheless be valuable for trustees to work on ad hoc projects as needed. This would allow the trustees an opportunity for further engagement with advancing Western's Strategic Plan.

Trower led a discussion on reviewing the current sub-committees of the Board of Trustees, the Student Success Committee (SSC) and the Finance, Audit, and Enterprise Risk Management (FARM) Committee. It was noted the SSC has seen increased focus and continuity with full board agendas since its inception, and there has been work greater collaboration in agenda development between Committee Chair Trustee West and Brent Carbajal, Provost and Vice President for Academic Affairs, and Melynda Huskey, Vice President for Enrollment and Student Services. This has allowed the committee to increase its understanding of the student experience, the drivers of student success, and how those value metrics support the Strategic Plan.

The trustees discussed the functions of the FARM committee and noted the efficiency at which it is managed. It was noted that the role of a trustee on the FARM committee is to identify any problematic trends that are not favorable to the university and provide input where necessary. It was noted that the committee works within a defined scope that allows for consistent reports and updates.

Trower highlighted the work of the Board Executive Committee and the types of executive committee structures she has worked with in the past, and added that board governance can be a part of its scope. It was noted that while the Executive Committee has appropriated the governance charge previously set for the Governance Committee, several governance issues (e.g., trustee orientation, education and development) could be addressed in a more timely fashion through the kinds of ad hoc structures discussed earlier in the work session. It was determined that since the current sub-committee structures are still relatively new and in early development stages, such a project-based ad hoc structure should be further investigated.



#### **4. DIALOGUE WITH VICE PRESIDENTS: PROGRESS ON STRATEGIC PLAN IMPLEMENTATION**

The trustees were joined by Melynda Huskey, Vice President for Enrollment and Student Services, Donna Gibbs, Vice President for University Communications and Marketing, and Stephanie Bowers, Vice President for University Advancement, who were invited to have a conversation regarding the progress on Strategic Plan Implementation and the direction and pace of change and Western. It was noted that Western's expansion on the Peninsulas and underserved parts of the state provides a good sense of what Western will look like in the future, and that new resources dedicated to student support allow for continued growth in student success aspects.

The Board and the administrative leadership team continued dialogue pertaining to the overall growth of Western across the state. It was noted that growth comes with the responsibility to assess and improve on how Western serves the people and the state of Washington. It was acknowledged that Western and its community will always work to protect the importance of Western's identity and distinctive excellence. Because of the collaborative nature of Western and its community, it will continue to provide an intimate, teaching-focused liberal arts education while seeking new ways to meet the state's workforce needs through public private partnerships, expanded graduate programs, and integrated classrooms to expand educational opportunities to more Washingtonians.

Board Chair Overstreet closed the Work Session by thanking Cathy Trower for her consulting services and for facilitating the session. Overstreet also thanked the administrative leadership team for a robust conversation on the Western of the future.

Overstreet noted at 4:44pm that the board would go into Executive Session for approximately fifteen minutes to discuss a personnel matter as authorized by RCW.42.30.110(g).

Board Chair Overstreet called back to order the Work Session and announced the board would adjourn until the following morning, Friday, February 14, 2020 for regularly scheduled board meeting.

#### **5. ADJOURNMENT**

**The board adjourned @ 5:06pm**

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

**TO:** Members of the Board of Trustees  
**FROM:** Sabah Randhawa, President  
**DATE:** April 17, 2020  
**SUBJECT:** **Public Comment Period**  
**PURPOSE:** Information Item

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**Purpose of Submittal:**

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

The April meeting of the WWU Board of Trustees will be conducting using the virtual meeting platform, ZOOM. Persons wishing to comment during public comment can email Rayne Rambo, Assistant Secretary to the Board of Trustees to receive a ZOOM invitation to the meeting. [rambor@wwu.edu](mailto:rambor@wwu.edu)

Any member of the public wishing to listen to the meeting can do so via the audiocast as per usual at the link provided on the Board of Trustees web site and here: <https://wp.wwu.edu/live/>

# WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

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

**FROM:** Sabah Randhawa, President

**DATE:** April 17, 2020

**SUBJECT:** **Western's Coronavirus Response: Public Safety, Academic, Operational, and Fiscal Impacts**

**PURPOSE:** Discussion

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## **Purpose of Submittal:**

President Sabah Randhawa, the Vice Presidents, and Government Relations Executive Director Becca Kenna-Schenk will engage the Trustees in a conversation about Western's response to past, current, and anticipated impacts of the Coronavirus pandemic related to public safety and communications, remote academic program delivery, University operations, and fiscal outlook. While the administrative leadership team will provide brief overviews in these areas, this is intended to be an open conversation guided by Trustee interest and concerns.

## **Supporting Information:**

Detailed information about Western's coronavirus response is available online at the following websites, to which Trustees' attention may be drawn in the course of the conversation:

**Western's Coronavirus Information Website:** <https://www.wvu.edu/coronavirus>

- Includes all related updates and communications to students, faculty, and staff from President Randhawa and the Incident Command Structure Team since February 6, 2020.
- Extensive and continuously updated FAQs for current and prospective students and families, faculty, and staff regarding remote teaching, learning, and working; student support services and financial aid; housing and dining; conditions of employment, and more.

**Spring Guide:** <https://www.wvu.edu/spring-guide>

- Specifically created to ease the transition to spring quarter's remote teaching and learning environment, and to serve as a resource for students, faculty and staff.
- Includes a link to the Student Emergency Fund established by the Western Foundation to provide relief for students who are experiencing food and housing insecurity, and those whose families are confronting job loss or illness.

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

**TO:** Members of the Board of Trustees  
**FROM:** Earl Overstreet, Chair, Board of Trustees  
**DATE:** April 17, 2020  
**SUBJECT:** **Board Chair Report**  
**PURPOSE:** Information Item

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**Purpose of Submittal:**

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

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

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

**FROM:** Sabah Randhawa, President

**DATE:** April 17, 2020

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

**PURPOSE:** Information Item

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**Purpose of Submittal:**

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

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

**TO:** Members of the Board of Trustees  
**FROM:** President Sabah Randhawa on behalf of the Faculty Senate  
**DATE:** April 7, 2020  
**SUBJECT:** Faculty Senate  
**PURPOSE:** Faculty Senate Report

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**Purpose of Submittal:**

Jeff Young, Faculty Senate President, will brief the Board on recent activities of the Faculty Senate.

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

**TO:** Members of the Board of Trustees  
**FROM:** President Sabah Randhawa on behalf of the Associated Students  
**DATE:** April 17, 2020  
**SUBJECT:** **Associated Students**  
**PURPOSE:** Associated Students Report

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**Purpose of Submittal:**

AS President Lani DeFiesta will brief the Board of Trustees on recent activities of the Associated Students.

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

**TO:** Members of the Board of Trustees  
**FROM:** John M Meyer, Chair, Board Audit Committee  
**DATE:** April 17, 2020  
**SUBJECT:** **Board FARM Committee Report**  
**PURPOSE:** Information Item

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**Purpose of Submittal:**

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



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

**TO:** Members of the Board of Trustees  
**FROM:** Mo West, Chair, Board Student Success Committee  
**DATE:** April 17, 2020  
**SUBJECT:** **Board Student Success Committee Report**  
**PURPOSE:** Information Item

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**Purpose of Submittal:**

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

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

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

**FROM:** John Meyer, Chair, Board of Trustees Finance, Audit and Enterprise Risk Management (FARM) Committee

**DATE:** April 17, 2020

**SUBJECT:** **Appointment of Auditor for FY 2020 Audit of Financial Statements for Western Washington University, Housing and Dining, and Wade King Student Recreation Center**

**PURPOSE:** Action Item

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### **Purpose of Submittal:**

The Board of Trustees Finance, Audit and Enterprise Risk Management (FARM) Committee recommends the reappointment of the State Auditor's Office to perform Financial Statement audit services for the fiscal year ending June 30, 2020.

### **Proposed Motion:**

MOVED, upon the recommendation of the Board of Trustees FARM Committee, the appointment of the Washington State Auditor's Office to perform an audit of FY 2020 Financial Statements for Western Washington University, Housing and Dining, and the Wade King Student Recreation Center. This appointment is for a one-year term with an estimated total cost of \$102,000.

### **Supporting Information:**

Based on the recent review of services and satisfactory completion of the FY 2019 audit, the Board of Trustees FARM Committee recommends the selection of the State Auditor's Office to audit the FY 2020 Financial Statements for Western Washington University, Housing and Dining, and the Wade King Student Recreation Center, under the terms similar to prior years' contracts.

- One-year term (State Auditor's Office standard)
- Estimated at \$74,500 for the FY 2020 Financial Statements audits

Additionally, every two years the State requires the State Auditor's Office to perform an accountability audit. This year's cost:

- Estimated at \$27,500 for the accountability audit

### **Source of Funding:**

State Appropriated – Operating and Auxiliary Services

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

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

**FROM:** President Sabah Randhawa on behalf of Brent Carbajal, Provost and Vice President for Academic Affairs and Robert Squires, Vice Provost for Outreach and Continuing Education

**DATE:** April 17, 2020

**SUBJECT:** 2020 Summer Session Tuition and Fees

**PURPOSE:** Action Item

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**Purpose of Submittal:**

It is the Board of Trustees responsibility to approve Summer Session 2020 tuition and fees.

**Proposed Motion:**

MOVED, that the Board of Trustees of Western Washington University, on recommendation of the President, approves the recommended Summer Session tuition for 2020: specifically, that resident undergraduate and graduate tuition will rise to \$267 and \$338 per credit, respectively; and non-resident undergraduate and graduate tuition will increase to \$427 and \$500 per credit, respectively. Tuition rates for programs for the MBA program are estimated not to exceed the approved rates from the academic year: \$391 per credit for resident graduate and \$975 for non-resident. Student tuition will be charged on a per credit basis for Summer Session.

**Points to Consider:**

The proposed increases are necessary to cover increasing Summer Session operational costs, including salaries, benefits, and other expenses.

*Washington Resident Undergraduate Tuition*

If this motion is adopted, Summer Session tuition for resident undergraduates would increase by 2.3% to \$267 per credit. This population accounted for 88% of the Summer Session 2019 enrollment.

Eastern Washington University's tuition will remain unchanged. Washington State University will increase tuition by 1%. The University of Washington will increase tuition by 22.8%. The Evergreen State College will decrease tuition by 12.2%. Eastern Washington University will not adjust their tuition rates. Central Washington University has not yet finalized their Summer Session 2020 tuition rates.

*Washington Resident Graduate Tuition*

If this motion is adopted, Summer Session 2020 resident graduate tuition will rise 4.6% to \$338 per credit, to keep pace with what resident graduate students are paying during the current 2019-20 academic year.

Eastern Washington University's tuition will remain unchanged. Washington State University will increase tuition by 1%. The University of Washington will increase tuition by 10.2%. The Evergreen State College will increase tuition by 8.2%. Eastern Washington University will not adjust their tuition rates. Central Washington University has not yet finalized their Summer Session 2020 tuition rates.

### Non-resident Undergraduate and Graduate Tuition

Washington's six public four-year institutions are divided in their respective approaches to establishing non-resident Summer Session tuition rates. Two institutions, Eastern Washington University and Washington State University, have adopted a single Summer Session tuition rate by student level. The University of Washington and The Evergreen State College has offered resident and non-resident rates by student level. Central Washington University has not posted Summer Session 2020 rates; however, have offered resident and non-resident rates by level in past years.

The proposed motion continues Western's practice of charging differential non-resident undergraduate and graduate tuition. If adopted, the tuition rate for non-resident undergraduates will increase to \$427 per credit (4.4%) and the tuition rate for non-resident graduates will rise to \$500 per credit (4.8%). These specific increases are necessary to maintain the previously established relationships between resident and non-resident tuition and between undergraduate and graduate tuition.

The proposed motion is consistent with the Board's previous authorization of differential state-supported tuition during the academic year for the MBA program and will be banded between 10 and 18 credits. The tuition rate for resident graduate MBA will be \$391 per credit to 10 credits and \$975 for non-resident per credit to 10 credits. These figures are estimated not to exceed the approved tuition rates for the prior academic year in Summer Session.

Source of funds: Self-supporting Dedicated Revenue

### Supporting Information:

<b>Summer Session 2020 - Proposed</b> (Ordered by Resident Undergraduate Rates)							
<b>Undergraduate</b>				<b>Graduate</b>			
Resident		Non-Resident		Resident		Non-Resident	
Institution	Tuition per credit	Institution	Tuition per credit	Institution	Tuition per credit	Institution	Tuition per credit
WSU <sup>1</sup>	\$ 518.00	WSU <sup>1</sup>	\$ 518.00	WSU <sup>1</sup>	\$ 595.00	WSU <sup>1</sup>	\$ 595.00
UW	\$ 415.00	UW	\$ 1,305.00	UW	\$ 948.00	UW	\$ 1,627.00
<b>WWU</b>	<b>\$ 267.00</b>	<b>WWU</b>	<b>\$ 427.00</b>	<b>WWU</b>	<b>\$ 338.00</b>	<b>WWU</b>	<b>\$ 500.00</b>
CWU <sup>2</sup>	\$ 264.70	CWU <sup>2</sup>	\$ 397.05	CWU <sup>2</sup>	\$ 310.59	CWU <sup>2</sup>	\$ 465.89
TESC	\$ 220.40	TESC	\$ 865.00	TESC	\$ 351.90	TESC	\$ 819.70
EWU	\$ 235.00	EWU	\$ 235.00	EWU	\$ 364.13	EWU	\$ 364.13

<b>Summer Session 2019</b> (Ordered by Resident Undergraduate Rates)							
<b>Undergraduate</b>				<b>Graduate</b>			
Resident		Non-Resident		Resident		Non-Resident	
Institution	Tuition per credit	Institution	Tuition per credit	Institution	Tuition per credit	Institution	Tuition per credit
WSU <sup>1</sup>	\$ 513.00	WSU <sup>1</sup>	\$ 513.00	WSU <sup>1</sup>	\$ 588.00	WSU <sup>1</sup>	\$ 588.00
UW	\$ 337.87	UW	\$ 1,184.38	UW	\$ 738.57	UW	\$ 1,324.55
CWU	\$ 264.70	CWU	\$ 397.05	CWU	\$ 310.59	CWU	\$ 465.89
<b>WWU</b>	<b>\$ 261.00</b>	<b>WWU</b>	<b>\$ 409.00</b>	<b>WWU</b>	<b>\$ 323.00</b>	<b>WWU</b>	<b>\$ 477.00</b>
TESC	\$ 251.00	TESC	\$ 799.20	TESC	\$ 325.40	TESC	\$ 768.50
EWU	\$ 235.00	EWU	\$ 235.00	EWU	\$ 364.13	EWU	\$ 364.13

1 – WSU operates on the semester system

2 – 2020 rates to be determined; 2019 rates provided

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

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

**FROM:** President Sabah Randhawa

**DATE:** April 7, 2020

**SUBJECT:** **Public Works Projects**

**PURPOSE:** Action Items

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### **Purpose of Submittal:**

Approval of the university recommendations provided on Public Works Projects.

### **Proposed Motion(s):**

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to Dawson Construction, Bellingham, WA, for the amount of \$2,210,000 (base bid and alternate three) (plus associated sales tax) for the construction contract to construct the Birnam Wood Apartments Replace Siding project.

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to BNBuilders Inc., Seattle, WA, in the amount of \$8,790,187 (plus associated sales tax) for bid package #2 (Structures and Elevator) for the Interdisciplinary Science Building project.

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, delegate the authority to the President, in consultation with the Chair of the Board of Trustees, to award construction contract package #3 (Fire Protection and Early Mechanical, Electrical, and Plumbing) not to exceed \$3,044,000 (and associated sales tax) and execute documents for the Fire Protection, Mechanical, and Electrical package for the Interdisciplinary Science Building.

### **Supporting Information:**

12a PW759 – Construction Contract for Birman Wood Apartments Replace Siding project.  
12b PW733 – Construction Contract for Bid Packages #2 ( Structures and Elevator) and #3 (Fire Protection and Early Mechanical, Electrical, and Plumbing) for the Interdisciplinary Science Building

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

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

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

**DATE:** April 17, 2020

**SUBJECT:** Construction Contract for Birnam Wood Apartments Replace Siding,  
PW759

**PURPOSE:** Action Item

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### **Purpose of Submittal:**

Award a construction contract for the Birnam Wood Apartments Replace Siding project, PW759. Contract award following Board action. Construction to start June 17, 2020.

### **Proposed Motion:**

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to Dawson Construction, Bellingham, WA, for the amount of \$2,210,000 (base bid and alternate three) (plus associated sales tax) for the construction contract to construct the Birnam Wood Apartments Replace Siding project.

### **Supporting Information:**

Work on this project includes abatement of asbestos sealant, removal and installation of new siding material and trim, and replacing exterior doors and windows on the community building.

This project was advertised for competitive bidding from January 6 through 8, 2020 with the bid opening held 11:00 AM, Tuesday, February 4, 2020. Four (4) bids were received by the University (see attached bid summary). Cornerstone Architectural Group of Kenmore, WA, prepared the plans and specifications for this project. There was confusion on how to indicate the prices from two of the bidders due to those bidders' misunderstanding the instructions to bidders. Those bidders showed the alternates as additive instead of deductive.

During the advertisement phase, Facilities Development staff had extensive outreach to firms, with the intent of promoting MWBE participation. The apparent responsible low bidder did not indicate MWBE participation on their bid. Facilities Development will continue to work with the contractor to enhance MWBE participation during the selection of sub-contractors.

Project award of the contract is also contingent on the approval of the contractor's Responsibility Criteria submittal.

The total budget for the project is \$3,285,000.

**Source of Funding:** WWU Housing and Dining Funding

<b>BID SUMMARY</b>				
<b>PROJECT: PW759 - BW Siding Replacement</b>				
<b>DATE OF OPENING: February 4, 2020</b>				
<b>Bidder Name:</b>	HB Hansen	Faber Construction	Tiger Construction	Dawson Construction
<b>Base Bid:</b>	\$ 5,960,000	\$ 5,962,150	\$ 5,470,000	\$ 5,340,000
<i>Alternates (cost below includes Base Bid <u>plus</u> Alternate, not an option to accept all or multiple alternates) :</i>				
<b>1</b>	\$ 7,000,000	\$ 7,047,351	\$ 6,000,000	\$ 5,420,000
<b>2</b>	\$ 1,920,000	\$ 6,028,078	\$ 7,470,000	\$ 1,925,000
<b>3</b>	\$ 2,400,000	\$ 6,028,078	\$ 7,470,000	\$ 2,210,000
<b>4</b>	\$ 2,900,000	\$ 6,061,043	\$ 7,470,000	\$ 2,560,000
<b>Sub-Total:</b>	\$ 2,400,000	\$ 6,028,078	\$ 7,470,000	\$ <b>2,210,000</b>
<b>Sales Tax (8.7%):</b>	\$ 208,800	\$ 524,443	\$ 649,890	\$ 192,270
<b>Total:</b>	\$ 2,608,800	\$ 6,552,521	\$ 8,119,890	\$ <b>2,402,270</b>

Selected Alternate  
Selected Bidder

# WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

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

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

**DATE:** April 17, 2020

**SUBJECT:** **Construction Contract for Bid Packages #2 (Structures and Elevator) and #3 (Fire Protection and Early Mechanical, Electrical, and Plumbing) for the Interdisciplinary Science Building (PW733)**

**PURPOSE:** Action Item

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## **Purpose of Submittal:**

Award a construction contract for bid package #2 (Structures and Elevator) and delegate the authority to the President to award a construction contract for bid package #3 (Fire Protection and Early Mechanical, Electrical, and Plumbing) for the Interdisciplinary Science Building project.

## **Proposed Motions:**

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to BNBuilders Inc., Seattle, WA, in the amount of \$8,790,187 (plus associated sales tax) for bid package #2 (Structures and Elevator) for the Interdisciplinary Science Building project.

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, delegate the authority to the President, in consultation with the Chair of the Board of Trustees, to award construction contract package #3 (Fire Protection and Early Mechanical, Electrical, and Plumbing) not to exceed \$3,044,000 (and associated sales tax) and execute documents for the Fire Protection, Mechanical, and Electrical package for the Interdisciplinary Science Building.

## **Supporting Information:**

The Interdisciplinary Science Building is using the alternative delivery method of General Contractor/Construction Manager (GC/CM) as allowed under RCW 39.10.340. RCW 39.10.370 allows for a Public Body to authorize the GC/CM to proceed with the bidding and award of construction bid packages before the receipt of complete project plans and specifications.

This project is using a "Mini-MACC" (Maximum Allowable Construction Cost) option that will award five separate bid packages during the winter and spring of 2020 (see table below). This option allows Western to accelerate the construction timeframe to meet deadlines while maintaining cost certainty through each bid package. The cost certainty comes through development of a comprehensive construction budget with line item budget values. As Mini-MACCs are bid and awarded, the overall budget is adjusted to correlate with the true construction costs, allowing the bids to be evaluated to ensure compliance with the overall project budget. Additionally, the Mini-



MACC option allows the trades that are traditionally long lead services to be bid and awarded in a timely fashion to mitigate schedule impacts. The RCW allows these various packages to be publically bid when they have reached a minimum completion of 90% Construction Documents (CD). All early bid packages are going to be bid at 90% CD with the largest and final bid package bidding at 100% complete.

As of March 31, 2020, onsite construction activities for this project were suspended due to Governor Inslee's Proclamation 20-25. All impacts due to COVID-19 are not known and the projects may incur additional delays.

Bid Package #1 (Earthwork and Utilities) was authorized to award by the Board at their February meeting for a total of \$3,149,475 (excluding sales tax). Bid Package #2 is ready to award, pending Board approval, with the following breakdown (excluding sales tax):

Direct Construction Costs	\$7,412,916
Negotiated Support Services	\$ 624,898
Risk Contingency	\$ 148,258
General Conditions	\$ 276,672
GC/CM Fee	\$ 327,443
<b>TOTAL</b>	<b>\$8,790,187</b>

To maintain the construction schedule with the design and bidding critical path, we anticipate the remaining bid packages will require a delegation of authority for Bid Package #3, an award at a standing Board meeting for Bid Package #4, and a special Board meeting for Bid Package #5. The following Mini-MACC design document release and bid package Board of Trustees plan is being proposed to award the phased construction packages:

Bid Package #	BOT Date	BOT Action	Bid Package Description	Mini-MACC Package (February 2020)	Mini-MACC Package (Current)	CD Level of Completeness
1	2/14/2020	Awarded	Earthwork and Utilities	\$3,149,475	\$3,149,475	90%
2	4/17/2020	Award	Structures & Elevator	\$8,820,000	\$8,790,187	90%
3	4/17/2020	Delegation of Authority	Fire Protection & Early Mechanical, Electrical, & Plumbing	\$3,044,000	\$3,044,000	90%
4	6/12/2020	Award	Siding, Roofing, Enclosure, & Lab Casework & Equipment	\$8,642,000	\$8,642,000	90%
5	7/17/2020	Special Meeting – Award	Balance of Architectural Finishes & Balance of Mechanical, Electrical, & Plumbing	\$26,375,000	\$26,375,000	100%

This project has established goals of 10% for MBE participation and 6% for WBE participation by firms certified with the Washington State Office of Minority and Women's Business Enterprises. After bid packages #1 and #2, this project is currently exceeding the goals by reaching 20% MBE participation and 19% WBE participation. The GC/CM contractor and consultant will continue to have extensive outreach to firms with the intent of meeting, if not exceeding, the goals. We will better understand the overall MWBE percentage data once all the bid packages are opened.

The total budget for the project is \$66,500,000.

**Source of Funding:**

State Capital Bond Funds  
WWU Parking Services Funds

# WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

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

**FROM:** President Sabah Randhawa by Provost Brent Carbajal

**DATE:** April 17, 2020

**SUBJECT:** Tenure and Promotion Report

**PURPOSE:** Information Item

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## **Purpose of Submittal:**

The credentials and accomplishments of these faculty members have been examined by their peers, tenure and promotion committees, department chairs, college deans, as well as the Provost and Vice President for Academic Affairs. Each person approved meets or exceeds the internal (college and all-university) and external (comparative, disciplinary, and professional) standards Western Washington University requires for promotion or tenure. This extensive review process confirms the merit of each faculty member's teaching, research or creative activity, and service to the University and the community.

## **Supporting Information:**

Provided below are two tables that list the following:

- 1) Twenty-nine tenure track assistant professors granted tenure and promoted to the rank of associate professor effective 9/16/2020.
- 2) Two associate professors who were hired at Western at associate rank were granted tenure effective 9/16/20.
- 3) One associate professor who was hired at Western at associate rank was granted tenure and promoted to the rank of full professor effective 9/16/2020.
- 4) Twenty-four tenured associate professors promoted to the rank of full professor effective 9/16/2020.

## Tenure and Promotion - Effective September 16, 2020

### Tenure and Promotion to Associate Professor

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Sura Alqudah	Engineering and Design
Charles Anderson	History
Charles Barnhart	Environmental Sciences
Dana Brickham	Health and Community Studies
Christopher Califf	Decision Sciences
Desiree Cueto	Elementary Education
Katharine Destler	Political Science
David Evans	Communication Science Disorder
Brady Foreman	Geology
Patrick Gillham	Sociology
Joseph Gosen	Journalism
Dipak Gupta	Theatre and Dance
Lourdes Gutierrez Najera	Fairhaven Gen & Admin
Marco Hatch	Environmental Sciences
Xichen Jiang	Engineering and Design
Madeline Kelly	Western Libraries
Tamara Laninga	Environmental Studies
Zenghui Liu	Accounting
Derek Moscato	Journalism
Sean Mulcahy	Geology
Tracey Pyscher	Secondary Education
Armin Rahmanisisan	Physics - Astronomy
Moushumi Sharmin	Computer Science
James (Ely) Shipley	English
Douglas Sladen	Communication Science & Disorder
Jennifer Thistle	Communication Science & Disorder
Nicholas Washburn	Health & Human Development
Michael Wolff	Political Science
Kevin Woods	Music

### Tenure

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Hanmei Chen	Accounting
Christie Scollon	Psychology

### Tenure and Promotion to Full Professor

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Shih-Fen Chen	Management
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## Promotion to Full Professor

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Babafemi Akinrinade	Fairhaven Gen & Admin
Javier Berzal de Dios	Art & Art History
Andrew Boudreaux	Physics - Astronomy
Shirin Deylami	Political Science
Burak Dolar	Accounting
Seth Feinberg	Sociology
Kristen French	Elementary Education
John Gilbertson	Chemistry
Debi Hanuscin	Elementary Education
Joseph Hunter	Special Education& Educational Leadership
Linda Keeler	Health & Human Development
Kelly Magee	English
Kacey Morrow	Design
Sean Murphy	Global Humanities & Religion
Carolyn Nielsen	Journalism
Charles Patterson	Mod and Class Lang - Lit Dept
Tara Perry	Communication Studies
Judith Pine	Anthropology
Jacqueline Rose	Psychology
Patrick Roulet	Music
Bernardo San Juan	Health & Human Development
Ozan Sula	Economics
Midori Takagi	Fairhaven Gen & Admin
Derek Yip-Hoi	Engineering and Design

# UNIVERSITY ADVANCEMENT REPORT

APRIL 2020

*Western Washington University's Division of University Advancement exists to develop relationships to secure and steward financial resources to advance Western.*





Dear Members of the Board of Trustees,

The work of University Advancement has shifted along with the rest of Western Washington University with the onset and continuation of the global pandemic. We are evolving our activities to support the operation of the university and the future of people-to-people connections. Our top priorities, as always, are supporting students, keeping our constituents engaged with the university and each other, and inviting those who can to fund critical needs.

We established the [Student Emergency Fund](#) as the first call to action to our community. President Randhawa announced it with his initial message to all alumni and donors, and immediately alumni, faculty, staff, and friends of Western started making gifts online. It is featured on the popular Viking Funder site and will be the student success campaign focus through the spring and beyond.

Simultaneously, the Alumni Association and Career Services Center staff members decided to leapfrog their timeline for launching [WE Connect](#), an online career mentoring and networking program for alumni and students. The original plan called for recruiting alumni in June, followed by students in the fall. As you read this, alumni are signing up, and we will introduce WE Connect to graduating seniors in the coming weeks. This project is funded by the Alumni Association and the Foundation.

It's so important for our alumni and donors to know how much their university cares about their well-being. President Randhawa, deans, and gift staff have been reaching out personally for weeks and continue to call and email supporters. A robust series of online events kicked off in early April with a Western Engaged partnership with CBE to offer a webinar on COVID-19's economic impact. Well over 400 people joined us online, and reactions were off the charts.

In these unsure days, not everyone can make a gift. Many can and do want to help. All of us in University Advancement are working remotely to send the warmth of connection to our alumni and donors, and through those individuals and organizations, bring resources back to the students and campus.

Please read on to learn more about University Advancement initiatives.

**Stephanie Bowers**

Vice President of University Advancement; President & CEO of the Western Foundation

# INVESTMENTS AND GIFTS

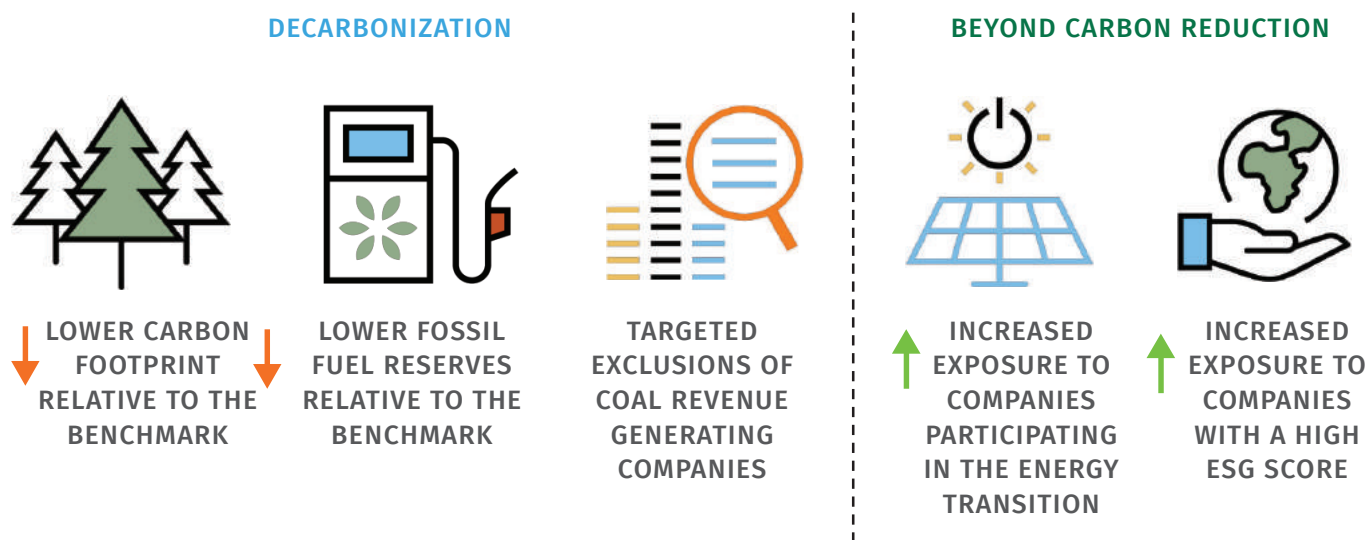
The WWU Foundation is pleased to announce that it will serve as the launch customer for Russell Investment’s new Sustainable Multi Asset Growth Fund. This is an institutional investment fund that leverages Environmental, Social and Governance (ESG) criteria to significantly reduce the carbon footprint of the overall investments of the portfolio while still retaining the same return and risk profiles of a traditional multi strategy investment fund.

Early in 2019, the Foundation hosted an RFP for investment management services and ultimately selected Seattle-based Russell Investments to serve as the new portfolio manager. Much of what drew the selection committee to Russell was its ability and willingness to create a sustainable fund that could achieve the Foundation’s goals. The selection committee included students from the Students for Renewable Energy club who participated with a high degree of knowledge and professionalism.

The Foundation has made an initial commitment to this fund of \$50 million, which is nearly 90 percent of its target allocation to equity-type investments. The fund is expected to launch within the next 90 days.

## RUSSELL’S “DECARBONIZATION” PROCESS

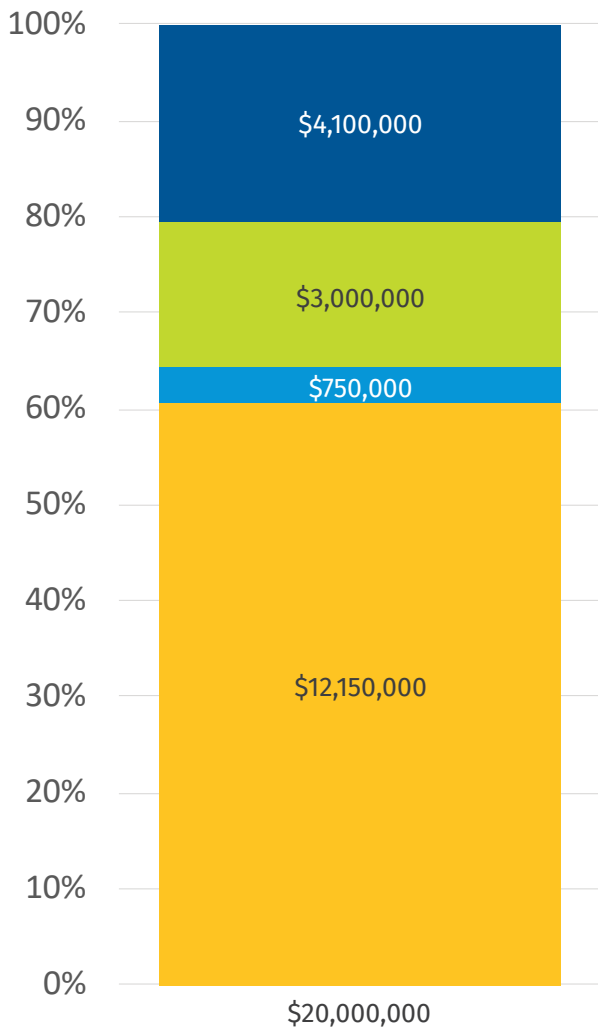
### Moving beyond divestment and identifying green opportunities



**Targeting a low carbon objective shouldn’t mean strict exclusion of all energy-related businesses. Instead, proactive reorientation towards firms well-positioned to succeed during a global energy transition is likely to be more optimal to long-term returns.**



# INVESTMENTS AND GIFTS



## CAPITAL CAMPAIGN PROGRESS TOWARD \$20,000,000

The capital campaign has had tremendous early success:

### COMMITTED

The lead gift commitment of \$10M from Fred Kaiser and Grace Borsari to secure the next gift, a pledge of \$2M from the Norcliffe Foundation.

Individual donors have also made contributions totaling over \$150K.

### PENDING

The current pending requests were either invited or recommended by decision makers and total \$750K.

### PIPELINE

We will be submitting a proposal to a local foundation for consideration by their board later this spring. The proposal has strong support within the organization but the current COVID-19 crisis may impact the timing of when the proposal is reviewed.

### TBD

We have paused conversations with key regional corporate prospects and will resume them as soon as is appropriate.



# DONOR TESTIMONIALS

## Scholarship Dinners

This winter, the Foundation hosted two scholarship dinners. Each was filled to capacity, bringing together donors and scholarship recipients for a lovely evening. These events present a special opportunity to celebrate our generous donor community. They also foster relationships between our donors and the students whose lives have been changed as a result of their philanthropic commitment.



From left to right: Rob Olson, David Hamiter, AJ Barse, Eric Slyman, Susan Brown, Charlie Brown, Isabel Farquhar, and John Farquhar.

*"I was lucky to have been given so many graces in life. One was to have found WWU. I want to give those graces back as best I can."*

*-David Hamiter (92) manager, Student Technology Center, WWU*

*"I give because education is an important part of a strong democratic society."  
-Jan Alper*

*"I am inspired to give because of the students! I would like to find ways to help any and all students go to university to expand their horizons. The world depends on informed people - and can only experience positive unity and peace with education."*

*-Donald Alper, Professor Emeritus (retired), Political Science, College of Humanities and Social Sciences, WWU*



From left to right: Jan Alper, Kara Henry, Madison Lundin, and Donald Alper.

# DONOR TESTIMONIALS



*"The WECU mission is to make a meaningful difference in the lives of our members. For students, breaking down financial barriers to education can make all the difference in the world."*

*-Virginia Gustke, community impact representative, WECU*

*"We are inspired to give by our association with WWU since 1962 and our conviction that it is truly outstanding."*

*-Sam and Joyce Porter. Sam Porter, Professor Emeritus (retired), Engineering and Design, College of Science and Engineering, WWU*



# PHILANTHROPY



## Mitch Diaz reflects on community, philanthropy, and connection at Western

Community is the thread weaving together stories from alumni, parents, students, staff, and friends of the university who have generously shared with me the meaningful moments that have inspired their philanthropy to Western.

Regardless of a community member's connection to Western – whether it be the classroom, library, performance hall, athletic field, or community clinic – every donor I have met enjoys sharing a story about the transformative impact Western has created for them and their families.

In my role, I have the good fortune of meeting with many donors who are supporting all areas of campus. While my time as a member of the Western family has been brief, the moments of joy and inspiration that have come from my meetings with donors have been extensive. I am

quickly learning I have one of the best jobs on campus.

When I am able to travel again, my role at University Advancement will take me throughout the county, state, and region to meet with and listen to donors who each have a unique story to share about how Western has impacted their lives. I have the great privilege of serving as a conduit between these donors and the current challenges and opportunities facing Western. Through their philanthropy, I will partner with these donors to create a brighter future for today's students.

I am excited to discover the road ahead in my work, and I look forward to meeting more donors, building more relationships, and creating more meaningful moments of philanthropy at Western.

Mitch Diaz is associate director of development, leadership annual giving. He began working for WWU in December 2019. Reach out to Mitch at: [mitch.diaz@wwu.edu](mailto:mitch.diaz@wwu.edu)

# ENGAGEMENT



## [weconnect.wwu.edu](https://weconnect.wwu.edu)

Positioned to launch in April, WE Connect is a new digital platform that will give students and alumni throughout the world opportunities to build purposeful connections. The resource offers opportunities for networking, mentoring, discussion, affinity groups, and other personal and professional connection and engagement.



Western Washington University does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities. Inquiries may be directed to the Vice Provost for Equal Opportunity & Employment Diversity, Title IX and ADA Coordinator, Equal Opportunity Office, WWU, Old Main 345, MS 9021, 516 High Street, Bellingham, WA 98225; 360.650.3307 (voice) or 711 (Washington Relay); [eoo@wwu.edu](mailto:eoo@wwu.edu).

To request this document in an alternate format, please contact Frances Badgett, Assistant Director of Advancement Marketing & Communications; 360.650.2190 (voice); [frances.badgett@wwu.edu](mailto:frances.badgett@wwu.edu).



**Capital Program Report**  
**Board of Trustees**  
**April 17, 2020**

**MAJOR / INTERMEDIATE CAPITAL PROJECTS**

*As of March 31, 2020, onsite construction activities on Public Works projects were suspended due to Governor Inslee's Proclamation 20-25. The information provided below is current as of March 31, 2020. All impacts due to COVID-19 are not known and projects may incur additional delays.*

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

The project has completed design development. The design and construction teams worked collectively to bring the design, program and budget into alignment. The project is moving forward with construction documents for the early packages of Civil and Structural to keep construction moving on schedule. The construction contract approval will be brought to the Board as a phased construction contract implementation, with the first mini-MACC (utilities and earthwork) approved by the Board at the February 2020 meeting. The second mini-MACC (structural and elevators) will be seeking approval in April and the third mini-MACC (fire protection and early mechanical, electrical, and plumbing) will request delegation of authority, also in April. The project is scheduled to open Winter quarter 2021.

**Elevator Preservation and ADA Upgrades**

Elevators in Morse Hall and Environmental Studies are anticipated to be complete by late spring of 2020. Work on elevators in Bond Hall, Arntzen Hall, and Biology Building will be complete by December 2020.

**Multiple Building Access Control**

DECO/Dutton Electric and their subcontractor Convergent Technologies have successfully completed system conversion of the majority of the work involved. The project schedule is pushed to summer 2020 for completion.

**University Residence Access Control**

Dawson and their subcontractor VECA Electric with Convergent Technologies, have begun work to install new access control systems on University Residences buildings. Construction is on schedule to complete late summer 2020.

**New Residence Hall**

Western is working with the progressive design team of Lydig Construction from Spokane and Mahlum Architects from Seattle. The contractor has mobilized construction trailers to the site and has begun foundation construction for the main building. Occupancy is scheduled for Fall quarter 2021.

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

DECO/Dutton Electric has completed construction.

**Environmental Studies Classrooms and Labs**

The project was awarded to Diverse Contractors & Associates and is nearing completion. The project is proceeding per the construction schedule with an expected occupancy in September 2020.

### **Parks Hall and Science Lecture Electronic Safety and Security Upgrade**

The project was awarded to DECO/Dutton Electric and the construction contract is in place. The project started demolition and installation in Parks Hall and is proceeding per the construction schedule. Completion is anticipated in October 2020.

### **2021-2031 Space Modeling and Capital Plan**

The Space Modeling and Capital Plan Development Working Group (Working Group) and Vice Presidents have been meeting to discuss the 2021-2023 Capital Request and 2021-2031 Ten Year Capital Plan. In parallel with the Ten Year Capital Plan, the Working Group is utilizing individual task forces to engage in a space modeling initiative that will report on the University's operational and future growth space gaps. The task forces will provide "sub-reports" that will be used by the Working Group to advise and draft reports to the Vice Presidents. The Working Group task forces are:

- Academic Space Modeling Task Force
- Administrative Support and Infrastructure Space Modeling Task Force
- Enrollment and Student Services Space Modeling Task Force

Representatives of the Working Group have met with the University Planning and Resource Council (UPRC) to provide an overview and status updates of the space modeling initiative and the capital request process. The Working Group received UPRC's comments associated with the Ten Year Capital Plan in March 2020.

### ***2021-2031 Ten Year Capital Plan***

#### **Background**

The State of Washington has biennial capital budgets. On even numbered years, Western, like all State entities, has an opportunity to request additional funds for capital improvements.

Last fall, the University started the capital planning process with an evaluation of existing and new major, intermediate, and minor capital projects for consideration in the 2021-2023 Capital Request and draft 2021-2031 Ten Year Capital Plan. The evaluation included an emphasis on how they fit into the University's strategic plan, mission, and space needs. The projects considered were presented to the University Planning and Resource Council (UPRC) for their review and feedback. The UPRC provided feedback with comments and a recommended prioritization of the programmatic and preservation capital projects, which helped develop the draft Plan. The Plan and supporting documents are identified in Attachments A, B, and C.

The Vice Presidents will develop their recommendation to the President, who will then bring a final recommendation forward for Board approval. Modifications and changes to the draft Plan will be sought before seeking final approval in June 2020.

The Office of Financial Management's (OFM) deadline for the capital request is in August so the projects can be analyzed and rated as required by the Legislature. The Board's final approval in June will allow time for University staff to develop and complete the project proposals for submission to OFM by their August deadline.

Attachments:

- A. Draft 2021-2031 Ten Year Capital Plan
- B. Link: [2021-2031 Summary of Capital Plan Projects](#)
- C. Link: [2021-2031 Capital Budget Schedule](#)

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

# Western Washington University

## DRAFT 2021-2031 10 YEAR CAPITAL PLAN

Univ. Priority	Project Title	2021-2023 Biennium	2023-2025 Biennium	2025-2027 Biennium	2027-2029 Biennium	2029-2031 Biennium
1	Electrical Engineering/Computer Science Building (Requires a minimum of \$5.3 million of non-State funding, anticipating \$20,000,000 of Non-State Funding)	\$ 46,000,000				
2	Minor Works - Preservation	\$ 12,500,000	\$ 13,261,000	\$ 14,069,000	\$ 14,926,000	\$ 15,835,000
3	Classroom & Lab Upgrades	\$ 4,500,000	\$ 5,000,000			
4	Minor Works - Program	\$ 3,500,000	\$ 6,000,000	\$ 6,000,000	\$ 10,000,000	\$ 10,000,000
5	Student Development & Success Center - Phase 1 (Requires Non-State Funding of \$75,000 in Predesign, \$800,000 in Design, and \$6,800,000 in Construction)	\$ 225,000	\$ 3,000,000	\$ 27,200,000		
6	Environmental Studies Center Renovation (in Phases)	\$ 500,000	\$ 30,000,000	\$ 30,000,000		
7	Access Control Security & Infrastructure Upgrades	\$ 7,000,000	\$ 7,200,000			
8	Elevator Preservation that includes ADA Upgrades	\$ 4,000,000				
9	Ross Engineering Renovation		\$ 10,000,000			
10	Wilson Library/Haggard Hall Renovation		\$ 500,000	\$ 5,000,000	\$ 55,000,000	
11	CFPA Renovation and Addition			\$ 500,000	\$ 6,000,000	\$ 60,000,000
	Preventive Facility Maintenance and Building System Repairs	\$ 3,614,000	\$ 3,614,000	\$ 3,614,000	\$ 3,614,000	\$ 3,614,000
<b>Total/Biennium</b>		81,839,000	78,575,000	86,383,000	89,540,000	89,449,000

### Legend

Pre-design
Design
Minor Works/ Maintenance
Construction
Design & Construction



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

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

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

**DATE:** April 17, 2020

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

**PURPOSE:** Information Item

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**Purpose of Submittal:**

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

**Supporting Information:**

Report Attached

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

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

*The University Communications and WebTech offices have been deeply engaged in the Coronavirus communications response on campus, while personnel from the Small Business Development Center have been engaged on the economic recovery team of the Whatcom Unified Command, as detailed below.*

*In addition, this crisis comes at a critical time in the fall 2020 recruitment cycle, and so we have been supporting Admissions on a proactive paid advertising campaign designed to engage undecided seniors and admitted students in a virtual tour event scheduled for April 17, and to remind prospective students that “We Are Here for You.” The campaign builds off this [video from our homes to student homes](#) and will be activated on Facebook/Instagram, YouTube, display retargeting and IP targeting of yield lists.*

*We also recently refreshed creative on our out-of-state and in-state campaigns targeted at high school sophomores and juniors with a new series of ads called “Find Space in the PNW” featuring an undergraduate research team and recent alumni engaged on the [Mars Rover 2020 project](#).*

*Both of these campaigns have been extended beyond May 1 to coincide with moving our confirmation date to June 1.*

## University Communications

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

**Coronavirus communications:** With establishment of Western's Incident Command Structure (ICS), our office has been working closely with WWU ICS Command to communicate the significant impacts of the coronavirus on the university. Director Paul Cocke was selected as Public Information Officer (PIO) for Incident Command and with colleagues John Thompson, Mary Gallagher and Zoe Fraley have worked many long hours on a number of coronavirus-related communications, including:

- Work closely with WebTech to provide extensive content for Western's coronavirus website. See: <https://www.wvu.edu/coronavirus>. This website was made possible by rapid work of WebTech and University Communications to get the website up quickly and populated with relevant content as the local effects of the pandemic worsened, including positive tests for the virus on campus. Continuous updating has provided accurate and up-to-date information on the university's response to the coronavirus as well as detailed and updated Frequently Asked Questions (FAQs).
- Assist WebTech with content for a new comprehensive Spring 2020 Guide designed to be a one-stop-shop for students, faculty and staff to help overcome the challenges of remote learning and working this spring. See: <https://www.wvu.edu/spring-guide>.
- Work with WWU ICS Command to send out daily communications via the Western Alert emergency notification system on a wide range of topics including the decision to shift the university to online classes, cancellation of Winter Commencement and medical- and health-related updates. See: <https://www.wvu.edu/aggregator/sources/2>. We then repurposed information from those daily messages into updates on the coronavirus website as well as in Western Today.
- Serve as the coronavirus communications hub for the university, including answering many phone questions on a dedicated 800 number information line. We have responded to numerous phone, email and social media inquiries from students, parents, faculty, staff, the media and community members related to COVID-19.
- Work closely with WWU Prevention and Wellness as they develop health-related posters, social media posts and other communications about coronavirus health tips such as washing your hands and social distancing.

**In publications**, led by editor Mary Gallagher, we've also been focusing on coronavirus communications. We sent five special editions of the Family Connection newsletter during the month of March, with open rates ranging from 44-57 percent. These messages to families also resulted in hundreds of clicks on the sign-up sheet to opt in for Western Alert coronavirus messages. The printing of Window magazine's spring edition has been put on hold due to a focus on coronavirus communications and concern that printing and production would violate the governor's stay-at-home order. We expect to have the spring edition online by April 9 and hope to print a larger, double-issue edition of Window this summer.

**Photo and video**, led by Suzanne Blais, continued a number of projects, including this video of President Randhawa addressing the campus community about the shift of all classes from face-to-face to online during spring quarter. See: <https://vimeo.com/398988343/18d10d00f4>

**Social media:** We also were fortunate to welcome Zoe Fraley to our office as social media coordinator. Zoe comes to Western after five years in the marketing/communications office at Bellingham Technical College and seven years as a journalist with the Bellingham Herald.

**Senior graphic designers** Chris Baker and Derek Bryson worked on a wide range of design projects with offices across campus, including fliers, posters, banners and online and social media design work. Some notable examples included: digital ad campaign materials; Census 2020 posters and digital ads; and spring safety messaging for University Residences.

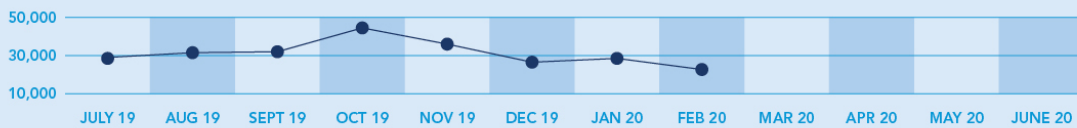
WESTERN TODAY

TOTAL SESSIONS

**51,347**

TOP STORIES

- Is snow on the way? Here's how to find out if WWU is closed
- Western to Host Slate of Free Campus Events for Black History Month
- Western to Host MLK Breakfast, Day of Service in Partnership with WCC, Whatcom Volunteer Center on Jan. 20



SOCIAL MEDIA



TWITTER



FACEBOOK



INSTAGRAM

STATISTICS AT A GLANCE

**23,320**  
Total followers  
**135**  
New followers  
**.5%**  
% gained  
**342**  
Engagements

**50,713**  
Total followers  
**38**  
New followers  
**0.1%**  
% gained  
**4,121**  
Engagements

**21,511**  
Total followers  
**247**  
New followers  
**1.1%**  
% gained  
**19,142**  
Engagements

FAMILY CONNECTION NEWSLETTER

JANUARY

**13,097**  
Recipients  
**33.5%**  
Open rate

**Top clicks include:**  
Upcoming events for moving off campus, Go Abroad Fair and Passport Party, Financial Aid: FAFSA info

FEBRUARY

**12,552**  
Recipients  
**34%**  
Open rate

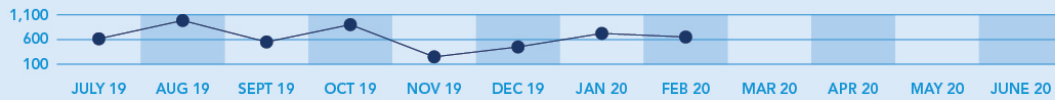
**Top clicks include:**  
University Residences: Housing Renewal, Winter Career Fair, Advising Center events, Scholarship Center

## MEDIA STORIES

1,393  
Total Stories

### TOP STORIES

- The Past and the Future of the Earth's Oldest Trees (The New Yorker)
- NASA Curiosity rover takes closer look at 'strange trough' on Mars (CNET)
- These Chinese Christians Were Branded A Criminal 'Cult.' Now They Have to Flee. (Yahoo News)



## CREATIVE SERVICES

### GRAPHIC DESIGN



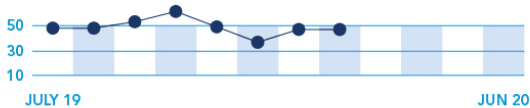
### PHOTO & VIDEO



94 Total Projects

### FEATURING

- Custom Illustration for Climate Change Series Website
- Go Northwest of Ordinary Campaign - Digital Ads
- Ralph Munro Institute - Event Promotion
- Community Relations - Campus Map Brochure



### FEATURING

- This quarter saw us working on finalizing a number of campaign videos, providing assets and content for use in over 10 departments across campus, and pivoting to provide Coronavirus messaging through video to the general public.
- Presidential Address on Coronavirus  
<https://vimeo.com/398988343/18d10d00f4>
- We traveled to the Jet Propulsion Lab in Los Angeles to shoot and edit Find Space In The PNW (Melissa Rice campaign video). There are 9 different versions of this video for 9 different uses.  
<https://vimeo.com/393784067/4f3d5527a2>
- Marine Science MashUp campaign video. There are 9 different versions.  
<https://vimeo.com/379313703/5b9b6c505a>
- Glacial Melt campaign video. There are 9 different versions.  
<https://vimeo.com/391322972/25d145b7ee>
- We Are Here For You video
- LGBTQ+ Support Video

## Community Relations

*Notable projects and connections that enhance WWU visibility, improve community access, and increase community-to-university partnerships.*

### **WWU Supporting the United States Census**

Approximately 35,000 faculty, staff, students and alumni live in Whatcom County. With such a large population represented locally, the Whatcom County Census is working closely with Community Relations to lead Western's awareness campaign. Social media campaigns, targeted outreach, and a WWU web page dedicated to the Census have helped the WWU community support this important decennial event. [www.wvu.edu/2020census](http://www.wvu.edu/2020census)

### **State of the University Address Bellingham (CANCELLED)**

RSVPs to this annual event included the Mayor of Bellingham, Whatcom County Executive, all members of the Bellingham City Council, Presidents from Whatcom Community College and Bellingham Technical College, and leadership from Lummi Nation among other business, nonprofit and community leaders. The event was cancelled as a precaution to upcoming warnings of the Coronavirus pandemic.

### **Facilitated Marrowstone Music Festival Negotiations (CANCELLED)**

Community Relations facilitated negotiations between multiple campus entities that support the nationally renowned Marrowstone Music Festival. The festival, which brings hundreds of high school musicians to campus from more than 30 states, is a product of the Seattle Youth Symphony Orchestra, which is the largest youth orchestra program in the nation. Negotiation outcomes include improved on campus support and clearer communication and billing which sets the tone for long-term negotiations in the future. Unfortunately, the 2020 festival was cancelled due to the Coronavirus, but plans to return to campus in 2021.

### **WWU Sponsored Chamber of Commerce Networking Breakfast**

Staff from the WWU Alumni Association, Outreach and Continuing Education, Athletics, and Procurement joined Victor E. Viking and WWU cheerleaders in a celebratory atmosphere as Western sponsored the largest monthly professional networking event in Whatcom County on Friday, February 14. Western thanked the business community for their partnership over the years, shared a video highlighting Western's local research, handed out WWU prizes and highlighted the immense economic impact WWU makes locally and statewide.

### **Highlighting Western's Economic Impact**

The Center for Economic and Business Research completed their annual Economic Impact assessment for WWU. Community Relations worked with CEBR to support their efforts and properly highlight Western's impact in Whatcom County and statewide. <https://www.wvu.edu/economic-impact>

### **Additional Community Connections and Engagement**

- Assisted the College of Business and Economics in finding judges for the DECA Pacific Northwest Conference held at WWU on Saturday, February 22. In all, more than 50 local business leaders judged this event, which included teams from colleges throughout the West.
- Updated and simplified the Combined Fund Drive website as it was transitioned to a new Drupal site. [www.wvu.edu/cfd](http://www.wvu.edu/cfd)
- Community Relations helped the Whatcom County Commission against Domestic Violence connect to local community leaders in Whatcom County. Through these connections, the Blaine Police Chief and the Mayor of Ferndale have joined this important community commission.

- The Director of Community Relations served as a community judge for the 2<sup>nd</sup> annual Bellingham's Got Talent on Sunday, February 23, which is a community event and fundraiser for the Lighthouse Mission.



## Small Business Development Center

### CORONAVIRUS CRISIS RESPONSE

- [Coronavirus Business Continuity Resource page](#) on the sbdc.wwu.edu website is the reference for local small businesses and is being continually updated with the latest information  
**1,600 visits** in the last two weeks with an average time spent on that page **10 minutes**
- Assistance for small businesses applying for SBA Economic Injury Disaster Loans and Paycheck Protection Program Loans

### WWU SBDC Bellingham Highlights

- Currently holding community leadership role with **Whatcom Unified Command** team in response to COVID-19 crisis:  
  
The SBDC has taken the lead on technical assistance including, but not limited to, identifying financial tools, understanding new tools and resources made available by local, state, and federal authorities, and coordinating with local lenders to relay the needs of clients.
- Produced and distributed SBDC WWU 2019 Annual report highlighting client and stakeholder testimonials
- Produced [promotional video](#) with client testimonials
- Presented 2019 Economic Impacts to local funders: Port of Bellingham, City of Bellingham and Whatcom County
- Met with professional service providers in financing
- Attended Small Cities Partnership meetings
- Attended Employee Ownership training
- Reached out to local professional service providers to work in partnership on future exit strategy workshop series

### WWU SBDC Kitsap County Highlights

- Applied to be invited to participate in competition for additional funding from a local regional bank to support SBDC operations
- Submitted article to local media on business resilience through specific preparation steps

## **Tribal Liaison**

### **PLANNING:**

The Tribal Liaison, along with support from the Western Washington University Foundation, submitted a grant request of \$100,000 on March 13, 2020. The purpose of the grant award includes the following:

- Provide resources for travel to visit other universities with longhouse-style structures and meet with their leadership.
- Provide resources needed so that Native American students, faculty and staff of WWU and Coast Salish tribal nations can fully participate in the planning process of a Coast Salish Heritage Center.
- Convene a symposium of Tribal Liaisons from universities that have a longhouse or heritage center, to be held at WWU during the 2020-2021 academic year for the purpose of support in the planning, pre-design and design process of a Coast Salish Heritage Center at WWU.
- Funding to hire Native American consultants who can offer insight, expertise, and wisdom regarding traditional tribal longhouses.
- Funding to hire two or more student employees, who will work part-time under the supervision of Western's Tribal Liaison

The parcel of property Western is considering for the Coast Salish Heritage Center is on city-owned land in the Sehome Arboretum. The WWU Director of Facilities, Development and Capital Planning along with the Vice President of University of Relations and Marketing and the Tribal Liaison will continue to work with the City of Bellingham in an MOU or interlocal agreement for the land.

### WWU Next Steps

- Create a funding strategy
- Determine how Heritage Center staffing and programming will be funded and managed.
- Consider involving Sehome High School in programming discussions.

### **EVENTS:**

Three students from WWU's Native American Student Union traveled to Olympia on 2/4/20 with Tribal Liaison, Laural Ballew, NASU Faculty Advisor, Kristen French, Becca Kenna-Schenk and Elisa Hicks, Government Relations. The students met with eight legislators and presented a strong case advocating for state funding for the WWU Coast Salish Heritage Center. Representative Shewmake took the students on the House Floor for photos, and they also had very good meetings with Representative Van Werven, Representative Lekanoff, Representative Ramel, and Senator Lovelett's staff, as well as the following capital budget leaders: Senator Judy Warnick, Representative Beth Doglio, and Representative Strom Peterson. They also testified in support of HB 2551—Representative Lekanoff's bill to ensure students are permitted to wear tribal regalia during high school and college graduation ceremonies.

It's unfortunate that the Salish Coastal Heritage Center project did not receive funding in the Legislative session, but we intend to continue our private and public fundraising efforts.

**RELATIONSHIP-BUILDING:**

The Tribal Liaison facilitated a discussion of the film titled, "Blood Memory" presented in the Fairhaven auditorium on 2/23/20. The film was a documentary about the adoption of Indian children and the Indian Child Welfare act.

## Washington Campus Compact

- 1) President Randhawa selected the following two Western students to receive the President's Civic Leader Award for 2020:
  - **Kayle Gillihan**. Kayle will be graduating fall quarter with a degree in psychology. She took the lead in the lobbying efforts for Western's Intersectional Lobby Day and not only helped put together the lobbying agenda, she also led the efforts in recruitment, training, and logistics of the lobbying trip. While at Western, she has dedicated her community engagement work in the areas of mental health and wellness, reproductive justice, and support for Native American students.
  - **Frances Sauter**. Frances is graduating in June 2020 with a degree in behavioral neuroscience. Frances' civic engagement work has greatly influenced aspirations to attend medical school and work specifically with underserved communities. While at Western, Frances has focused her civic engagement work in the areas of mental health, housing and food insecurity, and the opioid epidemic.

## Web Communication Technologies (WebTech)

The Climate Change series put together by University Communications and WebTech continues to perform well engaging audiences and bringing in new traffic to WWU, nearly 2,000 visits have occurred. Social media drives nearly 10% of all visits which is above average for WWU content.

The renewed focus on the web presence for many departments has kicked demand of WebTech services into overdrive. We are also seeing greater engagement from departments on tidying up their presence using built-in tools provided by Drupal and Siteimprove, a web governance tool that WebTech has provided over the past three years to the campus at large. Now more than ever visitors need well maintained websites. We continue the work we began in late Fall working with site owners to fix broken links and misspellings. The website has been the first impression for prospective students and current students for a long time, but now it is perhaps the only impression.

### COVID-19

Beginning March 10<sup>th</sup> WebTech was asked to produce in coordination with University Communications a [coronavirus website](#). Work began on the 3<sup>rd</sup> of March and a site was launched that same day. Based on rapid feedback cycles the site evolved on the 12<sup>th</sup> and has served as one of the primary communication tools used by WWU during the COVID-19 response. In the last 30 days, effectively since the coronavirus pages were created, these pages rank 3, 8, 9, and 13 as the most visited pages across WWU. Roughly 30% of all traffic has been related to coronavirus. Nearly 86,000 page views and 40,000 unique visitors to the pages. The most popular way to view the is tied between desktop computers and mobile devices. If we put tablets in with mobile, then small displays are the primary viewing device. The referenced data is for just [wwu.edu/coronavirus](#).

WebTech was tasked with creating a [Spring Guide](#) for students, faculty, and employees, again in coordination with University Communications March 23<sup>rd</sup> and released the new site March 31<sup>st</sup>.

### Content Quality

When WebTech began focusing on fixing broken links and misspellings for other departments there were nearly 2,500 broken links that we were aware of. That number is now just a shade above 1,000 at 1,068. We had it below 1,000 but due to the mass cancellation of events and activities we have seen some legacy that need to be resolved to point to the relevant cancellation pages. The remaining links are nearly all one bad link per page meaning there is no longer pages with lots of broken links, the remaining ones are deep within content or static PDFs which are not straightforward to update.

There continue to be around 300 misspellings on the websites though many of these remaining words are from foreign languages and we are working with site owners to verify before resolving the words as proper spellings.

### Accessibility

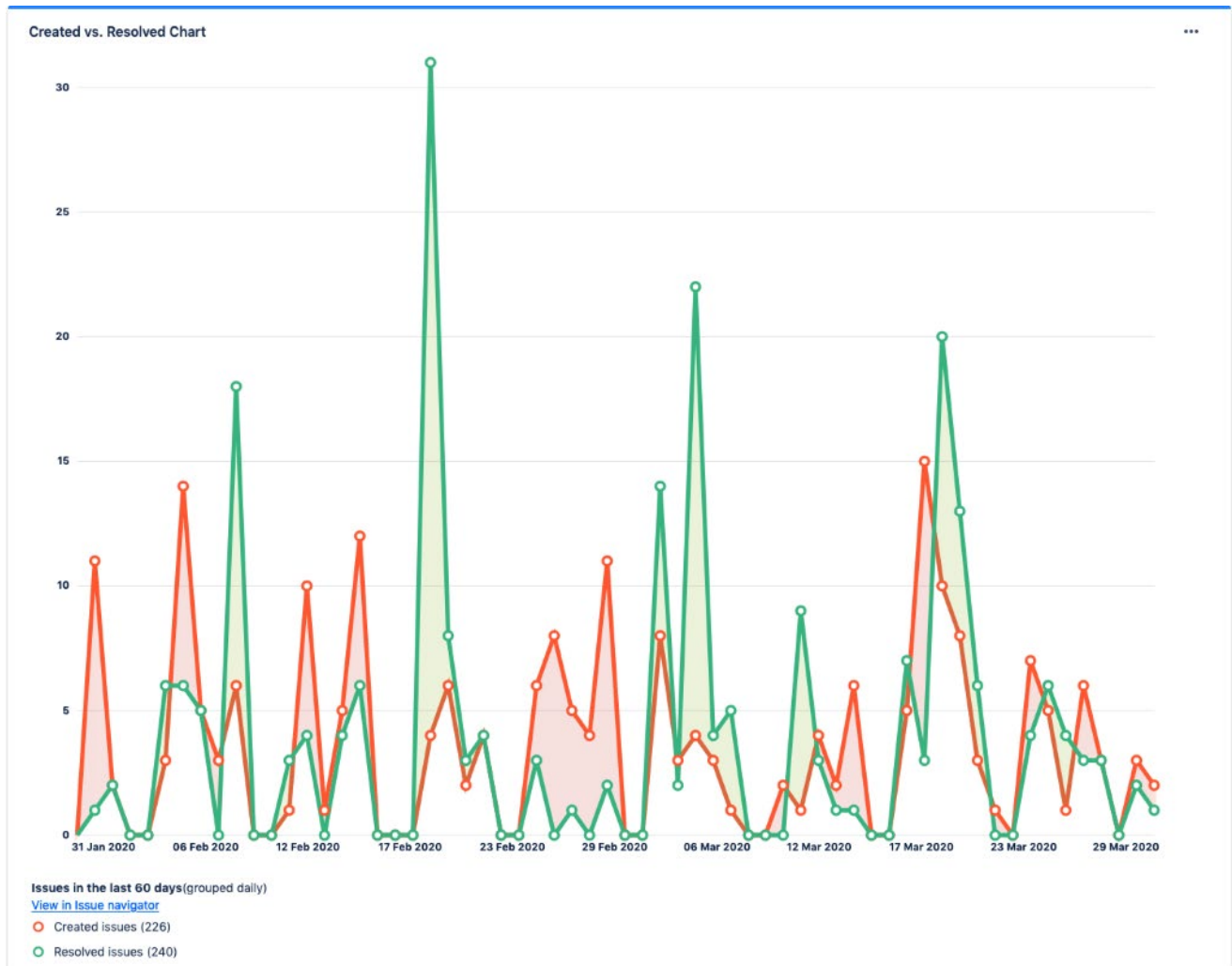
Western's continued commitment to digital accessibility has positioned WWU to respond well to online daily life for all users. Recently WWU was able to submit the final requested bodies of work to the Office of Civil Rights (OCR) and is awaiting their response as to whether the Voluntary Resolution Agreement will be resolved or extended. A major component of what was submitted to OCR is a revised digital accessibility policy that will enhance the ability to remediate issues expediently. There are positive indications coming from a few of the laggard vendors and sites showing incremental improvements as well over the past two months.

The response to moving courses online has been met with a healthy dialogue of how to do so in a responsible manner that does not deny access to certain student populations. WebTech, the Disability Access Center, and ATUS have all been collaborating to do ensure a strong step forward into online learning.

This graph shows the progress across websites at WWU since beginning this work in earnest over the past 2.5 years. The blue line is a calculated industry average from data provided by Siteimprove and the green line is WWU.



## WebTech Issue Queue Workload



The monthly workload has begun to gradually climb upwards. 46 more issues created over the past two months than has been the average over the prior six months. myWestern continue to keep the team busy.

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

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

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

**DATE:** April 17, 2020

**SUBJECT:** Admissions and Enrollment Report

**PURPOSE:** Information Item

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**I. Enrollment**

**Spring 2020 Enrollment—pre-census day**

The official start of term for Spring 2020 was Tuesday, March 31<sup>st</sup>, as originally scheduled. This was a soft launch, with course delivery starting on Monday, April 6<sup>th</sup>. The four days at the beginning of the term, during which classes were not held, were intended to allow faculty and students to prepare for and adapt to remote teaching and learning. Similar to the campus closure for inclement weather in early January (also four days), the delay of course delivery impacted many processes and timelines on campus. As in winter, adjustments have been made to align the registration add/drop period and the locking of census day enrollment with the number of class days in session. Many other adjustments have been made as well, for spring term. A number of those will be outlined in this report.

The impact of the global pandemic has already taken a significant toll on enrollment, though we are in a better position than we originally thought was likely. It is important to note that total enrollment for Spring 2020 will not be official until census day on April 20<sup>th</sup>, and the unprecedented nature of the structure of the term could result in unusual changes to enrollment between now and census day. Notwithstanding the added uncertainty of pre-census day numbers in the current environment, total enrollment on the first day of spring classes was 14,196, which represents a 2.2% drop from Spring 2019. The number of nonresidents has dropped more sharply, down almost 10% from Spring 2019. The percentage of students of color has increased to 27% of the student body for spring term, a record high. The percentage of first generation students and Pell-eligible students is down slightly. The number of new undergrad students (first time and transfer) is comparable to Spring 2019 numbers, though we did work individually with new first-time students to determine whether a deferral to fall was preferable considering the circumstances. Census day numbers for spring will be shared in the next report.

**Fall 2020 Enrollment Outlook**

The trends in Washington and across the country that were shared in the last report are overshadowed by the upheaval to the admissions process caused by COVID-19. With closures of K-12 classrooms; cancellations of AP, SAT, ACT, and TOEFL exams; questions surrounding completion of college entrance requirements; and challenges in getting transcripts from K-12 and community college partners, many of our processes for admissions have had to be re-engineered. Add to that the challenges of building online and virtual events to recruit admitted students in lieu of holding on campus events of various kinds. (In other years, admissions would have served several thousand visitors on campus during this period of closure.) The pandemic has introduced much



uncertainty and disruption. There is no statistical model that can project—with a high degree of accuracy—what the impact will be on fall enrollment.

The following charts represent application status as of April 8<sup>th</sup>, compared to the same date last year.

Fall 2020 new first-year students—Bellingham

	<b>Applied</b>	<b>Admitted</b>	<b>Confirmed</b>
<b>2020</b>	10,059	8,827	1539
<b>2019</b>	10,399	9,329	1921
<b>2018</b>	11,028	9,532	1933

Fall 2020 new transfer students—Bellingham

	<b>Applied</b>	<b>Admitted</b>	<b>Confirmed</b>
<b>2020</b>	1724	938	203
<b>2019</b>	1837	1243	410
<b>2018</b>	2011	1172	423

Fall 2020 new transfer students—other locations

	<b>Applied</b>	<b>Admitted</b>	<b>Confirmed</b>
<b>2020</b>	187	18	4
<b>2019</b>	180	41	41
<b>2018</b>	187	37	29

As these charts suggest, a large number of application files were caught in incomplete status by all of these changes. The admissions team is working diligently with new completion protocols to get files completed and reviewed, while also launching innovative online programming to tackle yield challenges in a new way.

#### Fall 2020 New Student Recruitment and the Admissions Cycle

Since Washington and Western began to respond to COVID-19, the Admissions Office has turned its attention to supporting and empowering staff to remotely provide services and outreach to prospective students. Among the many adjustments to process and planning are the following:

#### Marketing and Communications

- The Admissions Office has made substantial changes to the website and developed an FAQ to address concerns associated with applying, visiting campus, confirming enrollment, and submitting housing applications.
- Virtual experiences and online sessions are being rapidly built and deployed to substitute temporarily for postponement of campus tours, Discovery Day events, and Admitted Student programs.
- The team is enhancing Western's social media presence in key platforms with messages of care and concern, as well as enthusiasm for the welcoming of the future class of Vikings.
- The marketing efforts coordinated with our digital marketing partners have been reviewed and adjusted to ensure messaging is in tune with the current circumstances and that it appropriately messages the university's extraordinary efforts to protect the health and wellness of our community.

### **Recruitment and Campus Visits**

- Approximately 1000 students whose applications were still missing key components have been engaged in communication to guide them through to completion.
- All campus visits and recruitment events on campus have been postponed, while state “Stay home. Stay healthy” orders and K-12 decisions in response to the pandemic are being monitored.
- One-on-one video conferencing sessions are being held with students and families as a way to keep them engaged and promote yield.
- Key high school and community college representatives are being engaged, and assistance is being extended to them in an effort to help them provide information that can complete students’ files in an alternative way.

### **Systems, Processing and Data Management**

- Slate CRM capability has been developed to provide for one-on-one sessions hosted by admissions counselors.
- A new process for notification and mailing of decision letters has been expedited.

### **Procedures, Practices, and Policies**

- The requirement of SAT and/or ACT exam scores has been eliminated, as cancellations of those exams were announced.
- Alternatives to English proficiency exams are being explored and some accommodations made, as many TOEFL and IELTS examinations have been cancelled.
- The enrollment confirmation priority date has been extended from May 1 to June 1.
- The enrollment confirmation fee has been reviewed, and accommodations are being made for refunds and deferrals.
- The Admissions Office has made necessary steps to establish remote working capability for more than 30 staff members, including remote phone, VPN, virtual meeting and work spaces, and advice on safe and healthy work spaces and work habits.

### **Modifications Made to Registration Policies and Processes in Response to the Pandemic**

- Students who choose not to attend spring term will have the ability to register for summer and/or fall term, without submitting a Returning Student application or being charged the \$60 re-enrollment fee.
- The Registrar’s Office has succeeded in establishing structures for staff to work remotely and continue to accomplish the work of supporting students. This involved implementing Skype for Business, beginning with Front Desk staff, to allow them to seamlessly respond to phone calls from faculty, staff, students and their families, as well as community members. VPN set up, Remote Desktop implementation, mail services coordination, and a robust Teams site have been established.
- Paper processes for Directed Independent Study Projects and Major/Minor/Certificate Declarations have been converted to web-based forms to allow remote submission, routing, and processing.
- The programming to collect census day enrollment data has been revised to accommodate the delay of the start of classes.
- A temporary modification to the academic standing policy was approved to suspend academic dismissals for Winter 2020, due to unforeseen circumstances of moving to online instruction at the end of the term.
- Late add/drop fees have been waived through May 5th for those making changes to registration.
- Faculty have been surveyed to determine which courses will be offered in an asynchronous or synchronous format for spring term, and that information has been posted for students. Giving students access to information about which courses will have specific meeting days

and times allows them to take agency of their registration decisions and gives them increased options for developing their schedules for spring.

- After conferring with various stakeholders campus wide, critical adjustments to Important Dates and Deadlines were made to allow students more time and fewer penalties when making decisions about spring enrollment.
- Collaboration with faculty governance has led to the adoption of a temporary grading policy with a default to Pass/No Pass for undergraduate students. The grading policy gives students the option of requesting letter grades at the end of the term.
- Winter commencement was postponed to June as a result of health risks to the community. Students received refunds of the commencement fee, and the university made the decision to send graduation regalia to students in the hope that those students would return to campus for a ceremony in June. Research and planning is underway to explore implementing a Virtual Commencement for spring, should the current demands for social distancing and remote operations persist.
- The past practice of in-person add/drop adjustments to registration is being updated to allow students to make changes remotely.
- Options for establishing an online course evaluation system are being explored.
- In collaboration with ATUS, a process has been created to allow a waitlisted student to access online course materials while waiting for a seat to open. Since classes are being delivered exclusively in a remote environment, students had no option to “sit in” on a class in the first few days, and online access was necessary.
- Collaboration with University Communications and Marketing staff has been important in communicating the many changes to policy and processes to students and the university community.

### **Transition—National Search for a Registrar Continues**

The search for a new Registrar has opened, and advertising has begun. This search has been deemed critical and will be allowed to proceed despite the hiring freeze, though the search may take longer than originally expected. The responsibilities of the Registrar continue to be shared by our Associate Vice President for Enrollment Management, who serves as the Interim Registrar of Record, and our current Assistant Registrar, who serves as the Interim Registrar for Operations.

The Search Committee is being co-chaired by Professor Sheila Webb, Chair of the Academic Coordinating Commission, and Shelli Soto, Associate Vice President for Enrollment Management. Also serving on the search committee are:

Clara Capron, Assistant Vice President for ESS and Director of Financial Aid  
Marc Geisler, Associate Dean for the College of Humanities and Social Sciences  
Professor Phil Thompson  
Professor Jeff Young, President of the Faculty Senate

## **II. Student Aid**

### **Financial Aid Offers for Current and Upcoming Years—on Schedule**

Despite COVID-19 related disruptions, Western was among the first of the four-year public higher education institutions in Washington to send financial aid offers to first-year and transfer students for Fall 2020. All applicants with reasonably complete files have been awarded to date, and aid offers for the current 2019-20 academic year continue to go out as planned.

### **Spring 2020 Financial Aid Disbursements—on Schedule**

Though the spring quarter began on March 31st as originally scheduled, it was a soft launch, allowing students and faculty several days to prepare, adapt, and transition to the online learning

environment. Classes did not begin until Monday, April 6th. After reviewing federal guidelines, Western was able to move forward with disbursement of aid on March 31st, allowing students to get set up for remote learning and creating less disruption for them. Subsequent disbursements for spring have also been on schedule.

### **Modifications Made for Financial Aid in Response to the Pandemic:**

- All Financial Aid staff members have been set up with equipment and trained to work remotely using VPN, Skype for Business, and Microsoft Teams.
- Financial Aid set up a series of FAQ's for Western's website, to inform students of aid-specific updates and reassure them that their aid offers would not change if they moved from apartments and University Residences to live with parents or other family members. These FAQ's were published on Western's website, in the Complete Guide to Spring 2020, and in the Family Connection Newsletter.
- Financial Aid Counselors are busy recalculating student and parent contributions as a result of students and families undergoing economic hardship. This process allows Financial Aid to provide more and better types of aid for students with changes to their need.
- An application and associated processes were created to allow students facing COVID-19 related financial hardships to apply for the newly created Student Emergency Fund.
- In addition, Financial Aid created the Western Emergency Fund to augment the Student Emergency Fund and allow tracking of emergency awards made as a result of COVID-19. The Western Emergency Fund is funded from a long-standing account (often referred to as the "4% account") derived from tuition revenues in accordance with state regulatory requirements. An estimated \$300,000 in funds that were freed up as a result of additional Washington College Grant allocation are being repurposed as emergency aid.
- The Financial Aid Scholarship Center is collaborating with the Office of Student Life and Viking Union Operations to provide pre-packaged food kits, dining services credits and grocery gift cards to students experiencing food insecurity.
- Financial Aid modified the policy of only funding one computer and associated equipment purchase during the student's time at Western to two, to accommodate students who tell us that their personal computers are not suitable for remote learning.
- Student employees and their supervisors have been sent guidance on how to proceed with student employment for Spring 2020 in light of COVID-19. Updated guidance continues to be produced as the pandemic response evolves. The communications have addressed Governor Inslee's "Stay Home, Stay Healthy" order, working remotely, and other support provided by the Financial Aid Student Employment Center.
- The Financial Aid Student Employment Center partnered with the Office of Institutional Effectiveness to create a survey of work study employees, as there was a need to find out whether they would be able to work their scheduled hours and if not, the reason(s) why. The survey also asked work study employees to provide an estimate of the number of hours per week that they anticipated being able to work during spring quarter. In addition, the Student Employment Center offered to help students and supervisors overcome impediments to working remotely and, in cases of job discontinuation, to help students find other part-time employment at Western.
- Financial Aid will consider work study students who are unable to work their scheduled hours for need-based grant and other financial assistance.
- As Financial Aid is informed of students who had to withdraw due to COVID-19, return of Federal student aid calculations will waive a portion of Federal student aid that would otherwise be billed to the student in accordance with new regulatory flexibilities.
- Financial Aid is supporting implementation of the new P/NP grade for Spring 2020 by incorporating this within required financial aid policies and software for purposes of monitoring the satisfactory academic progress of aid recipients.

- Financial Aid will assist with the delivery of any designated funds from the CARES Act ("Coronavirus Aid, Relief, and Economic Security Act") to Western students, once the funds have been received by Western and the uses clarified.

### **III. New Student Services/Family Outreach**

#### **Advising and Orientation for New Students**

In response to COVID-19, Western's orientation, advising, and registration programs for new students have shifted from in-person events to virtual experiences and sessions. New students coming in for spring and summer quarters have been and are being redirected from in-person advising and orientation events to individual advising through virtual meetings. New students beginning for fall quarter will also be invited to complete their orientation, academic advising, and course registration process via a new virtual experience. NSSFO and our planning partners in Academic Advising and the Registrar's Office are excited for this opportunity to re-envision the programs within a new delivery method.

The NSSFO staff have been actively engaged in numerous online forums with colleagues across the country and professional associations. Hundreds of colleagues around the country are engaging in discussions about creative responses to pandemic-related challenges, and the challenges faced are similar: uncertainty about the future in general, difficulty in predicting health trends, desire to mitigate fears and concerns about returning to large gatherings, and navigating varying government- or institution-directed restrictions on gatherings and travel. The issue of time is also critically important—all of these complex and large programs take time to plan. Moving now to a virtual delivery of orientation, advising, and registration programs allows Western to move forward with necessary and significant planning efforts, and importantly, allows new students and their families to join our process with clarity, confidence, and certainty of our offerings.

Many colleagues on the forums have shared their challenges in moving traditionally in-person events to online platforms, and many are starting from scratch—re-inventing and re-designing their programs. Western, too, will be charting new territory. Though in the early planning stages, we are excited about the ability to include some asynchronous and some synchronous components, or a combination.

Some of the possibilities that we are exploring for our programs include:

- Online preparatory modules for orientation offered via Canvas (asynchronous)
- Online preparatory modules for academic advising offered via Canvas (already in existence/in use) (asynchronous)
- Pre-recorded videos by key campus resource offices (asynchronous)
- Small group and/or individual student check-ins with Orientation Student Advisors (and possibly other student peer groups) (synchronous)
- Small group and/or individual presentations for academic advising (synchronous)
- Small group and/or individual outreach and support for parents/family members (synchronous)
- Live, larger webinars/forums for students and families (e.g. topic-based panel presentations, specific campus department presentations) (combination of asynchronous and synchronous)
- Reallocation of financial resources, where deemed appropriate (e.g. redirecting funds intended for catering to instead create Western care packages for students and families and to the mailing of Western materials - new student and family handbooks, calendars, Western swag, personal notes from staff, etc.)
- Redirected student employee efforts to conducting additional phone or virtual outreach in order to build personal connection for the admitted student with Western

As NSSFO begins to develop a new approach to work and programming, we will work with these goals in mind: designing programs that demonstrate a commitment to student academic and personal success, offering access and connection to resources and services, and inspiring confidence in students in their ability to transition to university life and the Western community. We expect our programs to continue to be highly collaborative, and trust the innovative spirit of Western will shine as we move forward.

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

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

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

**DATE:** April 17, 2020

**SUBJECT:** **Legislative Update**

**PURPOSE:** Information Item

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### **Purpose of Submittal:**

For this agenda item, Becca Kenna-Schenk, Executive Director of Government Relations, will provide a brief update on the 2020 Legislative Session and answer any questions the Trustees may have.

### **Background:**

The 60-day, 2020 Legislative Session began on January 13<sup>th</sup> and ended on March 12<sup>th</sup>.

Highlights of the 2020 session for Western include:

- \$886,000 per year for the reduction of tuition rates for degree programs offered through Western on the Peninsulas. Tuition reductions must go into effect beginning in the 2020-21 academic year.
- Passage of House Bill 1755, authorizing WWU to offer applied doctorate degrees in education (EdDs).
- Passage of Senate Bill 6139, reauthorizing the state's Joint Center for Aerospace Technology Innovation, a public-private partnership that supports research grants between WWU's Plastics and Composites Engineering program and regional aerospace industry partners.
- Passage of Senate Bill 6492, modifying the revenue source for the Workforce Education Investment Account, the dedicated fund for higher education investments that was created during the 2019 legislative session.

### **Strategic Questions:**

1. How will the coronavirus crisis impact state funding for higher education?

**14. DATE FOR NEXT REGULAR MEETING**

- **June 11 & 12, 2020**



## **15. ADJOURNMENT**