



**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
AGENDA
DECEMBER 11, 2020**

FRIDAY, DECEMBER 11, 2020

Location: Zoom Meeting

Audiocast: <https://wp.wvu.edu/live/>

Time: 8:00 a.m.

- 1. CALL TO ORDER**
8:00 – 8:01
- 2. APPROVAL OF MINUTES**
8:01 – 8:05
 - Board of Trustees Work Session, September 14, 15, 22, 2020
 - Board of Trustees Meeting, October 9, 2020
 - Board of Trustees Special Meeting, November 9, 2020
- 3. NAMING OF NEW RESIDENCE HALL FOR ALMA CLARK GLASS**
8:05 – 8:30 Presentation: Sabah Randhawa, President
Melynda Huskey, Vice President for Enrollment and Student Services
Leonard Jones, Director, University Residences
- 4. PUBLIC COMMENT**
8:30 – 8:40
- 5. BOARD CHAIR REPORT**
8:40 – 8:50
- 6. UNIVERSITY PRESIDENT REPORT**
8:50 – 9:00
- 7. FACULTY SENATE REPORT**
9:00 – 9:10
- 8. ASSOCIATED STUDENTS REPORT**
9:10 – 9:40
 - Associated Students Leadership Introductions
 - Presentation on AS Governance Structure and Functions

9. **BOARD FINANCE, AUDIT AND ENTERPRISE RISK MANAGEMENT COMMITTEE REPORT**
9:40 – 9:50 Presentation: Trustee Faith Pettis, Committee Chair

10. **BOARD STUDENT SUCCESS COMMITTEE REPORT**
9:50 – 10:00 Presentation: Trustee Mo West, Committee Chair

BREAK – 10 minutes

DISCUSSION ITEMS

11. **ACCREDITATION UPDATE AND UNDERGRADUATE STUDENT SUCCESS**
10:10 – 10:30 Presentation: Jack Herring, Vice Provost for Undergraduate Education

12. **COMPREHENSIVE OPERATING BUDGET OVERVIEW**
10:30 – 11:00 Presentation: Richard Van Den Hul, Vice President, Business and Financial Affairs
Faye Gallant, Executive Director, Budget and Financial Planning

13. **2019 ANNUAL SECURITY AND FIRE SAFETY REPORT (CLERY ACT) UPDATE**
11:00 – 11:10 Presentation: Melynda Huskey, Vice President, Enrollment and Student Services
Richard Van Den Hul, Vice President, Business and Financial Affairs
Michael Sledge, Executive Director, Student Life
Darin Rasmussen, Director, Department of Public Safety/Chief of Police

14. **CREATING A LEGACY REVIEW TASK FORCE: REFLECTIONS ON BUILDING AND COLLEGE NAMES AT WESTERN**
11:10 – 11:25 Presentation: Sabah Randhawa, President
Brent Carbajal, Provost and Vice President, Academic Affairs

15. **WWU KINDNESS DAY**
11:25 – 11:35 Presentation: Trustee Hunter Stuehm
Rayne Rambo, Assistant Secretary to the Board of Trustees

ACTION ITEMS

16. **EXTENSION OF EMERGENCY RULE CHANGES IN RESPONSE TO NEW TITLE IX GUIDANCE**
11:35 – 11:40 Presentation: Melynda Huskey, Interim Executive Director Civil Rights and Title IX Compliance

17. **APPROVAL OF FALL QUARTER DEGREES**
11:40 – 11:45

18. **INFORMATION ITEMS**
11:45 – 11:50

- a. Academic Affairs Report
- b. Quarterly Grant Report
- c. Sustainability Report

- d. Capital Program Report
- e. University Advancement Report
- f. University Relations and Marketing Report
- g. Legislative Update Report
- h. Enrollment Management Summary
- i. 2019-20 University Financial Report
- j. 2020 Housing & Dining System Financial Report
- k. 2020 Wade King Student Recreation Center Financial Report

19. TRUSTEE REMARKS

11:50 – 12:00

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

21. DATE FOR NEXT REGULAR MEETING: February 11, 12, 2021

22. 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: December 11, 2020
SUBJECT: **Approval of the Minutes**
PURPOSE: Action Items

Purpose of Submittal:

Approval of the Board of Trustees Meeting Minutes.

Proposed Motion:

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

- Approval of the Minutes of the Board of Trustees Work Session September 14, 15, & 22, 2020
- Approval of the Minutes of the Board of Trustees Meeting, October 9, 2020
- Approval of the Minutes of the Special Board of Trustees Meeting, November 9, 2020

Supporting Information:

Minutes of September 14, 15, & 22, 2020
Minutes of October 9, 2020
Minutes November 9, 2020

**Western Washington University
Board of Trustees
Special Meeting Minutes
Monday, September 14, 2020
Tuesday, September 15, 2020
Monday, September 22, 2020**

CALL TO ORDER

Board Chair John Meyer called the first of three work session meetings of the Board of Trustees of Western Washington University to order on Monday, September 14, 2020, at 1:04 p.m. via Zoom. A quorum was established by roll call.

Board of Trustees

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

Western Washington University

Sabah Randhawa, President
Brent Carbajal, Provost and Vice President for Academic Affairs
Richard Van Den Hul, Vice President for Business and Financial Affairs
Melynda Huskey, Vice President for Enrollment and Student Services
Stephanie Bowers, Vice President for University Advancement
Donna Gibbs, Vice President for University Relations and Marketing
Faye Gallant, Executive Director for Budget and Financial Planning
Melissa Nelson, Assistant Attorney General
Paul Dunn, Chief of Staff and Secretary to the Board of Trustees
Rayne Rambo, Assistant Secretary to the Board of Trustees

1. EXECUTIVE SESSION

At 1:06 p.m. Chair Meyer announced that the Board would convene in Executive Session for approximately one hour to discuss a personnel matter as authorized in RCW 42.30.110 (1)(g).

The board returned to open session at 2:23 p.m.

Chair Meyer announced a ten-minute break at 2:23 p.m. The board reconvened at 2:30 p.m.

2. STRATEGIC ISSUES, TRENDS, AND CHALLENGES IN HIGHER EDUCATION AND FOR WESTERN

Chair Meyer introduced the topic of challenges and opportunities that Western is facing during unprecedented times and suggested that the Board's summer reading of "How to be an Antiracist" by Ibram X. Kendi would be a helpful lens through which to view the discussion.

The trustees and Western leadership engaged in conversation that centered around the future landscape of higher education and how to best apply what has been learned in recent months due to the coronavirus global pandemic and the current social unrest, and how to be more responsive to emerging student and campus community needs.

Trustee Stuehm expressed his gratitude for the opportunity to have the conversation and noted that the commitments to proactive antiracism and racial equity are mutually reinforcing, and the need for self-criticism and self-evaluation are critical as Western evaluates its policies, structures and governance model. He emphasized that Western has the opportunity within Whatcom County and beyond to continue to be a leader as Western learns from these conversations on how to take action and create policies that support inclusive success and racial equity.

President Randhawa acknowledged the importance of the social justice and equity lens in contextualizing the entire conversation. He went on to note how the impacts of the global pandemic have brought attention to inequities and underutilized resources in the past, and the importance of forging partnerships to take advantage of new opportunities that have now presented themselves.

Board Chair John Meyer adjourned the meeting for the day at 3:49 p.m. on Monday, September 14, 2020 and noted that the board will reconvene at 2:00 p.m. the following day.

Tuesday, September 15, 2020

Board Chair John Meyer called the second of three work session meetings of the Board of Trustees of Western Washington University to order at 2:04 p.m. on Tuesday, September 15, 2020 via Zoom. A quorum was established by roll call.

Board of Trustees

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

4. BUDGET AND OPERATIONAL OUTLOOK FOR WESTERN DUE TO THE CORONAVIRUS PANDEMIC

Richard Van Den Hul, Vice President for Business and Financial Affairs, and Faye Gallant, Executive Director for Financial Management provided an update on the development of the fiscal year 2021 operating budget that the board approved in continuation form at the regular June meeting, scheduled for final approval at the regular October meeting pending more complete information about fall enrollment and state funding. Included were scenario comparisons and recommendations due to the impacts of the coronavirus pandemic. The board received an update and engaged in conversation that included how to best position Western for potential state funding challenges in future legislative sessions. The presentation included operating assumptions on enrollment and tuition revenue changes due to COVID-19, new investments, and mitigation strategies that could potentially offset the structural deficit that will remain in future years without an increase in revenues and/or more permanent reductions. It was noted that the planning process for the 2021-2023 budget will begin in January 2021 to help to identify the more permanent adjustments, investment or reductions needed for decisions before board approval in spring 2021 which is the customary process and the structural deficit will be addressed in the FY2021-2023 budget process. The board also received an update and a summary of impacts on Western's self-sustaining and auxiliary units that included an update on the board's approval in August of the issuance and sale of bonds to refinance and restructure all or a portion of debt service (principal and interest) for university housing and dining that will be due and payable in June 2023.

The board and executive leadership engaged in long and frank discussion on the future of higher education and the importance of understanding and realizing Western's role in its own recovery process and the recovery process of the state and nation. President Randhawa noted the importance of the board's leadership during these unprecedented times and the value of having external expertise and insight on how to best adapt as an institution to meet of the needs of the state and Washingtonians.

Chair Meyer announced a break at 3:29 p.m. The board returned and reconvened the meeting at 3:42 p.m.

5. BOARD COMMITTEES

The Board of Trustees engaged in a conversation to evaluate the purpose, charge, and desired outcomes of the work of the Student Success Committee (SSC) and the Finance, Audit and Enterprise Risk Management (FARM) Committee, respectively. The board discussed potential changes to the committee charters that included a review of the committee meeting calendar, committee structure, including committees of the whole board, how information about the work of the committees is communicated to the public and the full board, and potential adjustments to committee names to best reflect their work.

Board Chair John Meyer adjourned the meeting for the day at 4:45 p.m. on Tuesday, September 15, 2020 and noted that the board will reconvene at 3:00 p.m. the following day.

Monday, September 22, 2020

Board Chair John Meyer called the third and final work session meeting of the Board of Trustees of Western Washington University to order at 3:02 p.m. on Monday, September 22, 2020 via Zoom. A quorum was established by roll call.

Board of Trustees

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

6. DISCUSSION OF BOARD OF TRUSTEES RULES OF OPERATION

Board Chair Meyer introduced the topic with a brief update on the work of the board Ad-Hoc Governance Committee whose work has been to evaluate the current Rules of Operation and By-Laws that govern the Board of Trustees. He added that the work included a review and comparison of the Western Washington University Rules of Operation with the bylaws and other governing documents of the University of Washington (UW) and Washington State University (WSU) Boards of Regents and identified options for consideration and discussion. Chief among the differences noted by the Ad-Hoc Governance Committee was that the UW and WSU Boards' governing documents are divided into three categories: a broad set of bylaws describing the primary characteristics, composition, and functions of the board; a selection of state statutes from which the boards derive their authority; and a body of board policy describing delegations of authority, board practices and procedures, and other more detailed matters. By contrast, the WWU Trustees Rules of Operation are a single governance document in which these three functions (and levels of detail) are combined. This monolithic format not only makes it more difficult to access information about the board, it requires the amendment of the entire document to accommodate changes in procedure. Therefore, the Governance committee recommended working toward replacing the board's Rules of Operation with a similar independent three-part structure, separating bylaws and references to board authority in state statute from a body of more detailed board policies and supporting documents.

The board engaged in discussion and reviewed the Ad-Hoc Governance Committee's recommendations for potential revisions to the Board's governance documents and structure.

7. EXECUTIVE SESSION

At 3:14 p.m. Chair Meyer announced that the Board would convene in Executive Session for approximately thirty minutes to discuss a personnel matters related to potential litigation as authorized in RCW 42.30.110 (1)(i) and (i) (iii).

The board returned to open session at 3:52 p.m.

Chair Meyer announced a ten-minute break at 3:52 p.m. The board reconvened at 4:01 p.m.

Board Chair Meyer called the meeting back to order for the board to formally accept the recommendation of the Ad-Hoc Governance Committee to work toward the three part governance document structure, and endorse the continuing work of developing draft bylaws and reviewing Board policies with the goal of revising, replacing, adding, and/or eliminating policies, including material from the current Rules of Operation, as necessary.

MOTION 09-01-2020 Trustee Stuehm moved that the Board of Trustees of Western Washington University appoint board staff and Assistant Attorney General Melissa Nelson, in consultation with Trustee Sharpe and Trustee Franklin, to review and present revised bylaws for Board approval; following Board approval, review current Board policies with the goal of revising, replacing, adding or eliminating policies as necessary; and finally, review and recommend select state statutes relevant to the Board's authority for presentation on the Board's website and other materials available to the public."

The motions were voted on by roll call.

Roll Call for the Vote:

Trustee Sue Sharpe - Yes
Trustee Karen Lee – Yes
Trustee Faith Pettis – Yes
Trustee Mo West – Yes
Trustee Hunter Stuehm - Yes
Trustee Earl Overstreet– Yes
Trustee Chase Franklin – Yes
Trustee John Meyer, Chair - Yes

The motion passed.

8. BOARD OF TRUSTEES MEETING CUSTOMS, PRACTICES, AND PROTOCOLS

Board Chair Meyer introduced the final topic of discussion which was centered on an evaluation of the Board of Trustees meeting environment, current protocols and practices. The board acknowledged the importance of creating a shared value culture and an atmosphere that

encourages participation from the public and all who attend meetings. Board Chair Meyer noted that the recent addition of "Trustee Remarks" as a regular meeting agendas item is an opportunity for trustees to engage outside of general board business and project their values in a less formal way.

Board Chair Meyer thanked everyone for their participation over the course of the work session and acknowledged the value of the discussion.

8. ADJOURNMENT

The meeting adjourned at 5:01 p.m.

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, October 9, 2020**

1. CALL TO ORDER

Board Chair, Trustee John M. Meyer called the regular meeting of the Board of Trustees of Western Washington University to order at 8:03 a.m., via Zoom. A quorum was established by roll call.

Board of Trustees

John M Meyer, Chair – *via Zoom*
Chase Franklin, Vice Chair – *via Zoom*
Earl Overstreet, - *via Zoom*
Karen Lee – *via Zoom*
Faith Pettis – *via Zoom*
Sue Sharpe, Secretary– *via Zoom*
Hunter Stuehm – *via Zoom*
Mo West – *via Zoom*

Western Washington University

Sabah Randhawa, President
Brent Carbajal, Provost/Vice President for Academic Affairs
Richard Van Den Hul, Vice President for Business and Financial Affairs
Stephanie Bowers, Vice President for Advancement
Melynda Huskey, Vice President for Enrollment and Student Services
Donna Gibbs, Vice President for University Relations and Marketing
Becca Kenna-Schenk, Executive Director, Government Relations
Jeff Young, Faculty Senate President
Melissa Nelson, Assistant Attorney General
Paul Dunn, Chief of Staff and Secretary to the Board of Trustees
Barbara Sandoval, Senior Executive Assistant to the President
Rayne Rambo, Assistant Secretary to the Board of Trustees

2. APPROVAL OF MINUTES

MOTION 10-01-2020 Trustee West moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Board of Trustees Regular Meeting August 21, 2020

The motion was voted on by roll call.

Roll Call for the Vote:

Trustee Sue Sharpe - Yes
Trustee Karen Lee – Yes
Trustee Faith Pettis – Yes
Trustee Mo West – Yes

Trustee Hunter Stuehm - Yes
Trustee Earl Overstreet– Yes
Trustee Chase Franklin – Yes
Trustee John Meyer, Chair - Yes

The motion passed.

3. 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.

4. BOARD CHAIR REPORT

Trustee Meyer reported that over the course of the summer the trustees and executive team were given a copy of “How to Be an Anti-Racist” by Ibram X. Kendi. The book and how to best implement its perspectives into the work of the board and the Western community was discussed at length at the Board’s Work Sessions in September.

Meyer noted that the September Work Sessions of the Board of Trustees were structured conversations on strategic issues, trends, and challenges in higher education and at Western. He reported that the board also had strategic conversation about budget and operations issues and how to best navigate during the continues global pandemic.

Meyer reported that the board is in the process of reviewing its committee structures and their meeting schedules, in addition to a review and update to the Rules of Operation. He noted that potential changes to the Rules of Operation will come before the full board for approval at a future meeting.

Meyer said that he and President Randhawa will be attending the Association of Governing Boards (AGB) Retreat for Board Chairs and Presidents of Public Universities and Systems with twelve other institutions, which promised to provide opportunities to strengthen partnerships, and identify areas for strategic action while navigating through this unprecedented time. He also reported that the first virtual Viking Night auction in support of Western Athletics was a success and the fundraising goal was met.

5. UNIVERSITY PRESIDENT’S REPORT

President Randhawa acknowledged the start of the academic year and noted that Western virtually welcomed back over fifteen thousand students who will be participating in remote education and approximately one thousand three hundred students who will be living on campus in the residence halls. He noted the COVID testing dashboard on Western’s coronavirus website provides continuously updated information to campus community.

President Randhawa noted the work of AS President, Abdul Malik Ford, who attended meetings hosted by the Governor that included other state higher education institution representatives, health, and law enforcement representatives. Randhawa noted that Ford participated in Western’s student COVID In Real Life (IRL) social media campaign to build awareness about safe COVID-related behaviors, and thanked him for his time and leadership during the sessions.

Randhawa reported that the Incident Command Management Team has recommended testing for all students living on campus and in the campus vicinity through the holiday break and again upon their return after the first of the year. He noted that testing was also recommended for faculty and staff that will be working on campus through the break.

Randhawa explained that members of the Great Northwest Athletic Conference (GNAC) have decided to delay the start of competition due to the coronavirus pandemic until January 7, 2021 and that GNAC leadership will meet again after the first of the year to determine the best way forward for team sports within the geographically wide-reaching conference.

Randhawa noted some key takeaways from the Board of Trustees Work Sessions held in September. Western's top priority is to continue navigating safely through the pandemic both in terms of the physical and mental health of Western community members, as well as the institution's financial health. He noted that the key objectives of the upcoming 2021-2023 legislative session will include collaborative work within, across, and beyond public higher education institutions to protect recent state investments in access and affordability with the Washington College Grant, as well as increasing the success of diverse students at Western, including the advancement of an Ethnic Studies Program. He said Western's important state capital projects include the completion of the Electrical Engineering and Computer Science building and design and construction funds for a Coast Salish Longhouse on campus.

Randhawa acknowledged that ongoing work to support Western's diversity, equity, and inclusion goals this fall has been re-energized by the commitment to respond to specific requests made by black student organizations over summer quarter. More information about those requests and progress toward them is available at www.wvu.edu/diversity.

6. FACULTY SENATE REPORT

Jeff Young, Faculty Senate President provided the board with an update on the executive board election process within the senate and noted that Shirin Deylami, Professor, Political Science will serve as Vice President/President Elect, Alex Czopp, Professor, Psychology will serve as Secretary, Craig Dunn, Professor, Business and Sustainability, will serve as the Elections and Appointment Officer, Jasmine Goodnow, Professor, Health and Human Development, was elected as the At-Large executive board member, and Allison Giffen, Professor, English, will serve as past Senate President.

Young reported that the Faculty Senate has determined its goals for the upcoming academic year will include seeking faculty governance representation at Western's satellite locations to ensure that all Western faculty have an opportunity to attend and participate in Senate meetings. Young noted the goals of the Senate for the upcoming academic year include a review of the Senate By-Laws, continued planning and support for remote learning, and the continued work of expanding Diversity, Equity and Inclusion efforts and changes to General University Requirements (GUR).

7. ASSOCIATED STUDENTS REPORT

Abdul Malik Ford, AS President, was unable to attend the meeting but provided a report in the meeting materials.

8. FINANCE, AUDIT, AND ENTERPRISE RISK MANAGEMENT COMMITTEE REPORT

Trustee Pettis reported that the FARM Committee received an Entrance Conference from the State Auditor's Office who are conducting the Fiscal Year 2020 Financial Statement Audits that include the annual financial audit, two-year accountability audit, and an audit of the Western Crossing waterfront development partnership between the University and the Port of Bellingham.

Pettis reported that the committee received an update on the financial impacts of COVID-19 and that the full board would receive this update later in the meeting. She noted that the budget process for 2021 is different in years past as Western sees information with other institutions to learn about new ideas to assist with budget cuts and new forms of revenue.

Pettis acknowledged that Western's Public Works Projects are still within budget and measures have been taken to ensure the campus job sites are a safe working environment in compliance with social distancing guidelines from the State Department of Health.

Pettis also commended the work of the Business and Financial Affairs team who worked diligently on a successful Housing and Dining bond sale/refinancing that will shift the debt burden from 2020-2021 over the course of a fourteen-year maturity date.

9. STUDENT SUCCESS COMMITTEE REPORT

Trustee Mo West reported that the Student Success committee's meeting agenda was structured around the continuation and completion of the committee's self-assessment. She noted the goal was to seek consensus on topics for the committee's annual workplan and a potential adjustment in the committee's meeting schedule.

West explained that the committee reviewed a draft template for an annual workplan and possible discussion items that would include items such as accreditation and retention, as well as emergent topics of interest such as the Structural Equity and Bas Response Team (SEBRT). She noted that the focus of the committee is to align with the President's annual agenda related to student success and the core commitments of the Student Success Committee Charter.

10. REFLECTION ON ENROLLMENT MANAGEMENT, RECRUITMENT MARKETING, AND FOUNDATION-BASED STUDENT SUPPORT FOR 2020-2021

Shelli Soto, Associate Vice President for Enrollment Management, Donna Gibbs, Vice President for University Relations and Marketing and Stephanie Bowers, Vice President for University Advancement provided an update on fall 2020 student enrollment, recruitment marketing and private support, and plans for fall 2021.

Soto provided a detailed overview of the data for fall enrollment as Western navigates through the coronavirus global pandemic. Gibbs discussed Western's approach to marketing to prospective resident and non-resident students, the use of varied media platforms, and how that approach is adapting to the unknown duration of the pandemic and remote or hybrid learning. Bowers concluded the presentation by discussing the ways in which private philanthropy at Western has contributed to affordability and access for students during the pandemic.

Trustee Meyer announced a ten-minute break @ 10:17am. The board reconvened at 10:30am.

11. WATERFRONT UPDATE

Donna Gibbs, Vice President for University Relations and Marketing provided an update of Western's presence on the waterfront. Gibbs noted that in December of 2019, the Port of Bellingham and Western defined a public-private partnership (P3) model for the Western Crossing project that includes a mix of private sector industries, developers, public agencies, and a multi-institutional higher education presence. She said the goal laid out is to build a set of facilities that will expand employer base and provide potential opportunities for applied learning, integrated research in undergraduate and graduate programs, and ultimately jobs for Whatcom County residents. She reported that Western's representation on the Western Crossing board includes herself, Provost/Vice President for Academic Affairs Brent Carbajal, and Brad Johnson, Dean, College of Science and Engineering. The group was making good progress but work has since slowed to give attention to the pandemic crisis. She noted that Western and the Port of Bellingham continue to agree that expanding academic programming on Bellingham's waterfront could provide unique opportunities to both expand capacity and visibility, and strengthen partnerships with industry, non-profits, government, and other education entities. She explained that as the state economy recovers from the recession induced by the pandemic, Western Crossing can explore what can be learned from remote learning and working environments, and migration patterns that can be incorporated into planning a meaningful position for Bellingham and Western.

12. APPROVAL OF 2020-2021 STATE OPERATING BUDGET

Richard Van Den Hul, Vice President for Business and Financial Affairs and Faye Gallant, Executive Director, Budget and Financial Planning provided an overview of the 2020-2021 State Operating Budget process. It was noted that due to COVID-19 economic impacts, the 2020-2021 budget reflects revenue and expenditure estimates available for university operations from state appropriations, net tuition operating fees, the administrative services assessment and one-time funds. The trustees were also provided an overview of the extensive budget planning process including the guiding principles. (ATTACHMENT A)

MOTION 10-02-2020

Trustee Sharpe moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a recommended operating budget of \$193,173,936 for FY2020-2021, including the following one-time adjustments:

- COVID-19 response activities: \$3,000,000
- Academic Affairs bridge funding: \$2,000,000
- Advancing Diversity, Equity, and Inclusion: \$225,000
- Divisional Budget Reductions of 3 percent: (\$5,341,144)

Vote by Roll Call:

Trustee Sue Sharpe – Yes

Trustee Karen Lee – Yes

Trustee Faith Pettis - Yes

Trustee Hunter Stuehm – Yes

Trustee Mo West - Yes

Trustee Earl Overstreet – Yes
Trustee Chase Franklin- Yes
Trustee John Meyer, Chair – Yes

The motion passed.

13. APPROVAL OF PUBLIC WORKS PROJECTS

Richard Van Den Hul, Vice President for Business and Financial Affairs and Rick Benner, Senior Director, Capital Planning and Development/University Architect provided the board with an overview of the last of six bid packages for the Interdisciplinary Science Building project.

MOTION 10-03-2020

Trustee Pettis 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 \$2,219,943 (plus associated sales tax) for Bid Package #6 - Architectural Casework, Landscape & Irrigation and Site Hardscape - for the Interdisciplinary Science Building project. (PW733)

Vote by Roll Call:

Trustee Sue Sharpe – Yes
Trustee Karen Lee – Yes
Trustee Faith Pettis - Yes
Trustee Hunter Stuehm – Yes
Trustee Mo West - Yes
Trustee Earl Overstreet – Yes
Trustee Chase Franklin- Yes
Trustee John Meyer, Chair – Yes

The motion passed.

14. INFORMATION ITEMS

a. Academic Reports

Provost Carbajal provided a written report with information about the tenure-track faculty members who were hired last year and will begin teaching during the 2020-21 academic year.

b. Enrollment Management Summary

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

c. University Advancement Report

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

d. Capital Program Report

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

e. University Relations and Marketing Report

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

f. Information Technology Report

Provost Carbajal provided a report on the Information Security Program and its framework.

15. TRUSTEE REMARKS

The trustees thanked everyone in attendance for their participation and the thoroughness of the meeting materials.

16. EXECUTIVE SESSION

At 10:28am the board went into Executive Session for approximately one hour to discuss a personnel matter as authorized by RCW 42.30.110. No action was taken in executive session.

Chair Meyer announced the board would go back into open session at 11:06am.

Chair Meyer acknowledged that perhaps the most important responsibility the Board of Trustees have is hiring and evaluating the performance of the President. He stated that President Randhawa has begin his fifth year as president of Western during a time of enormous uncertainty and risk for higher education institutions around the country. His leadership through the crisis has only deepened the trustees' confidence that they made the right choice for Western by selecting President Randhawa, and that his contract should be renewed.

He reported that the Board of Trustees reviewed and discussed President Randhawa's employment contract and, pursuant to WWU Board of Trustees Rules of Operation, Section 2.3 (a) and the Open Public Meetings Act, the board is ready to take action.

MOTION 10-04-2020

Trustee Franklin moved that the Board of Trustees of Western Washington University approves the extension of the President's employment contract until July 31, 2026, with a continued annual base salary of \$400,134.56, increasing to \$460,000 on August 1, 2021, and authorizes the Chair to execute the contract addendum on behalf of the Board of Trustees.

Vote by Roll Call:

- Trustee Sue Sharpe – Yes
- Trustee Karen Lee – Yes
- Trustee Faith Pettis - Yes
- Trustee Hunter Stuehm – Yes
- Trustee Mo West - Yes
- Trustee Earl Overstreet – Yes
- Trustee Chase Franklin- Yes
- Trustee John Meyer, Chair – Yes

The motion passed.

17. DATE FOR NEXT REGULAR MEETING

December 11, 2020

18. ADJOURNMENT

The meeting adjourned at 1:24 am.

(ATTACHMENT A)

FY21 Budget Planning Principles

June 3, 2020

The FY21 budget process is occurring amidst new challenges at Western, with impacts of the coronavirus causing new expenditures to safely operate, and potential reductions to our primary sources of operating revenue. Western faces significant reductions to both state appropriations and tuition revenue; on the state side, we have been tasked by the state with planning for a 15 percent reduction in FY21, with an awareness that reductions will continue into the next biennium. Enrollment impacts due to the coronavirus are expected, with a better understanding coming as the summer progresses. As we consider which approaches best serve our University, we are guided by the following principles:

- Our first priorities are protecting the people of Western and fulfilling our mission as a public university, to the greatest extent possible.
- Decisions and process will be guided by [Western's values](#):
 - Commitment to student success, critical thought, creativity, and sustainability
 - Commitment to equity and justice, and respect for the rights and dignity of others
 - Pursuit of excellence, in an environment characterized by principles of shared governance, academic freedom, and effective engagement
 - Integrity, responsibility and accountability in all our work
- Western remains committed to advancing our [strategic plan](#), and budget decisions will reflect that commitment.
 - Within the strategic plan, we would highlight the three themes of:
 - Academic Excellence
 - Inclusive Success
 - Washington Impact
 - It is also important to note the four goals within the plan itself:
 - Academic Excellence, which includes infrastructure to ensure that success;
 - Place, which includes community connections, sustainability, and internationalization;
 - A Caring Environment;
 - Equity and Justice.
 - Finally, we need to remember the [overall metrics](#) within the strategic plan and strategies outlined during the [resource modeling](#) process to achieve those metrics.
- Our ability to fulfill Western's mission depends on maintaining the long term financial sustainability of the University.

Our budget planning **process** will be guided by Western's values and the strategic plan as follows:

- Student, staff, and faculty leadership representatives on the consultation group, with compensation provided for off-contract faculty and student representatives, if applicable
- Engagement plan integrated with process
- Regular University updates
 - Budget messages
 - Budget and Financial Planning [webpage](#)
 - University forums in Spring and Fall
- Recognition that the planning team is accountable to its members and to the Western community included in the President's charge

- Updates to students, faculty, staff, executive leadership, trustees
- Budget options will be evaluated using clearly defined and communicated criteria, to include impact on Western's mission and strategic plan and alignment with our established values. As we operationalize this evaluation and ultimately the decisions that will come from it, we need to be sure that at the University level the decisions are made with the principle of advancing our strategic plan (which guarantees alignment with the values therein) firmly in mind. Therefore, we offer the following guidelines for budget leaders to use in making recommendations:
 - Any recommended reductions will be justified by showing how the advancement of the strategic plan is not harmed by the reduction, or at the least how the harm is comparatively minimized by this reduction.
 - Investments of internal resources can be recommended provided they:
 - Advance the strategic plan; and
 - Either are unavoidable to make at this time to advance the strategic plan or are made to take advantage of an opportunity that may be fleeting; and
 - Are accompanied by recommended reductions of comparable size and deeper than necessary to meet budget targets.
 - Divisions will use these principles in examining their own budgets for reductions and possible investments, in conjunction with their own strategic plans that show how their divisions contribute to advancing the University's strategic plan and fulfilling the University's mission.
 - Colleges will do the same after discussions at the Academic Affairs level.
- Planning for FY21 is important in and of itself as the University adjusts to new operating and budgetary realities, and a FY21 budget draft will be presented for University consideration in September.
 - However, in planning for FY21, budget leaders must consider not only the immediate year but also future years, at least regarding the major reductions and investments that might need to be phased in over several years.

**Western Washington University
Board of Trustees
Meeting Minutes
Monday, November 9, 2020**

1. CALL TO ORDER

Board Chair, Trustee John Meyer called the special meeting of the Board of Trustees of Western Washington University to order at 9:31 a.m., via Zoom. A quorum was established by roll call.

Board of Trustees

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

Western Washington University

Sabah Randhawa, President
Brent Carbajal, Provost/Vice President for Academic Affairs
Richard Van Den Hul, Vice President for Business and Financial Affairs
Melynda Huskey, Vice President for Enrollment and Student Services
Stephanie Bowers, Vice President for University Advancement
Donna Gibbs, Vice President for University Relations and Marketing
Melissa Nelson, Assistant Attorney General
Paul Cocke, Director of University Communications
Paul Dunn, Chief of Staff and Secretary to the Board of Trustees
Barbara Sandoval, Senior Executive Assistant to the President
Rayne Rambo, Assistant Secretary to the Board of Trustees

2. REDUCTION TO WINTER QUARTER 2021 MANDATORY STUDENT FEES

President Randhawa thanked everyone for coming together for the special meeting for the proposed reduction of mandatory student fees for winter quarter due to the coronavirus pandemic.

Melynda Huskey, Vice President for Enrollment and Student Services noted that the fee reduction presented is very similar to the reductions made for spring and fall quarter that were approved by the board.

MOTION 11-01-2020 Trustee West moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the reduction of Winter Quarter 2021 mandatory student fee levels as proposed in the attached supporting document for the following fees:

- Services & Activities Fee* (*Proposed decrease \$15.64 for Winter quarter; 6.9%*)
- Student Recreation Fee* (*No decrease*)

- Student Health Services Fee (*No decrease*)
- Student Technology Fee (*Proposed decrease \$1.75 for Winter quarter, 5.0%*)
- Non-Academic Building Fee* (*No decrease*)
- Sustainability, Equity, and Justice Fund Fee (*Proposed decrease \$2.00 for Winter quarter; 22.2%*)
- Student Alternative Transportation Fee (*Proposed decrease \$25.50 for Winter quarter; 89.5%*)
- Legislative Action Fee (*No decrease*)
- Multicultural Center Fee* (*No decrease*)

* Fees that support bond debt payments

The motion was voted on by roll call.

Roll Call for the Vote:

Trustee Sue Sharpe - Yes
Trustee Chase Franklin – Yes
Trustee Karen Lee - Yes
Trustee Faith Pettis - Yes
Trustee Hunter Stuehm - Yes
Trustee Mo West – Yes
Trustee Earl Overstreet – Yes
Trustee John Meyer, Chair - Yes

The motion passed.

3. ADJOURNMENT @ 9:47 a.m.

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

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President, Melynda Huskey, Vice President for Enrollment and Student Services, Leonard Jones, Director, University Residences

DATE: December 11, 2020

SUBJECT: Naming of New Residence Hall for Alma Clark Glass

PURPOSE: Action Item

Purpose of Submittal:

Sabah Randhawa, Melynda Huskey, and Leonard Jones will present information and ask the Board of Trustees to consider action to approve naming the new residence hall under construction on Highland Drive for Alma Clark Glass, the first Black student to attend Western Washington University.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve that the new residence hall on Highland Drive be named Glass Hall.



RESOLUTION NO. 2020-04

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

TO NAME THE NEW RESIDENCE HALL ON HIGHLAND DRIVE (PW746)

ALMA CLARK GLASS HALL

WHEREAS, Western Washington University is committed to providing access to transformational higher education for the people of the State of Washington, pursuing justice and equity in its policies and practices, and supporting an inclusive and welcoming campus environment that celebrates the dignity and value of all students, faculty, and staff; and

WHEREAS, Western's 2018 – 2025 Strategic Plan acknowledges Western has failed to meet the needs of people of many races, ethnicities, creeds, socioeconomic classes, gender identities, sexual orientations, and disability statuses, and states Western will contribute to redressing these inequities by transforming policies, structures, and practices to ensure meaningful inclusion; and

WHEREAS, a letter submitted by the leaders of Black student organizations in June 2020 expressed an urgent desire to see Western consider how the names of its buildings fail to reflect the experiences of Black and other diverse students; and

WHEREAS, Western aspires to make its residence halls a welcoming “home away from home” community for students, and a place where individuals of all identities feel a sense of belonging, safety, and support for their personal growth at Western; and

WHEREAS, the naming of a residence hall presents a unique opportunity to physically and symbolically embed the institution's commitments to fostering greater diversity, equity, and inclusion in one of the most intimate student-centered spaces on campus; and

WHEREAS, according to University records, **ALMA CLARK GLASS** was the first Black student to enroll at Washington State Normal School at Bellingham, completing coursework in psychology, geography, physical culture, biology, and botany, as well as observation and practice teaching in the winter and spring of 1906; and

WHEREAS, **ALMA CLARK GLASS** became an assistant librarian in the Seattle Public Library System in November 1906, having achieved the highest score on the civil service examination, according to the *Seattle Republican* newspaper; and

WHEREAS, **ALMA CLARK GLASS** was a founding member of the Seattle chapter of the National Association for the Advancement of Colored People in 1913, and served as a member of the Board of Directors for the Seattle Urban League in 1946; and

WHEREAS, the new dormitory replacing Highland Hall has been designed around inclusive, communal living and collaborative spaces, and will provide ADA access to the steeply graded Ridgeway Housing Complex for the first time;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Western Washington University, that the new residence hall on Highland Drive be named

ALMA CLARK GLASS HALL

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its meeting on December 11, 2020.

ATTEST:

John M. Meyer, Chair

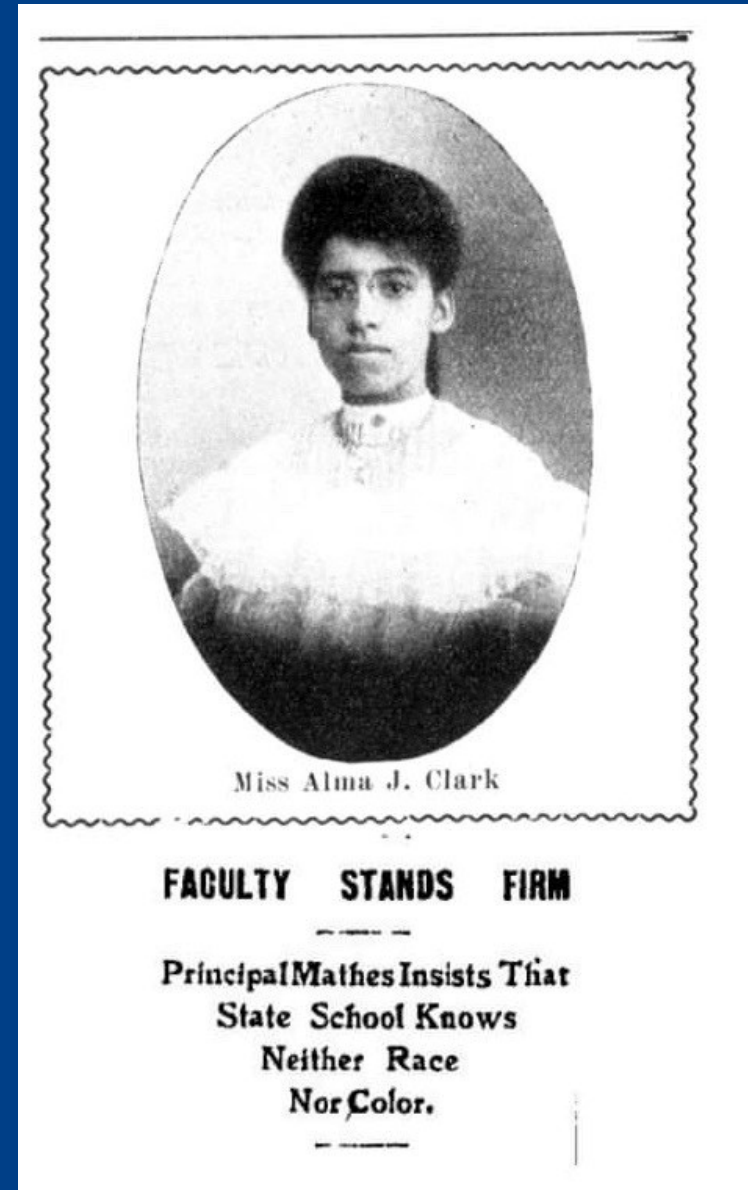
Susan K. Sharpe, Secretary

HIGHLAND HALL 1956 - 2019



ALMA CLARK GLASS 1885-1965

- Born in Tennessee
- Moved to Seattle with her family in 1889.
- Came to Western in January 1906
- Became an assistant librarian in Seattle Public Library system in November 1906
- Married Stephen A. Glass in 1908; the couple had a son, Stephen Glass, Jr. in 1911
- Founding member of the Seattle NAACP in 1913.
- Served on Board of Directors of Seattle Urban League in 1946



WWU IN 1906



Main Building
(1906)



Normal Dining Hall (later known as Edens Hall)
(1905-1906)

JAN. 30, 1906 – SPECIAL BOARD OF TRUSTEES MEETING

"Whereas, - Certain misleading statements have been published ~~with~~ regarding the race question at the Bellingham Normal School,
"resolved that the school is for the benefit of all the people of the state of Washington, regardless of color, race or politics, good work and good morals being the essentials required of students."

GLASS HALL FLYTHROUGH



WESTERN WASHINGTON UNIVERSITY

GLASS HALL



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

TO: Members of the Board of Trustees
FROM: Sabah Randhawa, President
DATE: December 11, 2020
SUBJECT: **Public Comment Period**
PURPOSE: Information Item

Purpose of Submittal:

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

The December 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

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: John M. Meyer, Chair, Board of Trustees
DATE: December 11, 2020
SUBJECT: **Board Chair Report**
PURPOSE: Information Item

Purpose of Submittal:

Board Chair John M. Meyer 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: December 11, 2020

SUBJECT: **University President's Report**

PURPOSE: Information Item

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: December 11, 2020

SUBJECT: Faculty Senate

PURPOSE: Faculty Senate Report

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: December 11, 2020

SUBJECT: **Associated Students**

PURPOSE: Associated Students Report

Purpose of Submittal:

AS President Abdul Malik Ford will brief the Board of Trustees on recent activities of the Associated Students.

References:

<https://policy.wwu.edu/POL-U1000.02-BOT-Rules-of-Operation.pdf>

Attachments:

ASWWU Resolution – Equal Representation for the ASWWU Governing Bodies
Letter of Support (2)
ASWWU Resolution – ASWWU Support of Shred the Contract



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**A Resolution of the
Associated Students of Western Washington University**

“Equal Representation for the ASWWU Governing Bodies”

WHEREAS, the (AS) Executive Board President of the Associated Students of Western Washington University (ASWWU), also known as the Chair of the ASWWU Executive Board, is a recurring invitee to the Western Washington University Board of Trustees public meetings; [1] and

WHEREAS, the (AS) Executive Board President of the Associated Students of Western Washington University, also known as the Chair of the ASWWU Executive Board, meets regularly with the University President and Vice President for Enrollment and Student Services; [2] and

WHEREAS, the (AS) Senate Pro Tempore of the Associated Students of Western Washington University, also known as the Chair of the ASWWU Student Senate, is not a recurring invitee to the Western Washington University Board of Trustees public meetings; and

WHEREAS, the (AS) Senate Pro Tempore of the Associated Students of Western Washington University, also known as the Chair of the ASWWU Student Senate, does not meet regularly with the University President and Vice President for Enrollment and Student Services; and

WHEREAS, a total of 744 people have signed a Change.org petition requesting that the WWU Board of Trustees send the ASWWU Senate Pro Tempore a recurring invitation to their public meetings; [3] and

WHEREAS, the ASWWU membership voted to revive the ASWWU Student Senate as an equal governing branch to the ASWWU Executive Board (effective Fall 2018 to present) and to transform the ASWWU Board of Directors into the ASWWU Executive Board; [4] and

WHEREAS, the ASWWU Student Senate and ASWWU Executive Board currently are the two bicameral equal-in-power branches of the ASWWU student government, meaning the Chairs of both branches are the equal co-leaders and co-representatives of the ASWWU membership; [5] and

WHEREAS, the Executive Board President of the Associated Students of Western Washington University cannot fully represent the ASWWU membership nor can the Senate Pro Tempore; and

WHEREAS, the Executive Board President and Senate Pro Tempore of the Associated Students of Western Washington University must collaborate in fully representing the ASWWU membership; and



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WHEREAS, the 2019-2020 ASWWU Executive Board President was not present at 33% of the WWU Board of Trustees public meetings, leaving no representation for the ASWWU membership; and

WHEREAS, the WWU Board of Trustees public meeting minutes of June 9, 2017, includes a report of the new ASWWU governing structure that received 97% affirmative vote from the ASWWU membership and the Board's response was, "**The board acknowledge[s] the work of the current Associated Students Board and their commitment to this restructure;**" [4] and

WHEREAS, the ASWWU Executive Board approved the "ASWWU Student Senate Pro Tempore Job Description," in which the Position Responsibilities include, "Serve the Students of Western Washington University by: **Representing the interests of WWU students on all issues** that come before the ASWWU Student Senate. Serving as the spokesperson of the ASWWU Student Senate, in coordination with the AS Executive Board. **Regularly communicating with WWU Administration, including the University President, Vice President for Enrollment and Student Services, and the Dean of Students. Attending Western Washington University Board of Trustees meetings as a recurring invitee;**" [6] and

WHEREAS, Article XII of the ASWWU Constitution approved from Spring of 2019, states, "Constitutional Amendments: All amendments to this constitution must be approved by a majority vote of the ASWWU and will be presented to **the WWU Board of Trustees for ratification;**" [5] and

WHEREAS, the Preamble of the approved ASWWU Constitution states, "We, the Associated Students of Western Washington University, have the **right and responsibility** to serve as a resource and advocate for all students. For this purpose, the **governing bodies** of the Associated Students of Western Washington University shall, 1) represent student interests and opinions to the **University Administration, the Board of Trustees**, academic governance structures, and appropriate external government bodies;" [5] and

WHEREAS, Article XI of the ASWWU Student Senate Bylaws states, "Amendment One, Section One... the Western Washington University Board of Trustees shall review, and **permanently establish the aforementioned Granted Authorities** to the ASWWU Student Senate following a **successful academic year of 2018-2019**, with consideration to an advisory vote of the Student Senate in favor of the Granted Authorities. To permanently establish the Granted Authorities in consideration to the future of the AS WWU Student Senate... the Western Washington University Board of Trustees will need a simple majority vote according to their Charge & Charter... **This vote will be held prior to the end of the 2018-2019 Academic Year;**" [7] and

WHEREAS, the ASWWU gave the WWU Board of Trustees a report on the 2018-19 ASWWU Student Senate's successful academic year on June 14, 2019, "Eckman provided the board with an update on the **accomplishments of the newly formed Student Senate**. He noted that the Student Senate

held its first election of student senators which included **sixty students running for positions in nine colleges**, and that it passed **four resolutions intended to help improve the quality of life for students at Western**. Eckman reported that students sat on **over forty-five campus committees, including with voting privileges on college curriculum committees**. He noted that a new Senate Pro-Tempore has been elected for the upcoming academic year for the **first full year of the student senate;**" [8] and

WHEREAS, Article IX of the ASWWU Student Senate Bylaws states its Granted Authorities, "The ASWWU Student Senate shall be granted the authority to fulfill its responsibilities within... the following granted authorities... **To appoint student representatives to standing University committees, and other bodies upon request..., To reserve the right to have a student chair**, in consultation with the University President or designee, on **all committees overseeing and appropriating mandatory and voluntary student fee dollars,**" which the WWU Board of Trustees oversees; [7] and

WHEREAS, Article XI of the ASWWU Student Senate Bylaws also states, "Amendments: The Student Senate will have the power to make, alter, and amend the Student Senate Charge and Charter or By-Laws by an affirmative vote of a 3/4* majority of the ASWWU Student Senate, and **approval by the University President;**" [7] and

WHEREAS, it is currently unclear if the WWU Board of Trustees and University President ratified the ASWWU Constitution, granted the ASWWU Student Senate's Granted Authorities, and approved the ASWWU Student Senate Bylaws; [4] [8] and

WHEREAS, legal advisement from Assistant Attorney General Melissa Nelson states that there are RCW's and Washington State Supreme Court hearings in place that require the Board of Trustees to approve student government governing documents; [9] and

WHEREAS, the University President's website does not recognize the Student Senate's existence and refers to the ASWWU Executive Board as the Board of Directors, "The AS also acts as the student voice in university administration, with governance consisting of a student [board of directors](#), Legislative Liaison, [business office](#), [personnel office](#), communications office, and general services;" [10] and

WHEREAS, the Western Washington University (WWU) Board of Trustees meeting minutes constantly refer to the ASWWU Executive Board as the Board of Directors, as well; and

WHEREAS, the term Board of Directors transformed into Executive Board, as the former term referred to the ASWWU's outdated one-branch student governance power structure and was no



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longer deemed appropriate due to the mandate by the ASWWU membership for an equal Student Senate; and

WHEREAS, the current public understanding of the ASWWU governing structure, the Student Senate's power, and the Executive Board's new name by the WWU Board of Trustees and the University President as shown in their meeting minutes, websites, and lack of approval of the ASWWU's governing documents is outdated and does not reflect the new bicameral equal-in-power ASWWU student governance as voted upon by the WWU student body.

NOW, THEREFORE BE IT RESOLVED BY THE ASSOCIATED STUDENTS OF WESTERN WASHINGTON UNIVERSITY:

THAT, the ASWWU requests that the WWU Board of Trustees and University President recognize the new governing structure of the ASWWU and that they reflect that understanding on their websites, future meeting minutes, and language; and

THAT, the ASWWU requests that the WWU Board of Trustees and University President send out formal statements that acknowledge the ASWWU Student Senate as an equal and separate branch to the ASWWU Executive Board in terms of power; and

THAT, the ASWWU requests that the WWU Board of Trustees and University President send out formal statements that recognize the ASWWU Senate Pro Tempore and ASWWU Executive Board President as equal co-leaders and co-representatives of the ASWWU; and

THAT, the ASWWU requests that the University President and Vice President for Enrollment and Student Services meet as regularly with the ASWWU Senate Pro Tempore as they do with the ASWWU Executive Board President; and

THAT, the ASWWU requests that, from here on, the WWU Board of Trustees ratifies the ASWWU Constitution and grants the Granted Authorities of the ASWWU Student Senate and Executive Board Bylaws and the University President approves the ASWWU Student Senate and Executive Board Bylaws for all past and future changes in compliance with their legal responsibilities as advised by Assistant Attorney General Melissa Nelson; and

THAT, the ASWWU requests that the WWU Board of Trustees sends a recurring invite to the ASWWU Senate Pro Tempore and ASWWU Executive Board President for their public meetings in the spirit of shared governance, student representation, equity, inclusion, and justice [11].

THAT, this resolution be distributed via email to Governor Jay Inslee, the Western Washington University Board of Trustees, Chief of Staff and Secretary to the Board of Trustees Paul Dunn,



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Assistant Attorney General Melissa Nelson, President Sabah Randhawa, Vice President for Enrollment and Student Services as well as Interim Executive Director of the Office of Civil Rights and Title IX Compliance Melynda Huskey, Vice President for Undergraduate Advancement Stephanie Bowers, Vice President for Business and Financial Affairs Richard Van Den Hul, Vice President for University Relations and Marketing Donna Gibbs, Director of University Communications Paul Cocke, Faculty Senate President Jeff Young, Academic Coordinating Commission Chair Brooke Love, Committee for Undergraduate Education Chair Donna Qualley, Provost and Vice President for Academic Affairs Brent Carbajal, Associate Vice President for Academic Affairs Brian Burton, Vice Provost for Undergraduate Education Jack Herring, the WWU deans (Scott Young, John Bower, Kit Spicer, Steve Hollenhorst, Paqui Paredes Méndez, Brad Johnson, Bruce Larson, Mark Greenberg), and the WWU student body.

PASSED AND APPROVED by the Associated Students of Western Washington University Executive Board at their regular meeting on November 20th, 2020.

PASSED AND APPROVED by the Associated Students of Western Washington University Student Senate via electronic vote on November 23rd, 2020.

ATTEST:

Abdul Malik Ford
Chair, ASWWU Executive Board

Sargun Handa
Chair, ASWWU Student Senate

Appendix

[1]: BOT Rules of Operation

https://trustees.wwu.edu/files/Rules%20of%20Operation_current_6.15.18.pdf

[2]: AS Executive Board President Job Description

<https://asvuwvu.blob.core.windows.net/media/up/2017/01/as20president20jd.pdf>

[3]: Change.org Petition



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<https://www.change.org/demandequityatwwu>

[4]: BOT Meeting Minutes and Recording from 6/9/2018

<https://trustees.wwu.edu/files/2017%2006%2009%20Approved%20Board%20of%20Trustees%20Minutes.pdf>

31:26 – 35:44 of <https://video.ibm.com/recorded/104611180>

[5]: AS Constitution

<https://vu.wwu.edu/constitution>

[6]: AS Senate Pro Tempore Job Description

<https://drive.google.com/file/d/1r8fphOKdqlhvmIMLrjIwAntG4SXRGOuu/view?usp=sharing>

[7]: AS Student Senate Bylaws

<https://vu.wwu.edu/files/2020-05/as-wwu-student-senate-by-laws-92818.pdf>

[8]: 2018-19 Student Senate Success Report from 6/14/2019

<https://trustees.wwu.edu/files/2019%2006%2014%20Approved%20Board%20of%20Trustees%20Meeting%20Minutes.pdf>

47:04 – 01:01:19 (61:49) of <https://video.ibm.com/recorded/122350936>

[9]: General Powers and Duties of Trustees

<https://app.leg.wa.gov/RCW/default.aspx?cite=28B.35.120>

[10]: University President's Website

<https://president.wwu.edu/overview>

[11]: Washington State comments on the importance of college student representation in Boards of Trustees

<https://apps.leg.wa.gov/rcw/default.aspx?cite=28B.50.100>

Finding—Intent—2012 c 148: "The legislature finds that decisions made by governing boards of each respective institution greatly impact the lives of students and that student participation in the decision-making process can provide insight into the impacts of actions by trustees that are not always measurable through reports and statistics. Students are on campus every day using services and experiencing aspects of the institution that board members may only see on paper, providing a unique and valuable perspective that should not be overlooked.

Students serving on governing boards of higher education have proven effective in Washington and in over thirty other states. For over ten years students at Washington's four-year institutions of higher education have served as voting members on the board of trustees, regents, and the *higher education coordinating board, providing greater depth in board deliberations and a well-educated conduit for students to voice ideas and concerns...

Being on campus and in class every day, students are exposed to a more diverse group than any member of the board representing any one group of the community.



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Student positions on governing boards are also a valuable tool for developing leadership through experiential learning. Student members learn processes of institutional governance, become involved in campus projects, analyze policy proposals, and participate in board discussions and decision making.

It is the intent of the legislature to enhance... a more dynamic relationship between students and institutions through the encouragement of student participation in policy development and decision making at the district and state level."

[2012 c 148 § 1](#)

Nov. 23, 2020

Western Washington University Board of Trustees
516 High St,
Bellingham, WA 98225

Dear Chair Meyer and WWU Board of Trustees,

I hope this letter of support finds you all in good health. I write to you all, as a previous Student Trustee and Associated Students' Board Member, to encourage the Board's openness to evolution and growth with shared governance. It has been three years since I have left Western, and since then I have continuously had student leaders reach out to me asking: How did you do it? How were you able to get the University and the Board of Trustees to listen to the student issues you were raising? Though the issues have stemmed from different matters, my response has been quite similar in that I depended on shared governance among students, staff and faculty, and administrators and the Board of Trustees.

During my time on the AS Board of Directors, the Board of Trustees had begun a conversation about shared governance. On March 3rd, 2016 the Board of Trustees participated in an open dialogue with the Associated Students on the role the Trustees and administration had in hearing and engaging student voices. During this conversation, both Boards concluded that maintaining accessibility between students and the Board of Trustees was crucial in "shared governance". Fast forward four years and still the issue of including student representation at the Board level is at issue.

Once I was the Student Trustee, the AS had begun the process of governance restructuring. For too long students have had issues with the power vested in 7 students for a campus of over 15,000 students; the AS finally listened and altered what student representation could look like for Western. Alongside the tradition of having one student trustee at the table, the AS president is symbolically recognized as being able to sit alongside the faculty senate and WWU administrators at "the table". What logically follows is for the Senate Pro Tempore to also sit at the table as the new and representative structure of the Associated Students.

As we all know, we are living in unprecedented times; for students this time brings continuous waves of uncertainty and concern. As a graduate student myself, the pandemic and civil uprisings have made me even more attuned to the decisions being made that will ultimately affect my future. Western students are paying attention to the decisions being made about their futures, now is the time for the Board of Trustees to send a message to students that their best interests are being considered by recognizing and instating the Senate Pro Tempore at the same level of the Associated Students' President.

During my time as the Student Trustee, I made it a priority for students to not only know about the Board of Trustees, but to understand the function of the Board. Too many students do not know who the people are that are making the decisions that affect their everyday student lives. By adding the Senate Pro Tempore, the Board communicates to the student body not only that their interests are sought and discussed, but that it recognizes and respects the students' own governance structure. Again, I encourage the Trustees to welcome even more student representation and involvement in the important decisions made that not only affect students, but the greater campus community. Western students have historically mobilized around necessary changes for the University, that have led to the campus becoming more diverse, funded, and relevant in the world of higher education. In the spirit of shared governance, adding the Senate Pro Tempore continues Western's commitment to necessary transformation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Abigail Ramos', with a stylized flourish at the end.

**Abigail Ramos, c/o 2017
Student Trustee, 2016-2017
Associated Students Vice President for Diversity, 2015-2016**



Letter of Support for Sargun Handa

To whom it may concern,

It has come to the attention of the Washington Student Association that there has been some question to the inclusivity and transparency of the Western Washington University Board of Trustees.

The student who has brought this to our attention, Sargun Handa, has made exceptional contributions as a part of WSA and Students of Color Coalition, which is why her request for support has been met at our organization. While serving as a voice for students of color and as a representative of the WWU student body, Sargun has demonstrated great leadership, drive, and dedication to the work that she does. She has gone above and beyond to ensure that historically underrepresented students are serving in leadership positions, and demonstrate qualities that will allow them to be good leaders.

In the age of globalization, and much more in times of social unrest, it is invaluable to find these students who are willing to serve others. From what I have seen of this particular student leader's work, is that she will stand up for what is right despite popular opinion. Sargun has given the WSA reason to trust her word and actions, with the integrity with which she carries herself as well as her reliability and openness to the opinions of others.

By allowing her to serve on your board, I am certain that she will make great contributions and offer a different perspective, to solve problems with creative solutions. The representation of students at these meetings cannot be overlooked, as students are the population that institutions of higher learning are meant to serve.

Thank you,

Gina M. Vasquez,
VP of Diversity



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[@WAsudents](#)



[@WAsudents](#)



Associated Students of
Western Washington University
Viking Union 530 – MS 9106
516 High Street, Bellingham, WA 98225
360-650-4648
as.wwu.edu

**A Resolution of the
Associated Students of Western Washington University
“ASWWU’s Support of Shred the Contract”**

WHEREAS, Western Washington University informed its students that they intend to extend their 10-year contract with the Aramark Corporation (due to expire in September 2021) through September of 2023. This contract places all dining, large-expenditure catering, supply chain management and other related activity for WWU’s dining system under the sole operation of Aramark; [1] and

WHEREAS, The ASWWU Student Senate and Executive Board are some of the very few recognized voices for all students of the university; and

WHEREAS, The ASWWU Student Senate and Executive Board passed a resolution named “Future of Dining Operations at WWU” in Spring of 2020 in support of the Shred the Contract campaign; [2] and

WHEREAS, Despite reaching out multiple times in the past several months, Shred the Contract and the WWU students were not informed by the WWU administration of their *final* decision to extend the contract with the Aramark Corporation until the Western Today statement to the general student body. In addition, the ASWWU leaders who had been communicating with WWU administration were not made aware until the morning of the Western Today statement to the student body; [1] and

WHEREAS, Many student groups and petitions have expressed the need to end the contract with the Aramark Corporation. Included in these groups are Shred the Contract (Students for a Self-Operated Dining System), Black Student Organizations and their petition that received over 3,500 signatures, and Students for Sustainable Food and their petition that received over 1,800 signatures; [3][4] and

WHEREAS, WWU administration signed on to the Real Food Campus Commitment in 2016, stating that “We believe colleges and universities must exercise leadership in our communities and throughout society by modeling ways to support ecologically sustainable, humane, and socially equitable food systems;” [5] and

WHEREAS, The stated vision in the Dining Services section of the 2017 WWU Sustainability Action Plan is to provide, “meals that... support socially- and economically-just and ecologically-responsible food production and delivery systems;” [6] and

WHEREAS, Although the reasoning behind extending the contract with the Aramark Corporation surrounded cost, the Dining Services section of the 2017 WWU Sustainability Action Plan clearly



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states that, “Social equity not only encompasses student costs, but also addresses the social and economic impacts of our purchasing choices on the surrounding local and regional community;” [6] and

WHEREAS, The Fall 2017 Feeding Western survey found that over half of WWU students are facing food insecurity, illustrating that WWU’s current food system is not affordable or nourishing for many students; [7] and

WHEREAS, Aramark is contracted with over 500 jails and prisons around the U.S. and has a track record of serving food that is unhealthy and unsafe, including food containing maggots and rocks; [8] and

WHEREAS, The 2018-2025 WWU Strategic Plan stipulates a, “Commitment to student success, critical thought, creativity, and sustainability” as well as a pursuit of “justice and equity in its policies, practices, and impacts;” [9] and

NOW, THEREFORE BE IT RESOLVED BY THE ASSOCIATED STUDENTS OF WESTERN WASHINGTON UNIVERSITY:

THAT, the ASWWU further echoes and reaffirms the “Future of Dining Operations at WWU” resolution passed by the 2019-20 ASWWU Student Senate and Executive Board.

THAT, the ASWWU formally endorses the Shred the Contract Campaign and demands that WWU administration and ourselves, the ASWWU leadership, commit to discontinuing WWU’s relationship with the Aramark Corporation upon the expiration of the contract in 2021.

THAT, the ASWWU requests that the WWU Board of Trustees allows Shred the Contract members to attend their December 11th meeting to give the organization a platform to discuss their concerns with the WWU administration’s decision to extend the contract.

THAT, if the WWU administration cannot end its extension of the current contract through 2023, the ASWWU demands that the WWU administration commits to meeting regularly with Shred the Contract, first and foremost, as well as ASWWU leadership to collaborate on a tangible plan for transitioning to a self-operating dining system - which will be run entirely by the university, rather than a third party – in partnership with the AS Outback Farm (as the WWU administration committed to in the Sustainability Action Plan) and local food producers by 2023; and

THAT, the ASWWU demands that the WWU administration creates more transparent and consistent communication with Shred the Contract, ASWWU leadership, and WWU students that does not occur the morning of or even the week of a decision being made; and

THAT, the ASWWU demands that the WWU administration commit to doing everything in their power, if possible, to ensure that this self-operated dining system preserves the current dining



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union, rehires all current student and full-time staff, honoring pay rate and seniority, with the exception of those staff who were brought in by the Aramark Corporation.

THAT, the ASWWU demands that the WWU administration honors the Real Food Campus Commitment, Sustainability Action Plan, and 2018-25 Mission & Strategic Plan. In addition, the ASWWU demands that the WWU administration reflects upon the petitions and actively listens to the demands of thousands of WWU students to end this contract.

THAT, that copies of this resolution and the “Future Dining Operations at WWU” resolution be distributed via email to President Sabah Randhawa, Vice President for Enrollment and Student Services and Interim Executive Director of the Office of Civil Rights and Title IX Compliance Melynda Huskey, Director of University Residences Leonard Jones, Associate Director of University Residences Kurt Willis, the WWU Board of Trustees, and the general WWU student body.

PASSED AND APPROVED by the Associated Students of Western Washington University Executive Board at their special meeting on November 30th, 2020.

PASSED AND APPROVED by the Associated Students of Western Washington University Student Senate via electronic vote on November 23rd, 2020.

ATTEST:

Abdul Malik Ford
Chair, ASWWU Executive Board

Sargun Handa
Chair, ASWWU Student Senate

Appendix

[1]: <https://westerntoday.wwu.edu/news/western-extends-aramark-contract-through-2023#:~:text=Since%20March%2C%20the%20COVID%2D19,every%20aspect%20of%20university%20life.&text=Our%20current%20contract%20with%20Aramark%20expires%20in%20September%20of%202021.>



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- [2]: https://drive.google.com/file/d/1b8pej8EE_cOn3S7eaqRjL3aEQ6YL8B1Q/view?usp=sharing
- [3]: <https://www.change.org/p/western-washington-university-demand-wwu-support-black-students>
- [4]: <https://actionnetwork.org/petitions/shredthecontract>
- [5]:
<https://drive.google.com/file/d/0ByDvp1xcyf9jNkl3MUlxLXpjVnFwaWnDb0tKVnRaSlBXUFg0/view>
- [6]: <https://cpb-us-e1.wpmucdn.com/wp.wwu.edu/dist/6/4099/files/2019/02/Sustainability-Action-Plan-2017-FINAL.update02.06.2019-179c9tc.pdf>
- [7]: <https://cpb-us-e1.wpmucdn.com/wp.wwu.edu/dist/6/4099/files/2018/01/Proposal-Final-FEEDING-WESTERN.pdf>
- [8]: <https://www.pbs.org/newshour/nation/prison-strike-protest-aramark>
- [9]: <https://president.wwu.edu/mission-statement-and-strategic-plan>

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

TO: Members of the Board of Trustees

FROM: Faith Pettis, Chair, Board Finance, Audit and Enterprise Risk Management Committee

DATE: December 11, 2020

SUBJECT: **Board FARM Committee Report**

PURPOSE: Information Item

Purpose of Submittal:

Chair Pettis 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: December 11, 2020
SUBJECT: **Board Student Success Committee Report**
PURPOSE: Information Item

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: President Sabah Randhawa on behalf of Brent Carbajal, Provost and Vice President of Academic Affairs

DATE: December 11, 2020

SUBJECT: Accreditation Update and Undergraduate Student Success

PURPOSE: Discussion Item

Purpose of Submittal:

In this session, Jack Herring, the Vice Provost for Undergraduate Education will provide an update on accreditation with the Northwest Commission on Colleges and Universities (NWCCU) and new federal regulations that relate to accreditation requirements in higher education. He will also discuss student retention during the COVID-19 pandemic and ongoing efforts to support first-year students.

Background:

The US Department of Education has changed a number of regulations related to accreditation, effective 7/1/2020 (e.g. <https://www.chea.org/review-us-department-education-final-accreditation-regulations>). This includes the elimination of the previous distinction of “regional accrediting agencies”. NWCCU has also adopted a new set of criteria for accreditation this year and revised its process and calendar for review of institutional accreditation.

The efforts of WWU over the last 10 years to support first-year student retention through first-year interest groups and other forms of programming are working, with modest benefits seen across a range of students. This work is a strong foundation for meeting key strategic priorities in student success and educational equity. In the short-term, however, the COVID-19 pandemic appears to have had a small but significant negative impact on retention of first-year students; some groups of students have been impacted more than others.

Strategic Questions:

1. How will the involvement of Trustees in the accreditation be changed with the revised NWCCU renewal process?
2. President Randhawa has challenged the campus to increase overall graduation rates by 10% while closing achievement gaps for students of color. What sorts of efforts will be necessary to achieve this large step in moving WWU towards its strategic goals?

Accreditation Update and Undergraduate Student Success

Jack Herring

Vice Provost for Undergraduate Education





WESTERN WASHINGTON UNIVERSITY

Northwest Commission on Colleges and Universities (NWCCU) Accreditation

- Adopted new standards for accreditation in 2020
 - Removed the “core themes” that were reviewed in parallel to standards for accreditation
 - Split compliance issues into a separate review process to happen with a report and evaluation visit in year 6 of accreditation cycle
- Responding to new regulatory requirements approved by the US Department of Education (effective July 1, 2020)
 - End of “regional accreditation”
 - Revised definitions of the credit hour

Northwest Commission on Colleges and Universities (NWCCU) Accreditation

- NWCCU is working to hold all member institutions accountable for advancing educational equity
 - Disaggregating student success data along the lines of race, gender, income levels, etc.
 - Identifying key structural barriers to equitable student success
 - Allocating effort and resources to remediate those shortcomings

Northwest Commission on Colleges and Universities (NWCCU) Accreditation

- NWCCU is also actively supporting member institutions as they cope with the COVID-19 emergency.
 - US Department of Education granted a waiver allowing universities to offer courses online without approval for distance education from accreditors.
 - Expires December 31, 2020.
- NWCCU created an expedited process making this very easy for institutions that previously had been approved, overall, for distance education.

Academic Year	Department SLO Activity	University Assessment Activity	Accreditation Activity
2016-2017	On hiatus during accreditation year.	NSSE (SQ)	Year 7 self-study (WQ), site visit (SQ)
2017-2018	Assess one learning outcome for each degree		Year 1 report (SQ)
2018-2019	Reaffirm departmental assessment plans; assess two learning outcomes for each degree	CLA	
2019-2020*	Close-the-loop reports on curriculum improvement (delayed due to COVID)	NSSE (delayed due to COVID)	Year 3 report (WQ)
2020-2021	Close-the-loop reports on curriculum improvement (WQ); assess two learning outcomes for each degree (SQ)	NSSE (SQ)	Requested approval for all degrees online past Dec 31; approved by NWCCU
2021-2022	Close-the-loop reports on curriculum improvement	CLA	Ad-hoc report on NWCCU recommendations 5 and 6
2022-2023	Assess two learning outcomes for each degree	NSSE (SQ)	Year 6 NWCCU visit for regulatory compliance
2023-2024	Close-the-loop reports on curriculum improvement		Year 7 self-study; accreditation site visit

Student Retention During COVID-19

Retention of first-year students who entered in fall 2019 into fall 2020 was 79%. This compares to 82% in the previous three years.

- A small decline in retention was observed from fall to winter quarters
- When disaggregated, we see that the retention decrease was more significant among:
 - Out-of-state students
 - Students eligible for Pell Grants
 - First generation students
 - Asian students

WWU FIG Student Retention and Grades, 2010-2020

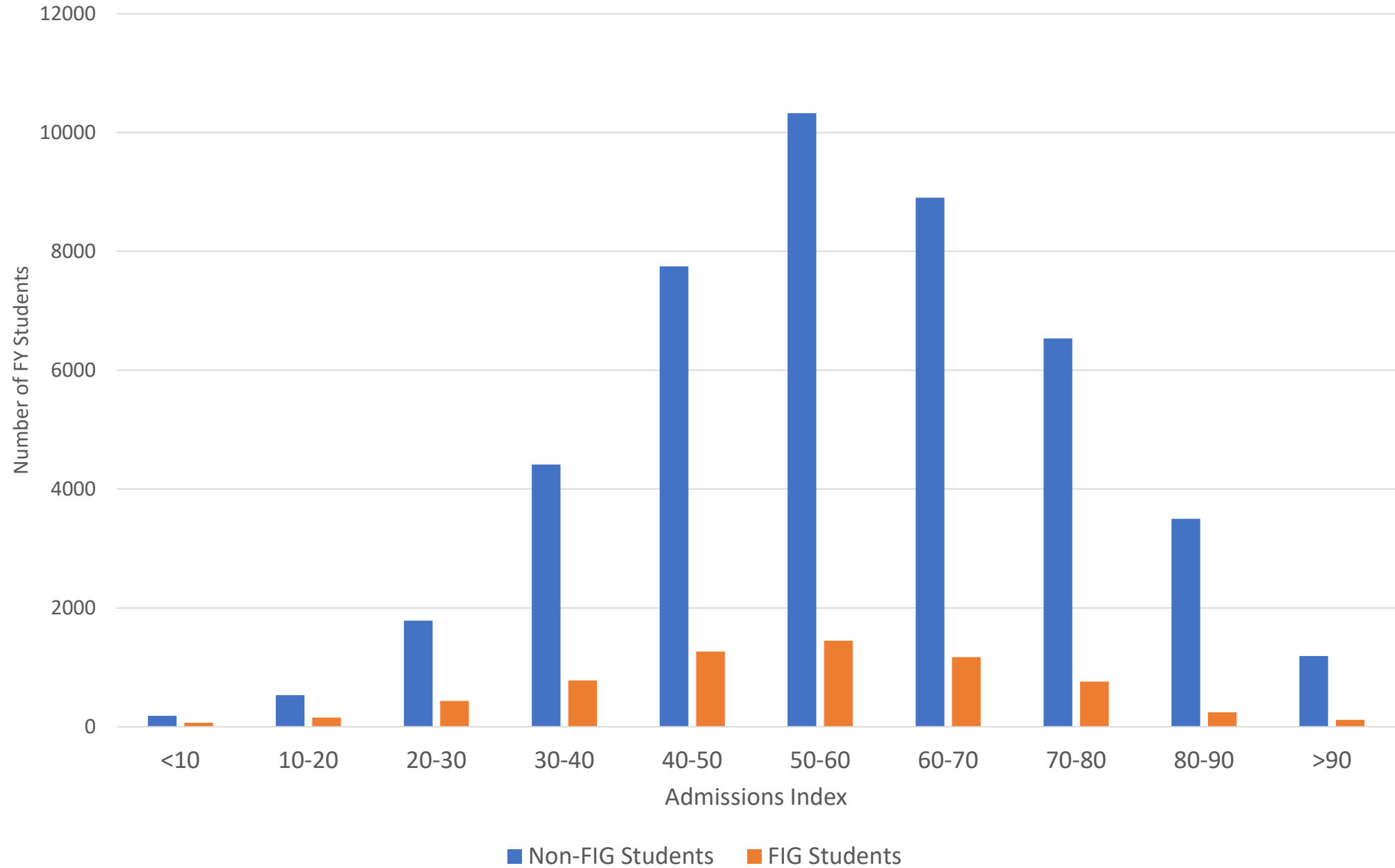
FIG Student Characteristics

- From 2010-2020, 6798 students have enrolled in a First-year Interest Group (FIG) (12.6% of all FY students)
 - This gives them a small (<25 student) seminar-style course that is linked as a co-requisite to two courses meeting General University Requirements.
- Over the decade that they have been offered, compared to students who don't take a FIG, students in a FIG
 - Have slightly lower HS GPA
 - Have less transfer/ running start credits
 - Are more likely to live on campus
 - Are more likely to be a Black or Hispanic student
 - Are more likely to be Pell Eligible

FY Students by Admission Index

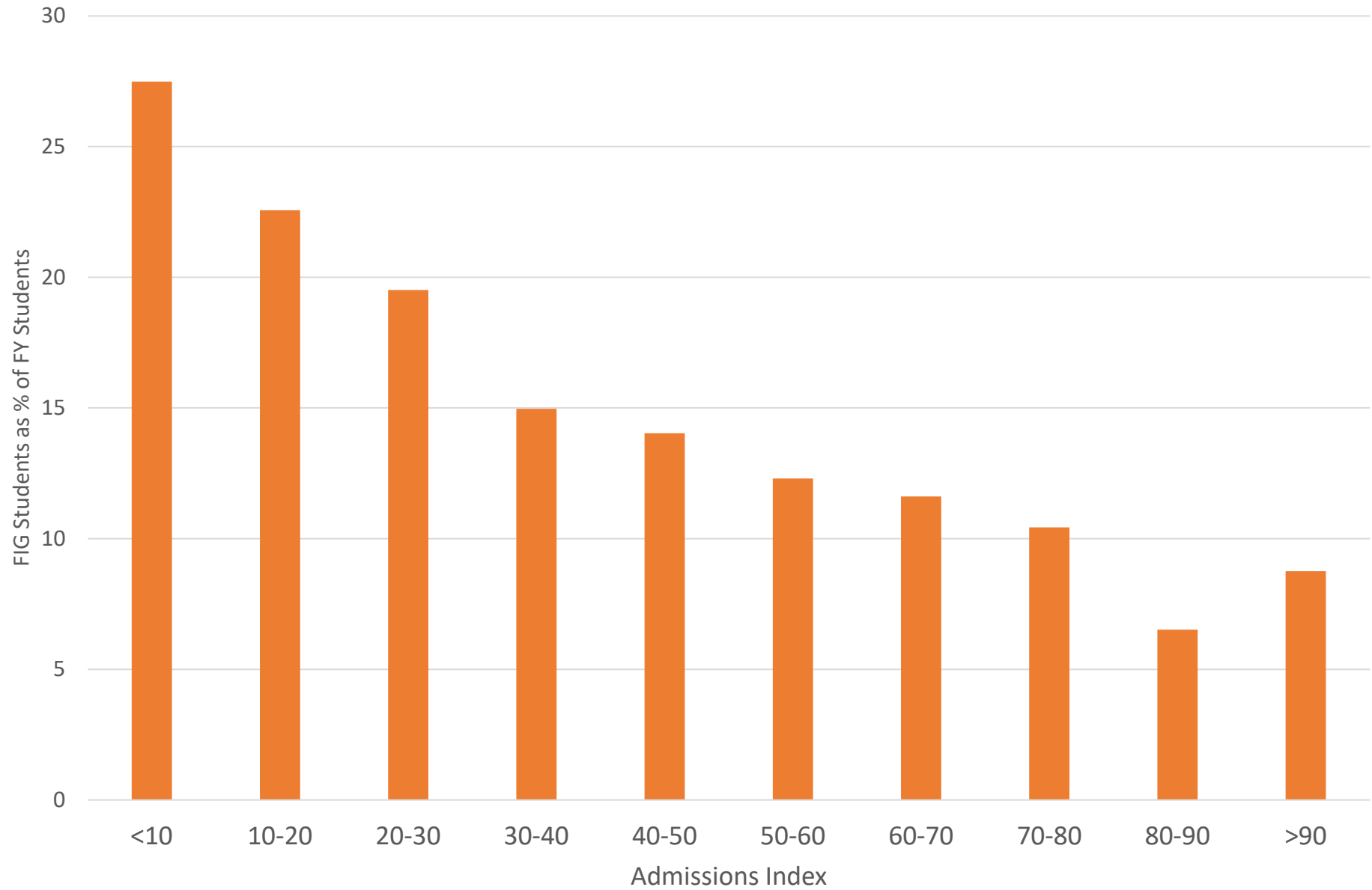
- The Admissions Index ranges from 0 to 100
 - Based on HS GPA and SAT or ACT test scores
- Average AI from 2010 to 2020 was 57
 - 60% of FY students AI was between 40 and 70

WWU FY Students by Admissions Index, 2010-2020



WWU FY Students by Admissions Index, 2010-2020

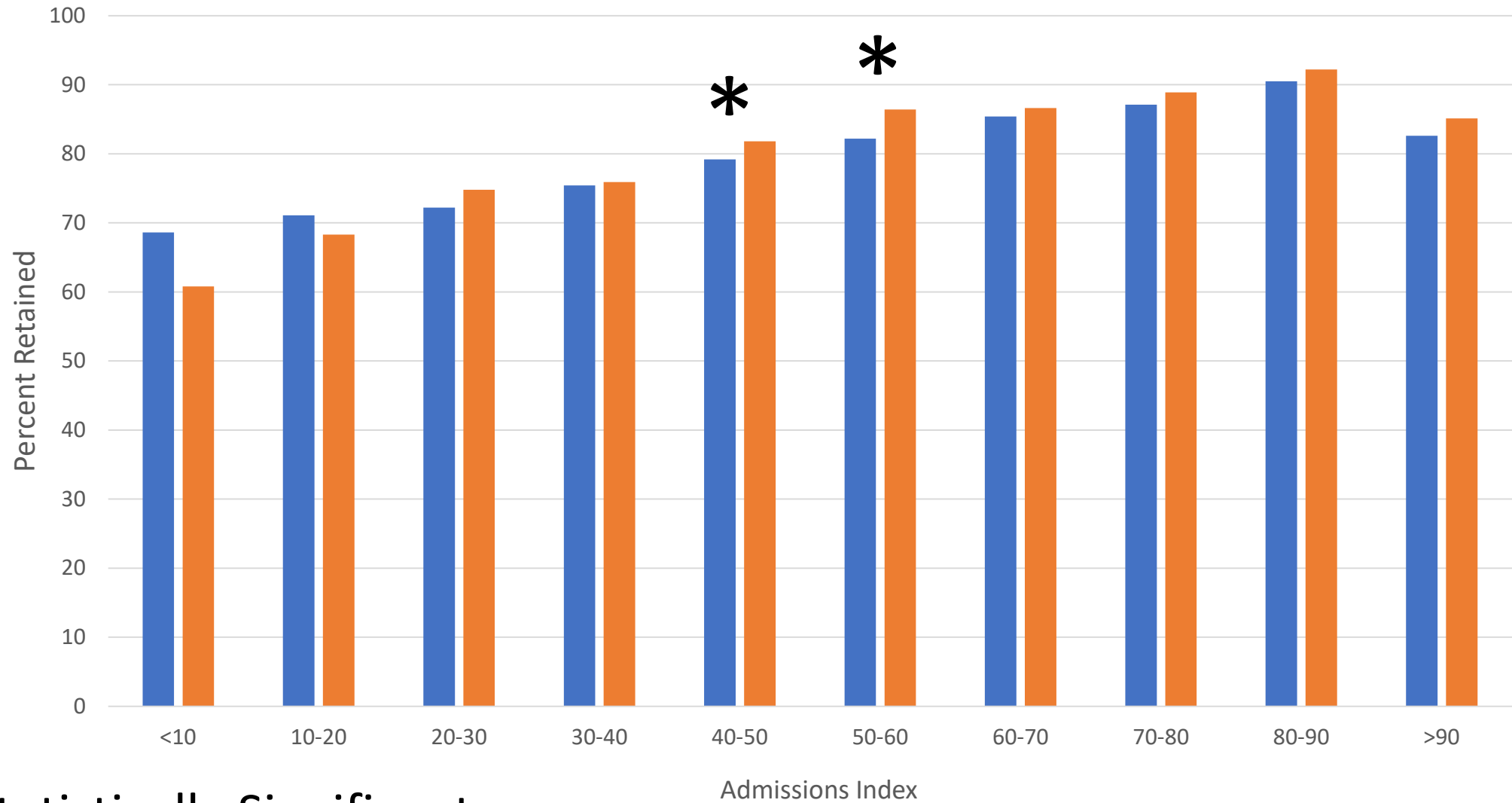
FIG Students as a Percent of Total FY



Retention of FIG students into 2nd year

- As a whole, 83.3% of FIG students were retained to the 2nd year, compared to 82.4% of non-FIG students.
- Retention of FIG students was greater than non-FIG students for those with admissions indexes of 40 to 60 at a statistical significance of $p=0.05$.
 - The only AIs where FIG retention was lower was from 0 to 20, but the difference wasn't statistically significant

Students Retained to Second Fall by Admissions Index 2010-2020



* : Statistically Significant

■ Non-FIG Students ■ FIG Students

First Quarter Academic Success

- Students in FIGs register for more credits and have higher grades during the first quarter than students not registered in FIGs

Quarterly GPA of Non-Fig Students During First Quarter on Campus	2.82
Quarterly GPA of Fig Students During First Quarter on Campus	2.96
Quarterly Hours Registered of Non-Fig Students During First Quarter	14.35
Quarterly Hours Registered of FIG Students During First Quarter	14.90

Questions? Comments?

**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
Faye Gallant, Executive Director, Budget and Financial Planning

DATE: December 11, 2020

SUBJECT: **Comprehensive Budget Overview**

PURPOSE: Discussion Item

Purpose of Submittal:

This presentation will provide a comprehensive overview of all University funds, including allocation history to divisions, major revenue and expenditure categories, revenues and expenditures of state, auxiliary, dedicated and local funds, grants and contracts, and trends in appropriations per student FTE, among others.

The presentation will be made by:

- Richard Van Den Hul, Vice President for Business and Financial Affairs
- Faye Gallant, Executive Director for Budget and Financial Planning

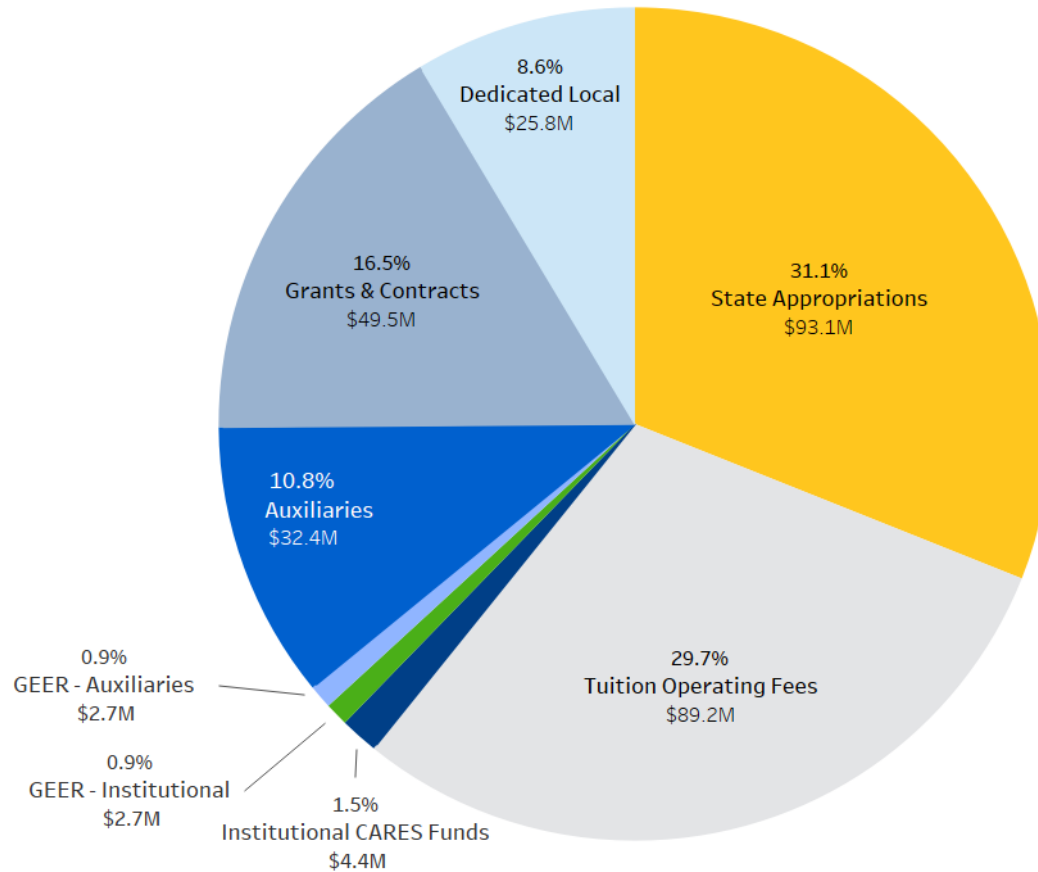
Comprehensive Operating Budget Overview

December 2020



Revenues

FY21 Estimated Revenue by Source - \$299.7M Total



FY21 Estimated State, Tuition, and Stimulus Funds - \$189.4M

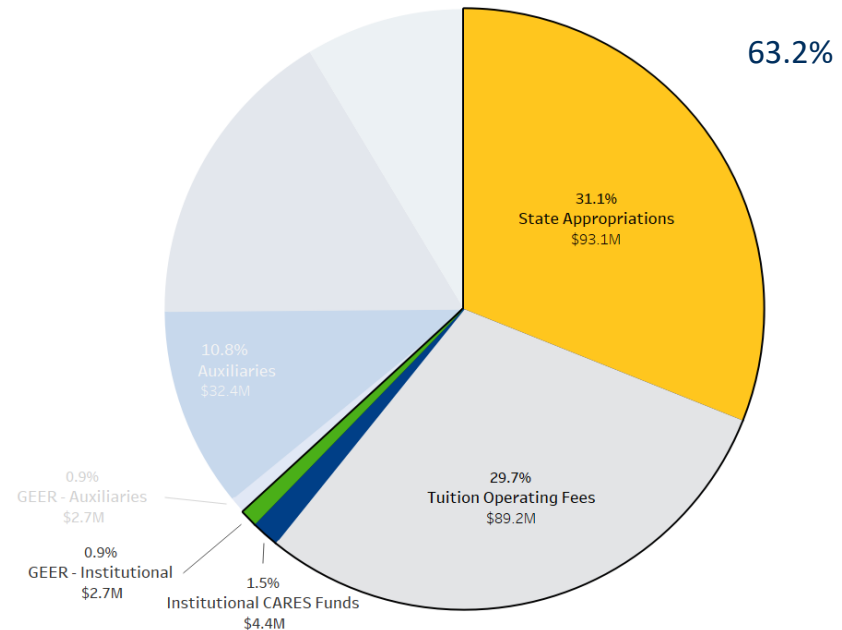
Tuition Operating Fees
31.1% of total revenue budget
\$89,172,326

State Appropriations
\$93,083,000
29.7% of total revenue budget

Stimulus Funding
HEERF and GEER via
CARES Act
\$7.3M (est.)

Administrative Services
Assessment
\$2.7M

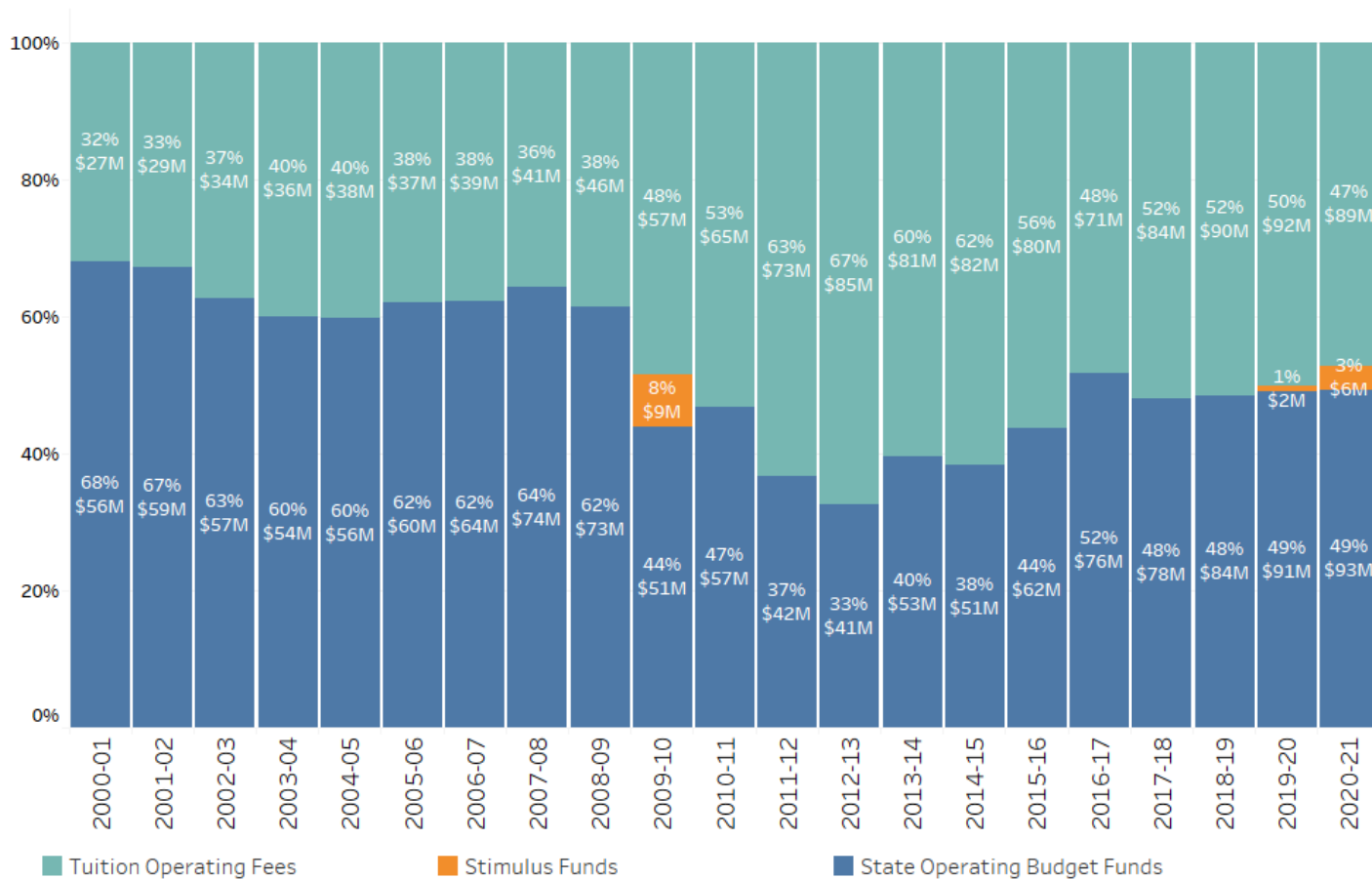
(via interdepartmental transfers;
not reflected in chart total)



Includes net tuition operating fee revenue, state appropriations, and reimbursement for auxiliary enterprises and selected dedicated local funds

Percent Share of State Appropriations vs. Net Tuition Operating Fees

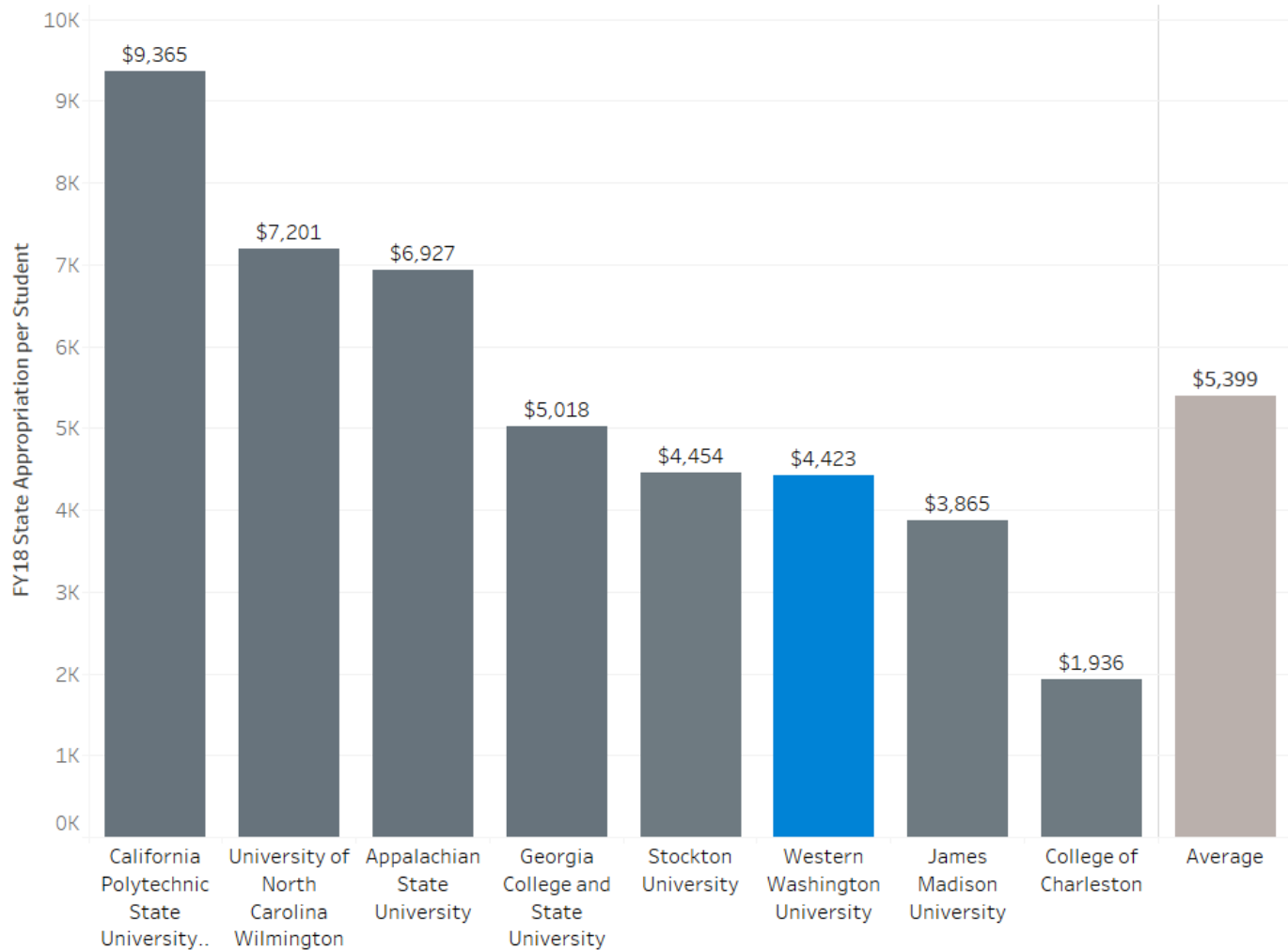
Western Washington University
Annual State Operating Budget
Percent Share of State Appropriations vs. Net Tuition Operating Fees
1991-92 to 2020-21



WA State Four Year Institutions State Funding per Budgeted FTE

		Biennium 2011-13	Biennium 2013-15	Biennium 2015-17	Biennium 2017-19	Biennium 2019-21
Research	Washington State University	\$7,003	\$7,909	\$9,608	\$8,981	\$9,868
	University of Washington	\$6,221	\$7,290	\$9,011	\$7,772	\$8,478
	Average	\$6,612	\$7,599	\$9,309	\$8,377	\$9,173
Regional	The Evergreen State College	\$4,392	\$4,958	\$6,447	\$8,321	\$10,635
	Eastern Washington University	\$4,025	\$4,584	\$6,051	\$5,783	\$6,301
	Western Washington University	\$3,542	\$4,207	\$5,864	\$6,236	\$6,745
	Central Washington University	\$3,783	\$4,419	\$5,836	\$6,237	\$6,589
	Average	\$3,936	\$4,542	\$6,049	\$6,644	\$7,567
CTCs	Community & Technical Colleges	\$4,227	\$4,526	\$5,098	\$5,985	\$7,395
	Average	\$4,227	\$4,526	\$5,098	\$5,985	\$7,395
<i>All Institutions Average</i>		<i>\$4,742</i>	<i>\$5,413</i>	<i>\$6,845</i>	<i>\$7,045</i>	<i>\$8,002</i>

Aspirational Peer Comparison FY18 State Appropriation per Student



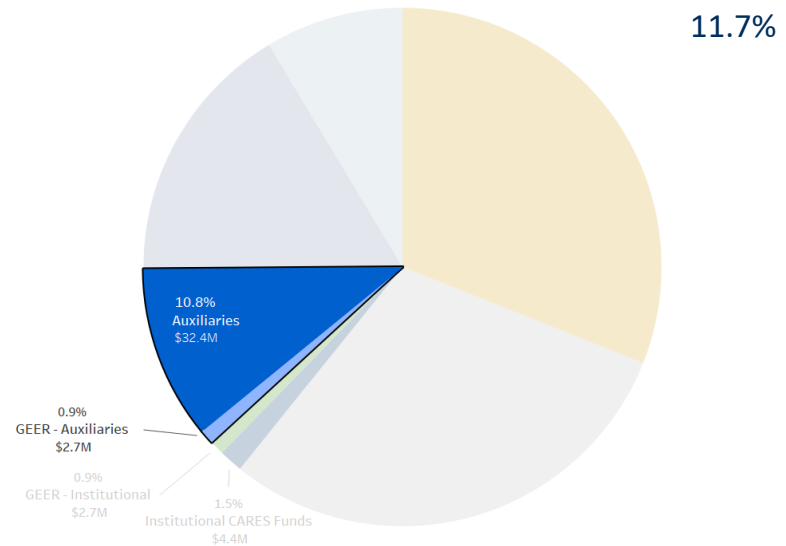
Data from IPEDS - FY2018 is the most recent final release of IPEDS finance data.

FY21 Estimated Auxiliary Enterprises Budget - \$35.1M

Housing & Dining Services
 Associated Students Bookstore
 Student Recreation Center
 Associated Students
 Athletics (portion)
 Parking Services

Other Auxiliaries
 (includes some fees)

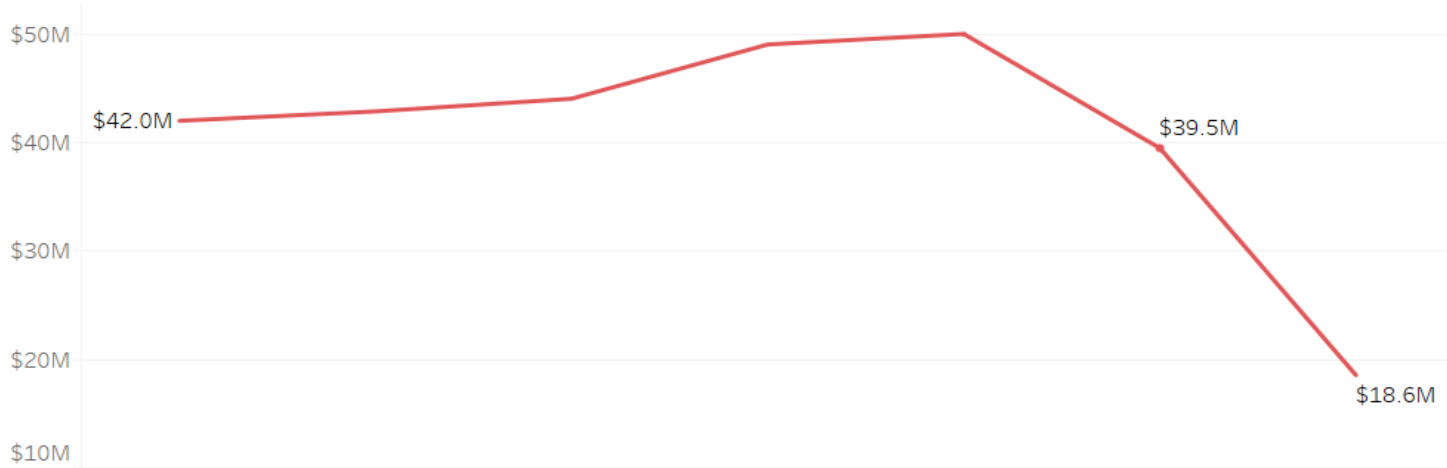
Stimulus Funding
 \$2.7M (est.)



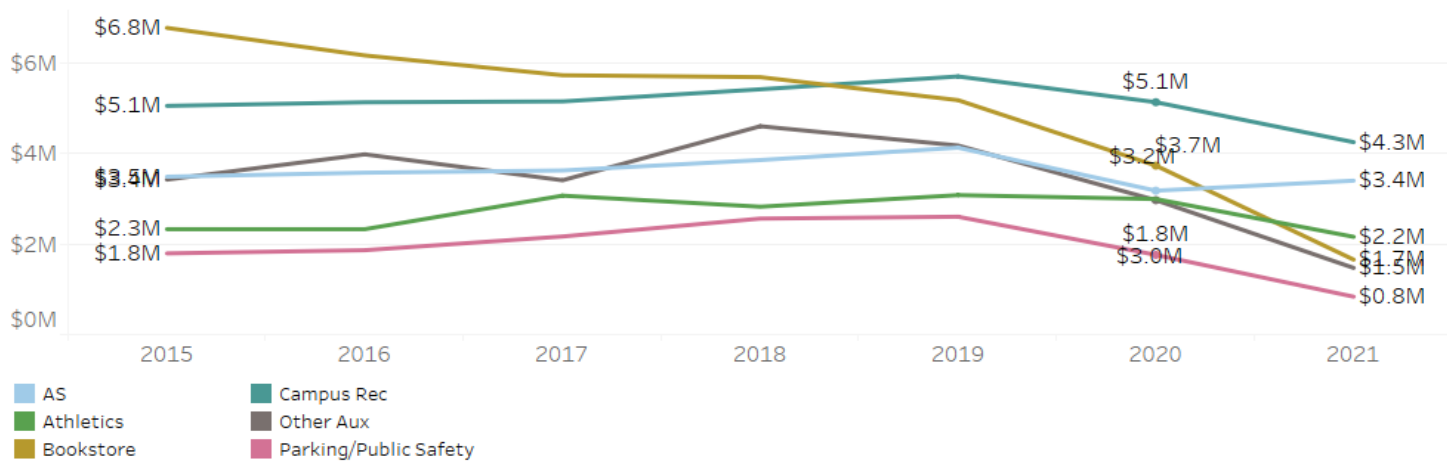
Exist to furnish goods or services to students, faculty, staff, other institutional departments, or the general public at a fee directly related to cost of goods or services. Auxiliaries are managed to operate as self-supporting activities.

FY15-21 (estimated) Auxiliary Enterprises

Housing & Dining Auxiliary



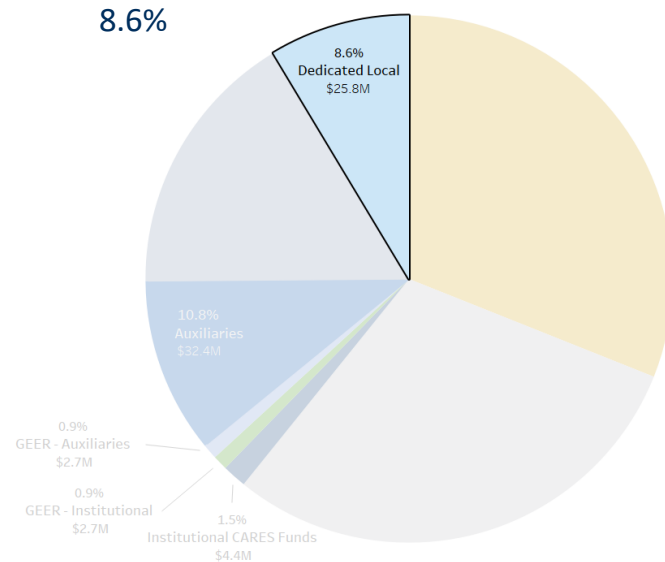
Other Auxiliaries



FY21 Estimated Dedicated Local Funds Budget - \$25.8M

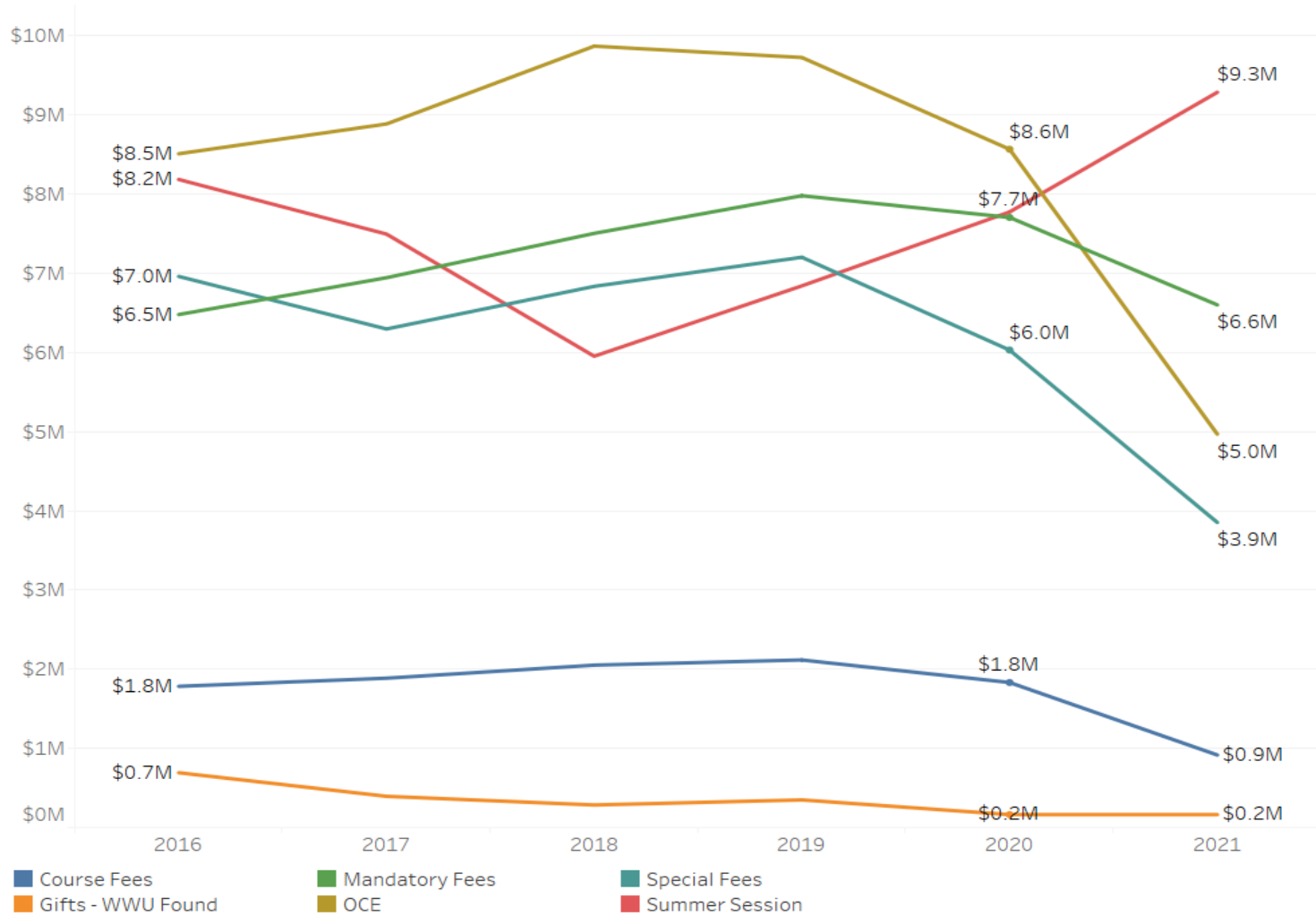
Extended Education Programs
Summer Session
Student Mandatory Fees
Course Fees

Special Fees
(examples include: application,
enrollment, orientation,
registration, and many others)



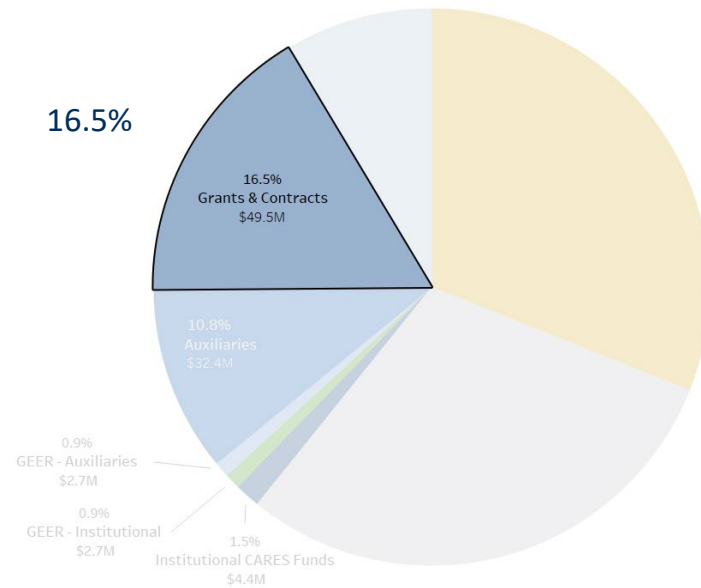
Non-state or state tuition dollars generated locally and used for a dedicated, but unrestricted purpose

FY16-21 (estimated) Dedicated Local Funds



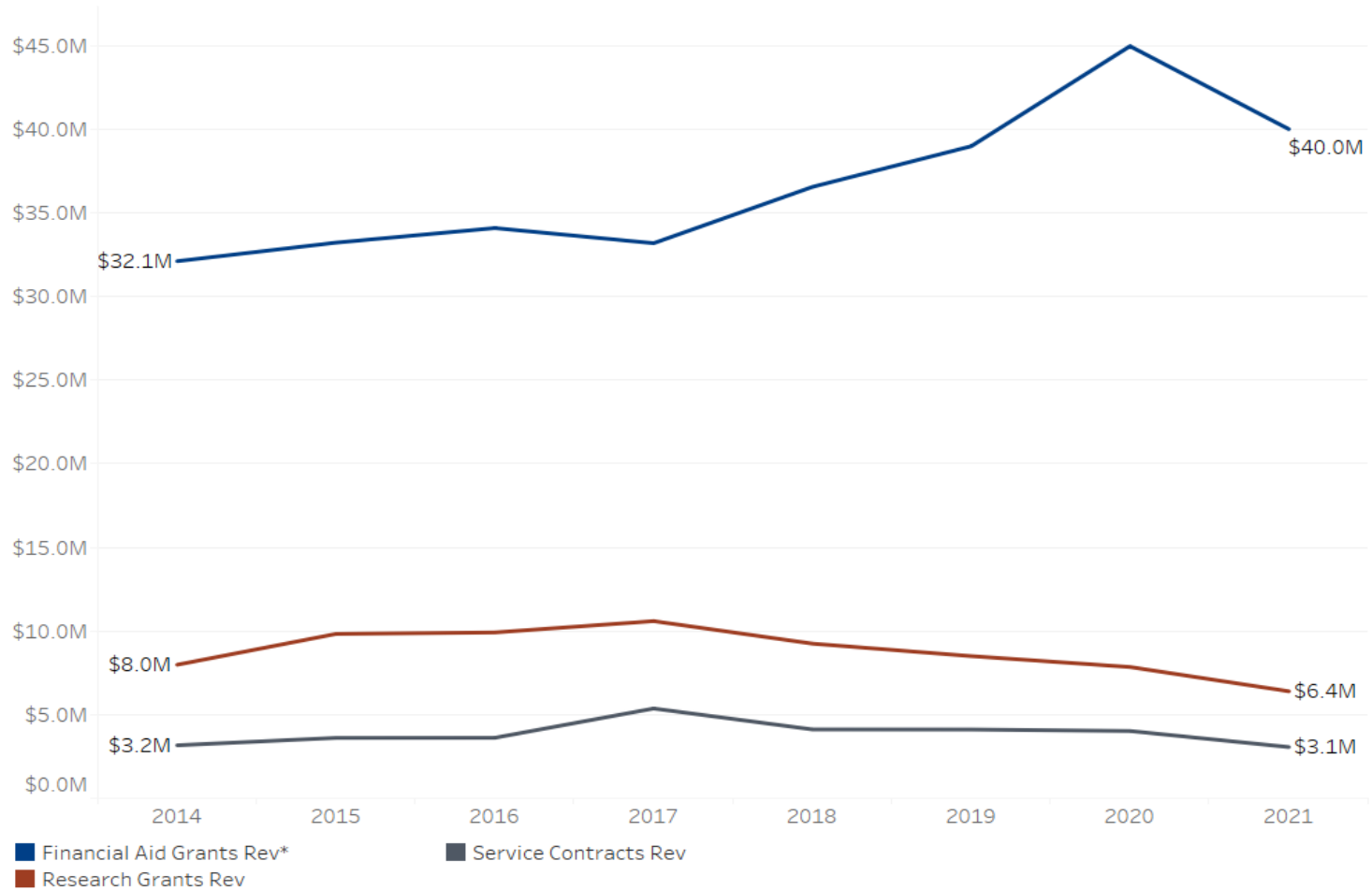
FY21 Estimated Grants and Contracts - \$49.5M

Research Grants
Service Contracts
Financial Aid



Restricted funds for a specific purpose designated by federal, state, or local government or contracting agency

FY14-21 (estimated) Grants & Contracts Revenue

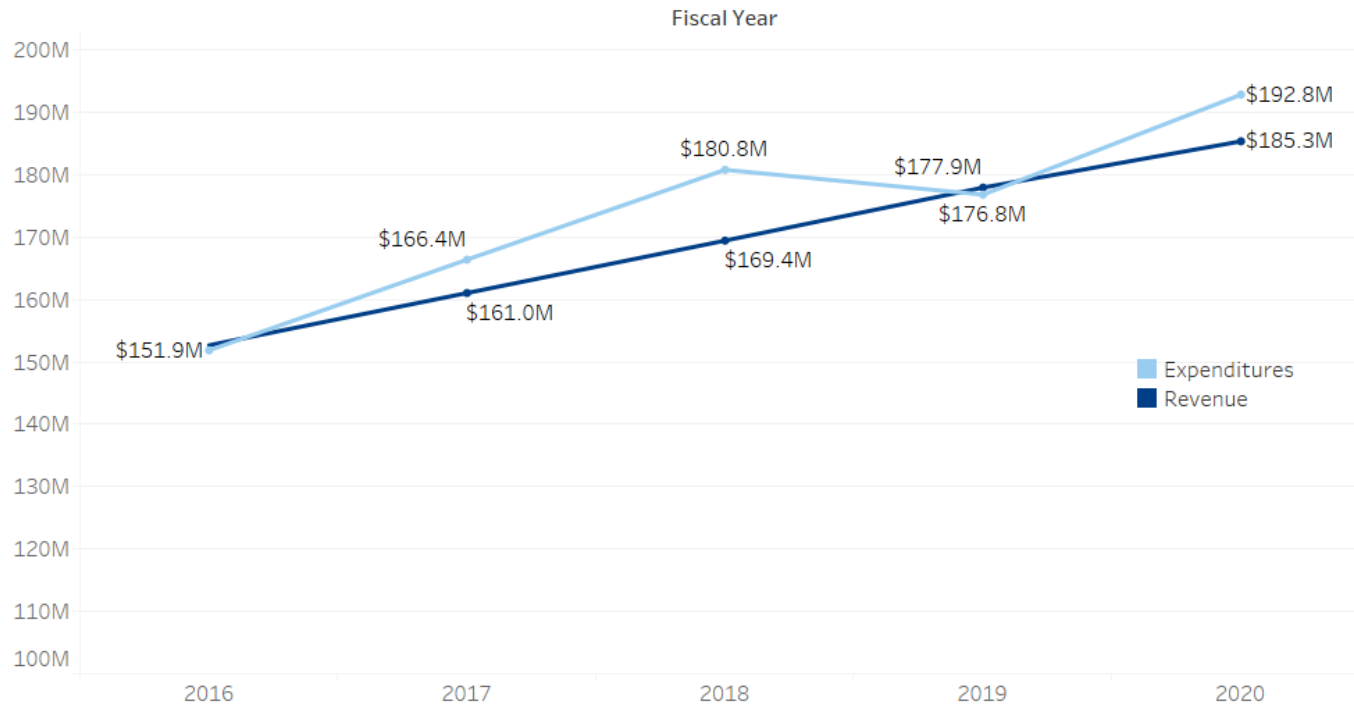


**Financial Aid grants revenue is inclusive of Financial Aid which may also be reflected as pass through to tuition operating and auxiliary revenues.*

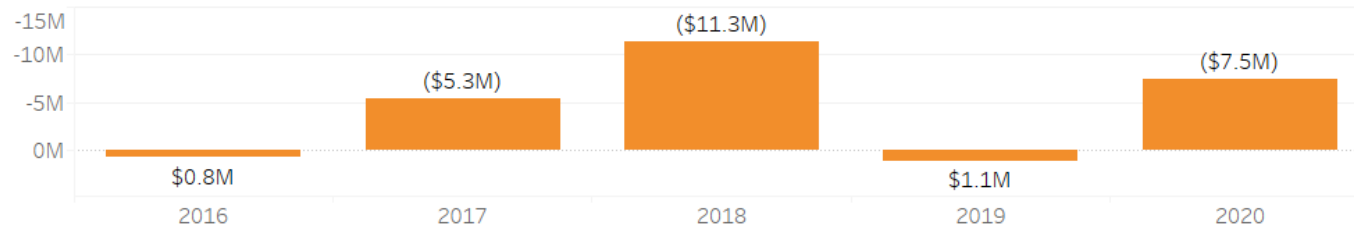
Expenditures

Revenue, Expenditures, and Operating Deficit

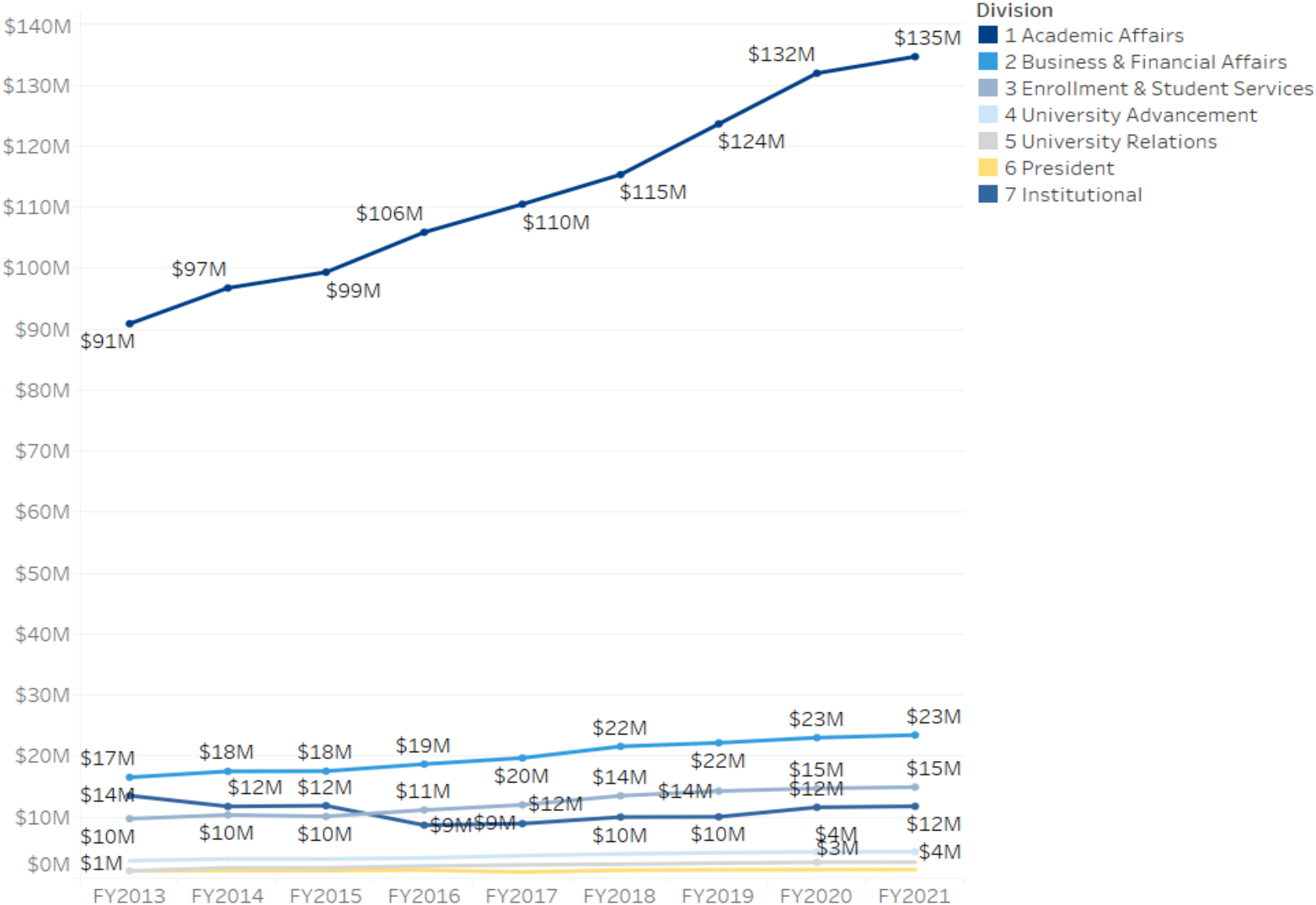
Revenue and Expenditures (including transfers)



Operating Deficit

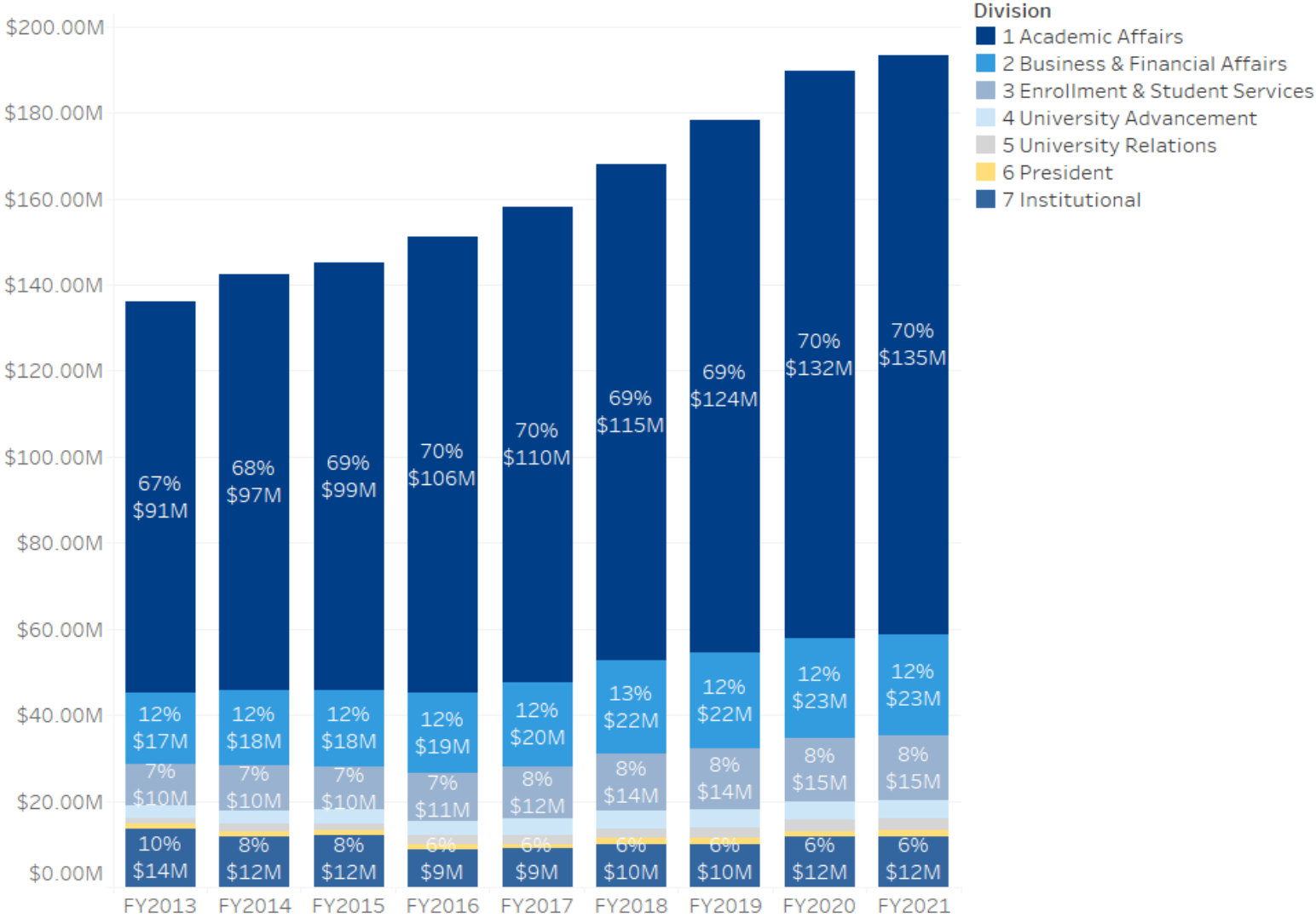


State Supported Recurring Operating Budget by Division



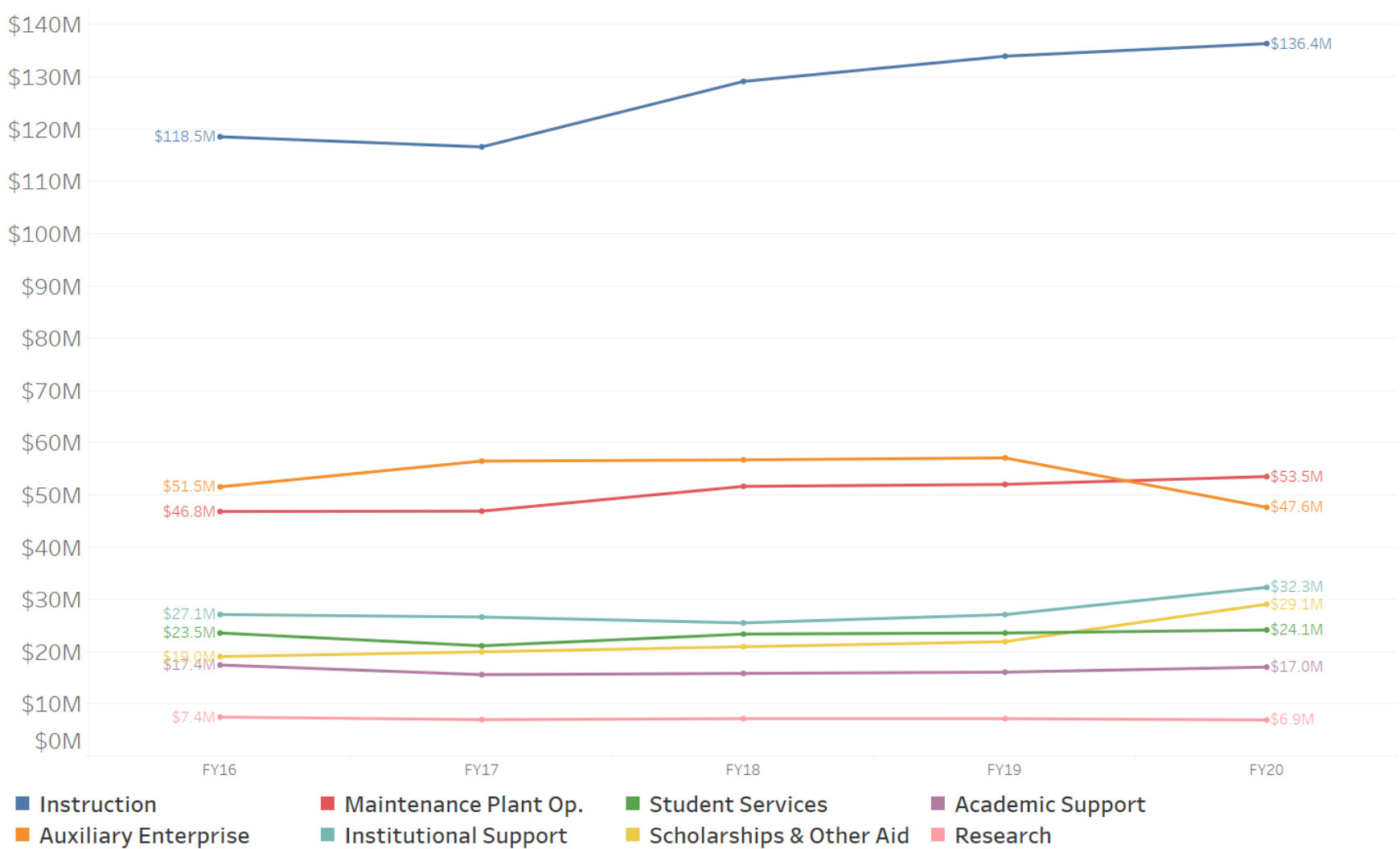
Note. This includes all base recurring state budget from prior year, mid year adjustments to recurring state budget, and new allocations of recurring state budget. The FY21 temporary 3% reductions to divisional budgets are not reflected here.

State Supported Recurring Operating Budget by Division



Note. This includes all base recurring state budget from prior year, mid year adjustments to recurring state budget, and new allocations of recurring state budget. The FY21 temporary 3% reductions to divisional budgets are not reflected here.

Expenses by NACUBO Program Classification



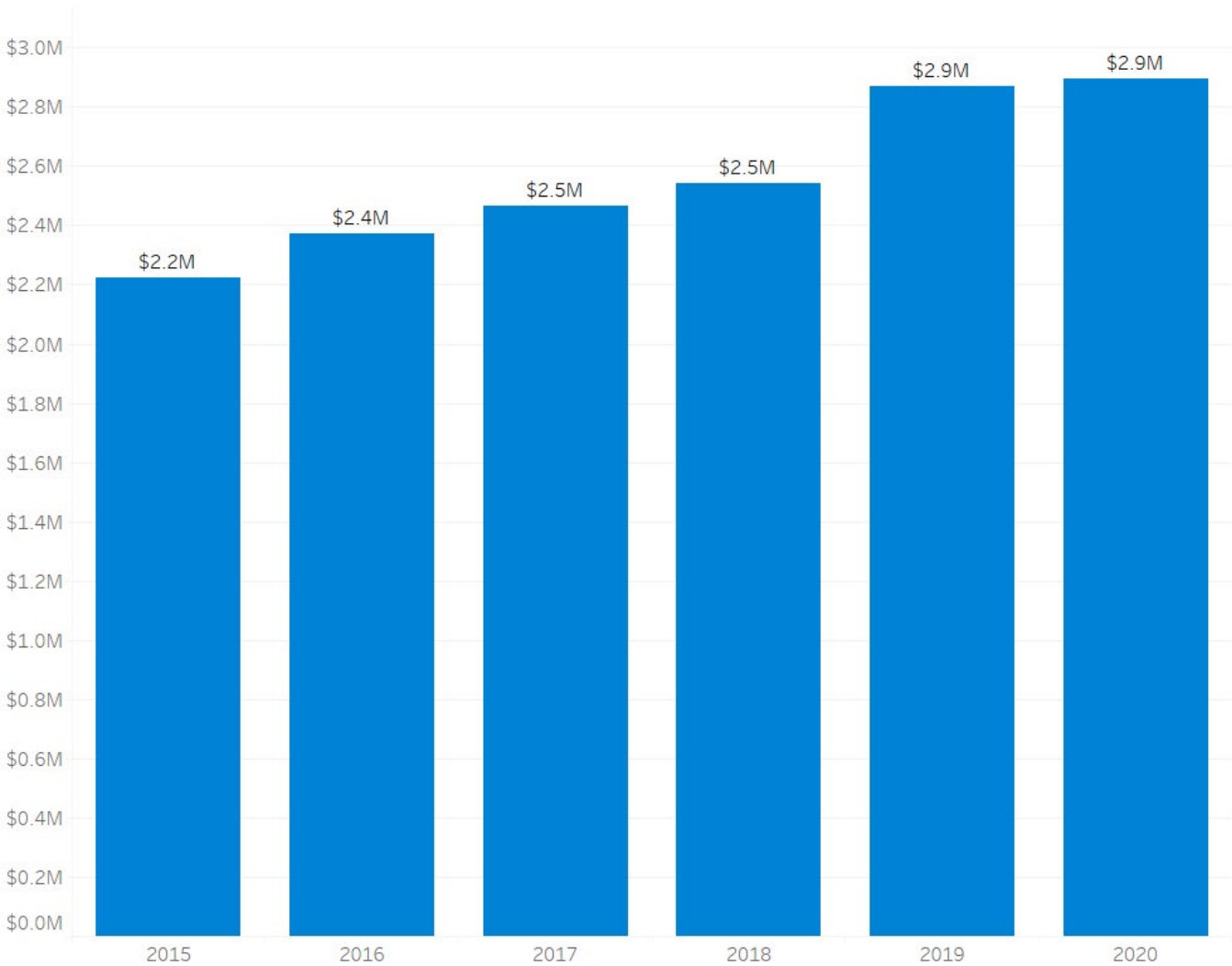
Aspirational Peer Comparison

FY18 Program Expenses as a Percent of Total Expense

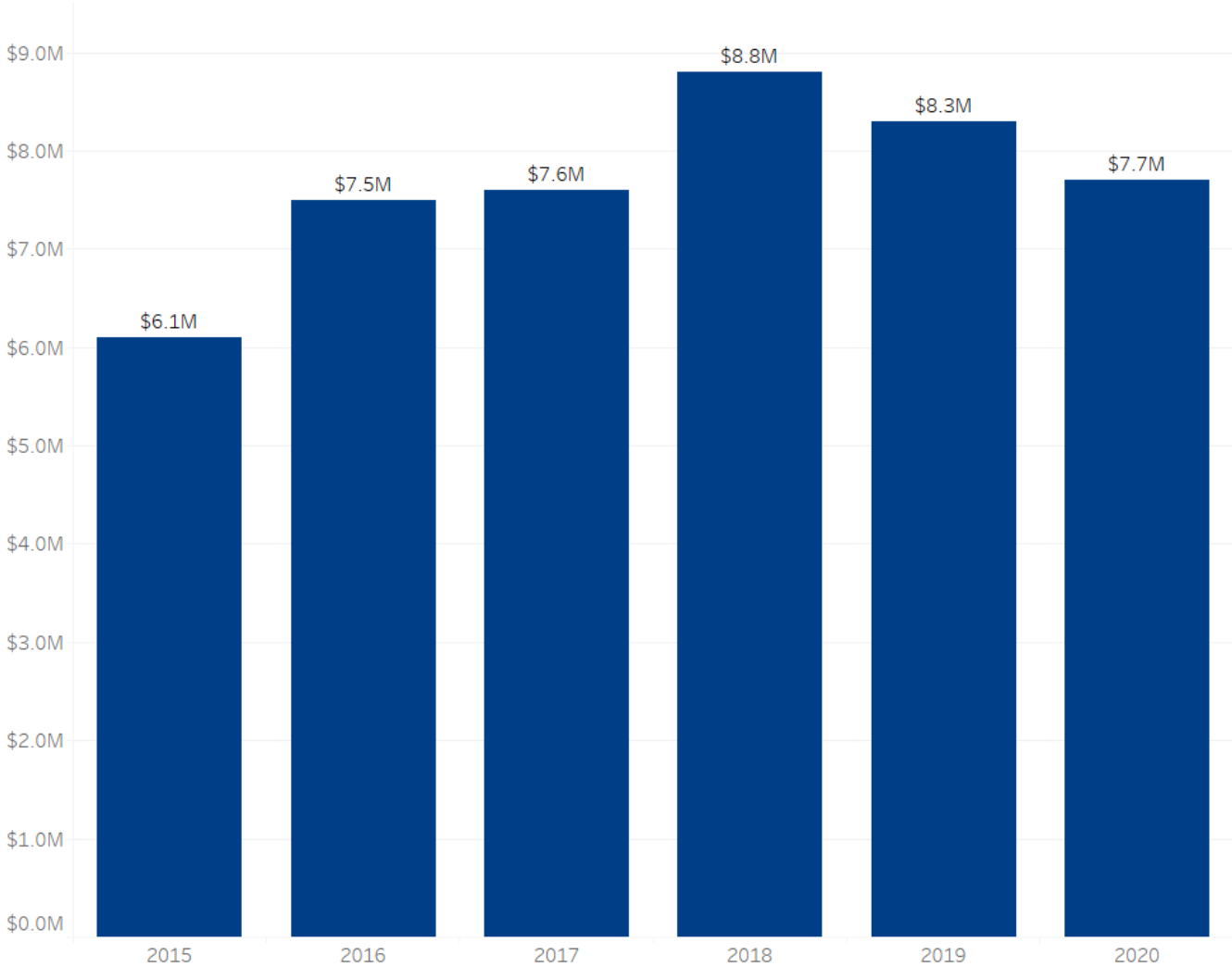
	Instruction	Research	Public Service	Academic Support	Student Services	Institutional Support	Total
Western Washington University	64.3%	3.6%	0.0%	7.8%	11.5%	12.7%	100.0%
Appalachian State University	57.3%	1.2%	3.2%	18.2%	6.0%	14.1%	100.0%
California Polytechnic State University-San Luis Obispo	55.5%	0.4%	0.1%	13.3%	18.0%	12.7%	100.0%
College of Charleston	55.6%	3.9%	1.1%	9.8%	9.4%	20.3%	100.0%
Georgia College and State University	46.5%	0.6%	4.8%	15.4%	11.5%	21.3%	100.0%
James Madison University	58.9%	0.7%	5.3%	16.4%	6.6%	12.0%	100.0%
Stockton University	39.2%	1.3%	6.6%	19.0%	15.2%	18.7%	100.0%
University of North Carolina Wilmington	56.8%	6.0%	1.8%	14.5%	7.9%	13.0%	100.0%

Data are from IPEDS - FY2018 is the most recent final release of IPEDS Finance data.

Scholarship Expenditures (scholarship dollars awarded) by Academic Year



Foundation Gifts to WWU by Fiscal Year



Additional Charts & Graphs

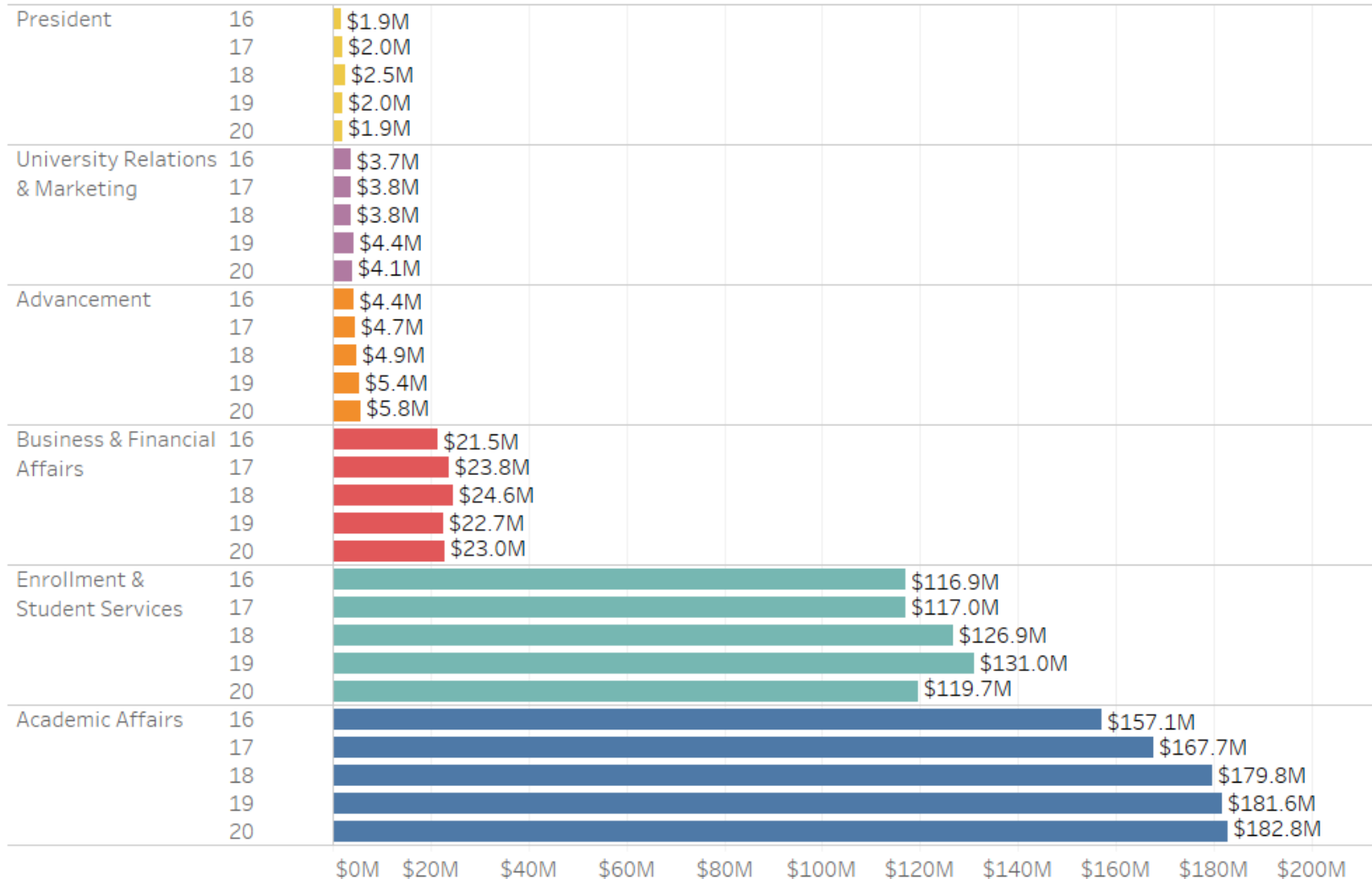
Aspirational Peer Comparison

Historical State Appropriations per Headcount

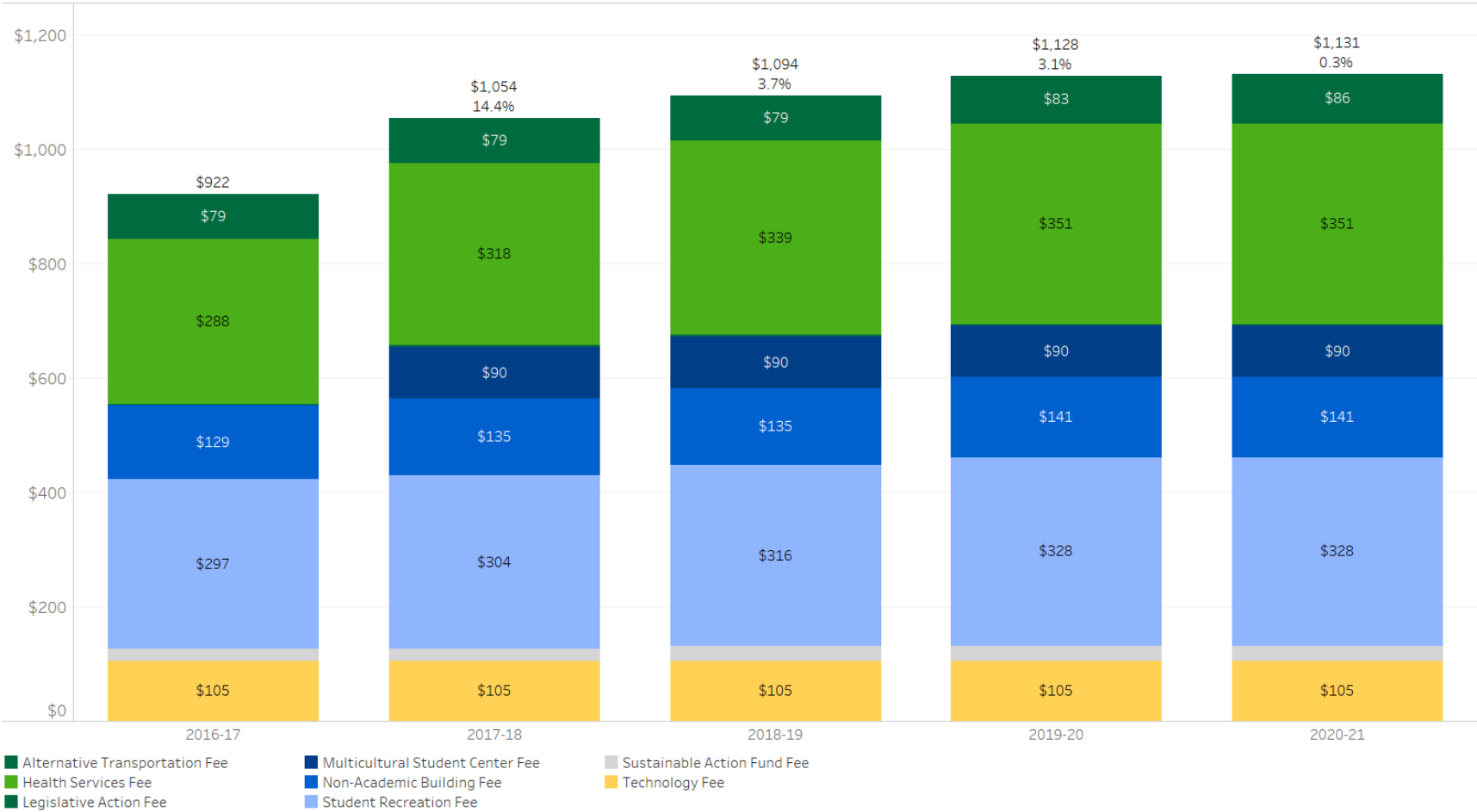
Institution		2015	2016	2017	2018
Appalachian State University	Headcount	19,548	19,516	19,974	20,285
	State Appropriations	\$127,004,801	\$133,764,390	\$138,091,358	\$140,514,281
	Funding/Student	\$6,497	\$6,854	\$6,914	\$6,927
California Polytechnic State University-San Luis Obispo	Headcount	20,916	21,717	22,168	23,630
	State Appropriations	\$111,682,679	\$116,942,838	\$131,695,736	\$221,304,834
	Funding/Student	\$5,340	\$5,385	\$5,941	\$9,365
College of Charleston	Headcount	14,052	13,720	13,539	13,258
	State Appropriations	\$21,843,143	\$22,597,031	\$26,208,867	\$25,664,019
	Funding/Student	\$1,554	\$1,647	\$1,936	\$1,936
Georgia College and State University	Headcount	7,867	7,920	7,989	7,977
	State Appropriations	\$29,636,189	\$31,536,964	\$37,490,685	\$40,028,859
	Funding/Student	\$3,767	\$3,982	\$4,693	\$5,018
James Madison University	Headcount	23,349	23,782	23,354	24,133
	State Appropriations	\$82,313,650	\$86,631,522	\$91,680,650	\$93,275,156
	Funding/Student	\$3,525	\$3,643	\$3,926	\$3,865
Stockton University	Headcount	10,014	10,089	10,221	10,976
	State Appropriations	\$41,812,067	\$39,714,278	\$40,924,492	\$48,890,683
	Funding/Student	\$4,175	\$3,936	\$4,004	\$4,454
University of North Carolina Wilmington	Headcount	16,708	16,714	18,287	18,997
	State Appropriations	\$100,845,533	\$114,065,933	\$124,217,703	\$136,796,170
	Funding/Student	\$6,036	\$6,825	\$6,793	\$7,201
Western Washington University	Headcount	16,870	17,291	17,475	17,782
	State Appropriations	\$49,623,384	\$62,469,383	\$76,135,377	\$78,652,047
	Funding/Student	\$2,942	\$3,613	\$4,357	\$4,423
Average	Headcount	16,166	16,344	16,626	17,130
	State Appropriations	\$70,595,181	\$75,965,292	\$83,305,609	\$98,140,756
	Funding/Student	\$4,230	\$4,486	\$4,820	\$5,399

Data are from IPEDS - FY2018 is the most recent final release of IPEDS finance data.

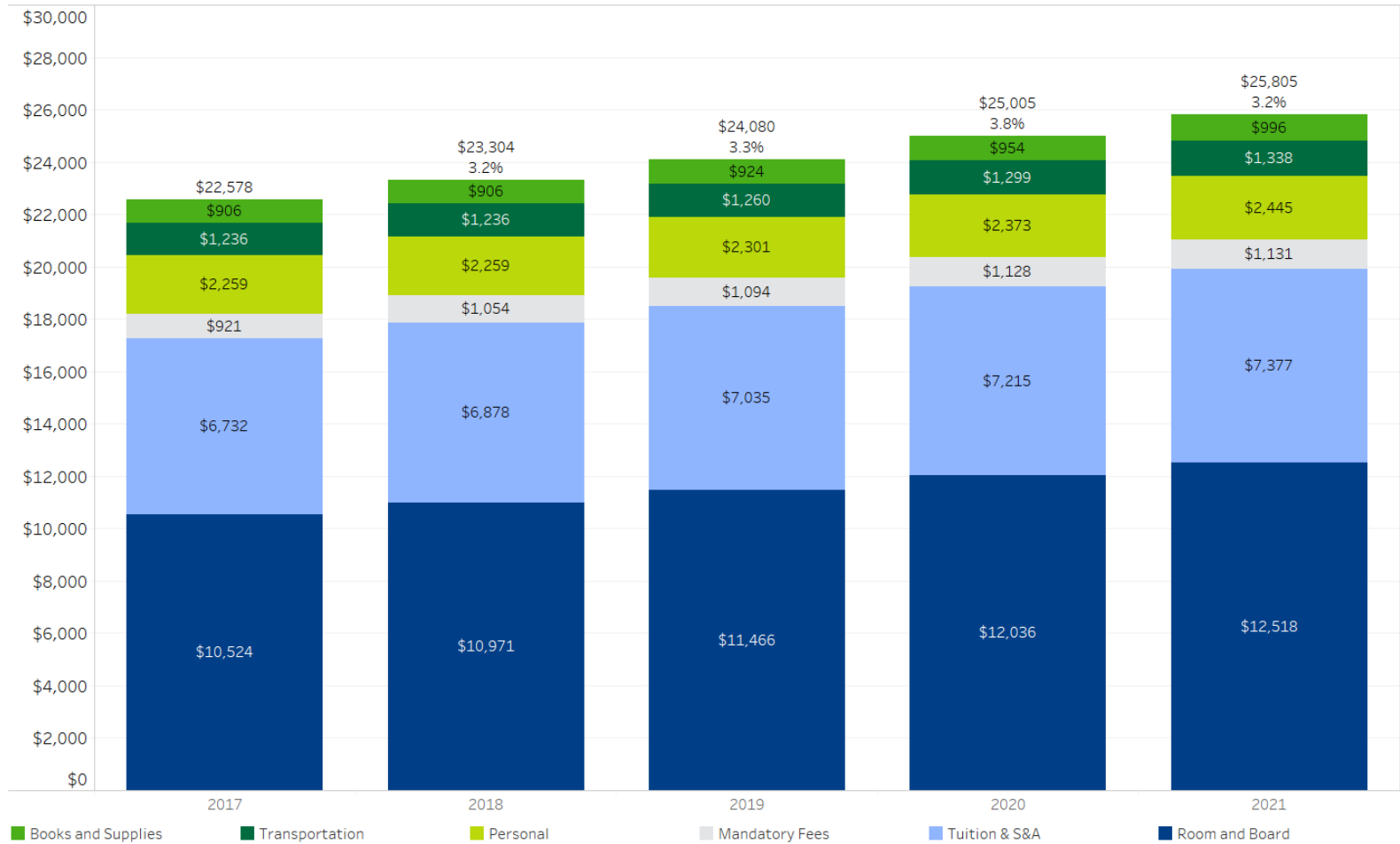
Expenditures by Division



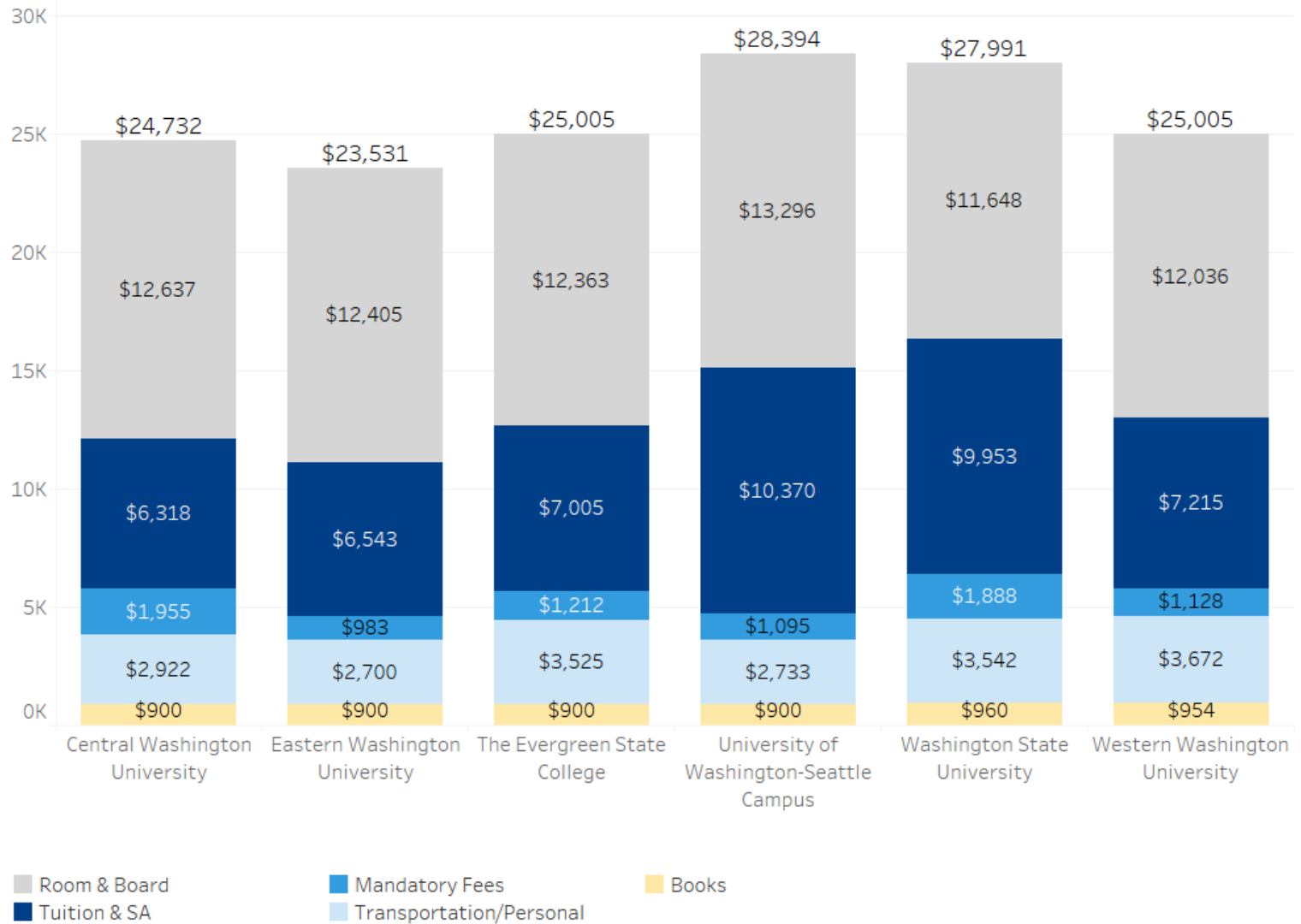
WWU Mandatory Fees



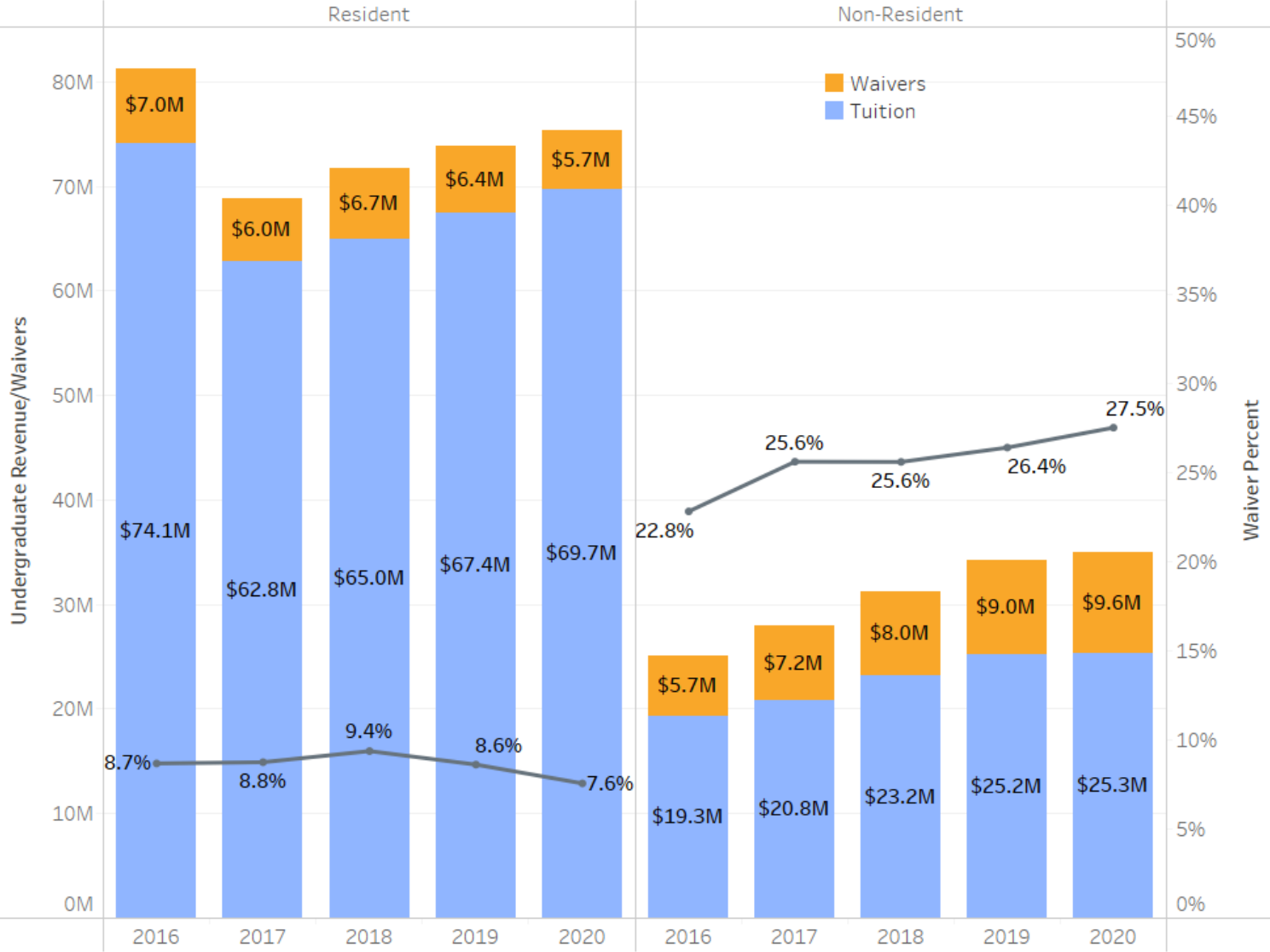
WWU Historical Cost of Attendance



Average FY20 Cost of Attendance for WA Four Year Public Institutions



Undergraduate Tuition Revenue & Waivers as a Percent of Gross Tuition Revenue



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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by
Melynda Huskey, Vice President for Enrollment and Student Services
Richard Van Den Hul, Vice President for Business and Financial Affairs

DATE: December 11, 2020

SUBJECT: Annual Security and Fire Safety Report

PURPOSE: Discussion Item

Purpose of Submittal:

Provide the Board of Trustees with information regarding Western Washington University's compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Background

In November 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (referred to as the "Clery Act") was signed into law. As a result, all institutions participating in federal student aid programs are required to:

- Prepare and distribute an annual security and fire safety report to all members of the university community (<http://www.wvu.edu/vpress/annualsafetyreport.shtml>) which sets forth the law enforcement authority of university police, includes information on where and how crimes should be reported, and discloses three years' worth of crime trends including alcohol and other drug-related statistics, arrests and disciplinary referrals for the university, areas immediately adjacent to or running through the university, and certain non-university facilities including leased housing and remote classrooms; and
- Provide timely warning to the university community of crimes which may pose a threat to the safety and/or welfare of students and employees.

Clery Crime Statistics

The Clery Act specifies the crimes/violations that are to be published. These are reflected in the 2020-2021 *Security and Fire Safety Report*, on pages **XX-YY** and include all separate campuses and all categories required by federal law. The three most recent years' worth of crime data are required to be included in the report to provide perspective and to compare crime trends year-to-year. The 2020-2021 report includes crime data for the calendar years 2017 through 2019.

Organizational Changes

In response to the recommendations made by D. Stafford and Associates, Western formed a core group that included representation from Student Life, Public Safety, and University Compliance. That group meets regularly to direct and manage the university's compliance with the Clery Act and incorporate the Stafford recommendations. A Clery Compliance Steering Committee was recently created and convened that is governed by a charter approved jointly by the Vice Presidents for Enrollment and Student Services and Business and Financial Affairs. This steering committee is chaired by the Executive Director for Student Life and the Director for Public Safety, and is comprised of key stakeholders across the university who are responsible for the various areas touched by the Clery Act.

Guidance Revision

The Handbook for Campus Safety and Security Reporting has long been a key document used by universities for Clery Act compliance guidance. In October 2020 the Department of Education rescinded the current 2016 Edition, replacing it with a new Clery-related appendix of the Federal Student Aid Handbook, after a senate task force concluded that the provided guidance and interpretation was outside of the scope of regulatory authority. The newly chartered Clery Compliance Steering Committee will consider how this change will impact Western's compliance efforts.

Annual Security and Fire Safety Report

Due to the COVID-19 pandemic, the Department of Education extended the due date for the completion and dissemination of the annual Security and Fire Safety Report from October 1 until December 31, 2020. The report is attached for your reference, and will be distributed to the University community in early December 2020.

Attachment: WWU Annual Security and Fire Safety Report



2019 Annual Security and Fire Safety Report

November 2020

**Bellingham Main Campus
Everett University Center Campus
Anacortes Campus (Shannon Point Marine Center)
Bremerton Campus
Port Angeles Campus
Poulsbo Campus (WWU Center at Poulsbo)**

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WWU Information on the Web

WWU Home Page: www.wwu.edu

Alcohol/Drug Information: pws.wwu.edu/alcohol-and-other-drug-consultation-and-assessment-services-adcas

Annual Security Report: www.wwu.edu/vpress/annualsafetyreport.shtml

Operating Budget: budgetoffice.wwu.edu/

Campus Safety: www.wwu.edu/vpress/campussafety.shtml

Consultation & Sexual Assault Support: pws.wwu.edu/consultation-and-sexual-assault-support-casas

Office of Student Life/Dean of Students Office: wp.wwu.edu/students

Emergency Preparedness: emergency.wwu.edu

Equal Opportunity Office: www.wwu.edu/eoo/

Environmental Health & Safety: ehs.wwu.edu

New Student Services/Family Outreach: www.nssfowwu.edu/index.shtml

Prevention and Wellness: pws.wwu.edu

Title IX, Sexual Harassment and Sexual Assault: www.wwu.edu/eoo/titleix.shtml

Together Against Sexual Violence: wp.wwu.edu/sexualviolence

University Communications and Marketing: westerntoday.wwu.edu/

University Police: police.wwu.edu

Vice President for Enrollment & Student Services: www.wwu.edu/vpress/vpoffice.shtml

SAFE Campus Hotline – (360) 650-7233

General Information

ABOUT THIS PUBLICATION

The Annual Security and Fire Safety Report is published each fall by the Office of the Vice President for Enrollment and Student Services and the Office of University Communications, in collaboration with University Police, University Residences, the Office of Student Life, Prevention and Wellness Services, the Office of Civil Rights and Title IX Compliance, and Environmental Health and Safety. As part of Western's commitment to maintaining a healthy and safe living, learning and working environment, we want to make you aware of our Annual Security & Fire Safety Report. This report is developed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and provides reported crime statistics for the previous three calendar years (2017, 2018 and 2019). The report also includes institutional policies concerning campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. It is available for download at www.wwu.edu/vpress/docs/ASRCleryreport.pdf. To request a paper copy of this report, please contact the Vice President of Enrollment and Student Services Office; (360) 650-3839; vpsa.office@wwu.edu

Each year, an email notice is sent to university students, faculty and staff informing them of the availability of this report. It is also available on the Vice President of Enrollment & Student Services website at www.wwu.edu/vpress/docs/ASRCleryreport.pdf and anyone can obtain a written copy by contacting this office. Information in this publication is current as of November 2020. Subsequent changes in policy or reported statistics will be reflected in the online version of the Annual Security and Fire Safety Report.

YOUR RIGHT TO KNOW: DISCLOSURE OF CONSUMER INFORMATION

Western Washington University is committed to providing full disclosure of all consumer information required by state and federal law to all students, their families and members of the campus community. Additional information may be found at <https://www.wwu.edu/your-right-know-disclosure-consumer-information>

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Western recognizes its responsibility to provide timely information to the campus community during emergencies. In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff or faculty, the university will use every appropriate communication tool to share information with the campus community as quickly as possible. The Western Alert system, described below, uses various notification tools:

- Email messages
- Cell-phone text messages
- Social media messaging

- Voice messages over the campus fire alarm system (building enunciation)
- The Western Washington University home page (www.wwu.edu)
- The WWU Emergency Communications web site (emergency.wwu.edu)
- Desktop notification

Emergencies may be reported to University Police by dialing 3911 from a campus phone or 360-650-3911 from a non-campus phone or cell phone.

Emergency Notifications

Western Washington University is committed to ensuring the campus community receives timely, accurate and useful information in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors. Western Washington University will immediately notify the campus community upon confirmation of an emergency or dangerous situation via an emergency notification system, RAVE, that provides Western Alerts. This system is used to send emergency messages within minutes of being initiated. Notifications will be made using RAVE as well as any or all of the following: desktop notification; email messages to WWU accounts; campus building enunciation (where available); social media; WWU homepage; WWU Emergency Communications web site (emergency.wwu.edu); and local media.

When University Police become aware of a potential critical incident or emergency situation, they will confirm whether it is an emergency or dangerous situation that potentially affects the health and/or safety of the campus community. Western's Department of Public Safety is responsible for such confirmation, and may work in conjunction with Western administrators, local first responders, public health agencies, and/or the National Weather Service as they confirm.

Upon confirmation, Western will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of Responsible University Authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The following officials have been designated the authority to authorize emergency notifications/Western Alerts to provide alert, warning and safety or protection instructions:

- Director of Public Safety/Chief of Police;
- Assistant Director of Public Safety/Assistant Chief of Police;
- Any University Police command staff or officer;
- Director of University Communications & Marketing;
- Assistant Director of University Communications & Marketing;

These positions will be collectively referred to as "Responsible Authorities" for purposes of the Communication Procedures and Protocols. In reference to any of these positions, in the absence of the referenced individual, their designee will have the authority.

The departments and positions listed in the chart below will typically be responsible for developing the content and distributing the notifications as described.

If the emergency is limited to a particular segment or segments of the campus, the Director of Public

Safety/Chief of Police will typically determine the segment or segments of the community to receive the immediate notification.

The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community and will direct them to where they can receive additional information. Follow-up information regarding an incident and/or an “all clear” message (once the incident has been resolved) will be sent to impacted members of the campus community using any or all of the previously mentioned forms of notification.

Enrolling in emergency notification systems for Western Alerts

All current students are automatic recipients of Western Alerts. Faculty and staff must “opt in” to receive Western Alert text messages (e-mail alerts will be sent to your official university account automatically). To “opt in” to receive Western Alert text messages, students, faculty, and staff should login to their MyWestern account online at mywestern.wvu.edu and click on “Web4U.” To “opt in” to receive Western Alert text messages, students, faculty, and staff should login to their MyWestern account online at mywestern.wvu.edu and click on “Web4U.” Select “Personal Information,” then “Cell Phone – View/Update.” Enter your cell phone number, and finish by pressing the “Update” button. Text messaging will only be used to communicate with you in two circumstances: during an event deemed an imminent threat to the health and safety to campus and during periodic tests of the Western Alert system.

Parents, relatives and community members also can opt-in to receive Western Alerts at www.getrave.com/login/wvu

Testing the Western Alert emergency notification system

The university tests the Western Alert emergency notification system on at least a biannual basis, to ensure that it is working properly. These tests will be carefully identified and widely publicized. Please be advised that your cell phone service provider may apply a small standard text message fee when you receive an emergency alert. For more information on Western’s emergency preparedness and response procedures, visit emergency.wvu.edu

WWU Crime Notices/ Timely Warnings

In the event a crime is reported to have occurred within Western’s Clery Geography, that in the judgment of the Director of Public Safety/Chief of Police, and in consultation with Responsible Authorities (when time permits), constitutes a serious or continuing threat to the community, a campus-wide WWU Crime Notices will be issued. The University may issue a WWU Crime Notice for the following: arson; aggravated assault; criminal homicide; domestic violence; dating violence; robbery; burglary; sexual assault; hate crimes; and stalking. The University may also issue a WWU Crime Notice for alcohol, drug, and weapon arrests or referrals that may cause a continuing threat to the community. University Police will distribute these warnings through a variety of ways, including but not limited to emails, posters, web postings, and media. The purpose of the WWU Crime Notice is to notify the campus community of the incident and to provide information that may enable the community to take steps to protect themselves from similar incidents. The University will issue WWU Crime Notices on a case-by-case basis after considering the following criteria: (1) one of the above listed crimes are reported; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the safety of other

members of the campus community because of this crime.

WWU Crime Notices are typically written and distributed by the Director of Public Safety/Chief of Police and/or Director of University Communications & Marketing or their designees.

A WWU Crime Notices will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or timeframe of the incident;
- A brief description of the incident;
- Suspect description(s) when deemed appropriate and if there is sufficient detail (see below);
- Western Washington University Police & Bellingham Police contact information;
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips);
- Other information as deemed appropriate by the Director of Public Safety/Chief of Police (or designee in Western's Department of Public Safety).

The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert.

An institution is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor. The University may also issue WWU Crime Alert in other circumstances, which may pose a significant threat to the campus community.

Reporting Crimes on Campus

The University Police Department encourages anyone who is the victim of or witness to a crime to promptly report the incident to police. To report a crime or emergency from an on-campus phone, dial 3911. To report a crime or emergency from a cell phone or off campus phone, dial 360-650-3911.

When using a cell phone, it is important to remember that 911 does not automatically reach University Police; instead, it goes to a central dispatch location in Bellingham.

All students, faculty, and staff are encouraged to pre-program their cell phone with the University Police emergency number, 360-650-3911. On-campus police dispatchers are available 24 hours a day, 7 days a week.

When calling to report a crime or other emergency, on or off-campus, be prepared to:

- Clearly identify yourself;
- State where you are calling from; and
- Briefly state the nature of your call.

If possible, stay on the line unless the dispatcher tells you that it's okay to hang up. If assistance is required from off campus, the dispatcher will summon appropriate police, fire, and/or medical services.

In cases involving sexual assault, dating or domestic violence, stalking, or sexual harassment, initial contact may be made by calling Western’s confidential Consultation and Sexual Assault Support Services’ (CASAS) voice mail at 360-650-3700. CASAS staff works with survivors to access all available resources in an effort to ensure that students continue to be academically successful and have the support necessary to heal from the incident(s). Resources and support are also available to assist students whose partner, friend or family member has experienced an act of violence.

Emergency blue light call boxes are located throughout the campus, in parking lots and commonly travelled areas. The emergency call boxes are blue and white, and have a blue light glowing above them. Each is connected directly to the University Police dispatcher and coded so the location of the phone is automatically identified.

A map of emergency call box locations is available online from Campus Accessibility Map, Equal Opportunity Office, Western Washington University at www.wvu.edu/map/?features=accessibility by selecting “emergency phones” under “Features.”

In addition, exterior courtesy phones with an emergency call button are located at the main entrance of each campus residence hall. The emergency call button connects directly to the University Police dispatcher and is coded so the location of the phone is automatically identified.

For additional information on reporting crimes on campus, contact University Police at 360-650-3555 or visit the Department of Public Safety website at www.wvu.edu/ps/police/index.shtml

For information on reporting crimes at Western’s off-campus sites, see page 8 in this document.

<p align="center">Separate Campus 2019</p>	<p align="center">Campus Safety and Security Departments (Report a Crime)</p>
<p>Anacortes Campus WWU at Shannon Point Marine Center 1900 Shannon Point Rd Anacortes, WA 98221</p>	<p>(360) 293-2188 (360) 650-7400</p>
<p>Bellingham Campus (Main Campus) Western Washington University 516 High St Bellingham, WA 98225</p>	<p>University Police (360) 650-3911 (Emergency Dispatch) (360) 650-3555 (Non-Emergency) University.Police@wwu.edu http://police.wwu.edu</p>
<p>Bremerton Campus WWU at Olympic College Bremerton 1600 Chester Ave Bremerton, WA 98337-1699</p>	<p>Campus Security (360) 475-7800 SecurityOfficers@olympic.edu https://www.olympic.edu/services/campus-security</p>
<p>Everett Campus WWU at Everett University Center 915 N Broadway Everett, WA 98201-1390</p>	<p>Campus Safety, Security & Emergency Management (425) 388-9990 oasecurity@everettcc.edu https://www.everettcc.edu/administration/cwt-security/security</p>
<p>Port Angeles Campus WWU at Peninsula College 1502 E Lauridsen Blvd Port Angeles, WA 98362</p>	<p>Campus Safety and Emergency Management (360) 417-6559 http://pencol.edu/services/campus-safety</p>
<p>Poulsbo Campus WWU at Olympic College Poulsbo 1000 Olympic College Place, NW Poulsbo, WA 98370-7198</p>	<p>Campus Security (360) 475-7800 SecurityOfficers@olympic.edu https://www.olympic.edu/services/campus-security</p>

CONFIDENTIAL CRIME REPORTING PROCEDURES

Western encourages community members to report crimes promptly to help ensure a safer campus. If you are the victim of or witness to a crime and you do not want to pursue formal action through the University or police, please consider making a confidential report to University Police. Confidential reports can be made to police by requesting non-disclosure to the public of personally identifying information. Depending on the circumstances of the report, you may be able to maintain confidentiality while taking steps to keep the community safe. Confidential reporting allows the University to keep and share accurate statistics on the number and types of reportable crimes that occur on campus, and to alert the campus community to possible danger. When confidential reports involve possible sexual assault, dating violence, domestic violence or stalking, all details of these reports are made available to the University’s Title IX Coordinator/Equal Opportunity Office. The university completes publicly available recordkeeping requirements, including Clery Act reporting and disclosures, without the inclusion of identifying information about the victim(s).

ASSOCIATED STUDENTS PROGRAMS

LEGAL INFORMATION CENTER: Works to help students understand their legal rights and responsibilities and make informed choices, and encourages students to take an active role in their own legal issues through peer education, programs and events, and various resources. as.wvu.edu/legalinfo 360-650- 6111.

QUEER RESOURCE CENTER: Provides programs, safe space, and resources to students who identify as Queer and their allies. as.wvu.edu/qrc 360-650-6120.

WOMXN'S IDENTITY RESOURCE CENTER: Supports and enables students who hold marginalized gender identities and expressions to fully and actively participate on WWU’s campus. We strive to build a community that promotes: exploration of identities through an intersectional lens; solidarity against violence; and critical thinking around gender, race, culture, and other aspects of identity and social issues. as.wvu.edu/womxn 360-650-6114.

CAMPUS SECURITY AUTHORITIES

While Western encourages all community members to promptly report crimes to police, some may prefer to report to other individuals or offices. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. Campus security authorities at Western include the following staff:

University Residences

housing.wvu.edu/
All Resident Directors, the Assistant Directors of Residence Life, Manager of Guest/Housing Operations and Director of University Residences

Athletics

www.wvu vikings.com/
All head coaches and the Director of Athletics

Campus Recreation Services

www.wvu.edu/campusrec/
Director and Associate Director, and Assistant Director of Sports Clubs

Office of Student Life

wp.wvu.edu/students/

Associate Dean of Students/Executive Director – Student Life, Case Manager/Conduct Officer

Viking Union

Executive Director -Student Engagement, Assistant Director and Coordinator of Student Activities, Club Activities Coordinator, and Ethnic Student Center Manager.

Prevention and Wellness Services

www.wvu.edu/pws/

Director, Risk Reduction Specialist, Health Educator, Health Promotion & Communications Specialist, Suicide Prevention Specialist and Men’s Violence Prevention Specialist

Disability Access Center

disability.wvu.edu

Director and Disability Access Managers

Public Safety

www.wvu.edu/ps/

Police Chief, Assistant Chief, all Sergeants, Corporals and Officers

More Campus Security Authorities: Vice President of Enrollment and Student Services, Assistant Attorney General(s), Title IX Coordinator, Assistant Director of Civil Rights and Title IX Compliance, Deputy Title IX Coordinator, Manager of Compliance, Title IX/ Civil Rights Investigator.

Please Note: Professional, pastoral counselors, and individuals providing advocacy services for survivors of violence are not required to report crimes disclosed to them when acting in their professional roles; as a result, incidents shared with them may not be included in Western’s published crime statistics unless also reported to University Police or to a campus security authority. Counselors are encouraged to inform students they are counseling of the option to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.

Campus Safety

The safety and well-being of all members of the campus community is of great concern to Western. Many departments and employees are dedicated to making the campus a safe place to live and work. A safe environment depends on the cooperation and involvement of all students, staff, and faculty in looking out for themselves and for one another. We encourage all members of the Western community to use this report as a guide for safe practices, both on and off campus.

UNIVERSITY POLICE

The Western Washington University Police Department employs 15 officers, all of whom are commissioned by the state of Washington. They receive the same training and are vested with the same powers of law enforcement as city, county, and state police officers.

The University Police Department has primary responsibility for law enforcement on campus. They work closely with federal, state, and local law enforcement agencies, and have mutual-aid agreements in place with the

Bellingham Police Department, Whatcom County Sheriff's Office, Washington State Patrol, and the police departments of Central Washington University, Eastern Washington University, The Evergreen State College, Washington State University, and the University of Washington.

University Police officers investigate all crimes reported on campus and enforce all applicable criminal and traffic laws. Persons cited or arrested by University Police have their cases adjudicated in Bellingham Municipal Court, Whatcom County District Court, and/or Whatcom County Superior Court.

University Police officers respond to all on-campus emergencies and provide a variety of public services, including bicycle registration and crime prevention education and assessment (e.g., reviewing building plans to assure campus security). During the academic year, University Police employs an average of 20 Public Safety Assistants (also known as "Green Coats"). These students are trained to assist police by providing services such as dispatching, safety escorts, and vehicle/foot patrols. They also check academic buildings and residence halls for unsecured doors and windows, and report hazardous conditions. Public Safety Assistants are on duty every day.

The University Police Department is located in the Campus Services Building at 2001 Bill McDonald Parkway, and operates 24 hours a day, 7 days a week.

CRIME PREVENTION PROGRAMS

Crime prevention programs are sponsored by various campus offices and organizations throughout the year. University Police, Environmental Health and Safety, Prevention and Wellness Services, Civil Rights and Title IX Compliance, and the Associated Students' Resource and Outreach Programs share information with students, faculty and staff, through new student and faculty/staff orientation sessions, drop-in programs, public education efforts, and residence hall programs (upon request).

Prevention and Awareness Programs

Prevention and Wellness Services and the Civil Rights and Title IX Compliance office work together to provide comprehensive, integrated initiatives, strategies, and campaigns intended to end sexual violence, sexual harassment, intimate partner violence, and stalking. Programming is culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to changing community needs, research/best practice-based, and assessed for value, effectiveness, and accomplishing desired outcomes. Programming follows a public health model of addressing large social health problems and includes consideration of environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Prevention programming implements the values of providing positive messaging, encouraging students to make choices about their sexual and intimate relationships that follow an ethic of safety and autonomy for self and others. Programs provide key information and definitions related to these crimes, and also teach essential skills for safe and effective intervention. Bystander Empowerment programming provides the awareness, knowledge, skills, and confidence to act to promote individual and community safety. In-person workshops aim to build safe environments for candid discussions and honest reflection about the complex and important work of creating healthy sexual and intimate relationship practices.

Prevention Campaigns Include:

- Skills and knowledge for building healthy intimate relationships
- Nonviolent communication and conflict resolution skills
- Navigating consent
- Building empathy for survivors of abuse and assault
- Trauma-informed responses and skills for effectively supporting survivors of abuse or assault
- Conditions that contribute to violence
- Technology and relationships
- Alcohol, substance use and consent
- Intersections of sexual/domestic violence and stalking with other forms of identity-based violence
- Practicing moral courage and interrupting harmful or potentially harmful behaviors (Bystander Intervention)
- Establishing group and team norms that promote safety and respect for people of all identities
- Opportunities for self-reflection and commitments to behavior change
- A call to action on campus and in participants' communities
- Clear statement of behaviors that are prohibited
- Local legal definitions for key terms: dating violence, domestic violence, sexual assault, stalking, and consent
- Options for bystanders to intervene in potentially dangerous situations
- Warning signs of abuse and information on risk reduction
- Procedures/options available for a survivor if sexual violence occurs, including:
 - Preservation of evidence
 - Options for reporting
 - Assistance through the reporting process
 - The right to choose not to report – to anyone including the police
 - Rights of survivors and institutional responsibilities (including assistance in implementing no contact orders)
 - Potential outcomes of reporting - possible sanctions and available protective measures that may be implemented
 - Information about how confidentiality will be protected
 - Procedures for institutional disciplinary process and action
 - Campus and community services for survivors
 - Options for changing academic, living, transportation and working situations regardless of whether a report is made to law enforcement

WWU Mandatory Sexual Violence Prevention Programming

Western requires all matriculated first-year undergraduates and graduate students and all matriculated second-year students to complete a mandatory Sexual Assault Prevention online training.

This training helps create a shared understanding of the societal issue of sexual violence, an issue particularly critical to college students. It highlights healthy relationships, the importance of obtaining consent, and the ways you can help a friend or someone in need. It also explains Western's policies, resources, and reporting options regarding sexual violence and ensures that learners are aware of their rights under Title IX.

The training includes:

- The definition of domestic violence, dating violence, sexual assault, and stalking in Washington, and other states
- A statement that Western prohibits these offenses
- The definition of consent in reference to sexual activity
- Safe and positive options for bystander intervention
- Information on risk reduction to recognize warning signs of abusive behavior
- A description of the Western's ongoing prevention and awareness campaigns for students and employees
- Information regarding Western's procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking
- A statement of policy regarding the institution's programs to prevent dating violence, domestic violence, sexual assault,

and stalking, and of procedures that the institution will follow when one of these crimes is reported

The required trainings are coordinated by staff based in Prevention & Wellness Services and assisted by many other Western departments.

During the 2019-2020 academic year, this online training was completed by:

- 4,778 new undergraduate students
- 237 new graduate students
- 6,410 continuing Western students
- 267 student athletes

Bystander Intervention Training

Bystander Intervention Training provides a definition of the process and the skills for action. It teaches safe and positive options for acting that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking, in-order to ensure safety and prevent sexual violence.

The process of Bystander Intervention Training includes empowering individuals through:

Awareness and knowledge:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence
- Making the choice to act
- How to assess when it is safe to intervene directly. Never put one's self in harm's way.

Skill acquisition:

- Identifying and overcoming barriers to intervening
- How to intervene in a friendly and assertive manner
- How to approach the situation in a positive manner, staying level-headed, non-judgmental and open-minded
- How to use curiosity and questions effectively
- Identifying a wide variety of safe and effective intervention options for interventions

Confidence to act when the need arises:

- Practice taking action to intervene in a variety of circumstances that may occur
- Identify what would help ensure that action is taken and how to make that happen

Specific Safe and Effective Options Include:

Direct options can be implemented individually, or others can be enlisted to assist or act as allies.

Direct options:

- Approach the situation and ask questions, such as “do you need help?”
- Remove one of the individuals from the situation
- Speak up about the offensive remark or the inappropriate action
- Express your concerns - talk to all parties involved about your concerns
- Create distraction
 - Attracting the attention of either individual involved
 - Asking either party for information or help with something

- “Aren’t you Jane’s friend? Can you help me find her?”
- “I’m having a ‘wardrobe malfunction and really need you to help me with...”
- Engaging either party in a conversation:
 - “Don’t I know you? Didn’t I see you in Red Square the other day?”
 - “I just love that shirt. Where did you get it?”

Indirect options:

- Ask a friend/another bystander to step in
- Call 911 or another authority for assistance – this may also include asking the host of an event to step in
- Find other ways to get involved or disrupt an apparent risky situation
- Check your perception of the situation with others you trust – then decide the best course of action

For additional information contact University Police at 360-650-3555, Environmental Health and Safety at 360- 650-3064, or Prevention and Wellness Services at 360-650-2993.

WESTERN STUDENT SHUTTLE

The Western Student Shuttle provides late-night transit service to all students with a valid Western I.D. from 11 p.m. – 3 a.m. Monday through Saturday and 9 p.m. – 3 a.m. on Sunday. Additional information, including routes and schedules, is available at www.wvu.edu/transportation/westernstudentshuttle.shtml

PERSONAL SAFETY ESCORTS

University Police provides personal safety escorts to or from any location on campus. To request a safety escort, call 360-650-3555.

DAILY CRIME AND FIRE LOG

The Daily Crime and Fire Log for the most current sixty days is available for viewing during regular business hours in the lobby of the University Police department located in the Campus Services building or online at <https://police.wvu.edu/daily-crime-and-fire-log>. Any portion of the Daily Crime and Fire Log for incidents older than 60 days will be made available for public inspection within two business days of a request.

REGISTERED SEX OFFENDERS

The Campus Sex Crimes Prevention Act of 2000 is a federal law that provides for the tracking of registered sex offenders enrolled at or employed by institutions of higher education. The law also requires institutions to issue a statement advising members of the campus community where they can find information on registered sex offenders who are enrolled at or employed by the university.

In Bellingham, information regarding registered sex offenders may be obtained through the Bellingham Police

Department, the Whatcom County Sheriff’s Office, or the Washington Association of Sheriffs and Police Chiefs (online). Information is also available, in person, from the University Police Department. The University policy regarding community notification can be found at www.wvu.edu/policies/policy5000.shtml

Bellingham Police Department	360-778-8800
University Police	360-650-3555
Whatcom County Sheriff’s Office	360-778-6600
	Online. www.cob.org/PIRSexOffenders/
or	www.sheriffalerts.com

SAFE CAMPUS HOTLINE

To help maintain the safety and security of Western’s community, the university has established a “SAFE Campus” hotline, 360-650-SAFE or 360-650-7233. Individuals who are concerned about a person’s actions or behavior or believe they may pose a safety risk to members of the campus community, should call the SAFE Campus hotline immediately.

All information will be screened by trained personnel and forwarded to the Threat Assessment Team or appropriate university office for follow up. The SAFE Campus number is available 24 hours a day, 7 days a week.

SECURITY AND ACCESS TO CAMPUS FACILITIES

During business hours, the university (excluding certain housing facilities) is open to all students, employees, contractors, guests, and invitees. During non-business hours, access to campus facilities is by appropriate authorization only. The University Police Department posts a schedule of building hours on their website at www.police.wvu.edu/building-hours

Keys for offices, buildings and campus residence halls are closely controlled by the University Lock Shop and by the heads of campus departments and units. Reproduction of keys is authorized by the Office of Space Administration. Individuals must sign out keys through the Lock Shop, located in the Physical Plant Building at 915 26th Street. For questions, contact the Lock Shop directly at 360-650-3687.

WEAPONS POLICY

The possession or use of firearms or other weapons on university property or at official university events by anyone other than duly appointed and commissioned law enforcement officers is strictly prohibited. Members of the campus community and visitors who bring firearms or other weapons to campus must immediately place them in the university-provided storage facility, located in the University Police Department at 2001 Bill McDonald Parkway. Failure to do so may result in criminal charges and/or disciplinary action by the University. The storage facility is accessible 24 hours a day, 7 days a week. For additional information, refer to Western’s Policy on Firearms and Dangerous Weapons at police.wvu.edu/selected-policies#firearms_and_dangerous_weapons or contact University Police at 360-650-3555.

Campus Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (also known as the Clery Act) requires the annual publication of select campus crime, arrest, and referral statistics for the previous three years. Beginning with the 1999 calendar year, the Clery Act expanded reporting requirements to include crimes and arrests occurring in certain off-campus locations.

The Office of the Vice President for Enrollment and Student Services, the Dean of Students Office and the Office of University Communications coordinate the preparation of the Annual Security and Fire Safety Report. Crime and fire safety statistics are compiled from data provided by the University Police Department, Bellingham Police Department, Bellingham Fire Department, University Residences, the Dean of Students Office, and campus security authorities.

To gather statistics for separate campuses and non-campus buildings, University Police requests information from each facility's staff as well as from local law enforcement authorities.

Non-Campus

Non-campus is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution and any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Campus: BELLINGHAM	2017					2018					2019				
OFFENSES	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded	On-Campus: Residence Halls	On-Campus: Total	Public Property	Non-Campus	Unfounded	On-Campus: Residence Halls	On-Campus: Total	Public Property	Non-Campus	Unfounded
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	8	10	0	0	0	7	8	1	0	1	7	7	0	0	0
Fondling	2	4	0	0	0	10	14	0	0	0	3	5	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Aggravated Assault	0	1	0	0	0	0	0	0	0	0	1	1	0	0	0
Burglary	5	6	0	0	0	2	4	0	0	0	7	7	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0
VAWA OFFENSES															
Domestic Violence	3	3	0	0	0	2	3	0	0	0	2	2	0	0	0
Dating Violence	1	2	0	0	0	0	0	0	1	0	1	1	0	0	0
Stalking	4	13	0	0	0	2	8	0	0	0	5	8	0	0	0
ARRESTS															
Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	11	1	0	0	0	2	1	1	0	0	2	1	0	0
Alcohol	2	15	2	0	0	1	6	1	0	0	2	6	0	0	0
REFERRALS															
Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	213	213	6	0	0	161	163	0	0	0	147	157	1	0	0
Alcohol	400	400	3	0	0	270	275	0	0	0	244	251	0	0	0
HATE CRIMES															
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	1 (Ra)	0	0	0	0	0	0	0	0
Vandalism	1 (G) 3 (Ra)	1 (G) 3 (Ra)	0	0	0	1 (E)	3 (Re) 2 (E)	0	0	0	0	0	0	0	0

Hate Crime Key: (D) Disability, (E) Ethnicity, (Ra) Race, (Re) Religion, (S) Sexual Orientation, (G) Gender, (N) National Origin, (GI) Gender Identity

Western's Separate Campuses

Note on campus crime statistics for all campuses

Beginning in 2018, campuses in Everett, Anacortes, Bremerton, Port Angeles and Poulsbo were identified as separate campuses for the purposes of reporting crime statistics. Crime statistics for these locations were included with numbers for the Bellingham main campus in 2017.

Campus: EVERETT	2017					2018 **					2019				
	On Campus: Residence Halls	On campus: Total	Public Property	Non-Campus	Unfounded	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded
OFFENSES															
Murder/Non-Negligent Manslaughter	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Fondling	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Statutory Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Incest	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Robbery	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Burglary	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Arson	—	—	—	—	—	0	0	0	0	0	0	1	0	0	0
VAWA OFFENSES															
Domestic Violence	—	—	—	—	—	0	0	0	0	0	0	1	0	0	1
Dating Violence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Stalking	—	—	—	—	—	0	0	0	0	0	0	0	0	0	1
ARRESTS															
Weapons	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Drugs	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Alcohol	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
REFERRALS															
Weapons	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Drugs	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Alcohol	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
HATE CRIMES															
Murder/Non-Negligent Manslaughter	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Fondling	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Statutory Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Incest	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Robbery	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Burglary	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Arson	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Larceny	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Simple Assault	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Intimidation	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Vandalism	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0

** Did not respond to request for statistics.

Campus: ANACORTES	2017					2018					2019				
OFFENSES	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded
Murder/Non-Negligent Manslaughter	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Fondling	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Statutory Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Incest	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Robbery	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Burglary	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Arson	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES															
Domestic Violence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Dating Violence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Stalking	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
ARRESTS															
Weapons	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Drugs	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Alcohol	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
REFERRALS															
Weapons	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Drugs	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Alcohol	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
HATE CRIMES															
Murder/Non-Negligent Manslaughter	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Fondling	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Statutory Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Incest	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Robbery	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Burglary	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Arson	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Larceny	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Simple Assault	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Intimidation	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Vandalism	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0

Hate Crime Key: (D) Disability, (E) Ethnicity, (Ra) Race, (Re) Religion, (S) Sexual Orientation, (G) Gender, (N) National Origin, (GI) Gender Identity

Campus: BREMERTON	2017					2018					2019				
OFFENSES	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded
Murder/Non-Negligent Manslaughter	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Fondling	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Statutory Rape	—	—	—	—	—	1	1	0	0	0	0	0	0	0	0
Incest	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Robbery	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Burglary	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	—	—	—	—	—	0	1	0	0	0	0	0	0	0	0
Arson	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES															
Domestic Violence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Dating Violence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Stalking	—	—	—	—	—	0	1	0	0	0	0	0	0	0	0
ARRESTS															
Weapons	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Drugs	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Alcohol	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
REFERRALS															
Weapons	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Drugs	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Alcohol	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
HATE CRIMES															
Murder/Non-Negligent Manslaughter	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Fondling	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Statutory Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Incest	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Robbery	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Burglary	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Arson	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Larceny	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Simple Assault	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Intimidation	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Vandalism	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0

Hate Crime Key: (D) Disability, (E) Ethnicity, (Ra) Race, (Re) Religion, (S) Sexual Orientation, (G) Gender, (N) National Origin, (GI) Gender Identity

Campus: PORT ANGELES	2017					2018					2019				
OFFENSES	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded
Murder/Non-Negligent Manslaughter	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Rape	—	—	—	—	—	0	2	0	0	0	0	0	0	0	0
Fondling	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Statutory Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Incest	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Robbery	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Burglary	—	—	—	—	—	0	2	0	0	0	0	1	0	0	0
Motor Vehicle Theft	—	—	—	—	—	0	0	0	0	0	0	1	0	0	0
Arson	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES															
Domestic Violence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Dating Violence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Stalking	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
ARRESTS															
Weapons	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Drugs	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Alcohol	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
REFERRALS															
Weapons	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Drugs	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Alcohol	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
HATE CRIMES															
Murder/Non-Negligent Manslaughter	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Fondling	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Statutory Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Incest	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Robbery	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Burglary	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Arson	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Larceny	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Simple Assault	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Intimidation	—	—	—	—	—	0	1 (Ra)(S)	0	0	0	0	0	0	0	0
Vandalism	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0

Hate Crime Key: (D) Disability, (E) Ethnicity, (Ra) Race, (Re) Religion, (S) Sexual Orientation, (G) Gender, (N) National Origin, (GI) Gender Identity

Campus: POUSLBO	2017					2018					2019				
OFFENSES	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded
Murder/Non-Negligent Manslaughter	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Fondling	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Statutory Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Incest	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Robbery	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Burglary	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Arson	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES															
Domestic Violence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Dating Violence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Stalking	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
ARRESTS															
Weapons	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Drugs	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Alcohol	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
REFERRALS															
Weapons	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Drugs	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Alcohol	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
HATE CRIMES															
Murder/Non-Negligent Manslaughter	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Fondling	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Statutory Rape	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Incest	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Robbery	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Burglary	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Arson	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Larceny	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Simple Assault	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Intimidation	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0
Vandalism	—	—	—	—	—	0	0	0	0	0	0	0	0	0	0

Hate Crime Key: (D) Disability, (E) Ethnicity, (Ra) Race, (Re) Religion, (S) Sexual Orientation, (G) Gender, (N) National Origin, (GI) Gender Identity

Campus: SEATTLE	2017					2018					2019				
OFFENSES	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded	On Campus: Residence Halls	On Campus: Total	Public Property	Non-Campus	Unfounded
Murder/Non-Negligent Manslaughter	—	—	—	—	—	0	0	0	0	0					
Manslaughter by Negligence	—	—	—	—	—	0	0	0	0	0					
Rape	—	—	—	—	—	0	1	0	0	0					
Fondling	—	—	—	—	—	0	0	0	0	0					
Statutory Rape	—	—	—	—	—	0	0	0	0	0					
Incest	—	—	—	—	—	0	0	0	0	0					
Robbery	—	—	—	—	—	0	0	0	0	0					
Aggravated Assault	—	—	—	—	—	0	2	0	0	0					
Burglary	—	—	—	—	—	0	2	0	0	0					
Motor Vehicle Theft	—	—	—	—	—	0	2	0	0	0					
Arson	—	—	—	—	—	0	0	0	0	0					
VAWA OFFENSES															
Domestic Violence	—	—	—	—	—	0	1	0	0	0					
Dating Violence	—	—	—	—	—	0	0	0	0	0					
Stalking	—	—	—	—	—	0	0	0	0	0					
ARRESTS															
Weapons	—	—	—	—	—	0	1	0	0	0					
Drugs	—	—	—	—	—	0	0	0	0	0					
Alcohol	—	—	—	—	—	0	0	0	0	0					
REFERRALS															
Weapons	—	—	—	—	—	0	0	0	0	0					
Drugs	—	—	—	—	—	0	0	0	0	0					
Alcohol	—	—	—	—	—	0	0	0	0	0					
HATE CRIMES															
Murder/Non-Negligent Manslaughter	—	—	—	—	—	0	0	0	0	0					
Manslaughter by Negligence	—	—	—	—	—	0	0	0	0	0					
Rape	—	—	—	—	—	0	0	0	0	0					
Fondling	—	—	—	—	—	0	0	0	0	0					
Statutory Rape	—	—	—	—	—	0	0	0	0	0					
Incest	—	—	—	—	—	0	0	0	0	0					
Robbery	—	—	—	—	—	0	0	0	0	0					
Aggravated Assault	—	—	—	—	—	0	0	0	0	0					
Burglary	—	—	—	—	—	0	0	0	0	0					
Motor Vehicle Theft	—	—	—	—	—	0	0	0	0	0					
Arson	—	—	—	—	—	0	0	0	0	0					
Larceny	—	—	—	—	—	0	0	0	0	0					
Simple Assault	—	—	—	—	—	0	0	0	0	0					
Intimidation	—	—	—	—	—	0	0	0	0	0					
Vandalism	—	—	—	—	—	0	0	0	0	0					

Western Washington University's Seattle location was terminated as a separate campus on Dec. 31, 2018.

Hate Crime Key: (D) Disability, (E) Ethnicity, (Ra) Race, (Re) Religion, (S) Sexual Orientation, (G) Gender, (N) National Origin, (Gi) Gender Identity

Safety Policies for Bellingham Campus Residence Halls

Campus residence halls are secured 24 hours a day. All residents have access to their building and their room. In the event a resident loses his/her room key, the lock is changed to minimize the risk of an unauthorized person gaining entry.

The staff of University Residences works closely with campus safety officials and others to make residence halls safer, more secure communities. All students in campus housing ultimately must share in this responsibility.

Staff members are trained to respond to emergency situations and address any safety or security issues arising. Full-time professional resident directors manage each building/complex and live on site. One of the resident directors is on call and available to respond 24-hours a day. Student staff are on call in every occupied building/complex from 9 p.m. to 7 a.m. daily.

University Residences staff collaborate with other campus offices to offer programs and information on a range of safety-related topics including sexual assault prevention, responsible alcohol use, and personal safety awareness. Detailed safety information, including information on residence hall policies and procedures, is provided to all campus residents on the University Residences website housing.wvu.edu.

MISSING STUDENT NOTIFICATION

Federal legislation requires any institution with on-campus student housing establish a missing student protocol. This protocol requires that anyone who believes a Western student is missing must be referred immediately to University Police so that Western can coordinate efforts to locate the student. Any individual with information that a student living on campus may be missing should notify University Police immediately. University Police can be reached 24 hours a day, 7 days a week at 360-650-3911.

A student may be considered “missing” if an absence occurs contrary to the student’s usual pattern of behavior or where unusual circumstances may have caused the absence. Unusual circumstances include, but are not limited to: a report or suspicion the missing student may be a victim of foul play, expressed suicidal thoughts, is in a life-threatening situation, or involved with persons who may endanger the student’s welfare.

Each student living in campus housing has opportunity to identify a designated emergency contact to be notified by the university in the event that student is determined to be missing. This emergency contact is confidential and only accessible to authorized campus officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. If a student is determined to be missing, University Police will attempt to contact the student’s designated emergency contact (for students over 18 years old) or the student’s parent/guardian (for students under 18 years old) within 24 hours, as part of the investigation process. University Police will work closely with local and/or state law enforcement authorities within 24 hours to provide any information they may need to launch a missing person report.

Fire Safety

Western takes fire safety and prevention seriously and works to enhance its programs continuously. Staff from Environmental Health & Safety work with University Residences' staff to promote a safe living environment. More specifically, training and awareness is provided during new staff orientation (for all new University employees), during annual Resident Advisor fall training, and regular training for custodial staff. More comprehensive information can be found at ehs.wvu.edu/fire-safety.

All residence halls have building fire alarms, room detection equipment, common area detection equipment and central reportage of alarms. All buildings except for Edens North have a sprinkler system

If you discover a fire in a campus building:

- Immediately pull the nearest fire alarm as you exit the building.
- Once you are safely away from danger, call University Police at 360-650-3911 to report the fire. If you are off-campus, dial 911. Tell the dispatcher the exact location of the fire and any known hazards (e.g., flammable materials) at the location.
- After you've left the building, stand by to direct emergency personnel to the location of the fire.
- Immediately notify University Police for a non-emergency fire incident by calling 360 650-3555.

Additional information on fire safety – including what to do in a fire – is available on the Environmental Health and Safety (EHS) website at ehs.wvu.edu/fire-safety.

DESCRIPTION OF STUDENT HOUSING FIRE SYSTEMS

Fire Alarm: All facilities have combination automatic detection / manual initiation devices & notification system covering both student rooms & public areas connected to UPD in accordance with NFPA 72 standards. However, the Edens North system is a legacy platform which shall be updated within the next 5 years to Edwards EST-3 platform.

Security Alarm: Although full scale intrusion detection systems are not in place computer lab assets are monitored via sensors connected to UPD.

Fire Sprinkler: Most facilities have fire sprinkler system covering both student rooms & public areas in accordance with NFPA 13 & 25 standards. However, Edens North has no coverage but are upgrades are being planned within the next 5 years.

Fire Extinguisher: All facilities have portable suppression devices located in accordance with NFPA 10 standards.

Mass Notification: Some facilities have general voice enunciation alert capabilities providing UPD & the campus capability of broadcasting emergency messages throughout facilities as needed. However, a 10 year plan has been developed to upgrade capabilities in order to meet Galain report recommendations which shall provide enhanced emergency notification.

Testing: All systems are testing in accordance with applicable National Fire Protection Agency (NFPA) codes previously listed, International Fire Code (IFC) & requires set forth by the Authority Having Jurisdiction

(AHJ - Bellingham Fire Marshal). Annual testing is done on all systems at varying times throughout the year & monthly inspections are also done on fire extinguishers.

FIRE STATISTICS

There were no fires in residences halls in 2017 and 2018. Information about fires in each residence hall for 2019 is below:

Facility/Address	Total Fire(s) in Each Building	Fire Number	Cause of Fire	Number of Injuries	Number of Deaths	Value of Property Damage
Birnam Wood 2901 Bill McDonald Pkwy Bellingham, WA 98225	0	0	N/A	0	0	0
Buchanan Towers 2401 Bill McDonald Pkwy Bellingham, WA 98225	1	1	Unintentional fire of a paper plate	0	0	\$0 - \$99
Edens Hall North 644 High St Bellingham, WA 98225	0	0	N/A	0	0	0
Edens Hall 624 High St Bellingham, WA 98225	0	0	N/A	0	0	0
Fairhaven Stack 1 467 S College Dr Bellingham, WA 98225	0	0	N/A	0	0	0
Fairhaven Stack 2 467 S College Dr Bellingham, WA 98225	0	0	N/A	0	0	0
Fairhaven Stack 3 467 S College Dr Bellingham, WA 98225	0	0	N/A	0	0	0
Fairhaven Stack 4 467 S College Dr Bellingham, WA 98225	0	0	N/A	0	0	0
Fairhaven Stack 5 467 S College Dr Bellingham, WA 98225	0	0	N/A	0	0	0
Fairhaven Stack 6 467 S College Dr Bellingham, WA 98225	0	0	N/A	0	0	0

Annual Security and Fire Safety Report

Facility/Address	Total Fire(s) in Each Building	Fire Number	Cause of Fire	Number of Injuries	Number of Deaths	Value of Property Damage
Fairhaven Stack 7 467 S College Dr Bellingham, WA 98225	0	0	N/A	0	0	0
Fairhaven Stack 8 467 S College Dr Bellingham, WA 98225	0	0	N/A	0	0	0
Fairhaven Stack 9 467 S College Dr Bellingham, WA 98225	0	0	N/A	0	0	0
Fairhaven Stack 10 467 S College Dr Bellingham, WA 98225	0	0	N/A	0	0	0
Higginson Hall 684 High St Bellingham, WA 98225	0	0	N/A	0	0	0
Mathes Hall 629 High St Bellingham, WA 98225	0	0	N/A	0	0	0
Nash Hall 689 High St Bellingham, WA 98225	0	0	N/A	0	0	0
New York Apartments 920 22nd St Bellingham, WA 98225	0	0	N/A	0	0	0
Ridgeway Alpha 135 Highland Dr Bellingham, WA 98225	0	0	N/A	0	0	0
Ridgeway Beta 207 Highland Dr Bellingham, WA 98225	0	0	N/A	0	0	0
Ridgeway Delta 141 Highland Dr Bellingham, WA 98225	0	0	N/A	0	0	0
Ridgeway Gamma 235 Highland Dr Bellingham, WA 98225	0	0	N/A	0	0	0
Ridgeway Kappa 211 Highland Dr Bellingham, WA 98225	0	0	N/A	0	0	0

Facility/Address	Total Fire(s) in Each Building	Fire Number	Cause of Fire	Number of Injuries	Number of Deaths	Value of Property Damage
Ridgeway Omega 129 Highland Dr Bellingham, WA 98225	0	0	N/A	0	0	0
Ridgeway Sigma 123 Highland Dr Bellingham, WA 98225	0	0	N/A	0	0	0

Information about building fire alarms, room detection, common area detection, central reporting and sprinkler systems for each residence hall is below.

Residence Hall	Building Fire Alarm	Room Detection	Common Area Detection	Central Reportage*	Sprinkler System
Birnam Wood	YES	YES	YES	YES	YES
Buchanan Towers	YES	YES	YES	YES	YES
Buchanan Towers East	YES	YES	YES	YES	YES
Edens Hall	YES	YES	YES	YES	YES
Edens North	YES	YES	YES	YES	NO
Fairhaven Complex	YES	YES	YES	YES	YES
Higginson Hall	YES	YES	YES	YES	YES
Mathes Hall	YES	YES	YES	YES	YES
Nash Hall	YES	YES	YES	YES	YES
Ridgeway Alpha	YES	YES	YES	YES	YES
Ridgeway Beta	YES	YES	YES	YES	YES
Ridgeway Delta	YES	YES	YES	YES	YES
Ridgeway Gamma	YES	YES	YES	YES	YES
Ridgeway Kappa	YES	YES	YES	YES	YES
Ridgeway Omega	YES	YES	YES	YES	YES
Ridgeway Sigma	YES	YES	YES	YES	YES

** Central reportage provided through FireWorks for Birnam Wood, Buchanan Towers, Edens Hall, Fairhaven Complex, Higginson Hall, Nash Hall, and Ridgeway Delta, Gamma, Omega, and Sigma. Central reportage provided through McCullough Loop for Edens North,, Mathes Hall, and Ridgeway Alpha, Beta, and Kappa.*

FIRE DRILLS

Each residence hall had three fire drills in 2017 and 2018 and 2019, one each in winter, spring and fall quarters.

PROHIBITED ITEMS*

The following items are prohibited in all campus student housing facilities, to prevent fire or the spread of fire:

- **Candles & Incense:** Burning candles, incense, torches, or open-flame devices is prohibited in University Residences. Careful use of candles or incense for birthdays or religious purposes is allowed with advance permission from your resident director.
- **Flammable Materials & Explosives:** Explosives, fireworks, gasoline, or any other flammable materials; and decorations made from cut, resin-bearing trees or vegetation such as fir, pine, cedar, spruce, and eucalyptus are prohibited in University Residences.
- **Hazardous Electronics:** Electric hotplates, burners, toasters, toaster ovens, electric blankets, space heaters and halogen lamps.

In addition, all power strips and extension cords must be UL (Underwriter Laboratory) approved and used only for their designed purposes and power loads. Residents are encouraged to use extension cords and power strips that sense leakage currents (such as Fire Shield®) and disconnect power when a fault is detected. This feature significantly reduces the potential for fire from cord fires, ground faults, surges and overloads.

Smoking is prohibited in all University Residences buildings and within 25 feet of doors, windows, and ventilation intakes. This includes, but is not limited to: all balconies and all public spaces such as lounges, stairwells, hallways, food service areas, and laundry rooms. Smoking is also prohibited at any outside area that may affect the air supply of residential buildings.

TRAINING

All resident advisors and resident directors receive annual training in fire prevention, evacuation, and response provided by Environmental Health and Safety.

EVACUATION PROCEDURES

All campus buildings fully evacuate upon activation of the fire alarm. When an alarm, a shouted warning, or the sensation of smoke or fire has alerted you:

- **Keep low to the floor to avoid smoke.** When escaping through a smoke-filled corridor, move quickly in a crouched position. If possible, place a wet cloth over your face and head.

- **Feel the door before opening it.** If it's hot, don't open it. If smoke or heat is present, close the door and stay in the room. Seal the cracks around the door with whatever is handy (a towel, etc.). If the phone works, call 911 and report that you are trapped. Be sure to give them your room number and location. If the phone does not work, hang a sheet, jacket, etc., out of the window to attract attention.

- **If the hall is free of smoke or heat,** close and lock your door and immediately exit the building by the closest stairwell. **DO NOT USE AN ELEVATOR!**

- **If the nearest exit is blocked, go to another exit.** If all exits are blocked, go back to your room. Close the door, hang something out of the window to attract attention, and signal for help.

- **Once outside the building, move away from the building** and watch for vehicle traffic. Do not reenter the building until you have been given approval to reenter by police, fire officials, or university staff.

Important: Keep all fire exit and corridor doors closed at all times. These doors are fire rated to keep smoke and heat from entering stairways and adjoining corridors. If at any time you observe these doors propped open, please close them immediately.

Prevention and Awareness Programs

Prevention programming is designed to be comprehensive, intentional, and integrated initiatives, strategies, and campaigns intended to end sexual violence. Programming is culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to changing community needs, research/best practice-based, and assessed for value, effectiveness, and accomplishing desired outcomes. Programming includes consideration of environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Prevention programming implements the values of providing **positive messages**, and **empowers individuals to make positive, health enhancing choices in their lives**. All programs also teach essential skills for safe and effective intervention and strongly encourage **Bystander Empowerment through providing the awareness, knowledge, skills, and confidence to act to ensure their own and others' safety and to engage in the creation of a safe and healthy environment**.

Prevention campaigns include:

- Clear statement that the relevant offenses are prohibited;
- Definitions are reviewed for the key terms: dating violence, domestic violence, sexual assault, stalking, and consent in WA;
- Safe and positive options for bystander intervention
- Warning signs of abuse and information on risk reduction

- Procedures/options available for a survivor if sexual violence occurs, including re:
 - Preservation of evidence,
 - Options for reporting
 - Availability of assistance through the reporting process
 - The right to choose not to report – to anyone including the police
- Rights of survivors and institutional responsibilities (including assistance in implementing no contact orders)
- Potential outcomes of reporting possible sanctions and available protective measures that may be implemented
- Information about how confidentiality will be protected
- Procedures for institutional disciplinary process and action
- Campus and community services for survivors
- Options for changing academic, living, transportation and working situations regardless of whether a report is made to law enforcement

SEXUAL VIOLENCE PREVENTION PROGRAMS

Prevention and Awareness Programs

Prevention and Wellness Services and the Civil Rights and Title IX Compliance office work together to provide comprehensive, integrated initiatives, strategies, and campaigns intended to end sexual violence, sexual harassment, intimate partner violence, and stalking. Programming is culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to changing community needs, research/best practice-based, and assessed for value, effectiveness, and accomplishing desired outcomes. Programming follows a public health model of addressing large social health problems and includes consideration of environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Prevention programming implements the values of providing positive messaging, encouraging students to make choices about their sexual and intimate relationships that follow an ethic of safety and autonomy for self and others. Programs provide key information and definitions related to these crimes, and also teach essential skills for safe and effective intervention. Bystander Empowerment programming provides the awareness, knowledge, skills, and confidence to act to promote individual and community safety. In-person workshops aim to build safe environments for candid discussions and honest reflection about the complex and important work of creating healthy sexual and intimate relationship practices.

Prevention Campaigns Include:

- Skills and knowledge for building healthy intimate relationships

- Nonviolent communication and conflict resolution skills
- Navigating consent
- Building empathy for survivors of abuse and assault
- Trauma-informed responses and skills for effectively supporting survivors of abuse or assault
- Conditions that contribute to violence
- Technology and relationships
- Alcohol, substance use and consent
- Intersections of sexual/domestic violence and stalking with other forms of identity-based violence
- Practicing moral courage and interrupting harmful or potentially harmful behaviors (Bystander Intervention)
- Establishing group and team norms that promote safety and respect for people of all identities
- Opportunities for self-reflection and commitments to behavior change
- A call to action on campus and in participants' communities
- Clear statement of behaviors that are prohibited
- Local legal definitions for key terms: dating violence, domestic violence, sexual assault, stalking, and consent
- Options for bystanders to intervene in potentially dangerous situations
- Warning signs of abuse and information on risk reduction
- Procedures/options available for a survivor if sexual violence occurs, including:
 - Preservation of evidence
 - Options for reporting
 - Assistance through the reporting process
 - The right to choose not to report – to anyone including the police
 - Rights of survivors and institutional responsibilities (including assistance in implementing no contact orders)
 - Potential outcomes of reporting - possible sanctions and available protective measures that may be implemented
 - Information about how confidentiality will be protected
 - Procedures for institutional disciplinary process and action
 - Campus and community services for survivors
 - Options for changing academic, living, transportation and working situations regardless of whether a report is made to law enforcement

Awareness programs include student-led activities, events, educational workshops, and participation in actions initiated by other campus departments and student clubs. Awareness activities include implementation of campus-wide Domestic and Sexual Violence Awareness Month calendars and visual communications with easily identifiable branding and messaging. Awareness activities are interactive and center the lived experiences and stories of survivors, and provide information about student services and university policies.

Sexual Violence In-Person Prevention and Awareness Programs

This section describes in-person workshops and presentations. Although there were four workshops that were provided online, these were all synchronous, interactive programs that differ significantly from the mandatory online education, which is completed asynchronously and individually by all incoming and second year students.

During the 2019-2020 academic year, WWU completed the following prevention education workshops:

- 18 sessions (90 minutes each) to 674 students enrolled in club and varsity athletics
- 6 additional sessions to campus groups, including the campus housing Sustainability Representatives, Freshman Interest Groups (FIGs), Human Services classes, the Generation Planned Parenthood Club, and the Associated Student Board of Directors.

It should be noted that a new employee was hired in the fall quarter of 2019 to coordinate and implement

prevention strategies for the campus.

During the year, Prevention and Wellness Services also offers programs and training to a wide variety of student groups and staff including the, Peer Health Educators, Resident Directors and Resident and Community Advisors, numerous academic classes, members of the Student Appeals Board), undergraduate Western Wellcat interns, pre-doctoral and masters interns at the Counseling Center, sport club participants, varsity athletic teams, , and during pre-departure orientation for students pre-paring to study abroad (risk reduction strategies). Work also continued on relationship building with faculty, University Police, and community partners.

WWU Mandatory Sexual Violence Prevention Programming

Western requires all matriculated first-year undergraduates and graduate students and all matriculated second-year students to complete a mandatory Sexual Assault Prevention online training.

This training helps create a shared understanding of the societal issue of sexual violence, an issue particularly critical to college students. It highlights healthy relationships, the importance of obtaining consent, and the ways you can help a friend or someone in need. It also explains Western's policies, resources, and reporting options regarding sexual violence and ensures that learners are aware of their rights under Title IX.

The training includes:

- The definition of domestic violence, dating violence, sexual assault, and stalking in Washington, and other states
- A statement that Western prohibits these offenses
- The definition of consent in reference to sexual activity
- Safe and positive options for bystander intervention
- Information on risk reduction to recognize warning signs of abusive behavior
- A description of the Western's ongoing prevention and awareness campaigns for students and employees
- Information regarding Western's procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking
- A statement of policy regarding the institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking, and of procedures that the institution will follow when one of these crimes is reported

The required trainings are coordinated by staff based in Prevention & Wellness Services and assisted by many other Western departments.

During the 2019-2020 academic year, this online training was completed by:

- 4,778 new undergraduate students
- 237 new graduate students
- 6,410 continuing Western students
- 267 student athletes

In addition, Prevention and Wellness has developed a relationship with the Athletics and Campus Recreation departments on campus, to require all students participating in Varsity and Club Sports to attend a 90 minute in-person violence prevention workshop. This year, most of the presentations were completed during the winter quarter, before COVID-19 stay-at-home orders were implemented by the governor of Washington. In the spring of 2019, workshops were offered online to those that had not completed the requirement; however, not all were able to attend and it was determined mutually with partner departments that the requirement would be relaxed to support students as they navigated many new demands on their emotional and physical wellbeing. Staff members were still able to successfully deliver this training to more than 85% of students participating in these programs,

despite this challenge.

Beyond the above basic information, these trainings included:

Training for all Varsity Athlete teams

Presentations have a strong focus on bystander intervention (how to recognize warning signs, how to confront violence-enabling attitudes and beliefs, and how to refer to appropriate resources). Students are also given opportunities to practice intervention skills through scenarios.

Training for Club Sports

Presentations have a strong focus on bystander intervention (how to recognize warning signs, how to confront violence-enabling attitudes and beliefs, and how to refer to appropriate resources). Students are also given opportunities to practice intervention skills through scenarios.

In addition to the information previously provided, the following content for these two programs included:

Study Abroad program

These presentations have a strong focus providing information about safety, support resources and how to access those resources while abroad.

Other Groups of Students

Student employees, volunteers and leaders (including Resident Advisors and Peer Health Educators) receive training in supporting student survivors of violence. This interactive workshop focuses on building empathy for survivors of violence, practicing trauma-informed responses and skills for effectively supporting survivors of abuse or assault, and how to refer and offer relevant support resources for survivors.

Prevention and Wellness Services
Comprehensive Awareness and Education Campaign Plan to Prevent Sexual Violence
. TRAINING - Campus-wide Awareness, Education and Prevention: STUDENTS

CAMPUS-WIDE THEME	Training of Student Staff and Welcoming New Students	Domestic Violence Awareness	Healthy Relationships and Consent	Sexual Assault Awareness
IDENTIFIED STUDENT GROUPS				
Event Scope	Summer	Fall Quarter	Winter Quarter	Spring Quarter
<p>Training for specific student groups:</p> <ul style="list-style-type: none"> • Training for specific student groups focused on: Awareness of the societal issue of domestic/dating, sexual violence, stalking and harassment; highlight how everyone at Western can be a part of preventing violence through bystander intervention, practicing consent, learning and implementing healthy relationship skills and supporting survivors of violence on campus. • Focus on building partnerships and collaborate with student leaders on sports teams, relevant fields of study (ex: human services classes), and student leadership roles with the AS. 	<ul style="list-style-type: none"> • Resident Advisors <ul style="list-style-type: none"> ◦ Behind Closed Doors ◦ CASAS services/Supporting Survivors • Peer Health Educators: Violence Prevention Training, Supporting Survivors Trainings • Violence Prevention Workshop and Supporting Student Survivors of Violence: Office of Sustainability Student Staff/Fall Staff Fall Training 	<ul style="list-style-type: none"> • All Varsity Athletes required to complete on-line sexual violence prevention training • Peer Health Educators • Curriculum Infusion: FIGS; others as arranged by request from faculty • RAs: Safe Space Training: a safe space to speak, a safe space to be heard, intervening in situations of sexual violence disclosure • Consent Workshops in Residence Halls- Peer Sexual Health Educators • Team leaders in Club Sports: preparation for violence prevention workshops in Winter and Spring 	<ul style="list-style-type: none"> • Western Wellcat interns: Supporting Student Survivors of Violence. • Residence Halls • Study Abroad Student Orientation • Peer Health Educators • Curriculum Infusion: as arranged by request from faculty • Spring Quarter was impacted by Covid-19 and the shift to online learning. • Club Sport Teams: During Stay at Home Orders due to COVID-19, the club sports team participation requirement was adjusted to require captains and a few team members to participate, rather than 90% of team members • Varsity Sports Violence Prevention Workshops • Associated Student Board collaboration • Sustainability Rep's Violence Prevention Workshop 	<ul style="list-style-type: none"> • Varsity Athletic Teams - VP/BI • Peer Health Educators • Club Sports Violence Prevention Online Workshop Trainings. During Stay at Home Orders due to COVID-19, the club sports team participation requirement was adjusted to require captains and a few team members to participate, rather than 90% of team members • Spring Quarter - ongoing impact by Covid-19 and online learning continued
<ul style="list-style-type: none"> • Training for all NEW Students • Training for all WWU 2nd Year Students (NEW for 2019-2020) 	<ul style="list-style-type: none"> • NEW Students (Required): Sexual Assault Prevention • 2nd Year Students (Required): Sexual Assault Prevention 	<ul style="list-style-type: none"> • NEW Students (Required): Sexual Assault Prevention • 2nd Year Students (Required): Sexual Assault Prevention 	<ul style="list-style-type: none"> • NEW Students (Required): Sexual Assault Prevention • 2nd Year Students (Required): Sexual Assault Prevention 	<ul style="list-style-type: none"> • NEW Students (Required): Sexual Assault Prevention • 2nd Year Students (Required): Sexual Assault Prevention

Training and programs facilitated or provided by Prevention & Wellness Staff, assisted by highly trained Peer Health Educators. Additionally, many campaigns and events are collaborations with other offices or departments.

Comprehensive Awareness and Education Campaign Plan to Prevent Sexual Violence

. OUTREACH – Ongoing Awareness and Education: ALL STUDENTS

CAMPUS-WIDE THEME	Training of Student Staff and Welcoming New Students	Domestic Violence Awareness	Healthy Relationships and Consent	Sexual Assault Awareness
Event Scope	Summer	Fall Quarter	Winter Quarter	Spring Quarter
<p><u>Outreach Initiatives:</u></p> <ul style="list-style-type: none"> • Events and Programs 	<ul style="list-style-type: none"> • Transitions • Fall Advising and Orientation • Informational Tabling • Be Well training for parents during Fall Advising and Orientation: overview of available services and encouraging parental conversation related to healthy relationships and consent with their students [previously called Critical Conversations] • Red Square Info Fair 	<ul style="list-style-type: none"> • Domestic Violence Awareness Month Campus Wide Campaign. Adopted the #1thing campaign. https://www.dvawareness.org/1thing • Social media posts on Western's Instagram. • Western Athletics video messages: Highlighting each of our roles in preventing violence, #1thing pledge • Paint the campus purple: DVAM posters, DVAM banners, DVAM t-shirts to students/faculty/staff, Varsity sports purple shirts, ribbons, etc. • Email sent to the Western Community from the VP for ESS highlighting each of our roles in preventing domestic violence. • DVAM featured on Western Today: https://westerntoday.wvu.edu/news/domestic-awareness-violence-awareness-month-events-planned-at-wvu • Advertisement of DVAM on Western radio. • Announcements for DVAM made at WWU Varsity game nights. • CASAS bathroom posters 	<ul style="list-style-type: none"> • Focus on Healthy Relationships and Consent during Dating Violence Awareness Month in February. • Tabling in Red Square: safe sex practices, consent and healthy relationships valentines. • Valentines event: healthy relationships art activity, consent/relationship valentines, relationship check in/info on healthy relationships, promotion of CASAS services. • Social Distance Warriors Podcasts – episodes highlight protective factors, practicing consent, healthy relationships and self-care during stay-at-home order 	<ul style="list-style-type: none"> • Social Distance Warriors Podcasts – episodes highlight protective factors, practicing consent, healthy relationships and self-care during stay-at-home order • Covid-19 highly impacted WWU's Sexual Assault Awareness Month campaign/events/outreach planned for April 2020.

Training and programs facilitated or provided by Prevention & Wellness Staff, assisted by highly trained Peer Health Educators. Additionally, many campaigns and events are collaborations with other offices or departments.

Comprehensive Awareness and Education Campaign Plan to Prevent Sexual Violence

. OUTREACH - Ongoing Awareness and Education: ALL STUDENTS - Cont’d.

CAMPUS-WIDE THEME	Training of Student Staff and Welcoming New Students	Domestic Violence Awareness	Healthy Relationships and Consent	Sexual Assault Awareness
Event Scope	Summer	Fall Quarter	Winter Quarter	Spring Quarter
<p><u>Outreach Initiatives:</u></p> <ul style="list-style-type: none"> Media Campaigns and Messaging 	<ul style="list-style-type: none"> Promotion of Sexual Assault Prevention for all students new to WWU Safety emphasis Promotion of Title IX and other federally required information Bathroom poster (CASAS awareness) 	<ul style="list-style-type: none"> Domestic Violence Awareness Month Campus Wide Campaign. Adopted the #1thing campaign. https://www.dvawareness.org/1thing Social media posts on Western's Instagram. Western Athletics video messages: highlighting each of our roles in preventing violence, #1thing pledge Paint the campus purple: DVAM posters, DVAM banners, DVAM t-shirts to students/faculty/staff, Varsity sports purple shirts, ribbons, etc. Email sent to the Western Community from the VP for ESS highlighting each of our roles in preventing domestic violence. DVAM featured on Western Today: https://westerntoday.wvu.edu/news/domestic-awareness-violence-awareness-month-events-planned-at-wwu Advertisement of DVAM on WWU radio. Announcements for DVAM made at WWU Varsity game nights. Bathroom Poster (CASAS awareness) Domestic (Partner) Violence Awareness Month - October Domestic Violence Prevention videos created by Varsity Men's Soccer and the Varsity Women's Volleyball Teams 	<ul style="list-style-type: none"> LGBTQ Relationships Bathroom Poster (CASAS awareness) Focus on healthy relationships and consent during dating violence awareness month in February Dating Violence Awareness Month – February 	<ul style="list-style-type: none"> Spring 2020: Sexual Assault Awareness Month (SAAM) - April Social Media focus Email sent to all faculty <ul style="list-style-type: none"> Key messages: Key messages throughout the month include: <ul style="list-style-type: none"> We believe survivors of sexual assault Building a culture of consent is the only way to end sexual violence We all have a part to play in ending sexual assault Survivors of sexual violence may be experiencing additional impacts from social distancing—you are not alone and there is support available for you. Sexual Assault Awareness and Prevention Month - April

Training and programs facilitated or provided by Prevention & Wellness Staff, assisted by highly trained Peer Health Educators. Additionally, many campaigns and events are collaborations with other offices or departments.

Comprehensive Awareness and Education Campaign Plan to Prevent Sexual Violence

. TRAINING and PROGRAMMING: EMPLOYEES (relating to their role with supporting students)

CAMPUS-WIDE THEME	Domestic Violence Awareness	Healthy Relationships and Consent	Sexual Assault Awareness
Event Scope	Fall Quarter	Winter Quarter	Spring Quarter
<ul style="list-style-type: none"> • Training for Specific Staff Groups 	<ul style="list-style-type: none"> • Coaches, Athletic Department, University Police • Counseling Center Interns, Counseling Center staff: Supporting Student Survivors of Violence-referring to resources- and what is advocacy training for Counseling Center staff & Counseling Center interns • Faculty: CASAS resources, how to refer, & how to support students and have a compassionate response to disclosures) by request • Enrollment and Student Services staff-optional at summer conference: Supporting Survivors and Violence Prevention workshop • Resident Directors/Housing staff: Supporting student survivors of violence-referring to resources-what is advocacy training 	<ul style="list-style-type: none"> • Faculty (resources, how to refer, & how to support students and have a compassionate response to disclosures), by request 	<ul style="list-style-type: none"> • Faculty training by request: resources, how to refer, & how to support students and have a compassionate response to disclosures
<ul style="list-style-type: none"> • Training for Employees 	<ul style="list-style-type: none"> • Staff & faculty groups by request – supporting survivors and responding with compassion 	<ul style="list-style-type: none"> • Staff & faculty groups by request – supporting survivors and responding with compassion • Email sent to all faculty for SAAM. Highlighting available sexual violence/crisis resources still available during remote learning, encouraging taking the online training from EOO and following Be Well Instagram for SAAM messages. 	<ul style="list-style-type: none"> • Staff & faculty groups by request – supporting survivors and responding with compassion
<ul style="list-style-type: none"> • Outreach Programs and Projects 	<ul style="list-style-type: none"> • Collaboration with Club Sports staff • Collaboration with Athletic Department staff – DVAM campaign and events • All Faculty – CASAS email & info slide • Collaborate with: <ul style="list-style-type: none"> o Counseling Center staff o Club Sports Staff o Varsity Sports Staff o LGBTQ+ Western o UPD o EOO o Study Abroad o Off Campus Housing o Directors of International Student o Director for WWU Leadership institute o Faculty collaborations 	<ul style="list-style-type: none"> • Collaboration with Club Sports staff • Collaborations with Faculty • Faculty – CASAS email & info slide Faculty – “don’t cancel class” • Club Sports staff • Director of Leadership Institute • Prevention and Wellness Services podcast: collaboration with staff from the Outback farm, Executive Director of Counseling, Health, & Wellness, LGBTQ+ director, Peer Health Educators and student leaders. 	<ul style="list-style-type: none"> • Collaboration with Club Sports staff: SAAM • Collaborations with Faculty

Comprehensive Awareness and Education Campaign Plan to Prevent Sexual Violence

. TRAINING and PROGRAMMING: EMPLOYEES (relating to their role with supporting students) – Cont’d.

CAMPUS-WIDE THEME	Domestic Violence Awareness	Healthy Relationships and Consent	Sexual Assault Awareness
Event Scope	Fall Quarter	Winter Quarter	Spring Quarter
<ul style="list-style-type: none"> • Outreach Programs and Projects (<i>Cont’d.</i>) 	<ul style="list-style-type: none"> • Met with: <ul style="list-style-type: none"> ◦ Professor planning campus Sexual Health research project, ◦ Human Services Professor focused on addressing gaps in sexual violence response on campus, ◦ Faculty member who specializes in trauma, ◦ Faculty member interested in sexual violence responses and prevention, ◦ Faculty member and Director of Pre-engineering Program Development 		

Training and programs facilitated or provided by Prevention & Wellness Staff, assisted by highly trained Peer Health Educators. Additionally, many campaigns and events are collaborations with other offices or departments.

Comprehensive Awareness and Education Campaign Plan to Prevent Sexual Violence

. TRAINING and OUTREACH - Ongoing Awareness and Education: OFF-CAMPUS and COMMUNITY

CAMPUS-WIDE THEME	Domestic Violence Awareness	Healthy Relationships and Consent	Sexual Assault Awareness
Event Scope	Fall Quarter	Winter Quarter	Spring Quarter
<ul style="list-style-type: none"> • Off-Campus Collaborations 	<ul style="list-style-type: none"> • Participated in community restorative justice learning series. • Futures Northwest • Ferndale Coalition • Bellingham Nightlife Association • Lummi Victims of Crime Domestic Violence Task Force 	<ul style="list-style-type: none"> • Whatcom Community College • Bellingham Nightlife Association • Lummi Victims of Crime Domestic Violence Task Force • Participated in community restorative justice learning series. 	<ul style="list-style-type: none"> • Bellingham Nightlife Association • Lummi Victims of Crime Domestic Violence Task Force

Training and programs facilitated or provided by Prevention & Wellness Staff, assisted by highly trained Peer Health Educators. Additionally, many campaigns and events are collaborations with other offices or departments.

Western Washington University's Drug and Alcohol Abuse Prevention Program

The following information is required to be disseminated to all students and University employees annually by the Department of Education: Drug Free Schools and Communities Act Amendments of 1989, Department of Education General Administrative Regulations (EDGAR) Part 86, and Section 12a.1 (a-e) of Title 1 of the Higher Education Act of 1965, as Amended in 2008.

A. Standards of Conduct

WWU ALCOHOL AND OTHER DRUG POLICY

Alcohol and Other Drugs

The Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act Amendments of 1989 require that universities: (1) promote the reduction of risk associated with alcohol and other drug use through the adoption and implementation of policies and programs designed to educate the University community about the dangers of alcohol and other drug abuse, and (2) prevent the unlawful possession, use, or distribution of alcohol and other drugs by students and employees on University property or while involved in University business or activities.

WWU's policies on alcohol and other drugs are outlined below, along with related information on University sanctions for violation of these policies; criminal sanctions for the illegal possession or distribution of alcohol and other drugs; the health risks of alcohol and other drugs; and places to get help concerning the use and/or abuse of alcohol and other drugs.

Policy Concerning Alcohol and Other Drugs*

Western Washington University is committed to providing an environment which is free of alcohol and other drug abuse for students, faculty, and staff. It maintains this commitment in support of academic excellence, work performance, and quality of life, as well as for the future well-being of all members of this community.

Western Washington University provides: (a) information about alcohol and other drugs and the reduction of associated risks; (b) appropriate intervention when alcohol or other drug use creates unwanted or unintended consequences; and (c) support for members of this community in reducing the risk of consequences associated with alcohol and other drug abuse.

Western Washington University will uphold state and federal laws pertaining to alcohol and other drug use. All students, faculty, and staff are required to comply with these laws. Action will be taken on any violation of state or federal law or University regulations concerning alcohol and other drugs which: (a) occurs in or on property controlled or owned by Western Washington University; or (b) involves University business or activities; or (c) relates directly and materially to the fitness of staff or faculty members in their professional capacities.

BEHAVIORAL EXPECTATIONS

ALL WESTERN STUDENTS

Student Conduct Code

WAC (Washington Administrative Code) sections:

WAC 516-21-010 Introduction

Western Washington University students enjoy the same basic rights, privileges, and freedoms granted to all members of society. At the same time, acceptance of admission to the university carries with it an obligation to fulfill certain responsibilities and expectations as a member of the Western Washington University community.

As members of the Western community, students must assume responsibility for their own actions and maintain an environment conducive to academic success. In addition, they are expected to be truthful, respect the rights of others, and abide by all university policies and procedures, as well as all applicable local, state, and federal laws and regulations. All students are responsible for understanding and complying with the responsibilities and expectations set forth in this code both on and offcampus.

The student conduct process is intended to be educational in ensuring that students act in a manner consistent with high standards of scholarship and behavior, while maintaining the safety and well-being of all members of the university community.

WAC 516-21-030 Student Conduct Code Jurisdiction.

(1) The student conduct code applies to all conduct that occurs on university property or in connection with any official university function.

(2) Western Washington University does not act as a policing agent for students when they are off campus. However, the university reserves the right to take action if a student's conduct is determined to adversely affect a substantial university interest.

Student conduct that occurs off campus may be subject to the student conduct code when it:

- (a) Adversely affects the safety or well-being of any member of the university community; or
- (b) Involves academic work or any records, documents, or identifications of the university.

In determining whether to exercise jurisdiction over such conduct, a conduct officer shall consider the seriousness of the alleged offense, the risk of harm involved, and whether the alleged complainant(s) are members of the university community. Any question of interpretation or application of jurisdiction shall be referred to the dean of students for final determination.

Students are responsible for their conduct from the time they have confirmed their enrollment at Western through the awarding of their degree. This includes conduct that occurs before classes begin, after classes end, and during periods

between actual terms of enrollment. Students who are found to be in violation of the code may be subject to sanctions under the code.

(3) A student with a pending conduct violation may not avoid the conduct process by withdrawing from the university. In these circumstances, a conduct hold will be placed on the student's official record, preventing them from registering for classes, requesting an official transcript, or receiving a degree from the university. This hold will remain in place until the student has met with the conduct officer to discuss the alleged conduct violation(s).

(4) Sanctions against student organizations are decided by procedures established by the university administrative unit governing that organization's recognition. Conduct proceedings against individual member(s) of a student organization can be initiated under this code, independent of any departmental action(s) taken against the student organization.

WAC 516-21-130 Alcohol.

Except as permitted by law (e.g., possession or use by a person of legal age) and/or university policy, the possession, use, distribution, or sale of alcohol while on university property or at an official university function is a violation of the code.

WAC 516-21-140 Drugs and paraphernalia.

Except as permitted by law and university policy, the possession, use, cultivation, manufacturing, packaging, distribution, or provision of a controlled or illegal substance or the possession of drug paraphernalia while on university property or at an official university function is a violation of the code. This code violation also includes the intentional misuse or distribution of prescription drugs.

STUDENTS LIVING IN UNIVERSITY RESIDENCES-MANAGED HOUSING

The philosophy that guides the residential student conduct process is designed to be a learning experience that promotes an understanding of students' responsibilities as members of the University community. The objectives are twofold: to ensure that students act in a manner consistent with high standards of behavior and to maintain the safety and well-being of all members of the University residential community.

WWU students enjoy the same basic rights, privileges, and freedoms granted to all members of society. Living on campus provides unique privileges and obligates students to fulfill certain additional responsibilities and expectations. By choosing to be a member of the residential community, students agree to abide by all residential policies and procedures, which are subject to change without notice. Residential students must assume responsibility for their own actions and maintain an environment conducive to the academic success, safety, and well-being of others. In addition, they are expected to be truthful, respect the rights of others, and abide by all University policies and procedures, as well as all local, state, and federal laws and regulations.

When a student has been found responsible for violating a policy, one or more of a wide variety of disciplinary actions may result. Disciplinary actions are intended to hold students accountable for policy violations, and to educate and guide students toward making good choices and informed decisions in the future. In some cases,

interim sanctions may be imposed. An interim sanction is not an indication of a violation; it is simply a community safeguard until a decision about a possible violation(s) can be made. Interim sanctions remain in place until the conduct process is completed. If an interim sanction is violated, the resident may be removed from the halls and referred to the University Conduct Officer for further action. In addition to being subject to possible sanctions, behavior that violates local, state, or federal law (e.g., theft, assault, rape, illegal drug activity) is referred to University Police.

Community Standards Housing Agreement – Alcohol, possession or use of

1. Definitions in the alcohol policy
 - UR means University Residences – Office of Residence Life
 - Paraphernalia includes alcohol-related items, containers intended for alcohol, and what are considered common source containers (shot glasses, bottles, kegs, items designed or modified for substance use, etcetera).
 - Of-age/of age refers to 21 years or older; Underage refers to younger than 21 years old
 - Public intoxication refers to the exhibition of any disruptive behaviors while under the influence of alcohol that could threaten the welfare, health, and/or safety of one-self or others as well as behaviors that could result in damage to personal or WWU property.
 - This policy refers to non-WWU affiliate persons, students, and WWU UR residents.
2. Underage persons may not buy, possess, consume, or otherwise acquire any alcoholic beverage. If you are underage, it is unlawful and violates UR values and policy to possess any amount of alcohol in any container.
 - Possession of alcohol containers, whether full or empty, by persons underage is prohibited.
 - Decorative use of alcohol related paraphernalia may be permitted by the Resident Director when the paraphernalia is clearly not intended for the consumption of alcohol and does not currently contain alcohol.
 - No person may sell, serve, or otherwise furnish alcoholic beverages to any underage person.
 - Knowingly being in the presence of alcohol is prohibited by persons underage. Residents of any age may not be in a room with someone who is violating those alcohol policies.
 - Responsible alcohol consumption/possession is permitted in a private room/suite/apartment when all assigned residents, guests, and visitors are of-age and do not show signs of over-intoxication and/or behavior disruptive to their community. Alcohol consumption is not permitted in the common spaces of campus residential communities or in residential building space that is designated as substance free.
 - Possession or consumption of alcohol anywhere within substance-free residence halls or living areas is prohibited.
 - It is also a violation of policy when consumption of alcohol, regardless of age or location, leads to public intoxication that disrupts the welfare of oneself, the community, or property.
3. Games and other behaviors that are designed to facilitate, promote, or replicate competitive, excessive, accelerated, or abusive consumption of alcoholic beverages are prohibited, even if only involving water, regardless of age. Equipment, supplies, and paraphernalia designed for use in these behaviors are prohibited and may be disposed of or confiscated.

Community Standards Housing Agreement – Drugs, Possession or Use of

Marijuana: Possession or use of marijuana in any amount by any person is prohibited by the University. Although Washington State law allows adults age 21 and older to possess marijuana for personal use, federal law prohibits marijuana possession and use of any kind. The University receives federal funds, therefore University residents must adhere to federal laws pertaining to possession and use of marijuana. Students with medical marijuana are

prohibited from possessing or using marijuana on campus and should consult with the Student Health Center for alternative treatment methods.

Other Drugs: No person may possess, use, manufacture, cultivate, package, distribute, sell or provide a controlled or illegal drug or substance. No person may misuse prescription or nonprescription drugs; no person may possess or use drug paraphernalia. Drugs are defined as, but not limited to:

- Any chemical substance, compound or combination used to induce an altered state
- Any otherwise lawfully available product, over-the-counter or prescription drug used for any purpose other than its intended use
- Any hallucinogen
- Any intoxicant other than alcohol (alcohol is addressed separately)
- Any nervous system depressant
- Any stimulant

The body is considered a container; therefore, using/consuming drugs or marijuana (regardless of location) and then returning to your residence hall constitutes possession of the drug or marijuana.

Any student who remains in the presence of someone violating this drug policy may be subject to conduct sanctions.

STAFF AND FACULTY

Staff and Faculty Conduct -Professional Conduct and Code of Ethics

Professional staff at Western uphold the high standards of ethical behavior expected of Washington state employees as codified in RCW 42.52, Ethics in Public Service Act, and WAC 292-110-010, Use of State Resources. These standards include respecting and defending the rights of others, being responsible for their own actions, and maintaining an environment conducive to academic success, safety, and the well-being of others. Professional staff have the duty and the responsibility to be aware of and abide by existing university, local, state, and federal rules and policies. They are expected to provide leadership, model professional behavior, and ensure well-regulated operations that support safe and healthy work environments in ways that protect the institutional integrity of the university, and the interests and security of all Western employees, students, and visitors. Professional staff also have the responsibility to perform their duties to the best of their ability and to established standards, including those set forth in their job description, by the supervisor, or as otherwise established in compliance with this Handbook.

WWU, ENVIRONMENTAL HEALTH AND SAFETY

Behavioral expectations – special circumstances:

POL-U5410.04 DRUG AND ALCOHOL TESTING FOR US DEPARTMENT OF TRANSPORTATION COMPLIANCE

Section 5: Illegal substances are identified in Title 49, CFR, Part 40.21.

Appropriate use of drugs taken with written approval or prescription from a physician is not prohibited. The taking of any substance with a warning label indicating that mental functions, motor skills or judgment may be adversely affected should be reported to the supervisor. Use of alcohol or substances containing alcohol, e.g. mouth wash or food, is regulated in this policy.

Section 6: Some conduct is prohibited and subject to disciplinary action. Prohibited conduct includes the following:

- Reporting for work or remaining at work to perform sensitive functions while having an alcohol concentration exceeding DOT standards;
- Using alcohol while performing safety-sensitive functions;
- Operating a vehicle while possessing alcohol;
- Using alcohol within eight hours following an accident or prior to taking a post-accident test – whichever is first;
- Refusing to take a controlled substance or alcohol test as required: random, post-accident, reasonable suspicion, or follow-up;
- Using alcohol within four hours of reporting for work;
- Arriving or remaining at work when using a controlled substance, with the exception of when instructed by a physician with the understanding that the substance will not affect the job performance and with the knowledge of the supervisor;
- Being in possession of alcohol of any type unless part of a manifested shipment;
- Altering or attempting to alter a urine specimen;
- Possessing, using, selling or distributing prohibited substances on campus, in a University vehicle or while on University business

B. Applicable Legal Sanctions: for the unlawful possession or distribution of illicit drugs and alcohol

ALL WESTERN STUDENTS AND EMPLOYEES MUST ABIDE BY THE LAWS DESCRIBED IN THIS SECTION.

FEDERAL LAW:

Federal drug and alcohol laws and policies are described in great length and detail under the following United States Codes:

21 U.S.C. Chapter 13 – Drug Abuse Prevention and Control, Includes:

Subchapter I: Control and Enforcement

- Part A—Introductory Provisions (§§ 801 – 803)
- Part B—Authority To Control; Standards and Schedules (§§ 811 – 814)
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Subchapter II: Import and Export

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- § 952. Importation of controlled substances
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- § 965. Applicability of part E of subchapter I
- § 966. Authority of Secretary of the Treasury

- § 967. Smuggling of controlled substances; investigations; oaths; subpoenas; witnesses; evidence; production of records; territorial limits; fees and mileage of witnesses
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- § 970. Criminal forfeitures
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21 U.S.C. Chapter 24 – International Narcotics Trafficking

The purpose of this chapter is to provide authority for the identification of, and application of sanctions on a worldwide basis to, significant foreign narcotics traffickers, their organizations, and the foreign persons who provide support to those significant foreign narcotics traffickers and their organizations, whose activities threaten the national security, foreign policy, and economy of the United States.

DEA Federal Trafficking Penalties

Drug and Quantity	Penalties
<p>Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid) Any amount</p> <p>Flunitrazepam (Schedule IV) 1 gm or more</p>	<p>First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual</p>
<p>Other Schedule III drugs Any amount</p> <p>Flunitrazepam (Schedule IV) 30 to 999 mgs</p>	<p>First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual</p>
<p>All other Schedule IV drugs Any amount</p> <p>Flunitrazepam (Schedule IV) Less than 30 mgs</p>	<p>First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>
<p>All Schedule V drugs Any amount</p>	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

DEA Federal Trafficking Penalties – Marijuana

DRUG AND QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana 1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 20 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana 100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, mandatory life • Fine \$2 million if an individual, \$10 million if other than individual
Marijuana 1 to 49 plants; less than 50 kg mixture Hashish 10 kg or less Hashish Oil 1 kg or less	<ul style="list-style-type: none"> • Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> • Not more than 10 years • Fine \$500,000 if an individual, \$2 million if other than individual

STATE LAW:

RCW 69.50.401: **Prohibited acts: A—Penalties.** * CHANGE IN 2019 ** (SEE 1792.SL) *

- (1) Except as authorized by this chapter, it is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver, a controlled substance.
- (2) Any person who violates this section with respect to:
 - (a) A controlled substance classified in Schedule I or II which is a narcotic drug or flunitrazepam, including its salts, isomers, and salts of isomers, classified in Schedule IV, is guilty of a class B felony and upon conviction may be imprisoned for not more than ten years, or (i) fined not more than twenty-five thousand dollars if the crime involved less than two kilograms of the drug, or both such imprisonment and fine; or (ii) if the crime involved two or more kilograms of the drug, then fined not more than one hundred thousand dollars for the first two kilograms and not more than fifty dollars for each gram in excess of two kilograms, or both such imprisonment and fine;
 - (b) Amphetamine, including its salts, isomers, and salts of isomers, or methamphetamine, including its salts, isomers, and salts of isomers, is guilty of a class B felony and upon conviction may be imprisoned for not more than ten years, or (i) fined not more than twenty-five thousand dollars if the crime involved less than two kilograms of the drug, or both such imprisonment and fine; or (ii) if the crime involved two or more kilograms of the drug, then fined not more than one hundred thousand dollars for the first two kilograms and not more than fifty dollars for each gram in excess of two kilograms, or both such imprisonment and fine. Three thousand dollars of the fine may not be suspended. As collected, the first three thousand dollars of the fine must be deposited with the law enforcement agency having responsibility for cleanup of laboratories, sites, or substances used in the manufacture of the methamphetamine, including its salts, isomers, and salts of isomers. The fine moneys deposited with that law enforcement agency must be used for such clean-up cost;
 - (c) Any other controlled substance classified in Schedule I, II, or III, is guilty of a class C felony punishable according to chapter 9A.20 RCW;
 - (d) A substance classified in Schedule IV, except flunitrazepam, including its salts, isomers, and salts of isomers, is guilty of a class C felony punishable according to chapter 9A.20 RCW; or
 - (e) A substance classified in Schedule V, is guilty of a class C felony punishable according to chapter 9A.20 RCW.
- (3) The production, manufacture, processing, packaging, delivery, distribution, sale, or possession of marijuana in compliance with the terms set forth in RCW 69.50.360, 69.50.363, or 69.50.366 shall not constitute a violation of this section, this chapter, or any other provision of Washington state law.
- (4) The fines in this section apply to adult offenders only.

LOCAL LAW:

See state and federal laws as listed above. Below are specific local laws and ordinances relevant to the community of Whatcom County and/or the City of Bellingham.

City of Bellingham Liquor and Drug Ordinances

Title 8: Parks, Cemeteries and Public Places

8.12.070 Lake Whatcom Water Safety: Intoxication

- A. It is unlawful for any person who is under the influence of or affected by intoxicating liquor or narcotic or habit-forming drugs to operate or be in actual physical control of any watercraft.
- B. It is unlawful for the owner of any watercraft or any person having such in charge or in control to authorize or knowingly permit the same to be operated by any person who is under the influence of or affected by intoxicating liquor, narcotic or habit-forming drugs. *[Prior code § 10.12.070.]*

Title 10: Criminal Code

10.08.020 Possession of marijuana or marijuana infused products prohibited – Penalties

- A. It is unlawful for any person under the age of 21 years to possess 40 grams or less of marijuana in the city. It is unlawful for anyone to possess between 28.3 grams and 40 grams of marijuana in the city.
- B. It is unlawful for any person to possess more than 16 ounces of marijuana-infused product in solid form or more than 72 ounces of marijuana-infused product in liquid form. It is unlawful for any person under the age of 21 years to possess any amount of solid or liquid marijuana-infused product.
- C. Possession of marijuana or marijuana-infused product in violation of this section shall be considered a misdemeanor.
- D. A person who is convicted of a misdemeanor under this section shall be punished by imprisonment for not less than 24 consecutive hours, and by a fine of not less than \$250.00. On a second or subsequent conviction, the fine shall not be less than \$500.00. These fines shall be in addition to any other fine or penalty imposed. Unless the court finds that the imposition of the minimum imprisonment will pose a substantial risk to the defendant's physical or mental well-being or that local jail facilities are in an overcrowded condition, the minimum term of imprisonment shall not be suspended or deferred. If the court finds such risk or overcrowding exists, it shall sentence the defendant to a minimum of 40 hours of community service. If a minimum term of imprisonment is suspended or deferred, the court shall state in writing the reason for granting the suspension or deferral and the facts upon which the suspension or deferral is based. Unless the court finds the person to be indigent, the minimum fine shall not be suspended or deferred. *[Ord. 2012-12-063 § 2; Ord. 10371 § 3, 1992; Ord. 8573 § 2(B), 1977].*

10.08.030 Unlawful Inhalation

- A. It is unlawful to intentionally smell or inhale the fumes from any glue, cement, or other product containing one or more of the following chemical compounds: acetone, an acetate, benzene, butyl, alcohol, ethyl alcohol,

ethylene, dichloride, isopropyl alcohol, methyl alcohol, methyl ethyl ketone, pentachlorophenol, petroleum ether or toluene for the purpose of becoming intoxicated, inebriated, excited, or stupefied; provided this section shall not be construed as applying to the inhalation of any anesthesia for medical or dental purposes.

- B. Any person who violates this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than \$100 or by imprisonment for not more than 30 days, or by both. [Ord. 10548 §3, 1994; Ord. 8573 §2(C), 1977.]

10.08.070 Opening, Possessing, Or Consuming Liquor In A Public Place

- A. It is unlawful for any person to open any package containing liquor, to possess any open container of liquor, or to consume any liquor in a public place, except in those areas or at those events that have appropriate licensing from the State of Washington and written permission of the authorized public official.
- B. Every person who violates any provision of this section shall be guilty of a civil infraction. [Ord. 1999-09-057; Ord. 10507 §2, 1994; Ord. 10371 §1, 1992]

10.08.080 Opening Or Consuming Marijuana In A Public Place

- A. It is unlawful to open a package containing marijuana or a marijuana-infused product, or to consume or use marijuana or a marijuana-infused product in a place which is open to the view of the general public.
- B. Every person who violates any provision of this section shall be guilty of a civil infraction. [Ord. 2012-12-063 § 3].

10.08.090 Unlawful Transfer Or Use Of Identification

It shall be unlawful for the owner of a card of identification to transfer the card to any other person for the purpose of aiding such person to procure alcoholic beverages from any licensee or store employee. Any person who shall permit his or her card of identification to be used by another or transfer such card to another for the purpose of aiding such transferee to obtain alcoholic beverages from a licensee or store employee or gain admission to a premises or portion of a premises classified by the board as off-limits to persons under 21 years of age, shall be guilty of a misdemeanor, except that a minimum fine of \$250.00 shall be imposed and any sentence requiring community service shall require not fewer than 25 hours of such service. Any person not entitled thereto who unlawfully procures or has issued or transferred to him or her a card of identification, and any person who possesses a card of identification not issued to him or her, and any person who makes any false statement on any certification card required by RCW 66.20.190, as now or hereafter amended, to be signed by him or her, shall be guilty of a misdemeanor, except that a minimum fine of \$250.00 shall be imposed and any sentence requiring community service shall require not fewer than 25 hours of such service. [Ord. 10912 § 4, 1997].

Title 12: Harbors and Lakes

12.12.160 Intoxication

- A. It is unlawful for any person who is under the influence of or affected by the use of intoxicating liquor or of any drug to operate, propel, or be in actual physical control of a watercraft within the city.
- B. No owner of a watercraft or person in charge or control of a watercraft shall authorize or knowingly permit the watercraft to be propelled or operated by any person who is under the influence of or affected by the use of intoxicating liquor or any drug.
- C. Whenever it appears reasonably certain to any police officer that any person under the influence or affected by

the use of intoxicating liquor or any drug is about to operate a watercraft or vessel in violation of subsection A of this section, the officer may take reasonable measures to prevent any such person from so doing, either by taking from him or the watercraft the keys of such watercraft and securing the same by impounding them, or by some other appropriate means. Such keys or other articles which may be impounded in order to immobilize the watercraft may be returned to the owner or person in question upon proper identification if it appears there is no longer any reasonable cause to believe that the subject watercraft will be operated by a person under the influence of or affected by intoxicating liquor or any drug. [Ord. 8655 § 3(N), 1978.]

WHATCOM COUNTY LIQUOR AND DRUG LAW:

Consumption and Possession of Intoxicating Liquors by Minors

9.28.010 Unlawful acquisition, consumption and possession

It is unlawful for any person under the age of 21 years to acquire in any manner, consume or have in his possession any intoxicating liquor; provided, that the foregoing shall not apply in the case of liquor given or permitted to be given to such person under the age of 21 years by his parent or guardian for beverage or medicinal purposes, or administered to him by his physician or dentist for medicinal purposes. (Prior code § 5.16.010).

9.28.020 Unlawful supply to minors.

It is unlawful for any person to give, or otherwise supply, intoxicating liquor to any person under the age of 21 years, or permit any person under that age to consume intoxicating liquor on his premises or on any premises under his control, except as provided in Section 9.28.010. (Prior code § 5.16.020).

9.28.030 Violation -- Penalties.

Any person violating any of the provisions of this chapter shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$10.00 nor more than \$100.00 or imprisonment in the county jail for not less than five days nor more than 30 days. (Prior code § 5.16.030).

C. Health Risks: associated with the use of illicit drugs and the abuse of alcohol

WWU POL-U7400.01 – POLICY CONCERNING ALCOHOL AND OTHER DRUGS

Abuse of alcohol and other drugs can impair ability and endanger others. Abuse of alcohol and other drugs can impair academic ability, work performance, relationships, and personal health and safety. Additionally, the safety of others may be placed at risk by an individual under the influence of alcohol and other drugs.

Below is a chart of commonly abused substances, their dependence potential, possible effects, and common complications associated with use.

Health Risks

Category	Drug	Risk of Dependence	Possible Short-Term Effects	Common Complications & Symptoms of Withdrawal	Possible Long-Term Effects	Likelihood and Effects of Overdose
Alcohol	Beer, wine, liquor	Yes	Muscle relaxation, impaired motor control, memory and judgment; depression; intoxication.	Severe impairment of all physical and mental functions; high risk of choking or injury from falls or accidents, loss of consciousness; coma; death due to anesthesia of brain centers controlling breathing and heart rate.	Long-term effects include: liver failure, fatty liver, other liver damage, hepatitis, cirrhosis, excess stomach acid, gastritis, primary malnutrition, hypoglycemia, cardiovascular diseases, and nerve cell damage. Many diseases are also indirectly caused by long-term use.	Overdose likely with Blood Alcohol Level .30 or higher as CNS depresses and shuts down. Symptoms include: unconsciousness, excessive vomiting, shallow breathing, irregular heart rate, cold clammy skin. Coma and/or death can occur from overdose.
Cannabis	Marijuana, hashish, hashish oil	Yes	Altered sense of time and visual perception; euphoria; memory interference; reduced coordination and reflex response capacity.	Fatigue; reactions ranging from mild anxiety to panic and paranoia; confusion, disorientation; hallucinations and distortions of sense perceptions. <u>Withdrawal:</u> irritability, difficulty sleeping, decreased appetite, anxiety	Respiratory complications such as excessive coughing, lung damage, chronic bronchitis, and increased phlegm. Other symptoms include: hyperemesis, and possible mental health complications.	Overdose on THC can occur , though death will not result from overdose. Symptoms include: extreme paranoia, hallucinations, vomiting, and brief psychosis.
Enactogens	Ecstasy, X, XTC, MDMA, MDEA, MDA	Possible	Heightened feeling of empathy, openness, caring, and good feelings toward others; removal of fear response; increased heart rate, blood pressure, and body temperature; heightened sense of energy and alertness; decreased appetite.	Jitteriness, teeth clenching, dry mouth, muscle cramps, nausea, and dehydration; possible dangerous increase in body temperature; panic attacks; hypertension; kidney failure; long-term damage to serotonin receptors highly possible, resulting in decreased memory and learning abilities and increased anxiety and depression symptoms; rare incidences of paranoia and hallucinations.	Long-term brain damage, memory loss, damage to critical areas of brain, nerve damage, kidney failure, dehydration, psychosis, depression and anxiety.	Overdose can be deadly – caused by hemorrhaging and cardiovascular collapse. Dehydration death also possible.

Category	Drug	Risk of Dependence	Possible Short-Term Effects	Common Complications & Symptoms of Withdrawal	Possible Long-Term Effects	Likelihood and Effects of Overdose
Hallucinogens	LSD (acid) psilocybin, peyote, mescaline, many other natural and synthetic hallucinogens, Ketamine	Unknown	Altered sense of time, space, and visual perception; disorientation; hallucinations; nausea; dilated pupils; cross-sensory perceptions; dizziness; increased temperature, blood pressure, and heart rate; sweating and chills.	Impaired judgment leading to impulsive actions; paranoia; rapid mood swings; “bad trip”—fear, anxiety, paranoia, panic, and hallucinations; exhaustion after use; depression; fears—often of death or of one’s mind not working right; flashbacks.	Long term effects include: persistent psychosis, hallucinogen persisting perception disorder, speech problems, memory loss, weight loss, anxiety, and depression.	Most hallucinogen overdose is nonfatal. However, PCP overdose can lead to coma or death. Symptoms of OD include: unpleasant psychosis.
Nicotine	Cigarette, cigar, pipe smoking; chewing tobacco; e-cigarette, vape devices	Yes	Increased heart rate and blood pressure; irritation of eyes, nose, and respiratory tract; shortness of breath; decreased sensitivity to taste; depression.	Increased risk of heart attack; cardiovascular disease; mouth, throat, and lung cancer; and other pulmonary diseases. <u>Withdrawal:</u> irritability, attention problems, sleep problems, increased appetite, depression, intense cravings, fatigue, headaches and nervousness.	Long Term effects include: emphysema, chronic bronchitis, chronic obstructive pulmonary disease, and 16 different types of cancers, gum and mouth diseases, diabetes, pneumonia, cardiovascular diseases and more.	Nicotine poisoning can be potentially deadly, though deaths are rare. Lethal limit is between 500-1000MG of nicotine. Symptoms include nausea, vomiting, burning sensation in mouth, fainting or coma, depression, headache, convulsions, and intense agitation.
Opioids	Heroin, codeine, morphine, opium, Percodan, Percocet, fentanyl	Yes	Euphoria; drowsiness; nausea; respiratory depression.	Shallow and slow breathing; dizziness; vomiting; sweating; convulsions; coma; possible death. <u>Withdrawal:</u> restlessness, muscle & bone pain, insomnia, diarrhea, vomiting, cold flashes with goose bumps, leg movements	Long term effects include: cardiovascular complications, depression, constipation, hormonal problems, weak bones, increased sensitivity to pain, abscesses, soft tissue infections, and hepatitis and sleep complications.	Opioid overdose can be fatal. Symptoms include: unconsciousness, shallow or no breathing, slowed or stopped heart rate, snoring or gurgling noises, pinpoint pupils, cold clammy skin, and blueish tint to skin,

Category	Drug	Risk of Dependence	Possible Short-Term Effects	Common Complications & Symptoms of Withdrawal	Possible Long-Term Effects	Likelihood and Effects of Overdose
Sedatives	Barbiturates, tranquilizers, Quaaludes, Valium, other depressant drugs, GHB, Rohypnol	Yes	Drowsiness; slurred speech; disorientation; impaired coordination.	Shallow respiration; weak and rapid pulse; coma; possible death from depression of central nervous system functions. <u>Withdrawal:</u> seizures, shakiness, anxiety, agitation, insomnia, overactive reflexes, increased heart rate, blood pressure, and temperature with sweating.	Effects include: seizures, memory impairment, speech problems, etc.	Overdose can be deadly. Symptoms include: unconsciousness, and shallow or irregular breathing and heart rate.
Steroids	Anabolic steroids	Yes	Acne; aggressive behavior; anger-management problems; cholesterol imbalance; impotence; psychosis.	Aggressive behavior; rage; psychosis; reduced fertility; stroke; liver damage; increased cancer risk. <u>Withdrawal:</u> mood swings, tiredness, restlessness, loss of appetite, insomnia, lowered sex drive, depression.	Effects include: kidney problems or failure, liver damage, tumors, enlarged heart, high blood pressure, changes in cholesterol, aggression, stroke and heart attack.	Death can occur due to heart attack or stroke.
Stimulants	Cocaine, crack, speed, amphetamines, diet pills; many other natural and synthetic stimulant products	Yes	Increased alertness; increased pulse and blood pressure; euphoria; pupil dilation; insomnia; loss of appetite; fatigue and some depression after effects wear off.	Agitation; irritability; dizziness; confusion; tactile or visual hallucinations; seizure; convulsion; stroke; possible death; after effects of exhaustion and depression. <u>Withdrawal:</u> depression, tiredness, sleep problems.	Long term effects include: cardiovascular disease, sleep deprivation, heart and blood vessel toxicity, malnutrition, gum disease and tooth decay/loss, respiratory infections and diseases, etc. Some long term effects depend on the specific substance abused.	Overdose can be deadly. Symptoms include: seizures or rigid jerking limbs, unconsciousness, rapid pulse, chest pain, psychological distress, hot skin, severe headaches, severe agitation, and excessive sweating.

Category	Drug	Risk of Dependence	Possible Short-Term Effects	Common Complications & Symptoms of Withdrawal	Possible Long-Term Effects	Likelihood and Effects of Overdose
"Club" or "Rave" Drugs	GHB, Rohypnol, Ketamine	See other categories for specific drug information	These drugs are often associated with sexual assaults due to their amnesia-inducing and intoxication-like effects. Partial or complete amnesia; intoxication effects similar to alcohol. Ketamine can create hallucinations.	Nausea; vomiting; impaired coordination; confusion; muscle spasms; blurred vision; dizziness; slurred speech; hallucinations; unconsciousness; amnesia; aggressive behavior; rapid mood swings.	Long term effects include: psychosis, memory loss, high blood pressure, respiratory problems, bladder and kidney problems, stomach pain, and seizures.	Overdose can be deadly. Symptoms include: paralysis, seizures, nausea and vomiting, violent outbursts/hallucinations, unconsciousness, and coma.

For additional information see: <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>

While the above chart includes numerous substances, not all are common substances of abuse at Western Washington University. According to the 2016 National College Health Assessment, the four most commonly used substances within a 30 day period are: Alcohol, cannabis, cigarettes, and E-cigarettes, with respective percentages being 69.4%, 33.3%, 11.7%, and 6.6% (indicating the percentage of students reporting any use in the previous 30 days).

D. Drug or Alcohol Counseling, Treatment, Rehabilitation or Re-entry Programs

Get Help When You Need It
Call ADCAS at 360-650-6865 OR 360-650-3642 or the Washington State Employee Assistance Program at 877-313-4455 (toll free)

NOTE: All support services and resources are available to any enrolled Western student from all Western campus locations. The Washington State Employee Assistance program is available to any Western employee from all Western campus locations.

Medical Amnesty

In 2017 Western also adopted an amnesty policy by creating a section in the student Conduct Code to address amnesty for students seeking swift medical assistance for themselves or others in situations involving alcohol or drug overdose.

Student Conduct Code: 516-21-055, Amnesty.

(1) In situations involving intoxication, alcohol poisoning, or drug-related medical issues, students are encouraged to seek swift medical assistance for themselves and others without fear of penalty. Students requesting and receiving medical assistance in these situations will not typically be subject to the student conduct process. This policy refers to isolated incidents and does not excuse students who repeatedly or flagrantly violate the alcohol or drug policy, nor does it preclude action arising from other violations of the code. Western will consider the positive impact of reporting a situation when determining any course of action.

(2) Complainants and witnesses who in good faith report sexual violence will not be subject to alcohol or drug violations of the code occurring at or near the time of the sexual violence unless their own conduct placed another person’s health or safety at risk. Without imposing sanctions, Western may initiate educational remedies regarding alcohol or drug use.

[Statutory Authority: RCW 28B.35.120, chapter 34.05 RCW, and 20 U.S.C. 1681-1688. WSR 17-05-100, § 516-21-055, filed 2/15/17, effective 3/18/17.]

Western’s policy is an institutional application of the 2015 Washington State Medical Assistance Law, also known as the Medical Amnesty Law. Washington State adopted this law in an effort to save lives by increasing timely

ALCOHOL OVERDOSES ARE A MEDICAL EMERGENCY
DO YOU KNOW WHAT TO DO?

Know the Signs

Disoriented • Passed out • Unresponsive • Vomiting excessively
Irregular breathing • Bluish/cold/ clammy

Call 911

The Medical Amnesty Law protects you and the person who needs help from being cited for underage drinking or being under the influence of illegal drugs, so make the call and save a life!

Stay & Help

Place the person in the recovery position by rolling them on their side. Don’t give food or water, as this may cause vomiting or block their airway. Stay with them until help arrives.

Information courtesy of Prevention & Wellness Services AA/EO

medical attention to drug overdose victims. This law provides limited immunity from prosecution for people who seek medical assistance in a drug overdose situation.

RCW 69.50.315: Medical assistance—Drug-related overdose

(1) A person acting in good faith who seeks medical assistance for someone experiencing a drug-related overdose shall not be charged or prosecuted **for possession** of a controlled substance pursuant to RCW 69.50.4013, or penalized under RCW 69.50.4014, if the evidence for the charge of possession of a controlled substance was obtained as a result of the person seeking medical assistance.

(2) A person who experiences a drug-related overdose and is in need of medical assistance shall not be charged or prosecuted for possession of a controlled substance pursuant to RCW 69.50.4013, or penalized under RCW 69.50.4014, if the evidence for the charge of possession of a controlled substance was obtained as a result of the overdose and the need for medical assistance.

(3) The protection in this section from prosecution for possession crimes under RCW 69.50.4013 shall not be grounds for suppression of evidence in other criminal charges.

[2015 c 205 § 4; 2010 c 9 § 2.]

CAMPUS RESOURCES:

STUDENTS

Alcohol & Drug Consultation & Assessment Services

Alcohol and Drug Consultation and Assessment Services (ADCAS) is a free, confidential, professional service for Western students who want assistance or information regarding their own or someone else's use of alcohol, tobacco, or other drugs. ADCAS can be reached by phone at 360-650-6865 or 360-650-3642. There is NO charge for any of ADCAS services.

What to expect when referring students:

Voluntary: Students referred, not sanctioned, will be contacted (if there is an official form filled out) to schedule a 1:1 session. Students who walk-in or call for a session will have a 1:1 meeting with staff where we discuss student goals, values, behaviors, and determine next steps to reducing risk. Sessions are typically 60 minutes. Students can meet with staff for as many sessions as needed and can return any time as long as they are an enrolled Western student.

Learning outcomes include: Risk reduction techniques specific to individual needs, and knowledge of the relationship between substance use and academic success, physical and mental health impacts, social impacts, etc.

Sobriety Strength Support Group: This is a small group that meets weekly and is open to any WWU student who identifies substances as causing a disturbance in their life. This is not a 12-step meeting, students just process their thoughts with staff or Peer Health Educator group facilitation.

Learning outcomes: Support to remain substance free, connection to peers through shared experience, coping strategies to combat cravings and societal pressure, etc.

ADCAS 1 – Alcohol or Cannabis: Students sanctioned to complete ADCAS 1 will be informed via sanction letter and/or meeting to sign up on the PWS website for an ADCAS 1 class – either alcohol or cannabis per their incident.

Demographics and current behavior patterns will be collected during sign up.

Students will attend an 80 minute educational workshop facilitated by ADCAS Peer Health Educators, either on the topic of alcohol or cannabis safety and risk reduction. At the end of the workshop, ADCAS staff sends verification of completion to the referral source.

Students will be strongly encouraged to complete a 30 day follow up survey regarding current behavior patterns.

Learning objectives for Alcohol 1: ADCAS risk reduction philosophy and approach, standard serving sizes, understanding a safe blood alcohol level, the biphasic effect and tolerance, how to spot and alcohol emergency and what to do, moderation strategies, myth busting, social norms and misperceptions, and other health/academic/social risks from drinking.

Learning objectives for Cannabis 1: ADCAS risk reduction philosophy and approach, a general understanding of what cannabis is, how cannabis effects the brain, social norming and misperceptions, different experiences and outcomes and what factors influence those, risks of dabbing and mixing substances, and other health/academic/social risks from cannabis use.

ADCAS 2 – High Risk Alcohol, Cannabis, or Other Drug: Students who receive a high risk sanction will be immediately contacted by ADCAS to set up initial individual session, where wellness screens will be used to facilitate necessary referrals. The session will be about 60 minutes.

Students will then complete eCHECK-UP for either Alcohol or Cannabis.

Student returns for a final individual session to go over personalized assessment and discuss risk reduction behaviors. Upon requirement completion ADCAS staff sends verification to referral source.

Learning objectives: Substance use effect on current and past wellbeing, what risk factors lead to specific incident, understanding current use patterns and how to mitigate risks for future use, general education about substance, and substance related emergencies.

For Western Students Mandated to ADCAS by Bellingham Municipal Court: Per agreement between WWU and Bellingham Municipal Court, current students who receive a Minor In Possession citation may be required to participate in services provided by ADCAS. Upon requirement completion ADCAS staff sends verification to referral source.

Alcohol Education Presentations

ADCAS staff provide presentations on all multiple alcohol and drug-related topics to include: risk reduction and specifics about college drinking, abuse, dependency, overdose identification and prevention, medical amnesty, bystander intervention, how to support a friend, impact of individual alcohol or drug use on friends, family, roommates, cannabis information including prevalence and risks, and overview, prevalence and risks associated with use of other drugs, etc. Presentation are available through the academic year and can be requested by any faculty, staff or group member.

Other student-focused trainings and other presentations cover a wide range of risk/harm reduction basics including: standard drink size, blood alcohol content, physiological effects of consumption, role impact of substance use on academics, relationships, health and general wellness and well-being, and the intentionality of substance use with sexual decision-making, sexual assault, and other forms of violence. Strategies for low-risk consumption are also included.

OFF CAMPUS RESOURCES -- FOR STUDENTS AND EMPLOYEES

Students and employees can attend numerous 12-step recovery meetings available in the community, including Alcoholics Anonymous, Narcotics Anonymous, Cocaine Anonymous, Al-Anon, and more. Community treatment resources include Alcohol and Drug Information School (ADIS), Outpatient Treatment, Intensive Detoxification, and access to alcohol and drug assessments for a referral to inpatient treatment centers throughout Washington State. Below are a set of resources.

Northwest Washington Area Narcotics Anonymous 24-Hour Hotline: (360) 647-3234, nwwana.org. Narcotics Anonymous is a non-profit fellowship of people who suffer from the disease of addiction. Call or visit website for meeting times.

Whatcom County Alcoholics Anonymous Hotline: (360) 734-1688, (360) 318-5764 (Español), whatcomaa.org. Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. Call or visit website for meeting times.

Whatcom County Al-Anon Hotline: To hear a recording of Whatcom County meetings, call 866-259-8279 (toll-free), whatcomafg.org. The Al-Anon Family Groups are a fellowship of relatives and friends of alcoholics who share their experience, strength, and hope, in order to solve their common problems. We believe alcoholism is a family illness, and that changed attitudes can aid recovery. Call or visit website for meeting times.

Washington Recovery Help Line 24-Hour Hotline: 1-866-789-1511. Confidential crisis intervention and referral line for those struggling with issues related to mental health, substance abuse, and problem gambling

Belair Clinic: 360-714-1294, 1130 N. State St., Bellingham, belairclinic.com. Outpatient services for both adults and youth in Whatcom County Services include: • Alcohol and Drug Information School • DUI Assessments and Evaluations • Outpatient Treatment - Level 1 and 2 • Counseling for Couples and Families •

Individual Therapy Sessions • Detox Support Services • Referral to Local Suboxone Providers

Bridges Treatment & Recovery: Bellingham Location: 360-714-8180, 1221 Fraser St. Suite E-1, Bellingham, bridgestreatment.com. Services include: • DUI Assessments & Treatment • DOL Assessments & Treatment • Self-Referred Drug & Alcohol Assessments • Outpatient Drug & Alcohol Treatment • MRT (Moral Reconciliation Therapy) • Youth Programs & Assessments • Deferred Prosecution • Intensive Outpatient Treatment (IOP) Level 2.1 • Individualized Heroin & Meth Treatment Programs • Relapse Prevention Planning • After Care (Generally follow up care for after inpatient treatment) • Alcohol & Drug Information School (ADIS) • Individual Counseling • Family Programs for the drug addict and alcoholic • Employer Mandated Treatment • Inpatient Treatment Referrals

Catholic Community Services NW Recovery Centers: 360-676-2187, 515 Lakeway Dr., Bellingham, ccsww.org. The CCS NW Recovery Centers provide a full continuum of outpatient chemical dependency treatment services in Snohomish and Whatcom counties. CCS provides treatment to youth, adults, and their families.

Sea Mar Community Health Clinic Chemical Dependency Services: 360-734-5458, 3350 Airport Dr., Bellingham, seamar.org. State-licensed community mental health agency accredited by The Joint Commission which meets all requirements for court-mandated services. Multidisciplinary practices to develop and maintain personalized treatment goals. Clients are encouraged to include their families and members of their social support system in their treatment. Practitioners include mental health therapists, chemical dependency counselors, psychiatric advanced registered nurse practitioners, and psychiatrists specialize. Provides culturally-competent services and evidence-based practices. Serves clients of any age, religion, ethnicity, or sexual orientation and regardless of income, occupation, gender, immigration status, or citizenship status. Many on staff speak more than one language. • Drug and alcohol evaluations (English and Spanish) • DUI assessments • Deferred prosecution • Relapse prevention • Monthly monitoring • Aftercare • Intensive outpatient treatment • Women's group

Washington Community Detox (Pioneer Human Services): 360-676-2020 ext. 5, 2030 Division St. #B, Bellingham, pioneerhumanservices.org/treatment. Whatcom Community Detox provides a monitored setting for the safe withdrawal from alcohol and other drugs. The detoxification is provided in a sub-acute (non-medical) unit where intensive medical monitoring is not required. Individuals can self-refer to the center. Also accepts referrals from law enforcement, hospital emergency departments, mental health agencies, and family or friends of the client

RESOURCES FOR EMPLOYEES:

The Washington state Employee Assistance Program provides support and resources to faculty and staff who want to change their drinking and/or drug use patterns. After-hours assistance is available by calling 866-704-6364 (toll free). More information about the Washington state Employee Assistance Program is available at <https://des.wa.gov/services/hr-finance-lean/employee-assistance-program-eap>.

Employees may also seek services from any of the above-mentioned community resources.

D. Statement to Impose Disciplinary Sanctions to Students and Employees

WHEN VIOLATIONS OF WESTERN WASHINGTON UNIVERSITY POLICY OR LOCAL, STATE, OR FEDERAL LAW OCCUR

WWU POL-U7400.01 – POLICY CONCERNING ALCOHOL AND OTHER DRUGS

Western Washington University will uphold state and federal laws pertaining to alcohol and other drug use. All students, faculty and staff are required to comply with these laws. Actions will be taken on any violation of State and Federal law or University regulations concerning alcohol and other drugs which (a) occurs in or on property controlled or owned by Western Washington University; or (b) involves University business or activities; or (c) relates directly and materially to the fitness of staff or faculty members in their professional capacities.

Alcohol

As set forth by local, state, and federal law, no person under the age of 21 may acquire, possess, or consume any alcoholic beverage. It is also unlawful for any person to provide alcoholic beverages to anyone under the age of 21, or to sell alcohol without a permit.

Generally, possession and consumption of alcohol beverages is not permitted on any University property, including all campus buildings.

The exceptions – for persons of legal drinking age only – are:

- Events for which a banquet permit has been obtained. Authorization, in accordance with appropriate state laws, can be obtained from the Office of the Vice President for Enrollment and Student Services, (360) 650-3839;
- Private dwelling places: Western's Residence Life policy defines private dwelling places as individual residence rooms or apartments with the door closed.

Controlled Substances

Numerous local, state, and federal laws relate to the manufacture, distribution, possession, and/or use of controlled substances. Detailed information regarding applicable laws and penalties is included in the following section.

Special Note Regarding Marijuana

Despite Washington state legislation legalizing marijuana for individuals 21 and older, it is still a violation of University policy to possess, use, manufacture, cultivate, distribute, provide or sell marijuana on WWU property or at an official WWU function

DISCIPLINARY SANCTIONS FOR STUDENTS

Sanctioning Guidelines

Sanctions in Western Washington University's student conduct process serve many purposes including, but not limited to, educating students about the seriousness of their actions; reinforcing the high standards of scholarship and behavior expected of Western students; promoting student development; and maintaining the safety and wellbeing of members of the university community. When a student admits responsibility or is found in violation of the code, a conduct officer may impose one or more sanction.

The Office of Student Life developed sanctioning guidelines for some the most common Student Conduct Code violations. These guidelines are not meant to be restrictive but provide a starting framework to determine appropriate sanctions for conduct officers at Western; other sanctions, designed or intended to enhance a student's development, may be applied. It is important to understand that each conduct case is different, and decisions are based on assessing several factors rather than a strict adherence to guidelines or precedent. Further, sanctioning at Western is progressive and repeat violations of the Student Conduct Code may lead to additional, more serious sanctions.

Sanctioning Factors

These factors are considered when determining appropriate sanctions:

- Nature of the violation;
- Intent and motivation of the misconduct;
- Effect(s) of the misconduct;
- Potential effect(s) of the misconduct;
- Student's previous student conduct record;
- Student's developmental state;
- Student's willingness to be held accountable;
- Desired outcome of the complainant (if applicable);
- Safety and well-being of campus community.

Learning Outcomes

Because of the educational nature of the student conduct process, active sanctions are assigned to provide students the following developmental opportunities, based off their assessed developmental needs:

- Identify support services and resources available to assist in their success at Western; discuss how specific services and resources can assist them; develop a plan for connecting to services and resources; and appraise how those services and resources assisted in their success at Western.
- Identify behaviors and decision that potentially or did affect themselves and their community; describe the actual or potential impact of themselves and their community; and illustrate how their understanding will modify their behaviors and/or decisions in the future.
- Identify conflict resolution strategies and concepts to solve interpersonal conflicts; describe the benefits of these strategies and concepts; apply these strategies and concepts; and evaluate the application of the strategies and concepts.
- Identify alternative behaviors and decisions to prevent future incidents of misconduct; explain how these alternative behaviors and decisions would prevent future incidents of misconduct; demonstrate alternative behaviors and decisions in similar situations; and analyze their effectiveness.
- Identify their values and actions; describe any incongruence between them; investigate the reason for the incongruence; determine a plan to align their values and actions; and evaluate their effectiveness.

Additionally, students found in violation of Western's alcohol and/or drugs and paraphernalia policy typically are assigned to Alcohol & Other Drug Consultation and Assessment Services (ADCAS) through Prevention Wellness Services. ADCAS has risk and harm reduction learning outcomes embedded within their program. All ADCAS programs are provided at no additional charge to WWU students.

Educational Sanctioning Guidelines

Not every sanction will encompass all the learning outcomes listed above. Western will also be using the framework below as a starting point for violations of these sections of the Student Conduct Code:

Alcohol violations are typically assigned ADCAS, through Prevention Wellness services. For repeat violations, or violations with high safety concerns, students will typically be assigned ADCAS-High Risk, be placed on conditional status AND (as appropriate) have an Office of Student Life staff member contact a parent/family member.

Drug use or possession violations are typically assigned ADCAS, through Prevention Wellness services. For repeat violations, or violations with high safety concerns, students will typically be assigned a Mandated Chemical Dependency Assessment, be placed on conditional status AND (as appropriate) have an Office of Student Life staff member contact a parent/family member.

Description of ADCAS Services:

ADCAS 1 – Alcohol or Cannabis: Students sanctioned to complete ADCAS 1 will be informed via sanction letter and/or meeting to sign up on the Prevention and Wellness Services website for an ADCAS 1 class – either alcohol or cannabis per their incident. NO CHARGE will be issued for this service.

Demographics and current behavior patterns will be collected during sign up.

Students will attend an 80 minute educational workshop facilitated by ADCAS Peer Health Educators, either on the topic of alcohol or cannabis safety and risk reduction. General topics for the Alcohol class include: Standard serving size, blood alcohol level, the biphasic effect and tolerance, alcohol emergencies, moderation strategies, myth busting, and other health/academic/community concerns. The general topics discussed in the Cannabis class include: a basic overview of cannabis, experiences and outcomes, cannabis's effect on the brain, factors that influence the experience, specific risks of mixing substances and dabbing, and other health/academic/community concerns/risks.

Students will be strongly encouraged to complete a 30 day follow up survey regarding current behavior patterns.

ADCAS 2 – High Risk Alcohol, Cannabis, or Other Drug: Students who receive a high risk sanction will be immediately contacted by ADCAS to set up initial 1:1 session, where wellness screens gathering information on typical depression and anxiety symptoms will be used to facilitate necessary referrals within or outside Western. Then staff and the student will discuss the specific incident which lead them to the office, specifically risk factors which contributed to the incident. The session will be about 60 minutes.

Students will then complete an on-line assessment, which includes an education component, for either Alcohol or Cannabis within a week or two. This is an evidence based, online personalized assessment tool collecting recent substance use information.

Student returns for a final individual session with staff to review the personalized assessment and discuss risk reduction behaviors.

Drug cultivation (a type of drug crime involving the growing of plants that are classified as controlled substances. This usually refers to the illegal growing of plants like marijuana, opium, and other types of intoxicants or hallucinogenic plants), **manufacturing and packing** (when they produce an illegal substance by means of a chemical synthesis or a natural extraction. The manufacturing of drugs can also include the packaging or repacking of the substance or the labeling and re-labeling of its container), or **distribution** (is the sale, transfer, exchange, import, or export of illegal drugs) violations, depending on the severity, are typically assigned one of the following sanctions along with a Mandated Chemical Dependency Assessment:

- Conditional Status – Student status dependent on follow through with sanction requirements
- Deferred Suspension -- a designated period of time during which a student is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior articulated in the Code of Student Conduct.
- Suspension -- is a forced, temporary leave from the university. There are three types of suspension for students that apply to both graduate and undergraduate students:
 - *Academic Suspension* is the result of poor academic performance or violation of academic regulations and is imposed by the student's college or academic department (see university and college academic policies).

- *Disciplinary Suspension* is the result of serious personal misconduct and is imposed by the Office of Student Affairs
 - *Administrative Suspension* is the result of failure to meet university financial obligations or failure to comply with federal, state or local health regulations and is imposed by Enrollment Services.
- Referral to University or Bellingham Police

Below are the general process steps for issuing a drug and alcohol policy sanction:

1. **Complaint/Report:** A Complaint/Report is received by the Office of Student Life/Dean of Students Office and reviewed for possible policy violations.
2. **Student Notification:** The student involved is sent notification via their University email account at least three days prior to a scheduled meeting with a conduct officer.
3. **Conduct Meeting:** The student individually meets with a conduct officer who asks for their perspective on the specific incident, reviews the incident report and discusses any other relevant information. Conduct meetings and decisions take place whether the student is present or not. If a student is unable to attend your conduct meeting, it is the student's responsibility to notify the conduct officer to request rescheduling.
4. **Conduct Decision:** After reviewing the available information, the conduct officer determines whether a violation has occurred, the student's responsibility for the violation, and any appropriate sanction(s).
5. **Decision Letter:** The student is notified of the determination made by the conduct officer in writing via their University email account within seven business days of the conduct meeting.
6. **Sanctions (if applicable):** A student who is found in violation of University policy may receive sanctions that require action before the student conduct process can be concluded. This may include attending workshops, writing essays, and/or other educational activities.
7. **Appeal (if applicable):** A procedure allowing students to ask for a review of the conduct decision
8. **Review (if applicable):** A procedure during the appeal where the Dean of Students will review documentation involving the student and the specific case to determine revoking or continuing with the sanction. This is the final call.

DISCIPLINARY ACTIONS FOR EMPLOYEES

STUDENT EMPLOYEES

Drug-Free Work Place - The Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act Amendments of 1989 require that universities promote a drug-free workplace and environment through adoption and implementation of policies and procedures concerning alcohol and other drugs. These

policies and procedures are designed to educate the university community about the dangers of substance abuse. **All student employees are required to abide by the state and federal laws governing the possession, manufacture, distribution, dispensing, sale and use of controlled substances while on university property or while involved in university business or activities.**

Discipline

Correct inappropriate behavior as soon as possible. Explain why the behavior was inappropriate or incorrect and how to remedy the situation. Try to resolve any problems pertaining to job performance or working relations at the time of the incident.

Termination Procedures

It is generally expected that whenever possible, the student employee will give the employer a two week notice prior to terminating their employment. The employer will similarly give the employee a two week notice before termination, unless an earlier date is mutually agreed upon. Reasons for employer termination include, but are not limited to:

- completion or elimination of job
- loss of funding
- avoidable absences
- unsatisfactory work
- inability to carry out work assignments
- lack of cooperation with co-workers or supervisor
- repeated lateness
- harassing a co-worker, sexually or otherwise

It is generally expected that the employer will advise the student in writing of unsatisfactory performance at least once before terminating the student employee. It is expected that at least two weeks before actual termination a warning of impending termination will have been received by the student. Retain a copy of the written warning within the department/office of origin. An employer is under no obligation to re-hire a student who was employed the previous academic year.

WESTERN FACULTY

The United Faculty of Western Washington Collective Bargaining Agreement – Western Faculty are responsible for adhering to Western’s drug and alcohol policies, which reflect Federal, State and Local Law. If found in violation of those policies, the Collective Bargaining Agreement, per Section 19- Disciplinary Action/Discharge, lays out steps necessary for mandating disciplinary sanctions.

SECTION 19 DISCIPLINARY ACTION/DISCHARGE

19.1 No faculty member shall be disciplined or discharged without just cause. Historical guidelines commonly used by arbitrators can be found in Appendix B.

19.2 The University shall employ, where appropriate, progressive discipline, including but not limited to the following steps: verbal warning, written warning, suspension without pay, and discharge. The University shall tailor discipline to respond to the nature and severity of the offense, and will not be required to apply progressive discipline where the University reasonably believes that the severity of the alleged offense calls for the imposition of discipline at an advanced step.

19.3 Disciplinary Procedures

19.3.1 Informal meetings between the University and faculty regarding workplace issues are encouraged.

19.3.2 Faculty shall be given a fair and reasonable opportunity to respond to complaints which could result in discipline. Discipline shall not result from prior incidents or complaints to which the faculty member has not had a reasonable opportunity to respond.

19.3.3 If, prior to or during a meeting between the University and a faculty member, the faculty member reasonably concludes that discipline could result, the faculty member shall be entitled to representation by the Union. If necessary, the meeting may be suspended for a reasonable time to obtain representation. All disciplinary meetings shall be conducted in private. Settlements reached in cases where the faculty member has chosen to waive the right to Union representation shall be non-precedent setting.

19.3.4 The University may place a faculty member on paid administrative leave pending investigation of an allegation. The Union will be notified of any such action. When placing a faculty member on paid administrative leave, prior to making a determination regarding the faculty member's access to campus resources, the University shall consider the faculty member's research and other academic activities as well as the health, safety, and legal interests of all those involved. Faculty members on paid administrative leave are expected to remain available during normal working hours. Paid administrative leave is not discipline and is not subject to the grievance procedure.

19.3.5 Notice of Intent to Discipline. If the University intends to impose discipline that involves a loss of pay or termination of employment, the University shall inform the faculty member and the Union of the proposed discipline in writing. The written notice shall describe the event or conduct with sufficient particularity to permit the faculty member and the Union to understand the reason for the proposed discipline.

19.3.6 Pre-Disciplinary Meeting. The University will schedule a pre-disciplinary meeting to permit the faculty member to respond to a notice of intent to discipline. At the beginning of any pre-disciplinary meeting, the University will describe its proposed discipline and the general reasons for issuing the proposed discipline. The University will inform the Union in advance of all pre-disciplinary meetings.

19.3.7 Disciplinary Decision. No later than fourteen (14) calendar days after the close of the pre-disciplinary meeting, the University shall inform the faculty member and the Union of its disciplinary

decision in writing.

19.4 Progressive discipline consisting of verbal warning or written warning will be administered by the dean.

19.4.1 A dean may recommend to the Provost suspension without pay or discharge. The Provost may initiate suspension without pay or discharge in writing, following the procedures in Section 19.3.

19.5. Investigations and Discipline during summer

19.5.1 Both parties recognize that investigations and discipline in summer present a difficulty to faculty who are not being paid and/or are often away from campus during the summer. Both parties also recognize that the University and Union have due diligence and duty of fair representation responsibilities for cases that may arise in summer.

19.5.2 Before the end of spring quarter, the Union President or designee, and the University Provost or designee will meet to inventory and discuss scheduling to handle any cases that may be pending and lead to investigations and/or discipline in the summer.

19.5.3 If a complaint is received about a bargaining unit member during any period in which the University is not in session or during an academic term in which the member is not working, the college will suspend any investigation until school resumes and/or the member is again under contract. However, if, after consultation with the Union, the University reasonably believes the complaint could result in suspension without pay or discharge, the University may commence its investigation immediately.

19.5.4 Faculty not on contract, who are asked by the University to participate in an investigation in the summer shall be compensated on a pro-rated basis.

WESTERN STAFF

All Western staff are responsible for adhering to WWU policy as well as local, state and federal laws. Some staff groups are also governed by specific Union regulations as well. In addition there are some position roles or functions that also carry specific behavioral guidelines regarding substance use.

The **Professional/Exempt** Staff Handbook - Western Professional Staff are responsible for adhering to Western’s drug and alcohol policies, which reflect Federal, State and Local Law.

If found in violation of those policies, the Professional Staff Handbook states, *“When an employee digresses from performance, conduct, and/or ethical standards, supervisors may, as appropriate, provide and/or arrange for the employee to receive coaching, counseling, and/or training. Western will determine the appropriate level of discipline up to and including termination”*.

Western **Classified Staff** are responsible for adhering to Western’s drug and alcohol policies, which reflect Federal, state and Local Law. If found in violation of those policies, the Classified Staff Collective Bargaining lays out steps necessary to impose disciplinary sanctions, as well as:

WAC 357-40-(010-050) *Discipline*: Sections describe the power of the appointing authority to take disciplinary action, required notice to employees for pay changes or position dismissal or demotion or termination, and limits to such impositions.

WAC 357-46-(005-225) *Layoff and separation*: Thorough detailing of disciplinary layoff or separations; who can impose, reasons for, what to include, employee status, appeals, proper notice, etc.

WAC 357-52-(005-265) *Appeals*: Thorough detailing of appealing disciplinary sanctions; board rules and regulations, forms, mediations, prehearings, what needs to be submitted and when, imposing decisions, etc.

Collective Bargaining disciplinary sanctions – Each Union collective bargaining agreement specifies options and procedures for violations of Western policy or local, state or federal law.

DRUG TESTING

POL-U5410.04 DRUG AND ALCOHOL TESTING FOR US DEPARTMENT OF TRANSPORTATION COMPLIANCE

Section 5: Illegal substances are identified in Title 49, CFR, Part 40.21.

Appropriate use of drugs taken with written approval or prescription from a physician is not prohibited. The taking of any substance with a warning label indicating that mental functions, motor skills or judgment may be adversely affected should be reported to the supervisor. Use of alcohol or substances containing alcohol, e.g. mouth wash or food, is regulated in this policy.

Section 6: Some conduct is prohibited and subject to disciplinary action. Prohibited conduct includes the following:

- Reporting for work or remaining at work to perform sensitive functions while having an alcohol concentration exceeding DOT standards;
- Using alcohol while performing safety-sensitive functions;
- Operating a vehicle while possessing alcohol;
- Using alcohol within eight hours following an accident or prior to taking a post-accident test – whichever is first;
- Refusing to take a controlled substance or alcohol test as required: random, post-accident, reasonable suspicion, or follow-up;
- Using alcohol within four hours of reporting for work;
- Arriving or remaining at work when using a controlled substance, with the exception of when instructed by a physician with the understanding that the substance will not affect the job performance and with the

knowledge of the supervisor;

- Being in possession of alcohol of any type unless part of a manifested shipment;
- Altering or attempting to alter a urine specimen;
- Possessing, using, selling or distributing prohibited substances on campus, in a University vehicle or while on University business

Sexual Misconduct, Including Sexual Assault, Dating Violence, Domestic Violence and Stalking

WWU-Mandated Initial Sexual Violence Prevention Education for All Students

Western Washington University requires all students new to Western to complete Sexual Assault Prevention training, a web-based best practice training program to prevent sexual violence, designed specifically for college students.

By completing Sexual Assault Prevention training it ensures all students have a fundamental awareness of the issues relating to sexual violence. They are also engaged as part of the solution to sexual violence and participating in creating and maintaining a campus community that supports healthy relationships and fosters a safe environment for everyone.

It is hoped that through this training students will be better informed and build stronger skills to identify and intervene in situations where others' well-being or safety may be in jeopardy. This training also provides important information about every student's rights under Title IX, a civil rights law prohibiting sex discrimination, including sexual violence.

Prevention & Wellness Services

Comprehensive Awareness and Education Campaign Plan to Prevent Sexual Violence*

(Campus-wide intervention – initial prevention and awareness, and on-going programming and training)

Prevention & Wellness Services staff provide Sexual Violence Prevention and effective intervention training to a wide range of student groups throughout the year. One area of training focuses on student leaders as part of the solution. This group may include: Orientation Student Advisors, Resident Advisors, Peer Health Educators, and Varsity Athlete Teams, among others. Additional trainings are designed for groups of students identified as potentially at increased risk, such as: International students, students participating in Study Abroad, and new

freshmen. Training is also promoted to faculty for potential inclusion in their course content.

Prevention & Wellness Staff also work collaboratively to infuse sexual violence prevention information into many programs, events, and activities that take place on campus through the year.

Additional programming highlights specific sexual violence-related outreach that encompasses awareness days, weeks, and month promotions, along with on-going campaigns promoting healthy relationships, importance of being an empowered and active bystander, and taking a stand against all forms of sexual violence.

Training is also provided for staff and faculty in covering how to have a compassionate response to disclosures, best options for assisting students who disclose sexual violence experiences, creating a safe space for survivors in their classrooms or work spaces, increasing awareness of campus resources, and how to effectively connect a student to these resources.

Sexual Violence Prevention staff also, directly or in collaboration with other programs, provide training for many community groups. Audiences for these trainings vary from local community prevention coalitions, local businesses, police, community college and public school classes, large concentration off-campus student housing areas, and hosts of frequent, large music house parties.

**See Prevention & Wellness Services for more detail about sexual violence awareness and prevention programs, events, activities, and services.*

Prevention Education for All Employees

Safe and positive options for bystander intervention are covered in the online Sexual Assault Prevention training for Faculty and Staff training required of all new employees. Aspects of bystander intervention and supporting survivors covered in the Sexual Assault Prevention training for Faculty and Staff training include:

- Educating yourself about reporting options and confidential resources so you can provide this information to others if they need it. Faculty and staff responsibility for reporting known or suspected sexual harassment and sexual violence to the Title IX Coordinator.
- Promoting positive social norms, for example by discouraging joking about sexual harassment or sexual violence.
- Building awareness to understand warning signs that may lead to sexual violence.
- Learning that there are multiple ways to be a bystander. These include (1) directly intervening by approaching the perpetrator or victim, (2) getting another person to intervene (for example by finding a friend of the person being targeted or by calling an authority over the space or the police), or (3) causing a distraction that interrupts the situation, for example by joining the conversation or spilling a drink.
- When observing unwanted sexual attention, if you overhear use of sexist or derogatory language, or if you know someone in an abusive relationship:
 - Notice that something is not right
 - Identify that a person needs help
 - Make the decision to act and develop a strategy for intervening

- Intervene safety, either alone or with other people.

Bystander intervention is also covered during in-person Sexual Harassment Prevention Training and online Sexual Harassment Prevention Refresher Training provided to faculty and staff. Aspects of bystander intervention and supporting survivors covered in these trainings include:

- Faculty and staff responsibility for reporting known or suspected sexual harassment and sexual violence to the Title IX Coordinator, the reasons for this reporting requirement, and action taken by the Title IX Coordinator upon receipt of a report.
- What to do if a survivor reports sexual violence to you, including letting the person know:
 - You care about them
 - You must inform the Title IX Coordinator so that the survivor can be fully notified of available resources and reporting options
 - They can expect that a staff member in the Office of Civil Rights and Title IX Compliance will reach out to them to provide information about available resources
 - The university will provide support services to survivors whether or not they choose to report to the police or file a discrimination complaint.
- When observing unwanted sexual attention or inappropriate sexualized comments:
 - Identifying that someone is uncomfortable, or that someone may be uncomfortable even if discomfort is not visible
 - Assessing one's safety
 - Deciding to act, either by: (1) directly approaching the perpetrator, the person being targeted, or both individuals separately, about the situation, (2) indirectly interrupting the situation, for example by asking one party if they have tried the snacks, if they'd like to take a walk, if you can borrow their cell phone, or (3) calling for assistance.

All new permanent WWU faculty and staff are required to complete an initial 2-hour live Sexual Harassment Prevention Training. Per University Policy 1600.04, new employees should complete this training within their first 6 months of employment. New temporary employees are also strongly encouraged to complete this training.

- From January 1, 2019 through December 31, 2019 the Office of Civil Rights and Title IX Compliance (formerly the Equal Opportunity Office) provided a total of 9 live sessions of Sexual Harassment Prevention Training for new faculty and staff, attended by a total of 277 participants.

Following the initial 2-hour live Sexual Harassment Prevention Training, all WWU permanent faculty and staff are required to complete refresher training every three years thereafter. The online refresher training is estimated to take approximately 45 minutes to complete. Employees may also choose to re-take the live training, in lieu of completing the online refresher training.

- From January 1, 2019 through December 31, 2019 over 232 individuals completed the Sexual Harassment Prevention Refresher Training.

All new WWU faculty and staff, including temporary employees, are required to complete an online training about sexual violence prevention and response. This online training is estimated to take between 45 minutes and one hour to complete. New employees are asked to complete this training within their first week of employment.

From January 1, 2019 through December 31, 2019 a total of 413 individuals completed the online training about sexual violence prevention and response.

From January 1, 2019 through December 31, 2019, the CRTC additionally provided 20 live training sessions regarding Rights and Responsibilities Under Title IX to a total of 913 student employees, athletes and graduate teaching assistants.

Policies Regarding Sexual Misconduct Including Sexual Assault, Dating Violence, Domestic Violence, and Stalking

POL-U1600.04 PREVENTING AND RESPONDING TO SEXUAL HARASSMENT UNDER TITLE IX

****Interim Policy****

This policy applies to all employees and all persons participate in Western Washington University education programs and activities to the extent provided by law, regardless of sexual orientation or gender identity. This policy applies to all Western Washington University locations (e.g. Bellingham campus, satellite locations, Lakewood); locations in the United States where Western Washington University programs are taking place (e.g. field trips, away sporting events); and Western Washington University-sponsored transportation (e.g. buses or vans to off-campus events).

Preamble:

Western Washington University (WWU) prohibits sex discrimination, which includes sexual assault. WWU is committed to preventing, addressing, and responding to sex discrimination under Title IX. Sexual harassment can have a serious impact on the quality of the educational and/or work experience. All students and employees have a right to educational and workplace environments free from sex harassment. Therefore, WWU adopts policies and programs aimed at preventing and responding to sex harassment and prohibits retaliation against individuals who file or participate in sex harassment complaints, as outlined in Title IX. This policy is restricted to allegations of sexual harassment, as that term is defined in 34 C.F.R. §106.30. Nothing in this policy limits or otherwise restricts WWU's ability to investigate and pursue discipline based on alleged violations of other federal, state, and local laws, their implementing regulations, and other University policies prohibiting gender discrimination, including POL-U1600.02, through processes set forth in WWU's Code of Student Conduct, employment contracts, employee handbooks, and collective bargaining agreements.

This policy and its associated procedures govern all reported acts of sexual harassment alleged to have occurred on or after August 14, 2020. Reports of sexual harassment alleged to have occurred prior to August 14, 2020 will be governed by the policy in force at the time the alleged acts occurred.

Definitions:

Coercion: unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Complainant: an individual who is at the time of the complaint participating in the educational program of or employed by the University and who is alleged to be the victim of conduct that could constitute sexual harassment.

Consent: knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

Education Program or Activity: locations, events, or circumstances in which WWU exercised substantial control over both the Respondent and the context in which the alleged sexual harassment occurred. It also includes any building owned or controlled by a student organization officially recognized by WWU.

Force: the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent.

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent

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Formal Complaint: a writing submitted by the Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that WWU conduct an investigation.

Grievance Procedure: the process WWU uses to initiate, informally resolve, and/or investigate allegations that an employee or student has violated Title IX provisions prohibiting sex discrimination, including sexual assault.

Respondent: an individual who is at the time of the complaint participating in the educational program of or employed by the University and who has been reported to be the perpetrator of conduct that could constitute sex discrimination including sexual assault while a student or employee of the University.

Retaliation: intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

Sexual Harassment: sexual harassment occurs when a Respondent engages in the following discriminatory conduct on the basis of sex:

- A) Quid pro quo harassment- A WWU employee conditioning the provision of an aid, benefit, or service of WWU on an individual's participation in unwelcome sexual conduct.
- B) Hostile environment- Unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to WWU's educational programs or activities or WWU employment.
- C) Sexual assault- Sexual assault includes the following conduct:
 - i. Nonconsensual Sexual Intercourse- Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
 - ii. Nonconsensual sexual contact- Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
 - iii. Incest- Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of eighteen (18).
 - iv. Statutory Rape- Consensual intercourse between a person who is eighteen (18) years of age or older, and a person who is under the age of sixteen (16).
 - v. Domestic Violence- Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Washington, RCW 26.50.010.

- vi. Dating Violence- Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors:
- The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.
- vii. Stalking- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for their safety or the safety of others; or (b) suffer substantial emotional distress.

Summary Suspension: An emergency suspension of a student Respondent pending investigation and resolution of disciplinary proceedings pursuant to the procedure and standards set forth in WAC 516-21-260.

Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent regardless of whether the Complainant or the Title IX Coordinator has filed a formal complaint. Supportive measures restore or preserve a party's access to WWU's education programs and activities without unreasonably burdening the other party, as determined through an interactive process between the Title IX Coordinator and the party. Supportive measures include measures designed to protect the safety of all parties and/or WWU's educational environment and/or to deter sexual harassment or retaliation.

Supportive measures may include, but are not limited to:

- counseling and other medical assistance,
- extensions of deadlines or other course-related adjustments,
- modifications of work or class schedules,
- leaves of absence,
- increased security or monitoring of certain areas of campus, and
- imposition of orders prohibiting the parties from contacting one another in housing or work situations. Determinations about whether to impose a one-way no contact order must be made on a case-by-case basis.

Title IX Administrators: Title IX Coordinator, Title IX investigators, the Student Conduct Officer, Student Conduct Committee members, Decision Makers, Appeals Panel and University-provided advisors assigned to the parties by the University during Title IX disciplinary proceedings.

Title IX Coordinator: The WWU administrator responsible for processing Title IX complaints and conducting and/or overseeing formal investigations and informal resolution processes under this Grievance Procedure.

1. WWU Does Not Discriminate on the Basis of Sex in its Programs and Activities and Will Not Tolerate Sex Discrimination, Including Sexual Harassment and Assault

WWU prohibits discrimination on the basis of sex, including sexual harassment and sexual assault, dating violence, domestic violence, and stalking under Title IX. Further, Title VII of the Civil Rights Act of 1964, the Violence Against Women Reauthorization Act and the Washington State Law Against

Discrimination require WWU to stop, remediate, and prevent discrimination on the basis of sex. Sex discrimination, including sexual assault, may be cause for discipline even if it does not rise to the level of a violation of Title IX. Sex discrimination which does not violate Title IX may still be a violation of Title VII, the Violence Against Women Reauthorization Act, and the Washington Law Against Discrimination, and WWU may take disciplinary action where warranted under those statutes.

2. The University is Committed to a Comprehensive Educational and Training Program to Promote Awareness of and Prevent Sex Harassment, Including Sexual Assault

- A) The Executive Director of the Office of Civil Rights and Title IX Compliance is Western's Title IX Coordinator. The Executive Director is responsible for providing mandatory initial and refresher Sexual Harassment Prevention Training (SHPT) for University employees. New employees should complete this training within their first six month of employment.
- B) SHPT includes information on Title IX obligations and the nature and consequences of sexual harassment, including sexual assault, and discusses reporting options, resources, and procedures for handling complaints.
- C) The Vice Presidents and Deans are responsible for ensuring that their employees complete the mandatory SHPT and refresher training.
- D) The University provides sexual violence primary prevention and awareness training to new, matriculated students and new employees. The Director, Prevention and Wellness Services is responsible for implementing this training for students and the Executive Director, Office of Civil Rights & Title IX Compliance is responsible for implementing this program for employees. Consistent with Western's culture and values, participation in these programs is mandatory.
- E) Office of Civil Rights & Title IX Compliance (CRTC), University Police, Division of Enrollment and Student Services, Human Resources, and other offices promote awareness of and provide additional communication about and training in the prevention of sexual harassment, including sexual assault, in implementing an ongoing prevention and awareness campaign for students and employees.
- F) Primary prevention and awareness training for incoming students and new employees, and an ongoing prevention and awareness campaign, include the following: A statement that University prohibits sexual harassment, including sexual assault; the definition of these offenses; the definition of consent; safe and positive options for bystander intervention; information on risk reduction; information about the prevention of sexual harassment, including sexual assault; and information about relevant investigative and disciplinary procedures at the University.

3. The University and the Community Offer Support and Resources for Persons Affected by Sexual Harassment, Including Sexual Assault

- A) Supportive measures and reporting options are provided for individuals affected by sexual harassment, including sexual assault, whether or not a formal complaint is made. If supportive measures are not provided, the Title IX Coordinator must document in writing why this decision was clearly reasonable under the circumstances.

- B) Confidential support resources are available to students through services provided by WWU psychologists, mental health counselors, survivor advocates, and health care professionals; confidential support resources are available to employees through the Employee Assistance Program. Reports to some off-campus support personnel may also be legally privileged, such as reports to clergy, private legal counsel, or health care professionals.
- C) When sexual harassment, including sexual assault, complaints involving students are made to the Title IX Coordinator, supportive measures for both complainant and respondent will be coordinated through the Office of Student Life.
- D) Supportive measures taken by WWU on behalf of parties to a Title IX matter will be shared by WWU only to the extent reasonably necessary in order to carry out the terms of the protective measure or accommodation.

4. The University Provides a Comprehensive Response System for Reporting and Addressing Sexual Harassment, Including Sexual Assault

- A) The response system is available to students, employees, and others on campus affected by sexual harassment, including sexual assault. Individuals have the right to file a criminal complaint and an institutional discrimination complaint simultaneously. Complaints against anyone to whom this policy applies may be made to the Title IX Coordinator.
- B) The investigation of complaints of sexual harassment, including sexual assault, is conducted by Title IX Administrators who, as relevant to their roles in these processes, receive annual training which includes, but is not limited to:
- the definition of sexual harassment under this policy and associated procedures,
 - the scope of WWU's educational programs and activities,
 - how to conduct an investigation,
 - how to serve impartially without prejudice of facts, conflicts of interest, or bias,
 - use of technology employed during an investigation or hearing,
 - the relevance of evidence and questions,
 - trauma-informed interviewing techniques, and
 - effective report writing.
- C) Any person may report sexual harassment, including sexual assault, whether or not the reporting party is the person alleged to be the victim of conduct that could constitute a violation of Title IX. The report can be made at any time, including during non-business hours, to WWU's Title IX Coordinator, who also serves as the Executive Director of the Office of Civil Rights and Title IX Compliance.

Executive Director of the Office of Civil Rights and Title IX Compliance
 Office of Civil Rights and Title IX Compliance
 Western Washington University Old
 Main 345; MS 9021
 516 High Street
 Bellingham, WA 98225
 (360) 650-3307 (voice) or 711 (Washington Relay) crtc@wwu.edu

D) The Title IX Coordinator is responsible for:

- Accepting and processing all Title IX reports, referrals, and formal complaints. Executing and submitting a formal complaint when appropriate and necessary.
- Handling requests for confidentiality.
- Determining, during the Grievance Procedure:
 - whether a Formal Complaint should be dismissed either in whole or in part, and if so,
 - providing notice to both parties about why dismissal was necessary or desirable, and
 - referring the complaint to the appropriate disciplinary authority for proceedings outside the jurisdiction of Title IX.
- Maintaining accurate records of all complaints, reports, and referrals, and retaining investigation files, complaints, reports, and referrals in compliance with the applicable records retention schedules or federal or state law, whichever is longer.
- Conducting investigations or assigning and overseeing investigations.
- Engaging in an interactive process with both parties to identify and provide supportive measures that ensure during the investigation and disciplinary processes that the parties have equitable access to education programs and activities and are protected from further discrimination or retaliation.
- Upon completion of an investigation, issuing or overseeing the issuance of a final investigation report to the parties and the appropriate disciplinary authority in compliance with this Grievance Procedure.
- Recommending non-disciplinary corrective measures to stop, remediate, and/or prevent recurrence of discriminatory conduct to disciplinary authorities and other WWU administrators.
- Overseeing the investigation of all complaints of sex discrimination, including sexual misconduct, which fall under Title IX.

E) Before imposing discipline, WWU is responsible for gathering and presenting evidence to a neutral and unbiased decision maker establishing responsibility for a Title IX violation.

F) The standard of evidence used by the Title IX Coordinator in investigating all allegations of discrimination from students and employees is the preponderance of the evidence, that is, it is more likely than not that the allegations made by the complainant are true.

G) WWU shall treat both the Complainant and Respondent equitably by providing Complainant with remedies against Respondent who has been found responsible for sexual harassment through application of the institution's Title IX grievance and applicable Title IX disciplinary procedures and by providing Respondent

with Title IX procedural safeguards contained in this Title IX Grievance Procedures and in the applicable Title IX disciplinary procedures.

- H) The investigator shall base investigation results on all relevant evidence, including both exculpatory and inculpatory evidence.
- I) Formal and informal resolutions will be pursued within reasonably prompt timeframes with allowances for temporary delays and extensions for good cause shown. Good cause supporting a request for an extension includes, but is not limited to: a party, a party's advisor, or a witness being unavailable, concurrent law enforcement activity, and the need for language assistance or accommodation of disabilities. Both parties will receive written notice of any temporary delay or extension for good cause with an explanation of why the action was necessary.
- J) The Chief of University Police responds to and investigates all on-campus incidents of sexual misconduct when an individual seeks to file a criminal report. Off-campus incidents are handled by the police department with jurisdiction over the location where the alleged sexual misconduct occurred.

When the survivor of a criminal act chooses to seek a legal remedy, they are encouraged to report to the appropriate law enforcement agency. University Police may be contacted by calling 360-650-3911 in an emergency, or 360-650-3555 to make a non-emergency report. University Police are located in the Campus Services Building, 2001 Bill McDonald Parkway. WWU officials and offices may assist victims in reporting to law enforcement if the victim chooses.

5. The University Takes Action Towards Violators of this Policy

A respondent found responsible for engaging in sex discrimination, including sexual assault, may receive discipline.

Students found responsible may receive sanctions which include, but are not limited to, warning; conditional status; loss of privileges; no-contact orders; requirement to engage in educational activities, assessment, counseling, or treatment; requirement to provide restitution; campus housing relocation or termination; suspension or deferred suspension; expulsion from WWU.

An employee found responsible may receive sanctions which include, but are not limited to, training; written reprimand; leave without pay; reduction in job responsibilities or demotion; loss of title; termination of employment.

As outlined in the Student Code of Conduct, when an investigation is conducted involving a student respondent, the CRTC or their designee will provide a copy of the written report of findings to the student conduct officer. The student conduct officer will consider this report and make a finding as to whether the code was violated and impose sanction(s) as appropriate.

When an investigation is conducted involving an employee, the CRTC or their designee will provide a copy of the written report of findings to Human Resources, the Vice President of the organizational unit in which the respondent is employed, and to the employee's supervisor. Human Resources will refer the matter to the hearing body as appropriate.

6) **All Members of the University Community Are Responsible for Preventing Sexual Harassment, Including Sexual Assault**

7) **Employees Must Report Sex Discrimination, including Sexual Assault**

Employees have a duty to promptly report to the Title IX Coordinator any known or suspected incidents of sex discrimination, including sexual misconduct, with the exception of those employees statutorily excluded from this responsibility (confidential resources). Students and visitors are encouraged to report any known or suspected incidents of sex discrimination, including sexual misconduct.

8) **The University Prohibits Retaliation**

The University prohibits retaliation or encouraging others to retaliate against anyone reporting or believed to have reported a violation of this policy. Retaliation will be considered as a separate action, under POL-U1600.02, whether or not the original complaint is substantiated. WWU will take responsive action if retaliation occurs.

What You Can Do If You Have Experienced Sexual Violence

The list below offers possible next steps for anyone who has experienced an unwanted sexual encounter. If you have experienced sexual violence, it is important for you to know it is not your fault. Western's primary concern is your safety, and we encourage you to utilize any or all of the suggestions below.

- **Go to a safe place.** This could be your home, a friend's home, a locked car, or a busy public place. If you do not feel safe, please contact Bellingham Police (911) or University Police (360-650-3911) for assistance.
- **Seek support.** Contact a close friend or other trusted person who can help you clarify what you want to do next. Trained confidential support services are available through [Domestic Violence & Sexual Assault Services of Whatcom County \(DVSAS\)](#). DVSAS services include a 24-hour help line at (360) 715-1563 or (877) 715-1563, as well as walk-in services weekdays from 9am to 5pm, support groups, emergency shelter, and legal, medical and social services advocacy.
- **Contact CASAS Survivor Advocacy Services.** [CASAS](#) provides student survivors with confidential, individualized emotional support, safety planning, academic advocacy, information and support navigating medical, legal, and reporting options. CASAS can connect you with campus and area resources as well as support groups. Call the confidential CASAS voice mail line at [360-650-3700](#). You will be asked to leave your name and phone. An advocate will reach back out to you to set up an appointment.
- **Preserve evidence.** In case you choose to report the incident, preserve all physical evidence available to document a sexual assault or rape. This includes **not** laundering clothes/bedding and/or **not** showering until you've had a medical examination. If the incident location is accessible to you, disturb it as little as possible.
- **Consider obtaining a medical examination.** Even if you choose not to report the incident, you can still seek a medical exam to check for physical injury and the possibility of sexually transmitted diseases.

- **Utilize campus employee resources.** People who experience sexual violence can request assistance such as modifications in their working arrangements, help with safety planning, no-contact orders, and confidential consultation through the Employee Assistant Program, (877) 313-4455. Such assistance is available whether or not an employee chooses to make a report to the police. [The Title IX Coordinator](#) (360-650-3307) can help with these arrangements.
- **Report the incident.** If you choose to report the assault, you have several options. These options include Campus Police (Campus Services Building, 360-650-3911) or Bellingham Police (911) to make a criminal report; and the Title IX Coordinator/Office of Civil Rights and Title IX Compliance (Old Main 345, 360-650-3307, crtc@wwu.edu) to report or file a formal discrimination complaint. The Title IX Coordinator is available to assist you in understanding how each reporting option works so you can be informed on which option(s) you would like to pursue. An [online reporting form](#) is also available. These forms can be filled out anonymously; however, if you choose to remain anonymous, please know that the Office of Civil Rights and Title IX Compliance may not be able to look into your situation or investigate without further information. If you or someone you know has experienced discrimination, there are many reporting options and confidential support services available.
- Formal complaints made to the Title IX Coordinator are processed under the University's [Title IX Grievance Procedure PRO-U1600.04A](#) or general [Discrimination Complaint Procedure](#) depending on the jurisdiction. Investigations are conducted using the preponderance of evidence standard (meaning is it more likely than not that the allegations occurred). The complainant and respondent are provided with the same opportunities to have others present during the proceedings. The University will not limit either party's choice of an advisor or support person who attends meetings related to the complaint, but may limit such a person's participation. Results of investigations or disciplinary proceedings under these processes are made simultaneously and in writing to both parties. Processes for appeals as well as sanctions and remedies are provided in these procedures.

REDUCING YOUR RISK OF SEXUAL ASSAULT

Sexual assault is a serious concern that affects people of all gender identities. Research shows that sexual assault affects one in five college women, and one in 16 men. Roughly 84 percent of all sexual assaults are committed by someone the survivor knows. Often, they involve alcohol and sometimes other drugs. Although personal safety can never be guaranteed, there are steps you can take to reduce your risk of being the victim of sexual assault.

These include:

- Always use the buddy system or travel in groups, especially when going to parties or other events on- or off-campus.
- Be assertive about communicating what you want from another person. Ask the person you are with to do the same.
- Trust your instincts. If a situation feels uncomfortable or unsafe to you, there is probably a good reason.
- Be aware of the effects of alcohol and other drugs on your body. Use of substances can interrupt the ability to make sound decisions and impair the ability to communicate clearly.
- Do not leave your drink unattended or accept a drink or other drugs from someone you don't know, especially at a bar or a party.
- Avoid being alone with an unfamiliar person, particularly when alcohol or other drugs are involved. If you are alone, make sure that your friends know where you are, who you are with, and how long you'll be gone.

Procedures for Reporting Sexual Assault, Dating Violence, Domestic Violence or Stalking

In addition to, or instead of reporting sexual assault, dating violence, domestic violence or stalking to University Police, reports may also be made to the Executive Director, Office of Civil Rights & Title IX Compliance (CRTC) who also serves as the University's Title IX Coordinator. Survivors of sexual assault, dating violence, domestic violence, or stalking are encouraged to contact the CRTC Executive Director (herein referred to as ED) to discuss the investigation process or to file a complaint:

Executive Director, Title IX Coordinator, ADA Coordinator
Office of Civil Rights & Title IX Compliance
Old Main 345
(360) 650.3307 (voice) or 711 (WA Relay)
crtc@wwu.edu.

The Executive Director or their designee oversees and addresses allegations of harassment and discrimination, including complaints of sexual assault, dating violence, domestic violence, or stalking that involve or threaten members of the WWU community. All complaints that fall under Title IX jurisdiction will be conducted pursuant to POL-U1600.04, Preventing and Responding to Sexual Harassment under Title IX and its corresponding procedures. Incidents involving University students, staff and faculty which fall outside the Title IX jurisdiction will be conducted pursuant to POL-U1600.02, Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation, and its corresponding procedure, 1600.02A. All relevant procedures provide an administrative complaint process (not legal or criminal) for prompt, equitable and impartial investigation and resolution of sexual misconduct complaints. The following narrative summary describes the current practice and steps taken when handling any complaint of sexual violence (sexual assault, dating violence, domestic violence, or stalking). POL-U1600.02 is currently under revision, and the most current version of the Procedure can always be found online at crtc.wwu.edu/process/policies.

Right to an Advisor

In all grievance proceedings, complainants and respondents have the right to an advisor and/or support person. This includes the right to be accompanied to any meeting under the procedure or subsequent disciplinary proceedings by an advisor or support person of the party's choice. For students who have experienced sexual misconduct, this includes the right to a support person from CASAS. For unionized employees, this includes the right to have a union representative present. During proceedings with the CRTC Executive Director, Investigator or designee, advisors and support people may communicate with the individual they are present to support; their role is not to speak on behalf of the party. Under POL-U1600.04, if either party does not have an advisor, the University will provide an advisor at no cost to the party. The advisor may be, but does not have to be, an attorney. Advisors are required to conduct cross examination on behalf of their party during live hearings or appeals processes under POL-U1600.04.

Amnesty for Students in Cases of Sexual Misconduct

Complainants and witnesses who in good faith report sexual violence, will not be subject to alcohol or drug violations of the Student Code occurring at or near the time of the sexual violence, unless their own conduct placed another person's health or safety at risk. Without imposing sanctions, Western may initiate educational remedies regarding alcohol or drug use. (WAC 516-21-055).

Time limit extensions

Time limits set forth in PRO-U1600.02 and outlined below may be extended by the ED at their discretion, or upon written application to the ED by the complainant, respondent, or the unit Vice President or Dean. The Vice Provost shall inform the parties when extensions of the time limits are made.

Filing the complaint

Under 1600.04, the resolution processes are initiated when the CRTC receives a written complaint alleging that a respondent(s) sexually harassed a complainant and requesting that the University initiate an investigation (a Formal Complaint). A Formal Complaint must be either submitted by the complainant or signed by the ED on behalf of the complainant. Formal complaints submitted to the ED may be resolved through either informal or formal resolution processes. The University will not proceed with either resolution process without a Formal Complaint.

Supportive Measures

Individuals involved in a discrimination or harassment complaint have a right to supportive measures and resources. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent regardless of whether the Complainant or the ED has filed a formal complaint. Supportive measures restore or preserve a party's access to WWU's education programs and activities without unreasonably burdening the other party, as determined through an interactive process between the ED and the party. Supportive measures include measures designed to protect the safety of all parties and/or WWU's educational environment and/or to deter sexual harassment or retaliation.

Supportive measures may include, but are not limited to:

- counseling and other medical assistance
- extensions of deadlines or other course-related adjustments,
- modifications of work or class schedules,
- leaves of absence,
- increased security or monitoring of certain areas of campus, and
- imposition of orders prohibiting the parties from contacting one another in housing or work situations.

Determinations about whether to impose a one-way no contact order must be made on a case-by-case basis.

Available Services

Confidential support resources are available to students through services provided by university psychologists, mental health counselors, survivor advocates, and other health care professionals, and to faculty and staff via the Employee Assistance Program. Some off-campus reports may also be legally privileged, such as reports to clergy, private legal counsel, or health care professionals. A standardized document informing the University community of the available reporting options and supportive measures are made provided to the campus community in [Attachment to POL-U1600.04. Support Services and Reporting Options for People Who Experience Sexual](#)

Misconduct. The CRTC provides this document directly to all impacted individuals when reports of sexual misconduct are made to the CRTC.

Determining Jurisdiction

Within ten (10) working days of the case filing date, the ED or their designee determines whether the facts alleged in the complaint fall within the jurisdiction of the CRTC and which policies may be implicated. If upon initial inquiry, the allegation(s) do not implicate a violation of CRTC policies, or if there are sufficient grounds for dismissal (as outlined in PRO-U1600.04A) the complainant will be notified in writing of the CRTC's decision to not move forward with a formal investigation.

Steps Taken to Proceed with Complaint

Complaint procedures will commence in accordance with the policies which are implicated in the formal allegations. Under both POL-U1600.02 and POL-U1600.04, the ED or their designee:

- i) Provides a copy of the complaint to the respondent(s), together with a copy of the Discrimination Complaint Procedures, and request a written response to the allegations;
- ii) Informs the appropriate Vice President(s) and the complainant(s)' and respondent(s)' Dean or unit head of the complaint;
- iii) Consults with the complainant, the department chair or unit head, and the respondent(s), all of whom may identify other persons having personal knowledge of the alleged incidents and all of whom will be advised not to disclose information about the allegation outside the complaint process.

Written Response may be Filed

Within ten (10) working days after receiving notification of the complaint, the respondent may submit to the ED a written response to the complainant's allegations. The respondent is encouraged to provide a written response; however, refusal to answer a charge or to participate in an investigation will not prevent the process from proceeding. Refusal to respond may result in the investigation proceeding solely on the basis of the complainant's testimony and evidence.

Investigation and Report

After determining jurisdiction, the ED or their designee follows procedures under POL-U1600.02 or POL-U1600.04 as appropriate:

- i) The CRTC reviews the respondent(s) response and conducts an investigation. The investigation includes interviewing the complainant and respondent. The investigation may also include interviewing those persons identified by the parties as having personal knowledge of the alleged incidents and others identified in the investigation whose testimony may shed light on the complaint, and collecting and reviewing relevant documents and materials;
- ii) If the alleged conduct was a violation of 1600.02, the CRTC will prepare a written investigative report which explains the investigation process, summarizes the information obtained, and makes findings of fact and determines whether there has been a violation of the University 1600.02. The standard of evidence used by the CRTC in investigating allegations of policy violation is a preponderance of evidence (i.e., that it is more likely than not that the allegations are true);

- iii) If the alleged conduct was a violation of 1600.04 (under Title IX jurisdiction) the CRTC will prepare a written investigative report which explains the investigation process, summarizes the information obtained, including both inculpatory and exculpatory evidence. The ED or designee provides a copy of the investigative report to the complainant(s), respondent(s), the appropriate Vice President, and the appropriate dean. The standard of evidence used by the CRTC in investigating allegations of policy violation is a preponderance of evidence (i.e., that it is more likely than not that the allegations are true).

Confidentiality and Its Limitations

Discretion in the sharing of information is essential in matters involving allegations of illegal discrimination. Improper disclosure of information by the parties involved may be the basis for claims of unprofessional conduct, student conduct code violations, or charges of slander and retaliation. This does not limit the right of complainants or respondents to access support resources, consult with advisors, or participate in related investigations (such as a criminal, or external agency investigation).

The CRTC utilizes discretion in sharing information regarding matters under POL-U1600.04 and POL-1600.02. However, complete confidentiality cannot be guaranteed. Information provided to the CRTC may be shared with leadership and other individuals in order to investigate and resolve the matter, and as necessary to keep members of the campus community safe. By law, CRTC records may be subject to release following a public records request, request from an external agency, or court order. In addition, the number of sexual assaults (without any personalizing information) will be provided for the university's Annual Security Report, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or other applicable law.

Review and Sanctions

Specific processes for reviewing the investigative report and determinations are outlined under POL-U1600.04 for Title IX policy violations, and POL-U1600.02 for non-Title IX policy violations.

When the respondent is a student, any discipline is imposed by the Student Conduct Officer, to whom this responsibility is delegated by Vice President for Enrollment and Student Services. The student conduct officer considers the final report and makes a finding as to whether the Student Conduct Code was violated and imposes sanction(s) as appropriate. Possible sanctions for students are: warning; conditional status; loss of privileges; no-contact orders; requirement to engage in educational activities, assessment, counseling or treatment; requirement to provide restitution; campus housing relocation or termination; suspension or deferred suspension from the University, and; expulsion from the University.

When an investigation is conducted involving a faculty or staff respondent, the CRTC or their designee provides a copy of the written investigative report to the Vice President of the organizational unit in which the respondent is employed (and to the dean, if applicable), and the Vice President determines any appropriate sanctions. Possible sanctions for employees include written reprimand, leave without pay, a reduction of job responsibility or demotion, and termination of employment.

Retaliation Prohibited

The University prohibits retaliation or encouraging others to retaliate against anyone reporting or believed to have reported a violation of this policy, or who is otherwise involved in a grievance proceeding as a witness, advisor or support person, or process personnel. Retaliation will be considered as a separate action, under POL-U1600.02, whether or not the original complaint is substantiated. WWU will take responsive action if retaliation occurs.

Alternate Complaint Processes

A person who believes that they have been the subject of discrimination or harassment, including sexual violence, prohibited by state or federal law, may choose to file a discrimination complaint by contacting the appropriate state or federal agency, including the U.S. Department of Education, Office for Civil Rights and the Equal Employment Opportunity Commission.

Discrimination Complaint Procedure

PRO-U1600.02A DISCRIMINATION COMPLAINT PROCEDURE

I. Introduction

The University is committed to resolving complaints alleging illegal discrimination, including harassment, at the earliest and most informal level, depending on the nature of the complaint. It is also committed to conducting investigations in a timely and effective manner, adhering to the principles of due process in all investigations, and providing prompt corrective action if discrimination is found to have occurred. No individual shall be penalized or retaliated against in any way by a member of the university community for their participation in this complaint procedure.

II. Definitions

- a. Complainant: Aggrieved individual who alleges they have experienced illegal discrimination.
- b. Respondent: Individual alleged to have participated in illegal discrimination.
- c. Preponderance of the Evidence: The standard of evidence used in formal investigations of alleged discrimination. The standard is used to determine whether it is “more likely than not” that the allegation(s) occurred.

III. Purpose and Jurisdiction

This procedure is limited to complaints which allege discrimination on the basis of legally protected characteristics: race, color, creed, religion, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, gender expression, age, marital status, disability (including failure to provide reasonable accommodation), veteran status, or genetic information. Aggrieved parties will be referred to as complainants. Persons alleged to have engaged in illegal discrimination will be referred to as respondents.

This procedure is internal to the university. It applies to incidents that take place at the university, and to incidents occurring off campus between members of the university community, where the off-campus behavior is alleged to have a negative impact on the learning or work environment. Individuals who may use this procedure include, but are not limited to:

- Staff
- Faculty
- Students (any person who):
 - (a) Has been formally admitted to the university;
 - (b) Is enrolled in one or more classes at the university, including non-matriculated international students attending language institutes or foreign study programs;
 - (c) Is participating in a certificate, degree, distance learning, or professional enrichment program, through extended education and summer programs;
 - (d) Is participating in a university-sponsored study abroad program;
 - (e) Was enrolled in a prior quarter or summer session at the university and is eligible to continue enrollment in the quarter or summer session that immediately follows; or
 - (f) Withdrew from the university after an alleged violation of the code, for conduct that occurred while they were enrolled in or participating in a program offered by the university [WAC 516-21-020]
- Individuals applying for enrollment or employment to the university
- Users of university services

There is no specific timeframe in which a complaint must be made. However, to facilitate a prompt and timely investigation, complaints should be brought forward to the Office of Civil Rights & Title IX (CRTC) as soon as possible after the alleged act of discrimination. All incidents of illegal discrimination should be reported regardless of the amount of time that has passed since the alleged violation. Delay in reporting may inhibit the CRTC's ability to conduct an investigation or the university's ability to provide prompt corrective action.

IV. **Responsibility for Implementation**

- a. **Executive Director, Office of Civil Rights and Title IX and ADA Coordinator (Executive Director)** has overall responsibility for assuring university compliance with nondiscrimination laws and regulations.

CRTC provides advice on addressing discrimination concerns, provides an avenue for informal resolution, and conducts formal investigations.

- b. **The Vice President for Enrollment and Student Services (VPES) or their designee** has responsibility for administering the student conduct system as outlined in the Student Rights and Responsibilities Code (Code) [[Washington Administrative Code, Chapter 516-21-240](#)]. VPES or their designee determines if violation(s) of the Code have occurred and administers sanctions in the case of a substantiated complaint of student misconduct. This includes discrimination complaints, including complaints of sexual misconduct.
- c. **The Vice Presidents or their designee** have responsibility for administering disciplinary measures to staff, in the case of a substantiated complaint of discrimination.
- d. **The Vice President of Academic Affairs/Provost or their designee** has the responsibility for administering disciplinary measures to faculty, in the case of a substantiated complaint of discrimination.

V. **Rights of Complainants & Respondents**

- a. **Right to an Advisor or Support Person.** In all proceedings under this Procedure, complainants and respondents have the right to and will be provided with the same opportunities to have other individuals present. This includes the right

to be accompanied to any meeting under this Procedure by an advisor or support person of the individual's choice. For unionized employees, this includes the right to have a union representative present. During proceedings under this Procedure, advisors and support people may communicate with the individual they are present to support but may not directly address the investigator.

- b. Amnesty for Students in cases of sexual misconduct.** Complainants and witnesses who in good faith report sexual violence will not be subject to alcohol or drug violations of the Code occurring at or near the time of the sexual violence unless their own conduct placed another person's health or safety at risk. Without imposing sanctions, Western may initiate educational remedies regarding alcohol or drug use. (WAC 516-21-055).

VI. Interim Measures: Safety Concerns and Resource Referrals

During and after CRTC's initial meeting with the complainant, CRTC will assess whether immediate action should be taken, including interim measures, to protect the safety of the parties involved and/or other members of the university community. Other university offices, including University Police, Office of Student Life, University Residences, and Human Resources, may be contacted in the event of a safety concern, or to coordinate an interim measure. CRTC may facilitate interim measures to ensure safety and limit the impacts of alleged discrimination while an investigation or informal resolution is ongoing.

CRTC will share information with the parties involved about available resources that may be helpful, including the Counseling Center, Consultation and Sexual Assault Support (CASAS), Domestic Violence and Sexual Assault Services (DVSAS), and the Employee Assistance Program (EAP).

CRTC will also seek to mitigate any negative impact that a complainant may be experiencing with respect to their education and/or in the employment setting, due to the alleged discrimination. This may include speaking with faculty to extend assignment dates or delay the taking of an exam or in the case of employment, may work to ensure the complainant and respondent are not working in close proximity to one another during the course of an investigation or informal resolution.

VII. Confidentiality and its Limitations

Discretion in the sharing of information is essential in matters involving allegations of illegal discrimination. Improper disclosure of information by the parties involved may be the basis for claims of unprofessional conduct, student conduct code violations, or charges of slander and retaliation. This does not limit the right of complainants or respondents to access support resources, consult with advisors, or participate in related investigations (such as a criminal, or external agency investigation).

CRTC utilizes discretion in sharing information regarding matters under this Procedure. However, complete confidentiality cannot be guaranteed. Information provided to the CRTC may be shared with leadership and other individuals in order to investigate and resolve the matter, and as necessary to keep members of the campus community safe. By law, CRTC records may be subject to release following a public records request, request from an external agency, or court order. In addition, the number of sexual assaults (without any personalizing information) will be provided for the university's Annual Security Report, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or other applicable law

VIII. Procedure

CRTC facilitates informal resolutions and formal complaints. Complaints of sexual violence (sexual assault, dating violence, domestic violence, and stalking) must be handled through a formal investigation.

a. Initial Meeting with CRTC

During CRTC's initial independent meetings with the complainant and the respondent, the following is reviewed:

- Support resources and services;
- CRTC's role as a neutral, impartial investigator and/or facilitator of a resolution;
- The importance of discretion in sharing information about discrimination allegations, and limits on confidentiality;
- Rights to an advisor and/or support person, including a union representative; and
- The prohibition on retaliation.

During CRTC's initial meeting with the complainant, the following information is also provided:

- Review of options available and appropriate to resolve the complaint under this Procedure, including informal resolution or formal investigation;
- Safety concerns and referrals for safety plans;
- Interim measures that can be taken to mitigate adverse impacts from the alleged discrimination, including but not limited to, those that can affect academic success, financial aid, housing, and workplace performance.

b. Informal Resolution

Facilitation by Civil Rights and Title IX Compliance Office. CRTC seeks to resolve concerns of discrimination at the earliest and lowest level possible, as appropriate. Individuals may contact CRTC for assistance in informally resolving concerns of discrimination. The CRTC will discuss options for resolving the concern and may make referrals to appropriate resources and support services.

During an informal resolution, CRTC will meet separately with the parties and with relevant leadership to facilitate an appropriate resolution. Concerns are resolved through negotiation, mediation, and conflict resolution techniques.

The individual seeking an informal resolution does not have to meet with the individual whom the concern is about, although in some cases, both parties may agree such a meeting is useful to resolve the concern.

Informal resolutions do not result in a finding of whether or not discrimination occurred or whether university policy was violated.

At any point in the process, an individual may inform CRTC that the situation is resolved, that no further university action is desired, or that they are not satisfied with the informal resolution and would like to file a formal complaint.

c. Formal Complaints

1. ***Steps Taken with the complainant to file a formal complaint.*** In order to file a formal complaint with the CRTC, individuals should:
 - a) Contact CRTC to meet with an investigator to discuss their concern, provide written allegations, and complete and sign a Complaint Form. If the complainant so chooses, they may provide their allegations verbally to the investigator who will type them up for the complainant to review, edit if needed, and sign. A completed Complaint Form will include the names of the complainant and the respondent, written allegations describing the alleged discrimination, and the complainant's signature. CRTC investigator also signs the Complaint Form to indicate they have received the complaint.
 - b) Upon receipt of the Complaint Form by the investigator, the complaint shall be marked with the date received and that date shall be referred to as the filing date. The complainant shall be provided a copy of the Complaint Form, with attached allegations, a copy of this Procedure, and relevant EO policies, which could include but may not be limited to: [POL-U1600.02](#), [POL-U1600.03](#), and/or [POL-U1600.04](#).
 - c) The Complainant will be asked to provide the names of any witnesses or individuals who can support their allegations. The complainant may provide this information to the investigator during their initial meeting or may provide it at a later date.
2. ***Jurisdiction and Determination of whether Complaint is subject to Procedures.*** Within ten (10) working days of the filing date, Executive Director or designee shall determine whether the facts alleged in the complaint fall within the jurisdiction of CRTC. If not, the complainant shall be notified in writing. No appeal may be taken internally of this determination. A complainant or respondent who feels that action is warranted even though CRTC has found otherwise may make a complaint through other internal procedures, such as the appropriate grievance committee, or externally to an agency such as the Equal Employment Opportunity Commission. CRTC will designate this complaint as "dismissed".

In the case where the complainant and/or respondent is a student, and either party graduates from or leaves the university during an investigation, CRTC shall continue to allow both parties to participate in the complaint process.

3. ***Steps taken to inform the respondent and proceed with complaint.*** If it is determined that the complaint falls within the jurisdiction of CRTC, the investigator shall:
 - a) Notify the respondent of the formal complaint filed with CRTC and, if possible, schedule an in-person meeting with the respondent to review allegations and explain the investigation process;
 - b) Provide a copy of the Complaint Form with the attached allegations to the respondent, together with a copy of this Procedure, and relevant CRTC policies;

- c) Inform the respondent of their right to submit a written response to the allegations no later than ten (10) working days after receiving the allegations (beginning the count on the day after receiving the allegations).

The respondent is encouraged to provide a written response; however, refusal to respond to the complaint or to participate in an investigation will not prevent the process from proceeding. Refusal to respond or participate in an investigation may result in the investigation proceeding solely on the basis of the complainant's testimony and evidence.

If the respondent so chooses, and within the requisite timeframe, the respondent may meet with the investigator and verbally provide their response which the investigator will type up and ask the respondent to review, edit if needed, and sign;

- d) Ask the respondent for the names of any witnesses or individuals who can support their position on the allegations. The respondent may provide this information to the investigator during their initial meeting or may provide it at a later date.

4. Notifying leadership about the complaint proceedings.

The Executive Director, their designee informs the appropriate Vice President(s) and the complainant(s)' and respondent(s)' Dean or unit head of the complaint.

5. *Investigation and report.*

Within sixty (60) working days, beginning on the filing date, the Executive Director or their designee shall:

- a) Review respondent(s)' response and conduct an investigation. The investigation may include meeting independently one or more times with the complainant, respondent, and witnesses or individuals whose names have been provided by the parties as having personal knowledge of the alleged incident(s) and who can respectively support their positions. The investigator may choose to interview additional individuals who may have knowledge of the alleged incident, including but not limited to faculty, staff, students and administrators. These individuals will be advised not to disclose information about the allegation outside the complaint process, as will the complainant and respondent. This does not limit the right of complainants or respondents to access support resources, consult with advisors, or participate in related investigations (such as a criminal, or external agency investigation).

Each person interviewed as part of an investigation shall be provided with a written record of their statement to review for accuracy and shall be given the opportunity to suggest edits to the statement in order to more accurately reflect what was said during the interview. CRTC investigator shall determine the relevancy of the evidence provided during the interviews.

- b) Gather relevant documentation/information in order to conduct a thorough and impartial investigation of the allegations. Both the complainant and the respondent shall be given equal opportunity to provide relevant evidence to support their positions.
- c) Prepare a written investigative report which explains the investigation process; summarizes all relevant information obtained, including statements, documentation, and any other evidence provided by the complainant, the respondent, and witnesses; and makes findings as appropriate.

The preponderance of evidence standard is used in all investigations under this Procedure; the investigator determines, based on the evidence, whether it is “more likely than not” that the allegations occurred as alleged. If the allegations are found more likely than not to have occurred, the investigator then determines whether those allegations constitute illegal discrimination and/or a violation of university policy.

- d) Provide a copy of the final written investigative report to the complainant, respondent, the appropriate Vice President(s), and/or the appropriate dean(s) or their designee. Findings of fact and conclusions regarding law and policy contained in the report become final on the date the report is issued and may not be appealed by either party.

6. **Review by Vice President.**

Within 15 working days after receiving the investigative report, the appropriate Vice President or designee will determine appropriate actions in response to the findings. The Vice President’s determination of discipline or sanctions shall be documented in writing and include the rationale for and the effective date of the discipline or sanctions.

- a) Student on student discrimination, including sexual harassment and sexual violence (sexual assault, dating violence, domestic violence and stalking). The VPESH has designated the Assistant Dean of Students or designee to receive discrimination complaint Final Reports for determination of potential sanctions. The Assistant Dean of Students has designated the Student Conduct Officer as responsible for determining if the findings are a violation of the Code, and if so, issue a sanction(s).

Either or both the complainant or the respondent may appeal the sanction, utilizing the procedure contained in the Code ([WAC 516-21- 290](#)).

- i) **Student Sanctions-** Student sanctions to be considered by the Student Conduct Officer, as designated by the VPESH, can vary in type, intensity and duration, depending on the specifics of each case. All sanctions, with the exception of expulsion may include mandatory training sessions.

Examples of possible sanctions include but are not limited to:

- Required training
- Required written educational paper
- No trespass order
- No contact order
- Conditional Status
- Termination of University Residence housing contract
- Suspension from the university
- Expulsion from the university

- a. **When Employee is the Respondent.** The Vice Presidents and/or their designees (Deans) receive discrimination complaint Final Reports. Upon acceptance of the findings, the Vice President, will issue a disciplinary measure(s) against the respondent.

A respondent who is a unionized member may file a grievance through their union. A non-unionized respondent may seek to file a complaint through the

Professional Staff Organization.

- 1) **Employee Sanctions-** Employee discipline to be considered by Vice Presidents and/or the designees (Deans), depending on if the respondent is a staff member or faculty member, respectively, can vary in type, intensity and duration, depending on the specifics of each case. All discipline, with the exception of termination, may include mandatory training sessions.

Examples of possible sanctions include but are not limited to:

- Required training
- Letters of reprimand
- Restriction from contacting other part(ies)
- Reduction of job responsibility or demotion
- Denial or postponement of leaves or salary increases
- Suspension from further teaching of and/or involvement with particular classes or programs (e.g., summer, study abroad, etc.)
- Suspension from employment
- Non-renewal of contract for non-tenure track faculty
- Termination of employment

7. Notification of findings and sanctions.

- a) **Findings.** CRTC provides the complainant and the respondent with a copy of the final investigation report (Final Report) which includes the findings and the analyses leading to those findings. CRTC will provide a copy of the Final Report to be picked up in CRTC or to be mailed to the respective parties.
- b) **Sanctions for student-on-student discrimination complaints.** The Student Conduct Officer provides written notification of sanctions to both the complainant and respondent, along with a rationale for the sanction. If the complaint concerns hostile environment sexual harassment, the Student Conduct Officer also notifies both parties on how the university is going to remediate this environment.
- c) **Sanctions when the respondent is an employee.** The Vice President and/or their designee (Dean) provides written notification of disciplinary measures to both the respondent and the complainant, along with a rationale for the sanction. If the complaint concerns hostile environment sexual harassment, the Vice President or Dean also notifies both parties on how the university is going to remediate this environment.
8. **Time Limit Extensions.** Time limits set forth in this procedure may be extended for good cause by the Executive Director. Upon written application to the Executive Director by the complainant, respondent, the unit Vice President or Dean, the Executive Director may also extend time limits. The Executive Director or their designee shall inform the parties in writing of any time limit extensions and the reason for

such extensions.

9. **Complaint initiated by leadership or by CRTC.** In the case where an individual alleges they have experienced discrimination but does not wish to sign a complaint form:

- a) **Complaint initiated by leadership.** The President, Provost, Vice Presidents, Deans, Directors, Supervisors or Chairs, if given sufficient cause, may request that the CRTC conduct an investigation. The administrator requesting the investigation will then act as the complainant and must specify the person(s), with their permission, who are alleged to be the subject of the alleged discrimination. CRTC will use the same notification and process guidelines as outlined above in this Procedure. In the event that the investigation indicates that illegal discrimination has occurred, appropriate disciplinary action may be taken. The administrator who initiated the complaint will not be involved in reviewing the findings or determining sanctions. Appeal of any such action may be filed under the appeal process through the Office of Student Life for students, and for employees, through relevant grievance procedures or relevant disciplinary processes.
- b) **Complaint initiated by Civil Rights and Title IX Compliance Office.** If there is reason to believe that discrimination or harassment may have occurred but the person alleging discrimination or harassment and/or administrators do not choose to file a complaint, then the Executive Director CRTC and Employment Diversity may initiate an investigation into the matter or attempt to resolve the matter informally

10. **Filing a False Complaint.** Filing a false complaint is considered to be serious misconduct and such offenses will be subject to the full range of sanctions and disciplinary measures. A finding that discrimination did not occur may reflect that there was not sufficient evidence to find that it did occur and will not in itself be the basis for a charge of false complaint.

11. **Retaliation Prohibited in Civil Rights and Title IX Compliance Investigations.** Retaliating against participants in these proceedings is serious misconduct and is subject to sanctions and disciplinary measures. An individual retaliating against another individual who has either made a complaint or otherwise participated in an investigation is a violation of university policy and can be considered as a separate cause of action for the filing of a complaint based on retaliation. This Procedure is available to anyone alleging that a false complaint has been filed or that retaliation has taken place.

12. Alternative Complaint Process

- a) **Internal.** A complainant may not elect to use other internal grievance procedures (such as labor agreement grievance procedure) for complaints pertaining to alleged illegal discrimination.

A complainant alleging sexual violence or other forms of discrimination that may constitute criminal behavior may make a report to University Police or any law enforcement agency that has jurisdiction over the respondent, instead of or in addition to making a complaint under this Procedure.

- b) **External.** A person who believes that they have been the subject of discrimination prohibited by state or federal law may choose to file a discrimination complaint by contacting one of the following agencies within their established time limits:

Washington State Human Rights Commission
711 S. Capitol Way, #402
P.O. Box 42490
Olympia, WA 98504-2490
Phone: (800) 233-3247
TTY: (800) 300-7525

U.S. Equal Employment Opportunity Commission
Seattle Field Office
909 First Avenue, Suite 400
Seattle, WA 98104-1061
Phone: (800) 669-4000
TTY: (800) 669-6820

U.S. Equal Employment Opportunity Commission
131 M Street, NE
Washington, DC 20507
Phone: (202) 663-4900
TTY: (202) 663-4494

U.S. Department of Education Office for Civil Rights
915 Second Avenue Room 3310
Seattle, WA 98174-1099
Phone: (206) 607-1600
TDD: (206) 607-1647

U.S. Department of Education Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100
Phone: (800) 421-3481
TDD: (800) 877-8339

U.S. Department of Labor
Office of Federal Contract Compliance Programs
Seattle District Office
300 Fifth Avenue, Suite 1100
Seattle, WA 98104
Phone: (206) 398-8005

U.S. Department of Labor
Office of Federal Contract Compliance Programs
Frances Perkins Building
200 Constitution Ave., NW
Washington, DC 20210
Phone: (800) 397-6251
TTY: (877) 889-5627

Student Conduct Code

Western Washington University students enjoy the same basic rights, privileges, and freedoms granted to all members of society. At the same time, acceptance of admission to the university carries with it an obligation to fulfill certain responsibilities and expectations as a member of the Western Washington University community.

As a condition of enrollment at Western, students must assume responsibility for their own actions and maintain an environment conducive to the academic success, safety, and well-being of others. In addition, they are expected to be truthful, respect the rights of others, and abide by all university policies and procedures, as well as all local, state, and federal laws and regulations. All students are responsible for understanding and complying with the responsibilities and expectations set forth in this code.

The student conduct process at Western is designed to be a learning process that promotes an understanding of students' responsibilities as members of the university community.

The objectives of the student conduct system, as set forth in this code, are twofold: to ensure that students act in a manner consistent with high standards of behavior, and to maintain the safety and well-being of all members of the university community.

Any member of the university community may file a complaint against a student for a violation of the student conduct code. A complaint should be made in writing to the Office of Student Life (student.life@wwu.edu).

On February 10, 2017, Western's Board of Trustees voted to approve a new student conduct code after significant work by a committee composed of students, staff and faculty. This code replaced an emergency code that was in place since fall 2016. The full Washington Administrative Code can be found [here](#). A copy of the Code can be requested by contacting the Office of Student Life.

The University will apply a preponderance of evidence standard to determine violations of the Student Conduct Code.

The Student Conduct Code applies to all conduct that occurs on university property or in connection with any official university function. Western Washington University does not act as a policing agent for students when they are off campus. However, the university reserves the right to take action if a student's conduct is determined to adversely affect a substantial university interest.

Student conduct that occurs off campus may be subject to the student conduct code when it:

- (a) Adversely affects the safety or well-being of any member of the university community; or
- (b) Involves academic work or any records, documents, or identifications of the university.

In determining whether to exercise jurisdiction over such conduct, a conduct officer shall consider the seriousness of the alleged offense, the risk of harm involved, and whether the alleged complainant(s) are members of the university community. Any question of interpretation or application of jurisdiction shall be referred to the dean of students for final determination.

Students are responsible for their conduct from the time they have confirmed their enrollment at Western through the awarding of their degree. This includes conduct that occurs before classes begin, after classes end, and during periods between actual terms of enrollment. Students who are found to be in violation of the code

may be subject to sanctions under the code.

A student with a pending conduct violation may not avoid the conduct process by withdrawing from the university. In these circumstances, a conduct hold will be placed on the student's official record, preventing them from registering for classes, requesting an official transcript, or receiving a degree from the university. This hold will remain in place until the student has met with the conduct officer to discuss the alleged conduct violation(s).

WAC 516-21-030

Alleged violations of the Code will be resolved through the student conduct process, respecting fairness and due process for all involved parties. Students accused of violating the Code have the following rights: to receive prior written notice to attend meetings with a conduct office or appeals board; to provide evidence on their own behalf; to be accompanied by an advisor; to remain silent or decline to answer any question(s); to review information relied upon by the conduct officer or appeals board in making a determination; to receive written notification of the findings, decision, and basis for each; to request an appeal of a decision by a conduct officer; and to request a review of an appeal.

An individual who has filed a complaint alleging violence or sexual violence, including sexual assault, dating violence, domestic violence, and stalking or any other type of sexual misconduct or gender-based discrimination have the following rights: to receive prior written notice to attend meetings with a conduct office or appeals board; to provide evidence on their own behalf; to be accompanied by an advisor; to remain silent or decline to answer any question(s); to review information relied upon by the conduct officer or appeals board in making a determination; to receive written notification of the findings, decision, and basis for each; to request an appeal of a decision by a conduct officer; and to request a review of an appeal.

Additionally, an individual who has filed a complaint alleging sexual violence, including sexual assault, dating violence, domestic violence, and stalking or any other type of sexual misconduct or gender-based discrimination have the following additional rights: to be notified of the availability of counseling, academic support, and general assistance and support resources, both on campus and in the surrounding community; to have past behavior unrelated to the alleged behavior excluded; to be free from questioning about their sexual history involving anyone other than the respondent; to submit an oral or written impact statement to the conduct officer, and/or appeals board, and/or dean of students for consideration; to request an administrative no contact order against the respondent(s) during the conduct process; to have alternative accommodations to avoid being in the physical presence of the respondent during the conduct process; and to be free of any form of retaliation.

Additional information about student rights in the conduct process can be found in the Student Conduct Code WAC 516-21-250.

Counseling Services at Western

The Counseling Center provides professional counseling for a wide variety of student concerns and issues. The Center offers group counseling, short-term individual and couples' counseling, and psycho-educational workshops and classes designed to help students gain the skills necessary to be successful at Western. The Counseling Center is located in Old Main 540, and is open Monday, Wednesday, Thursday and Friday 8:30 a.m. to 4:30 p.m. and Tuesday 10 a.m. to 4:30 p.m. when classes are in session. Call 360-650-3164 to schedule an appointment; same day appointments are available for students whose concerns are urgent. An on-call counselor is available when the Counseling Center is closed; to access the on-call counselor, call the Counseling Center at

360-650-3164 and select Option 1.

The Washington State Employee Assistance Program offers counseling and support to assist faculty and staff in resolving personal or work-related problems. To schedule an appointment during office hours, call 877-313-4455 (toll free) or learn more at des.wa.gov/services/hr-finance-lean/employee-assistance-program-eap

ACCESS TO SERVICES FOR PERSONS WITH DISABILITIES

Western is committed to providing a campus community, workplace, and academic environment that is fully accessible to students, faculty, and staff of all abilities. Under state and federal law, no qualified person will be denied access to, or participation in, a University program or activity on the basis of their disability. For additional information, visit <https://disability.wvu.edu/>, or contact the following offices.

FOR STUDENTS:

- **Disability Access Center**

Location: Wilson Library 170

Phone: 360-650-3083

Website: disability.wvu.edu

FOR FACULTY AND STAFF:

- **Human Resources Disability Services** (to request a work-related accommodation) Location: HU203

Phone: 360-650-3774

WA Relay: 711

Website: wp.wvu.edu/hr/2015/09/02/workplace-accommodation/

- **Equal Opportunity Office/ADA Coordinator**

Location: Old Main 345

Phone: 360-650-3307

WA Relay: 711

Website: www.wvu.edu/eoo/disability.shtml

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

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President, and Brent Carbajal, Provost and Vice President for Academic Affairs

DATE: December 11, 2020

SUBJECT: Creating a Legacy Review Task Force: Reflections on Building and College Names at Western

PURPOSE: Discussion Item

Purpose of Submittal:

Western Washington University is committed to maintaining a welcoming and inclusive campus environment for all members of the Western community, including students, faculty, staff, alumni, and trustees. One important element of this commitment is the consideration of how the historical names of features of the University such as buildings, streets, monuments, or colleges may be inconsistent with the University's values and mission with respect to equity and inclusion. Making an international, thoughtful assessment of university features has also been requested by our students, including the Black Student Organizations in their June 2020 letter to the administration.

Sabah Randhawa and Brent Carbajal will present the background and impetus for creating a Legacy Review Task Force at Western and seek the Board's engagement and input on the attached draft charge for the 2020 – 2021 academic year.

**WWU LEGACY REVIEW TASK FORCE 2020-21
DRAFT CHARGE
DECEMBER 2020**

Western Washington University is committed to maintaining a welcoming and inclusive campus environment for all members of the Western community, including students, faculty, staff, alumni, and trustees. One important element of this commitment is the consideration of how the historical names of features of the University such as buildings, streets, monuments, or colleges may be inconsistent with the University's values and mission with respect to equity and inclusion. In the summer of 2020, Western Libraries Heritage Resources was asked to research the history and significance of building names on Western's Bellingham campus, so that a thorough evaluation of this kind might take place.

Renaming a feature of the institution is a consequential decision that requires careful consideration and should be undertaken only with a thorough consideration of all the circumstances and potential consequences. The institution's contemporary commitment to rectifying the injustices of the past must be balanced with an honest recognition and assessment of the complexities of human action and context which does not seek to erase or revise history. In a similar vein, acknowledging the complexity of the past should generate humility about how today's decisions to name or rename institutional features may appear to future generations. In considering whether to overturn the decisions of previous generations we should be cognizant of the limited scope of our present knowledge and the tendency to overestimate the permanence of current perspectives and expressions of value.

In deciding whether to remove a building or a college name, the Legacy Review Task Force should be guided by at least the following factors:

1. The harm caused by retaining the name

Does the behavior or legacy of the person for whom the feature is named compromise or conflict with the University's mission, including both its commitment to intellectual integrity and its commitment to diversity and inclusion of all members of the Western community? This is a complex question of fact and value whose answer should not be casually assumed. Among other things, it will depend on the nature of the conduct at issue, the prominence and role of the named feature in daily life at the University, and the degree to which retention of the name interferes with the ability of university community members to teach, learn, work, and live in the community.

2. The potential harms of renaming

The Legacy Review Task Force must take care that renaming not establish a University orthodoxy with respect to particular opinions or otherwise inhibit free inquiry and expression. The names of certain University features may have a positive value for students, faculty, staff, or alumni, who may find renaming disrespectful of their views.

3. Considering and weighing relevant factors

The Legacy Review Task Force must carefully consider and weigh relevant factors in its deliberations on whether a name should be retained or not. Such factors include: the relation of the honoree to the University's history, the behavior of the honoree in terms of creating a significant negative impact on the core mission of the University and its teaching and learning environment, broader community identification with the feature, and the strength and clarity of historical evidence. In considering whether to retain or eliminate a name, the Task Force should take into account whether the harm can be mitigated, and historical knowledge preserved by recognizing and addressing the individual's wrongful behavior. Furthermore, the University's prior deliberation of a relevant naming issue needs to be given due consideration.

The Task Force may want to elaborate and add principles prior to commencing its work.

Legacy Review Task Force Charge

For the 2020 – 2021 academic year the Legacy Review Task Force is charged with a two-fold task:

The first task is to review the report prepared by the Western Libraries Heritage Resources in summer 2020 on the history and significance of building names on Western's Bellingham campus, and to decide if names of particular buildings warrant consideration for removal of those names. For buildings so identified, the Task Force is asked to do (or commission, with the help of Heritage Resources) additional research to ensure a thorough investigation.

The second task is to review the naming of the Huxley College of the Environment for T.H. Huxley. Research on the Huxley name was not part of the work undertaken by the Western Libraries Heritage Resources over the summer.

The Task Force is not charged with considering new names for buildings in question, or with considering a new name for the college if it ultimately advances a recommendation for renaming.

The Legacy Review Task Force should submit a written opinion to the President applying the review principles above (and any others it develops in the course of its work) to the facts of the case. Regardless of whether the Task Force makes a recommendation for renaming or maintaining the name(s), the advice should make a clear case for its conclusion by providing evidence, documenting the sources used, and explaining why those sources are reliable.

The final responsibility and authority on naming buildings and academic colleges at Western rests with the Board of Trustees.

The work of the Task Force will commence in December 2020 with the expectation that it will be completed by May 31, 2021.

The Task Force will have 8 members: two faculty members recommended by the Faculty Senate, two students recommended by the Associated Students, two appointees by the President, a representative from the Board of Trustees, and the Secretary to the Board. Additionally, the Assistant Attorney General will serve as an ex-officio member of the group.

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President

DATE: December 11, 2020

SUBJECT: **WWU Kindness Day**

PURPOSE: Discussion Item

Purpose of Submittal:

Trustee Hunter Stuehm, Assistant Secretary to the Board of Trustees Rayne Rambo, and Kindness Day Planning Committee members will present an overview of the second annual WWU Kindness Day events.

Background:

For the second time, Western celebrated World Kindness Day on Friday, November 13th. World Kindness Day highlights our shared humanity and responsibility to take care of one another. Western first celebrated World Kindness Day in 2019, with campus booths and a Kindness Fair celebrating the science and practice of kindness. This year, Western's celebration of World Kindness Day evolved to intentionally address the role kindness in social movements, change, and times of stress. The direction pivoted from typical conceptualizations of kindness and was driven by the Board of Trustees' June 2020 conversation on racial equity and systemic racism.

This year, Western celebrated Kindness Day online, with a series of interviews conducted by Hunter Stuehm, graduate student in Western's audiology program and member of the Western Board of Trustees. Hunter interviewed individuals from the Western community who were nominated for their exemplary kindness to share their thoughts, stories and life experiences on how kindness has led them to who they are today as leaders in their community.

The invited guest to be interviewed by Stuehm included Uzma Ahmad, mental health counselor and Western's first lady, Sislina Ledbetter, Executive Director for Counseling, Health and Wellness, Celeste Mergens, Founder & CEO, Days for Girls International, Laurel Ballew, Executive Director of American Indian/Alaska Native and First Nations Relations and Tribal Liaison to the President, Leonard Jones, Director, University Residences, and Steve Swan, Former Vice President for University Relations & Community Development. Interviewees included guests from multiple university divisions and community organizations, with diverse experiences studying and practicing kindness. Interviewees then served as part of a discussion panel on Kindness Day, November 13th. The focus of the panel was assembled on the preceding interviews, focusing on what role kindness serves in the face of divisive politics, racist violence, and growing tensions in the US.

More information about Kindness Day activities, student academic projects related to kindness, and the complete video interviews and panel discussion, are available at:

www.wvu.edu/kindness

Kindness Day Interview Reel:

<https://vimeo.com/489121263>

Psychology professor and member of the Kindness Day Organizing Committee Jim Graham, summarized the spirit of Kindness Day and its urgent relevance in our times this way:

“If you define kindness as being nice, considerate, or friendly, then kindness is not enough,” said *“Given the historic and current issues facing the United States, kindness has to be bigger than that. The practice of kindness needs to include a willingness to stand up and take action on important issues and to hold ourselves and our community accountable for how we treat others. I’m excited about the panel. I expect the panelists will challenge the contemporary notion of kindness and encourage us to expand our notions of what kindness means and how kindness looks. Sometimes, kindness means a warm smile and an encouraging word. Sometimes it means speaking up for social justice and taking action against oppression.”*

**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 Vice President for Enrollment and Student Services, Interim Executive Director Civil Rights and Title IX Compliance

DATE: December 11, 2020

SUBJECT: **Extension Request – Emergency Rule
Chapter 516-21 WAC, Student Conduct Code**

PURPOSE: Action Item

Purpose of Submittal:

Request an extension of the emergency rule approved by the Board of Trustees on August 21, 2020 in response to Title IX changes issued by the Office of Civil Rights in May 2020. Immediate changes to the rule was necessary to comply with these new regulations. To remain in compliance, while the permanent rule is under revision, it is requested that the emergency rule be extended.

Permanent rule development timeline:

Request Board of Trustees' approval to extend emergency rule for an additional 120 days - April 2
Public hearing and report to President Randhawa in May
Board of Trustees' review/approval of permanent rule - June 11

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the President, approve an extension of the emergency rule change to Chapter 516-21 WAC, Student Conduct Code.

**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: December 11, 2020
SUBJECT: **Approval of Fall Quarter Degrees**
PURPOSE: Action Item

Purpose of Submittal:

Board of Trustees responsibility to approve awarding of degrees

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, on recommendation of the faculty and subject to the completion of any unmet requirements, approves awarding undergraduate and graduate degrees to the candidates listed in the files of the Registrar and Graduate Dean, for Fall Quarter 2020, effective December 12, 2020.

Supporting Information:

Lists on file with the Registrar and Graduate Dean.

<i>Students</i>	<i>December 2020</i>	<i>Comparison: December 2019</i>
<i>Undergraduates</i>	743	745
<i>Masters</i>	58	33

**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: December 11, 2020

SUBJECT: **Academic Affairs Report: Number of Declared Majors**

PURPOSE: Information Item

Purpose of Submittal:

To provide the Board of Trustees with overviews on quarterly information about the number of declared student majors per academic department for fall quarter 2020 and fall quarter 2019. The reports include fall 2019 and fall 2020 peak date comparisons

Supporting Information:

- Fall 2020 – Number of Declared Majors at Peak
- Fall 2019 – Number of Declared Majors at Peak
- Change 2015 - 2020

Count of Declared Majors at Fall Peak, by Department

	2019				2020				2019-2020 % Change	2015-2020 % Change
	UG	Graduate	Total	% of Total	UG	Graduate	Total	% of Total		
Accounting	182	4	186	2.3%	168	3	171	2.1%	-8.1%	-8.6%
American Cultural Studies	11		11	0.1%	6		6	0.1%	-45.5%	-14.3%
Anthropology	120	14	134	1.6%	148	18	166	2.0%	23.9%	-4.6%
Art and Art History	212		212	2.6%	214		214	2.6%	0.9%	6.5%
Biology	368	33	401	4.9%	358	32	390	4.8%	-2.7%	17.1%
Canadian/American Studies	1		1	0.0%	3		3	0.0%	200.0%	50.0%
Chemistry	160	29	189	2.3%	165	29	194	2.4%	2.6%	26.0%
Communication Sci & Disorders	86	58	144	1.8%	90	65	155	1.9%	7.6%	8.4%
Communication Studies	122		122	1.5%	122		122	1.5%	0.0%	22.0%
Computer Science	303	26	329	4.0%	296	36	332	4.0%	0.9%	37.2%
Decision Sciences	179		179	2.2%	157		157	1.9%	-12.3%	-16.9%
Design	133		133	1.6%	166		166	2.0%	24.8%	21.2%
East Asian Studies	17		17	0.2%	16		16	0.2%	-5.9%	6.7%
Economics	184		184	2.3%	171		171	2.1%	-7.1%	-1.7%
Elementary Education	215	12	227	2.8%	197	12	209	2.5%	-7.9%	-7.1%
Energy	39		39	0.5%	53		53	0.6%	35.9%	5200.0%
Engineering and Design	244		244	3.0%	249		249	3.0%	2.0%	60.6%
English	493	34	527	6.5%	451	35	486	5.9%	-7.8%	-1.4%
Environmental Sciences	193	25	218	2.7%	181	47	228	2.8%	4.6%	23.9%
Environmental Studies	270	28	298	3.7%	253	22	275	3.4%	-7.7%	47.1%
Fairhaven College	175		175	2.2%	139		139	1.7%	-20.6%	-25.3%
Finance & Marketing	250		250	3.1%	257		257	3.1%	2.8%	12.7%
Geology	79	37	116	1.4%	105	40	145	1.8%	25.0%	61.1%
Global Humanities & Religions	18		18	0.2%	18		18	0.2%	0.0%	-25.0%
Health & Community Studies	237	79	316	3.9%	240	79	319	3.9%	0.9%	-10.9%
Health & Human Development	409	21	430	5.3%	407	17	424	5.2%	-1.4%	-10.0%
History	208	13	221	2.7%	193	17	210	2.6%	-5.0%	16.0%
Journalism	86		86	1.1%	84		84	1.0%	-2.3%	42.4%

<i>Continued.</i>	2019				2020				2019-2020 % Change	2015-2020 % Change
	UG	Graduate	Total	% of Total	UG	Graduate	Total	% of Total		
Linguistics	115		115	1.4%	102		102	1.2%	-11.3%	18.6%
Management	229		229	2.8%	243		243	3.0%	6.1%	0.8%
Master of Business Admin		57	57	0.7%		81	81	1.0%	42.1%	125.0%
Mathematics	178	20	198	2.4%	185	19	204	2.5%	3.0%	7.9%
Modern and Classical Languages	251		251	3.1%	208		208	2.5%	-17.1%	-12.2%
Multidisciplinary Studies	102		102	1.3%	86		86	1.0%	-15.7%	3.6%
Music	214	7	221	2.7%	214	10	224	2.7%	1.4%	9.3%
Philosophy	58		58	0.7%	67		67	0.8%	15.5%	28.8%
Physics and Astronomy	45		45	0.6%	56		56	0.7%	24.4%	21.7%
Political Science	195		195	2.4%	213		213	2.6%	9.2%	29.1%
Psychology	316	43	359	4.4%	376	43	419	5.1%	16.7%	40.6%
Science Education	32		32	0.4%	26		26	0.3%	-18.8%	-18.8%
Secondary Education		78	78	1.0%		91	91	1.1%	16.7%	7.1%
Sociology	276		276	3.4%	261		261	3.2%	-5.4%	4.0%
Special Educ & Educ Leadership	253	31	284	3.5%	321	51	372	4.5%	31.0%	131.1%
Theatre Arts and Dance	193		193	2.4%	157		157	1.9%	-18.7%	9.8%
Women, Gender & Sexuality Studies	26		26	0.3%	31		31	0.4%	19.2%	
Total	7477	649	8126	100.0%	7453	747	8200	100.0%		

**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: December 11, 2020
SUBJECT: **Annual and Quarterly Report on Grants and Contracts**
PURPOSE: Informational Item

Purpose of Submittal:

Information from the Office of Research and Sponsored Programs concerning grant awards for the period July 1, 2019 – June 30, 2020 (Fiscal Year 2020) and July 1, 2020 – September 30, 2020 (First Quarter).

Supporting Information:

- Grant awards/totals for Fiscal Year 2020, the period 7/1/19 – 6/30/20
- Grant awards/totals for First Quarter, the period 7/1/20 – 9/30/20

Fiscal Year 2020, 7/1/19 – 6/30/20

July 1, 2019 - June 30, 2020

	INITIAL	ADDITIONAL	Grand Total
2020	\$8,418,618	\$3,909,904	\$12,328,522
College of Humanities and Social Sciences	\$144,080	\$957,661	\$1,101,741
Journalism Department	\$2,500		\$2,500
Philosophy Department	\$23,000		\$23,000
Psychology Department	\$115,580	\$957,661	\$1,073,241
Sociology Department	\$3,000		\$3,000
College of Science and Engineering	\$3,784,676	\$1,567,481	\$5,352,157
Biology Department	\$79,618	\$289,353	\$368,971
Chemistry Department	\$2,035,175	\$137,027	\$2,172,202
Computer Science Department	\$323,901	\$149,608	\$473,509
Engineering and Design Department	\$280,441	\$16,000	\$296,441
Geology Department	\$825,411	\$264,874	\$1,090,285
Mathematics Department	\$148,699		\$148,699
Physics - Astronomy Department	\$52,611		\$52,611
Science Math and Technology Ed	\$38,820	\$710,619	\$749,439
Huxley College	\$1,766,411	\$110,648	\$1,877,059
Department of Environmental Studies		\$33,357	\$33,357
Dept of Environmental Sciences	\$829,601	\$73,291	\$902,892
Institute of Env Toxicology & Chemi	\$313,091		\$313,091
Institute of Watershed Studies	\$623,719	\$4,000	\$627,719
Provost/Other Programs	\$1,546,890	\$1,138,714	\$2,685,604
Campus Compact		\$860,028	\$860,028
Canadian American Studies		\$120,341	\$120,341
Shannon Point Marine Center	\$1,546,890	\$158,345	\$1,705,235
Vice President/Other Programs	\$643,233		\$643,233
Small Business Development Center	\$643,233		\$643,233
Viking Union/Student Activities	\$53,302		\$53,302
Child Development Center	\$2,710		\$2,710
Leadership Advantage Program	\$500		\$500
Student Outreach Services	\$50,092		\$50,092
Woodring College of Education	\$480,026	\$135,400	\$615,426
Elementary Education	\$280,026	\$132,000	\$412,026
Health and Community Studies	\$200,000		\$200,000
Woodring College of Education Gen		\$3,400	\$3,400
Grand Total	\$8,418,618	\$3,909,904	\$12,328,522

First Quarter, 7/1/20 – 9/30/209

	INITIAL	ADDITIONAL	Grand Total
1st quarter 2021	\$3,335,487	\$1,324,893	\$4,660,380
College of Fine and Performing Arts	\$25,000		\$25,000
Western Gallery	\$25,000		\$25,000
College of Humanities and Social Sciences	\$44,566	\$609,618	\$654,184
Anthropology Department	\$26,390		\$26,390
Psychology Department	\$14,676	\$609,618	\$624,294
Sociology Department	\$3,500		\$3,500
College of Science and Engineering	\$1,980,135	\$200,769	\$2,180,904
Biology Department	\$706,540		\$706,540
Chemistry Department	\$732,578	\$27,771	\$760,349
Computer Science Department	\$30,200		\$30,200
Geology Department	\$82,423	\$168,748	\$251,171
Physics - Astronomy Department	\$428,394	\$4,250	\$432,644
Huxley College	\$461,986		\$461,986
Department of Environmental Studies	\$97,648		\$97,648
Dept of Environmental Sciences	\$157,285		\$157,285
Institute of Env Toxicology & Chemi	\$160,000		\$160,000
Institute of Watershed Studies	\$47,053		\$47,053
Provost/Other Programs	\$45,462	\$436,063	\$481,525
Canadian American Studies		\$117,965	\$117,965
Shannon Point Marine Center	\$45,462	\$318,098	\$363,560
Vice President/Other Programs	\$334,350		\$334,350
Small Business Development Center	\$334,350		\$334,350
Viking Union/Student Activities	\$93,988		\$93,988
Student Outreach Services	\$93,988		\$93,988
Woodring College of Education	\$350,000	\$78,443	\$428,443
Elementary Education	\$72,000		\$72,000
Health and Community Studies	\$200,000	\$73,443	\$273,443
Special Education	\$78,000		\$78,000
Woodring College of Education Gen		\$5,000	\$5,000
Grand Total	\$3,335,487	\$1,324,893	\$4,660,380

Western Washington University Sustainability Report 2020



2020 Sustainability Report

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Western Sustainability Report FY 2020

Preface

The 2020 Western Washington University Sustainability Report offers a synopsis of some of the sustainability initiatives and projects developed by Western students, staff, and faculty during the past academic year.

This year the COVID-19 pandemic upended normal activities on and off campus and throughout our society. Members of the university responded to the challenges by creating new approaches to collaboration and community engagement. The new realities presented by the global pandemic have placed increased urgency on the four pillars of sustainability—ecological protection, economic fairness, human health, and social equity. They have also inspired and ignited innovations that progress Western’s commitment to creativity, sustainability, justice, and respect for the rights and dignity of others.

Western remains determined to co-create a more sustainable community, and this report highlights some of our most recent success in four arenas: Academics, Operations, Engagement, and Planning & Administration. Woven throughout these stories is progress on the ten chapters of Western’s Sustainability Action Plan, the university’s blueprint for our path toward a sustainable, just society. Every initiative presented in this report progresses aspects of the Sustainability Action Plan; the primary chapter of the SAP that each project addresses is listed at the beginning of its story.

Executive Summary

Academics

- The Office of Sustainability Establishes Funding for a Climate Leadership Certificate
- New Programs of Study Across the University
- Campus Sustainability Planning Studio Develops Ten New Projects
- New Courses Offered
- University-wide Educational Lectures

Operations

- Western Continues Long-term Carbon Reduction Trend
- Sustainable Transportation and University Parking Services Combine to Form the New Transportation Office
- Dining Services Meets 2020 Real Food Goal

Engagement

- Students Design Sustainable Downtown Renovations in City of Arlington
- WWU Research Team Trying to Unlock the Recycling Potential of Ocean Plastic
- The City of Bainbridge Island Protects Shoreline with the Help of Western Students
- Community Engagement Fellows Empowers Educators and Community Leaders
- Sustainability Representatives Create New Residence Hall Reuse Program

Planning & Administration

- New Pop-Up Pantries Provide Student Necessities During Pandemic
- Associated Students Vice President for Sustainability Position Initiated
- Outback Farm Increases Engagement and Responds to COVID-19
- Sustainability, Equity, & Justice Fund Moves Online to Support Projects

ACADEMICS

Sustainability initiatives are found throughout every colleges' academic curriculum at Western. With over 100 faculty members currently engaged in one or more pillars of sustainability through their coursework and research across the full spectrum of academic disciplines, this work impacts every facet of our community. Here are some selected highlights from 2019-2020:

New Certificate of Study (SAP Chapter Five: Curriculum and Research)

The Office of Sustainability establishes new interdisciplinary Climate Leadership Certificate

The Office of Sustainability knows that Western students want to protect our planet against the ever-accelerating threat of climate change. We also know that this process requires developing just systems and communities as we engage in shared stewardship. In the spring of 2020, amid the rapidly evolving university landscape, a new idea took shape to progress climate action on campus. Students, faculty, and staff imagined an opportunity for students to collaborate with community members involved in sustainability measures throughout the region. This opportunity took the shape of a certificate that adds valuable elements to a degree from Western by offering leadership, collaboration, and planning skills for students in their junior and senior years at Western.

The Climate Leadership Certificate provides the training and experience needed for students to apply a variety of skills to critical work in climate action and justice, as well as other vital areas of sustainability, including social, economic, and well-being. Throughout the 1.5-year program, students will engage in curriculum targeted at sustainability literacy, planning, and leadership, while also participating in hands-on practicum work with a variety of sustainability organizations in Whatcom County and the Methow Valley.



The launch of this certificate was made possible by a Sustainability, Equity, and Justice grant. The first twelve-student cohort of the program will begin the program in winter of 2021.

New Degree Programs Provide Western Students with Fresh Opportunities to Engage in Sustainability (SAP Chapter Five: Curriculum and Research)

Western offers dozens of innovative degree programs every year, including bachelor's degrees, majors, minors, and certificates. A sample of the new programs that focused on elements of sustainability in 2019-2020 include:

- **Exceptionality and Disability Minor:** Many professionals who work with persons with exceptionalities and/or disabilities in a variety of venues do not have the same pedagogical knowledge base that is expected of special education teachers. In this minor, Students will be provided with a solid background in a variety of topics central to the provision of supporting individuals with disabilities in order to support individuals with disabilities and other exceptionalities across a variety of settings.
- **Marine and Coastal Science Bachelor of Science:** This cohort-based, interdisciplinary, and experiential program is designed to provide students with the opportunity to engage in coastal and marine-focused research. Students will engage in research and education through a wide array of programs and partnerships, cooperating across fields of study, working in the lab and in the field.
- **Palliative Care Minor:** Palliative care provides those with a serious or chronic illness care that optimizes quality of life by anticipating, preventing, and managing suffering. It is delivered by an interdisciplinary team of physicians, nurses, social workers, chaplains, and other practitioners to address the physical, intellectual, emotional, social, and spiritual needs of patients and their families. This minor will provide students in a wide variety of disciplines with the knowledge to provide and support compassionate palliative care to patients and families living with chronic and life-threatening illnesses.
- **Data Science for Environmental Applications Certificate:** The role of big data, statistical analysis, and programming are critical aspects of today's environmental job market. The emphasis throughout the certificate will be on applied methods to increase job-ready skills. This certificate will allow students to develop skills, tools, and techniques to address increasingly complex environmental questions using data science.
- **Energy and Environment Certificate:** Demand is increasing for a trained energy workforce in an emerging clean energy economy, including growing energy efficiency, grid modernization and energy storage industries in the state, and success in this growing field requires an understanding of the analytic tools applied to the science and technology of energy systems, as well as the policy context of energy-related decision making. The goal of this certificate is to give students knowledge and analytic skills in the environmental science, technology, and policy aspects of today's diverse energy systems and industries.

Campus Sustainability Planning Studio Develops Ten New Projects (SAP Chapter Five: Curriculum and Research)

The Campus Sustainability Planning Studio (CSPS) is a creative space for student research aimed at the transition to a more sustainable society. It provides hands-on, problem-based learning for student research teams to encourage Western and the broader community to achieve its sustainability goals. In the 2019-2020 academic year, student teams advanced ten CSPS projects:

- Retaining Faculty of Color at Western Washington University: A Student Perspective
- The Sustainable Future of Craft Breweries

- To Travel or Not to Travel: Changing the Travel Habits of Staff and Faculty at Western Washington University
- Crop to Meal: Getting Fresh Produce to Student Mouths
- Offsetting Carbon Emissions from University-Sponsored Air Travel
- COVID-19 Response: Working from Home
- Real Food Challenge – Bringing Real Food to WWU’s Dining Halls
- Course Inventory for Sustainability and Climate
- Blueprint for Sustainability: A Framework for Facilitating Community Cooperation and Engagement in Response to Climate Change Focused Projects
- Improving the Effectiveness of Project ZeNETH Through Targeted Curriculum Building



New Courses Offered in 2019-2020 (SAP Chapter Five: Curriculum and Research)

In the 2019-2020 academic year Western debuted new courses to explore the social, environmental, and economic facets of sustainability. These opportunities included these courses, amongst others:

- ENVS 116 - Sustainability Literacy I: This introductory course in sustainability literacy reviews emerging issues in global sustainability studies and introduces students to writing and problem-solving skills, with a focus on the United Nations’ Sustainable Development Goals. The instructors for this course received a summer teaching grant to redesign the curriculum for the 2020-2021 academic year.
- ENVS 543 - Social Justice and the City: Advanced Seminar in Urban Studies: An exploration of major intellectual traditions related to urban political economy, emphasizing questions of social justice, everyday practices, and urban social movements and resistance.
- ESCI 393 - Our Coastal Seas and Climate Change: A course focusing on the geophysical and physical characteristics of the ocean and coastal seas undergoing rapid 20th and 21st

century climate change, including current sea level rise, why sea level varies around the planet, coastal inundation and flooding, storm surges and other kinds of ocean-weather feedbacks, waves and erosion, hypoxia, and acidification.

- ESCI 404 - Indigenous Resource Management in the Salish Sea: This course explores ecological mechanisms that Indigenous people have used to manage land and seascapes in the Salish Sea. The associated lab includes field trips and participation in Indigenous ecological management.
- ESCI 412 - Fisheries Science: A foundation of fisheries science and knowledge of commonly used analytical techniques employed by fisheries professionals to understand fish populations, fish habitats, fisheries, and fisheries impacts on fish stocks and the environment. Students are introduced to population dynamics, the effects of harvest and propagation, and current strategies for stock assessments and multi-species management, including how climate change is impacting fishes, fisheries, and fisheries management.
- ESCI 424 - Marine Fish Ecology: The course teaches the diversity of fishes in marine and estuarine habitats, their major modes of living, and their interactions with their environment. At the end of the course, students are conversant in topics related to the ecology of marine fishes and comprehend the intersection of oceanography, ecology, and fisheries science through the lens of marine and estuarine fishes.
- ESCI 482 - Greenhouse Gas Mitigation: This course covers the full range of technology options and implementation strategies to reduce greenhouse gas (GHG) emissions. It introduces basic concepts behind GHG emissions measurement and management and explores the main mitigation options for achieving large-scale emission reductions and/or sequestration of carbon dioxide, explicitly addressing the links between energy and land-use sectors.
- ESCI 485 - Global Environmental Change in the Cryosphere: Global climate change is rapidly changing the frozen water domain of the cryosphere. Polar ice sheets, high mountain glaciers, and seasonal snowpacks greatly influence the global energy balance and the global climate, and this course explores how changes in climate and anthropogenic activities influence this system.
- GEOL 103 - How to Build a Habitable Planet: This course investigates the steps of planetary evolution and their significance to our current relationship to the Earth, and examines topics that range from the formation of the universe, galaxies, stars, our solar system, and Earth to the origin, continuation, and function of Earth's continents, oceans, and atmosphere.
- MACS 110 - Marine Habitat Diversity: An exploration of the biological and physical properties of the diverse marine habitats characteristic of Salish Sea environments. These habitats are studied with respect to their physical properties and the impacts of factors such as tides and exposure, typical biota, and oceanographic processes.

- MACS 111 - Current Topics in Marine Science I: Current topics in marine science assigned by instructor each quarter. Typical topics include global fisheries issues, climate change, and global change in the marine environment.
- MACS 210 - Introduction to Marine and Coastal Science Research: an exploration of the biological and physical properties of the Salish Sea, exploring coastal estuaries, seagrass beds, soft-sediment benthic habitats, and the pelagic system. The course focuses on the physical processes that structure and characterize these habitats, typical biota and evolutionary adaptations, and the interaction between physical processes and the biological processes.
- MACS 310 - Marine Science and Society: Examines the role that marine scientists play in shaping the public's understanding of complex scientific issues like global climate change, sustainability, pollution, and environmental justice, including concepts like scientific literacy, experimental design, causal links, and equity and social justice in marine science.
- MACS 399 - Marine and Coastal Science Speaker Series: This series allows students and faculty to engage with each other and with invited speakers on current topics of interest in marine and coastal science.
- MACS 492 - Marine Research Participation: Individual or collaborative research under faculty supervision. Can include assisting in carrying out an experiment, data collection, data entry, literature searches, data analysis and developing data presentations.
- MACS 493 - Advanced Marine and Coastal Science Research: Students engage in group research projects, building on the knowledge and skills they have developed during their course of study. Research topics vary from year to year, but are interdisciplinary in nature, encouraging students who have focused in different areas of marine science to contribute and learn from each other.
- MACS 494 - Independent Research Project: Individual or collaborative marine science research under faculty supervision. The project includes design and implementation of a research project with a written or oral presentation.
- MACS 495 - Professional Work Experience in Marine Science: A supervised work and learning experience in a professional marine science setting, with sponsoring organizations varying from non-profit and academic to private sector and governmental.
- SALI 201 - Intro of the Salish Sea: This place-based and interdisciplinary joint course introduces students to the complex ecologies and human experiences of the Salish Sea region, an international body of water that is governed by the United States, Canada, and over sixty tribes and first nations. Students will learn content in the areas of natural and social sciences, and indigenous ways of knowing, while learning process-based skills in inquiry and critical thinking, problem-solving, multimedia project development, and tools for advocacy and policy engagement.
- SALI 417 - The State of the Salish Sea Ecosystem: This course explores some of the most salient issues facing the Salish Sea today, covering a wide range of topics that address the

science, policy, and management of the Salish Sea ecosystem, and includes attendance to the Salish Sea Ecosystem Conference.

- SOC 271 - Immigration: Explores sociological approaches to immigration. Students learn about why people immigrate, where they go, and the consequences of immigration for both the home and host society, facilitating an understanding of current events.
- SOC 351 - Police, Social Control, & Democracy: This course applies a sociological perspective to explore the relationship between the police, social control, and democracy, and examines theoretical and empirical scholarship on the policing of social control, societal control of the police, and changes in the institution of policing related to the control of marginalized groups, national borders, civil disorders, and those expressing social and political dissent.
- SOC 372 - Animals, People and Nature: This course applies classical and contemporary sociological thought to the relationship between humans, animals and the natural environment. Students explore the spaces that non-human animals occupy in human social and cultural worlds, the interactions humans have with them, and how this relates to environmental issues. Course materials include academic and activist texts, film, photography, art, and national and international guest speakers.

University-wide Educational Lectures Series

The World Issues Forum at the Fairhaven College of Interdisciplinary Studies brought a variety of thought-provoking discussions to Western in 2019 and 2020 to encourage an informed and engaged global citizenry. World Issues Forum Speakers in the past academic year included:

- **“Enhancing the Role of Critical Theory and Indigenous Knowledge in Health Promotion Theory, and Practice.”** This event shared health promotion as a process of enabling people to increase control over and improve their health. The talk shared how people can be empowered to control the circumstances and contexts that affect their health and confront issues of ideology, power, hegemony, and social justice in order to reclaim their self-identity and knowledge systems as resources for health.
- **“Empowering Underrepresented Populations in Global Health and Development.”** The event highlighted how the empowerment processes within and among rightsholders is an essential first step before expressing and raising one’s voice, and discussed the power dynamic between the donor and the grantee which often inhibits the self-empowerment processes.
- **“The Food, Energy, Climate Nexus.”** As evidence mounts that human activities are changing the climate in ways that harm both natural systems and people, humanity faces an unprecedented set of challenges to create a future trajectory that allows us to live within our planetary means. This talk summarized key ways in which global food production, fossil fuel use, and climate change are interrelated.

- In **“The Farm Workforce Modernization Act and the Dangerous Expansion of H2A.”** The past, present, and future of Washington State’s H2A program was discussed. This program provides a pipeline of cheap labor for industry growers and is notorious for abusing workers. Following the death of an H2A worker in Whatcom County in 2017, C2C and other advocacy groups fought hard and won oversight of the H2A system in Washington State. Now, a federal bill called the Farm Workforce Modernization Act threatens to permanently expand the H2A program and reverse important progress that has been made.
- **“The Nature and Necessity of Bees”** took a deep dive into the world of bees, from familiar species like honeybees and bumbles to leaf-cutters, masons, carpenters, cuckoo bees, and many more. Bees originate as pollen-eating wasps and their fascinating co-evolution with plants makes them indispensable to natural and human systems alike.
- **“Guest Presentation: Community-Based Education Approaches for Sustainable Development.”** This talk discussed the value of community-based approaches, widely recognized as a driver for sustainable development. Alongside asset-based approaches to community development and education, community-based approaches provide an alternative framework to redefine traditional development narratives, engage with residents as the experts of their communities, and support understanding and utilization of the complex web of sustainability.



Huxley College's Speaker Series brought over twenty-five guest lecturers to WWU to address sustainability topics in the 2019-2020 academic year. The speaker series brings together environmentally-minded individuals throughout Bellingham every year to engage with the critical issues faced by our local and global community.

Speaker Events in Fall 2019 Included:

- **Uili Lousi**, a climate change activist from Tonga, discussed the impact of climate change on Tonga and the South Pacific, and his efforts to educate world leaders about the need to reduce carbon emissions that contribute to climate change.
- **Brian Flowers** explored the history of death care in America leading to the current environmental impacts of conventional burial and cremation practices, drawing from his experience as a licensed funeral director and leader in the Green Burial Movement, which explores established and emerging alternatives in death care that further environmental goals of reduced carbon emissions, ecological restoration, and landscape level conservation.
- **Gracie Ermi** presented her work using a branch of artificial intelligence called machine learning to automatically analyze infrared aerial imagery from African parks to alert park rangers to potential poaching threats.
- **Yaamini Venkataraman** explored the effects of ocean acidification on multiple generations of oysters and the potential for responses via epigenetic modifications, specifically DNA methylation, that could help the species persist.

The Winter 2020 Events Included:

- **Dolores Calderon** presented on the land education framework developed by Indigenous thinkers/activists to center Indigenous futures in the context of settler colonialism. Calderon advocates critiquing environmental education models, proposing that when we center land, waters, and climate change in educational work, we acknowledge that we must center Indigenous self-determination in its fullest iteration.
- Nearshore foundation habitats including seagrass meadows and kelp forests are faced with many stressors from climate change. Changing distribution and productivity of these habitats can have large effects on ecosystem services, such as climate change mitigation and local food security. **Margot Hessing-Lewis** shared her experience working with the Hakai Institute to bridge field-based science and coordination of datasets for national and global ocean observation systems to monitor these nearshore habitats.
- **Terrie Klinger** summarized the causes of ocean acidification and followed with descriptions of some of the recent science and policy advances in the Salish Sea to combat this threat and its effects on local marine life.
- **Nancy Turner** highlighted the power that traditional indigenous perspectives on accommodating and responding to environmental change can hold for our response to modern climate change. These traditions were explored through oral histories, recollections of contemporary elders, and terms in numerous indigenous languages.
- **Catriona Sandilands** presented on the power of stories to help us make shared emotional and relational sense of the complexity of large-scale ecological and social transformations, arguing that works of climate-related fiction, poetry, and memoir present a powerful cultural resource with which to encounter, collectively, the many social and ecological issues that climate change presents.

The Speaker Series Hosted These Speakers in Spring 2020:

- **Rachel Vasak** described the Nooksack Salmon Enhancement Association's work to improve river, creek and riparian habitat while educating people of all ages to ensure Pacific salmon and Steelhead are provided the best chance for survival.
- **Sarah Myhre** highlighted the stories and voices of the women in the grass-roots organization 500 Women Scientists. The group has brought together the global voice of 20,000 women in science, and hundreds of organizing chapters, to advocate for equity, justice, and women's leadership - in both science and in society.
- **Joe Gaydos**, Chief Scientist for the SeaDoc Society, talked about what makes the Salish Sea so amazing, our responsibility to it, and what we can do to address some of the largest issues hindering its recovery in the face of human-caused environmental changes.

- **Larry Campbell** discusses the community health work he has long collaborated on with Dr. Jamie Donatuto, Environmental Community Health Analyst for the Swinomish Indian Tribal Community. Over the past 15 years, Campbell and Donatuto have worked together to develop and pilot-test health indicators that are responsive to Indigenous health. He also explained why local natural resources that are not reflected in conventional health assessments should be included to more accurately assess Coast Salish community health.
- Environmental law expert **Mary Christina Wood** argued for a revolutionary and controversial new approach to “atmospheric trust litigation,” rooted in ancient law of both the indigenous and industrialized worlds, that would hold governments morally accountable to protect our natural resources on behalf of the beneficiaries—the citizens of today and tomorrow.
- Cultural geographer, performer, and author **Dr. Carolyn Finney** spoke about her book *Black Faces, White Spaces: Reimagining the Relationship of African Americans to the Great Outdoors*, which examines the representation, participation, and history of African Americans in U.S. parks and public lands. Her work asks us to reconsider public lands as racialized spaces and to explore the implications of this for the environmental movement.

OPERATIONS

Facilities Management tackled the challenges of 2020 through ongoing innovations in energy and water use monitoring, CO2 and solid waste production, transportation, green building, and other aspects that contribute to the university’s physical footprint.

Western Continues Long-term Carbon Reduction Trend in 2020 (SAP Chapter Six: Built Environment)

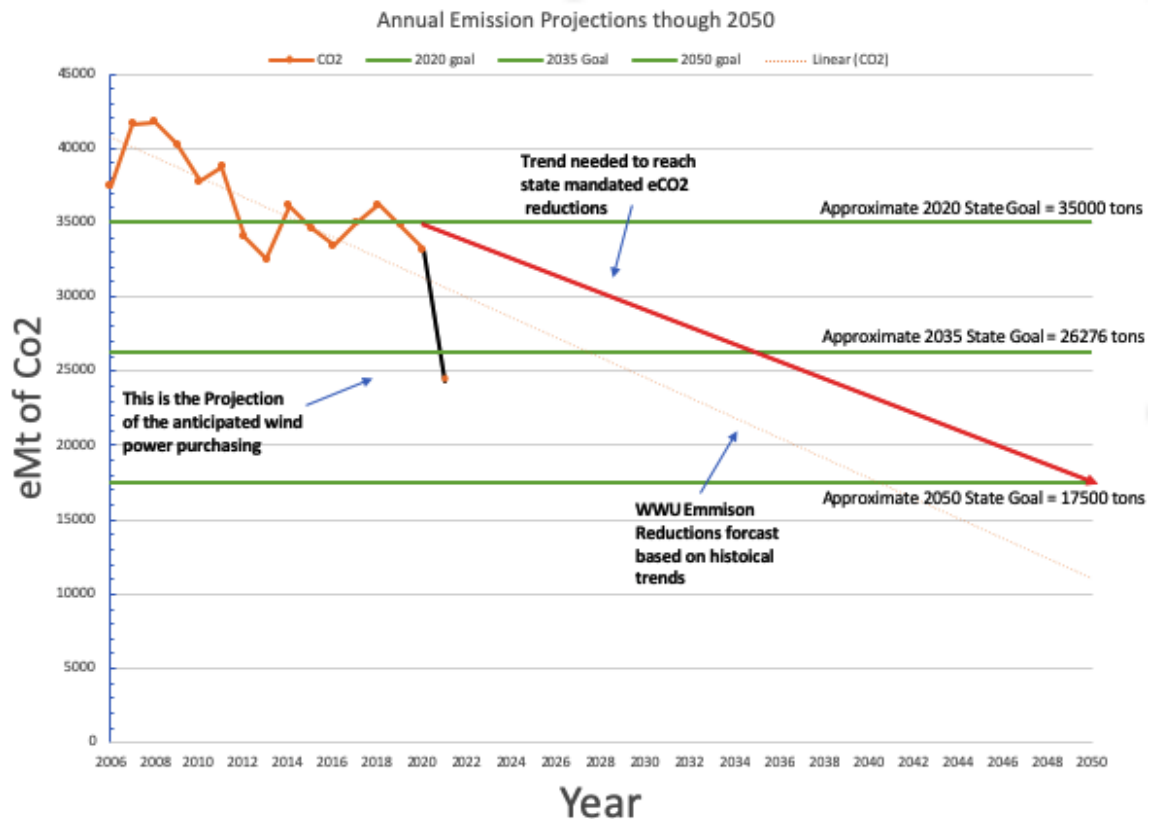
Western continued to lead regional and national peer institutions in all Sustainable Action Plan Key Performance Indicators:

- Energy consumption in British Thermal Units (BTU) per Total Gross Square Feet (GSF).
- Energy consumption in One Million British Thermal Units (MMBTU) per Student Full-time Equivalent (FTE).
- Carbon Footprint in metric tons per Total GSF.
- Carbon Footprint in metric tons per Student FTE.
- Electrical Consumption in kWh per Total GSF.
- Electrical Consumption in kWh per Student FTE.
- GSF per Student FTE (Average).
- Water Use in gallons per Total GSF (Annual).
- Water Use in gallons per Student FTE per Day (Daily).

In the past year Facilities Management:

- Oversaw the beginning of Western’s participation in Puget Sound Energy’s (PSE) Green Direct Program with other institutions throughout the region. The program assures that all electrical energy to main campus will be generated from renewable wind and solar generating sources. This 20-year service agreement with PSE will result in dramatic WWU carbon emission reductions.
- Enrolled Western in PSE’s Up and Go electric vehicle charging program to advance reductions in vehicle carbon emissions. Through this program, the number of EV charging stations will be more than doubled, to a total of 13, at no capital cost to the university.
- Continued focus on carbon emissions reduction through conservation at the point of use, despite new building loads due to expanded facilities.
- Began exploration of carbon offsets and/or biogas to mitigate university consumption of natural gas for steam production with the involvement of Institute for Energy Studies (IES) students via a “Living Laboratory” to assist in the research.

While the past year began by following similar energy use trends as prior years, the campus went into a low occupancy state in the Winter Quarter due to the pandemic, resulting in approximately \$12,000 in reduced electrical costs. Facilities Management’s energy conservation initiatives and efficiency continue to produce long-term cost avoidance and significant reduction projections, as shown by this graph:



Sustainable Transportation and University Parking Services combine to form the new Transportation Office (SAP Chapter Three: Transportation)

Sustainable Transportation and Parking Services were given the green light to form a single office in 2020, to be named the Transportation Office. The new office, housed in Business and Financial Affairs, enables more coordinated transportation planning at Western and greater emphasis on sustainability across the spectrum of transportation methods. The office will provide transportation advice, trip-planning, and reduced carbon-footprint options for students, faculty, and staff. Due to disruptions caused by the COVID-19 pandemic, the Alternative Transportation Fee was waived for spring and summer quarters to provide savings for students no longer frequenting campus. Students were allowed to use the bus system free of charge throughout the spring and summer in order to access services and necessities thanks to the generosity of Whatcom Transportation Authority.

Dining Services Meets 2020 Real Food Goal (SAP Chapter Seven: Dining Services)

In 2016, Western's Students for Sustainable Foods club brought forth a petition to join the Real Food Challenge in 2016. The challenge promotes serving real food, defined as sustainable, fair and local with a focus on consumers, community, producers and the Earth, and benefits local farmers and builds relationships within the community. The petition was approved by President Shepard and the challenge was incorporated into the Sustainability Action Plan. The university committed to procure 25% real food, as defined by the Real Food Challenge, by the year 2020. Dining Service worked directly with local farms to obtain produce in a manner that exceeded the standards and practices established by the challenge and had surpassed its goal by October of 2019, sourcing Real Food for 29.15% of their purchases.

ENGAGEMENT

Western's operational and academic sustainability endeavors are initiated and developed through goal-setting, collaboration with administration, and outreach to students, staff, faculty, and the greater Bellingham community. Ultimately, this civic engagement is at the center of all of the university's conservation efforts. 2019-2020 highlights in this area include:

Students Design Sustainable Downtown Renovations in City of Arlington (SAP Chapter One: Campus and Community Engagement)

The City of Arlington enlisted Western students in four different courses to create a downtown corridor plan and bring a fresh perspective to the look and feel of its main street. The City contracted with Western Washington University's Sustainable Communities Partnership for a year of courses and community-engaged learning aimed at helping develop a plan for downtown that will lean on business owners and others for support.

The Sustainable Communities Partnership program has a track record of working with several north Puget Sound cities and counties, drawing students from more than a half dozen disciplines, connecting student energy and faculty expertise with the real sustainability ideas and challenges facing communities.



The students were tasked with completing Arlington’s corridor plan which included facilitating workshops, visioning, surveys, and interviews, and researching existing building and street conditions to develop alternative urban design ideas based on the community’s preferences. They also explored downtown design standards, suggested city center amenities such as streetscape and urban design improvements, wayfinding and the regulatory reform and public and private investment opportunities.

Students also worked with the city of Arlington to explore ways to better connect the Centennial Trail with the businesses, services, and amenities that exist within Arlington’s historic downtown. Ultimately, students identified the patterns and characteristics of cities comparable in size to Arlington that have a healthy business to housing ratio. A combination of case study research and a literature review was conducted, resulting in three recommendations for the city of Arlington to promote a continued healthy economy and accommodate future growth.

WWU Research Team Trying to Unlock the Recycling Potential of Ocean Plastic (SAP Chapter One: Campus and Community Engagement)

The steeply forested coastlines of Afognak Island, part of Alaska’s Kodiak Archipelago, seem at first glance to be pristine and unspoiled, its miles of deserted beaches being left mostly in the care of the island’s brown bears and Roosevelt elk. Sadly, that perception is far from accurate, due to the island’s location along the North Pacific Gyre – an enormous ocean current swirling counterclockwise across the Pacific Ocean north of the equator which deposits hundreds of thousands of pounds of the world’s ocean plastics on Afognak’s beaches each year.

Western Washington University associate professor of Engineering and Design John Misasi and a team of his undergraduate students are working to understand how the world could best use these discarded plastics in the hope that proving their commercial viability could create a robust market for them that, at least as of now, doesn’t exist.

“Most ocean plastics that wash up on the shores of places like Kodiak have, in some way, degraded from their original chemical composition,” said Misasi. “But that doesn’t mean they

don't have value as recyclables. What we are trying to do is figure out how these ocean plastics, in their various degrees of degradation, can be broken down, mixed, and recombined into new compounds just as good – or better – than their original form.” Misasi’ students gather Ocean plastics from the Kodiak Archipelago in Alaska to be cleaned, ground up, placed into new compounds based on plastic type and level of degradation, and melted and mixed in an extruder at Western Washington University in Bellingham, to form tough, elastic new plastics.



One of Misasi’s students, Christofer Owen of Sammamish, spent five days at Afognak in September as part of a beach cleanup effort funded by a grant through the Ocean Plastics Recovery Project, the Island Trails Network and the National Fish & Wildlife Foundation.

“I was excited to see firsthand the places where the plastics we have been working on actually come from, and the island is just as incredible as I thought it would be,” he said. “The beaches we cleaned up at first glance often looked quite pristine. But you have to go up over the lip of the high-tide line and into the woods to find all the plastics that haven’t just washed back out to sea.”

Misasi, Owen and WWU student Molly House of Auburn, a Plastics and Composites Engineering major at WWU, are focusing their efforts on building new compounds made from plastics washed up on Kodiak-area beaches.



“What we’ve been doing is taking these plastics, cleaning them, grinding them up and then putting them into our extruder and then building new compounds from them to see how or if these new compounds made from ocean plastics can be incorporated back into new products,” she said.

So far, the results have been extremely encouraging, and have produced compounds using three major plastic types that were far more elastic and less brittle than compounds made from just one type of recycled plastic. Misasi said the work his students were doing could be the first step in a rethinking of how countries are dealing with their ocean plastics.

“Ocean plastics have been viewed by the industry as a less valuable source of raw materials because they have been seen as often being too degraded to be re-used,” stated Misasi. “And what we want to show is that there is a huge potential and unrealized niche in the industry to use these recyclables to create new products.”

The City of Bainbridge Island Aims to Protect Shoreline with the Help of Western Students (SAP Chapter One: Campus and Community Engagement)

Over the summer and fall of 2019, several WWU student interns worked under the guidance of Dr. Jenise Bauman and the City of Bainbridge Island to develop a recommended shoreline monitoring methodology and to collect a baseline set of data using these methods. City employees and volunteers can use the recommended methods to add to the baseline dataset in the future.

Through a partnership with the City of Bainbridge Island, Western Washington University’s Sustainable Communities Partnership supported city staff in the development of a shoreline monitoring program, a critical element of sustainability located at the interface of land and sea that integrates marine and terrestrial processes through mutual interactions. Shorelines provide regulating ecosystem services such as protection from coastal hazards like storms and surges, coastal flooding, and erosion. Over the summer and fall of 2019, two Huxley on the Peninsulas student interns worked under the guidance of Dr. Jenise Bauman and the City of Bainbridge Island to develop a recommended shoreline monitoring methodology. They then used this methodology to collect a set of baseline shoreline monitoring data. City employees and volunteers can use the recommended



methods to collect more data over time and compare this to the baseline dataset.

During fall quarter, students in a WWU biostatistics course taught by Dr. Robin Kodner performed statistical analyses on the baseline shoreline monitoring dataset. The City of Bainbridge Island will use the statistics and methods for analysis included in this report to monitor changes in the shoreline over time.

Community Engagement Fellows Empowers Educators and Community Leaders in Northwestern Washington and Beyond (SAP Chapter One: Campus and Community Engagement)

During its fifth year, Community Engagement Fellows expanded its scope and impact in several important ways, while continuing to provide a critical bridge between WWU and the broader community. The program offered an updated version of the Guide to Community Engagement to share the program's structure and methods. They created a new Coalition Resources webpage to make many of the learning tools and techniques used in the program more readily available.

The program also created and offered a series of seven new social learning trainings through WWU's HR Professional Development system and two trainings about online social learning in collaboration with Washington Campus Compact. These trainings were also made available to community members across campus. Participants have engaged with the Community Engagement Fellows program from Australia to Michigan.

Sustainability Representatives Create New Residence Hall Reuse Program (SAP Chapter One: Campus and Community Engagement)

Western's student-led Sustainability Representatives program has a track record for bringing a culture of sustainability to the residence halls and throughout campus. In 2019-2020, the program engaged over 350 students living in residence halls with nine different events on topics ranging from self-care to clothing swaps. This led to the creation of a residence hall reuse initiative that encourages students moving out of residence halls to donate household items, such as mini refrigerators, that can then be rented to incoming students the following year. The program reduces waste by keeping items in use for a longer period of time and provides students an opportunity to directly take part in sustainable living.

PLANNING & ADMINISTRATION

New Pop-Up Pantry Provides Student Necessities During Pandemic (SAP Chapter Two: Student Life)

Western's campus took on a different feel in Spring 2020; instead of being a hub of intellectual inquiry and a daily destination for students, staff, and faculty, it largely remained quiet. Wilson

Hall was closed, most classrooms were unfilled, and the tree-lined pathways around campus were empty. But Western students, faculty, and staff were engaged with online courses and working to provide for those in need throughout the pandemic. One group of community-minded individuals here at Western has been striving to address food security for students since things moved online in March.

In response to the financial hardship imposed by the pandemic and the logistical challenge of campus buildings being closed, this team of Western staff and students developed a pop-up pantry program in the spring and applied for a grant from the Sustainability, Equity, & Justice Fund (SEJF) in order to purchase food to distribute to students in need.



Since then, students have been lining up weekly outside the Viking Union to pick up a share of fresh produce and non-perishable items. The program provides sustainable food for those in need, with vegetarian, vegan, and gluten-free choices and a contact-free pick-up option. The produce has been sourced from the campus farm, right on campus, and from five small, organic farms in Whatcom and Skagit Counties. The food is a valuable supplement for students' diets, and the regular event is also a much-needed source of friendly faces and social connection.

Western's Office of Sustainability is also focused on the importance of sustainable food by again facilitating the Viking-Supported Agriculture (VSA) program that connects the campus community to local food producers who deliver boxes of their fresh items, directly to campus. Getting good food to people in times of crisis and supporting local and sustainable agriculture is a highly-supportive activity for the greater good of our community. This year, there were 69 subscribers, who supported seven different local food producers, an increase from three farms the previous year. The subscribers also donated over \$600 to support students in need.

Associated Students Vice President for Sustainability Position Created to Engage Students (SAP Chapter Two: Student Life)

In light of the increasing awareness of the sustainability issues facing our campus and community, Western's Associated Students created a new vice-president position to join the seven other members of the AS Board of Directors. The new AS VP for Sustainability role was initiated in the fall of 2019 to represent the interest of Western students in matters pertaining to environmental and social sustainability. The new position oversees the AS Environmental and Sustainability Programs Office and chairs the Sustainability, Equity, & Justice Fund Committee, which reviews grant applications to the SEJF. The position consults with the community regarding initiatives related to reducing Western's carbon footprint and promotes alternative forms of transportation.

Outback Farm Increases Engagement and Responds to COVID-19 (SAP Chapter Two: Student Life)

Since Terri Kempton started managing the Outback in 2018, she has worked to bring more students into the Outback Farm to learn, work, and rejuvenate. In the fall of 2019 and the winter of 2020, the farm saw more students engaged with its programs and space than ever before. The Fall Harvest Jubilee in 2019 was the farm's biggest event ever, with 300 visitors enjoying live music, hot cider, a scavenger hunt, and tours of the farm.

After this introduction to the farm, student work party sizes jumped from an average of two volunteers the previous academic year to averaging over a dozen volunteers. These students contributed to routine farm tasks like weeding, harvesting, removing invasive plants, and maintaining paths, while experiencing an entirely new way of interacting with the Earth.

When the COVID-19 pandemic shuttered most of campus in the spring of 2020, the focus at the Outback pivoted to focus on growing as much food as possible to share with the community. The harvest amounts were tracked for the first time, and much of it was distributed by Western's pop-up food pantry. This emphasis on contributing to the fight against food insecurity has provided the farm with an increased profile on campus, which will provide new opportunities for student involvement possibilities as we move beyond the limitations of the pandemic.

Sustainability, Equity, & Justice Fund Continues to Fund Projects as it Moves Online (SAP Chapter One: Campus and Community Engagement and SAP Chapter Two: Student Life)

Sustainability, Equity, & Justice Fund Program applications focused on student development opportunities and expanding social justice initiatives in the 2019-2020 academic year. Due to creative outreach and an expansive network of engaged faculty and staff, the program seamlessly transitioned to a remote model to provide opportunities to improve our campus and community's sustainability, inclusivity, and fairness. The SEJF grant process was utilized in the curriculum of three courses, and fourteen projects were approved for funding.

A sample of the projects funded in 2019-2020 include:

- The **Climate Leadership Certificate**, administered through the Office of Sustainability, pilots a leadership program for an annual cohort of students to provide them with the training and experience needed to engage in the critical work of climate leadership and justice, economic vitality, environmental protection, community health, and equity. The program will feature an emphasis on peer-to-peer learning, project and community-based learning, social justice pedagogy, and community development, and incorporate coursework, independent study, and practicum placements.
- The College of Business & Economics received a grant to develop **Diversity, Equity, and Inclusion Initiatives** to provide opportunities to improve faculty, staff and student understanding of DEI issues that will help to spur a long-term positive shift in the college's approach to these issues.

- The **Sustenance for a Resilient WWU** project provided for increased food access and education about sustainable food systems and food insecurity. It also provided means for the distribution of provisions and education in order to overcome barriers to access presented by COVID-19.
- The **WOHESC 2020** grant took twenty Western students to the Washington-Oregon Higher Education Sustainability Conference at University of Oregon, the premier regional campus sustainability conference. This grant provided students with a valuable opportunity to discuss issues of social justice, environmental education, food security, carbon emissions, and other themes under the broad umbrella of sustainability. Two of those Western students facilitated a session at the conference.



- The **WWU–WELS (Waskowitz Environmental Leadership School) Partnership** grant provided expanded equity and representation in environmental education by building bridges of deeper understanding between Western and Highline High School students at the Waskowitz Environmental Leadership School in Highline and allows these students to probe the social & climate justice, educational, and youth empowerment dimensions together and the results with the wider WWU community.

Summary

The 2019-2020 Academic Year brought new challenges for Western Washington University, just as it did for institutions and organizations around the world. With creativity and perseverance, the staff, faculty, and students continued to address the breadth of issues that comprise sustainability with the goal of uplifting everyone in the local and global community.

New educational programs, vital collaborations, and a commitment to equity drove the efforts to provide a fully-integrated understanding and appreciation of sustainability in the past year. Looking forward, new sustainability programming and expanded engagement plans will assure that Western will continue to build a more just, resilient community and better future for everyone.



Capital Program Report

Board of Trustees
December 11, 2020

MAJOR / INTERMEDIATE CAPITAL PROJECTS

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

WWU is working with Perkins+Will (design consultant) and BNBuilders (General Contractor/ Construction Manager). COVID-19 protocols are in place and are being monitored by PBS Environmental (third party consultant), WWU's Environmental Health and Safety, WWU on-site representatives, and the BNBuilders management team. The project is scheduled to be complete in Winter Quarter 2022. Live video feed is available at: <https://cpd.wwu.edu/interdisciplinary-science-building-webcams>. Below are screen captures from November 21, 2020.



Electrical Engineering and Computer Science

Pre-design is complete and was approved by the State in July 2020. Perkins+Will, the selected design consultant, has started the design phase. Pending approval of State funding in the 2021-23 capital budget, construction is scheduled to begin in Summer 2022. The project is scheduled for completion in early 2024 to be ready for occupancy in Spring Quarter 2024.

Elevator Preservation and ADA Upgrades

Construction on Morse Hall, Environmental Studies, and Biology Building elevators are substantially complete, and the elevators are now operable. Work on the elevators in Bond Hall will be complete by December 2020, and work on the elevators in Arntzen Hall will be complete by February 2021.

Multiple Building Access Control

DECO/Dutton Electric and their subcontractor Convergent Technologies have successfully completed the access control system conversion for the majority of campus buildings. The project is expected to be complete by Spring 2021. In the October Board of Trustees packet, the update stated the project should be complete by the end of 2020, but an unforeseen condition was identified in one building since the October Board of Trustees meeting that requires more time.

University Residences Access Control

Dawson and their subcontractor VECA Electric with Convergent Technologies have completed construction and the project is in Close Out.

New Residence Hall

The progressive design team consists of Lydig Construction from Spokane and Mahlum Architects from Seattle. COVID-19 protocols are in place and are being monitored by PBS Environmental (third party consultant), WWU's Environmental Health and Safety, WWU on-site representatives, and the Lydig management team. Occupancy is still scheduled for Fall 2021 occupancy.

The team is also working in Ridgeway Commons to improve ADA accessibility from the south entrance of the new residence hall to the second-floor dining facility. Ridgeway Commons is the closest eatery to the new residence hall. The Ridgeway Commons scope includes adding an elevator and two gender neutral and ADA accessible restrooms, as well as upgrading the fire alarm system. Work in Ridgeway Commons will be complete by Summer 2021.

Live video feed of the New Residence Hall portion of the project is available at: <https://cpd.wvu.edu/new-residence-hall-webcams>. Below are screen captures from November 13, 2020.

2020-11-13 01:00:22 PM
pw746_south_c2



Multiple Building Replacement of Switchgear, Panels and Motor Controls

The project is complete and reached final acceptance in Summer 2020.

Parks Hall and Science Lecture Electronic Safety and Security Upgrade

The project was awarded to DECO/Dutton Electric. The project is scheduled for completion by December 2020.

Fairhaven Academic Replace Main Electrical Switch Gear

Construction is underway and will be complete by September 2021.

OTHER PROJECTS OF NOTE

Classroom and Lab Upgrade Program

The Classroom and Lab Upgrade program consists of several public works and in-house projects funded with State appropriations in the 2017-2019 and 2019-2021 capital budgets. The projects are campus-wide and include modernizing existing classrooms and labs and converting existing offices into flexible or active learning classrooms. Currently, approximately 75% of all projects are complete. The remaining projects are either nearing completion or in construction. All projects are scheduled to be complete by June 2021.

Gender Neutral Restrooms

Gender neutral restrooms have been completed in Communications Facility, Miller Hall, Academic West, Fairhaven, and Performing Arts. The gender neutral restrooms on the first and fifth floors of Environmental Studies are slated for completion in February 2021.

2021-2031 CAPITAL PLAN

The Board of Trustees reviewed and approved the 2021-2031 Capital Plan (Plan) and 2021-2023 Capital Request (Request) at the June 2020 meeting. Individual project proposals associated with the Request were submitted to the Office of Financial Management in August and the final versions of the Plan and Request were submitted in September 2020. The individual project proposals were scored in October 2020 (link: <https://ofm.wa.gov/sites/default/files/public/budget/instructions/capital/2021-23FinalScoringHE.pdf>).

The Governor's proposed budget is anticipated to be released in December 2020.

For more information about the major projects, the Capital Program, and the Capital Planning Process, please visit the Office of Capital Planning and Development website: <https://cpd.wvu.edu/>.

UNIVERSITY ADVANCEMENT REPORT

DECEMBER 2020

The mission of University Advancement is to build relationships through meaningful engagements that foster pride, encourage advocacy, and promote private support for Western Washington University.



UNIVERSITY ADVANCEMENT

WESTERN FOUNDATION AND ALUMNI ASSOCIATION



Capital Campaign

The Foundation has contracted with the internationally acclaimed sustainable design expert Jason F. McLennan, CEO of McLennan Design, to guide the design strategy for a new building that will meet student and industry demand for Western’s electrical and computer engineering, computer science, and energy science and technology programs. The building will exceed LEED standards for energy use, carbon, and other environmental indicators. When complete, **Kaiser Borsari Hall will be the only carbon-neutral academic facility in the region.**

The building will be among a handful in the nation and will significantly advance Western’s vision to become the region’s first carbon-neutral university campus. This goal enhances the prominence of this capital project.

Learn more about how Jason McLennan is helping with our vision for the new building in this video:



UNIVERSITY ADVANCEMENT

WESTERN FOUNDATION AND ALUMNI ASSOCIATION

Capital Campaign Continued...

Donors

The following donors have made five and six figure gifts to the Capital Campaign.

Warren Michelsen joined the Foundation board in 2019 and is chair of the Capital Campaign Committee. He is vice president and regional general manager for Trane Technologies. He is responsible for leading sales and operations for Trane in Washington, Oregon, Alaska, and Hawaii. Trane provides building owners with solutions to meet their operational and energy requirements with equipment, service, parts, energy savings performance contracting, and building management systems.

Warren joined Trane in 1992 and completed both of Trane's graduate training and leadership development programs. During his tenure, he has held various marketing and operations assignments including, sales manager for the Arizona district, equipment and controls sales leader for Trane's West territory, and area manager for Trane's New Mexico area offices.

He is active on the Overlake Hospital Foundation Board in Bellevue, WA, and serves on the board of the Graphite Metallizing Corporation in Yonkers, NY. He also previously served on the board for the Northwest Energy Efficiency Council and the Arizona Air Conditioning Contractor Association. He is a founding member of Western's Institute for Energy Studies Board.

Warren is a graduate of the Virginia Military Institute where he received his B.S. in mechanical engineering. Following graduation, he received a commission in the United States Air Force and served as an aircraft maintenance officer attaining the rank of captain.

Ingrid Sarapuu is a retired corporate finance executive. Her career consisted of the financings of large equipment (such as commercial airplanes, ships, and power plants) and leveraged buyouts, mergers, and acquisitions. She served as executive vice president and chief financial officer of a finance company owned

by an international bank. Her major employers have included Continental Illinois, Beatrice Foods, Citicorp, Deutsche Bank, and Boeing.

Ingrid came to Washington to serve as vice president of strategy for Boeing Capital. After leaving the corporate world, she worked as an expert witness in a large corporate tax trial. She has formerly been a trustee for several not-for-profits, including the Harvard Clubs (Chicago, St. Louis, and Seattle), National Lekotek, Dance St. Louis, and ACT Theatre. Both of her children, Erich B. Anderson, '09 and Stacy A. Anderson, '13, are Western graduates.

Ingrid joined the WWU Foundation Board and Capital Campaign Committee in 2019. She and her husband Michael are supporting the campaign as well as programs in the College of Science and Engineering.

Peter Hallson ('58 Biology) is a retired executive who has donated to Western for more than four decades. He served as a second lieutenant in the United States Marine Corps where he supervised the inspection, repair, and maintenance of parachutes and safety equipment.

Later, his background in science led him to Nalco Water where he built a successful career that began in technical sales and progressed to the pinnacle of the organization when he was named president. In 1996, he became president of Diversey Water Technology which was acquired by Nalco.

This year marks the 45th consecutive year in which Peter and his wife Judy have provided financial support to Western. He and Judy feel their experience at WWU prepared them to reach a point in their careers when they could give back in recognition of the educational foundation provided to them.

Peter's support of Western goes beyond the financial.

UNIVERSITY ADVANCEMENT

WESTERN FOUNDATION AND ALUMNI ASSOCIATION

Capital Campaign Continued...

Over the last 10 years, he has served on the College of Science and Engineering's Advancement Board, a role that has benefited the college greatly thanks to his tireless advocacy for Western and STEM education with his local and regional representatives.

Jo Ann (Hoyt) Bowman is a friend, former Western student, and a long-time philanthropist. She and her late husband Jack Bowman ('54 Music Education) met as students. She attended WWU from 1950-1952, until her marriage to Jack on August 9, 1952.

Jack enjoyed a prominent career in the pharmaceutical industry for more than forty years, and the couple lived in many parts of the U.S. and Europe. When he retired as head of Johnson & Johnson's worldwide pharmaceutical and diagnostic divisions, the couple moved to Lummi Island. Before his death in 2018, Jack served with distinction on numerous public and private advisory boards related to biomedical technologies (including the Biomedical Engineering Advisory Council), was the director for the Food and Drug Law Institute, and a trustee at Johns Hopkins University.

In addition to Jack's WWU Alumnus of the Century and Distinguished Alumni for Lifetime Achievement awards, in 2009, the Bowmans received the Distinguished Alumni Legacy Family Award. Two years later, Jo Ann and Jack earned the first WWU President's Award, the university's highest community honor. The award is presented to those who have given distinguished service to the university and the region.

The couple has supported a variety of nonprofit organizations including the Whatcom Community Foundation, the Lummi Island Heritage Trust, the Boys and Girls Clubs of Whatcom County, St. Joseph Hospital, Whatcom Hospice, and the Whatcom Museum of History and Art.

Jo Ann and Jack have also been highly engaged in the life of Western. They established the Daniel L. Bowman Presidential Discretionary Endowment and sponsored President Shepard's 100 Community Conversations. They have generously supported the Bowman Family Distinguished Scholars in Leadership, the Karen W.

Morse Institute for Leadership, and the Bowman Distinguished Professorship in Leadership.

Robert "Bob" H. Brim ('70) is a distinguished alumnus of the College of Sciences and Technology. He graduated with a B.S. degree in physics and mathematics. For most of his career, he has served as CEO and founder of Dealer Information Systems Corporation.

The Bellingham-based Dealer Information Systems Corporation develops software systems for more than 2,300 heavy equipment dealerships in North America. Bob is also a consultant to small and emerging businesses in China, Vietnam, Canada, and the U.S.

Bob holds master's degrees in electronic engineering technology from the University of California, Los Angeles, and in business administration from the University of Washington.

He serves on the board of directors of the Mount Baker Theatre and as chair of the College of Sciences and Technology External Advancement Board.

Bob has also addressed Western Washington University graduates and their families as a commencement speaker. Bob and his wife Gwen have supported students and faculty in many ways throughout the years.

UNIVERSITY ADVANCEMENT

WESTERN FOUNDATION AND ALUMNI ASSOCIATION

Western Foundation Board of Directors

The Western Foundation is pleased to announce the recent appointment of two new board members.



Deborah Atwood is a senior fellow at Meridian, based in Washington, D.C. She is also the executive director of Meridian's AGree: Transforming Food and Ag Policy Initiative. Through AGree, Deb has advanced groundbreaking

policies on food and agriculture in the U.S.

Her favorite part about working at Meridian is engaging with leaders — farmers and ranchers, researchers, supply chain executives, policy makers — who share her passion for promoting policies and practices that make economic and environmental sense.

Deb has over 35 years of experience working in the private sector and the federal government on policy and legislative matters regarding food, agriculture, the environment, research, and risk management. She started her career focused on marine issues, and she's delighted to be working on seafood supply chain issues in the Gulf Coast. Deb is the chair of the Board of Directors of ACDI-VOCA, an agriculture development nonprofit that works in Africa, Asia, and Latin America. Deb joined the WWU Foundation Board in October 2020.

Deb traces her affinity for the outdoors to her upbringing in the Pacific Northwest. Although she has lived in Washington, D.C. for decades, she still finds ways to enjoy hiking, fly fishing, and canoeing. She and her husband Robert Hyman are enjoying their new home in Bellingham, and Deb is enthusiastic about helping her alma mater through the Foundation.



Tasha Repp, CPA, serves as tribal services partner and national practice leader at Moss Adams, where she has worked in public accounting since 1997. She provides accounting and auditing services to tribal governments and

their related entities, focusing on giving her clients a practical, clear understanding of audit results to help them improve their operations.

A member of the firm's Not-for-Profit Executive Committee and Assurance Services Committee, Tasha is also the firm's A-133 technical reviewer.

Her experience includes planning, coordinating, and performing single audits of local governments; conducting audits of tribal enterprises, including housing authorities, water and sewer districts, schools, and businesses; preparing indirect cost rate proposals; and, creating training programs for tribal staff and council members through Moss Adams, NAFOA, and the Falmouth Institute. In 2011, Tasha received the National Center for American Indian Enterprise Development's Native American 40 Under 40 Award.

Tasha is a member of the American Institute of Certified Public Accountants, a past member of the Samish Indian Nation Budget and Finance Committee, and a past treasurer for the Samish Indian Nation SamCorp Economic Development Board. She also serves as a Whatcom Museum Society board member and a past member of the Anacortes High School Business and Marketing Vocational Advisory Board.

She holds a bachelor's degree in accounting and business administration from the University of Washington. She joined the Foundation Board in November.

UNIVERSITY ADVANCEMENT

WESTERN FOUNDATION AND ALUMNI ASSOCIATION

Philanthropic Teams

Members of the Western Foundation Board are assuming leadership roles as philanthropy volunteers who serve on one of four teams. Each team has a chair or co-chairs who work in partnership with a staff member on a project. The teams are:

- **Capital Campaign:** Warren Michelsen chairs the team in partnership with Manca Valum.
- **Student Success:** Trinity Parker ('96) and Carol Francisco ('73 & '78) serve as co-chairs in partnership with Tim Szymanowski.
- **Give Day:** Dave Mann ('82), Jennifer Kutcher ('97), and Chris Witherspoon ('94) serve as co-chairs, along with board member Greg Grant, in partnership with Angie Vandenhaak ('99).
- **President's Society (new this year):** Karen Richards ('82 & '89) chairs the team in partnership with Mitch Diaz.

The goal is to have every member engaged in one of these four philanthropic areas. Tony George ('86) is the overall philanthropy lead and works closely with Stephanie Bowers.

Donations Year-to-Date

Since the beginning of FY'21, we have received gifts exceeding \$3.7 million dollars from more than 1,800 donors:



1,801
Unique donors



\$3,744,211
Dollars

EMERGENCY FUNDS AWARDED FALL 2020

Student Emergency Fund
\$23,356 for 37 students

Western Gap Scholarship
\$1,000 for 1 student

Undocumented Student Resources
\$1,200 for 2 students

Financial Aid Emergency Grant
\$1,070 for 2 students

UNIVERSITY ADVANCEMENT

WESTERN FOUNDATION AND ALUMNI ASSOCIATION

Western Engaged

A partnership between the Alumni Association and WWU colleges, Western Engaged provides strategic, meaningful, and timely webinar engagement opportunities for alumni, donors, and friends who care about, and can support, Western Washington University.

Within the College of Business & Economics, this partnership is known as *Western Insights*. In response to COVID-19, Western Insights provides alumni, donors, friends, students, and regional residents with timely and relevant information about how to plan for and manage during the crisis. Series speakers include the university’s nationally respected subject-matter experts as well as external guests. The series is offered entirely online, covers a wide variety of topics, and is free and open to everyone.

In addition to Western Insights, the Western Engaged program has partnered with departments and colleges across campus resulting in 16 additional virtual webinars/events since April 2020.

RESULTS (SINCE APRIL 2020)

Registrants
3,349

Donations
\$1,502

Past Sessions ([available online](#))

- 04/03/20 **Western Insights: The Economic Impacts of COVID-19**
- 04/17/20 **Western Insights: Investing-19, Where We Go from Here**
- 05/08/20 **Western Insights: Supply Chain Management Risk, Disruptions, and COVID-19**
- 05/22/20 **Western Insights: Contending with COVID-19: Taxes, Policy, and Business Uncertainty**
- 06/08/20 **Western Insights: Leadership in Being Open for Business with COVID-19**
- 06/19/20 **Western Insights: COVID-19 and Cross-Border Connections: Implications for the Cascadia Region**
- 08/12/20 **Western Insights: Lessons in Remote Learning**
- 09/18/20 **Western Insights: Regional Economic Impacts and Forecasts**
- 10/02/20 **Western Insights: Regional Employment Expectations**
- 10/16/20 **Western Insights: Accessibility in the Age of COVID-19**
- 11/06/20 **Western Insights: COVID-19: Travel Industry Implications**
- 12/04/20 **Western Insights: Washington State Economic Forecast and Expectations**



MAKE WAVES.

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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.

**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: December 11, 2020

SUBJECT: University Relations and Marketing Report

PURPOSE: Information Item

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**

I am pleased to report that University Relations & Marketing (URM) now has a centralized institutional marketing department following the integration of the marketing team in Outreach & Continuing Education (OCE) into URM effective October 1. This move will allow us to accelerate a more coordinated and efficient approach to marketing and recruitment across the state, on the main Bellingham campus and in regional locations, and among non-resident and graduate students. This move also supports reductions in the OCE self-sustaining deficit.

These regular, full-time with benefits positions will be funded by divisional reserves until such a time that increased tuition revenue can support moving them to permanent state-supported status. This move has already effectively been underway since last winter and has accelerated through spring and summer.

This new organizational structure supports a focus on internal communications and earned media for University Communications, and a centralized University Marketing department that drives an integrated paid media strategy across campus, allowing us to build on our initial success last year with non-resident recruitment efforts in targeted geographies outside of Washington state. Importantly, we now have complementary in-state campaigns that support aggressive growth goals in Everett and at Western on the Peninsulas that are closely coordinated with general Admissions outreach.

As we look to 2021 and beyond, we expect this structure will allow us to better support the Graduate School and OCE on their strategy to launch new graduate, and professional and continuing education programs through targeted awareness campaigns that build sustainable enrollment pipelines.

University Communications

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

Our office continued to provide broad, rapid and intensive communications support for Western's response to the COVID-19 pandemic. These efforts included:

- Support for Western's Incident Command Structure (ICS), Student Health Center, Admissions, University Residences, and other campus offices for messaging, response to inquiries, media response and other communications requests.
- Assisted with important messages to campus on issues such as the expansion of Western's COVID-19 testing to WWU students living off-campus in Bellingham prior to the Thanksgiving break. See: <https://westerntoday.wvu.edu/news/wwu-offers-covid-19-testing-to-all-bellingham-students-prior-to-thanksgiving-break-and>
- Along with campus colleagues in WebTech, UComm is working on upgrading and streamlining the navigation and page structure for all the university's COVID-19 web pages.
- Assisted media in better understanding Western's response to the pandemic. The Bellingham Herald, for example, on a daily basis, runs a link to Western's COVID-19 online dashboard. See: <https://www.bellinghamherald.com/news/coronavirus/article247261734.html>.
- Social media coordinator Zoe Fraley has been working with the Whatcom Health Department, along with Western's Prevention and Wellness and Associated Students, to share a steady stream of COVID-19 prevention and mental health information on Western's social media platforms. She also helped put together a pre-Halloween Peer Health Educator Instagram takeover and has been sharing campus resources, news and engaging content for events such as World Kindness Day and the employee awards ceremony.
- In Publications, Editor Mary Gallagher is working on the next edition of Window magazine, which will be sent to alumni around the New Year and will include a photo spread highlighting some of Western's essential workers during the pandemic. Mary also worked with the Western Foundation to produce the President's Annual Report and with the Office of Student Life, Public Safety and others across campus to produce the Annual Security and Safety Report.
- University Communications graphic designer Chris Baker also provided a range of support, including: layout and design for the WWU Financial Report for 2020; design and layout for Window magazine; virtual signage for a Munro Institute; design of newsletters for both the History and Political Science departments; signs and ads for a Psychology Department virtual open house; and new templates for Woodring College.

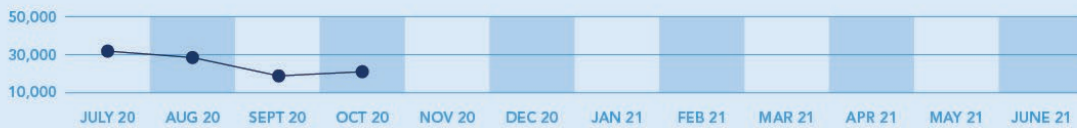
WESTERN TODAY

TOTAL SESSIONS

40,319

TOP STORIES

- University opens Fraser Hall as testing facility for students
- WWU announces plans for winter quarter
- What does Phase 2 mean for social distancing?



SOCIAL MEDIA



STATISTICS AT A GLANCE

22,522
Total followers
48
New followers
.2%
% gained
358
Engagements

50,498
Total followers
32
New followers
.1%
% gained
4,678
Engagements

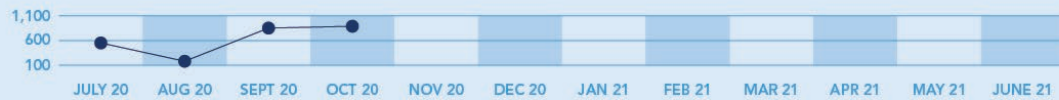
23,148
Total followers
394
New followers
1.7%
% gained
31,022
Engagements

MEDIA STORIES

1,916
Total Stories

TOP STORIES

- Washington Schools Ranked Among 2021's Best Colleges: U.S. News (Yahoo News)
- COVID-19 pandemic cuts enrollment at some Washington state colleges, forces others to reimagine higher ed (Seattle Times)
- Remembering Erin Wall, the dazzling soprano who illuminated works by Mozart and Strauss (The Independent [UK])



FAMILY CONNECTION NEWSLETTER

SEPTEMBER

Sent to: 11,205 emails
Open Rate: 42.3 percent

Most popular content: Student Business Office, Moving in to Campus Housing, Paint Bham Blue, Fall Guide, Coronavirus Guide, Signing up for Western Alerts, AS Virtual Info Fair

OCTOBER

Sent to: 11,951
Open Rate: 25.4 percent

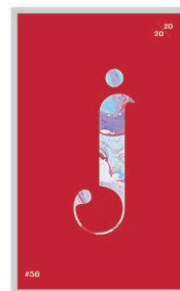
Most popular content: Fall Family Weekend, Career Fair, Free Food Pop-Ups, Counseling Center Wellness Wednesdays and Mindful Self-Compassion Workshops, FAFSA information.

GRAPHIC DESIGN

31 Total Projects

FEATURING

- New Student Convocation Program
- Economic Forecaster Newsletter
- History Department Newsletter
- Student Publication, *Jeopardy* book, production/preflight



University Marketing

Our dynamic and creative team focuses on building awareness for Western Washington University's programs, strengthening Western's brand and furthering its strategic mission and goals.

UNIVERSITY MARKETING METRICS DASHBOARD OCTOBER 2020



SUMMARY

The integration of the Outreach and Continuing Education (OCE) marketing team into University Relations & Marketing (URM) and the formation of the University Marketing (UM) team became official in October 2020.

University Marketing is engaged in a range of work which includes digital marketing, collateral creation, video and photography, brand management, and marketing planning & project management.

DIGITAL MARKETING

UM breaks down digital marketing into two main sections, campaign work that is coordinated with a third-party service provider, Carnegie Dartlet and in-house placement of ads. In both cases, the UM team is responsible for strategy, creative creation, asset coordination and budget reconciliation.

Our digital strategy includes monitoring how people are engaging with the ads and landing pages. The UM team is working with WebTech on setting goals with SiteImprove software to measure our Key Performance Indicators (KPIs).

CAMPAIGN DIGITAL MARKETING

Beginning September 2020, UM launched an undergraduate digital campaign in partnership with Admissions as the primary enrollment campaign for WWU. This includes display, display retargeting, Snapchat, Youtube, Pay-per-click, Audience Select (list targeting), and Facebook/Instagram advertising which will run for a six to nine-month cycle, depending on platform.

AT-A-GLANCE (SEPT 1 – OCT 31, 2020)

- Total Impressions = **3,084,636**
- Total Ad Clicks = **5,678**
- Total Conversations (Application or RFI button clicks) = **2,771**

In October 1, UM/Outreach and Continuing Education (OCE) launched a regional undergraduate campaign specific to increasing enrollment at WWU's extension sites in Bremerton, Everett, Port Angeles and Poulsbo. This includes display, display retargeting, Facebook/Instagram, and LinkedIn advertising which will run for a seven to nine-month cycle, depending on platform.

AT-A-GLANCE (OCT 1 – OCT 31, 2020)

- Total Impressions = **1,680,548**
- Total Ad Clicks = **1,691**
- Total Conversations (Application or RFI button clicks) = **26**



IN-HOUSE DIGITAL MARKETING

In-house placement and tracking of ads is provided to support Outreach and Continuing Education (OCE).

Notable campaigns included Brand Awareness for Professional and Continuing Education and a partnership campaign between Western on the Peninsulas and Olympic College.

AT-A-GLANCE (OCT 1 – OCT 31, 2020)

- Total Impressions = **1,466,707**
- Total Ad Clicks = **6,431**
- Total Conversations (Currently only tracking RFIs for PCE programs) = **13**

COLLATERAL CREATION (Graphic Design)

64

Total Projects

245

Individual Assets

FEATURING

- International Style Guide
- Institutional Branding Initiative
- The President's Report
- Digital ad campaigns
- Fall Family Weekend
- Landing pages and site migration mocks



VIDEO AND PHOTOGRAPHY

Fall has been busier than we expected-- and even busier than usual as all of the typical fall events shifted over to video, including the upcoming commencement, which has taken up much of our time. Another top priority includes the roll out of the fall recruitment campaign.

We received CARES funding to hire a temporary videographer in order to help address the explosion of requests coming from across campus. We hope to add this person to the team in November.

VIDEOGRAPHY

- Fall Preview vids (shoot/edit)
- Shannon Point Marine Center short
- Hatch Lab vids (edit) - Hatch Lab: <https://vimeo.com/476109089/179b2e0587>
- Capital Campaign (edit)
- Family Celebration example vid for Emily
- Tassel example vid for Emily
- Film Sislena/zoom
- Film anthem/alma mater singer
- Begin work on December Commencement

PHOTOGRAPHY

- Updated President Randhawa's presidential portraits
- Video editing/gathering for commencement, virtual tour, and drone footage
- Photo gathering for new Transportation Services media and uses
- Video editing and coverage for local area and campus scenery, fall colors
- Photo coverage for the president's report
- WWU Foundation video messaging
- Halloween/seasonal local event coverage

BRAND MANAGEMENT

The creative team works with partners across campus to manage Western Washington University's brand. This includes development of design elements and assuring adherence to Western's brand drivers.

In October, the Creative Team:

- Worked on developing style guides and visual identity standards for Western's institutes starting with the Morse Leadership Institute.
- Developed an international icon set and sub-style guide based on universal design, which will be added to the Design System.
- Started developing processes to store and archive creative assets in MABEL, Western Libraries' archival platform.
- Managed updates on the Design System: Powerpoint, email, email signature, and MS Word templates updated to newest brand standards

Community Relations

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

Campus Support during COVID-19

During this unprecedented time, Community Relations has pivoted to serve the university where needed while remaining engaged with the community.

- Continue to share Western's health and safety guidelines and COVID-19 updates through neighborhood newsletters, community associations, committees and boards.
- Work with the Office for Off Campus Living to promote Halloween safety communications to area landlords.
- Joined the Bellingham Nightlife Association to assist with WWU-related inquiries and discuss potential partnership opportunities both during and after the pandemic.

Community Connections and Engagement

- Served on the hiring committee for a new Executive Director for the Whatcom County Commission Against Domestic Violence and Sexual Assault. WWU works closely with this countywide commission in many capacities.
- Assisted the City of Bellingham in sharing a bike survey to the WWU bike community to assist with the city's efforts to be recognized as a "gold" city by the American League of Bicyclists.
- Volunteered on the selection committee for Bellingham Regional Chamber of Commerce's top 7 under 40 finalists, which include WWU alumni.
- Connected New Student Services & Family Outreach with Whatcom County Tourism's [Online Dining Guide](#) which families used for this year's virtual Fall Family Weekend. The webpage saw a 22% increase in traffic over the week prior.
- Worked with the Economic Alliance of Snohomish County and the Economic Development Alliance of Skagit County to renew WWU's annual memberships at a reduced level.
- Provided the most recent WWU Economic Impact Report, prepared by WWU's Center for Economic and Business Research, for inclusion in the Port of Bellingham's Comprehensive Economic Development Strategy report.
- Served as Master of Ceremonies for WWU Athletics Virtual Viking Night which raised more than \$50,000 in one hour.
- Served as the Master of Ceremonies for [WWU's Celebration of Excellence Awards](#).
- Volunteered as a judge and host for "Get DISHed," a baking show for local nonprofit [D.I.S.H. Foundation](#). The foundation was established this year through the assistance of WWU's MBA program where an MBA alumnus now serves on their board.
- Established a partnership between WWU's Rotary Club and the Historic Fairhaven Association where students are assisting with Fairhaven's annual Winterfest activities.

WWU Get Out the Vote

WWU Associated Students concluded a months-long effort to encourage students to vote. Community Relations supported these efforts through a partnership with The League of Women Voters. A record 88.2% of registered voters in Whatcom County voted in this year's election – the most of any county in Washington State with a population of more than 50,000 residents. A comprehensive summary of Western's efforts can be found on the Associated Students Board of Trustees update.

Small Business Development Center (SBDC)

WWU SBDC Bellingham Highlights

Pandemic Support

In response to the COVID-19 crisis, the SBDC continues to hold a leadership role in Whatcom County, providing technical assistance in areas such as:

- Identifying financial tools
- Understanding new tools and resources made available
- Providing training and resources

Since the beginning of the pandemic, the WWU Bellingham SBDC assisted on the following loan packages:

Type of Assistance	Number of Clients	Total Approved
COVID-19 Economic Injury Disaster Loan (SBA)	51	\$3.4M
COVID-19 Paycheck Protection Program (SBA)	69	\$7.7M
Total	120	\$11.1M

Newsletters

- 47 newsletters sent
- Open rate of 23% (12% higher than industry average)
- Sent to approximately 3,400 contacts per newsletter

Website Traffic

- Total website visits: 18,067 total pageviews, 15,174 unique page views
- Home page visits: 4,017 total page views, 3,167 unique page views
- Coronavirus Resources page visits: 3,751 total page views, 3,203 unique page views

Outreach

- Safer – Stronger - Together Campaign with Whatcom County Health
- Team Whatcom - Member
- Whatcom Community Foundation - Impact Investing Committee
- Whatcom County - Business and Commerce Committee

Training Events Hosted since October 2020

Date	Event Title	Attendees
10/22/2020	Survival Tool Part 1: Your Swiss Army Knife for Recovery	22
10/27/2020	Survival Tool Part 2: Sharpening Your Multi-Faceted Tool	11
11/3/2020	Survival Tool Part 3: Carving Your Future	13
11/5/2020	Exploring Equity & Cultural Humility Sponsored by the SBDC	50
Total		96

In the Media

[Paycheck protection program spent \\$320 million in Whatcom County. Here's where it went.](#)

WWU SBDC Kitsap County Highlights

A Kitsap SBDC client, STREET|EATS (formerly Sprout and Thistle), was a finalist in the Kitsap Bank EDG3 Fund business competition. They were connected to the competition through their SBDC advisor.

Website traffic:

- Total Kitsap page visits: 1,169 total pageviews, 958 unique page views

Newsletters:

- 4 newsletters sent
- Open rate of ~38% (27% higher than industry average)
- Sent to approximately 247 contacts per newsletter

Tribal Liaison

Planning

A project proposal request of \$4.9 million for a Coast Salish-style longhouse has been completed as part of the university's 21-23 biennial capital request. The Tribal Liaison has been actively working to encourage support of the longhouse project including soliciting letters of support from tribal leaders and municipal government leaders. To date the Swinomish, Lummi, Nooksack, Tulalip and Jamestown S'klallum tribes, and the Mayor of Bellingham have confirmed support of this project. President Randhawa and the Tribal Liaison also held a briefing with Craig Bill, the director of the Governor's Office of Indian Affairs, who expressed support for the project and agreed to advocate on behalf of funding in the Governor's budget.

A video has been produced to support the Coast Salish-style longhouse on Western's campus:
<https://www.youtube.com/watch?v=B3IUHZ9eCBc&feature=youtu.be>

Events

The Tribal Liaison participated in a panel discussion for Indigenous People's Day Celebration on October 12 via Zoom due to the current pandemic restrictions. The event was very well attended and included events across the U.S. and around the world that were connected virtually.

On Friday, November 13, 2020 the Tribal Liaison participated on a World Kindness Day live panel discussion on Zoom.

Training

The Tribal Liaison has completed a chapter entitled Leadership and Ethics for a first-ever Tribal Administration Handbook to be published by Michigan State University Press. The Tribal Liaison had been first contacted to be on an Advisory Group overseeing the collaborative project and then contacted to author a chapter.

Advisory Functions

The Tribal Liaison continues to work in consultation with departments across the campus concerning Native American students, staff and faculty at Western. Due to the recent environment surrounding the pandemic and racial tensions, this work has progressed.

Relationship Building

The Tribal Liaison has met with the University of Washington Tribal Liaison to discuss collaborative efforts at promoting and advocating on behalf of support of Native students, staff and faculty. This meeting was encouraging and motivating on both personal and professional levels as higher education institutions strive to foster supportive service to Native communities. The UW Tribal Liaison has also been helpful with the planning and development of the longhouse for Western's campus.

The Tribal Liaison continues to build rapport with Northwest Indian College with monthly meetings as a member of the Board of Trustees.

Washington Campus Contact

Washington Campus Compact has launched the **Student Civic Leaders Fellowship program in Washington** this summer. Students leaders from across the state will be working on critical issues on their campus and in communities. Issues will include housing and food insecurity, mental health, breaking the prison pipeline, opioid addiction, and civic education. Funds will be used for student internships, stipends, or wages. Students will have the opportunity to participate in statewide learning communities and receive training on civil discourse and civic education.

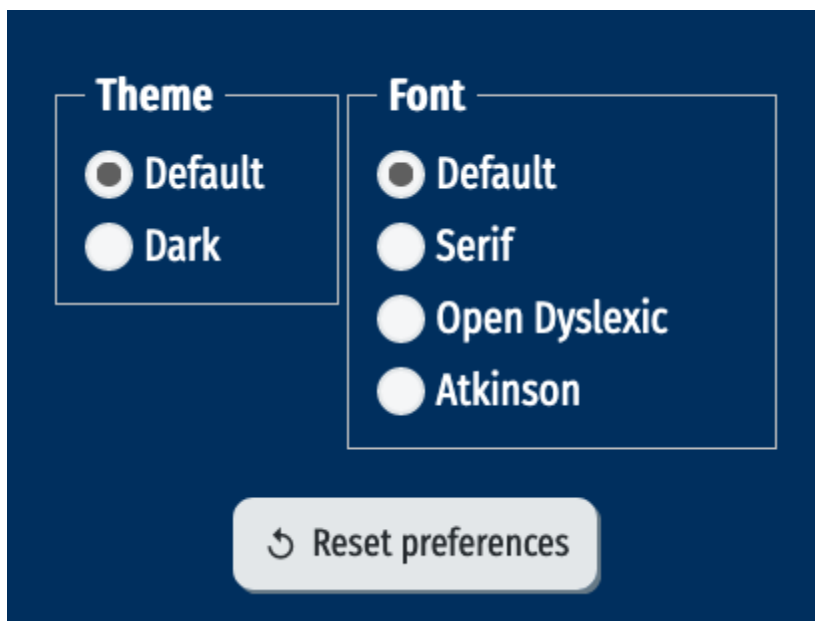
Washington Campus Compact has launched the two grant programs: College Access Corps and VISTA to support student success, food insecurity, poverty alleviation, and to provide wrap-around services for underrepresented students in Washington. The grant programs began in August 2020.

Web Communication Technologies (WebTech)

Summary

WebTech welcomed two new team members during October. One came from the Outreach & Continuing Education (OCE) marketing team merging with University Relations and Marketing, and one is a temporary position funded via CARES Act monies. This influx of talent and hours per week has driven a lot of projects forward.

In the spirit of providing choice to students, staff, and the community we released a display preferences widget across many sites at Western. This currently allows the user to enable dark mode and switch fonts. The reason for this is to both increase accessibility as well as comfortability for users that stare at screens all day.

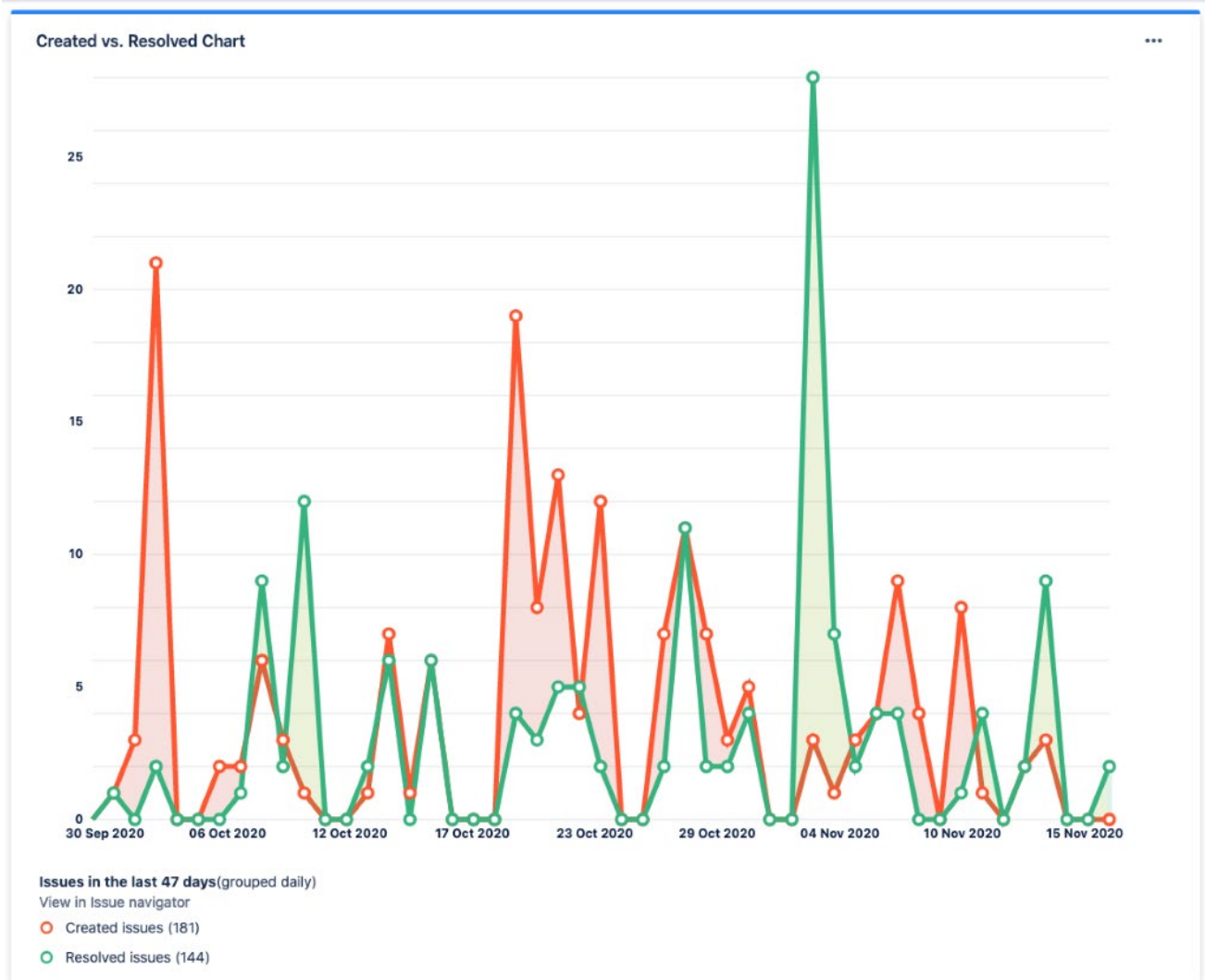


The [College of Science and Engineering](#), as well as the [Student Technology Center](#) and the [Board of Trustees](#) sites were upgraded to the latest release of Drupal. [Enterprise Application Systems](#), [Faculty and Staff of Color Council](#) (formerly Minority Employee Council), and the [Lesbian, Gay, Bisexual, Transgender and Queer Advocacy Council](#) all migrated content into new websites.

OCE continues to evolve their online presence and WebTech helped move the [Testing Center](#) and [Western Online](#) into their own websites rather than be part of the primary OCE site.

The [College of Humanities and Social Sciences](#) are engaged in upgrading to the latest Drupal release. The college itself and several departments and programs are already migrated.

WebTech Workload



A lot of new tickets are being filed as WebTech supports a growing number of site editors. That is a good outcome, and we welcome engaged web editors. Web Help, the email support channel saw sustained heavy traffic, including 316 emails since the start of October. That is to be expected now that there are an additional two employees both generating work as well as resolving issues brought by those they are supporting.

**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: December 11, 2020

SUBJECT: Legislative Update

PURPOSE: Information Item

Purpose of Submittal:

Update from WWU Office of Government Relations.

Supporting Information:

State Budget Outlook

The state's quarterly revenue forecast adopted by the Washington State Economic and Revenue Forecast Council on November 18th projects a \$634 million increase in state revenues for the 2019-21 biennium and a \$328 million increase for the 2021-23 biennium compared to the September 2020 forecast. Despite the improvement, state revenues are still projected to be more than \$3.3 billion below the pre-pandemic projection for the two biennia. If the shortfall remains, state legislators will need to balance the state operating budget through use of reserves, spending cuts and/or increased revenue. Governor Inslee will release his proposed 2021-2023 operating budget in mid-December based on the November 18th forecast, which will kick-off the biennial budgeting process.

2021 Legislative Session

The 2021 legislative session is scheduled to begin on January 11th and end on April 25th. The legislative session will be conducted almost entirely virtually, with all committee meetings being held remotely and very limited in-person floor sessions in the House and Senate chambers.

Western's 2021 legislative priorities will be focused on the state operating and capital budgets. For the operating budget, WWU's top priority will be to protect the university's current level of state funding and to prevent any cuts. Western is also partnering with the state's other public four-year comprehensive universities on a joint proposal related to Diversity, Equity and Inclusion initiatives aimed at improving the access and success of traditionally underserved students in postsecondary education. WWU's portion of the proposal is derived from the "Advancing Inclusive Success" decision package that was submitted to the Governor's Office this fall.

WWU's top capital priority is a \$51 million request for construction of the Electrical Engineering and Computer Science Building. Other capital budget priorities include construction funding for the Coast Salish-style Longhouse, renovation and maintenance projects, and pre-design funding for a new Student Success Center and the renovation of the Environmental Science Center.

The WWU Office of Government Relations is working to advance these priorities by coordinating meetings between state legislators and President Randhawa and meeting with legislative and Governor's Office staff.

Munro Seminar for Civic Education

The annual Ralph Munro Seminar for Civic Education was held online on October 27 and 28. The keynote of this year's seminars, "*Institutional Stresses in an Era of Pandemic*," featured Alasdair Roberts of UMass Amherst and Kyle Harper of the University of Oklahoma. The seminar also included panel discussions focused on specific aspects of the COVID-19 pandemic: "*Who is in charge here? Federalism, Bureaucracy and Lessons on 'Managing' a Pandemic*," and "*The Impact of the COVID-19 Pandemic on Washington's LatinX Population*."

2021-23 CAPITAL BUDGET PRIORITIES

Electrical Engineering/Computer Science Building (\$51 million)

Western's electrical engineering and computer science programs are the University's fastest growing majors, but capacity constraints are significantly limiting the number of students WWU is able to



accept into these programs each year. The 60,000 square foot EE/CS building will help graduate more majors with hands-on and applied experience to fill vacancies in these high demand fields. The increased capacity will support a 150% expansion in engineering and a 50% increase in computer science graduates per year, as well as shortening students' time to degree by alleviating current course bottlenecks. The EE/CS building will be designed as a hub for collaboration and connection with industry partners, with physical and cultural accessibility and inclusion in mind.

The EE/CS Building will include spaces that foster innovation, investigation, inspiration, and the exchange of ideas among an increasingly diverse population of students and faculty. WWU's Foundation is on-track to secure \$15 million in private donations for the building to support and leverage the state's investment, including funding to ensure the EE/CS building is a net-zero carbon building.

Coast Salish-style Longhouse (\$5 million)

In partnership and close collaboration with Coast Salish tribal nations and the WWU Native American Student Union, WWU seeks to build a traditional Coast Salish style longhouse in honor of the historic importance of place that it occupies and in acknowledgment of the University's responsibility to promote educational opportunities for Native students. The primary purpose of the Coast Salish-style Longhouse is to increase representation of Native students and enhance their recruitment, retention and graduation. The Coast Salish longhouse at Western will support American Indian/Alaska Native and First Nation students in academics by providing a sense of place through a dedicated space on the university campus for students to gather, build community and support each other.



The longhouse will include a gathering hall that will support educational, community, and cultural functions, a teaching/warming kitchen, student lounges and other support services. The outdoor spaces will include gathering areas, cooking space, and educational gardens with native plantings that may be used in teaching indigenous science, art, and medicine.

Minor Works - Preservation (\$15 million)

This omnibus minor works category represents Western's highest priority needs for facility renewal, health, safety and code compliance, and infrastructure renewal. A large number of these projects have been identified by the Physical Plant Backlog Reduction Plan.

2021-23 Classroom & Lab Upgrades (\$9 million)

The 2021-23 Classroom and Lab Upgrades would renovate and repurpose approximately 56 individual classrooms and labs throughout campus, for a total of approximately 49,000 gross square feet (60% Classrooms and 40% Instructional labs). This project is part of an ongoing, multi-biennia program that will address significant and growing inconsistencies in the quality, capacity and utilization of college and departmental learning spaces at Western, as well as extend the useful life of these spaces by approximately 25 years.

Student Development and Success Center (\$225,000 for pre-design)

WWU is requesting pre-design funding to create a consolidated space dedicated to front-line student support services. The current proposal is to build a 40,000 square foot building that will co-locate student advising, financial aid, counseling, and career development into one collaborative facility. Bringing these services together will facilitate an integrated approach to delivering student services and increase ease of access. The facility would provide active, welcoming student development space that will be used to coach and engage students to support their academic success and development of personal and civic responsibility.



DIVERSITY, EQUITY & INCLUSION

Washington's public 4-year comprehensive institutions: Serving all regions of the state.

Washington's comprehensive baccalaureate institutions are a critical access point for economic opportunity. As Washingtonians grapple with the economic challenges resulting from COVID-19, it is more important than ever to address issues of equity in higher education. CWU, EWU, Evergreen and WWU are working to ensure underrepresented students receive the same opportunities for academic success as their peers. Addressing barriers to access and completion among underrepresented students is a critical step toward reaching the Washington Roundtable's goal of 70% of Washington high school graduates earning a postsecondary credential by 2030.



\$10 MILLION JOINT OPERATING BUDGET REQUEST

Evergreen: Native Student Success - \$1.2 million

- Enhances Evergreen's ability to recruit and retain Native students throughout the curriculum
- Increases outreach to rural and underserved areas throughout the state
- Formalizes our ongoing partnerships with Tribal Nations through the development of a Tribal relations plan

CWU: Diverse Workforce Development - \$2.58 million

- Increase the number of graduating students of color
- Improve the college experience for students of color
- Recruit and retain more faculty of color
- Close the diversity gap between faculty and student body

EWU: Diversity, Equity and Inclusion Initiative - \$2.75 million

- Accelerate efforts in becoming a Hispanic Serving Institution (HSI).
- Target advising and community-based mentoring for dual credit eligible students from rural, low-income and traditionally underserved populations.
- Ensure student support through faculty and staff preparedness, education and development, and inclusive pedagogy.

WWU: Advancing Inclusive Success - \$3.4 million

- Expands recruitment and outreach efforts to underserved Washington students.
- Addresses urgent needs in mental health counseling, sexual violence survivor support, multicultural student support, veterans' services and disability access.
- Creates an Ethnic Studies curriculum to ensure WWU students have a foundational understanding of power, privilege and social justice issues as they relate to race and ethnicity.

**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: December 11, 2020

SUBJECT: **Enrollment Management Summary**

PURPOSE: Information Item

I. Enrollment

The pandemic has rewritten so much of our work and continues to reset enrollment expectations with each phase of the national story.

Fall 2020 Enrollment

While the census day numbers for fall are set and were reported to the Board of Trustees in a presentation at their October meeting, that is not the end of the story. What happens with those students through this quarter has important implications for Winter 2021 and for the commitment those students make to persist to a degree at Western. As of December 1, we had almost 3000 students elect to take at least one class under pass/no pass grading and almost 5000 total pass/no pass elections made by course, signaling the stress that is continuing to impact students during the pandemic. The Enrollment and Student Services team is working diligently to conduct meaningful outreach to students and to provide students with unique opportunities to connect to the Western community. This is vital in the effort to retain students at a time when students find it more difficult to identify their place in a virtual Western.

Important in our enrollment planning is the loss that we experienced between Fall 2019 (total enrollment = 16,142) and Fall 2020 (total enrollment = 15,197). Within that gap of almost 1000 students were about 600 lost new first-year students and approximately 100 lost new transfer students. We have a chance to recapture some of those losses through deferrals from Fall 2020, but the vast majority of those losses will not be recaptured by recruitment efforts in the coming year. In short, that enrollment gap will stay with us as the Fall 2020 cohort moves through their college years. We will make every effort to recapture continuing students who may have stopped out of college during the pandemic, and we will work to win each deferral back for the 2021 cohort.

Winter 2021 Enrollment

The tables below show comparative data on applications, admits, and confirmations for winter, as of Wednesday, November 25, 2020, and compared to the same date in recent years. Noteworthy is the fact that deferrals from Fall 2020 provide a boost in the number of new first-years in our pipeline. So far, we are seeing a capture rate of about 2/3 on deferrals from fall. That said, new first-year students are always a small portion of our new

student population for winter. The majority of our new student population in winter is always transfer students. As community colleges in the state take larger enrollment hits, we are seeing a precipitous decline in transfer applications and confirmations. In short, we are expecting about 70 fewer new students (first-year and transfer combined) in Winter 2021 than we enrolled in Winter 2020.

New transfers—Bellingham

	Applied	Admitted	Confirmed
2021*	541	463	320
2020	660	533	411
2019	712	571	430

New transfers—other locations

	Applied	Admitted	Confirmed
2021	21	7	7
2020	23	6	6
2019	23	10	10

New first-year students—Bellingham

	Applied	Admitted	Confirmed
2021*	117	97	62
2020	69	47	40
2019	109	75	53

*Winter 2021 includes 50 first-year deferrals and 66 transfer deferrals from Fall 2020. Of those (all of whom are reported in the applied and admitted categories), we have confirmations from 34 first-year deferrals and 43 transfer deferrals.

Fall 2021 Outlook and Insights

In anticipation of a highly competitive admissions cycle, our admissions team is admitting at a much faster pace than in recent years. As of December 2, 2020, we had admitted 23% more first-year candidates than we had at the same time last year. While our applicant pool is up slightly following our early action deadline, it is premature in this admissions climate to make comparisons to prior years. To give a sense of the volatility of the pool of college-bound students, we can share that among the Washington 4-year public institutions, we have admissions offices that are up as much as 16% as to applications and others that are down by 30% or more. In the February report to the Board of Trustees, we will be able to provide information about the Fall 2021 applicant pool with greater confidence.

National trends point to a particularly difficult year. Platforms like *The Common Application* and *The Coalition for College Success* are reporting declines in first-year applications submitted (source: <https://www.insidehighered.com/admissions/article/2020/11/16/college-applications-are-decreasing>). Forbes, relying on data from the National Student Clearinghouse Research Center, reports that Fall 2020 freshman enrollment is down 13% across the country and that community college enrollment is down about 19%. (source: <https://www.forbes.com/advisor/student-loans/fewer-high-school-seniors-are-submitting-the-fafsa/>) FAFSA submission is also down compared with Fall 2020 (source: <https://www.insidehighered.com/quicktakes/2020/10/27/new-dashboard-tracks-fafsa->

[completion-rates](https://formyourfuture.org/fafsa-tracker/) --down 16% as of the submission of this report, from the website <https://formyourfuture.org/fafsa-tracker/>). We are cooperating with Marketing & Community Relations and the Office of Financial Aid in the production of an advertising campaign to students and families that aims to inform and educate students about FAFSA/WAFSA completion and how to access state and federal grants. That campaign is designed to connect Western with financial support for education in the minds of Washingtonians. We anticipate increased opportunity—perhaps necessity—to operate as messengers of public information and resources beyond the immediate message about Western and its programs.

Administrators and teachers from the state’s high schools are expressing concern about student underachievement. *Zoom Fatigue* (read: lack of engagement), poor attendance, and larger numbers of failing grades often come up during conversations with colleagues from the other side of the desk. Rightfully, questions remain about how lower grades may affect students’ opportunities for admission and eligibility for merit awards. We will continue to commit to a holistic review process for admission to Western and seek to take into account the full scope of each student’s experiences and accomplishments.

An SAT/ACT optional admissions process was given temporary approval through Fall 2021 and has been in use by the admissions team. This fall, the Faculty Senate voted to endorse a proposal that Western move to a test-optional admissions process on a permanent basis, and the President’s Cabinet and President Randhawa have made official the move to a test-optional admissions process. Going forward, Western will no longer require students to submit ACT or SAT scores as part of their application for first-year admission. Students have the *option* to submit scores, and if submitted, those will be considered alongside other materials as part of our holistic review process. We are proud to join a growing national movement, recognizing the systemic inequities that students from underserved communities have on their path toward higher education.

We will continue to think creatively about how to connect with more students—particularly those most at risk for “under-engagement” (e.g. lack of access to technological resources or time with school counseling staff). We hope to feature content that is fun (e.g. social media quizzes) and informative (e.g. Financial Aid info sessions) in a manner that appeals to both students and families. As expressed previously, our collaboration with internal stakeholders and external partners will be among the most significant factors in successfully recruiting the Fall 2021 class.

II. Registrar

The Registrar’s Office continues to review policies and procedures relating to registration, class scheduling, grading, academic standing, degree evaluation and commencement, in an effort to improve the student experience in a remote environment. A challenge has been finding the best way to keep the campus community informed of temporary policy changes and changes to long-standing practices, understanding many are experiencing information overload.

- **School Withdrawals** – We have a number of indications that our students continue to struggle in the remote learning environment. School withdrawals are one such indicator. Despite the lower total enrollment in Fall 2020, we have a higher number of school

withdrawals this fall (with two weeks left to go) than we did in all of last fall, and that is with pass/no pass as an option for all classes.

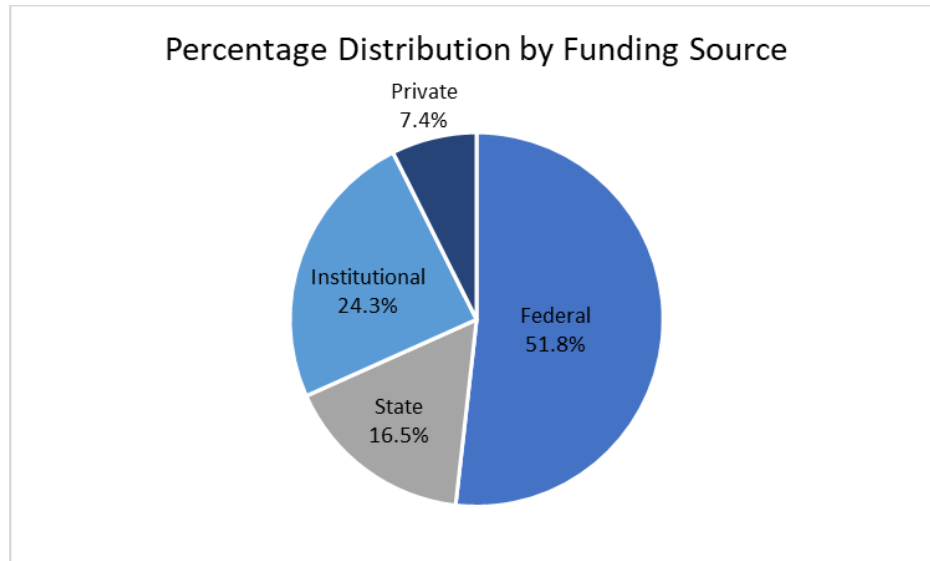
- **Fall 2020 Election of Pass/No Pass** – Also important in signaling the academic challenges students continue to face, is the rate at which they are seeking the pass/no pass option for grading. Approximately 19.4% of our students (2,921) elected to have one or more courses graded on a pass/no pass basis this quarter. Almost half of our classes have at least one student registered for pass/no pass grading, with a total of 4,810 pass/no pass options elected for fall classes. More than 500 students are taking all of their classes under pass/no pass grading.
- **Collecting Tribal Affiliation and Enrollment Information** – To achieve key initiatives related to our institutional relationships with Native American communities and tribes and to better serve Native American students, the Registrar's Office, in collaboration with the Executive Director of Tribal Relations and Tribal Liaison, is creating an online tool for collecting and recording tribal affiliation and enrollment information for our continuing Native American students.
- **Degree Works Upgrade** – The Systems Team completed a major upgrade to our degree audit system which positions us for future enhancements to include ADA compliant accessibility and a mobile-friendly platform. The Registrar's Office has developed a relationship with the Degree Works principal software developer, and we are providing feedback to improve the product to better support student time-to-degree.
- **Enhancement to the Student Success Navigate System** – In an effort to foster a respectful and inclusive university community, the Registrar's Office has partnered with the LGBTQ+ director and Student Success Initiatives to facilitate programming required to provide faculty and advisors the ability to view student pronouns in the Navigate system.
- **Winter Course Scheduling** – We have completed the complicated work of rebuilding the winter schedule, utilizing the new instructional modalities developed for remote teaching during the pandemic. Between 6 and 7% of our winter classes are scheduled to be held face-to-face or with some face-to-face component (hybrid). Again, we have worked with campus partners to ensure that all face-to-face and hybrid courses are scheduled in classrooms with sufficient capacity for appropriate social distancing and to ensure that we utilize spaces with the most effective HVAC systems for those face-to-face offerings.

III. Student Aid

2019-20 Financial Aid Disbursements: \$144 Million to 10,807 Western Students

Financial aid disbursements for the 2019-20 school year exceeded \$144 million to 10,807 student financial aid recipients. (This compares to \$145 million in aid disbursements to 10,919 financial aid recipients the year before.)

- Grants: \$46.8 million
- Scholarships: \$23.8 million
- Student Employment: \$13.4 million
- Educational loans: \$59.6 million
- Miscellaneous: \$.4 million



Important Notes on 2019-20 disbursements:

- The \$46.8 million in Federal grants included \$4.7 million in Federal Higher Education Emergency Relief Funding “CARES” grant disbursed to students who incurred expenses due to campus disruption from COVID-19.
- Washington College Grant disbursements increased from \$18.1 million in 2018-19 to \$20.4 million in 2019-20, as a result of increased investment by the state.
- Financial Aid accepted an additional \$158,361 in Washington College Grant de-obligated by other schools and awarded it to Western students.
- Financial Aid accepted an additional \$80,000 in State Work Study de-obligated by other schools and awarded it to Western students.
- The Financial Aid Student Employment Center worked with supervisors of student employees to support continued employment of students in a remote environment. Despite the impact of the pandemic, 80% of Western’s student employees continued to work remotely during 2019-20.

Although some financial aid pays for expenses due and payable to Western on student accounts, a significant portion of financial aid is disbursed to students to pay for other educationally related expenses, such as rent and food expenses associated with living off campus, transportation, child care, etc. Financial aid is funding for student recipients as opposed to revenue to the University. Aid is disbursed to students in accordance with prescribed regulatory requirements, which includes application to specific charges on student accounts. Often, there is aid remaining after allowable expenses have been paid on student accounts. This aid is disbursed to students, which they use to pay for educationally related expenses that are not due and payable to Western.

Federal HEERF CARES Grant Update

A projected 99% of the \$5,820,847 in Federal HEERF CARES allocation has been disbursed to an estimated 5,078 Western students. The balance remaining has been reserved for students who will incur health care, quarantine, and isolation expenses from COVID-19. Any funds remaining will be disbursed to Western students at the beginning of Winter 2021.

The University was specifically directed to be “mindful of socioeconomic status” by the U.S. Department of Education. For all CARES grant funds disbursed since April 2020, an estimated 83% have been awarded to students with financial need calculated from the FAFSA. An estimated 57% of

all CARES disbursements were made to Pell-eligible students, a subset of students with financial need. (Not all needy students are Pell-eligible.) An estimated 17% of CARES grants were awarded to students without calculated financial need from the FAFSA, but who were otherwise CARES-eligible at the point of awarding and had situational need from campus disruption due to COVID-19. Financial Aid did not use race/ethnicity as a basis for awarding CARES funds, and in fact is prohibited from doing so, but data shows that an estimated 40% of CARES disbursements were made to students of color.

So far, CARES grants have been awarded based on the following expenses:

• Housing	31.90%
• Technology	22.45%
• Relocation	20.10%
• Food	07.86%
• Utilities	07.26%
• Course materials	04.75%
• Transportation	02.46%
• Health care	02.03%
• Child care	00.63%
• Other	<u>00.56%</u>
Total	100.00%

FAFSA Fridays, WASFA Wednesdays

Financial Aid routinely provides one-on-one FAFSA (Free Application for Federal Student Aid) completion support to our local community by partnering with Futures Northwest and Whatcom County high schools. To provide an additional level of support during these difficult times, Financial Aid initiated “FAFSA Fridays” by offering virtual appointments every Friday to new and current students and families to assist with FAFSA completion. In addition, Financial Aid is reaching out to campus partners to initiate WASFA Wednesdays to assist undocumented and DACA-eligible students with the Washington Application for State Financial Aid.

Marketing Campaign Focused on Financial Aid

Western’s marketing team is creating a marketing campaign to highlight the availability of support staff to assist in all matters of financial aid. The advertising campaign will invite prospective students to meet with financial aid team members, as well as help students navigate to specific sections of the financial aid website. University Marketing is in the process of creating a landing page and consumer-facing front end page on the financial aid website. The advertising campaign will promote FAFSA completion, the Washington College Grant, and Western’s financial aid support services. Student contact information will be captured for recruitment purposes.

Western’s Fiscal Year 2017 Federal Cohort Default Rate: 2.7%

The newest three-year federal cohort default rates have been issued, and Western’s rate remains unchanged at 2.7%. This rate reflects positively on the character of Western students and their ability to keep up with their loan payments. The federal default rate includes students who have borrowed through the Federal Subsidized and Unsubsidized Direct Loan programs. The national average of cohort default rates is 9.7%. Of the six Washington four-year public institutions, three cohort default rates increased, two decreased, and one (Western’s) remained the same as calculated for the prior year. Western has the second lowest default rate—second only to UW. Limitation or termination

of participation in Federal Student Aid programs becomes an issue when cohort default rates are 30% or more, so Western remains in good standing in this regard.

IV. New Student Services/Family Outreach

New Student Services/Family Outreach has three primary areas of focus as we reach the end of Fall 2020 and move into Winter 2021.

Winter Orientation, Advising, and Registration Programs

The first is supporting new Winter 2021 students as they navigate their orientation, advising, and registration process. This year, four sessions are set in partnership with Academic Advising and the Registrar's Office; we have completed two, with two to go. Previously, three sessions were set up: two in November for transfer students around the time of Phase I registration opening, and one in January for transfers and all first-year students that was held the day before classes. With an increased number of first-year students opting to defer from Fall to Winter quarter, and considering the requirement of first-year students to attend a session, Academic Advising set a new, fourth session in mid-December that is open to both transfer and first-year students. Like the session for first-year students in January, they will also be able to register for classes at the time of the program in December. The reservations and attendance count of the Winter sessions so far are looking strong, and quite comparable to years past. We expect the December session will prove influential for enrollment, by anchoring students in their classes earlier and with more support.

Review and Assessment of Fall Programming

Another area of focus is assessment. Notably, NSSFO and campus partners will begin review of the survey results from the Fall Orientation, Advising, and Registration programs, including experiential feedback from both transfer and first-year students. With a complete transformation of process and delivery for all the components of orientation for new students, our assessment questions had a different approach, focusing on critical areas of experience: 1) quality/clarity of communications; 2) quality/use of resources (web and print); 3) quality of experiences; 4) knowledge acquisition; and, 5) quality of connection to Western.

While we will begin reviewing and interpreting the results with campus partners in the next month, the initial read of results appears fairly positive, and of similar timber and tone to the in-person experiential feedback received previously. An area of challenge in the remote/virtual environment is still cultivating a feeling of connection to place. Immersion in the physical environment of Western is impactful. In our current environment, we can see and feel the emotional impact of COVID-19 on our new students who are navigating a remote/virtual experience that "doesn't feel like their choice". The innovations and insight for the orientation, advising, and registration programs moving to virtual delivery, however, have had some very positive outcomes and opportunities. While components of the virtual delivery do support students and families in new, positive ways, a challenge ahead for us, and campus as a whole, is how we continue "nurturing the heart" and well-being of our students through this broader pandemic experience and evolution.

Some initial highlights on the programs and takeaways from the student surveys:

- Attendance rates were slightly lower than in previous years. (Attendance rate: the difference between the initial number of reservations and the number who actually showed up—which is affected by withdrawals and deferrals, among other things.) The transfer student attendance rate was 92.2% (compared to ~95% / 4-year average), and first-year student attendance rate was 93.66% (compared to ~98% / 4-year average). This seems in keeping with attendance rates for virtual events of all kinds.
- Overall Attendance was down commensurate with the decline in enrollment, impacted by the effects of COVID-19, increased deferrals, and other intervening factors. Transfer students are not required to attend an advising and registration session, but first-year students are. Transfer attendance was 839 (vs. 887 / 4-year average); first-year attendance was 2,557 (vs. 3,105 / 4-year average).
- Satisfaction rates for class schedules also remained high, similar to our experience in recent years. Transfer students reported ~77% being "very" or "moderately" satisfied with their schedule (vs. ~74% / 4-year average). First-year students reported ~90% being "very" or "moderately" satisfied with their schedule (vs. ~86% / 4-year average).
- Two years ago, NSSFO began contracting with a vendor for language translation services for our new student and family handbooks and WWU calendars. This year for the first time, students were able to make a request for Spanish-language materials on the reservation form when they signed up for an advising and registration session. We were also able to ask students in their survey for examples of other preferred languages for materials, and students indicated Russian, Chinese, Lao, Vietnamese, and Braille. We look forward to continuing work with our vendor to expand our offerings moving forward.

Departmental Assessment

Moving into December and into Winter quarter, the NSSFO staff will also begin a new round of Council for the Advancement of Standards (CAS) reviews for both the Orientation Programs and the Parent/Family Programs. We look forward to this assessment process in light of the many new iterations of service and program delivery, with the goal of finishing the reviews by the end of winter quarter.



FINANCIAL REPORT

FISCAL YEAR 2020



MAKE WAVES.



All photos by Rhys Logan



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**Office of the Washington State Auditor
Pat McCarthy**

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

November 19, 2020

Board of Trustees
Western Washington University
Bellingham, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the business-type activities and the aggregate discretely presented component units of the Western Washington University, as of and for the years ended June 30, 2020 and 2019, and the related notes to the financial statements, which collectively comprise the University's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audits. We did not audit the financial statements of the Western Washington University Foundation (the Foundation) which represents 100 percent of the assets, net position and revenues of the aggregate discretely presented component units. Those statements were audited by other auditors, whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Foundation, is based solely on the report of the other auditors.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free

from material misstatement. The financial statements of the Foundation were not audited in accordance with Government Auditing Standards.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the University's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the University's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate discretely presented component units of the Western Washington University, as of June 30, 2020 and 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Matters of Emphasis

As discussed in Note 1, the financial statements of Western Washington University, an agency of the state of Washington, are intended to present the financial position, and the changes in financial position, and cash flows of only the respective portion of the activities of the state of Washington that is attributable to the transactions of the University and its aggregate discretely presented component units. They do not purport to, and do not, present fairly the financial position of the state of Washington as of June 30, 2020 and 2019 and changes in its financial position, or its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

As discussed in Note 24 to the 2020 financial statements, in February 2020, a state of emergency was declared that could have a negative financial effect on the University. Management's plans in response to this matter are also described in Note 24. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information,

although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the University's basic financial statements as a whole. The President's Letter of Transmittal and the Board of Trustees and Administrative Officers are presented for purposes of additional analysis and are not a required part of the basic financial statements of the University. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we will also issue our report dated November 19, 2020, on our consideration of the University's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the University's internal control over financial reporting and compliance.

Sincerely,



Pat McCarthy

State Auditor

Olympia, WA

November 19, 2020

Dear Chair Meyer:

We are pleased to submit the Annual Financial Report of Western Washington University. The accounts of WWU are maintained in accordance with policies and regulations established by Washington State and its Office of Financial Management. This report has been prepared in accordance with generally accepted accounting principles and following the guidance of the Governmental Accounting Standards Board.

Management assumes full responsibility for the completeness and reliability of the information contained in this report, based upon a comprehensive framework of internal control that it has established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, rather than absolute, assurance that the financial statements are free of any material misstatement.

The Washington State Auditors' Office has issued an unmodified (clean) opinion on the Western Washington University financial statement for the year ended June 30, 2020. This opinion is included in the independent auditor's report.

Management's discussion and analysis, located at the front of the financial section of this report, provides a narrative introduction, overview, and analysis of the basic financial statement. Western Washington University, with approximately 16,000 students in seven colleges and the graduate school, is nationally recognized for its educational programs, students and faculty. The campus is located in Bellingham, Washington, a coastal community of 83,000 overlooking Bellingham Bay, the San Juan Islands and the North Cascades Mountain range. The city lies 90 miles north of Seattle and 60 miles south of Vancouver, British Columbia. Western is the highest-ranking public, master's-granting university in the Pacific Northwest, according to the 2019 U.S. News & World Report rankings.

Sincerely,



Sabah Randhawa
President



Richard Van Den Hul
Vice President for Business and Financial Affairs

BOARD OF TRUSTEES*

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Brian Sullivan, Associate Vice President for Business and Financial Affairs

CERTAIN DIRECTORS*

Teresa Hart, Financial Services Director
Michael Ulrich, Controller

**as of Independent Auditors report*

OVERVIEW

The following discussion and analysis provides an overview of the financial position and activities of Western Washington University (WWU) for the years ended June 30, 2020 and 2019. This discussion has been prepared by management and should be read in conjunction with the financial statements and accompanying notes which follow this section.

WWU is one of six public, four-year institutions of higher education in the State of Washington. WWU is governed by a Board of eight Trustees, which has broad responsibilities to supervise, coordinate, manage and regulate WWU as provided by State law. Trustees are appointed by the Governor for a term of six years, except a student Trustee who is appointed to a one-year term.

As a comprehensive regional university, WWU offers undergraduate and graduate degrees in over 160 academic programs in its eight colleges. WWU was established in 1893 and currently has over 16,000 full-time and part-time students in seven colleges and the graduate school. Located on the shores of Bellingham Bay with Mount Baker as its backdrop, Bellingham is the last major city before the Washington coastline meets the Canadian border. The City of Bellingham, which serves as the county seat of Whatcom County, is at the center of a uniquely picturesque area offering a rich variety of recreational, cultural, educational and economic activities. WWU is the third largest employer in Whatcom County.

COVID-19 PANDEMIC

The COVID-19 pandemic currently is affecting many parts of the world, including the State and WWU. On January 31, 2020, the Secretary of the United States Health and Human Services Department declared a public health emergency for the United States and on March 13, 2020, the President of the United States declared the outbreak of COVID-19 a national emergency. On February 29, 2020, Washington's Governor declared a state of emergency due to the number of confirmed cases of COVID-19 in the State, directing State agencies to use all resources necessary to prepare for and respond to the outbreak. The Governor has issued a series of proclamations designed to limit social interactions, including orders requiring or encouraging individuals, governments and businesses to take certain precautionary measures designed to prevent the spread of COVID-19. On March 23, 2020, the Governor issued a statewide "Stay Home, Stay Healthy" proclamation, requiring individuals to stay home except for essential activities, banning social and other gatherings, and closing all businesses with certain exceptions for essential businesses. In response to this proclamation, WWU moved to remote learning for Spring quarter of 2020. Washington State is following a phased re-opening approach. Whatcom County is currently in Phase 2, which limits the numbers at gatherings, restaurants, and certain service providers. WWU has and continues to coordinate its response to the pandemic with local public health departments as well as the Washington State Department of Health.

To assist with increased COVID-19 related expenses, the Department of Education (ED) provided WWU with \$11.6 million in federal CARES Act funds. Of the \$11.6 million, 50% of the funds are to be used to provide emergency financial aid grants to students for expenses related to the disruption of campus operations. The remaining 50% of the funds can be used to cover any costs associated with significant changes to the delivery of instructions. As of June 30, 2020, a total of \$6.2 million of CARES Act funds have been spent.

The outbreak of COVID-19 is a significant event that has had material effects on the finances, operations, and economy of the State and WWU. The impacts to the operations of WWU include, but are not limited to, enrollment, legislative and the economic impacts on the State budget.

Using the Financial Statement

WWU reports as a business-type activity as defined by Government Accounting Standards Board (GASB) Statement No. 35, Basic Financial Statements – and Management's Discussion and Analysis – for Public Colleges and Universities, as amended. GASB standards require that financial statements be presented on a consolidated basis in order to focus on WWU as a whole. The financial statements, in conjunction with the Notes to the Financial Statements, provides a comprehensive way to assess WWU's financial health.

These financial statements include the following components:

- Statement of Net Position presents the assets and deferred outflows of resources, liabilities and deferred inflows or resources and net position of WWU at a point in time (June 30). Their purpose is to present a financial snapshot of WWU. This statement aids the reader in determining the assets available to continue WWU's operations, how much WWU owes to employees and vendors, whether WWU has any deferred outflows or inflows other than assets or liabilities and provides a picture of net position and its availability for expenditure by WWU.
- Statement of Revenues, Expenses and Changes in Net Position present the total revenues earned and expenses incurred by WWU for operating, non-operating and other related activities, during a period of time (the fiscal year ended June 30, 2020). Their purpose is to assess WWU's operating and non-operating activities.
- The Statement of Cash Flows present additional information to support the financial statements. This statement identifies how much cash has been received or paid by WWU during its fiscal year. In addition, it discloses the sources (how the cash has been generated) and disbursement of cash (how the cash has been utilized).

FINANCIAL HIGHLIGHTS FOR FISCAL YEAR 2020

Significant actions which occurred during the fiscal year include the following (discussed in further detail on the following pages):

- Increased net capital assets by \$8.5 million due to the Housing and Dining new residence building and the Interdisciplinary Sciences building project.
- Issued \$68.6 million in Series 2019 revenue bonds to fund the new residence building as well as major upgrades to certain Housing and Dining System residence halls.
- Decreased overall financial position by \$13.8 million primarily due to reduced Auxiliary Enterprises revenue from COVID-19.

Statement of Net Position

The Statement of Net Position presents the financial condition of WWU at the end of the last two fiscal years and reports all assets, deferred outflows, liabilities, deferred inflows and net position of WWU.

A summarized comparison of WWU's assets, deferred outflows, liabilities, deferred inflows and net position as of June 30, 2020, 2019 and 2018, follows:

	2020	2019	2018
	<i>(Dollars in thousands)</i>		
Assets			
Current assets	\$104,840	\$64,317	\$79,692
Noncurrent assets	76,590	73,892	85,433
Capital assets, net	<u>500,000</u>	<u>491,524</u>	<u>479,474</u>
Total assets	<u>681,430</u>	<u>629,733</u>	<u>644,599</u>
Deferred outflows	29,248	18,156	10,842
Liabilities			
Current Liabilities	48,314	47,625	48,501
Noncurrent Liabilities	<u>305,602</u>	<u>225,303</u>	<u>237,728</u>
Total liabilities	<u>353,916</u>	<u>272,928</u>	<u>286,229</u>
Deferred inflows	42,017	46,400	26,026
Total net position	<u>\$314,745</u>	<u>\$328,561</u>	<u>\$343,186</u>

Assets

The primary components in the asset category are cash, investments, receivables and capital assets. Total assets increased by \$51.7 million (8.2%) in fiscal year (FY) 2020 and decreased by \$14.9 million (2.3%) in FY 2019 over FY 2018.

Total Cash and Investments (see Notes 3 & 4) increased \$36.0 million during FY 2020 primarily due to unspent bond proceeds. WWU issued \$68.6 million in Series 2019 revenue bonds to fund a new residence building as well as major upgrades to certain Housing and Dining System residence halls. These bond proceeds were invested in both long and short-term restricted investments, with maturities matched to anticipated cash flow needs. During FY 2019, total cash and investments decreased \$29.3 million primarily due to spending \$25.8 million of the remaining Series 2018B bonds funds along with cash on capital projects.

The allocation of unrestricted cash and investments between current and noncurrent is governed by the university's investment policy strategy, which is to maximize returns while ensuring liquidity needs and managing interest rate risk. In FY 2020, unrestricted cash and cash equivalents decreased by \$2.5 million (-11.4%) primarily due to the effects of COVID-19. Total unrestricted cash and investments decreased \$16.4 million during FY 2020. This is primarily due to liquidation of investments to cover operating needs during the COVID-19 pandemic. In FY 2019, unrestricted cash and cash equivalents increased \$12.6 million (127.9%) as we shifted maturing investments into the Local Government Investment Pool (LGIP) (see Note 3) due to preferable rates and liquidity. These funds were then available for operational and strategic planning. Total unrestricted cash and investments decreased \$6.5 million as a result of increased spending in operations of approximately \$5.0 million and capital of approximately \$1.5 million.

Non-depreciable and depreciable capital asset, net, increased \$8.5 million (1.7%) during FY 2020 due to beginning the construction of the Housing and Dining new residence hall and the Interdisciplinary Sciences building. Non-depreciable and depreciable capital assets, net, increased \$12.1 million (2.5%) in FY 2019 due to the Multicultural Center construction project and renovation work on the Housing & Dining new residence halls.

Accounts receivable, net increased \$3.9 million during FY 2020 and \$342 thousand during FY 2019. The increase in FY 2020 is largely due to a \$1.5 million receivable with the ED for CARES related reimbursements related to increased remote learning expenses. and \$1.7 million increase in Auxiliary enterprises which includes a \$1 million dollar contract adjustment (due to COVID-19) with Aramark dining services as well as unpaid student account balances.

Liabilities

Current liabilities typically fluctuate depending on the timing of accounts payable (A/P) payments and the receipt of deposits and revenue that is applicable to the next fiscal year.

Current liabilities increased \$688 thousand (1.4%) during FY 2020 primarily due to an increase in the current portions of bonds and notes payable combined with pensions and OPEB. Current liabilities decreased \$877 thousand (-1.8%) during FY 2019 largely due to a decrease in capital related Accounts payable invoices as major construction projects were nearing completion offset by increases to the current portions of pension and OPEB.

Noncurrent liabilities increased \$80.3 million (35.6%) primarily due to an increase in long-term debt (associated with the FY 2020 bond issue) combined with an increase in WWU's OPEB liability. WWU's OPEB liability will fluctuate based on changes to the discount rate that is used in the calculation (see Note 20). During FY 2019, noncurrent liabilities decreased \$12.4 million (-4.6%) largely due to a reduction to Western's OPEB liability.

Net Position

The difference between assets and deferred outflows less liabilities and deferred inflows is net position. The change in net position measures whether the overall financial condition has improved or deteriorated during the year and is driven by the difference between revenues and expenses.

During FY 2020, total net position decreased \$13.8 million (-4.2%) largely due to reduced Auxiliary Enterprise revenues as a result of the COVID-19 pandemic. During FY 2019, total net position decreased by \$14.6 million (-4.3%) primarily due to increased operational spending and recording the \$6.9 million refund to the U.S. Department of Education as the Federal Perkins Program winds down. Congress did not renew the Perkins Program after September 30, 2017 and no new disbursements were permitted after June 30, 2018. The lack of renewal also means that as prior loans are repaid, the federal portion of the repayment must be returned to the federal government. This liability is recorded as a noncurrent liability on the Statement of Net Position.

Net Investment in Capital Assets – WWU's total investments in property, plant equipment, and infrastructure, net of accumulated depreciation and outstanding debt obligations related to those capital assets.

Restricted:

- Pensions consists of net pension assets related to the defined benefit retirement plans that are legally or contractually restricted. Currently the net position in restricted pensions is due to the retirement plan LEOFF. (See Note 19)
- Nonexpendable consists of funds on which the donor or other external party has imposed the restriction that the corpus is not available for expenditures but for investment purposes only.
- Expendable are resources which WWU is legally or contractually obligated to spend in accordance with time or purpose restrictions placed upon them by donors or other external parties.

Unrestricted – All remaining funds available to the institution for any purpose, although these are often internally designated for specific purposes.

WWU's net position as of June 30, 2020, 2019 and 2018 are summarized as follows:

	2020	2019	2018
	<i>(Dollars in thousands)</i>		
Net Position			
Net investment in capital assets	\$394,277	\$398,903	\$405,301
Restricted:			
Pensions	1,092	930	695
Nonexpendable	5,504	5,472	5,433
Expendable	24,345	19,856	24,888
Unrestricted	<u>(110,472)</u>	<u>(96,600)</u>	<u>(93,131)</u>
Total net position	<u>\$314,746</u>	<u>\$328,561</u>	<u>\$343,186</u>

Net investment in capital assets decreased \$4.6 million (-1.2%) during FY 2020 primarily due to a \$31.8 million overall increase in capital assets offset by \$26.4 million in depreciation, \$19.3 million of the series 2020 bonds utilized and \$5.9 million in debt service principal payments. Net investment in capital assets decreased \$6.4 million (-1.6%) during FY 2019 due to \$12 million increase in overall capital assets offset by \$24.4 million in depreciation and \$5.2 million in debt service principal payments.

Highlights of fiscal 2020 capital asset activities:

- Completed the \$21.8 million Multicultural Center.
- Completed the \$23.8 million Buchanan Towers Renovation.
- Issued \$68.6 million in Series 2019 Housing and Dining revenue bonds for new residence hall and renovations.
- New Residence Hall - \$15.1 million was spent during FY 2020.
- Interdisciplinary Sciences building - \$4.3 million was spent during FY 2020

Restricted nonexpendable includes donations and matching State contributions for the purpose of establishing distinguished professorships and graduate fellowships.

Restricted expendable net position increased \$4.7 million primarily due to a \$4.6 million increase in Capital Projects, which includes renewal and replacements and Funds with the State Treasurer. Restricted expendable net position decreased \$4.8 million in FY 2019 primarily due to recording the liability for the Perkins Federal Program wind down refund offset by increased funds with the State Treasurer of \$1.7 million.

Unrestricted net position decreased in FY 2020 by \$13.9 million (-14.4%) when compared to FY 2019, primarily due to increased operational spending combined with COVID-19 related decreases in Auxiliary Enterprise revenue. Unrestricted net position decreased \$3.5 million (-3.7%) in FY 2019 primarily due to increases in salary and wages offset by pension adjustments.

Capital Assets and Related Debt

During FY 2020 and FY 2019, \$31.9 million and \$33.3 million (excluding library materials, equipment and improvements) respectively, were expended on capital improvements. Of the \$31.9 million in capital improvements during FY 2020, \$3.2 million was expended on various academic buildings, \$7.6 million on the Interdisciplinary Sciences building, \$5.0 million was spent on Housing and Dining residence building renovation and \$16.1 million on a new Housing and Dining residence building (See Note 9).

Specific projects completed or underway in FY 2020 include:

Viking Union Expansion for Multicultural Center. The \$21.9 million project created a new home for a variety of Associated Student programs. It is an administrative hub for multicultural education and services. The expansion combined the Multicultural Center, Viking Union, Bookstore, Multipurpose Room and KUGS within one building and became a beacon that celebrates diversity and inclusivity on campus. This project was funded partially by revenue bonds and WWU local funds. This project was completed during FY 2020.

Buchanan Towers Renovation. The \$23.8 million project was a two-phase renovation of residence rooms, bathrooms and kitchens during Spring and Summer Quarters 2018 and 2019. Scope included upgrading plumbing/air supply/ventilation, fire detection/alarm/security systems, hazardous materials abatement, new doors and windows, upgrades to exterior masonry, installation of new gutters and downspouts, and upgrades to interior finishes. These renovations were completed in September 2019.

New Residence Hall. The estimated \$67.6 million project will be a 400-bed student housing facility that provides a modern signature living community. Housing and Dining's new residence hall connects the north side of campus to the Ridgeway community with an accessible, safe pedestrian passage within the hall. This project is funded with the Series 2019 revenue bonds.

Sciences Building Addition. The estimated \$66.5 million Sciences Building Project is a new free-standing building at WWU's main campus. The building is proposed to be a 4 story Science, Technology, Engineering, and Math

(STEM) building. The project is planned to be approximately 50,000 GSF to accommodate the demand for instructional and research space serving STEM education. It will consist of teaching labs, wet research labs, and active learning spaces. Also, it will provide a small amount of building support and office space, and require utilities to be extended to the site.

The project is targeting the U.S. Green Building Council's Leadership in Energy & Environmental Design (LEED) for New Construction to achieve LEED Gold certification through the process of the Green Building Certification Institute (GBCI).

Statement of Revenues, Expenses and Changes in Net Position

The Statement of Revenues, Expenses and Changes in Net Position present WWU's results of operating and non-operating items that result in the changes in net position for the year. In accordance with GASB reporting principles, revenues and expenses are classified as operating or non-operating.

A condensed comparison of WWU's revenues, expenses and changes in net position for the years ended June 30, 2020, 2019 and 2018 follows:

	2020	2019	2018
	<i>(Dollars in thousands)</i>		
Operating revenues	\$209,611	\$223,054	\$212,897
Operating expenses	<u>346,817</u>	<u>338,698</u>	<u>330,097</u>
Operating loss	(137,206)	(115,644)	(117,200)
State appropriations revenue	90,538	84,835	78,652
Other nonoperating revenues	24,963	13,160	20,379
Nonoperating expenses	<u>(5,469)</u>	<u>(4,059)</u>	<u>(3,616)</u>
(Loss) income before other revenues	(27,174)	(21,708)	(21,785)
Other revenues	<u>13,359</u>	<u>7,083</u>	<u>8,280</u>
Increase in net position	(13,815)	(14,625)	(13,505)
Net position, beginning of year	<u>328,561</u>	<u>343,186</u>	<u>356,691</u>
Net position, end of year	<u>\$314,746</u>	<u>\$328,561</u>	<u>343,186</u>

WWU relies heavily on student tuition and fees and state appropriations as revenue sources to support operations.

In accordance with the College Affordability Act of 2015, WWU has the authority to raise resident undergraduate tuition operating fees by the average annual percentage growth rate in the median hourly wage for Washington for the previous 14 years as determined by the Federal Bureau of Labor Statistics. Tuition rates for nonresident undergraduate, resident graduate, and nonresident graduate students are set by the Board of Trustees after analyses of market constraints of supply and demand, and comparison costing with our peers. During FY 2020, WWU increased its tuition rates as follows (note – tuition operating fee does not include other mandatory student fees):

- Resident undergraduate tuition operating fees by 2.4%
- Non-resident undergraduate rates by 5.0%
- Graduate programs by 4.5%

Student tuition and fee revenue includes tuition fees and mandatory fees such as the Service and Activity Fee and the Health Service Fee. Total fees, including mandatory fees, increased \$398 thousand in FY 2020. Even though tuition and fees increased by 2.4% during FY 2020, the slight increase of \$398 thousand is primarily due to a decrease in the FTE enrollment and headcount combined with a \$1.8 million refund in fees to students due to COVID-19. Total fees, including mandatory fees, increased \$6.9 million (4.8%) during FY 2019 compared to an increase of \$7.1 million (5.1%) during FY 2018 due to rate increases. WWU provided \$33.9 million and \$32.7 million in scholarship allowances in FY 2020 and FY 2019 respectively to assist students with tuition. In FY 2020, Net tuition revenue (student tuition and fees less scholarship allowances) decreased \$837 thousand (-0.7%) and increased \$5.2 million (4.6%) in FY 2019. Enrollment decreased to an Academic Year Average (AYA) headcount of 15,208 in FY 2020 compared to 15,357 in FY 2019.

Graduate and Undergraduate Annual Tuition and Fees

Academic Year	Resident Undergraduate	Change	Resident Graduate	Change	Nonresident Undergraduate	Change	Nonresident Graduate	Change
2019-20	\$8,341	2.58%	\$11,935	4.3%	\$24,690	4.9%	\$23,558	4.4%
2018-19	\$8,131	2.50%	\$11,442	4.4%	\$23,543	4.9%	\$22,564	4.4%
2017-18	\$7,933	3.66%	\$10,964	4.4%	\$22,445	3.9%	\$21,608	3.9%

Historical Average Annual Enrollment

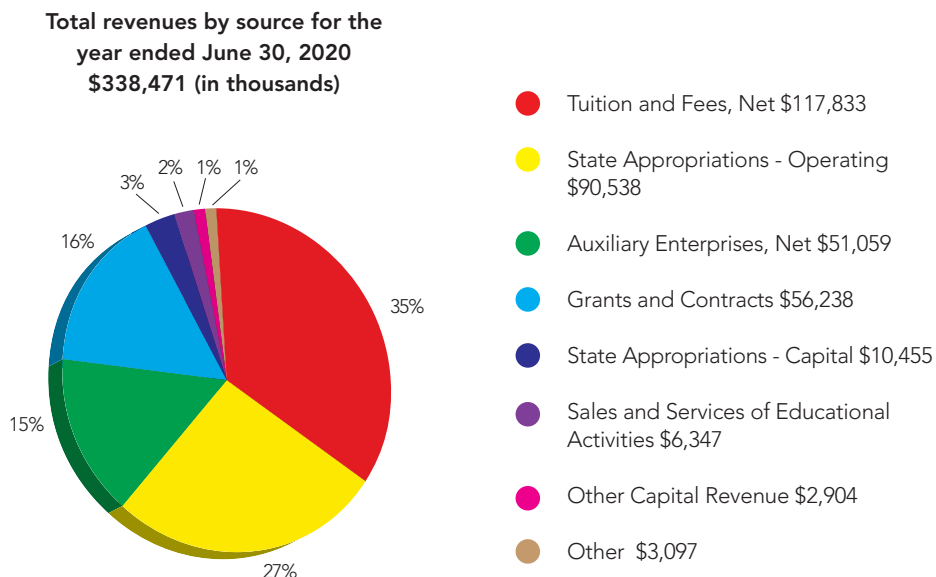
Academic Year	FTE Enrollment	Headcount Enrollment
2019-20	14,004	15,208
2018-19	14,187	15,357
2017-18	14,053	15,213

Auxiliary enterprises revenue (before scholarship allowances) decreased \$14.9 million (-20.6%) and \$163 thousand (-0.6%) during FY 2020 and FY 2019, respectively. The decrease during FY 2020 is attributable to WWU responding to the COVID-19 pandemic by shifting during Spring quarter from on campus instruction to remote learning.

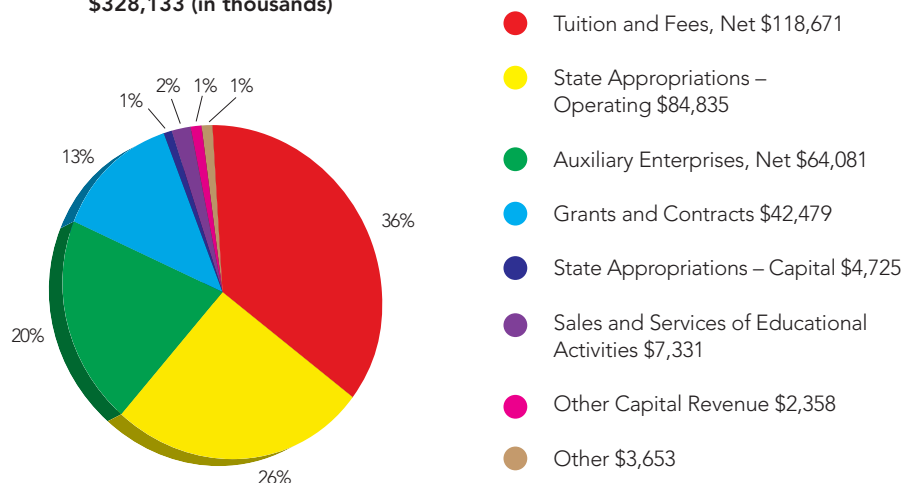
During FY 2020, state (and capital) appropriations used in operations increased \$5.7 million (6.7%) compared to an increase of \$6.2 million (7.9%) during FY 2019. The increase in FY 2020 is primarily related to state funding for general wage increases as well as new the new Workforce Education Investment Account. This new state appropriation is to provide funding towards financial aid, expansion of STEM degree programs and student support services at WWU. The increase in FY 2019 is primarily due to WWU receiving \$1.5 million to establish a computer and information systems security program at Olympic and Peninsula Colleges and \$1.0 million for student success initiatives to improve retention and graduation rates combined with State appropriations of \$3 million being moved from capital to operations.

Capital appropriations are provided by the state and are recognized as other revenues when expenditures are incurred on capital projects by WWU. Capital appropriations increased \$5.7 million (121.3%) when compared to FY 2019 primarily due to the Interdisciplinary Sciences Building project. FY 2019 Capital appropriations increased \$2.3 million (97.0%) when compared to FY 2018 primarily due to the Interdisciplinary Sciences Building and the Anatomy and Physiology Lab upgrade projects.

The following graphs illustrate revenues by source for the years ended June 30, 2020 and 2019:



Total revenues by source for the year ended June 30, 2019
\$328,133 (in thousands)



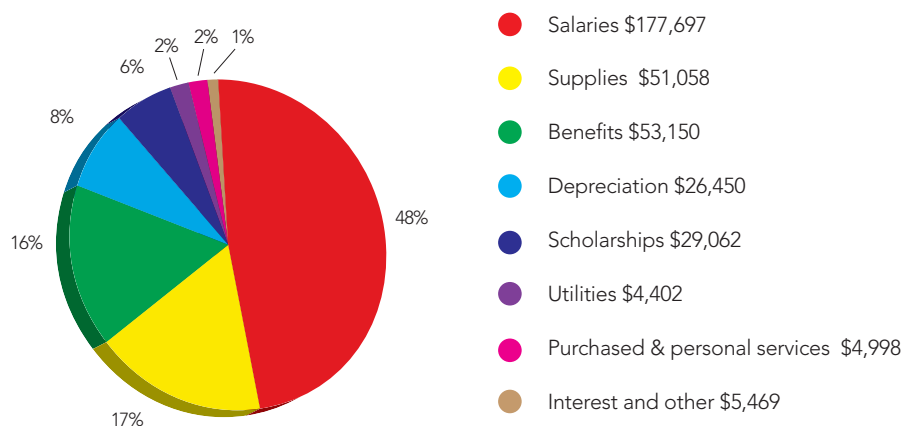
WWU’s total operating expenses increased \$8.1 million primarily due to a \$7.2 million increase in Scholarships and fellowships expense. During FY 2020, WWU awarded to students \$4.7 million in CARES funds along with approximately \$2.0 million additional Washington College Grant (formerly the State Need Grant) funds. Due to COVID-19, the Department of Education (ED) provided WWU with \$5.8 million in CARES funds to help students with increased, unanticipated expenses. The remaining \$1.1 million will be disbursed during FY 2021. FY 2020 increases in salaries and benefits were offset by a decrease in supplies, as the university imposed strict purchasing and travel restrictions in response to COVID-19. WWU’s operating expenses increased \$8.6 million (2.6%) during FY 2019 primarily due to increases in salaries and wages and supplies and materials expenses offset by a decrease in benefits expense.

Salaries and Wages increased \$9.0 million during FY 2020 and \$6.9 million in FY 2019 as all staff received compensation increases both years. During FY 2020, benefits expense increased \$3.4 million (6.9%) primarily due to increases to the corresponding fringe benefits, health care premium and accrued leave adjustments. During FY 2019, benefits expense decreased \$2.4 million (-4.5%) largely due to decreases in pension and OPEB (see Notes 19 & 20) adjustments offset by increases in health and retirement expenses.

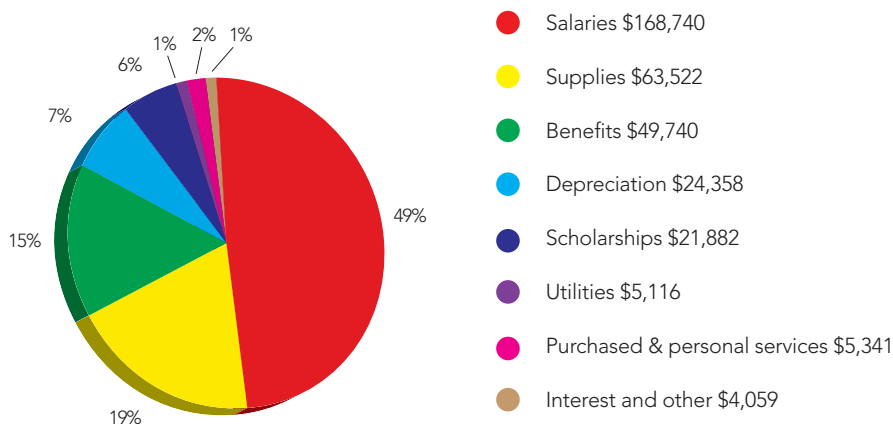
Supplies and materials decreased \$12.5 million compared to FY 2019 primarily as a result of cost saving measures implemented by WWU in response to COVID-19. WWU implemented purchasing restrictions for a total savings of \$5.1 million. In addition, Auxiliary Enterprises suspended operations during Spring quarter which resulted in a \$4.2 million reduction to cost of goods sold. Supplies and materials increased \$5.2 million (8.9%) in FY 2019 when compared to FY 2018 due to an increase in repairs and maintenance of various academic and residence halls.

The following graphs illustrate expenses by natural classification for the years ended June 30, 2020 and 2019:

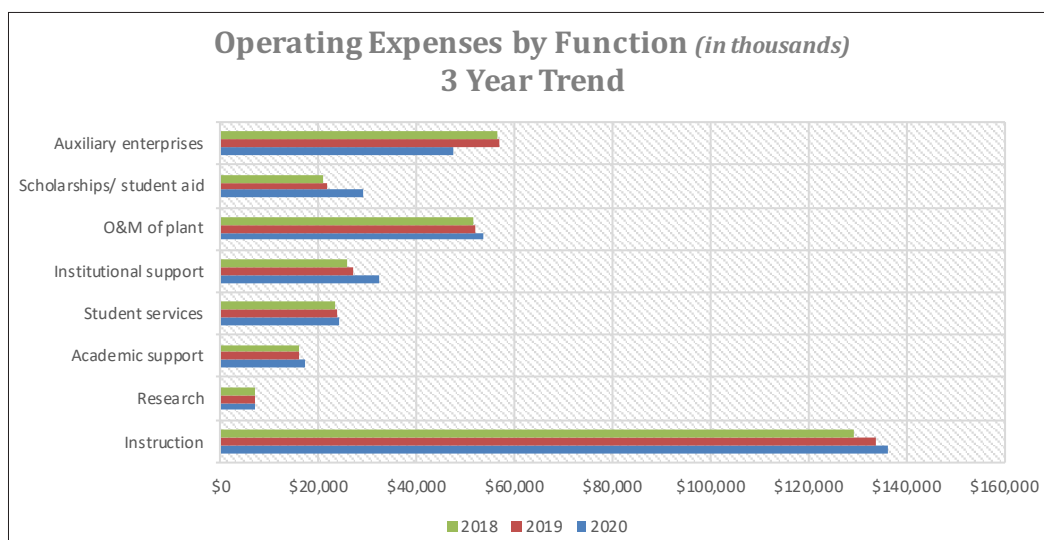
Total expenses by natural classification for the year ended June 30, 2020
\$352,286 (in thousands)



**Total expenses by natural classification
for the year ended June 30, 2019
\$342,758 (in thousands)**



The following graph illustrate expenses by natural classification for the years ended June 30, 2020, 2019, 2018:



Operating Loss

WWU's operating loss of \$137.2 million in FY 2020 increased by \$21.6 million (18.7%) compared to FY 2019. The \$115.6 million operating loss in FY 2019 was a decrease of \$1.6 million (-1.3%) from the FY 2018 loss. GASB Statement No. 34 requires that State appropriations, Federal Pell grants and Federal CARES Act be classified as non-operating revenues, thereby creating the significant operating loss. If these revenues were classified as operating, the operating losses would have been \$24.3 million in FY 2020 and \$13.8 million in FY 2019.

Financial Indicators

The financial indicators presented below represent a few of the standard ratios used in higher education. The ratios summarize the performance of WWU over a 3-year period. The information provided in WWU's Statement of Net Position and the Statement of Changes in Revenue, Expense and Net Position as well as the Foundation's Statement of Financial Position and Statement of Activities are used for the calculations. These ratios could be affected by changes to student enrollment levels, tuition and fees, new debt, state and federal financial aid, and operational state support. Any downturn in these ratios is largely attributed to the adoption of GASB Statements No. 75 and No. 73, as each resulted in a restatement of unrestricted net position.

Financial Indicator	Definition	Calculation	FY 2020	FY 2019	FY 2018
Tuition dependency ratio (%)	Helps measure sensitivity to changes in enrollment levels	Net tuition and fees plus governmental grants to WWU for student tuition divided by the sum of operating and non-operating revenues	41.21%	41.36%	42.02%
Unrestricted financial resources to operations (x)	Measures coverage of annual operations by the most liquid resources	Unrestricted net assets divided by total adjusted operating expenses	-0.31	-0.28	-0.28
Annual days cash on hand ¹	Measures the numbers of days WWU is able to operate (cover its cash operating expenses)	Annual liquidity times 365 divided by total expenses less depreciation and unusually large non-cash expenses	97.11	105.48	119.39
Current ratio	Measures liquidity - ability to meet current obligations with liquid assets	Current assets divided by current liabilities	2.60	1.68	1.93
Viability ratio	Measure the ability of WWU to repay debt with available financial resources	Expendable net position (excluding capital projects) divided by debt	-0.50	-0.71	-0.59
Primary reserve ratio	Compares WWU's existing financial resources to the size of its operating expenses.	Expendable net position (excluding capital projects) divided by total adjusted expenses.	-0.22	-0.18	-0.17
Return on Net Position ¹	Indicates whether WWU is financially better off than in previous years by measuring total economic return.	Change in net position divided by total net position	-0.63%	-1.17%	-1.46%

¹ Ratio based on Moody's analytical methodology

Economic Factors That Will Affect the Future

The outbreak of COVID-19 is a significant event that has had and is expected to have material effects on the finances, operations, and economy of the State and WWU. The impacts to the operations of WWU, include but are not limited to enrollment, legislative and the economic impacts on the State budget. The State Legislature's responses as they impact the funding of higher education are not yet known. Enrollment is anticipated to be impacted by approximately 7% in Fall Quarter 2020 given the shift to remote learning and limitations of on campus operations.

WWU has taken a number of prompt actions in response to the outbreak, including a hiring freeze, freeze on travel, significant reductions to planned operating expenditures, renegotiation of third-party service contracts, and deferral of several renovation projects. WWU expects to draw on reserves and other funds as needed. Furthermore, WWU has been awarded \$5.4 million in Governor's Emergency Education Relief Fund (GEER). These Federal GEER funds are to provide emergency support through grants to Local Education Agencies and institutes of Higher Education. Also, WWU expects to continue to receive Federal FEMA and CARES Act assistance and will also apply for additional Federal and State support for expenses related to the COVID-19 pandemic as it becomes available.

While the full impact of the COVID-19 pandemic on WWU and the regional economy is currently uncertain, WWU currently believes that these measures will help mitigate its anticipated revenue shortfall. WWU, however, cannot predict the duration and extent of the COVID-19 public health emergency, or quantify the magnitude of the impact on the regional and local economy or on the revenues and expenses. WWU will continue to monitor the evolving situation and respond as needed.

For the 2019-21 biennium, the legislature authorized a new dedicated revenue source for public institutions of higher education, the Workforce Education Investment Account (WEIA). This provided a total of \$5,243,000 in

new appropriations to WWU, \$3,426,000 of which is dedicated to increasing enrollments in STEM majors, and \$1.8 million provided in recognition that institutional operating costs, including compensation and central services, exceed estimated increases in undergraduate operating fee revenue

WWU was provided funding from the State to implement the state's salary increase policy, including a 3 percent annual compensation increase for all WWU employees in both fiscal years of the 2019-21 biennium.

In FY 2021, resident and nonresident undergraduate and graduate tuition will increase 2.5%.

Statement of Net Position

June 30, 2020 and 2019

	2020	2019
Assets		
Current assets:		
Cash and cash equivalents (Note 3)	\$19,852,778	\$22,399,778
Restricted cash and cash equivalents (Note 3)	5,567,428	2,700,997
Restricted investments (Note 4)	35,244,928	1,888,388
Investments (Note 4)	18,541,216	18,262,294
Funds with State Treasurer (Note 5)	8,376,372	6,170,793
Interest receivable	1,261,451	1,193,644
Accounts receivable, net (Note 6)	12,987,726	9,130,453
Pledged gift receivable from the Foundation (Note 24)		250,000
Prepaid expenses	675,834	580,622
Inventories (Note 8)	<u>2,332,407</u>	<u>1,740,353</u>
Total current assets	104,840,140	64,317,322
Noncurrent assets:		
Restricted cash and cash equivalents (Note 3)	3,853,146	779,998
Restricted investments (Note 4)	22,942,562	9,879,086
Investments (Note 4)	36,994,702	51,127,484
Due from State Treasurer	5,899,374	4,361,982
Student loans receivable, net (Note 7)	5,467,497	6,504,747
Non-depreciable capital assets (Note 9)	41,550,372	60,819,275
Depreciable capital assets, net (Note 9)	458,450,377	430,704,850
Restricted net pension	<u>1,432,295</u>	<u>1,239,184</u>
Total noncurrent assets	576,590,325	565,416,606
Total assets	<u>681,430,465</u>	<u>629,733,928</u>
Deferred outflows		
Deferred loss on bond refunding	876,607	1,086,663
Relating to pension (Note 19)	17,822,084	11,587,981
Relating to OPEB (Note 20)	<u>10,549,490</u>	<u>5,481,331</u>
Total deferred outflows	<u>29,248,181</u>	<u>18,155,975</u>
Liabilities		
Current liabilities:		
Accounts payable and accrued liabilities	20,927,514	20,467,704
Deposits payable	837,818	1,797,550
Unearned revenues	10,039,680	9,658,028
Current portion of bonds and notes payable (Notes 12,13,15)	6,143,423	5,883,099
Current portion of net pension obligations (Note 15,19)	8,498,760	8,105,626
Current portion of OPEB (Note 20)	1,622,646	1,515,760
Deposits held in custody for others	<u>243,058</u>	<u>197,050</u>
Total current liabilities	48,312,899	47,624,817
Noncurrent liabilities:		
Long-term portion of bonds and notes payable (Note 12, 13,15)	153,228,622	87,824,383
Compensated absences (Note 11)	10,609,358	9,277,179
Perkins Federal contribution refund	5,934,269	6,948,850
Long-term pension liabilities (Note 15,19)	43,347,907	40,216,026
Long-term OPEB liabilities (Note 20)	<u>92,481,724</u>	<u>81,037,012</u>
Total noncurrent liabilities	305,601,880	225,303,450
Total Liabilities	<u>353,914,779</u>	<u>272,928,267</u>
Deferred inflows		
Relating to pension (Note 19)	14,487,805	14,905,974
Relating to OPEB (Note 20)	<u>27,529,649</u>	<u>31,494,089</u>
Total deferred inflows	<u>42,017,454</u>	<u>46,400,063</u>
Net Position		
Net investment in capital assets	394,277,247	398,903,306
Restricted for:		
Nonexpendable: scholarships and professorships	5,503,980	5,471,520
Expendable:		
Instruction and research	1,261,883	1,599,484
Loans	6,624,700	6,422,703
Capital Projects	16,458,666	11,834,118
Net Pensions	1,092,033	930,329
Unrestricted	<u>(110,472,096)</u>	<u>(96,599,887)</u>
Total net position	<u>\$314,746,413</u>	<u>\$328,561,573</u>

Foundation Statement of Financial Position

June 30, 2020 and 2019

	2020	2019
Assets		
Cash and cash equivalents	\$1,712,416	\$1,053,095
Unconditional promises to give, net	13,327,408	4,436,748
Investments:		
Operating investment pool	15,792,010	15,066,790
Endowment investment pool	90,780,643	89,895,912
Endowment real estate held for investment	3,473,030	3,366,450
Annuity and life income investments	2,016,019	2,011,624
Real property	<u>1,816,822</u>	<u>1,816,822</u>
Total investments	113,878,524	112,157,598
Other assets	285,262	346,231
Due from Western Washington University		415,620
Property and equipment, net	<u>525,604</u>	<u>542,105</u>
Total Assets	<u>129,729,214</u>	<u>118,951,397</u>
Liabilities and Net Assets		
Liabilities		
Accounts payable and accrued expenses	165,112	225,633
Due to Western Washington University	459,627	
Gift payable to Western Washington University, net		250,000
Annuity and life income obligations	521,852	521,246
Deferred revenue from life estate	276,077	317,836
Investments held in trust for Western Washington University	<u>13,323,846</u>	<u>13,728,667</u>
Total Liabilities	14,746,514	15,043,382
Net Assets		
Without donor restrictions	22,447,574	22,002,996
With donor restrictions	92,535,126	81,905,019
Total Net Assets	<u>114,982,700</u>	<u>103,908,015</u>
Total Liabilities and Net Assets	<u>\$129,729,214</u>	<u>\$118,951,397</u>

Statements of Revenues, Expenses, and Changes in Net Position

For the Years Ended
June 30, 2020 and 2019

	2020	2019
Operating Revenues		
Student tuition and fees	\$151,749,041	\$151,351,274
Less scholarship allowances	<u>(33,916,134)</u>	<u>(32,680,523)</u>
Net student tuition and fees	117,832,907	118,670,751
Federal grants and contracts	5,055,965	5,143,468
State and local grants and contracts	24,715,106	22,631,614
Nongovernmental grants and contracts	4,143,939	4,673,459
Sales and services of educational activities	6,347,306	7,331,107
Interest earned on loans to students	180,178	161,759
Other operating revenue	276,647	361,260
Auxiliary enterprises	57,416,342	72,268,272
Less scholarship allowances	<u>(6,357,269)</u>	<u>(8,187,751)</u>
Net auxiliary enterprises	<u>51,059,073</u>	<u>64,080,521</u>
Total operating revenues	209,611,121	223,053,939
Operating Expenses		
Salaries and wages	177,697,315	168,739,636
Benefits	53,150,088	49,739,540
Scholarships and fellowships	29,062,568	21,882,192
Utilities	4,401,989	5,115,655
Supplies and materials	51,058,112	63,521,706
Purchased services	4,997,859	5,341,215
Depreciation	<u>26,449,602</u>	<u>24,357,626</u>
Total operating expenses	<u>346,817,533</u>	<u>338,697,570</u>
Operating loss	(137,206,412)	(115,643,631)
Nonoperating Revenues (Expenses)		
State appropriations	90,537,711	84,834,784
Federal Pell grant revenue	16,150,366	16,979,661
Federal CARES grant revenue	6,173,001	
Federal Perkins Program refundable grant revenue	(21,973)	(6,948,850)
Investment income	2,533,425	2,383,235
Interest on indebtedness	(5,468,674)	(4,059,026)
Gain (loss) on endowments	88,933	698,358
Nonoperating rental property expense/income	<u>39,349</u>	<u>48,104</u>
Total nonoperating revenues (expenses)	<u>110,032,138</u>	<u>93,936,266</u>
Income (Loss) before other revenues	(27,174,274)	(21,707,365)
Other Revenues		
Capital appropriations	10,455,430	4,724,712
Other capital revenue	<u>2,903,684</u>	<u>2,358,127</u>
Total other revenues	13,359,114	7,082,839
Decrease/Increase in net position	(13,815,160)	(14,624,526)
Net position, beginning of year	<u>328,561,573</u>	<u>343,186,099</u>
Net position, end of year	<u><u>314,746,413</u></u>	<u><u>\$328,561,573</u></u>

	Without Donor Restrictions	With Donor Restrictions	2020
Support and Revenue:			
Contributions	\$515,264	\$16,116,112	\$16,631,376
In-kind services and facilities provided by			
Western Washington University	3,765,198		3,765,198
Interest and dividends	113,894	273,299	387,193
Net realized and unrealized gains on investments	594,713	441,034	1,035,747
Return on annuity and life income investments		116,915	116,915
Change in valuation of annuity and life income obligations		(133,327)	(133,327)
Administrative fees	1,269,275		1,269,275
Fundraising events and other	<u>89,039</u>	<u>508,471</u>	<u>597,510</u>
Total support and revenue before net assets released from restrictions	6,347,383	6,347,383	23,669,887
Net assets released from restrictions	<u>6,692,397</u>	<u>(6,692,397)</u>	
Total Support and Revenue	13,039,780	10,630,107	23,669,887
Expenses:			
Program services and grants	7,653,134		7,653,134
Management and general in-kind	1,889,444		1,889,444
Management and general - other	335,242		335,242
Fundraising - in-kind	1,875,754		1,875,754
Fundraising - other	<u>841,628</u>		<u>841,628</u>
Total Expenses	<u>12,595,202</u>		<u>12,595,202</u>
Change in Net Assets	444,578	10,630,107	11,074,685
Net Assets, beginning of year, restated	<u>22,002,996</u>	<u>81,905,019</u>	<u>103,908,015</u>
Net Assets, end of year	<u>\$22,447,574</u>	<u>\$92,535,126</u>	<u>\$114,982,700</u>

	Without Donor Restrictions	With Donor Restrictions	2019
Support and Revenue:			
Contributions	\$1,227,241	\$9,840,766	\$11,068,007
In-kind services and facilities provided by			
Western Washington University	4,014,476		4,014,476
Interest and dividends	690,277	708,905	1,399,182
Net realized and unrealized gains on investments	1,270,679	3,000,480	4,271,159
Return on annuity and life income investments		98,368	98,368
Change in valuation of annuity and life income obligations		(50,093)	(50,093)
Administrative fees	1,389,838		1,389,838
Fundraising events and other	<u>85,675</u>	<u>711,456</u>	<u>797,131</u>
Total support and revenue before net assets released from restrictions	8,678,186	14,309,882	22,988,068
Net assets released from restrictions	<u>7,563,102</u>	<u>(7,563,102)</u>	
Total Support and Revenue	16,241,288	6,746,780	22,988,068
Expenses:			
Program services and grants	8,319,394		8,319,394
Management and general in-kind	2,009,098		2,009,098
Management and general - other	324,070		324,070
Fundraising in-kind	2,005,378		2,005,378
Fundraising - other	<u>840,203</u>		<u>840,203</u>
Total Expenses	<u>13,498,143</u>		<u>13,498,143</u>
Change in Net Assets	2,743,145	6,746,780	9,489,925
Net Assets, beginning of year, restated	<u>19,259,851</u>	<u>75,158,239</u>	<u>94,418,090</u>
Net Assets, end of year	<u>\$22,002,996</u>	<u>\$81,905,019</u>	<u>\$103,908,015</u>

Statement of Cash Flows

For the Years Ended
June 30, 2020 and 2019

	2020	2019
Cash Flows from Operating Activities		
Student tuition and fees	\$116,895,386	\$119,558,691
Grants and contracts	34,364,214	31,931,246
Payments to vendors	(91,908,667)	(96,271,937)
Payments to employees for salaries and benefits	(227,607,245)	(218,006,891)
Loans issued to students	(154,963)	(263,821)
Collection of loans to students	1,114,783	1,422,602
Sales of auxiliary enterprises	49,606,407	63,983,298
Sales and services of educational activities	3,963,946	6,862,430
Interest received on loans to students	<u>456,825</u>	<u>523,019</u>
Net cash used by operating activities	(113,269,314)	(90,261,363)
Cash Flows from Noncapital Financing Activities		
State appropriations	90,410,102	84,624,116
Direct Lending proceeds	52,071,101	60,548,832
Direct Lending disbursements	(51,873,900)	(60,510,448)
Federal Pell grant receipts	16,150,366	16,979,661
Federal CARES grant receipts	6,173,001	
Federal Perkins grant disbursements	<u>(1,036,554)</u>	
Net cash provided by noncapital financing activities	111,894,116	101,642,161
Cash Flows from Investing Activities		
Purchases of investments	(75,079,460)	(18,296,440)
Proceeds from sales of investments	42,480,504	59,036,876
Interest received on investments	<u>1,459,233</u>	<u>2,452,068</u>
Net cash (used)/provided by investing activities	(31,139,723)	43,192,504
Cash Flows from Capital and Related Financing Activities		
Proceeds from capital debt	72,199,070	192,631
Interest earned on bond proceeds	1,128,119	287,066
Capital appropriations	9,045,647	3,794,201
Other capital (expense)/revenue	(2,205,579)	(1,716,821)
Contributions and gifts in-kind	2,903,684	2,358,127
Proceeds from disposal of capital assets	87,459	201,154
Purchases of capital assets	(36,045,145)	(38,818,681)
Principal paid on capital debt	(5,883,099)	(5,207,321)
Interest paid on capital debt	(5,362,005)	(4,672,288)
Other activities	<u>39,349</u>	<u>48,104</u>
Net cash used by capital and related financing activities	<u>35,907,500</u>	<u>(43,533,828)</u>
Net increase/(decrease) in cash and cash equivalents	3,392,579	11,039,474
Cash and cash equivalents, beginning of year	<u>25,880,773</u>	<u>14,841,299</u>
Cash and cash equivalents, end of year	<u>\$29,273,352</u>	<u>\$25,880,773</u>

Statement of Cash Flows

For the Years Ended
June 30, 2020 and 2019

Reconciliation of Operating Loss to Net Cash used by Operating Activities

	2020	2019
Operating loss	(\$137,206,412)	(\$115,643,631)
Adjustments to reconcile operating loss to net cash used by operating activities		
Depreciation expense	26,449,601	24,357,626
Gain/Loss on disposal of capital assets	(65,226)	(146,585)
Changes in assets, liabilities and deferred outflows and inflows of resources:		
Accounts receivable	(3,607,274)	(90,780)
Student loans receivable	1,037,250	1,316,525
Inventories	(592,054)	24,706
Prepaid expenses	(95,212)	(349,688)
Accounts payable and accrued expenses	1,008,476	762,332
Unearned revenue	381,652	1,269,156
Student and other deposits	(959,732)	(1,271,146)
Deposits held in custody	(151,193)	(113,644)
Compensated absences	1,332,179	371,394
Pension and OPEB Related Deferred Outflows and Inflows of Resources	(15,684,871)	12,379,283
Pension liability	3,331,904	(1,619,605)
Total OPEB liability	<u>11,551,598</u>	<u>(11,507,306)</u>
Net cash used by operating activities	<u>(\$113,269,314)</u>	<u>(\$90,259,963)</u>
Supplemental disclosure of cash flow information		
Acquisition of capital assets through accounts payable	<u>\$5,169,399</u>	<u>\$5,922,466</u>

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial Reporting Entity

Western Washington University (WWU) is a comprehensive, degree granting public university in the State of Washington. It is governed by a Board of eight Trustees appointed by the Governor. These financial statements summarize all the fund types of WWU. The University's financial activity is included in the general purpose financial statements of the State of Washington.

As defined by generally accepted accounting principles established by the Governmental Accounting Standards Board (GASB), the financial reporting entity consists of the primary government, as well as its component unit, the Western Washington University Foundation (the Foundation).

The Foundation is a legally separate, tax-exempt entity. The Board of Directors is self-perpetuating and consists of 31 members. WWU has an agreement with the Foundation to design and implement such programs and procedures so as to persuade continuous and special philanthropic support for the benefit of WWU. In exchange, WWU provides the Foundation with office facilities, furniture and equipment, and a significant number of full-time employees and support services, including depository, disbursing, and payroll and purchasing functions. Although WWU does not control the timing or amount of receipts from the Foundation, the majority of the resources or income the Foundation holds and invests is restricted for the activities of WWU by the donors. The Foundation's activity is reported in separate financial statement because of the difference in its reporting model as described below.

The Foundation reports its financial results under Financial Accounting Standards Board (FASB) Accounting Standard Codification (ASC) 958-605, Revenue Recognition, and ASC 958-205, Presentation of Financial Statement.

As such, certain revenue recognition criteria and presentation features are different from GASB. No modifications have been made to the Foundation's financial information in WWU's financial statement for these differences; however, significant note disclosures (see Note 2) to the Foundation's financial statement have been incorporated into WWU's notes to the financial statement.

The Foundation's financial statement can be obtained by contacting the Foundation at (360) 650-3408.

Financial Statement Presentation

The financial statements are presented in accordance with generally accepted accounting principles and follow the guidance given by GASB. WWU has special purpose reports reflecting the net position, results of operations and cash flows for certain auxiliary units: Housing and Dining System and Wade King Recreational Center. These financial statements present only a selected portion of the activities of WWU. As such, they are not intended to and do not present the financial position, results of operations, or changes in net position of WWU. The auxiliary unit financial statements can be obtained by contacting Western Washington University at (360) 650-3675.

Basis of Accounting

For financial reporting purposes, WWU is considered a special-purpose government engaged only in business-type activities. Accordingly, WWU's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All intra-agency transactions have been eliminated.

New Accounting Pronouncements

On July 1, 2017, WWU adopted GASB Statement No. 75 "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions". The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). The scope of this Statement addresses accounting and financial reporting for OPEB that is provided to the employees of state and local governmental employers. This Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For defined benefit OPEB, this Statement identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. Note disclosure and required supplementary information requirements about defined benefit OPEB also are addressed. Prior to the adoption of GASB Statement No. 75, the OPEB liability was not presented on WWU's statements but rather noted per GASB 45. As a result of implementing this Statement, WWU has recognized its total OPEB liability and has restated July 1, 2017 Net Position for the difference between the beginning and total OPEB liability.

On July 1, 2018, WWU adopted GASB Statement No. 83 “Certain Asset Retirement Obligations”. This Statement addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. The determination of when the liability is incurred should be based on the occurrence of external laws, regulations, contracts, or court judgments, together with the occurrence of an internal event that obligates a government to perform asset retirement activities. At this time, WWU determined there were no AROs.

On July 1, 2018, WWU adopted GASB Statement No. 89 “Accounting for Interest Cost Incurred Before the End of a Construction Period”. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reporting in a business-type activity or enterprise fund.

OTHER ACCOUNTING POLICIES

Cash, Cash Equivalents and Investments

Cash and cash equivalents include cash on hand, bank demand deposits, and deposits with the Washington State Local Government Investment Pool (LGIP). Cash and cash equivalents that are held with the intent to fund WWU operations are classified as current assets along with operating funds invested in the LGIP. Cash, cash equivalents, and investments that represent unspent bond proceeds or are held with the intent to fund capital projects are classified as noncurrent assets. Endowment investments are also classified as noncurrent assets. WWU records all cash, cash equivalents and investments at fair value.

WWU combines unrestricted cash operating funds from all departments into an internal investment pool, the income from which is allocated on a proportional basis. The internal investment pool is comprised of cash, cash equivalents, commercial paper, certificates of deposit, U.S. Treasuries and U.S. Agency securities.

Accounts Receivable

Accounts receivable consists of tuition and fee charges to students and auxiliary enterprise services provided to students, faculty and staff. It also includes amounts due from the Federal government, State and local governments, or

private sources, in connection with reimbursement of allowable expenditures made pursuant to WWU’s grants and contracts. Accounts receivable are shown net of estimated uncollectible amounts.

Inventories

Inventories are carried at the lower of cost or market value.

Capital Assets

Capital assets are defined as assets with an initial individual cost of \$5,000 or more, or \$1 million or more for intangible assets, and an estimate useful life in excess of one year. Capital assets consist of buildings, furniture, equipment, and intangible assets recorded at cost or, if donated, at their acquisition value at the date of donation. Renovations to buildings, infrastructure, and land improvements that significantly increase the value or extend the useful life of the structure are capitalized. Routine repairs and maintenance are charged to operating expense in the year in which the expense was incurred. Depreciation is computed using the straight line method over the estimated useful lives of the assets, generally 40 to 50 years for buildings, 20 to 25 years for infrastructure and land improvements, 15 years for library resources, and 5 to 7 years for equipment.

Deferred Outflows of Resources and Deferred Inflows or Resources.

WWU classifies gains on retirement of debt as deferred inflows of resources and losses as deferred outflows of resources and amortizes such amounts as a component of interest expense over the remaining life of the old debt, or the new debt, whichever is shorter.

Changes in net pension and net OPEB liabilities not included in pension or OPEB expense are reported as deferred outflows of resources or deferred inflows of resources. Employer contributions subsequent to the measurement date of the net pension and net OPEB liabilities are reported as deferred outflows of resources.

Bond Premiums/Discounts

Bond premiums/discounts are amortized over the term of the bonds using the effective interest method. The remaining balances of bond premiums/discounts are presented in the Statement of Net Position net of the face amount of bonds payable.

Net Pension Liabilities

WWU records pension liabilities equal to the net pension liability for its defined benefit plans. The net pension liability is measured as the total pension liability, less the amount of the pension plan’s fiduciary net position. The fiduciary

net position and changes in net position of the defined benefit plans has been measured consistent with the accounting policies used by the plans. The total pension liability is determined based upon discounting projected benefit payments based on the benefit terms and legal agreements existing at the pension plan's fiscal year end. Projected benefit payments are discounted using a single rate that reflects the expected rate of return on investments, to the extent that plan assets are available to pay benefits, and a tax-exempt, high-quality municipal bond rate when plan assets are not available. Pension expense is recognized for benefits earned during the measurement period, interest on the unfunded liability and changes in benefit terms. The differences between expected and actual experience and changes in assumptions about future economic or demographic factors are reported as deferred inflows or outflows and are recognized over the average expected remaining service period for employees eligible for pension benefits. The differences between expected and actual returns are reported as deferred inflows or outflows and are recognized over five years.

Restatement of OPEB Obligations

During FY 2018, WWU adopted GASB Statement No. 75 "Accounting and Financial Reporting for Postemployment Benefits other than Pensions". Statement No. 75 requires that WWU record in its statements its proportional share of the State's net OPEB liability and to restate the beginning net position of the earliest period presented. The amount of restatement to the beginning FY 17 net position was \$98.7 million. This was due to recording the total OPEB liability of \$100.2 million and a \$1.5 million deferred outflow. The total OPEB liability information is provided to WWU by the Office of Financial Management (OFM) and the Office of State Actuary (OSA). Although this liability is an accumulative of years prior to FY 2017, the information provided by OFM and OSA only allowed WWU to restate the FY 17 beginning net position.

Unearned revenues

Unearned revenues occur when revenues have been collected for tuition and fees and certain auxiliary activities prior to the end of the fiscal year, but relate to services to be provided in the following fiscal year.

Net Position

WWU's net position is classified as follows:

Net investment in capital assets

This represents WWU's total investment in capital assets, net of outstanding debt obligations related to those capital assets. To the extent debt has been incurred, but not yet ex-

pendent for capital assets, such amounts are not included as a component of capital assets but are included as a component of restricted expendable net position described below.

Restricted net position, expendable

Restricted expendable include resources in which WWU is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties.

Restricted net position, nonexpendable

Nonexpendable restricted consist of endowment and similar type funds in which donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income, which may either be expended or added to principal.

Unrestricted net position

Unrestricted represent resources derived from student tuition and fees, State appropriations, and sales and services of educational departments and auxiliary enterprises. These resources are used for transactions relating to the educational and general operations of WWU, and may be used at the discretion of the governing board to meet expenses. These resources also include auxiliary enterprises, which are substantially self-supporting activities that provide goods and service for students, faculty and staff.

Classification of Revenues and Expenses

WWU has classified its revenues and expenses as either operating or non-operating according to the following criteria:

Operating revenues

Operating revenues include activities that have the characteristics of exchange transactions such as: (1) student tuition and fees, net of scholarship discounts and allowances, (2) sales and services of auxiliary enterprises, (3) most Federal, State and local grants and contracts, and (4) interest on institutional student loans.

Operating expenses

Operating expenses are those costs incurred in daily operations, such as salaries and wages, benefits, scholarships and fellowships expenses, depreciation, utilities, and supplies.

Non-operating revenues

Non-operating revenues include activities that have the characteristics of non-exchange transactions, such as State appropriations, Federal Pell grant revenue and investment income.

Non-operating expenses

Non-operating expenses include costs related to financing or investing activities such as interest on indebtedness.

Other Revenues

Other revenues include activities that have the characteristics of non-exchange transactions, such as state capital appropriations and gifts to endowments.

Scholarship Discounts and Allowances

Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship discounts and allowances in the Statement of Revenues, Expenses, and Changes in Net Position. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by WWU, and the amount that is paid by students and/or third parties making payments on the students' behalf. Certain governmental grants, such as Pell grants, and other Federal, State or non-governmental programs are recorded as either operating or non-operating revenues in WWU's financial Statement. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, WWU has recorded a scholarship discount and allowance.

Tax Exemption

WWU is a tax-exempt instrumentality of the State of Washington organized under the provisions of Section 115(a) of the Internal Revenue Code and is exempt from Federal income taxes on related income.

Reclassifications

Certain accounts in the prior year financial statement may have been reclassified for comparative purposes to conform to the presentation in the current year financial statement.

2. COMPONENT UNIT

The Western Washington University Foundation (the Foundation) is a discretely presented component unit of WWU. The language in the Foundation's bylaws satisfies the "direct benefit" criterion, and the "entitlement/ability to access" criterion is met due to the Foundation's history of supporting WWU. The "significance" criterion is met because the combined resources used by WWU activities and the restricted resources held by the Foundation are deemed to be significant to WWU, regardless of the extent to which those resources may be used for "in-kind".

The Foundation presents information about its financial position and activities according to the following three

classes of net position, depending on the existence and nature of donor restrictions:

Unrestricted net assets

Support received that is not subject to donor-imposed restrictions and over which the Board of Directors has discretionary control is classified as unrestricted.

Temporarily restricted net assets

Support received subject to donor-imposed use restrictions or time restrictions that will be met either through actions of the Foundation or by the passage of time is classified as temporarily restricted. In the period donor restrictions are met, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently restricted net assets

Support received subject to donor-imposed restrictions stipulating that funds be invested in perpetuity is classified as permanently restricted. In accordance with purposes stipulated by the donors, earnings from such funds may be either unrestricted or temporarily restricted.

3. CASH AND CASH EQUIVALENTS

WWU combines unrestricted cash operating funds from all departments into an internal investment pool, the income from which is allocated to the departments on a proportional basis. The internal investment pool is comprised of cash and cash equivalents and investments.

Cash and cash equivalents include cash on hand, change funds, bank balances, and funds held in the Local Government Investment Pool (LGIP).

Bank balances are insured by the Federal Deposit Insurance Corporation (FDIC) or by a collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

WWU is a participant in the Local Government Investment Pool that was authorized by Chapter 294, Laws of 1986, and is managed and operated by the Washington State Treasurer. The State Finance Committee is the administrator of the statute that created the pool and adopts rules. The State Treasurer is responsible for establishing the investment policy for the pool and reviews the policy annually and proposed changes are reviewed by the LGIP advisory Committee.

Investments in the LGIP, a qualified external investment

pool, are reported at amortized cost which approximates fair value. The LGIP is an unrated external investment pool. The pool portfolio is invested in a manner that meets the maturity, quality, diversification and liquidity requirements set forth by the GASBS 79 for external investments pools that elect to measure, for financial reporting purposes, investments at amortized cost. The LGIP does not have any legally binding guarantees of share values. The LGIP does not impose liquidity fees or redemption gates on participant withdrawals.

The Office of the State Treasurer prepares a stand-alone LGIP financial report. A copy of the report is available from the Office of the State Treasurer, PO Box 40200, Olympia, Washington 98504-0200, online at <http://www.tre.wa.gov>.

At June 30, 2020 and 2019, the carrying amount of cash and cash equivalents is \$29,273,352 and \$25,880,773, respectively. These balances include restricted cash and cash equivalents of \$7,427,960 and \$3,480,995 in unspent bond proceeds and Housing and Dining and Recreation Center renewal and replacement funds at June 30, 2020 and unspent bond proceeds and Recreation Center renewal and replace funds at June 30, 2019, The carrying amount of cash and cash equivalents approximates the market value.

4. INVESTMENTS

Investments include internally pooled cash operating funds, renewal and replacement funds, unspent bond proceeds, and University endowment funds.

WWU pooled investments consisted of \$4,000,000 and \$4,000,000 in certificates of deposit (CDs), \$7,769,650 and \$6,033,920 in Corporate and \$45,338,850 and \$53,255,830 in U.S. Treasury and Agency securities at June 30, 2020 and 2019, respectively.

The Housing and Dining System Renewal and Replacement restricted fund held and separately invested, \$1,608,913 and \$1,608,913 in certificates of deposit (CDs), \$497,636 and \$0 in Municipals and \$1,051,486 and \$1,529,483 in U.S. Treasury and Agency securities as of June 30, 2020 and 2019, respectively.

The Housing and Dining System held \$40,132,018 and \$999,430 in U.S. Treasury securities for unspent bond proceeds as of June 30, 2020 and 2019, respectively.

University endowment funds are held and managed by the Western Washington University Foundation (the

Foundation). The endowment funds are invested in accordance with the Foundation policy under the direction of the Foundation Finance and Audit Committee (the Committee). The Committee is responsible for reviewing and defining investment policy, monitoring investment performance, and recommending managers to oversee the investment of the portfolio. The Committee reviews and updates its investment policy every three years.

As of June 30, 2020, WWU's Endowment funds are comprised of \$7,733,219 in donor restricted and unrestricted funds and \$5,590,626 in Quasi-endowments. As of June 30, 2019, the balances were \$8,031,638 and \$5,697,038 respectively.

Credit (Quality) Risk

Credit risk is the risk that an issuer or other counterparty will not fulfill its obligations. Statutory and policy constraints with regard to the types of instruments available for investment limit WWU's exposure to this risk. Instruments available for investment include obligations of the US Treasury and Agency securities, municipal debt obligations, corporate notes, commercial paper and CDs. The CDs held in the internal investment pool are insured by the Federal Deposit Insurance Company (FDIC) or by a collateral pool administered by the Washington Public Deposit Protection Commission (PDPC). Minimum ratings for each investment type by Standard and Poors and Moody's are respectively as follows: commercial paper A1+/P1; corporate notes, A-/A3; municipals, AA-/Aa3; and US Treasury and Agency securities are rated AA+/Aaa.

Custodial Credit Risk

Custodial credit risk is the risk that in the event of the failure of the counterparty, WWU will not be able to recover the value of the investment. As of June 30, 2020 WWU, had \$94,789,640 in US Treasury and Agency securities, municipals, and corporates held in custody by Wells Fargo in WWU's name.

WWU manages its exposure to fair value losses in the internal investment pool by targeting the portfolio duration to 2.25 years and limiting the weighted average maturity to a maximum of 3 years. WWU generally does not invest operating funds in securities maturing more than 5 years from the date of purchase.

Endowment funds are invested under the Foundation Investment Policy guidelines. These guidelines include the primary objective of achieving long-term growth, while us-

ing prudent investing practices and do not limit investment maturities as a means to managing interest rate exposure.

Concentration of Credit Risk

Concentration of credit risk for investments is the risk of loss attributable to the magnitude of an investment in a single issuer. WWU's operating investment policy limits per issuer holdings to 5%, with the exception of corporate notes (\$2 million or 3% for AA- and \$1 million or 2% for A1), commercial paper (\$2 million), U.S. Treasuries (100%) and U.S. Agencies (35% per agency). The Endowment Investment Policy limits the endowment fixed income investments to no more than 5% of the portfolio for a single issuer, with the exception of U.S. government and agency securities.

Fair Value Measurement and Application

The three levels of the fair value hierarchy are described as follows:

- Level 1 - Unadjusted quoted prices available in active markets for identical assets or liabilities;
- Level 2 - Inputs other than Level 1 that are observable, either directly or indirectly, such as quoted prices in active markets for similar assets or liabilities, quoted prices for identical or similar assets or liabilities in markets that are not active, or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities; or
- Level 3 - Unobservable inputs that are significant to the fair value measurement.



At June 30, 2020, WWU held the following in cash, cash equivalents and investments:

Description	Fair Value Measurements Using			Total	Weighted Average Maturity (in Years)
	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)		
WWU Investment Pool:					
Cash & Cash Equivalents	\$23,705,924			\$23,705,924	0.0030
Time Certificates of Deposits (CDs)	4,000,000			4,000,000	1.0320
Corporate	7,769,650			7,769,650	1.9250
U.S. Treasuries		12,057,200		12,057,200	0.2430
U.S. Agencies		33,281,650		33,281,650	1.4740
WWU Endowment Funds:					
Cash & Cash Equivalents	49,006			49,006	n/a
Fixed Income Investments:					n/a
U.S. Treasuries		29,829		29,829	10.100
U.S. Agencies		305,379		305,379	5.200
Other Fixed Income		1,112,072		1,112,072	n/a
Equity Investments		9,835,887		9,835,887	n/a
Real Estate		347,807	496,011	843,818	n/a
Alternative Investments		1,147,854		1,147,854	n/a
Other Investments:					
Renewal and Replacement Time CDs	1,608,913			1,608,913	0.238
Renewal and Replacement Municipals		497,636		497,636	3.088
Renewal and Replacement U.S. Treasuries		393,670		393,670	1.000
Renewal and Replacement U.S. Agencies		657,816		657,816	1.945
H&D Bond Inv. Cash & Cash Equivalents	5,567,428			5,567,428	0.003
H&D Bond Inv. US Treasuries		40,132,018		40,132,018	0.642
H&D Bond Inv. US Agencies					
Miscellaneous			1,010	1,010	n/a
TOTAL CASH AND INVESTMENTS	\$42,700,921	\$99,798,818	\$497,021	\$142,996,760	

At June 30, 2019, WWU held the following in cash, cash equivalents and investments:

Description	Fair Value Measurements Using			Total	Weighted Average Maturity (in Years)
	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)		
WWU Investment Pool:					
Cash & Cash Equivalents	\$23,179,776			\$23,179,776	0.003
Corporate	4,000,000			4,000,000	0.532
Time Certificates of Deposits (CDs)	6,033,920			6,033,920	1.837
U.S. Treasuries		14,995,900		14,995,900	1.049
U.S. Agencies		38,259,930		38,259,930	2.040
WWU Endowment Funds:					
Cash & Cash Equivalents	416,921			416,921	n/a
Fixed income investments:					n/a
U.S. Treasuries		167,168		167,168	10.100
U.S. Agencies		270,302		270,302	5.200
Other Fixed Income		1,106,206		1,106,206	n/a
Equity Investments		9,034,465		9,034,465	n/a
Real Estate			865,025	865,025	n/a
Alternative Investments		1,868,579		1,868,579	n/a
Other Investments:					
Renewal and Replacement Time CDs	1,608,913			1,608,913	1.241
Renewal and Replacement U.S. Treasuries					
Renewal and Replacement U.S. Agencies		1,529,483		1,529,483	4.104
H&D Bond Inv. Cash & Cash Equivalents	2,700,997			2,700,997	0.003
H&D Bond Inv. US Treasuries		999,430		999,430	0.041
H&D Bond Inv. US Agencies					
Miscellaneous			1,010	1,010	n/a
TOTAL CASH AND INVESTMENTS	\$37,940,527	\$68,231,463	\$866,035	\$107,038,025	

5. FUNDS WITH STATE TREASURER

This account represents WWU's share of net earnings of the State of Washington Normal School Permanent Fund and the building fee portion of tuition (as appropriated by the state), reduced by expenditures for capital projects and debt service incurred over the years. The Normal School Permanent Fund, established under RCW 43.79.160, is a permanent endowment fund. Earnings from the investment are either reinvested or used for the benefit of Central Washington University, Eastern Washington University, Western Washington University, and The Evergreen State College.

The investing activities are the responsibility of the Washington State Treasurer's Office. The primary sources of new principal for the Normal School Permanent fund are revenues, primarily timber sales, from certain State lands. The State lands include 100,000 acres granted by the United States government for state normal schools and are managed by the State Department of Natural Resources.

WWU's combined earnings and distributions on the fund for the years ending June 30, 2020 and 2019 are \$2,903,684 and \$2,358,127, respectively, which are reported as other capital revenue along with any capital gifts or contributions.

6. ACCOUNTS RECEIVABLE, NET

At June 30, 2020 and 2019, the major components of accounts receivable are as follows:

	2020	2019
Student Tuition and Fees	\$5,179,930	\$4,423,397
Federal, State and Private Grants and Contracts	3,863,606	2,438,846
Auxiliary Enterprises and other Operating Activities	<u>4,581,416</u>	<u>2,833,321</u>
Total Accounts Receivable	13,624,952	9,695,564
Less allowance for doubtful accounts	<u>(637,226)</u>	<u>(565,111)</u>
Accounts Receivable, Net	<u>\$12,987,726</u>	<u>\$9,130,453</u>

7. STUDENT LOANS RECEIVABLE, NET

At June 30, 2020 and 2019, student loans receivable are as follows:

	2020	2019
Federal Perkins student loans	\$6,029,598	\$7,212,567
Other long-term loans	21,092	22,138
Institutional loans	<u>24,577</u>	<u>37,920</u>
Total student loans	6,075,267	7,272,625
Less allowance for doubtful accounts	<u>(607,770)</u>	<u>(767,878)</u>
Student loans receivable, net	<u>\$5,467,497</u>	<u>\$6,504,747</u>

8. INVENTORIES

At June 30, 2020 and 2019, inventories, stated at cost using various methods: retail or first-in, first-out (FIFO) consist of the following:

Location	Valuation Method	2020	2019
Bookstore	Retail	\$1,857,801	\$1,122,132
Facilities Maintenance	FIFO	190,448	288,278
Other inventory	FIFO	<u>284,158</u>	<u>329,943</u>
Total inventory		<u>\$2,332,407</u>	<u>\$1,740,353</u>

9. LAND AND CAPITAL ASSETS

The depreciation expense for the fiscal years ended June 30, 2020 and 2019 were \$26,449,602 and \$24,357,626, respectively.

Following are the changes in land and capital assets for the year ended June 30, 2020:

	6/30/2019	Additions	Reductions	6/30/2020
Non-depreciable Capital Assets				
Land	\$12,594,963	\$	\$	\$12,594,963
Construction in progress	<u>48,224,312</u>	<u>24,396,924</u>	<u>43,665,827</u>	<u>28,955,409</u>
Total non-depreciable capital assets	<u>\$60,819,275</u>	<u>\$24,396,924</u>	<u>\$43,665,827</u>	<u>\$41,550,372</u>
Depreciable Capital Assets				
Infrastructure	\$55,452,397	\$	\$	\$55,452,397
Buildings	533,220,490	51,159,071		584,379,561
Furniture, fixtures and equipment	47,347,381	2,928,280	3,165,917	47,109,744
Library materials, art collection	54,037,031	130,011		54,167,042
Improvements	<u>149,652,353</u>	<u> </u>	<u> </u>	<u>149,652,353</u>
Total depreciable capital assets	<u>839,709,652</u>	<u>54,217,362</u>	<u>3,165,917</u>	<u>890,761,097</u>
Less Accumulated Depreciation				
Infrastructure	34,429,939	1,412,486		35,842,425
Buildings	215,127,190	15,535,773		230,662,963
Furniture, fixtures and equipment	39,790,808	2,772,697	3,143,684	39,419,821
Library materials, art collection	49,818,354	949,774		50,768,128
Improvements	<u>69,838,511</u>	<u>5,778,872</u>	<u> </u>	<u>75,617,383</u>
Total accumulated depreciation	<u>409,004,802</u>	<u>26,449,602</u>	<u>3,143,684</u>	<u>432,310,720</u>
Capital Assets, Net of Depreciation	<u>\$430,704,850</u>	<u>\$27,767,760</u>	<u>\$22,233</u>	<u>\$458,450,377</u>

Following are the changes in land and capital assets for the year ended June 30, 2019:

	6/30/2018	Additions	Reductions	6/30/2019
Non-depreciable Capital Assets				
Land	\$12,594,963	\$	\$	\$12,594,963
Construction in progress	<u>15,973,865</u>	<u>32,250,447</u>		<u>48,224,312</u>
Total non-depreciable capital assets	<u>\$28,568,828</u>	<u>32,250,447</u>		<u>\$60,819,275</u>
Depreciable Capital Assets				
Infrastructure	\$55,452,397	\$	\$	\$55,452,397
Buildings	532,171,040	1,049,450		533,220,490
Furniture, fixtures and equipment	48,926,476	1,825,924	3,405,019	47,347,381
Library materials, art collection	53,889,464	147,567		54,037,031
Improvements	<u>148,463,493</u>	<u>1,188,860</u>		<u>149,652,353</u>
Total depreciable capital assets	<u>838,902,870</u>	<u>4,211,801</u>	<u>3,405,019</u>	<u>839,709,652</u>
Less Accumulated Depreciation				
Infrastructure	33,004,701	1,425,238		34,429,939
Buildings	201,975,060	13,152,130		215,127,190
Furniture, fixtures and equipment	40,141,262	2,999,996	3,350,450	39,790,808
Library materials, art collection	48,759,489	1,058,865		49,818,354
Improvements	<u>64,117,114</u>	<u>5,721,397</u>		<u>69,838,511</u>
Total accumulated depreciation	<u>387,997,626</u>	<u>24,357,626</u>	<u>3,350,450</u>	<u>409,004,802</u>
Capital Assets, Net of depreciation	<u>\$450,905,244</u>	<u>(\$20,145,825)</u>	<u>\$54,569</u>	<u>\$430,704,850</u>

10. ART COLLECTIONS

WWU has several collections of art that it does not capitalize. The Outdoor Sculpture Collection is a public art collection displayed throughout the entire campus. There are also collections of 19th and 20th century paintings, prints and drawings, the Whittington Collection of Asian Ceramics, and the Chair Collection. These collections adhere to WWU's policy to (a) maintain them for public exhibition, education, or research; (b) protect, keep unencumbered, care for, and preserve them; and (c) require proceeds from their sale to be used to acquire other collection items. WWU's policy is to permit collections maintained in this manner to be charged to operations at the time of purchase rather than capitalized.

11. COMPENSATED ABSENCES

The accrued leave balances as of June 30, 2020 and 2019 are \$10,609,358 and \$9,277,179, respectively. This consists of unused vacation leave and compensatory time earned for exempt professionals and classified staff. It also includes a percentage of earned and unused sick leave for exempt professionals and classified staff. For reporting purposes, the entire balance of accrued leave is considered a noncurrent liability as more leave is accrued during the fiscal year than what is used.

In 2004, WWU began participating in the Voluntary Employees' Beneficiary Association Medical Expense Plan (VEBA-MEP). The plan is a post-retirement medical expense reimbursement account available to professional staff employees of WWU. The VEBA-MEP enables WWU to deposit funds equivalent to the cash-out of compensable unused sick leave at retirement, tax free to a VEBA trust account on the employee's behalf. Funds deposited into a VEBA-MEP account, as well as the earnings on the accounts, are not subject to federal income or social security taxes. During FY 2020 and FY 2019, \$145,222 and \$106,121, respectively, were contributed to VEBA accounts by WWU on behalf of employees.

12. NOTES PAYABLE

WWU finances certain land and equipment purchases through certificates of participation issued by the Washington State Treasurer. WWU's debt service requirements for these agreements for the next five years and thereafter are as follows:

Fiscal Year	Principal	Interest
2021	698,423	337,015
2022	724,770	307,508
2023	656,395	276,670
2024	650,000	249,450
2025	380,000	222,750
2026-2030	1,630,000	837,750
2031-2035	1,660,000	453,500
2036-2040	785,000	59,250
Total	<u>\$7,184,588</u>	<u>\$2,743,893</u>

13. BONDS PAYABLE

Bonds payable consist of revenue bonds issued by WWU for Housing and Dining System facilities and the Wade King Student Recreation Center. Bonds outstanding are shown on the following page.

Housing and Dining Revenue Bonds

As specified in Master Resolution 97-09, the Housing and Dining System (the System) Revenue Fund is used to pay operating expenses, principal and interest, fund debt service reserve accounts required in subsequent series resolutions, pay the renewal and replacement fund and, if desired, retire debt in the open market. Net revenues are pledged to equal at least 125% of debt service. The System has funded a reserve account for debt service, and maintains a renewal and replacement fund equal to at least 5% of outstanding bonds.

The Housing and Dining System has the following outstanding bond issues:

Series 2019 Housing and Dining Revenue Bonds (original issue price of \$68,575,000) with interest rates ranging from 3.0% to 5.0% on principal payments due in annual amounts ranging from \$1,395,000 to \$3,295,000 through April 1, 2049. The Series 2019 bonds have an aggregate face value of \$68,575,000 at June 30, 2020 which is reported net of the unamortized original issues premium of \$3,454,836.

Series 2018A Housing and Dining Refunding Bonds (original issue price of \$10,695,000) with interest rates ranging from 3.0% to 5.0% and principal payments due in annual amounts ranging from \$365,000 to \$985,000

through April 30, 2034. The Series 2018A bonds have an aggregate face value of \$10,345,000 at June 30, 2020 which is reported net of the unamortized original issues premium of \$910,070.

Series 2018B Housing and Dining Refunding Bonds (original issue price of \$33,680,000) with interest rates ranging from 3.0% to 4.0% and principal payments due in annual amounts ranging from \$915,000 to \$2,050,000 through April 30, 2043. The Series 2018B bonds have an aggregate face value of \$32,370,000 at June 30, 2020 which is reported net of the unamortized original issues premium of \$924,917.

Series 2015 Housing and Dining Refunding Bonds (original issue price of \$13,435,000) with interest rates of 5.0% and principal payments due in annual amounts ranging from \$1,185,000 to \$1,530,000 through October 31, 2026. The Series 2015 bonds have an aggregate face value of \$8,110,000 at June 30, 2020 which is reported net of the unamortized original issues premium of \$651,490.

Series 2012 Revenue and Refunding Bonds (original issue price of \$9,205,000) with interest rates ranging from 3.0% to 5.0% and principal payments due in annual amounts ranging from \$790,000 to \$980,000 through October 31, 2023. The Series 2012 bonds have an aggregate face value of \$3,520,000 at June 30, 2020 which is reported net of the unamortized original issues premium of \$65,519.

Series 1998 Housing and Dining Junior Lien Revenue Refunding Bonds (original issue price of \$17,225,000) with interest rates of 5.5%, and principal payments due

in annual amounts that range from \$720,000 to \$1,270,000 through October 1, 2022. The Series 1998 bonds have an aggregate face value of \$3,200,000 at June 30, 2020, which is reported net of the unamortized original issue premium of \$8,257.

Wade King Student Recreation Center Revenue and Refunding Bonds

The Recreation Center issued \$24,385,000 in Revenue and Refunding Bonds, Series 2012, on April 30 2012. The bonds bear interest rates of 3.0% to 4.1% and mature annually until 2037. The bonds have an aggregate face value of \$19,830,000 at June 30, 2020, which is reported net of the unamortized original issue premium of \$222,367.

The debt service requirements for the revenue/refunding bonds for the next five years and thereafter are as follows:

Fiscal Year	Housing and Dining Revenue and Refunding Bonds		Student Recreation Center Revenue and Refunding Bonds	
	Principal	Interest	Principal	Interest
2021	4,600,000	4,705,181	845,000	784,625
2022	6,220,000	4,489,306	870,000	755,050
2023	5,880,000	4,213,556	905,000	724,600
2024	5,310,000	3,958,681	940,000	688,400
2025	4,825,000	3,727,081	980,000	650,800
2026-2030	20,880,000	15,468,155	5,520,000	2,633,800
2031-2035	22,515,000	11,213,750	6,700,000	1,438,600
2036-2040	22,025,000	7,653,350	3,070,000	185,400
2041-2045	21,250,000	3,754,950		
2046-2049	12,615,000	960,150		
Total	\$126,120,000	\$60,144,160	\$19,830,000	\$7,861,275
Unamortized premium/ (discount)	6,015,089		222,367	
Total	<u>\$132,135,089</u>	<u>\$60,144,160</u>	<u>\$20,052,367</u>	<u>\$7,861,275</u>

14. PLEDGED REVENUES

WWU has pledged certain revenues, net of specified operating expenses, to repay the principal and interest of revenue bonds. The following is a schedule of the pledged revenues and related debt:

Source of Revenue Pledged	Total Future Revenues Pledged *	Description of Debt	Purpose of Debt	Term of Commitment	Proportion of Debt Service to Pledged Revenues (current yr)
Housing and Dining revenues, net of operating expenses	\$186,264,160	Housing and Dining bonds issued in 1998, 2012, 2015, 2018, 2019	Construction and renovation of student housing projects	2048	159.3%
Student Recreation Center gross revenues	\$27,691,275	Student Recreation Center bonds issued in 2012	Construction of the Student Recreation Center	2038	34.9%
* Total future principal and interest payments on debt					

15. LONG-TERM LIABILITIES

Following are the changes in long-term liabilities for the years ended June 30, 2020 and 2019:

	6/30/19	Additions/ Amortization	Decreases/ Retirements	6/30/20	Current Portion
Bonds, Notes & Obligations payable					
Revenue and refunding bonds	\$85,854,795	71,547,661	\$5,215,000	\$152,187,456	\$5,445,000
Notes payable	7,852,687		668,099	7,184,588	698,423
Compensated absences	9,277,179	1,332,179		10,609,358	
OPEB Liability	82,552,772	11,551,598		94,104,370	1,622,646
Pension Liabilities	48,321,653	3,525,014		51,846,667	8,498,760
Perkins Federal Contribution	<u>6,948,850</u>		<u>1,014,581</u>	<u>5,934,269</u>	
Total long-term liabilities	<u>\$240,807,936</u>	<u>\$87,956,452</u>	<u>\$6,897,680</u>	<u>\$321,866,708</u>	<u>\$16,264,829</u>
	6/30/18	Additions/ Amortization	Decreases/ Retirements	6/30/19	Current Portion
Bonds, Notes & Obligations payable					
Revenue and refunding bonds	\$90,970,825	(\$516,030)	\$4,600,000	\$85,854,795	\$5,215,000
Notes payable	8,267,378	192,631	607,322	\$7,852,687	668,099
Compensated absences	8,905,785	371,394		\$9,277,179	
OPEB Liability	94,060,078		11,507,306	\$82,552,772	1,515,760
Pension Liabilities	49,941,258		1,619,605	\$48,321,653	8,105,626
Perkins Federal Contribution		<u>6,948,850</u>		<u>\$6,948,850</u>	
Total long-term liabilities	<u>\$252,145,324</u>	<u>\$6,996,845</u>	<u>\$18,334,233</u>	<u>\$240,807,936</u>	<u>\$15,504,485</u>

16. LEASES

WWU leases facilities for off-campus office and educational spaces under a variety of agreements. WWU also acquires certain equipment through non-cancelable operating leases. At June 30, 2020, future payments under these operating leases are as follows:

Fiscal Year	Lease Payment
2021	417,911
2022	283,794
2023	14,779
2024	36
2025	
Total minimum lease payments	<u>\$716,520</u>

17. DEFERRED COMPENSATION

WWU, through the State of Washington, offers its employees a Deferred Compensation Plan created under Internal Revenue Code Section 457. The plan, available to all State employees, permits individuals to defer a portion of their salary until future years.

The State of Washington administers the plan on behalf of WWU's employees. WWU does not have legal access to the funds.

18. OPERATING EXPENSES BY FUNCTIONAL CATEGORIES

In the Statement of Revenues, Expenses and Changes in Net Position, operating expenses are displayed by natural classifications which include salaries, employee benefits, goods and services, and other similar categories.

Operating expenses by functional classification for the years ended June 30, 2020 and 2019 are as follows:

Operating Expenses	2020	2019
Instruction	\$136,350,931	\$133,944,076
Research	6,909,515	7,153,399
Academic support	17,018,413	16,047,795
Student services	24,119,375	23,550,792
Institutional support	32,281,102	27,068,669
Operation and maintenance of plant	53,487,828	51,991,243
Scholarships and other student aid	29,062,568	21,882,192
Auxiliary enterprise expenditures	<u>47,587,801</u>	<u>57,059,404</u>
Total operating expenses	<u>\$346,817,533</u>	<u>\$338,697,570</u>

19. PENSION PLANS

WWU offers four contributory pension plans: 1) the Washington State Public Employees' Retirement System (PERS) plans, 2) the Washington State Teachers Retirement System (TRS) plans, 3) the Law Enforcement Officers' and Firefighters' Retirement System (LEOFF) plan and 4) the Western Washington University Retirement plan (WWURP).

PERS, TRS and LEOFF are cost sharing multiple employer defined benefit pension plans administered by the State of Washington Department of Retirement Systems (DRS). WWURP is a single employer defined contribution plan with a supplemental defined benefit plan component privately administered by WWU.

WWU's share of the total net unfunded liabilities associated with the defined-benefit pension plans administered by the DRS was \$16,404,667 as of June 30, 2020 and \$21,284,650 as of June 30, 2019. The liability associated with the defined-benefit pension plan administered by WWU was \$35,442,000 as of June 30, 2020 and \$27,037,000 as of June 30, 2019. The total pension expense recorded by WWU related to both the DRS and University plans was \$3,610,164 and \$1,970,519 for the years ended June 30, 2020 and 2019 respectively.

PLANS ADMINISTERED BY DRS**PLAN DESCRIPTION:****Public Employees' Retirement System**

PERS retirement benefit provisions are contained in chapters 41.34 and 41.40 of the Revised Code of Washington (RCW). PERS is a cost-sharing, multiple-employer retirement system comprised of three separate plans for membership purposes: Plans 1 and 2 are defined benefit plans and Plan 3 is a combination defined benefit/defined contribution plan. Although members can only be a member of either Plan 2 or Plan 3, the defined benefit portions of Plan 2 and Plan 3 are accounted for in the same pension trust fund. All assets of this Plan 2/3 defined benefit plan may legally be used to pay the defined benefits of any of the Plan 2 or Plan 3 members or beneficiaries, as defined by the terms of the plan. Therefore, Plan 2/3 is considered a single defined benefit plan for reporting purposes. Plan 3 accounts for the defined contribution portion of benefits for Plan 3 members. PERS members include higher education employees not participating in other higher education retirement programs.

Teachers' Retirement System

TRS retirement benefit provisions are contained in chapters 41.32 and 41.34 of the Revised Code of Washington (RCW). TRS is a cost-sharing, multiple-employer retirement system comprised of three separate plans for membership purposes: Plans 1 and 2 are defined benefit plans and Plan 3 is a combination defined benefit/defined contribution plan. Although members can only be a member of either Plan 2 or Plan 3, the defined benefit portions of Plan 2 and Plan 3 are accounted for in the same pension trust fund. All assets of this Plan 2/3 defined benefit plan may legally be used to pay the defined benefits of any of the Plan 2 or Plan 3 members. TRS eligibility for membership requires service as a certificated public school employee working in an instructional, administrative or supervisory capacity.

Law Enforcement Officers' and Fire Fighters' Retirement System

LEOFF retirement benefit provisions are contained in chapter 41.26 of the Revised Code of Washington (RCW). LEOFF is a cost-sharing, multiple-employer retirement system comprised of two separate pension plans for membership and accounting purposes. WWU participates in LEOFF Plan 2, which is a defined-benefit plan. LEOFF membership includes full-time, fully compensated, local law enforcement commissioned officers, firefighters, and as of July 24, 2005, emergency medical technicians.

VESTING AND BENEFITS PROVIDED:

PERS Plan 1 and TRS Plan 1

PERS Plan 1 and TRS Plan 1 provide retirement, disability, and death benefits to eligible members. Both plans are closed to new entrants. All members are vested after the completion of five years of eligible service. The monthly benefit is 2.0% of the average final compensation (AFC) for each year of service credit, up to a maximum of 60.0%. The AFC is the total earnable compensation for the two consecutive highest-paid fiscal years, divided by two.

Members are eligible for retirement at any age after 30 years of service, or at the age of 60 with five years of service, or at the age of 55 with 25 years of service. Members may elect to receive an optional cost of living allowance (COLA) amount based on the Consumer Price Index, capped at 3 percent annually. To offset the cost of this annual adjustment, the benefit is reduced. Other benefits include duty and nonduty disability payments and a one-time duty-related death benefit, if the member is found eligible by the Washington State Department of Labor and Industries.

PERS Plan 2/3 and TRS Plan 2/3

PERS 2/3 and TRS Plan 2/3 provide retirement, disability and death benefits. PERS Plan 2 and TRS Plan 2 members are vested after completing five years of eligible service. PERS Plan 3 and TRS Plan 3 members are vested in the defined benefit portion of their plan after 10 years of service; or after five years of service, if 12 months of that service are earned after age 44. Plan 3 members are immediately vested in the defined contribution portion of their plan.

Defined Retirement benefits are determined as 2.0% of the member's AFC times the member's years of service for Plan 2 and 1.0% of the AFC times the member's years of service for Plan 3. The AFC is the average of the member's 60 highest paid consecutive months. There is no cap on years of service credit.

Members are eligible for normal retirement at the age of 65 with five years of service. Members have the option to retire early with reduced benefits. Members may elect to receive an optional cost of living allowance (COLA) amount based on the Consumer Price Index, capped at 3 percent annually. Other benefits include duty and nonduty disability payments and a one-time duty-related death benefit, if the member is found eligible by the Washington State Department of Labor and Industries.

LEOFF Plan 2

LEOFF Plan 2 provides retirement, disability, and death benefits to eligible members. Members are vested after the completion of five years of eligible service. Plan 2 members receive a benefit of 2 percent of the FAS per year of service. FAS is based on the highest consecutive 60 months.

Members are eligible for retirement at the age of 53 with five years of service, or at age 50 with 20 years of service. Members who retire prior to the age of 53 receive reduced benefits. A cost of living allowance (COLA) is granted based on the Consumer Price Index, capped at 3.0% annually. Other benefits include duty and nonduty disability payments and a one-time duty-related death benefit, if the member is found eligible by the Washington State Department of Labor and Industries.

FIDUCIARY NET POSITION:

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of all plans and additions to/ deductions from all plans fiduciary net position have been determined in all material respects on the same basis as they are reported by the plans. These pension plans administered by the state are accounted for using the accrual basis of accounting. Under the accrual basis of accounting, employee and employer contributions are recognized in the period in which employee services are performed; investment gains and losses are recognized as incurred; and benefits and refunds are recognized when due and payable in accordance with the terms of the applicable plan.

The Washington State Investment Board (WSIB) has been authorized by statute as having investment management responsibility for the pension funds. The WSIB manages retirement fund assets to maximize return at a prudent level of risk.

Retirement funds are invested in the Commingled Trust Fund (CTF). Established on July 1, 1992, the CTF is a diversified pool of investments that invests in fixed income, public equity, private equity, real estate, and tangible assets. Investment decisions are made within the framework of a Strategic Asset Allocation Policy and a series of written WSIB- adopted investment policies for the various asset classes in which the WSIB invests. Although some assets of the plans are commingled for investment purposes, each plan's assets may be used only for the payment of benefits to the members of that plan in accordance with the terms of the plan.

Administration of the PERS, TRS, and, LEOFF, systems and plans were funded by an employer rate of 0.18% of employee salaries.

The DRS prepares a stand-alone financial report that is compliant with the requirements of Statement 67 of the Governmental Accounting Standards Board. Copies of the report may be obtained by contacting the Washington State Department of Retirement Systems, PO Box 48380, Olympia, Washington 98504-8380 or online at <http://www.drs.wa.gov/administration/annual-report/>.

ACTUARIAL ASSUMPTIONS:

Accounting requirements dictate the use of assumptions to best estimate the impact the pension obligations will have on WWU. The professional judgments used in determining these assumptions are important and can significantly impact the resulting actuarial estimates. Difference between actual results compared to these assumptions could have a significant effect on WWU's financial statements.

The total pension liability for each of the plans was determined using the most recent actuarial valuation completed by the Washington State Office of the State Actuary (OSA). WWU's 2020 pension liability is based on the OSA

valuation performed as of June 30, 2019, with a valuation date of June 30, 2018. Besides the discount rate, the actuarial assumptions used in the valuation are summarized in the Actuarial Section of DRS' Comprehensive Annual Financial Report located on the DRS employer-resource GASB webpage. These assumptions reflect the results of OSA's 2007-2012 Experience Study and the 2017 Economic Experience Study. The following actuarial assumptions have been applied to all prior periods included in the measurement:

- **Inflation:** 2.75% total economic inflation; 3.50% salary inflation
- **Salary Increases:** salaries are also expected to grow by promotions and longevity.
- **Investment rate of return:** 7.40%

Mortality rates were based on the RP-2000 Combined Healthy Table and Combined Disabled Table published by the Society of Actuaries. OSA applied offsets to the base table and recognized future improvements in mortality by projecting the mortality rates using 100% Scale BB. Mortality rates are applied on a generational basis; meaning, each member is assumed to receive additional mortality improvements in each future year throughout the member's lifetime.

OSA selected a 7.40% long-term expected rate of return on pension plan investments using a building block method. In selecting this assumption, OSA reviewed the historical experience data, considered the historical conditions that produced past annual investment returns, and considered Capital Market Assumptions (CMAs) and simulated expected investment returns the WSIB provided.

The CMAs contain three pieces of information for each class of assets WSIB currently invests in:

- Expected annual return
- Standard deviation of the annual return
- Correlations between the annual returns of each asset class with every other asset class

The WSIB uses the CMAs and their target asset allocation to simulate future investment returns at various future times.

The best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2020 are summarized in the following table:

2020 - Measurement date 2019

Asset Class	Target Allocation	Long-Term Expected Rate of Return
Fixed Income	20%	2.20%
Tangible Assets	7%	5.10%
Real Estate	18%	5.80%
Global Equity	32%	6.30%
Private Equity	23%	9.30%
Total	100%	

The inflation component used to create the table is 2.20% and represents the WSIB's most recent long-term estimate of broad economic inflation.

DISCOUNT RATE:

The discount rate used to measure the total pension liabilities was 7.40 percent. To determine the discount rate, an asset sufficiency test was completed to test whether the pension plan's fiduciary net position was sufficient to make all projected future benefit payments of current plan members. Consistent with current law, the completed asset sufficiency test included an assumed 7.40 percent long-term discount rate to determine funding liabilities for calculating future contribution rate requirements. Consistent with the long-term expected rate of return, a 7.40 percent future investment rate of return on invested assets was assumed for the test. Contributions from plan members and employers are assumed to continue to be made at contractually required rates (including PERS Plan 2/3 and TRS 2/3 employers whose rates include a component for the PERS Plan 1 and TRS Plan 1 unfunded actuarial accrued liabilities). Based on those assumptions, the various pension plan's fiduciary net positions were projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return of 7.40 percent on pension plan investments was applied to determine the total pension liability for each plan.

SENSITIVITY OF THE NET PENSION LIABILITY/(ASSET) TO CHANGES IN THE DISCOUNT RATE:

The following table presents WWU's net pension liability/(asset) position by plan calculated using the discount rate of 7.40 percent, as well as what the net pension liability/(asset) would be if it were calculated using a discount rate that is 1.0% point lower (6.40%) or 1.0% point higher (8.40%) than the current rate.

Discount Rate Sensitivity - Net Pension Liability/(Asset)

(\$ in thousands)

Plan	1% Decrease	2020 Current Discount Rate	1% Increase
	6.4%	7.4%	8.4%
PERS 1	\$14,578	\$11,641	\$9,092
PERS 2/3	28,297	3,689	(16,502)
TRS 1	1,111	870	660
TRS 2/3	1,117	204	(537)
LEOFF 2	<u>(266)</u>	<u>(1,432)</u>	<u>(2,384)</u>
	\$44,837	\$14,972	\$(9,671)

EMPLOYER CONTRIBUTION RATES:

Employer contribution rates are developed in accordance with Chapter 41.45 of the RCW by the OSA. The statute provides authority to the Pension Funding Council to adopt changes to economic assumptions and contribution rates.

Required Contribution Rates

The required contribution rates expressed as a percentage of current year covered payroll are shown below. The University and the employees made the required contributions.

	Contribution Rates							
	7/1/2018 thru 8/31/2018		9/1/2018 thru 6/30/2019		7/1/2019 thru 8/31/2019		9/1/2019 thru 6/30/2020	
	Employee	University	Employee	University	Employee	University	Employee	University
PERS								
Plan 1	6.00%	12.70%	6.00%	12.83%	6.00%	12.86%	6.00%	12.86%
Plan 2	7.38%	12.70%	7.41%	12.83%	7.90%	12.86%	7.90%	12.86%
Plan 3	5.00-15.00% **	12.70% *	5.00-15.00% **	12.83% *	5.00-15.00% **	12.86% *	5.00-15.00% **	12.86% *
TRS								
Plan 1	6.00%	15.20%	6.00%	15.41%	6.00%	15.41%	6.00%	15.51%
Plan 2	7.06%	15.20%	7.06%	15.41%	7.06%	15.41%	7.77%	15.51%
Plan 3	5.00-15.00% **	15.20% *	5.00-15.00% **	15.41% *	5.00-15.00% **	15.41% *	5.00-15.00% **	15.51% *
LEOFF								
Plan 2	8.75%	8.93%	8.75%	8.93%	8.59%	8.77%	8.59%	8.77%

PERS 2/3 employer rates include a component to address the PERS Plan 1 unfunded actuarial accrued liability (UAAL)

TRS 2/3 employer rates include a component to address the TRS Plan 1 unfunded actuarial accrued liability (UAAL)

*Plan 3 defined benefit portion only.

**Variable from 5% to 15% based on rate selected by the member.

University contribution rate includes an administrative expense rate of 0.0018.

The University's required contributions for the years ending June 30 are as follows:

	Required Contributions	
	FY 2019	FY 2020
PERS		
Plan 1	3,982,234	4,262,073
Plan 2	1,335,033	1,537,827
Plan 3		
TRS		
Plan 1	5,367	27,185
Plan 2	346,585	473,067
Plan 3		
LEOFF		
Plan 2	116,573	108,407

UNIVERSITY PROPORTIONATE SHARE AND AGGREGATED BALANCES:

Collective pension amounts are determined as of a measurement date, which can be no earlier than an employer's prior fiscal year. The measurement date for the net pension liabilities recorded by WWU as of June 30, 2020 and 2019 was June 30, 2019 and 2018 (one year in arrears.) Employer contributions received and processed by the DRS during the measurement date fiscal year have been used as the basis for determining each employer's proportionate share of the collective pension amounts reported by the DRS in their fiscal year ended June 30 Schedules of Employer and Non-employer Allocations. WWU's proportionate share of the aggregated balance of net pension liabilities and net pension asset as of June 30, 2020 and June 30, 2019 is presented in the table below.

Proportionate Share Allocation Percentage					
	PERS 1	PERS 2/3	TRS 1	TRS 2/3	LEOFF 2
FY 20 Proportionate Share	0.3027%	0.3798%	0.0351%	0.0340%	0.0618%
FY 19 Proportionate Share	0.3090%	0.3782%	0.0306%	0.0294%	0.0610%

Aggregate Pension Balances (\$ in thousands)						
	PERS 1	PERS 2/3	TRS 1	TRS 2/3	LEOFF 2	Total
June 30, 2020						
Net Pension Liability	\$ 11,641	\$ 3,689	\$ 870	\$ 204	\$	\$ 16,405
Net Pension Asset	\$	\$	\$	\$	\$ 1,432	\$ 1,432
June 30, 2019						
Net Pension Liability	\$ 13,801	\$ 6,458	\$ 894	\$ 131	\$	\$ 21,285
Net Pension Asset	\$	\$	\$	\$	\$ 1,239	\$ 1,239

PENSION EXPENSE, DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES:

The tables below summarize WWU's expense, deferred outflows of resources and deferred inflows of resources related to the DRS pension plans, together with the related future year impacts to pension expense from amortization of those deferred amounts. Note that deferred outflows of resources related to University contributions subsequent to the measurement date are recognized as a reduction of the net pension liability in the following year and are not amortized to pension expense.

Proportionate Share of Pension Expense (\$ in thousands)						
	PERS 1	PERS 2/3	TRS 1	TRS 2/3	LEOFF 2	Total
Year Ended June 30, 2020	\$ 241	\$ 1,010	\$ 178	\$ 161	\$ (53)	\$ 1,537
Year Ended June 30, 2019	\$ 967	\$ 83	\$ 322	\$ 95	\$ (119)	\$ 1,348

Amounts reported as deferred outflows of resources, exclusive of contributions subsequent to the measurement date, and deferred inflows of resources will be recognized in pension expense in future periods as follows:

Deferred Outflows of Resources (\$ in thousands)

2020	PERS 1	PERS 2/3	TRS 1	TRS 2/3	LEOFF 2	Total
Difference between expected and actual experience	\$	\$ 1,057	\$	\$ 142	\$ 103	\$ 1,303
Changes of assumptions		94		77	2	175
Net difference between projected and actual earnings on pension plan investments						
Change in proportion		79		134	11	224
Contributions subsequent to the measurement date	2,183	3,646	237	271	108	6,445
TOTAL	\$ 2,183	\$ 4,877	\$ 237	\$ 623	\$ 225	\$ 8,145

Deferred Inflows of Resources (\$ in thousands)

2020	PERS 1	PERS 2/3	TRS 1	TRS 2/3	LEOFF 2	Total
Difference between expected and actual experience	\$	\$ 793	\$	\$ 7	\$ 26	\$ 826
Changes of assumptions		1,548		54	161	1,764
Net difference between projected and actual earnings on pension plan investments	778	5,370	67	177	294	6,685
Change in proportion		297			85	382
TOTAL	\$ 778	\$ 8,009	\$ 67	\$ 238	\$ 565	\$ 9,657

Amortization of Deferred Outflows and Deferred Inflows of Resources * (\$ in thousands)

YEAR	PERS 1	PERS 2/3	TRS 1	TRS 2/3	LEOFF 2	Total
2021	\$ (172)	\$ (1,675)	\$ (14)	\$ (0)	\$ (82)	\$ (1,944)
2022	(407)	(2,817)	(36)	(47)	(152)	(3,460)
2023	(145)	(1,283)	(13)	2	(77)	(1,516)
2024	(54)	(715)	(5)	20	(46)	(800)
2025		(321)		35	(22)	(308)
Thereafter		32		106	(69)	69
TOTAL	\$ (778)	\$ (6,779)	\$ (67)	\$ 115	\$ (449)	\$ (7,958)

* Negative amounts shown in the table above represent a reduction of expense

Deferred Outflows of Resources (\$ in thousands)

2019	PERS 1	PERS 2/3	TRS 1	TRS 2/3	LEOFF 2	Total
Difference between expected and actual experience	\$	\$ 792	\$	\$ 62	\$ 66	\$ 920
Changes of assumptions		76		2	1	79
Net difference between projected and actual earnings on pension plan investments						
Change in proportion		221		130	17	368
Contributions subsequent to the measurement date	2,172	3,208	174	185	117	5,855
TOTAL	\$ 2,172	\$ 4,296	\$ 174	\$ 378	\$ 201	\$ 7,222

Deferred Inflows of Resources (\$ in thousands)

2019	PERS 1	PERS 2/3	TRS 1	TRS 2/3	LEOFF 2	Total
Difference between expected and actual experience	\$	\$ 1,131	\$	\$ 10	\$ 29	\$ 1,169
Changes of assumptions		1,838		53	178	2,069
Net difference between projected and actual earnings on pension plan investments	548	3,963	38	112	217	4,878
Change in proportion		365			86	452
TOTAL	\$ 548	\$ 7,297	\$ 38	\$ 175	\$ 510	\$ 8,568

PLANS ADMINISTERED BY WESTERN WASHINGTON UNIVERSITY**Western Washington University Retirement Plan (WWURP)****PLAN DESCRIPTION:**

The WWURP is a defined contribution single employer pension plan with a supplemental payment when required. The plan covers faculty, professional staff, and certain other employees. It is administered by WWU. WWU's Board of Trustees is authorized to establish and amend benefit provisions. Members are eligible to receive benefits under this plan at either the age 62 or at the age of 55 with 10 or more years of credited service.

Contributions to the plan are invested in annuity contracts or mutual fund accounts offered by one or more fund sponsors. Benefits from fund sponsors are available upon separation or retirement at the member's option. Employees have at all times a 100% vested interest in their accumulations. The number of participants in the WWURP as of June 30, 2020 and 2019 was 1,193 and 1,187 respectively.

FUNDING POLICY:

Employee contribution rates, which are based on age, range from 5% to 10% of salary. WWU matches 100% of the employee contributions. All required employer and employee contributions have been made and the breakdown of these WWURP contributions are included in the table below for the years ended June 30.

	2020	2019
Contributions made by:		
Employees	\$8,496,601	\$8,103,126
University	8,498,760	8,105,626

Western Washington University Supplemental Retirement Plan (WWUSR)**PLAN DESCRIPTION:**

WWUSR, the supplemental component of the WWURP plan, is a defined benefit plan administered by WWU and operates in tandem with the WWURP defined contribution pension plan to supplement the expected defined-contribution retirement savings accumulated under the WWURP. The plan covers faculty and certain other positions. The WWUSR, the supplemental component of the WWURP, was closed to new entrants as of July 1, 2011.

PLAN MEMBERSHIP:

Membership of the Western Washington University Supplemental Retirement Plan consisted of the following at June 30, 2016, the date of the latest actuarial valuation for the plan:

WWURP	Number of Participating Members			
	Inactive Members (Or Beneficiaries) Currently Receiving Benefits	Inactive Members Entitled To But Not Yet Receiving Benefits	Active Members	Total Members
2018	63	21	562	646

The 2018 census data was used for both the FY 2020 and the Total Pension Liability actuarial valuations.

VESTING AND BENEFITS PROVIDED:

This supplemental component payment plan determines a minimum retirement benefit goal based upon a one-time calculation at each employee's retirement date. This supplemental component is financed on a pay-as-you-go basis. WWU makes direct payments to qualified retirees when the retirement benefit provided by the fund sponsor does not meet the benefit goal.

WWSRP retirement benefits provisions are contained in RCW 28B.10.400, et. seq. which assigns the authority to establish and amend benefit provisions to the Western Washington University Board of Regents. Members are eligible to receive benefits under this plan at either the age 62 or at the age of 55 with 10 or more years of credited service. The monthly amount of benefits payable at the time of retirement is the excess of one-twelfth of 2.0% of the member's average annual salary multiplied by the number of years of service (such product not to exceed one-twelfth of 50.0% of the member's average annual salary) over an assumed annuity benefit.

Assumed income must be calculated by an independent actuary and represents a theoretical amount of monthly income that would have been generated if actual employee and WWU contributions to the WWURP had been allocated equally between fixed and variable dollar annuities. When the goal income exceeds the assumed income, the participant is entitled to benefits under this plan. Benefit payments made during the fiscal years ended June 30, 2020 and 2019 were \$485,989 and \$419,811 respectively.

ACTUARIAL ASSUMPTIONS:

Accounting requirements dictate the use of assumptions to best estimate the impact the pension obligations will have on WWU. The professional judgments used in determining these assumptions are important and can significantly impact the resulting actuarial estimates. Difference between actual results compared to these assumptions could have a significant effect on WWU's financial statements.

The total pension liability was determined by an actuarial valuation as of June 30, 2018, with the results rolled forward to the June 30, 2020, measurement date using the following actuarial assumptions, applied to all periods included in the measurement:

- **Inflation:** 2.75%
- **Salary Increases:** 3.50%
- **Discount Rate:** 2.21%

Mortality rates were based on the RP-2000 Combined Healthy Table and Combined Disabled Table published by the Society of Actuaries. The Office of the State Actuary applied offsets to the base table and recognized future improvements in mortality by projecting the mortality rates using 100 percent Scale BB. Mortality rates are applied on a generational basis, meaning members are assumed to receive additional mortality improvements in each future year, throughout their lifetime.

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of the April 2016 Experience Study Report.

The discount rate used to measure the total pension liability was set equal to the Bond Buyer General Obligation 20-Bond Municipal Bond Index.

The following presents the total pension liability for the WWUSRP for WWU as an employer, calculated using the discount rate of 2.21%, as well as what the total pension liability would be if it were calculated using a discount rate that is 1.0% point lower (1.21%) or 1.0% point higher (3.21%) than the current rate.

WWURP Total Pension Liability Discount Rate Sensitivity	
1% Decrease: 1.21%	\$40,641,000
Current Discount Rate: 2.21%	\$35,442,000
1% Increase: 3.21%	\$31,134,000

Material assumption changes during the measurement period included first, updating the GASB Statement No. 73 discount rate from 3.50% to 2.21% (decreased the TPL), and secondly, the FY 2020 returns for TIAA and CREF investments were used to determine a member's annual income. Those returns were 4.12% for TIAA and 2.31% for CREF.

TOTAL PENSION LIABILITY (TPL):

Assets set aside to pay WWUSRP benefits are not held in a qualified trust as defined by GASB. A qualified trust requires that contributions from employers be irrevocable, dedicated to providing pension benefits to plan members, and are legally protected from creditors of the employer and plan administrator. As a result, WWU reports the total WWUSRP pension liability. This is different from the DRS plans (PERS, TRS, and LEOFF2), which have trusted assets and, therefore, are reported as a net pension liability.

Schedule of Changes in Total Pension Liability		
Beginning Balance - June 30,2018		\$ 20,962,000
Service Cost	\$ 551,000	
Interest	825,000	
Differences Between Expected and Actual Experience	2,297,000	
Changes in Assumptions	2,822,000	
Benefits Payments	(420,000)	
Net Change in Total Pension Liability FY 19		<u>6,075,000</u>
Balance as of June 30,2019		27,037,000
Service Cost	699,000	
Interest	962,000	
Differences Between Expected and Actual Experience	1,961,000	
Changes in Assumptions	5,269,000	
Benefits Payments	(486,000)	
Net Change in Total Pension Liability FY 20		<u>8,405,000</u>
Ending Balance - June 30,2020		<u>\$ 35,442,000</u>

WWUSRP pension expense for the fiscal years ended June 30, 2020 and 2019 was \$2,072,989 and \$622,811 respectively.

DEFERRED INFLOWS OF RESOURCES:

The tables below summarize WWU's deferred inflows and outflows of resources related to the WWUSRP, together with the related future year impacts to pension expense from amortization of those deferred amounts:

Deferred Outflows of Resources	2020	2019
Difference between expected and actual experience	\$ 3,266,000	\$ 1,959,000
Changes of assumptions	<u>6,411,000</u>	<u>2,407,000</u>
TOTAL	<u>\$ 9,677,000</u>	<u>\$ 4,366,000</u>

Deferred Inflows of Resources	2020	2019
Difference between expected and actual experience	\$ 3,479,000	\$ 4,560,000
Changes of assumptions	<u>1,352,000</u>	<u>1,778,000</u>
TOTAL	<u>\$ 4,831,000</u>	<u>\$ 6,338,000</u>

Amortization of Deferred Inflows of Resources	
Year	
2021	\$ 412,000
2022	412,000
2023	744,000
2024	1,517,000
2025	1,527,000
Thereafter	234,000
TOTAL	\$ 4,846,000

20. OTHER POST EMPLOYMENT BENEFITS (OPEB)

PLAN DESCRIPTION:

Health care and life insurance programs for employees of the State of Washington are administered by the Washington State Health Care Authority (HCA). The HCA calculates the premium amounts each year that are sufficient to fund the State-wide health and life insurance programs on a pay-as-you-go basis. These costs are passed through to individual state agencies based upon active employee headcount; the agencies pay the premiums for active employees to the HCA. The agencies may also charge employees for certain higher cost options elected by the employees.

State of Washington retirees may elect coverage through state health and life insurance plans, for which they pay less than the full cost of the benefits, based on their age and other demographic factors.

The health care premiums for active employees, which are paid by the agency during employees' working careers, subsidize the "underpayments" of the retirees. An additional factor in the OPEB obligation is a payment that is required by the State Legislature to reduce the premiums for retirees covered by Medicare (an "explicit subsidy"). For fiscal years 2019 and 2018, this amount is the lesser of \$150 or 50% of the plan premium per retiree eligible for parts A and B of Medicare, per month. This is also passed through to State agencies via active employee's rates charged to the agency.

OPEB implicit and explicit subsidies as well as administrative costs are funded by required contributions made by participating employers. State agency contributions are made on behalf of all active, health care eligible employees, regardless of enrollment status. Based on the funding practice, the allocation method used to determine proportionate share is each agency's percentage of the state's total active, health care eligible employee headcount. As of June 2019, and 2018, WWU's headcount percentage membership in the PEBB plan consisted of the following:

OPEB Plan Participants				
FYE	Active Employees	Retirees Receiving Benefits	Retirees Not Receiving Benefits	Total Participants
2018	2016	727	97	2840
2019	2032	742	97	2871

ACTUARIAL ASSUMPTIONS:

Accounting requirements dictate the use of assumptions to best estimate the impact the pension obligations will have on WWU. The professional judgments used in determining these assumptions are important and can significantly impact the resulting actuarial estimates. Difference between actual results compared to these assumptions could have a significant effect on WWU's financial statements.

The total OPEB liability was determined by an actuarial valuation as of June 30, 2019, using the following actuarial assumptions, applied to all periods included in the measurement period:

- **Inflation:** 2.75%
- **Salary Increases:** 3.50% including service-based salary increases
- **Health Care Trend Rates:*** Initial rate of 8.00% adjusting to 4.50% in 2080
- **Post-retirement Participation:** 65.00%
- **Spouse Coverage:** 45.00%

Mortality rates were based on the RP-2000 Combined Healthy Table and Combined Disabled Table published by the Society of Actuaries. The Office of the State Actuary applied offsets to the base table and recognized future improvements in mortality by projecting the mortality rates using 100.0% Scale BB. Mortality rates are applied on a generational basis, meaning members are assumed to receive additional mortality improvements in each future year, throughout their lifetime.

The discount rate used to measure the total pension liability was set equal to the Bond Buyer General Obligation 20-Bond Municipal Bond Index. A discount rate of 3.87% was used for the June 30, 2018 measurement date and 3.50% for the June 30, 2019 measurement date.

The following presents the total OPEB liability of WWU, calculated using the discount rate of 3.50%, as well as what the total pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.50% or 1 percentage point higher (4.50%) than the current rate.

Total OPEB Liability Discount Rate Sensitivity	
1% Decrease	\$113,957,242
Current Discount Rate - 3.50%	\$94,104,370
1% Increase	\$78,684,569

The following represents the total OPEB liability of WWU calculated using the health care trend rates of 8.00% decreasing to 4.50%, as well as what the total OPEB liability would be if it were calculated using health care trend rates that are 1 percentage point lower (7.00% decreasing to 3.50%) or 1 percentage point higher (9.00% decreasing to 5.50%) than the current rate:

Total OPEB Liability Health Care Cost Trend Rate Sensitivity	
1% Decrease	\$76,163,198
Current Discount Rate - 8.00%	\$94,104,370
1% Increase	\$118,250,461

*For additional detail on the health care trend rates, please see Office of the State Actuary's 2018 Other Postemployment Benefits Actuarial Valuation Report located here <http://leg.wa.gov/osa/additionalservices/Documents/OPEBActuarialValuationCertLetterWithAttachments09-18.pdf>

TOTAL OPEB LIABILITY:

As of June 30, 2020, and 2019, components of the proportionate share calculation of total OPEB liability determined in accordance with GASB Statement No. 75 for WWU are represented in the following table:

FY 20 Proportionate Share		1.62141028%
FY 19 Proportionate Share		1.62549184%
Schedule of Changes in Total OPEB Liability		
Total OPEB Liability	2020	2019
Service cost	\$3,810,340	\$5,161,327
Interest	3,305,252	3,548,383
Changes of benefit terms		
Differences between expected & actual experience		3,238,984
Changes in assumptions*	6,155,248	(22,595,531)
Benefit payments	(1,511,954)	(1,498,660)
Change in Proportionate share	(207,288)	638,191
Other		
Net Change in Total OPEB Liability	\$11,551,598	(\$11,507,306)
Total OPEB Liability - Beginning	\$82,552,772	\$94,060,078
Total OPEB Liability - Ending	\$94,104,370	\$82,552,772

* For FY 2019, discount rate increase created a change in assumptions that resulted in an \$11.5 million decrease to OPEB liabilities

OPEB expense for the fiscal years ended June 30, 2020 and 2019 was \$4,141,645 and \$5,072,947 respectively.

DEFERRED OUTFLOWS AND INFLOWS OF RESOURCES:

The tables below summarize WWU's deferred outflows and inflows of resources related to OPEB, together with the related future year impacts to expense from amortization of those deferred amounts:

WWU		
Deferred Outflows of Resources		
	2020	2019
Change in proportion	\$ 942,628	\$ 1,086,474
Difference between expected and actual experience	2,512,884	2,879,097
Changes of assumptions	5,471,332	
Transactions subsequent to the measurement date	1,622,646	1,515,760
TOTAL	\$ 10,549,490	\$ 5,481,331
Deferred Inflows of Resources		
	2020	2019
Change in proportion	\$ 244,740	\$
Changes of assumptions	27,284,909	31,494,089
TOTAL	\$ 27,529,649	\$ 31,494,089

Amortization of Deferred Outflows and Deferred Inflows of Resources	
Year	
2021	\$ (2,973,947)
2022	(2,973,947)
2023	(2,973,947)
2024	(2,973,947)
2025	(2,973,947)
Thereafter	<u>(3,733,070)</u>
TOTAL	\$ <u>(18,602,805)</u>

21. RISK MANAGEMENT

WWU participates in the State of Washington Self-Insurance Liability Program (SILP). Premiums to the State are based on a formula for allocating costs to participating state agencies, including higher education institutions, based on an independent actuarial study of the state's projected liabilities. WWU also maintains various commercially obtained liability insurance policies that provide coverage for certain exclusions under the SILP. During the past three fiscal years, no settlements have been greater than the insurance coverage.

WWU participates in the State's L&I Workers Compensation Insurance Program for all employees.

In addition, WWU purchases "all risk" buildings, contents and business interruption insurance for the

Housing and Dining System, Wade King Student

Recreation Center, Viking Union Complex, and other auxiliaries through its participation in the State of Washington Alliant Property Insurance Program (APIP). At a minimum, coverage is maintained in accordance with applicable Master Bond Resolutions.

WWU has been named in tort claims and lawsuits. While the final outcome of these matters cannot be predicted with certainty, it is WWU's opinion that the ultimate liability will not materially affect the financial statement, and that WWU's liability insurance programs are adequate to pay all defense and settlement expenses related to these tort claims and lawsuits.

22. COMMITMENTS

Goods and services for operating and capital projects, contracted for but not yet received, are considered commitments at year end. The amount of these commitments at June 30, 2020 and 2019 are:

	2020	2019
Operating	4,183,081.24	4,614,779.17
Research	1,366,057.67	548,303.69
Capital Projects	64,814,050.05	17,865,819.71
Total Commitments	\$70,363,189	\$23,028,903

23. JOINT VENTURE

In FY 2010, WWU participated in the formation of a not-for-profit corporation titled Western Crossing Development Corporation (WCDC). WCDC was formally incorporated pursuant to the articles of incorporation dated October 7, 2009 and is a 501(c)

(3) corporation under the Internal Revenue code of 1986, amended. The five member Board of Directors includes a member of WWU Board of Trustees appointed by WWU Board of Trustees, the President of WWU, a member of the Commission of the Port of Bellingham appointed by the Commission of the Port, the Executive Director of the Port of Bellingham, and

a fifth board member who was appointed by a majority vote of the other four board members who are not affiliated with either entity. The board of directors may in the future allow other Washington governments or educational institutions to become members under such terms and conditions as they determine. The purpose of this joint venture is to help facilitate the timely development of new facilities on the Bellingham waterfront. This investment is not reflected on WWU's Statement of Net Position. During FY 2014, WWU transferred \$723 thousand in land and \$524 thousand in buildings, net to the WCDC to facilitate WWU development on the waterfront. To date, there has been no financial activity related to WCDC. During FY 2020, WCDC sold its land and buildings for \$1,800,000 and received cash in the amount of \$1,673,905, after sale expenses. The funds were placed in the LGIP. The cash balance at June 30, 2020 is \$1,683,873.

24. SUBSEQUENT EVENT

On August 21, 2020, the Board of Trustees of Western Washington University approved resolution number 2020-04 authorizing the issuance and sale of Housing and Dining System revenue bonds in the principal amount not to exceed \$21,760,000 with a true interest cost of 2.28%. Proceeds of the Series 2020 Bonds will be used to refund, refinance and restructure all or a portion of the debt service (principal and interest) that will be due and payable with respect to Outstanding Parity Bonds during the period from October 1, 2020, through and including October 1, 2022.

In February of 2020, the Governor of the state of Washington declared a state of emergency in response to the COVID-19 pandemic. In the weeks following the declaration, precautionary measures to slow the spread of the virus have been ordered. These measures include closing school, colleges and universities cancelling public events, prohibiting public and private gathers, and require people to stay home unless they are leaving for an essential function. WWU moved to remote learning for Spring quarter of 2020. Washington State is following a phased re-opening approach. What County is currently in Phase 2, which limits the numbers at gatherings, restaurants, and certain service providers.

WWU has and continues to coordinate its response to the pandemic with local public health departments as well as the Washington State Department of Health. To assist with increased COVID-19 related expenses, the

Department of Education (ED) provided WWU with \$11.6 million in federal CARES Act funds. Of the \$11.6 million, 50% of the funds are to be used to provide emergency financial aid grants to students for expenses related to the disruption of campus operations. The remaining 50% of the funds can be used to cover any costs associated with significant changes to the delivery of instructions. As of June 30, 2020, a total of \$6.2 million of CARES Act funds have been spent. The outbreak of COVID-19 is a significant event that has had and is expected to have material effects on the finances, operations, and economy of the State and WWU. The impacts to the operations of WWU, include but are not limited to enrollment, legislative and the economic impacts on the State budget. The State Legislature's responses as they impact the funding of higher education are not yet known. Enrollment is anticipated to be impacted by approximately 7% in Fall Quarter 2020 given the shift to remote learning and limitations of on campus operations.

WWU has taken a number of prompt actions in response to the outbreak, including a hiring freeze, freeze on travel, significant reductions to planned operating expenditures, renegotiation of third-party service contracts, and deferral of several renovation projects. The University expects to draw on reserves and other funds as needed. Furthermore, WWU has been awarded \$5.4 million in Governor's Emergency Education Relief Fund (GEER). These Federal GEER funds are to provide emergency support through grants to Local Education Agencies and institutes of Higher Education. Also, WWU expects to continue to receive Federal FEMA and CARES Act assistance and will also apply for additional Federal and State support for expenses related to the COVID-19 pandemic as it becomes available.

While the full impact of the COVID-19 pandemic on WWU and the regional economy is uncertain, WWU currently believes that these measures will help mitigate its anticipated revenue shortfall. WWU, however, cannot predict the duration and extent of the COVID-19 public health emergency, or quantify the magnitude of the impact on the regional and local economy or on the revenues and expenses. WWU will continue to monitor the evolving situation and respond as needed.

RSI

Required Supplementary Information

PENSION PLAN INFORMATION**Cost Sharing Employer Plans**

Schedules of WWU's Proportionate Share of the Net Pension Liability

Schedule of WWU's Proportionate Share of the Net Pension Liability Public Employees' Retirement System (PERS) Plan 1 Measurement Date of June 30 * (dollars in thousands)						
	2014	2015	2016	2017	2018	2019
WWU PERS 1 employers' proportion of the net pension liability	0.320%	0.315%	0.327%	0.314%	0.309%	0.303%
WWU PERS 1 employers' proportionate share of the net pension liability	\$16,130	\$16,483	\$17,547	\$14,894	\$13,801	\$11,641
WWU PERS 1 employers' covered-employee payroll	\$33,355	\$34,435	\$38,407	\$38,214	\$40,526	\$45,559
WWU PERS 1 employers' proportionate share of the net pension liability as a percentage of its covered-employee payroll	48.36%	47.87%	45.69%	38.97%	34.05%	25.55%
Plan fiduciary net position as a percentage of the total pension liability	61.19%	59.10%	57.03%	61.24%	63.22%	67.12%

* As of June 30; this schedule is to be built prospectively until it contains ten years of data.

In accordance with Statement No. 68, WWU has elected to use the prior fiscal year end as the measurement date for reporting net pension liabilities.

PENSION PLAN INFORMATION

Cost Sharing Employer Plans

Schedules of WWU's Proportionate Share of the Net Pension Liability

Schedule of WWU's Proportionate Share of the Net Pension Liability Public Employees' Retirement System (PERS) Plan 2/3 Measurement Date ended June 30 * (dollars in thousands)						
	2014	2015	2016	2017	2018	2019
WWU PERS 2/3 employers' proportion of the net pension liability	0.367%	0.373%	0.390%	0.379%	0.378%	0.380%
WWU PERS 2/3 employers' proportionate share of the net pension liability	\$7,421	\$13,333	\$19,630	\$13,175	\$6,458	\$3,689
WWU PERS 2/3 employers' covered-employee payroll	\$31,601	\$33,088	\$37,093	\$37,188	\$39,831	\$28,311
WWU PERS 2/3 employers' proportionate share of the net pension liability as a percentage of its covered-employee payroll	23.48%	40.30%	52.92%	35.43%	16.21%	13.03%
Plan fiduciary net position as a percentage of the total pension liability	93.29%	89.20%	85.82%	90.97%	95.77%	97.77%

* As of June 30; this schedule is to be built prospectively until it contains ten years of data.

In accordance with Statement No. 68, WWU has elected to use the prior fiscal year end as the measurement date for reporting net pension liabilities.

PENSION PLAN INFORMATION**Cost Sharing Employer Plans**

Schedules of WWU's Proportionate Share of the Net Pension Liability

Schedule of WWU's Proportionate Share of the Net Pension Liability						
Teachers' Retirement System (TRS) Plan 1						
Measurement Date of June 30 *						
<i>(dollars in thousands)</i>						
	2014	2015	2016	2017	2018	2019
WWU TRS 1 employers' proportion of the net pension liability	0.016%	0.022%	0.021%	0.023%	0.031%	0.035%
WWU TRS 1 employers' proportionate share of the net pension liability	\$485	\$689	\$709	\$708	\$894	\$870
WWU TRS 1 employers' covered-employee payroll	\$597	\$890	\$939	\$1,254	\$1,926	\$524
WWU TRS 1 employers' proportionate share of the net pension liability as a percentage of its covered-employee payroll	81.21%	77.51%	75.56%	56.45%	46.42%	166.00%
Plan fiduciary net position as a percentage of the total pension liability	68.77%	65.70%	62.07%	65.58%	66.52%	70.37%

* As of June 30; this schedule is to be built prospectively until it contains ten years of data.

In accordance with Statement No. 68, WWU has elected to use the prior fiscal year end as the measurement date for reporting net pension liabilities.

PENSION PLAN INFORMATION

Cost Sharing Employer Plans

Schedules of WWU's Proportionate Share of the Net Pension Liability

Schedule of WWU's Proportionate Share of the Net Pension Liability Teachers' Retirement System (TRS) Plan 2/3 Measurement Date ended June 30 * (dollars in thousands)						
	2014	2015	2016	2017	2018	2019
WWU TRS 2/3 employers' proportion of the net pension liability	0.011%	0.016%	0.019%	0.022%	0.029%	0.034%
WWU TRS 2/3 employers' proportionate share of the net pension liability	\$35	\$134	\$258	\$203	\$132	\$205
WWU TRS 2/3 employers' covered-employee payroll	\$470	\$742	\$900	\$1,203	\$1,855	\$524
WWU TRS 2/3 employers' proportionate share of the net pension liability as a percentage of its covered-employee payroll	7.55%	18.01%	28.62%	16.84%	7.13%	39.12%
Plan fiduciary net position as a percentage of the total pension liability	96.81%	92.48%	88.72%	93.14%	96.88%	96.36%

* As of June 30; this schedule is to be built prospectively until it contains ten years of data.

In accordance with Statement No. 68, WWU has elected to use the prior fiscal year end as the measurement date for reporting net pension liabilities.

PENSION PLAN INFORMATION**Cost Sharing Employer Plans**

Schedules of WWU's Proportionate Share of the Net Pension Liability

Schedule of WWU's Proportionate Share of the Net Pension Liability (Asset) Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) Plan 2						
Measurement Date of June 30 *						
<i>(dollars in thousands)</i>						
	2014	2015	2016	2017	2018	2019
WWU LEOFF 2 employers' proportion of the net pension liability (asset)	0.057%	0.056%	0.052%	0.054%	0.061%	0.062%
WWU LEOFF 2 employers' proportionate share of the net pension liability (asset)	(\$753)	(\$575)	(\$303)	(\$753)	(\$1,239)	(\$1,432)
WWU LEOFF 2 employers' covered-employee payroll	\$948	\$974	\$945	\$1,032	\$1,217	\$1,424
WWU LEOFF 2 employers' proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	(79.43%)	(58.97%)	(32.03%)	(72.97%)	(101.84%)	(100.57%)
Plan fiduciary net position as a percentage of the total pension liability (asset)	116.75%	111.67%	106.04%	113.36%	118.50%	119.43%

* As of June 30; this schedule is to be built prospectively until it contains ten years of data.

In accordance with Statement No. 68, WWU has elected to use the prior fiscal year end as the measurement date for reporting net pension liabilities.

PENSION PLAN INFORMATION**Cost Sharing Employer Plans**

Schedule of Changes in WWUSRP Total Pension Liability and Related Ratios

Schedule of Changes in WWU's Total Pension Liability and Related Ratios				
WWUSRP				
Fiscal Year ended June 30 *				
<i>(dollars in thousands)</i>				
	2017	2018	2019	2020
WWUSRP total pension liability-Beginning	\$28,623	\$22,820	\$20,962	\$27,037
Service Cost	1,057	737	551	699
Interest	842	837	825	962
Difference between expected and actual experience	(5,277)	(2,234)	2,297	1,961
Changes in assumptions	(2,126)	(819)	2,822	5,269
Benefits payments	(298)	(380)	(420)	(486)
Net change in total pension liability	(5,803)	(1,858)	6,075	8,405
WWUSRP total pension liability-Ending	<u>\$22,820</u>	<u>\$20,962</u>	<u>\$27,037</u>	<u>\$35,442</u>
WWU URP employers' covered-employee payroll	\$54,916	\$54,645	\$52,783	\$51,633
WWUSRP total pension liability as a percentage of its covered-employee payroll	41.55%	38.36%	51.22%	68.64%

* As of June 30; this schedule is to be built prospectively until it contains ten years of data.

PENSION PLAN INFORMATION

Cost Sharing Employer Plans

Schedules of Contributions

Schedule of Contributions Public Employees' Retirement System (PERS) Plan 1 Fiscal Year Ended June 30									
Fiscal Year	Contractually Required Contributions	Contributions related to covered payroll of employees participating in PERS plan 1	UAAL contributions related to covered payroll of employees participating in PERS plan 2/3	Total contributions in relation to the Actuarially Determined Contributions	Contribution deficiency (excess)	Covered payroll of employees participating in PERS 1	Covered payroll of employees participating in PERS 2/3	Total covered employee payroll	Contributions as a percentage of covered employee payroll
2015	\$1,452,350	\$124,718	\$1,327,632	\$1,452,350	\$0	\$1,347,236	\$33,087,603	\$34,434,839	4.22%
2016	\$1,855,009	\$128,029	\$1,726,980	\$1,855,009	\$0	\$1,313,918	\$37,093,105	\$38,407,024	4.83%
2017	\$1,890,122	\$116,851	\$1,773,271	\$1,890,122	\$0	\$1,026,073	\$37,187,945	\$38,214,019	4.95%
2018	\$2,067,033	\$90,772	\$1,976,261	\$2,067,033	\$0	\$695,644	\$39,830,763	\$40,526,407	5.10%
2019	\$2,171,774	\$63,127	\$2,108,647	\$2,171,774	\$0	\$95,855	\$28,310,536	\$28,406,391	7.65%
2020	\$2,182,812	\$29,286	\$2,153,526	\$2,182,812	\$0	\$227,732	\$45,331,078	\$45,558,810	4.79%
2021									
2022									
2023									
2024									

Notes: These schedules will be built prospectively until they contain ten years of data.

PENSION PLAN INFORMATION

Cost Sharing Employer Plans

Schedules of Contributions

Schedule of Contributions Public Employees' Retirement System (PERS) Plan 2/3 Fiscal Year Ended June 30					
Fiscal Year	Contractually Required Contributions	Contributions in relation to the Contractually Required Contributions	Contribution deficiency (excess)	Covered employee payroll	Contributions as a percentage of covered employee payroll
2015	\$1,814,105	\$1,814,105	\$0	\$33,087,603	5.48%
2016	\$2,317,072	\$2,317,072	\$0	\$37,093,105	6.25%
2017	\$2,381,845	\$2,381,845	\$0	\$37,187,945	6.40%
2018	\$2,987,978	\$2,987,978	\$0	\$39,830,763	7.50%
2019	\$3,208,620	\$3,208,620	\$0	\$28,310,536	11.33%
2020	\$3,646,374	\$3,646,374	\$0	\$45,558,810	8.00%
2021					
2022					
2023					
2024					

Notes: These schedules will be built prospectively until they contain ten years of data.

PENSION PLAN INFORMATION

Cost Sharing Employer Plans

Schedules of Contributions

Schedule of Contributions Teachers' Retirement System (TRS) Plan 1 Fiscal Year Ended June 30									
Fiscal Year	Contractually Required Contributions	Contributions related to covered payroll of employees participating in TRS plan 1	UAAL contributions related to covered payroll of employees participating in TRS plan 2/3	Total contributions in relation to the Actuarially Determined Contributions	Contribution deficiency (excess)	Covered payroll of employees participating in TRS 1	Covered payroll of employees participating in TRS 2/3	Total Covered employee payroll	Contributions as a percentage of covered employee payroll
2015	\$48,962	\$15,275	\$33,688	\$48,962	\$0	\$147,013	\$742,495	\$889,508	5.50%
2016	\$63,258	\$7,056	\$56,202	\$63,258	\$0	\$38,746	\$900,164	\$938,910	6.74%
2017	\$82,019	\$7,003	\$75,016	\$82,019	\$0	\$50,329	\$1,203,485	\$1,253,814	6.54%
2018	\$127,383	\$7,418	\$119,966	\$127,383	\$0	\$70,987	\$1,854,602	\$1,925,590	6.62%
2019	\$174,321	\$6,600	\$167,720	\$174,321	\$0	\$0	\$523,851	\$523,851	33.28%
2020	\$237,005	\$6,704	\$230,301	\$237,005	\$0	\$43,261	\$3,424,664	\$3,467,924	6.83%
2021									
2022									
2023									
2024									

Notes: These schedules will be built prospectively until they contain ten years of data.

PENSION PLAN INFORMATION

Cost Sharing Employer Plans

Schedules of Contributions

Schedule of Contributions Teachers' Retirement System (TRS) Plan 2/3 Fiscal Year Ended June 30					
Fiscal Year	Contractually Required Contributions	Contributions in relation to the Contractually Required Contributions	Contribution deficiency (excess)	Covered employee payroll	Contributions as a percentage of covered employee payroll
2015	\$47,636	\$47,636	\$0	\$742,495	6.42%
2016	\$62,047	\$62,047	\$0	\$900,164	6.89%
2017	\$83,497	\$83,497	\$0	\$1,203,485	6.94%
2018	\$132,209	\$132,209	\$0	\$1,854,602	7.13%
2019	\$184,232	\$184,232	\$0	\$523,851	35.17%
2020	\$269,950	\$269,950	\$0	\$3,424,664	7.88%
2021					
2022					
2023					
2024					
Notes: These schedules will be built prospectively until they contain ten years of data.					

PENSION PLAN INFORMATION

Cost Sharing Employer Plans

Schedules of Contributions

Schedule of Contributions Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) Plan 2 Fiscal Year Ended June 30					
Fiscal Year	Contractually Required Contributions	Contributions in relation to the Contractually Required Contributions	Contribution deficiency (excess)	Covered employee payroll	Contributions as a percentage of covered employee payroll
2015	\$85,058	\$85,058	\$0	\$974,206	8.73%
2016	\$81,330	\$81,330	\$0	\$945,010	8.61%
2017	\$87,594	\$87,594	\$0	\$1,032,322	8.49%
2018	\$106,591	\$106,591	\$0	\$1,216,785	8.76%
2019	\$116,573	\$116,573	\$0	\$1,424,194	8.19%
2020	\$108,407	\$108,407	\$0	\$1,236,117	8.77%
2021					
2022					
2023					
2024					
Notes: These schedules will be built prospectively until they contain ten years of data.					

OPEB INFORMATION

Cost Sharing Healthcare Plans

Schedules of WWU's changes in Total OPEB Liability

Schedule of WWU's Changes in Total OPEB Liability and Related Ratios			
Fiscal Year Ended June 30 *			
<i>(dollars in thousands)</i>			
	2018	2019	2020
Total OPEB Liability-Beginning	\$100,201	\$94,060	\$82,553
Service Cost	\$6,377	\$5,161	\$3,810
Interest	\$2,987	\$3,548	\$3,305
Difference between expected and actual experience	\$0	\$3,239	\$0
Changes in assumptions	-\$14,570	-\$22,596	\$6,155
Benefits payments	-\$1,522	-\$1,499	-\$1,512
Change in proportionate share	\$588	\$638	-\$207
Total OPEB liability-ending	<u>\$94,060</u>	<u>\$82,553</u>	<u>\$94,104</u>
WWU employers' covered-employee payroll	\$148,917	\$155,757	\$167,296
WWU employers' proportionate share of total OPEB liability as a percentage of its covered-employee payroll	67.29%	60.39%	56.25%
* As of June 30; this schedule is to be built prospectively until it contains ten years of data.			

NOTE TO REQUIRED SUPPLEMENTAL INFORMATION**Plans administered by DRS**

The Office of the State Actuary (OSA) calculates the actuarially determined contributions (ADC) based on the results of an actuarial valuation consistent with the state's funding policy defined in Chapter 41.45 RCW. Consistent with the state's contribution-rate adoption process, the results of an actuarial valuation with an odd-numbered year valuation date determine the ADC for the biennium that ensues two years later. For example, the actuarial valuation with a June 30, 2017 valuation date, completed in the fall of 2018, determines the ADC for the period beginning July 1, 2019, and ending June 30, 2021.

Additional Considerations on ADC for All Plans: OSA calculates the ADC consistent with the methods described above. Adopted contribution rates could be different pending the actions of the governing bodies. For instance, for the period beginning July 1, 2019 and ending June 30, 2021, the contribution rates that the Pension Funding Council adopted, which the Legislature did not change, reflect a phasing in of the increase to contribution rates that resulted from a change to the mortality assumption. This is the second of three biennia over which this increase is expected to be phased-in for PERS 1, PERS 2/3, TRS 1, and TRS 2/3.

For cost-sharing plans, OSA calculates the contractually required contributions (CRC) using the same assumptions and methods as the ADC, except that the CRC reflect the adopted contribution rates for the time period shown. These might differ from the contribution rates produced for the ADC.

Plans administered by the University

The Western Washington University Supplemental Retirement Plan has no assets accumulated in a trust that meets the criteria in GASB Statement No. 73, paragraph 4 to pay related benefits.

Material assumption changes during the fiscal year 2020 measurement period include updating the GASB 73 discount rate from 3.50% to 2.21% ("Change in assumption" which increased the TPL). Additionally, the fiscal year 2020 returns for the Teachers Insurance and Annuity Association of America (TIAA) and CREF investments were used to determine a member's assumed income. Those returns were 4.12 percent for TIAA and 2.31 percent for CREF. This resulted in an increase in the TPL.

Material assumption changes during the fiscal year 2019 measurement period include updating the GASB 73 discount rate from 3.87% to 3.50% ("Change in assumption" which decreased the TPL). Additionally, CREF investment experience during fiscal year 2019 was slightly lower than expected (4.97 percent actual return). Lower investment experience than expected leads to an increase in the TPL. TIAA investment experience only slightly deviated from OSA's assumption. Based on input from TIAA, OSA modified the TIAA settlement rates, settlement mortality, and increased the CREF investment return assumptions ("Difference between expected and actual experience" which also increased the TPL).

OPEB Plan administered by the Healthcare Authority of Washington State

The OPEB Plan has no assets accumulated in a trust that meets the criteria in GASB Statement No. 75, paragraph 4 to pay related benefits. Material assumption changes during the fiscal year 2019 measurement period relate to a decrease in the Bond Buyer General Obligation 20-Bond Municipal Bond Index, from 3.87% for the June 30, 2018 measurement date, to 3.50% for the June 30, 2019 measurement date. Other material assumption changes included lowering the forecast of future healthcare cost trends. This resulted in an increase in the TOL.

Material assumption changes during the fiscal year 2018 measurement period relate to an increase in the Bond Buyer General Obligation 20-Bond Municipal Bond Index, from 3.58% for the June 30, 2017 measurement date, to 3.87% for the June 30, 2018 measurement date.





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HOUSING AND DINING SYSTEM

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Overview

Western Washington University's Housing and Dining System (the System) consists of University Residences, University Dining Services and Viking Union/Student Activities. University Residences maintains over a million square feet of living space - home to 4,000 students. Nine residential communities consist of fifteen residence halls and one apartment complex. Residence halls are equipped with laundry facilities, computer labs, study areas, community kitchens, TV lounges, game rooms, bicycle storage, 24-hour security, and staffed service desks. Western's campus is a 20-minute walk from end to end, so no matter where students live their classes and activities are nearby. University Dining Services includes several main dining commons, multiple retail eateries and provides catering services for the campus. The Viking Union/Student Activities includes facilities on and off the Bellingham campus for gathering, study, dining and recreation.

The following discussion and analysis provides an overview of the financial position and activities of the System for the years ended June 30, 2020, 2019 and 2018. This discussion has been prepared by management and should be read in conjunction with the financial statements and accompanying notes which follow this section.

Using the Financial Statements

The System's financial report includes the Statement of Net Position, the Statement of Revenues, Expenses, and Changes in Net Position and the Statement of Cash Flows.

The statements are formatted following the guidelines of the Governmental Accounting Standards Board (GASB) pronouncements. These financial statements are prepared in accordance with GASB principles, which establish standards for external financial reporting for public colleges and universities. The System's financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred.

Impacts of the COVID-19 Pandemic

The outbreak of COVID-19 is a significant event that has had material effects on the finances and operations of the Housing & Dining System. On March 23, 2020, the Governor issued a statewide "Stay Home, Stay Healthy" proclamation, requiring individuals to stay home except for essential activities, banning social and other gatherings, and closing all businesses with certain exceptions for essential businesses. The timing of the proclamation was such that Winter quarter concluded with modest disruptions, and Spring quarter began with all classes delivered remotely. As a result, Spring quarter on-campus housing occupancy was materially reduced. The resultant declines in Spring Quarter operating activity had a significant effect on System revenues and expenditures and are the primary reason for the financial variances reviewed in this discussion and analysis.

Statement of Net Position

The Statement of Net Position presents the financial condition of the System at the end of the fiscal years (FY) and reports all assets and liabilities of the System.

The amounts in this statement represent the physical assets used to provide the housing, meal, and student activity programs, as well as assets available to continue the operations of the System, also identifying commitments to vendors and bond holders. The difference between assets and deferred outflows less liabilities and deferred inflows is net position. Net position is one indicator of the current financial condition of the System.

Below is a condensed view of the Statement of Net Position as of June 30, 2020, 2019 and 2018:

**HOUSING AND DINING SYSTEM
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2020 and 2019

(Dollars in Thousands)

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Assets			
Current assets	\$13,195	\$9,371	\$8,001
Noncurrent assets	57,913	14,017	39,508
Capital assets, net	<u>146,393</u>	<u>133,555</u>	<u>110,507</u>
Total assets	217,501	156,943	158,016
Deferred outflows	1,419	1,316	1,287
Liabilities			
Current liabilities	9,588	11,945	10,973
Noncurrent liabilities	<u>132,460</u>	<u>65,357</u>	<u>70,734</u>
Total liabilities	142,048	77,303	81,708
Deferred inflows	1,496	1,704	811
Net Position			
Net investment in capital assets	67,591	69,323	65,919
Restricted, expendable	6,316	3,501	3,426
Unrestricted	<u>1,469</u>	<u>6,428</u>	<u>7,438</u>
Total net position	<u>\$75,376</u>	<u>\$79,252</u>	<u>\$76,783</u>

The primary components in the asset category are cash, investments, receivables and capital assets. Total assets increased \$60.6 Million (39%) in fiscal year (FY) 2020 and decreased \$1.07 million (-0.7%) in fiscal year (FY) 2019.

Total Cash and Investments increased \$46.4 million (216.5%) in FY 2020 primarily due to the remaining bond proceeds from the \$68.7 million in Series 2019 revenue bonds. The System issued the bonds to construct a new residence building and renovate existing residence facilities. Total Cash and Investments for FY 2019 decreased \$24.3 million (-53.2%) primarily due to the spending of the remaining bond proceeds from the \$33.7 million issued in FY 2018 to fund a new Multicultural Center and renovations to certain residence halls. The allocation of unrestricted cash and investments between current and noncurrent is governed by Western Washington University's (WWU) investment policy strategy, which is to maximize returns while ensuring liquidity needs and managing interest rate risk. In FY 2020, unrestricted cash and cash equivalents decreased \$1.3 million (-32.5%) primarily due to the effects of reduced operations from COVID-19. Restricted investments increased \$48.1 million (718.2%), the net effect of expenditures of the remaining FY 2018 bond proceeds and the addition of FY 2020 bond proceeds.

*HOUSING AND DINING SYSTEM
MANAGEMENT'S DISCUSSION & ANALYSIS*

June 30, 2020 and 2019

Depreciable and non-depreciable capital assets increased \$12.8 million (9.6%) and \$23.0 million (20.9%) in FY 2020 and FY 2019, respectively, due primarily to increases in construction-in-progress of the new residence hall addition and renovations (e.g. Buchanan Towers) combined with the completion of the Multicultural Center and other capital additions (see Note 3).

The major project in process for FY2 020 was the: New Residence Hall. Major projects completed during FY 2020 were the Buchanan Towers renovation and the Multicultural Student Center addition.

Current assets exceeded current liabilities by \$3.6 million in FY 2020 as a result of a decrease in Accounts payable combined with an increase in Other receivables. Current liabilities exceeded current assets by \$2.6 million in FY 2019 as a result of increased payables for renovation and capital projects. Current liabilities typically fluctuate depending on the timing of accounts payable payments and the receipt of deposits and revenue that is applicable to the next fiscal year.

Current assets for FY 2020 increased \$3.8 million (40.8%) due to increase in cash and cash equivalents and investments and an increase in Other Receivables due to deferred dining commissions and pre-payment reimbursement. Due to COVID-19, the contract with the System's dining service provider was renegotiated to account for the campus closure during Spring 2020. This included a refund of certain operating expenses and commission revenue. Current assets for FY 2019 increased \$1.4 million (17.1%) due to an increase in cash and cash equivalents.

Current liabilities for FY 2020 decreased \$2.4 million (-19.7%) primarily due to decreases in accounts payable and residents' housing deposits. Current liabilities increased \$972 thousand (8.9%) in FY 2019 due to an increase in accounts payable and a decrease in bond interest payable.

Total noncurrent liabilities for FY 2020 increased \$67.1 million (102.7%) due to the addition of the series 2019 bonds issued. Total noncurrent liabilities decreased \$5.4 million (-7.6%) in FY 2019 primarily due to a \$3.8 million principal reduction in bonds payable along with decreases to the noncurrent portion of the Net Pension and OPEB liabilities of \$506,842 (-23.4%).

The difference between assets and deferred outflows less liabilities and deferred inflows is net position. The change in net position measures whether the overall financial condition has improved or deteriorated during the year and is driven by the difference between revenues and expenses. Total net position decreased \$3,876,082 in FY 2020 due to substantial declines in revenue due to COVID-19. Total net position increased \$2.5 million (3.2%) in FY2019 due to an increase in net investment in capital assets.

Net investment in capital assets decreased \$1,731,947 (-2.5%) in FY 2020 due to an increase in bonds payable offset by depreciation and principal payments. Net investment in capital assets increased in FY 2019 \$3,403,890 (5.2%) primarily due to a reduction in bonds payable from principal payments.

Restricted, expendable increased \$2,814,991 and \$75,150 during FY 2020 and FY 2019, respectively. The increase in FY 2020 is primarily due to additional funds added to the Systems bond covenant renewal and replacement fund.

***HOUSING AND DINING SYSTEM
MANAGEMENT'S DISCUSSION AND ANALYSIS***

June 30, 2020 and 2019

Unrestricted net position decreased \$4,959,126 (-77.2%) in FY2020 due to the net impact of COVID-19-influenced operations combined with the transfer of funds to the renewal and replacement fund. Unrestricted net position decreased \$1,009,993 (-13.6%) in FY2019 due to increased spending on operations and capital.

Statement of Revenues, Expenses and Changes in Net Position

The changes in total net position, as presented on the Statement of Net Position, are detailed in the activity presented in the Statement of Revenues, Expenses and Changes in Net Position. The statement presents the System's results of operations. In accordance with GASB reporting principles, revenues and expenses are classified as operating or non-operating.

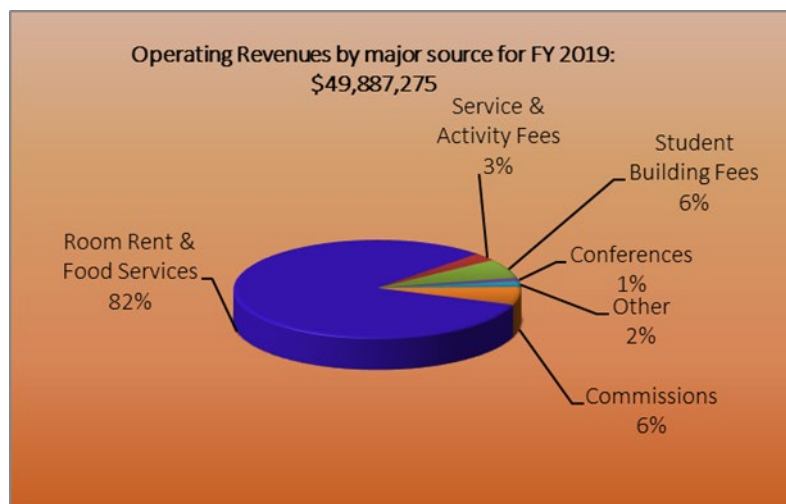
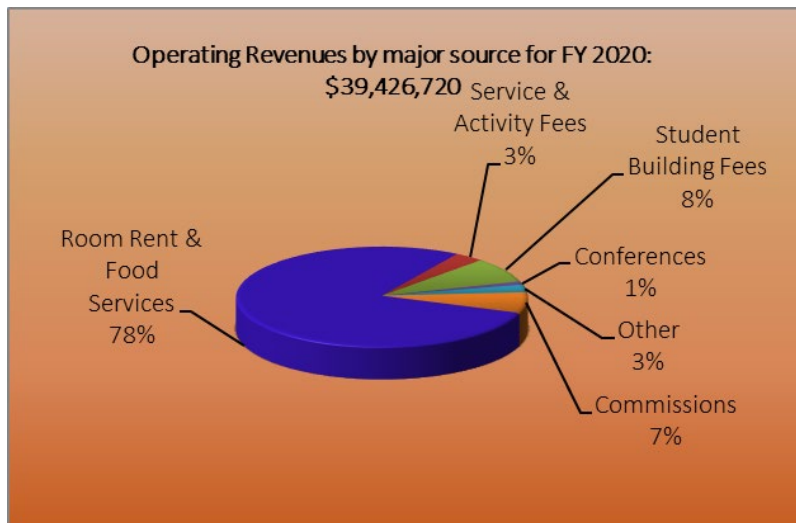
In general, operating revenues are those received for providing housing, dining and related services to the customers of the System, the majority of which consists of room and board services to students. Operating expenses are those expenses paid to provide the services and resources to the students in return for the operating revenues.

Non-operating revenues are monies received for which goods and services are not provided, such as investment income. Non-operating expenses include interest expense on outstanding debt and amortization of bond costs. Following is a condensed view of the Statements of Revenues, Expenses and Changes in Net Position for the FY years ended June 30, 2020, 2019, and 2018:

(Dollars in thousands)

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Operating revenues	\$39,427	\$49,887	\$48,669
Operating expenses	<u>(41,098)</u>	<u>(45,870)</u>	<u>(44,482)</u>
Income from operations	(1,671)	4,017	4,187
Nonoperating revenues	1,635	963	894
Nonoperating expenses	<u>(3,840)</u>	<u>(2,511)</u>	<u>(2,073)</u>
Increase in Net Position	(3,876)	2,469	3,008
Net Position, Beginning of year	<u>79,252</u>	<u>76,783</u>	<u>73,775</u>
Net Position, End of year	<u><u>\$75,376</u></u>	<u><u>\$79,252</u></u>	<u><u>\$76,783</u></u>

Total operating revenue decreased for FY 2020 primarily influenced by decreases to room rent and food services revenue.



Room rent and food service revenues decreased \$10.0 million (-24.5%) in FY2020 due primarily to the COVID-19 impact on Spring quarter operations. The FY 2020 room rental fee increased 5%. Average FY 2020 occupancy through Winter Quarter was down 1.9% from the same two periods in FY 2019. Room rent and food service revenues increased \$929,592 (2.3%) in FY 2019 due to the combination of a 4.5% rate increase and a 1.97% occupancy decrease

Student building fee revenue increased \$37,829 (1.2%) due to slight enrollment growth in Fall and Winter quarters. Student building fee revenue increased \$62,108 or 2.0% in FY 2019 due to enrollment growth.

Conference revenue decreased \$174,681 (-29%) primarily due to reduced June 2020 bookings during the COVID-19 pandemic. Conference revenue decreased \$13,715 (-2.2%) in FY 2019 due to reduced bookings.

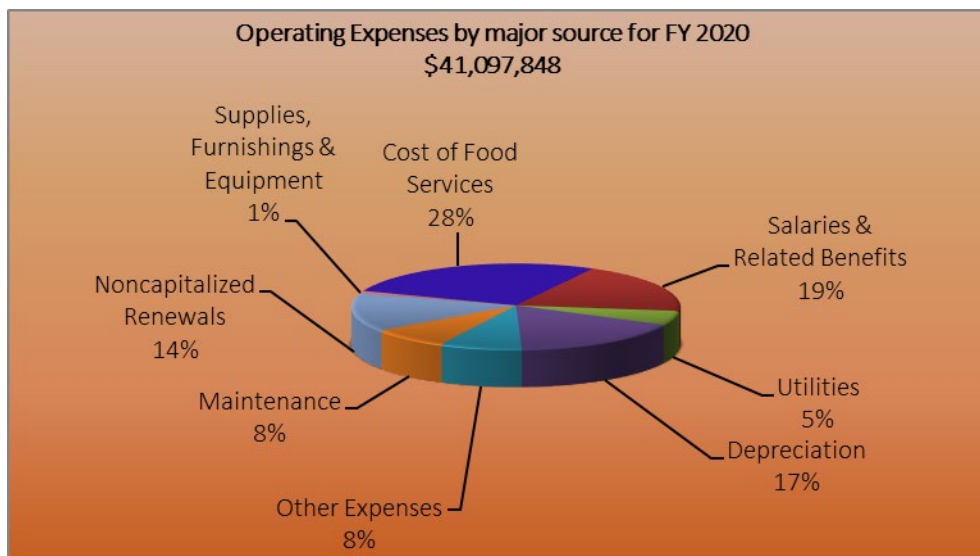
**HOUSING AND DINING SYSTEM
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2020 and 2019

Viking Union revenue decreased \$145,168 (-27.8%) in FY2 020 due to reduced operations of revenue-generating facilities and services like the Viking Union building, Lakewood, and Event Services in response to COVID-19. Viking Union revenue increased \$51,748 (11.0%) in FY 2019 due to increases in recycle center and Lakewood revenues.

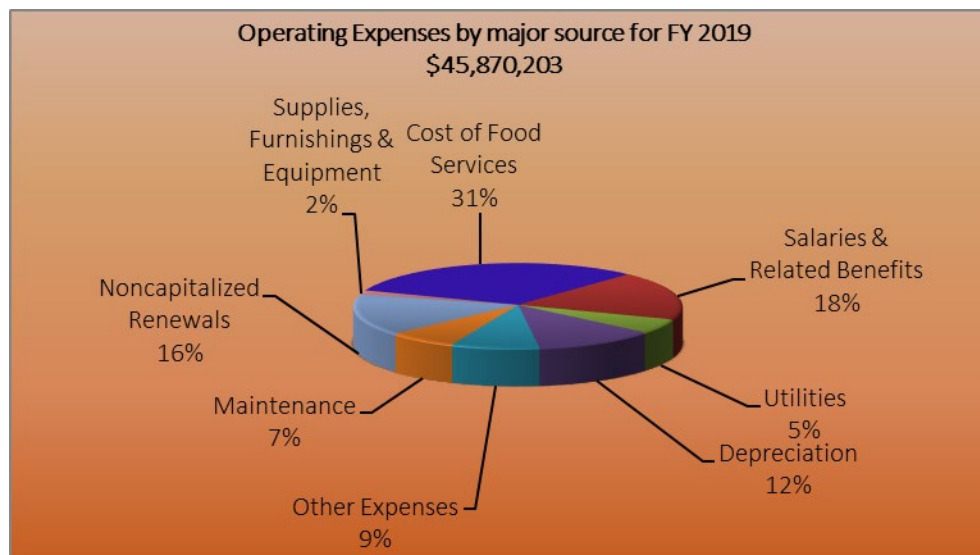
Commission revenue decreased \$292,916 (-10%) due to the impact on COVID-19 on Spring Quarter operations. Commission revenue increased \$183,780 (6.7%) in FY 2019 due to the scheduled contracted guarantee increase with the Systems food service provider Aramark.

Fees, penalties, and other income increased \$159,673 (57.6%) primarily due to the impact of a one-time payment from Dining Services (Aramark) which offset commissions which were reduced due to COVID-19 reductions. Fees, penalties, and other income decreased \$19,183 (-6.5%) in FY 2019 primarily due to reductions in key replacement charges and interdepartmental support.



Overall operating expenses for FY 2020 decreased a net of \$4,772,355 (-10.4%) due to COVID-19-influenced operating reductions after netting out a \$1,562,364 (28.7%) increase in depreciation. Overall operating expenses for FY 2019 increased \$1,388,438 (3.1%) due primarily to an increase in non-capitalized renewals and replacements.

Cost of food services for FY 2020 decreased \$3,169,422 (-22%) primarily due to reduced resident dining activity during the modified Spring quarter operations. Cost of food services for FY 2019 increased \$371,544 (2.6%) due to the net effect of a 4.68% room and board price increase offset by an occupancy decrease of 1.97%.



Salaries and benefits expense for FY 2020 decreased \$639,846 (-7.5%) due primarily to student employee reductions over the Spring quarter from reduced operation levels. Salaries and benefits expense increased \$739,457 (9.5%) in FY 2019 as all employees received compensation increases combined with an increase to the minimum wage. FY 2020 and FY 2019 charges related to GASB statements No. 68, 73 and 75 totaled \$(402,787) and \$212,561 respectively.

Utilities expense decreased \$345,362 (-13.7%) in FY 2020 due to Spring Quarter COVID-19 occupancy reductions. Utilities expense decreased \$110,773 (-4.2%) in FY 2019 primarily due to a reduction in natural gas expenditures.

Repairs and maintenance expense for FY 2020 increased \$58,208 (1.9%) due to an increase on repair projects coupled with a decrease in maintenance contract expenses. Repairs and maintenance expense for FY 2019 increased \$282,381 (9.9%) due to increases in repair projects coupled with an increase in Facilities Maintenance's recharge rate. The Facilities Maintenance recharge rate increased variably across the maintenance crafts.

Furniture and Equipment expense for FY 2020 decreased \$226,413 (-64.2%) due primarily to reductions in residential furniture expenditures (pre-COVID-19) and Computer Equipment (during COVID-19). Furniture and Equipment expense for FY 2019 decreased \$252,761 (-41.8%) due to reduced student room furniture expenditures.

Depreciation expense increased \$1,563,364 (28.7%) due to an increase in capital assets. Depreciation expense decreased \$1,544,762 (-22.1%) in FY 2019 due to scheduled depreciation on existing assets.

WWU's administrative services assessment fee (included in institutional services) decreased \$478,035 (-27.1%) due to decreased operating revenue caused by COVID-19. WWU's administrative services assessment fee (included in institutional services) increased \$6,447 (0.37%) in FY 2019. The rate charged against the System revenues (less food service contract) was 5.775% both years.

Other Expenses decreased \$105,035 (8.9%) due to reduced operating levels during COVID-19. Other expenses increased \$145,880 (14.1%) in FY 2019 primarily influenced by an increase in leased apartment rental expense.

Non-operating expenses (interest & amortization) for FY 2020 increased \$1,329,306 (52.9%) due to increased bond interest expense. Non-operating expenses (interest & amortization) for FY 2019 increased \$437,408 (21.1%) due to increased bond interest expense. (See Note 4).

Non-Operating revenue for FY 2020 increased \$672,376 (69.8%) due to investment earnings from increased bond proceeds. Non-Operating revenue for FY 2019 increased \$68,560 (7.7%) primarily due to increased bond proceeds investment income.

Economic Factors and Significant Events

The COVID-19 pandemic will have an effect on FY 2021 enrollment and System occupancy and operations. Enrollment is anticipated to be reduced approximately up to 7% in Fall Quarter 2020 given the shift to remote learning and limitations of on campus operations. Fall 2020 Housing capacity is 33% of normal, with students placed in their own rooms and meal services modified to conform to local health guidelines. The University plans to issue approximately \$21.0 million in bonds in mid-September 2020 to refinance FY 2021-23 debt service payments to allow financial flexibility during the pandemic period. Other cost mitigation efforts initiated by State and campus guidance as well as System initiative are in process.

The System's capital plan has the following goals: provide housing to support the University's enrollment plan; meet or exceed the System's financial principles; invest in infrastructure to ensure System facility longevity, health, and safety needs; and respond to the changing student needs and expectations. The plan is updated every two years. During fiscal year 2020, a consulting firm performed a Housing and Dining Development Assessment to determine the long-range capital needs of the system; essentially updating the System's capital plan. The resulting draft plan identifies options and priorities for future work and includes an interactive financial modeling tool that the University will utilize as it proceeds with its capital planning and adjusts fiscal assumptions over time.

Construction for the addition of an approximately 400-bed on-campus residence hall began August 2019 and, coupled with the removal Highland Hall, will provide a net increase of 264 beds. The project is funded by revenue bonds issued September 2019. The facility is on schedule to open September 2021.

The Board of Trustees approved a set of housing and dining principles in 1993 (updated in 2010) to guide the System's financial planning. The six principles address (i) Revenue Fund levels, (ii) Renewal and Replacement Fund levels, (iii) Major maintenance expenditures, (iv) Capital planning efforts, (v) Debt Service Coverage Ratio, and (vi) Occupancy. The System exceeded the minimum requirements established within these principles. The Board periodically reviews the principles to ensure ongoing compliance.



**Office of the Washington State Auditor
Pat McCarthy**

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

November 19, 2020

Board of Trustees
Western Washington University Housing and Dining System
Bellingham, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the Western Washington University Housing and Dining System (System), as of and for the years ended June 30, 2020 and 2019, and the related notes to the financial statements, which collectively comprise the System's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or

error. In making those risk assessments, the auditor considers internal control relevant to the System's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the System's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of basic of the Western Washington University Housing and Dining System, as of June 30, 2020 and 2019, and the respective changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Matters of Emphasis

As discussed in Note 1, the financial statements of the Western Washington University Housing and Dining System, a department of the University are intended to present the financial position, and the changes in financial position, and cash flows of only the respective portion of the activities of the University that is attributable to the transactions of the System. They do not purport to, and do not, present fairly the financial position of the University as of June 30, 2020 and 2019, the changes in its financial position, or its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter

As discussed in Note 8 to the 2020 financial statements, in February 2020, a state of emergency was declared that could have a negative financial effect on the System. Management's plans in response to this matter are also described in Note 8. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied

certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

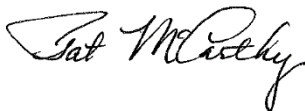
Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the System's basic financial statements as a whole. The Other Information is presented for purposes of additional analysis and is not a required part of the basic financial statements of the System. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we will also issue our report dated November 19, 2020, on our consideration of the System's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the System's internal control over financial reporting and compliance.

Sincerely,

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive style with a large initial "P" and "M".

Pat McCarthy

State Auditor

Olympia, WA

HOUSING AND DINING SYSTEM
STATEMENT OF NET POSITION

June 30, 2020 and 2019

Assets	2020	2019
Current assets		
Cash and cash equivalents (Note 2)	\$2,620,401	\$3,879,273
Investments (Note 2)	2,481,664	3,549,745
Restricted investments (Note 2)	4,857,210	-
Accounts receivable, net of allowance of \$42,306 and \$43,903 in 2020 and 2019, respectively	311,827	388,606
Interest receivable	360,286	94,760
Other receivables	<u>2,563,360</u>	<u>1,458,496</u>
Total current assets	<u>13,194,748</u>	<u>9,370,880</u>
Noncurrent assets		
Restricted cash and cash equivalents (Note 2)	2,911,353	-
Restricted investments (Note 2)	51,097,006	6,838,822
Investments (Note 2)	3,905,072	7,178,020
Nondepreciable capital assets (Note 3)	17,428,136	42,076,981
Depreciable capital assets, net (Note 3)	<u>128,965,154</u>	<u>91,478,348</u>
Total noncurrent assets	<u>204,306,721</u>	<u>147,572,171</u>
Total assets	<u>217,501,469</u>	<u>156,943,051</u>
Deferred Outflows		
Deferred loss on bond refunding	560,920	731,976
Related to pension (Note 6)	469,385	366,872
Related to OPEB (Note 7)	<u>388,237</u>	<u>217,016</u>
Total deferred outflows	<u>1,418,542</u>	<u>1,315,864</u>
Liabilities		
Current liabilities		
Accounts payable	3,072,427	4,926,957
Accrued expenses	222,586	327,134
Residents' housing deposits	271,717	1,235,812
Unearned revenues	56,747	250,427
Bonds interest payable	1,190,395	635,695
Current portion of bonds payable (Note 4)	4,600,000	4,400,000
Current portion of pension liability (Note 4, 6)	115,262	108,952
Current portion of OPEB liability (Note 7)	<u>59,360</u>	<u>60,223</u>
Total current liabilities	<u>9,588,494</u>	<u>11,945,200</u>
Noncurrent liabilities		
Compensated Absences	450,250	392,652
Bonds payable, less current portion (Note 4)	127,535,089	60,564,301
Net pension liability (Note 4, 6)	1,091,204	1,180,730
Net OPEB liability (Note 7)	<u>3,383,189</u>	<u>3,219,721</u>
Total noncurrent liabilities	<u>132,459,732</u>	<u>65,357,404</u>
Total liabilities	<u>142,048,226</u>	<u>77,302,604</u>
Deferred Inflows		
Related to pension (Note 6)	488,661	452,893
Related to OPEB (Note 7)	<u>1,007,095</u>	<u>1,251,306</u>
Total deferred inflows	<u>1,495,756</u>	<u>1,704,199</u>
Net Position		
Net investment in capital assets	67,591,057	69,323,004
Restricted, expendable	6,316,300	3,501,309
Unrestricted	<u>1,468,672</u>	<u>6,427,799</u>
Total net position	<u>\$75,376,029</u>	<u>\$79,252,112</u>

HOUSING AND DINING SYSTEM
STATEMENT OF REVENUES, EXPENSES & CHANGES IN NET POSITION

For the Years Ended
June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Operating Revenues		
Room rent and food services	\$30,863,079	\$40,889,046
Service and activity fees	1,316,868	1,340,198
Student building fees	3,220,262	3,182,432
Conferences	427,244	601,924
Viking Union income	376,938	522,106
Rent	151,974	147,970
Commissions	2,633,584	2,926,500
Fees, penalties, and other income	436,771	277,098
Total operating revenue	<u>39,426,720</u>	<u>49,887,275</u>
Operating Expenses		
Cost of food services	11,257,730	14,427,152
Salaries and related benefits	7,869,748	8,509,594
Utilities	2,170,940	2,516,303
Repairs and maintenance	3,180,261	3,122,056
Communications	184,649	217,164
Insurance	512,236	518,928
Supplies	314,352	379,807
Furniture and equipment	126,055	352,468
Institutional services	1,504,209	2,021,269
Depreciation	7,011,854	5,449,490
Noncapitalized renewals and replacements	5,889,014	7,174,136
Other	1,076,800	1,181,836
Total operating expenses	<u>41,097,848</u>	<u>45,870,203</u>
(Loss)/Income from operations	(1,671,128)	4,017,072
Nonoperating Revenues (Expenses)		
Investment income	1,373,269	683,620
Build America Bonds interest subsidy	-	279,283
Other Capital Contribution	262,010	-
Interest expense	(4,297,459)	(2,842,958)
Amortization of bond discounts and premiums	457,226	332,032
Total nonoperating (expenses) revenues	<u>(2,204,954)</u>	<u>(1,548,024)</u>
(Decrease)/Increase in net position	(3,876,082)	2,469,047
Net Position, Beginning of Year	<u>79,252,112</u>	<u>76,783,064</u>
Net Position, End of Year	<u><u>\$75,376,029</u></u>	<u><u>\$79,252,112</u></u>

HOUSING AND DINING SYSTEM
STATEMENT OF CASH FLOWS

For the Years Ended
June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Cash Flows from Operating Activities		
Cash received from students and other customers	37,240,861	\$49,593,521
Cash paid to employees	(8,464,536)	(8,271,775)
Cash paid to suppliers	<u>(26,452,102)</u>	<u>(32,014,750)</u>
Net cash flows provided by operating activities	2,324,223	9,306,996
Cash Flows from Capital and Related Financing Activities		
Proceeds from capital debt	72,199,070	-
Interest earned on bond proceeds	756,641	274,555
Capital Contribution	262,010	-
Payment of long-term debt	(8,940,640)	(3,806,977)
Interest payments	(3,742,759)	(3,128,655)
Build America Bonds interest subsidy	-	279,283
Purchase of capital assets	<u>(21,498,064)</u>	<u>(27,693,172)</u>
Net cash flows (used in) by capital and related financing activities	39,036,258	(34,074,966)
Cash Flows from Investing Activities		
Investment income received	351,102	429,751
Net proceeds (purchase) of restricted investments	(49,115,394)	23,132,749
Net proceeds (purchase) of investments	<u>4,341,029</u>	<u>3,407,550</u>
Net cash flows (used in) provided by investing activities	<u>(44,423,263)</u>	<u>26,970,050</u>
Net change in cash and cash equivalents	(3,062,782)	2,202,080
Cash and Cash Equivalents, Beginning of Year	<u>3,879,273</u>	<u>1,677,193</u>
Cash and Cash Equivalents, End of Year	<u><u>\$816,491</u></u>	<u><u>\$3,879,273</u></u>
Reconciliation of Operating Income to Net Cash Provided to Operating Activities		
Operating income	(1,671,128)	4,017,072
Adjustments to reconcile operating income to net cash flows from operating activities		
Depreciation	7,011,854	5,449,490
Loss on disposal of fixed asset	-	14,684
Change in operating assets and liabilities		
Accounts receivable	76,779	(48,013)
Other receivables	(1,104,864)	(190,689)
Accounts payable	(235,856)	(118,314)
Accrued salaries and benefits	(17,376)	25,258
Residents' housing deposits	(964,095)	(42,046)
Pension and OPEB related deferred outflows and inflows of resources	(577,410)	212,559
Unearned revenue	<u>(193,680)</u>	<u>(13,006)</u>
Cash flows from operating activities	<u><u>\$2,324,225</u></u>	<u><u>\$9,306,996</u></u>
Supplemental Disclosure of Noncash Capital and Related Financing Activities		
Change in capital asset additions included in accounts payable	<u><u>(\$1,648,248)</u></u>	<u><u>\$819,628</u></u>

NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Western Washington University Housing and Dining System (the System) is a self-supporting, auxiliary enterprise of Western Washington University (WWU). The System operates residence halls and dining commons, an apartment complex, the Commissary/Warehouse, the Viking Union Complex and Lakewood Recreational Facility. These operations are located on or near WWU campus.

Financial Statement Presentation

The financial statements are presented in accordance with generally accepted accounting principles (GAAP) and follow guidance given by the Governmental Accounting Standards Board (GASB). These statements are special purpose reports reflecting the net position, results of operations, and cash flows of the System. The financial statements present only a selected portion of the activities of WWU. As such, they are not intended to and do not present either the financial position, results of operations, or changes in net position of WWU.

Basis of Accounting

The System's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred.

Cash, Cash Equivalents, and Investments

WWU records all cash, cash equivalents and investments at fair value. To maximize investment income, WWU combines funds from all departments into an investment pool. The System records their share of cash, cash equivalents and investments in the same relation as WWU's investment pool itself. Investment income is allocated to the System in proportion to its average balance in the investment pool.

Accounts Receivable

Receivables are primarily from students of WWU and are unsecured. The System considers all accounts past due when they remain unpaid after their due dates. An allowance based on historical collection rates is established for recognizing potential bad debts. When an account is deemed uncollectible, it is written off against the allowance.

Capital Assets

The capitalization policy includes all items with a unit cost of \$5,000 or more and an estimated useful life of greater than one year. The basis of valuation for assets purchased or constructed is cost. The costs of normal maintenance and repairs that do not increase the value of the assets or materially extend asset lives are charged to operating expense in the year the expense was incurred.

Depreciation is computed using the straight-line method over the estimated useful lives of the assets: 40 years for buildings and building improvements, 20 to 25 years for infrastructure and other improvements, and 5 to 7 years for furniture, fixtures, and equipment.

Compensated Absences

The accrued leave balances as of June 30, 2020 and 2019 are \$450,250 and \$392,652, respectively. This consists of unused vacation leave and compensatory time earned for exempt professionals and classified staff. It also includes a percentage of earned and unused sick leave for exempt professionals and classified staff. For

reporting purposes, the entire balance of accrued leave is considered a noncurrent liability as more leave is accrued than used.

Deferred Outflows of resources and Deferred Inflows of resources.

The System classifies gains on retirement of debt as deferred inflows and losses as deferred outflows of resources and amortizes such amounts as a component of interest expense over the remaining life of the old debt, or the new debt, whichever is shorter.

Change in net pension liability not included in pension expense are reported as deferred outflows of resources or deferred inflows of resources. Employer contributions subsequent to the measurement date of the net pension liability are reported as deferred outflow of resources.

Unearned Revenue

Summer quarter, which is the first quarter of WWU's fiscal year, begins shortly before June 30. The majority of cash received for room and board fees related to summer session are recorded as unearned revenue until the following fiscal year when the revenue is earned.

Net Pension Liability

The System records pension liabilities equal to the net pension liability for its defined benefit plans. The net pension liability is measured as the total pension liability, less the amount of the pension plan's fiduciary net position. The fiduciary net position and changes in net position of the defined benefit plans has been measured consistent with the accounting policies used by the plans. The total pension liability is determined based upon discounting projected benefit payments based on the benefit terms and legal agreements existing at the pension plan's fiscal year end. Projected benefit payments are discounted using a single rate that reflects the expected rate of return on investments, to the extent that plan assets are available to pay benefits, and a tax-exempt, high-quality municipal bond rate when plan assets are not available.

Pension expense is recognized for benefits earned during the measurement period, interest on the unfunded liability and changes in benefit terms. The differences between expected and actual experience and changes in assumptions about future economic or demographic factors are reported as deferred inflows or outflows and are recognized over the average expected remaining service period for employees eligible for pension benefits. The differences between expected and actual returns are reported as deferred inflows or outflows and are recognized over five years.

Net Position

The System's net position is classified as follows:

- *Net Investment in Capital Assets* - Represents the System's total investment in capital assets, net of outstanding debt obligations related to those capital assets.
- *Restricted, Expendable* - Restricted net position represent resources restricted by bond covenants for system renewals and replacements.
- *Unrestricted* - Unrestricted net position represent resources derived from operations and investing activities.

HOUSING AND DINING SYSTEM
NOTES TO THE FINANCIAL STATEMENTS

June 30, 2020 and 2019

Classification of Revenues and Expenses

The System has classified its revenue and expenses as either operating or non-operating according to the following criteria:

Operating revenues. Operating revenues include activities that have the characteristics of exchange transactions, such as sales and services.

Operating expenses. Operating expenses are those incurred in daily operations such as salaries and wages, benefits, utilities and supplies.

Non-operating revenues. Non-operating revenues include activities that have the characteristics of non-exchange transactions such as investment income.

Non-operating expenses. Non-operating expenses include costs related to financing or investing activities such as interest on indebtedness and amortization of bond costs.

Premiums/Discounts

Bond premiums and discounts are amortized over the term of the bonds using the effective interest method. The remaining balances of bond premiums/discounts are presented in the Statement of Net Position net of the face amount of bonds payable.

Administrative Assessment

WWU provides support to the System through cash and debt management, accounting, human resources, purchasing and accounts payable services, risk management, and other support services. The effects of these transactions are included as institutional services in these financial statements. The amount paid was \$1,286,539 and \$1,764,574 which was 5.775% of revenues (less food service contract) for the years ending June 30, 2020 and 2019, respectively.

Tax Exemptions

WWU, and the System as an auxiliary enterprise, is a tax-exempt instrumentality of the State of Washington under the provisions of Section 115(a) of the Internal Revenue Code and are exempt from federal income taxes on related income.

Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 2. CASH, CASH EQUIVALENTS AND INVESTMENTS

Interest Rate and Credit Risk

The System's operating cash is part of WWU's internal investment pool. The pool is invested in demand deposits, time certificates of deposit, the Washington State Local Government Investment Pool (LGIP), corporate notes, commercial paper and U.S. Treasury and Agency securities. The LGIP is an unrated external

investment pool. The pool portfolio is invested in a manner that meets the maturity, quality, diversification and liquidity requirements set forth by the GASBS 79 for external investments pools that elect to measure, for financial reporting purposes, investments at amortized cost. The LGIP does not have any legally binding guarantees of share values. The LGIP does not impose liquidity fees or redemption gates on participant withdrawals. Bank balances (including time certificates of deposit) are insured by the Federal Deposit Insurance Corporation (FDIC) or by a collateral pool administered by the Washington Public Deposit Protection Commission (PDPC). Minimum ratings for all other investments by Standard and Poors/Moody's are as follows: corporate notes, A-/A3; commercial paper, A1+/P1 and US Treasury and Agency securities, AA+/Aaa.

WWU manages its exposure to fair value losses in the internal investment pool by targeting the portfolio duration to 2.25 years and limiting the weighted average maturity to a maximum of three years. WWU generally does not invest operating funds in securities maturing more than five years from the date of purchase.

Fair Value Measurement and Application

Fair Value Measurement and Application establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3).

The three levels of the fair value hierarchy are described as follows:

- Level 1 - Unadjusted quoted prices available in active markets for identical assets or liabilities;
- Level 2 -Inputs other than Level 1 that are observable, either directly or indirectly, such as quoted prices in active markets for similar assets or liabilities, quoted prices for identical or similar assets or liabilities in markets that are not active, or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities;
- Level 3 - Unobservable inputs that are significant to the fair value measurement.

The System's restricted investments of \$51,097,006 and \$6,838,822 in FY 2020 and FY 2019 respectively are restricted for unspent bond proceeds and renewals and replacements and are separately invested in time certificates of deposit and U.S. Treasury and Agency securities and cash equivalents.

HOUSING AND DINING SYSTEM
NOTES TO THE FINANCIAL STATEMENTS

June 30, 2020 and 2019

Fair Value Measurements as of June 30, 2020 using:					
	Quoted Prices in Active Markets for Identical Assets Level 1	Significant Other Observable Inputs Level 2	Significant Unobservable Inputs Level 3	Total	Weighted Average Maturity (in years)
Cash and Cash Equivalents	2,620,401	\$ -	\$ -	\$2,620,401	0.005
Restricted Cash & Cash Equivalents	2,911,353			2,911,353	0.005
Investments					
Certificates of deposit - restricted	2,105,968	-	-	2,105,968	0.238
Corporate - restricted	965,511	-	-	965,511	0.962
U.S. Agencies - restricted	-	4,793,652	-	4,793,652	1.709
U.S. Treasuries - restricted	-	1,892,004	-	1,892,004	0.621
Municipals - restricted	-	497,636	-	497,636	1.544
Bond Inv. Cash & Cash Equivalents	5,567,428	-	-	5,567,428	0.003
Bond Inv. US Treasuries	-	40,132,018	-	40,132,018	0.642
Certificates of deposit	447,327	-	-	447,327	1.031
Corporate	868,915	-	-	868,915	1.924
U.S. Treasuries	-	1,348,432	-	1,348,432	0.243
U.S. Agencies	-	3,722,062	-	3,722,062	1.474
	<u>\$15,486,903</u>	<u>\$52,385,803</u>	<u>\$ -</u>	<u>\$67,872,706</u>	

Fair Value Measurements as of June 30, 2019 using:					
	Quoted Prices in Active Markets for Identical Assets Level 1	Significant Other Observable Inputs Level 2	Significant Unobservable Inputs Level 3	Total	Weighted Average Maturity (in years)
Cash and Cash Equivalents	\$3,879,273	\$ -	\$ -	\$3,879,273	0.003
Investments					
Certificates of deposit - restricted	1,608,913	-	-	1,608,913	1.241
U.S. Agencies - restricted	-	1,529,483	-	1,529,483	4.104
Bond Inv. Cash & Cash Equivalents	2,700,996	-	-	2,700,996	0.003
Bond Inv. US Treasuries	-	999,430	-	999,430	0.041
Certificates of deposit	677,996	-	-	677,996	0.532
Corporate	1,022,785	-	-	1,022,785	1.837
U.S. Treasuries	-	2,541,837	-	2,541,837	1.049
U.S. Agencies	-	6,485,147	-	6,485,147	2.040
	<u>\$9,889,963</u>	<u>\$11,555,897</u>	<u>\$ -</u>	<u>\$21,445,860</u>	

HOUSING AND DINING SYSTEM
NOTES TO THE FINANCIAL STATEMENTS

June 30, 2020 and 2019

NOTE 3. CAPITAL ASSETS, NET

The depreciation expense for the years ended June 30, 2020 and 2019 was \$7,011,854 and \$5,449,490, respectively.

Following are the changes in capital assets for the year ended June 30, 2020:

Description	June 30, 2019	Additions	Reductions	June 30, 2020
Non-depreciable capital assets				
Construction in progress	\$42,076,981	\$15,308,638	(39,957,483)	\$17,428,136
Total non-depreciable capital assets	42,076,981	15,308,638	(39,957,483)	17,428,136
Depreciable capital assets				
Buildings	136,125,120	43,526,726		179,651,846
Buildings improvements	34,405,455			34,405,455
Furniture, fixtures, and equipment	8,196,657	971,935	(215,089)	8,953,503
Infrastructure	4,492,564			4,492,564
Total depreciable capital assets	183,219,796	44,498,661	(215,089)	227,503,368
Less Accumulated Depreciation				
Buildings	65,012,750	4,815,774		69,828,525
Buildings improvements	17,422,942	1,603,879		19,026,822
Furniture, fixtures, and equipment	6,950,168	513,319	(215,089)	7,248,399
Infrastructure	2,355,587	78,882		2,434,469
Total accumulated depreciation	91,741,448	7,011,854	(215,089)	98,538,214
Capital assets, net	133,555,329	\$52,795,446	-	\$146,393,290

Following are the changes in capital assets for the year ended June 30, 2019:

Description	June 30, 2018	Additions	Reductions	June 30, 2019
Non-depreciable capital assets				
Construction in progress	\$14,198,347	\$27,878,633	\$0	\$42,076,981
Total non-depreciable capital assets	14,198,347	27,878,633	-	42,076,981
Depreciable capital assets				
Buildings	136,125,120	-		136,125,120
Buildings improvements	33,917,366	488,089		34,405,455
Furniture, fixtures, and equipment	8,164,384	146,078	(113,805)	8,196,657
Infrastructure	4,492,564			4,492,564
Total depreciable capital assets	182,699,434	634,167	(113,805)	183,219,796
Less Accumulated Depreciation				
Buildings	61,720,221	3,292,528		65,012,750
Buildings improvements	15,823,136	1,599,807		17,422,942
Furniture, fixtures, and equipment	6,583,767	465,522	(99,121)	6,950,168
Infrastructure	2,263,954	91,633		2,355,587
Total accumulated depreciation	86,391,077	5,449,490	(99,121)	91,741,448
Capital assets, net	\$110,506,703	\$23,063,310	(\$14,684)	\$133,555,329

NOTE 4. NON-CURRENT LIABILITIES

BONDS:

In accordance with bond covenants, a Renewal and Replacement (R&R) Fund has been established to pay extraordinary operating and maintenance expenses; to make capital replacements, expansions, additions, repairs and renewals of the System; and to pay bond principal and interest to the extent other funds are not legally available. The balance of the R&R Fund must equal at least 5% of the principal balance of outstanding bonds.

Bond covenants also require that the System pledge net revenue (as defined) in each fiscal year at least equal to the greater of (i) 125% of the amounts required in such fiscal year to be paid as scheduled debt service (principal and interest) on outstanding bonds, or (ii) amounts required to be deposited during such fiscal year from net revenues into debt service and reserve funds established for outstanding bonds and into the R&R Fund, but excluding from each of the foregoing, payments made from refunding debt and capitalized debt service.

HOUSING AND DINING SYSTEM
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	<u>June 30, 2020</u>	<u>June 30, 2019</u>
Series 2019 Housing and Dining Revenue Bonds (original issue price of \$68,575,000) with interest rates ranging from 3.0% to 5.0% and principal payments due in annual amounts ranging from \$1,395,000 to \$3,295,000 through April 1, 2049. The Series 2019 bonds have an aggregate face value of \$68,575,000 at June 30, 2020 which is reported net of the unamortized original issues premium of \$3,454,836.	\$72,029,836	\$ -
Series 2018B Housing and Dining Revenue Bonds (original issue price of \$33,680,000) with interest rates ranging from 3.0% to 4.0% and principal payments due in annual amounts ranging from \$915,000 to \$2,050,000 through April 1, 2043. The Series 2018B bonds have an aggregate face value of \$32,370,000 at June 30, 2020 which is reported net of the unamortized original issues premium of \$924,917.	33,294,917	34,259,734
Series 2018A Housing and Dining Revenue and Refunding Bonds (original issue price of \$10,695,000) with interest rates ranging from 3.0% to 5.0% and principal payments due in annual amounts ranging from \$365,000 to \$985,000 through April 1, 2034. The Series 2018A bonds have an aggregate face value of \$10,345,000 at June 30, 2020 which is reported net of the unamortized original issues premium of \$910,070.	11,255,070	11,730,035
Series 2015 Housing and Dining Refunding Bonds (original issue price of \$13,435,000) with an interest rate of 5.0% and principal payments due in annual amounts ranging from \$1,185,000 to \$1,530,000 through October 31, 2026. The Series 2015 bonds have an aggregate face value of \$8,110,000 at June 30, 2020 which is reported net of the unamortized original issues premium of \$651,490.	8,761,490	10,103,294
Series 2012 Revenue and Refunding Bonds (original issue price of \$9,205,000) with interest rates ranging from 3.0% to 5.0% and principal payments due in annual amounts ranging from \$925,000 to \$980,000 through October 31, 2023. The Series 2012 bonds have an aggregate face value of \$3,520,000 at June 30, 2020 which is reported net of the unamortized original issues premium of \$65,519.	3,585,519	4,504,915
Series 1998 Housing and Dining Junior Lien Revenue Refunding Bonds (original issue price of \$17,225,000) with an interest rate of 5.5%, and principal payments due in annual amounts that range from \$1,210,000 to \$1,270,000 through October 1, 2022. The Series 1998 bonds have an aggregate face value of \$3,200,000 at June 30, 2020, which is reported net of the unamortized original issue premium of \$8,257.	3,208,257	4,366,323
	<u>132,135,089</u>	<u>64,964,301</u>
Less current portion	<u>(4,774,622)</u>	<u>(4,400,000)</u>
	<u>\$127,360,467</u>	<u>\$ 60,564,301</u>

HOUSING AND DINING SYSTEM
NOTES TO THE FINANCIAL STATEMENTS

June 30, 2020 and 2019

Following are the changes in non-current liabilities for the year ended June 30, 2020:

Non-current Liabilities	June 30, 2019	Additions	Reductions	June 30, 2020	Current Portion
BONDS PAYABLE					
Series 2019 Revenue Bonds	\$ -	\$68,575,000	\$ -	68,575,000	\$ -
Series 2018B Revenue Bonds	33,265,000	-	(895,000)	32,370,000	915,000
Series 2018A Refunding Bonds	10,695,000	-	(350,000)	10,345,000	365,000
Series 2015 Refunding Bonds	9,240,000	-	(1,130,000)	8,110,000	1,185,000
Series 2012 Refunding Bonds	4,395,000	-	(875,000)	3,520,000	925,000
Series 1998 Junior Lien Revenue Refunding	4,350,000	-	(1,150,000)	3,200,000	1,210,000
	61,945,000	68,575,000	(4,400,000)	126,120,000	4,600,000
Plus unamortized premium	3,019,301	3,624,070	(628,282)	6,015,089	-
Less unamortized discount	-	-	-	-	-
Total Bonds Payable	64,964,301	72,199,070	(5,028,282)	132,135,089	4,600,000
Compensated Absences	392,652	57,598	-	450,250	-
Pension Liabilities	1,289,682	-	(83,216)	1,206,466	115,262
OPEB Liability	3,279,944	162,605	-	3,442,549	59,360
Total Non-current liabilities	\$69,926,579	\$72,419,273	(\$5,111,498)	137,234,354	4,774,622

Following are the changes in non-current liabilities for the year ended June 30, 2019:

Non-current Liabilities	June 30, 2018	Additions	Reductions	June 30, 2019	Current Portion
BONDS PAYABLE					
Series 2018B Revenue Bonds	\$33,680,000	\$ -	(\$415,000)	\$33,265,000	\$895,000
Series 2018A Refunding Bonds	10,695,000	-	-	10,695,000	350,000
Series 2015 Refunding Bonds	10,330,000	-	(1,090,000)	9,240,000	1,130,000
Series 2012 Refunding Bonds	5,255,000	-	(860,000)	4,395,000	875,000
Series 2009 Revenue Bonds	360,000	-	(360,000)	-	-
Series 1998 Junior Lien Revenue Refunding	5,430,000	-	(1,080,000)	4,350,000	1,150,000
	65,750,000	-	(3,805,000)	61,945,000	4,400,000
Plus unamortized premium	3,511,513	-	(492,212)	3,019,301	-
Less unamortized discount	-	-	-	-	-
Total Bonds Payable	69,261,513	-	(4,297,212)	64,964,301	4,400,000
Compensated Absences	370,592	22,060	-	392,652	-
Pension Liabilities	1,486,191	-	(196,509)	1,289,682	108,952
OPEB Liability	3,577,005	-	(297,061)	3,279,944	60,223
Total Non-current liabilities	\$74,695,302	\$22,060	(\$4,790,782)	\$69,926,579	4,569,175

Total interest incurred on bonds payable for the years ended June 30, 2020 and June 30, 2019 was \$4,297,459 and \$2,842,958, respectively.

HOUSING AND DINING SYSTEM
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The principal and interest maturities of bonds payable for years ending June 30 are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	4,600,000	4,705,181	9,305,181
2022	6,220,000	4,489,306	10,709,306
2023	5,880,000	4,213,556	10,093,556
2024	5,310,000	3,958,681	9,268,681
2025	4,825,000	3,727,081	8,552,081
2026-2030	20,880,000	15,468,155	36,348,155
2031-2035	22,515,000	11,213,750	33,728,750
2036-2040	22,025,000	7,653,350	29,678,350
2041-2045	21,250,000	3,754,950	25,004,950
2046-2049	12,615,000	960,150	13,575,150
	<u>126,120,000</u>	<u>60,144,160</u>	<u>\$186,264,160</u>
Plus unamortized premiums	<u>6,015,089</u>		<u>\$132,135,089</u>

NOTE 5. COMMITMENTS

The System regularly enters into contracts and purchase orders that commit fund balances for future purchases of goods and services. At June 30, 2020 and 2019, these commitments totaled \$45,763,847 and \$10,227,525 respectively, for all funds.

NOTE 6. PENSION PLANS

WWU offers four contributory pension plans: 1) the Washington State Public Employees' Retirement System (PERS) plans, 2) the Washington State Teachers Retirement System (TRS) plans, 3) the Law Enforcement Officers' and Firefighters' Retirement System (LEOFF) plan and 4) the Western Washington University Retirement plan (WWURP).

Housing and Dining employees in eligible positions are participants in the PERS and WWURP plans. PERS is a cost sharing multiple-employer defined benefit pension plan administered by the State of Washington Department of Retirement Systems (DRS). WWURP is a single-employer defined contribution plan with a supplemental defined benefit plan component privately administered by WWU.

Housing and Dining's proportionate share of WWU's share of the total net unfunded liabilities associated with the defined-benefit pension plans administered by the DRS was \$725,794 as of June 30, 2020 and \$926,264 as of June 30, 2019. The liability associated with the defined-benefit pension plan administered by WWU was \$480,672 as of June 30, 2020 and \$363,419 as of June 30, 2019. The total pension expense recorded by the System related to both the DRS and University plans was \$160,448 and \$154,647 for the years ended June 30, 2020 and 2019 respectively.

PLANS ADMINISTERED BY DRS

PLAN DESCRIPTION:

Public Employees' Retirement System

PERS retirement benefit provisions are contained in chapters 41.34 and 41.40 of the Revised Code of Washington (RCW). PERS is a cost-sharing, multiple-employer retirement system comprised of three separate plans for membership purposes: Plans 1 and 2 are defined benefit plans and Plan 3 is a combination defined benefit/defined contribution plan. Although members can only be a member of either Plan 2 or Plan 3, the defined benefit portions of Plan 2 and Plan 3 are accounted for in the same pension trust fund. All assets of this Plan 2/3 defined benefit plan may legally be used to pay the defined benefits of any of the Plan 2 or Plan 3 members or beneficiaries, as defined by the terms of the plan. Therefore, Plan 2/3 is considered a single defined benefit plan for reporting purposes. Plan 3 accounts for the defined contribution portion of benefits for Plan 3 members. PERS members include higher education employees not participating in other higher education retirement programs.

VESTING AND BENEFITS PROVIDED:

PERS Plan 1

PERS Plan 1 provides retirement, disability, and death benefits to eligible members. This plan is closed to new entrants. All members are vested after the completion of five years of eligible service. The monthly benefit is 2.0% of the average final compensation (AFC) for each year of service credit, up to a maximum of 60.0%. The AFC is the total earnable compensation for the two consecutive highest-paid fiscal years, divided by two.

Members are eligible for retirement at any age after 30 years of service, or at the age of 60 with five years of service, or at the age of 55 with 25 years of service. Members may elect to receive an optional cost of living allowance (COLA) amount based on the Consumer Price Index, capped at 3 percent annually. To offset the cost of this annual adjustment, the benefit is reduced. Other benefits include duty and nonduty disability payments and a one-time duty-related death benefit, if the member is found eligible by the Washington State Department of Labor and Industries.

PERS Plan 2/3

PERS 2/3 provides retirement, disability and death benefits. PERS Plan 2 members are vested after completing five years of eligible service. PERS Plan 3 members are vested in the defined benefit portion of their plan after 10 years of service; or after five years of service, if 12 months of that service are earned after age 44. Plan 3 members are immediately vested in the defined contribution portion of their plan.

Defined Retirement benefits are determined as 2.0% of the member's AFC times the member's years of service for Plan 2 and 1.0% of the AFC times the member's years of service for Plan 3. The AFC is the average of the member's 60 highest paid consecutive months. There is no cap on years of service credit.

Members are eligible for normal retirement at the age of 65 with five years of service. Members have the option to retire early with reduced benefits. Members may elect to receive an optional cost of living allowance

(COLA) amount based on the Consumer Price Index, capped at 3 percent annually. Other benefits include duty and nonduty disability payments and a one-time duty-related death benefit, if the member is found eligible by the Washington State Department of Labor and Industries.

FIDUCIARY NET POSITION:

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of all plans and additions to/deductions from all plans fiduciary net position have been determined in all material respects on the same basis as they are reported by the plans. These pension plans administered by the state are accounted for using the accrual basis of accounting. Under the accrual basis of accounting, employee and employer contributions are recognized in the period in which employee services are performed; investment gains and losses are recognized as incurred; and benefits and refunds are recognized when due and payable in accordance with the terms of the applicable plan.

The Washington State Investment Board (WSIB) has been authorized by statute as having investment management responsibility for the pension funds. The WSIB manages retirement fund assets to maximize return at a prudent level of risk.

Retirement funds are invested in the Commingled Trust Fund (CTF). Established on July 1, 1992, the CTF is a diversified pool of investments that invests in fixed income, public equity, private equity, real estate, and tangible assets. Investment decisions are made within the framework of a Strategic Asset Allocation Policy and a series of written WSIB- adopted investment policies for the various asset classes in which the WSIB invests. Although some assets of the plans are commingled for investment purposes, each plan's assets may be used only for the payment of benefits to the members of that plan in accordance with the terms of the plan.

Administration of the PERS system and plan was funded by an employer rate of 0.18% of employee salaries.

The DRS prepares a stand-alone financial report that is compliant with the requirements of Statement 67 of the Governmental Accounting Standards Board. Copies of the report may be obtained by contacting the Washington State Department of Retirement Systems, PO Box 48380, Olympia, Washington 98504-8380 or online at <http://www.drs.wa.gov/administration/annual-report/>.

ACTUARIAL ASSUMPTIONS:

Accounting requirements dictate the use of assumptions to best estimate the impact the pension obligations will have on University's auxiliary units. The professional judgments used in determining these assumptions are important and can significantly impact the resulting actuarial estimates. Difference between actual results compared to these assumptions could have a significant effect on Housing & Dining's financial statements.

The total pension liability for each of the plans was determined using the most recent actuarial valuation completed by the Washington State Office of the State Actuary (OSA). WWU's 2020 pension liability is based on the OSA valuation performed as of June 30, 2019, with a valuation date of June 30, 2018. Besides the discount rate, the actuarial assumptions used in the valuation are summarized in the Actuarial Section of DRS' Comprehensive Annual Financial Report located on the DRS employer-resource GASB webpage. These

assumptions reflect the results of OSA’s 2007-2012 Experience Study and the 2015 Economic Experience Study. The following actuarial assumptions have been applied to all prior periods included in the measurement:

- **Inflation:** 2.75% total economic inflation; 3.50% salary inflation
- **Salary Increases:** salaries are also expected to grow by promotions and longevity.
- **Investment rate of return:** 7.40%

Mortality rates were based on the RP-2000 Combined Healthy Table and Combined Disabled Table published by the Society of Actuaries. OSA applied offsets to the base table and recognized future improvements in mortality by projecting the mortality rates using 100% Scale BB. Mortality rates are applied on a generational basis; meaning, each member is assumed to receive additional mortality improvements in each future year throughout the member’s lifetime.

OSA selected a 7.40% long-term expected rate of return on pension plan investments using a building block method. In selecting this assumption, OSA reviewed the historical experience data, considered the historical conditions that produced past annual investment returns, and considered Capital Market Assumptions (CMAs) and simulated expected investment returns the WSIB provided.

The CMAs contain three pieces of information for each class of assets WSIB currently invests in:

- Expected annual return
- Standard deviation of the annual return
- Correlations between the annual returns of each asset class with every other asset class

The WSIB uses the CMAs and their target asset allocation to simulate future investment returns at various future times.

The best estimates of arithmetic real rates of return for each major asset class included in the pension plan’s target asset allocation as of June 30, 2019 are summarized in the following table:

<u>2020 - Measurement date 2019</u>		
Asset Class	Target Allocation	Long-Term Expected Rate of Return
Fixed Income	20%	2.20%
Tangible Assets	7%	5.10%
Real Estate	18%	5.80%
Global Equity	32%	6.30%
Private Equity	23%	9.30%
Total	100%	

The inflation component used to create the table is 2.20% and represents the WSIB’s most recent long-term estimate of broad economic inflation.

DISCOUNT RATE:

The discount rate used to measure the total pension liabilities was 7.40 percent, the same as the prior measurement date. To determine the discount rate, an asset sufficiency test was completed to test whether the pension plan’s fiduciary net position was sufficient to make all projected future benefit payments of current plan members. Consistent with current law, the completed asset sufficiency test included an assumed 7.40 percent long-term discount rate to determine funding liabilities for calculating future contribution rate requirements. Consistent with the long-term expected rate of return, a 7.40 percent future investment rate of return on invested assets was assumed for the test. Contributions from plan members and employers are assumed to continue to be made at contractually required rates (including PERS Plan 2/3 and TRS 2/3 employers whose rates include a component for the PERS Plan 1 and TRS Plan 1 unfunded actuarial accrued liabilities). Based on those assumptions, the various pension plan’s fiduciary net positions were projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return of 7.40 percent on pension plan investments was applied to determine the total pension liability for each plan.

SENSITIVITY OF THE NET PENSION LIABILITY TO CHANGES IN THE DISCOUNT RATE:

The following table presents Housing & Dining’s net pension liability position by plan calculated using the discount rate of 7.40 percent, as well as what the net pension liability would be if it were calculated using a discount rate that is 1.0% point lower (6.40%) or 1.0% point higher (8.40%) than the current rate.

Discount Rate Sensitivity - Net Pension Liability				
(\$ in thousands)				
Plan	2020			
	Current			
	1% Decrease	Discount Rate	1% Increase	
	6.4%	7.4%	8.4%	
PERS 1	\$ 657	\$ 525	\$ 410	
PERS 2/3	1,333	174	(777)	

EMPLOYER CONTRIBUTION RATES:

Employer contribution rates are developed in accordance with Chapter 41.45 of the RCW by the OSA. The statute provides authority to the Pension Funding Council to adopt changes to economic assumptions and contribution rates.

HOUSING AND DINING SYSTEM
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Required Contribution Rates

The required contribution rates expressed as a percentage of current year covered payroll are shown below. The University and the employees made the required contributions.

	Contribution Rates					
	7/1/2018 thru 8/31/2018		9/1/2018 thru 6/30/2019		7/1/2019 thru 6/30/2020	
	Employee	University	Employee	University	Employee	University
PERS						
Plan 2	7.38%	12.70%	7.41%	12.83%	7.90%	12.86%
Plan 3	5.00-15.00% **	12.70% *	5.00-15.00% **	12.83% *	5.00-15.00% **	12.86% *

PERS 2/3 employer rates include a component to address the PERS Plan 1 unfunded actuarial accrued liability (UAAL)

*Plan 3 defined benefit portion only.

**Variable from 5% to 15% based on rate selected by the member.

University contribution rate includes an administrative expense rate of 0.0018.

The University's required contributions for the years ending June 30 are as follows:

	Required Contributions	
	FY 2019	FY 2020
PERS		
Plan 2	\$ 207,228	\$228,450
Plan 3	50,093	50,258

HOUSING & DINING PROPORTIONATE SHARE AND AGGREGATED BALANCES:

Collective pension amounts are determined as of a measurement date, which can be no earlier than an employer's prior fiscal year. The measurement date for the net pension liabilities recorded by the System as of June 30, 2020 and 2019 was June 30, 2019 and 2018 (one year in arrears.) Employer contributions received and processed by the DRS during the measurement date fiscal year have been used as the basis for determining each employer's proportionate share of the collective pension amounts reported by the DRS in their fiscal year ended June 30 Schedules of Employer and Non-employer Allocations. Housing & Dining's proportional share of WWU's share from DRS of the aggregated balance of net pension liabilities as of June 30, 2020 and June 30, 2019 is presented in the table below.

Proportionate Share of WWU's share	PERS 1	PERS 2/3	
2020	4.7012%	4.8393%	
2019	4.5073%	4.7109%	

Aggregate Pension Amounts			
	PERS 1	PERS 2/3	Total
Net Pension Liability June 30, 2020	\$ 547,248	\$ 178,546	\$ 725,794
Net Pension Liability June 30, 2019	\$ 622,041	\$ 304,222	\$ 926,263

HOUSING AND DINING SYSTEM
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PENSION EXPENSE, DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES:

The tables below summarize Housing & Dining's expense, deferred outflows of resources and deferred inflows of resources related to the DRS pension plans, together with the related future year impacts to pension expense from amortization of those deferred amounts. Note that deferred outflows of resources related to the Housing & Dining's contributions subsequent to the measurement date are recognized as a reduction of the net pension liability in the following year and are not amortized to pension expense.

Proportionate Share of Pension Expense

	PERS 1	PERS 2/3	Total
Year Ended June 30, 2020	\$ 39,093	\$ 64,630	\$ 103,724
Year Ended June 30, 2019	\$ 85,144	\$ 43,688	\$ 128,833

Amounts reported as deferred outflows of resources, exclusive of contributions subsequent to the measurement date, and deferred inflows of resources will be recognized in pension expense in future periods as follows:

HOUSING AND DINING SYSTEM
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Deferred Outflows of Resources

2020	PERS 1	PERS 2/3	Total
Difference between expected and actual experience	\$ -	\$ 51,154	\$ 51,154
Changes of assumptions	-	4,572	\$ 4,572
Change in proportion	-	3,710	\$ 3,710
Contributions subsequent to the measurement date	103,485	175,222	\$ 278,707
TOTAL	\$ 103,485	\$ 234,658	\$ 338,143

Deferred Inflows of Resources

2020	PERS 1	PERS 2/3	Total
Difference between expected and actual experience	\$ -	\$ 38,386	\$ 38,386
Change in assumptions	-	74,912	\$ 74,912
Net difference between projected and actual earnings on pension plan investments	36,561	259,890	\$ 296,451
Change in proportion	-	13,394	\$ 13,394
TOTAL	\$ 36,561	\$ 386,582	\$ 423,143

Amortization of Deferred Outflows and Deferred Inflows of Resources

YEAR	PERS 1	PERS 2/3	Total
2021	\$ (8,071)	\$ (80,924)	\$ (88,995)
2022	\$ (19,118)	\$ (136,095)	\$ (155,214)
2023	\$ (6,822)	\$ (61,865)	\$ (68,687)
2024	\$ (2,550)	\$ (34,369)	\$ (36,919)
2025	\$ -	\$ (15,444)	\$ (15,444)
Thereafter	\$ -	\$ 1,551	\$ 1,551
TOTAL	\$ (36,561)	\$ (327,146)	\$ (363,707)

Deferred Outflows of Resources			
2019	PERS 1	PERS 2/3	Total
Difference between expected and actual experience	\$ -	\$ 37,290	\$ 37,290
Changes of assumptions	-	3,559	\$ 3,559
Change in proportion	-	10,016	\$ 10,016
Contributions subsequent to the measurement date	102,045	155,276	\$ 257,321
TOTAL	\$ 102,045	\$ 206,141	\$ 308,186

Deferred Inflows of Resources			
2019	PERS 1	PERS 2/3	Total
Difference between expected and actual experience	\$ -	\$ 53,264	\$ 53,264
Change in assumptions	-	86,579	\$ 86,580
Net difference between projected and actual earnings on pension plan investments	24,720	186,685	\$ 211,405
Change in proportion	-	16,454	\$ 16,454
TOTAL	\$ 24,720	\$ 342,981	\$ 367,702

PLANS ADMINISTERED BY WESTERN WASHINGTON UNIVERSITY

Western Washington University Retirement Plan (WWURP)

PLAN DESCRIPTION:

The WWURP is a defined contribution single employer pension plan with a supplemental payment when required. The plan covers faculty, professional staff, and certain other employees. It is administered by WWU. WWU's Board of Trustees is authorized to establish and amend benefit provisions.

Contributions to the plan are invested in annuity contracts or mutual fund accounts offered by one or more fund sponsors. Benefits from fund sponsors are available upon separation or retirement at the member's option. Employees have at all times a 100% vested interest in their accumulations. The number of participants in the WWURP as of June 30, 2020 and 2019 was 1,193 and 1,187 respectively.

FUNDING POLICY:

Employee contribution rates, which are based on age, range from 5% to 10% of salary. WWU matches 100% of

HOUSING AND DINING SYSTEM
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June 30, 2020 and 2019

the employee contributions. All required employer and employee contributions have been made and the breakdown of the Housing & Dining’s proportional share of the WWURP contributions are included in the table below for the years ended June 30.

	<u>2020</u>	<u>2019</u>
Contributions made by:		
Employees	\$ 115,233	\$ 108,919
University	115,262	108,952

Western Washington University Supplemental Retirement Plan (WWUSRP)

PLAN DESCRIPTION:

WWUSRP, the supplemental component of the WWURP plan, is a defined benefit plan administered by WWU and operates in tandem with the WWURP defined contribution pension plan to supplement the expected defined-contribution retirement savings accumulated under the WWURP. The plan covers faculty and certain other positions. The WWUSRP, the supplemental component of the WWURP, was closed to new entrants as of July 1, 2011.

PLAN MEMBERSHIP:

Membership of the total Western Washington University Supplemental Retirement Plan consisted of the following at June 30, the date of the latest actuarial valuation for the plan:

Number of Participating Members				
WWUSRP	Inactive Members (Or Beneficiaries)	Inactive Members Entitled To But Not Yet Receiving	Active Members	Total Members
	Currently Receiving Benefits	Benefits		
2018	63	21	562	646

This same census data was used for both the FY 2020 and FY 2019 Total Pension Liability actuarial valuations.

VESTING AND BENEFITS PROVIDED:

This supplemental component payment plan determines a minimum retirement benefit goal based upon a one-time calculation at each employee's retirement date. This supplemental component is financed on a pay-as-you-go basis. WWU makes direct payments to qualified retirees when the retirement benefit provided by the fund sponsor does not meet the benefit goal.

WWSRP retirement benefits provisions are contained in RCW 28B.10.400, et. seq. which assigns the authority to establish and amend benefit provisions to the Western Washington University Board of Regents. Members are eligible to receive benefits under this plan at age 62 with 10 years of credited service. The monthly amount of

benefits payable at the time of retirement is the excess of one-twelfth of 2.0% of the member's average annual salary multiplied by the number of years of service (such product not to exceed one-twelfth of 50.0% of the member's average annual salary) over an assumed annuity benefit.

Assumed income must be calculated by an independent actuary and represents a theoretical amount of monthly income that would have been generated if actual employee and WWU contributions to the WWURP had been allocated equally between fixed and variable dollar annuities. When the goal income exceeds the assumed income, the participant is entitled to benefits under this plan. The System's proportional share of the total University benefit payments made during the fiscal years ended June 30, 2020 and 2019 were \$6,591 and \$5,643 respectively.

ACTUARIAL ASSUMPTIONS:

Accounting requirements dictate the use of assumptions to best estimate the impact the pension obligations will have on the University's auxiliary units. The professional judgments used in determining these assumptions are important and can significantly impact the resulting actuarial estimates. Difference between actual results compared to these assumptions could have a significant effect on Housing & Dining's financial statements.

The total pension liability was determined by an actuarial valuation as of June 30, 2016, with the results rolled forward to the June 30, 2019, measurement date using the following actuarial assumptions, applied to all periods included in the measurement:

- **Inflation:** 2.75%
- **Salary Increases:** 3.50%
- **Discount Rate:** 2.21%

Mortality rates were based on the RP-2000 Combined Healthy Table and Combined Disabled Table published by the Society of Actuaries. The Office of the State Actuary applied offsets to the base table and recognized future improvements in mortality by projecting the mortality rates using 100 percent Scale BB. Mortality rates are applied on a generational basis, meaning members are assumed to receive additional mortality improvements in each future year, throughout their lifetime.

The actuarial assumptions used in the June 30, 2016 valuation were based on the results of the April 2016 Experience Study Report.

The discount rate used to measure the total pension liability was set equal to the Bond Buyer General Obligation 20-Bond Municipal Bond Index.

The following presents Housing & Dining's proportional share of the pension liability for the WWUSRP for WWU as an employer, calculated using the discount rate of 2.21%, as well as what the total pension liability would be if it were calculated using a discount rate that is 1.0% point lower (1.21%) or 1.0% point higher (3.21%) than the current rate.

WWUSRP	
Total Pension Liability	
Discount Rate Sensitivity	
1% Decrease: 1.21%	\$551,182
Current Discount Rate: 2.21%	\$480,672
1% Increase: 3.21%	\$422,246

Material assumption changes during the measurement period included first, updating the GASB Statement No. 73 discount rate from 3.50% to 2.21% (decreased the TPL), and secondly, the FY 2020 returns for TIAA and CREF investments were used to determine a member's annual income. Those returns were 4.12% for TIAA and 2.31% for CREF.

TOTAL PENSION LIABILITY (TPL):

Assets set aside to pay WWUSRP benefits are not held in a qualified trust as defined by GASB. A qualified trust requires that contributions from employers be irrevocable, dedicated to providing pension benefits to plan members, and are legally protected from creditors of the employer and plan administrator. As a result, Housing & Dining reports the total WWUSRP pension liability. This is different from the DRS plans (PERS, TRS, and LEOFF2), which have trusted assets and, therefore, are reported as a net pension liability.

Schedule of Changes in Total Pension Liability

Beginning Balance - June 30,2018	\$	269,069
Service Cost	\$	8,558
Interest		12,813
Differences Between Expected and Actual Experience		35,674
Changes in Assumptions		43,828
Benefits Payments		(6,523)
Net Change in Total Pension Liability FY 19		<u>94,350</u>
Balance as of June 30,2019		363,419
Service Cost		9,751
Interest		13,420
Differences Between Expected and Actual Experience		27,357
Changes in Assumptions		73,505
Benefits Payments		(6,780)
Net Change in Total Pension Liability FY 20		<u>117,253</u>
Ending Balance - June 30,2020	\$	<u>480,672</u>

Housing & Dining's proportionate share of the WWUSRP pension expense for the fiscal years ended June 30, 2020 and 2019 was \$31,615 and \$ 25,814 respectively.

DEFERRED INFLOWS OF RESOURCES:

The tables below summarize Housing & Dining’s deferred outflows and inflows of resources related to the WWUSR, together with the related future year impacts to pension expense from amortization of those deferred amounts:

Deferred Outflows of Resources

	2020	2019
Difference between expected and actual experience	\$ 44,295	\$ 26,332
Changes of assumptions	86,947	32,354
TOTAL	\$ 131,242	\$ 58,686

Deferred Inflows of Resources

	2020	2019
Difference between expected and actual experience	\$ 47,183	\$ 61,293
Changes of assumptions	18,336	23,899
TOTAL	\$ 65,518	\$ 85,192

Amortization of Deferred Outflows and Deferred Inflows of Resources

Year	
2019	\$ 5,588
2020	5,588
2021	10,090
2022	20,574
2023	20,710
Thereafter	3,174
TOTAL	\$ 65,724

NOTE 7. OTHER POST-EMPLOYMENT BENEFITS (OPEB)

PLAN DESCRIPTION:

Health care and life insurance programs for employees of the State of Washington are administered by the Washington State Health Care Authority (HCA). The HCA calculates the premium amounts each year that are sufficient to fund the State-wide health and life insurance programs on a pay-as-you-go basis. These costs are passed through to individual state agencies based upon active employee headcount; the agencies pay the premiums for active employees to the HCA. The agencies may also charge employees for certain higher cost options elected by the employees.

State of Washington retirees may elect coverage through state health and life insurance plans, for which they pay less than the full cost of the benefits, based on their age and other demographic factors.

The health care premiums for active employees, which are paid by the agency during employees’ working careers, subsidize the “underpayments” of the retirees. An additional factor in the OPEB obligation is a payment that is

required by the State Legislature to reduce the premiums for retirees covered by Medicare (an “explicit subsidy”). For fiscal years 2019 and 2018, this amount is the lesser of \$150 or 50% of the plan premium per retiree eligible for parts A and B of Medicare, per month. This is also passed through to State agencies via active employee’s rates charged to the agency.

OPEB implicit and explicit subsidies as well as administrative costs are funded by required contributions made by participating employers. State agency contributions are made on behalf of all active, health care eligible employees, regardless of enrollment status. Based on the funding practice, the allocation method used to determine proportionate share is each agency’s percentage of the state’s total active, health care eligible employee headcount. As of June 30, 2019, and 2018, the total University’s headcount percentage membership in the PEBB plan consisted of the following:

OPEB Plan Participants				
	Active	Retirees	Retirees	Total
FYE	Employees	Receiving Benefits	Not Receiving Benefits	Participants
2018	2016	727	97	2840
2019	2032	742	97	2871

ACTUARIAL ASSUMPTIONS:

Accounting requirements dictate the use of assumptions to best estimate the impact the pension obligations will have on the University’s auxiliary units. The professional judgments used in determining these assumptions are important and can significantly impact the resulting actuarial estimates. Difference between actual results compared to these assumptions could have a significant effect on Housing & Dining’s financial statements.

The total OPEB liability was determined by an actuarial valuation as of January 1, 2019, using the following actuarial assumptions, applied to all periods included in the measurement period:

- **Inflation:** 2.75%
- **Salary Increases:** 3.50% including service-based salary increases
- **Health Care Trend Rates:** Initial rate of 8.00% adjusting to 4.50% in 2080
- **Post-retirement Participation:** 65.00%
- **Spouse Coverage:** 45.00%

Mortality rates were based on the RP-2000 Combined Healthy Table and Combined Disabled Table published by the Society of Actuaries. The Office of the State Actuary applied offsets to the base table and recognized future improvements in mortality by projecting the mortality rates using 100.0% Scale BB. Mortality rates are applied on a generational basis, meaning members are assumed to receive additional mortality improvements in each future year, throughout their lifetime.

The discount rate used to measure the total pension liability was set equal to the Bond Buyer General Obligation 20-Bond Municipal Bond Index. A discount rate of 3.58% was used for the June 30, 2018 measurement date and 3.87% for the June 30, 2019 measurement date.

The following presents Housing & Dining’s proportional share of the total University OPEB liability, calculated using the discount rate of 3.50%, as well as what the total pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.50%) or 1 percentage point higher (4.50%) than the current rate.

Total OPEB Liability	
Discount Rate Sensitivity	
1% Decrease	\$4,168,812
Current Discount Rate - 3.50%	\$3,442,549
1% Increase	\$2,878,458

The following represents the total OPEB liability of Housing & Dining calculated using the health care trend rates of 8.00% decreasing to 4.50%, as well as what the total OPEB liability would be if it were calculated using health care trend rates that are 1 percentage point lower (7.00% decreasing to 3.50%) or 1 percentage point higher (9.00% decreasing to 5.50%) than the current rate:

Total OPEB Liability	
Health Care Cost	
Trend Rate Sensitivity	
1% Decrease	\$2,786,221
Current Discount Rate - 8.00%	\$3,442,549
1% Increase	\$4,325,867

HOUSING AND DINING SYSTEM
NOTES TO THE FINANCIAL STATEMENTS

June 30, 2020 and 2019

TOTAL OPEB LIABILITY:

As of June 30, 2020, and 2019, components of the proportionate share calculation of total OPEB liability determined in accordance with GASB Statement No. 75 for Housing & Dining are represented in the following table:

FY20 Proportionate Share of WWU's share		3.658225%
FY19 Proportionate Share of WWU's share		3.973147%
Schedule of Changes in Total OPEB Liability		
Total OPEB Liability	2020	2019
Service cost	\$53,636	\$133,241
Interest	46,526	91,602
Changes of benefit terms	-	-
Differences between expected & actual experience	-	83,615
Changes in assumptions	86,644	(583,308)
Benefit payments	(21,283)	(38,688)
Change in Proportionate share	(2,918)	16,475
Other	-	-
Net Change in Total OPEB Liability	\$162,605	(\$297,061)
Total OPEB Liability - Beginning	\$3,279,944	\$3,577,005
Total OPEB Liability - Ending	3,442,549	\$3,279,944

Housing & Dining's proportionate share of OPEB expense for the fiscal years ended June 30, 2020 and 2019 was \$(193,467) and \$381,100 respectively.

DEFERRED OUTFLOWS AND INFLOWS OF RESOURCES:

The tables below summarize Housing & Dining’s deferred outflows and inflows of resources related to OPEB, together with the related future year impacts to expense from amortization of those deferred amounts:

Deferred Outflows of Resources

	2020		2019
Change in proportion	36,796	\$	42,402
Difference between expected and actual experience	292,081		114,391
Transactions subsequent to the measurement date	59,360		60,223
TOTAL	\$ 388,237	\$	217,016

Deferred Inflows of Resources

	2020		2019
Change in proportion	\$ 8,952	\$	-
Changes of assumptions	998,143		1,251,306
TOTAL	\$ 1,007,095	\$	1,251,306

Amortization of Deferred Outflows and Deferred Inflows of Resources

Year	
2021	\$ (108,450)
2022	\$ (108,450)
2023	\$ (108,450)
2024	\$ (108,450)
2025	\$ (108,450)
Thereafter	\$ (135,968)
TOTAL	\$ (678,218)

NOTE 8. SUBSEQUENT EVENT

On August 21, 2020, the Board of Trustees of Western Washington University approved resolution number 2020-04 authorizing the issuance and sale of Housing and Dining System revenue bonds in the principal amount of \$21,760,000 with a true interest cost of 2.28%. Proceeds of the Series 2020 Bonds will be used to refund, refinance and restructure all or a portion of the debt service (principal and interest) that will be due and payable with respect to Outstanding Parity Bonds during the period from October 1, 2020, through and including October 1, 2022. This bond issue will provide the System liquidity in FY 2021 and FY 2022.

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of a deadly new virus. In the weeks following the declaration, precautionary measures to slow the spread of the virus have been ordered. These measures include closing schools, colleges and university, cancelling public events, prohibiting public and private gatherings, and require people to stay home unless they are leaving for an essential function.

For Spring quarter 2020 the university moved all classes to remote instruction. The Housing and Dining System responded to the reduced occupancy demand by consolidating all residents into one residential area. Cost reduction measures included a hiring freeze, freeze on travel, significant reductions to planned operating expenditures, renegotiation of third-party service contracts, and deferral of several renovation projects. Reserves were used to support operating needs.

The COVID-19 pandemic will influence FY 2021 enrollment and System occupancy and operations. Enrollment is anticipated to be reduced approximately up to 7% in Fall Quarter 2020 given the shift to remote learning and limitations of on campus operations. The System is adhering to applicable external guidelines and recommendations for its operations with regard to health and safety and will adjust operations throughout the year as needed. Housing occupancy is limited to 33% of capacity and one residential area has been closed, all rooms are single occupancy, public spaces and restrooms are adapted for safe use, and a de-densified dining program is planned. The length of time these measures will be in place, and the full extent of the financial impact on the System is unknown at this time.

RSI

REQUIRED SUPPLEMENTARY INFORMATION

PENSION PLAN INFORMATION

Cost Sharing Employer Plans

Schedule of Housing and Dining System's Proportionate Share of the Net Pension Liability

Schedule of Housing and Dining System Proportionate Share of the Net Pension Liability Public Employees' Retirement System (PERS) Plan 1 Measurement Date ended June 30 *						
	2014	2015	2016	2017	2018	2019
Housing & Dining System PERS 1 employers' proportion of the net pension liability	0.016016%	0.014712%	0.014101%	0.013209%	0.013928%	0.014527%
Housing & Dining System PERS 1 employers' proportionate share of the net pension liability	\$1,157,409	\$769,578	\$757,281	\$626,778	\$622,041	\$547,248
Housing & Dining System PERS 1 employers' covered-employee payroll	\$1,668,417	\$1,607,762	\$1,657,525	\$1,608,185	\$1,826,650	\$1,335,428
Housing & Dining System PERS 1 employers' proportionate share of the net pension liability as a percentage of its covered-employee payroll	69.37%	56.37%	43.13%	38.97%	34.05%	40.98%
Plan fiduciary net position as a percentage of the total pension liability	61.19%	59.10%	57.03%	61.24%	63.22%	67.12%
* This schedule is to be built prospectively until it contains ten years of data.						

In accordance with Statement No. 68, WWU has elected to use the prior fiscal year end as the measurement date for reporting net pension liabilities.

PENSION PLAN INFORMATION

Cost Sharing Employer Plans

Schedule of Housing and Dining System's Proportionate Share of the Net Pension Liability

Schedule of Housing and Dining System Proportionate Share of the Net Pension Liability Public Employees' Retirement System (PERS) Plan 2/3 Measurement Date ended June 30 *						
	2014	2015	2016	2017	2018	2019
Housing & Dining PERS 2/3 employers' proportion of the net pension liability	0.017383%	0.017106%	0.017670%	0.016991%	0.017818%	0.018304%
Housing & Dining System PERS 2/3 employers' proportionate share of the net pension liability	\$351,380	\$611,214	\$889,666	\$590,345	\$304,222	\$178,546
Housing & Dining System PERS 2/3 employers' covered-employee payroll	\$1,496,262	\$1,516,820	\$1,681,103	\$1,666,293	\$1,876,389	\$1,370,045
Housing & Dining System PERS 2/3 employers' proportionate share of the net pension liability as a percentage of its covered-employee payroll	23.48%	39.49%	52.92%	35.43%	16.21%	13.03%
Plan fiduciary net position as a percentage of the total pension liability	93.29%	89.20%	85.82%	90.97%	95.77%	97.77%
* This schedule is to be built prospectively until it contains ten years of data.						

In accordance with Statement No. 68, WWU has elected to use the prior fiscal year end as the measurement date for reporting net pension liabilities.

Cost Sharing Employer Plans

Schedule of Changes in Housing and Dining System's Proportionate Share of the WWUSRP Total Pension Liability and Related Ratios

Schedule of Changes in WWU's Total Pension Liability and Related Ratios				
WWUSRP - Housing & Dining				
Fiscal Year ended June 30*				
<i>(dollars in thousands)</i>				
	2017	2018	2019	2020
WWUSRP total pension liability-Beginning	\$379	\$350	\$269	\$363
Service Cost	5	32	9	10
Interest	4	36	13	13
Difference between expected and actual experience	(26)	(96)	35	28
Changes in assumptions	(11)	(36)	44	74
Benefits payments	(1)	(17)	(7)	(7)
Net change in total pension liability	(29)	(81)	94	118
WWUSRP total pension liability-Ending	<u>\$350</u>	<u>\$269</u>	<u>\$363</u>	<u>\$481</u>
WWU URP employers' covered-employee payroll	\$486	\$500	\$499	\$403
WWUSRP total pension liability as a percentage of its covered-employee payroll	71.99%	53.81%	72.81%	119.13%
*This schedule is to be built prospectively until it contains ten years of data.				

**HOUSING AND DINING SYSTEM
REQUIRED SUPPLEMENTARY INFORMATION**

June 30, 2020 and 2019

PENSION PLAN INFORMATION

Cost Sharing Employer Plans

Schedule of Contributions

Schedule of Contributions									
Public Employees' Retirement System (PERS) Plan 1									
Fiscal Year Ended June 30									
<i>Housing and Dining System</i>									
Fiscal Year	Contributions related to covered payroll of employees		UAAL Contributions related to covered payroll of employees	Total Contributions in relation to the Actuarially Determined Contributions		Covered payroll of employees participating in PERS 1	Covered payroll of employees participating in PERS 2/3	Total Covered-employee payroll	Contributions as a percentage of covered-employee payroll
	Contractually Required Contributions	Participating in PERS plan 1	Participating in PERS plan 2/3	Determined Contributions	Contribution deficiency (excess)	PERS 1	PERS 2/3	payroll	covered-employee payroll
2015	\$67,849	\$6,987	\$60,862	\$67,849	\$0	\$62,902	\$1,544,860	\$1,607,762	4.22%
2016	\$79,994	\$1,725	\$78,269	\$79,994	\$0	\$56,705	\$1,600,821	\$1,657,525	4.83%
2017	\$79,456	\$0	\$79,456	\$79,456	\$0	\$43,181	\$1,565,004	\$1,608,185	4.94%
2018	\$93,100	\$0	\$93,100	\$93,100	\$0	\$31,355	\$1,795,295	\$1,826,650	5.10%
2019	\$102,045	\$0	\$102,045	\$102,045	\$0	\$4,506	\$1,330,922	\$1,335,428	7.64%
2020	\$103,485	\$0	\$103,485	\$103,485	\$0	\$10,773	\$2,144,421	\$2,155,194	4.80%
2021									
2022									
2023									
2024									

Notes:
This schedule will be built prospectively until they contain ten years of data.

PENSION PLAN INFORMATION

Cost Sharing Employer Plans
Schedule of Contributions

Schedule of Contributions Public Employees' Retirement System (PERS) Plan 2/3 Fiscal Year Ended June 30 <i>Housing and Dining System</i>					
Fiscal Year	Contributions in relation to the			Covered-employee payroll	Contributions as a percentage of covered-employee payroll
	Contractually Required Contributions	Contractually Required Contributions	Contribution deficiency (excess)		
2015	\$83,163	\$83,163	\$0	\$1,547,592	5.37%
2016	\$105,012	\$105,012	\$0	\$1,681,103	6.25%
2017	\$106,724	\$106,724	\$0	\$1,666,293	6.40%
2018	\$140,761	\$140,761	\$0	\$1,876,389	7.50%
2019	\$155,276	\$155,276	\$0	\$1,370,045	11.33%
2020	\$170,659	\$170,659	\$0	\$2,178,332	7.83%
2021					
2022					
2023					
2024					

Notes:
This schedule will be built prospectively until they contain ten years of data.

OPEB INFORMATION

Cost Sharing Healthcare Plans

Schedule of Housing & Dining System's Changes in Total OPEB Liability and Related Ratios

Schedule of Housing and Dining System Changes in Total OPEB Liability and Related Ratios			
Fiscal Year ended June 30 *			
	2018	2019	2020
Total OPEB Liability-Beginning	\$3,663,726	\$3,577,005	\$3,279,944
Service Cost	\$90,045	\$133,243	\$53,636
Interest	\$42,178	\$91,602	\$46,526
Difference between expected and actual experience	\$0	\$83,615	\$0
Changes in assumptions	-\$205,746	-\$583,308	\$86,644
Benefits payments	-\$21,495	-\$38,688	-\$21,283
Change in Proportionate share	\$8,297	\$16,475	-\$2,918
Total OPEB liability-Ending	<u>\$3,577,005</u>	<u>\$3,279,944</u>	<u>\$3,442,549</u>
Housing and Dining System employers' covered- employee payroll	\$3,257,555	\$3,567,358	\$3,921,083
Housing and Dining employers' proportionate share of total OPEB liability as a percentage of its covered- employee payroll	109.81%	91.94%	87.80%
*This schedule is to be built prospectively until it contains ten years of data.			

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

Plans administered by DRS

The Office of the State Actuary (OSA) calculates the actuarially determined contributions (ADC) based on the results of an actuarial valuation consistent with the state's funding policy defined in Chapter 41.45 RCW. Consistent with the state's contribution-rate adoption process, the results of an actuarial valuation with an odd-numbered year valuation date determine the ADC for the biennium that ensues two years later. For example, the actuarial valuation with a June 30, 2017 valuation date, completed in the fall of 2018, determines the ADC for the period beginning July 1, 2019, and ending June 30, 2021.

Additional Considerations on ADC for All Plans: OSA calculates the ADC consistent with the methods described above. Adopted contribution rates could be different pending the actions of the governing bodies. For instance, for the period beginning July 1, 2019 and ending June 30, 2021, the contribution rates that the Pension Funding Council adopted, which the Legislature did not change, reflect a phasing in of the increase to contribution rates that resulted from a change to the mortality assumption. This is the second of three biennia over which this increase is expected to be phased-in for PERS 1, PERS 2/3, TRS 1, and TRS 2/3.

For cost-sharing plans, OSA calculates the contractually required contributions (CRC) using the same assumptions and methods as the ADC, except that the CRC reflect the adopted contribution rates for the time period shown. These might differ from the contribution rates produced for the ADC.

Plans administered by the University

The Western Washington University Supplemental Retirement Plan has no assets accumulated in a trust that meets the criteria in GASB Statement No. 73, paragraph 4 to pay related benefits.

Material assumption changes during the fiscal year 2020 measurement period include updating the GASB 73 discount rate from 3.50% to 2.21% ("Change in assumption" which increased the TPL). Additionally, the fiscal year 2020 returns for the Teachers Insurance and Annuity Association of America (TIAA) and CREF investments were used to determine a member's assumed income. Those returns were 4.12 percent for TIAA and 2.31 percent for CREF. This resulted in an increase in the TPL.

Material assumption changes during the fiscal year 2019 measurement period include updating the GASB 73 discount rate from 3.87% to 3.50% ("Change in assumption" which decreased the TPL). Additionally, CREF investment experience during fiscal year 2019 was slightly lower than expected (4.97 percent actual return). Lower investment experience than expected leads to an increase in the TPL. TIAA investment experience only slightly deviated from OSA's assumption. Based on input from TIAA, OSA modified the TIAA settlement rates, settlement mortality, and increased the CREF investment return assumptions ("Difference between expected and actual experience" which also increased the TPL).

OPEB Plan administered by the Healthcare Authority of Washington State

The OPEB Plan has no assets accumulated in a trust that meets the criteria in GASB Statement No. 75, paragraph 4 to pay related benefits. Material assumption changes during the fiscal year 2019 measurement period relate to a decrease in the Bond Buyer General Obligation 20-Bond Municipal Bond Index, from 3.87% for the June 30, 2018 measurement date, to 3.50% for the June 30, 2019 measurement date. Other material assumption changes included lowering the forecast of future healthcare cost trends. This resulted in an increase in the TOL.

Material assumption changes during the fiscal year 2018 measurement period relate to an increase in the Bond Buyer General Obligation 20-Bond Municipal Bond Index, from 3.58% for the June 30, 2017 measurement date, to 3.87% for the June 30, 2018 measurement date.

OTHER INFORMATION

**SCHEDULE OF ROOM AND BOARD RATES
YEAR ENDED JUNE 30, 2020**

(Unaudited)

RESIDENCE HALLS

	Meals per Quarter			
	Unlimited	125	100	80 / BT45
Room and Board Academic Year Contracts				
Double room/double occupancy	\$12,509	\$12,038	\$11,576	\$11,100
Single room/single occupancy	\$13,791	\$13,321	\$12,858	\$12,381
Double room/single occupancy (super single)	\$14,536	\$14,065	\$13,603	\$13,124
Triple room/triple occupancy	\$10,945	\$10,476	\$10,014	\$9,536

APARTMENTS

	Double with	Super Single	Family Rate
	2/bedroom	1/bedroom	
Apartment only Academic Year Contracts			
Birnam Wood - 2 Bedroom Units	\$3,969	\$7,920	\$15,871

**SCHEDULE OF OCCUPANCY
Year Ended June 30, 2020**

(Unaudited)

	OCCUPANCY CAPACITY		ACTUAL OCCUPANCY (3)	ACTUAL OCCUPANCY AS A PERCENT OF	
	<u>Designed (1)</u>	<u>Operating (2)</u>		<u>Designed Capacity</u>	<u>Operating Capacity</u>
Fall 2019	4,135	4,045	3,946	95.4%	97.6%
Winter 2020	4,135	4,045	3,739	90.4%	92.4%
Spring 2020(4)	<u>4,135</u>	<u>4,045</u>	<u>328</u>	<u>7.9%</u>	<u>8.1%</u>
Average	4,135	4,045	2,671	64.6%	66.0%

(1) Designed capacity is the number of students for which the Housing and Dining System was originally constructed and subsequently remodeled to accommodate.

(2) Operating capacity is the number of students that can effectively be accommodated in an academic quarter based on housing policies in effect for that quarter.

(3) Actual occupancy is calculated as the quarterly average occupancy

(4) For Spring 2020 all WWU classes were taught remotely due to the Covid-19 pandemic.

SCHEDULE OF INSURANCE COVERAGE FY 2020

WWU purchases buildings, contents and business interruption insurance for the Housing and Dining System through its participation in the State of Washington Alliant Property Insurance Program (APIP). The Housing and Dining System is responsible for 100% of its portion of the premium. Business interruption coverage is provided on rental income and earnings from insured property with specific limits for each location. Other highlights of insurance coverage are as follows:

- Repair or replacement cost coverage for all scheduled buildings for “all risk” of direct physical loss or damage, including earthquake and flood.
- The policy limit is \$500,000,000 per occurrence, with an aggregate limit of \$100,000,000 for earthquake and flood damage, and \$100,000,000 sub-limit for business interruption. A \$250,000 deductible per occurrence applies, which increases to 3% of the value of damaged property subject to a \$250,000 minimum for earthquake and flood damage.
- Equipment breakdown insurance (a.k.a. boiler & machinery insurance) – State of Washington Program, \$200,000,000 property damage limit subject to a \$5,000 deductible for covered equipment.
- Third-party bodily injury and property damage liability insurance – State Self-Insurance Liability Program (SILP), \$10,000,000 per occurrence limit, with a commercial excess liability insurance policy above, and zero deductible.

The Housing and Dining System’s property insurance in effect at June 30, 2020 is summarized as follows:

	Values Used for Fire and Extended Coverage of Buildings
Ridgeway Residences and Commons	\$114,942,613
Fairhaven Residences and Commons	89,898,129
Buchanan Towers	64,987,393
Edens Hall and Edens Hall North	41,690,515
Viking Union, Addition and Commons	76,491,067
Birnam Wood Residences	63,795,754
Nash Hall	35,580,898
Mathes hall	34,882,153
Higginson hall	23,330,196
Commissary	21,729,563
Lakewood Recreational Facility	2,957,075
Building Insured Values	570,285,356
Insured Contents	15,238,761
Total	<u>\$585,524,117</u>

EXPENDED FOR PLANT FACILITIES FY 2020 and FY 2019

Expenditures by the System to maintain and improve its facilities are listed below. Some of these projects are capitalized and increase the value of the System's buildings. Others are costs to maintain the buildings and infrastructure and are expensed.

	2020	2019
Capitalized Projects		
VU Multicultural Center	(836,349)	14,429,986
Buchanan Towers Renovation	4,993,193	11,329,149
New Residence Hall / Planning	15,148,533	2,119,499
Other capitalizable	544,438	610,007
	<u>\$19,849,814</u>	<u>\$28,488,641</u>
Non-Capitalized Projects		
ADA Upgrades		621
Bathroom & Shower renovations	47,469	15,108
Stormwater & Site Drainage		27,148
RC Sewer Repair	586,512	
Painting	98,623	80,491
Equipment		18,894
Viking Union Projects	587,064	267,012
Fire Safety / Safety Corrections	1,634	230,547
Other Residence Planning		244,335
Plumbing, heating and electrical		278,273
Access Control	1,135,645	486,893
Network & WiFi projects	101,578	11,063
Furniture & Carpet	341,552	665,541
Other	1,050,327	731,138
Roof Repair/Recoat/Replace	1,686,573	1,727,454
Dining Equipment / Upgrades	67,864	
Birnam Wood Siding Replacement	224	
Birnam Wood Moisture Mitigation		59,279
Carver Dining Addition	62,480	51,336
Comprehensive UR Bldg Audit		47,180
Birnam Wood Balcony & Deck Rep/Rplcmt	121,468	2,231,821
	<u>\$5,889,014</u>	<u>\$7,174,136</u>

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WADE KING STUDENT RECREATION CENTER

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Overview

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

The following discussion and analysis provides an overview of the financial position and activities of the Recreation Center for the fiscal years ended June 30, 2020 and 2019. This discussion has been prepared by management and should be read in conjunction with the financial statements and accompanying notes which follow this section.

Impacts of the Covid-19 Pandemic

The outbreak of COVID-19 is a significant event that has had material effects on the finances and operations of the Recreation Center. On March 23, 2020, the Governor issued a statewide "Stay Home, Stay Healthy" proclamation, requiring individuals to stay home except for essential activities, banning social and other gatherings, and closing all businesses with certain exceptions for essential businesses. The timing of the proclamation was such that Winter quarter concluded with modest disruptions, and Spring quarter began with all classes delivered remotely. As a result, Spring quarter Recreation Center utilization was materially reduced. The resultant declines in Spring Quarter operating activity had a significant effect on the Recreation Center revenues and expenditures and are the primary reason for the financial variances reviewed in this discussion and analysis.

Using the Financial Statements

The Recreation Center's financial reports include the Statement of Net Position, the Statement of Revenues, Expenses and Changes in Net Position and the Statement of Cash Flows.

The statements are prepared in accordance with Governmental Accounting Standard Board (GASB) principles, which establish standards for external financial reporting for public colleges and universities. The financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned and expenses are recorded when an obligation has been incurred.

Statement of Net Position

The Statement of Net Position presents the financial condition of the Recreation Center at the end of the fiscal year (FY) and reports all assets and liabilities of the Recreation Center.

The amounts in these statements represent the assets available to continue the operations of the Recreation Center and identify the amount owed to vendors and other parties. The difference between assets and deferred outflows less liabilities and deferred inflows is net position. Net position is one indicator of the current financial condition of the Recreation Center.

**WADE KING STUDENT RECREATION CENTER
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2020 and 2019

Below is a condensed view of the Statements of Net Position as of June 30, 2020, 2019 and 2018:

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Assets			
Current assets	\$929,001	\$891,831	\$565,215
Noncurrent assets	3,930,083	3,751,869	3,437,479
Capital assets, net	<u>18,348,957</u>	<u>19,300,855</u>	<u>20,213,454</u>
Total assets	<u>23,208,041</u>	<u>23,944,555</u>	<u>24,216,148</u>
Deferred Outflows	<u>460,916</u>	<u>424,305</u>	<u>405,162</u>
Liabilities			
Current liabilities	1,067,210	1,166,500	1,157,793
Noncurrent liabilities	<u>20,253,374</u>	<u>21,024,975</u>	<u>21,977,898</u>
Total liabilities	<u>21,320,584</u>	<u>22,191,475</u>	<u>23,135,691</u>
Deferred Inflows	<u>286,819</u>	<u>316,173</u>	<u>168,903</u>
Net Position			
Net investment in capital assets	(1,414,054)	(1,269,526)	(1,148,298)
Restricted for system renewal and replacements	3,237,514	2,937,118	2,663,564
Unrestricted	<u>238,094</u>	<u>193,620</u>	<u>(198,550)</u>
Total net position	<u><u>\$2,061,554</u></u>	<u><u>\$1,861,212</u></u>	<u><u>\$1,316,716</u></u>

The primary components in the asset category are cash, investments, receivables and capital assets. Total assets decreased \$736,514 (-3.1%) in fiscal year FY 2020 and decreased \$271,593 (-1.1%) during FY 2019.

In FY 2020, total cash and investments (see Note 2) increased by \$239,628 when compared to FY 2019, due to a 4.0% fee increase during Fall and Winter quarters combined with reduced operational spending and a larger beginning cash balance. Total Cash and Investments increased \$641,717 (16.2%) during FY 2019 due to a 4.0% fee increase combined with a decrease in operating expenses. In FY 2020, current unrestricted cash and investments increased \$61,414 (7.3%) due to liquidating some long-term investments. Current unrestricted cash and investments increased during FY 2019 by \$327,327 (63.4%) when compared to FY 2018 largely due to maturing investments rolling into the Local Government Investment Pool (LGIP) (see Note 2) due to preferable rates and liquidity.

FY 2020 saw a net decrease of \$951,898 (-4.9%) in capital assets due to depreciation of \$971,946 offset by capital fitness equipment purchases of \$20,048. During FY 2019, net capital assets decreased \$912,599 (-4.5%) due to depreciation of \$975,842 offset by an increase in capital fitness equipment of \$63,244.

Current liabilities typically fluctuate depending on the timing of accounts payable payments and the receipt of deposits and revenue that is applicable to the next fiscal year. Current liabilities decreased \$99,290 (-8.5%)

during FY 2020 and increased \$8,707 (0.8%) in FY 2019 due to changes to accounts payable and unearned revenue balances offset by increases in the current portion of the bonds payable.

Non-current liabilities decreased \$771,601 (-3.7%) in FY 2020 and \$952,923 (-4.3%) in FY 2019, mainly attributable to principal payments made on outstanding bonds (see Note 4) plus changes in pension and other postemployment benefits (OPEB) liabilities. The OPEB liability increased \$78,950 during FY 2020 as opposed to the decrease of \$78,154 (-11.1%) in FY 2019. These changes are primarily due to the change in the discount rate used for the OPEB calculation.

The difference between assets and deferred outflows less liabilities and deferred inflows is net position. The change in net position measures whether the overall financial condition has improved or deteriorated during the year and is driven by the difference between revenues and expenses. Total net position increased \$200,342 (10.8%) during FY 2020 as revenues, although lower due to COVID-19, continued to exceed expenses. Total net position increased by \$544,496 (41.4%) in FY19 due to an increase in revenue and a decrease in equipment and repair expense.

Net Position – Net investment in capital assets decreased by \$144,528 (-11.4%) in FY 2020 and decreased by \$121,228 (-10.6%) in FY 2019 because the Recreation Center facility is being depreciated at a faster rate than the related debt is being repaid.

Net Position - Restricted for system renewals and replacements increased by \$300,396 (10.2%) for FY 2020 and increased by \$273,554 (10.3%) in FY 2019 as contributions to this fund exceeded expenditures. Funds for renewal and replacement are set aside according to the capital and maintenance plan required by the debt covenants. These funds are classified as restricted on the Statement of Net Position.

Unrestricted Net Position increased by \$44,474 (23.0%) in FY 2020 and by \$392,170 (197.5%) in FY 2019 as revenues surpassed expenses primarily due to an increase to the Student Recreation Fee beginning in FY 2019. The fee increase has enabled the Recreation Center's unrestricted net position to trend positive during FY 2020 and FY 2019.

Statement of Revenues, Expenses, and Changes in Net Position

The changes in Total Net Position, as presented on the Statement of Net Position, are detailed in the activity presented in the Statement of Revenues, Expenses and Changes in Net Position. This statement presents the Recreation Center's results of operations. In accordance with GASB reporting principles, revenues and expenses are classified as operating or non-operating.

In general, operating revenues are those received for providing goods and services to the members of the Recreation Center, primarily students. Operating expenses are those expenses paid to acquire or produce the goods and services provided in return for the operating revenues.

Non-operating revenues are monies received for which goods and services are not provided, such as investment income. Non-operating expenses include interest expense on outstanding debt and amortization of bond premium.

Following is a condensed version of the Statement of Revenues, Expenses and Changes in Net Position for the years ended June 30, 2020, 2019 and 2018:

**WADE KING STUDENT RECREATION CENTER
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Operating revenues	\$ 4,583,662	\$ 5,065,940	\$ 4,888,978
Operating expenses	<u>(3,656,847)</u>	<u>(3,767,040)</u>	<u>(4,163,177)</u>
Income from operations	926,815	1,298,900	725,801
Nonoperating revenues	89,554	82,251	51,817
Nonoperating expenses	<u>(816,027)</u>	<u>(836,654)</u>	<u>(860,575)</u>
Increase in net position	<u>200,342</u>	<u>544,497</u>	<u>(82,957)</u>
Net position, beginning of year	1,861,212	1,316,715	1,399,672
Net position, end of year	<u><u>\$ 2,061,554</u></u>	<u><u>\$ 1,861,212</u></u>	<u><u>\$ 1,316,715</u></u>

Revenues

The Recreation Center's largest source of revenue is a \$109.46 per quarter mandatory service and activity (S&A) fee. This fee, called the "Student Recreation Fee," entitles use of the facility for those students taking six or more credits on WWU's main campus and is utilized for bond repayment. The revenue is net of an RCW required 3.5% allocation to an institutional financial aid fund (See Note 1). The academic yearly average (AYA) of students taking 6 or more credits decreased in FY 2020 to 13,176 from 13,629 in FY 2019. This decrease in AYA, resulting primarily from the COVID-19 Spring 2020 closure and partial fee collection, lowered fee revenue by \$334,557 (-7.5%) to \$4,112,291. The Student Recreation Fee increased by \$208,384 (4.9%) during FY 2019 primarily due to an increase in AYA and a 4.0% increase in fee level. The AYA does not include summer term. Summer term S&A revenue increased dramatically during FY 2020 by \$76,202 (53.0%) when compared to FY 2019 due to higher summer enrollment.

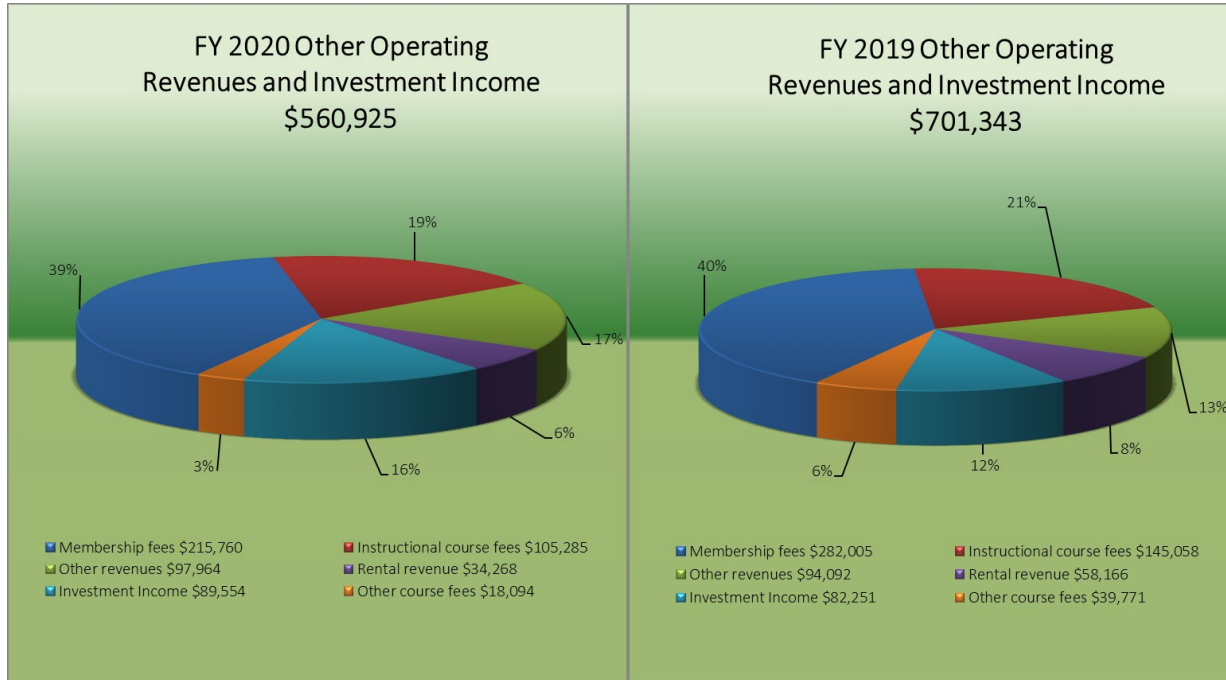
In addition to the mandatory student fee, the Recreation Center is supported by "Other Operating Revenues and Investment Income" as shown in the charts below.

Other students, faculty, staff and alumni may pay a membership fee on a voluntary basis to gain access to the facility. This voluntary membership fee revenue decreased significantly by \$66,245 (-23.5%) in FY 2020. This is completely attributed to the decrease in membership from the closure of Spring 2020 due to COVID-19. Fiscal Year 2019 voluntary memberships increased by \$7,853 (2.9%) due to the increase in membership pricing that reflected the increase in mandatory Student Recreation Fee from FY 2018 to FY 2019.

Instructional course fees saw a decrease in FY 2020 due to the closure of Spring 2020 from the COVID-19 pandemic. That revenue decreased by \$39,773 (-27.4%) in FY 2020 from \$145,058 in FY 2019. Course fees also decreased \$27,205 (-15.8%) in FY 2019 from the spike of \$172,263 in FY 2018 primarily due to a lull in fitness programming registrations.

During FY 2020 rental revenue decreased significantly by \$23,898 (-41.1%) due to the COVID-19 closure of Spring 2020. During FY 2019, the rental revenue decreased by \$8,781 (-13.1%). The start of FY 2018 saw the opening of the newly remodeled Carver Academic Complex which houses WWU's training and performance gymnasiums. Rental revenue from groups that utilized the Recreation Center during the period of time that Carver Academic Complex was closed for remodeling decreased, as those groups returned to utilizing Carver Gym.

Other revenues increased slightly by \$3,872 (4.1%) in FY 2020 due to an uptick in aquatic programming in the Fall of 2019. This same revenue category dipped gently by \$2,639 (-2.7%) in FY 2019 but stayed relatively similar to FY 2018.



Expenses

The largest category of expenses for the Recreation Center is student and staff salaries and benefits expense. Salaries and benefits comprised 46% of the total operating expenses in both FY 2020 and FY 2019. During FY 2020, salaries and benefits expense decreased \$43,104 (-2.5%) primarily due to a lack of student employment during the Spring of 2020 operations due to the COVID-19 closure. FY 2020 salary expense decreased by \$76,124 (-5.3%) while benefits increased by \$33,020 (10.9%) which was largely driven by pension and OPEB adjustments resulting in a net increase of \$32,835. FY 2019 salaries and benefits expense decreased \$4,990 (-0.3%) due to a combination of wage increases and benefits decreases. FY 2019 salary expense increased \$18,246 as permanent staff received compensation increases as well as an increase to the minimum wage. This salary increase was offset by a decrease of \$23,236 in total benefits, largely driven by pension and OPEB adjustment decrease of \$37,145 (see Notes 5 & 6).

Total utility expenses decreased significantly \$41,899 (-14.2%) in FY 2020 due to a March 2020 – June 2020 closure of the Recreation Center. Utilities increased \$13,994 (5.0%) in FY 2019. An increased use in steam in FY 2019 caused total utility expenses to rise.

In FY 2020 repairs and maintenance stayed on par with a minimal increase of \$170 (0.1%). Repairs and maintenance decreased significantly by \$116,518 (-35.6%) in FY 2019 when compared to FY 2018 due to fewer maintenance projects and repairs. The year to year projections of building maintenance costs has an ebb and flow nature to it.

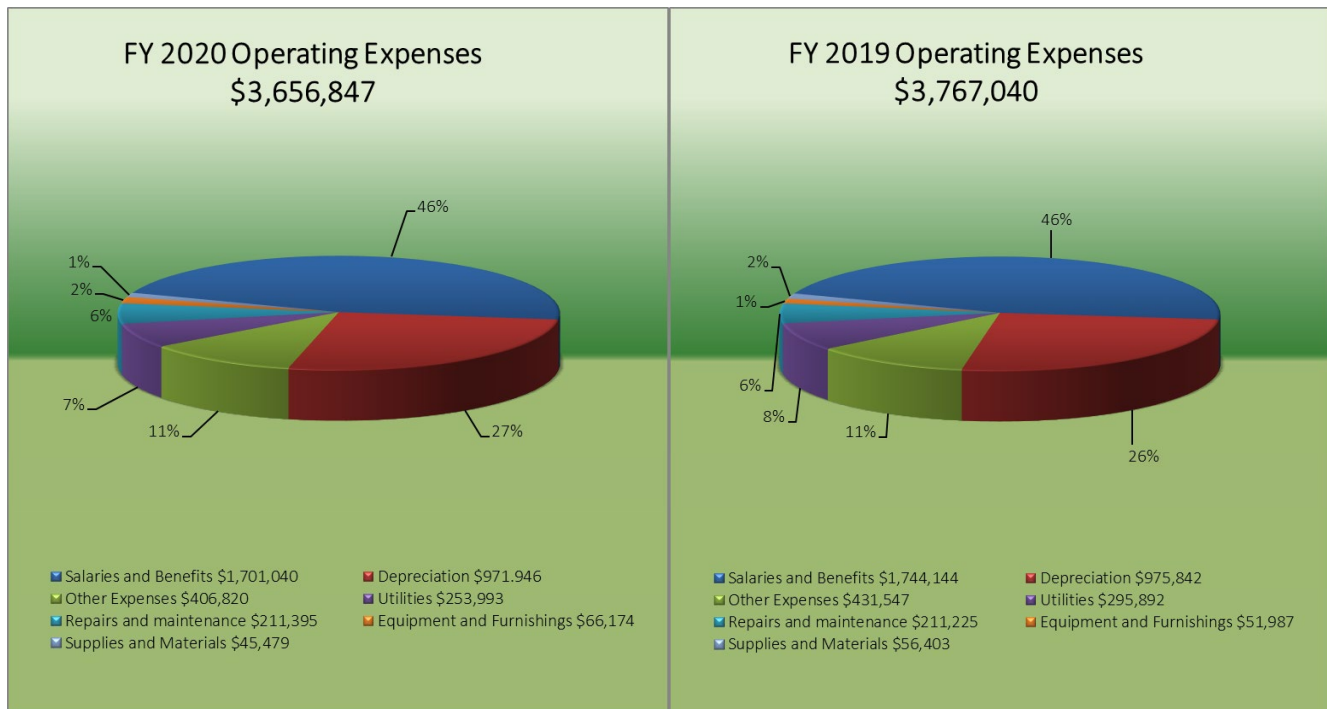
**WADE KING STUDENT RECREATION CENTER
MANAGEMENT'S DISCUSSION AND ANALYSIS**

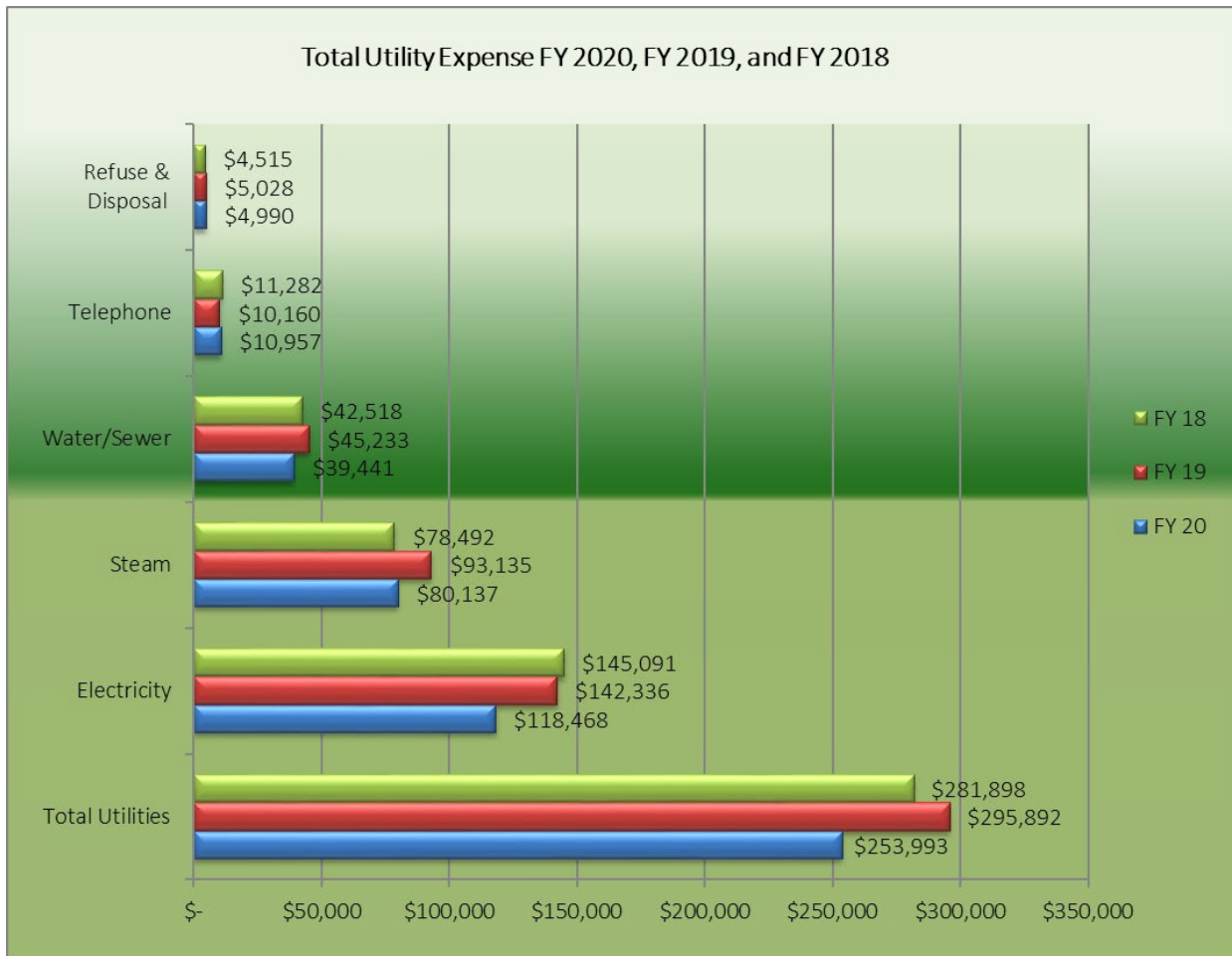
June 30, 2020 and 2019

The Recreation Center has an equipment replacement plan that budgets \$100,000 per year in equipment replacement and refurbishment. The anticipated budget spending of \$100,000 did not occur in FY 2017; therefore, it was reflected in FY 2018 as the Recreation Center spent \$273,875 (935.7%) more than in FY 2017 to catch up on its equipment needs from the previous two fiscal years. That “skip over” year occurred again in FY 2019 as the Recreation Center spent only \$51,987 (-82.9%) in equipment and furnishings. It should be noted that even though the Recreation Center was expected to have a larger equipment purchase in FY 2020, this expense category was put on hold due to COVID-19 budget implications. The Recreation Center spent only \$66,174 on equipment and furnishings.

Again, because of a Spring 2020 closure and budget implications due to COVID-19, supplies and materials spending was put on hold and spending decreased by \$10,924 (-19.4%) in FY 2020. Similar to the alternate year spending pattern with the equipment, supplies and material needs decreased during FY 2019 but increased significantly in FY 2018. In FY 2019, supplies and materials decreased moderately by \$21,017 (-27.1%) due to adequate supplies purchased in the previous fiscal year.

WWU’s administrative services assessment (ASA) fee decreased by \$25,681 (-8.9%) in FY 2020 to \$261,347. This is directly related to the decrease in revenue on which the assessment fee is assessed. The reduction in Spring 2020 revenue due to the COVID-19 closure directly affected the amount of ASA collected in FY 2020. In FY 2019 the ASA fee increased by \$4,381 (1.5%) due to slightly higher revenues.





Reserve Funds

Bond covenants require an annual addition to the renewal and replacement (R&R) reserve based on management’s assessment of the funding level necessary to maintain the facility over the long term. Management reaffirmed the Facilities Management lifecycle maintenance plan for major maintenance and building repair and increased the annual contribution to \$250,000 beginning in FY 2009 to meet anticipated building maintenance and repairs expenses. As planned, \$250,000 was placed into the R&R reserve for FY 2020, FY 2019, and FY 2018. At June 30, 2020, the total restricted and unrestricted R&R balance was \$3,486,961. The restricted funds must be used to improve or maintain the Recreation Center facility.

Management established an Operating Reserve in FY 2005 for unforeseen or extraordinary expenses. The reserve acts as an emergency fund for unplanned repairs, insurance deductibles, and as an operating cushion to cover unforeseen decreases in revenue. Reserve funds can also be designated for facility improvements beyond basic maintenance or for the purchase of new equipment. No funds were used in FY 2020 and FY 2019 for any purchases. Contributions to this reserve in the past three years include \$100,000 in FY 2020, \$250,000 in FY 2019 and \$100,000 in FY 2018. At June 30, 2020 the Operating Reserve balance was \$1,151,214.

Ratio Analysis

Ratios can be helpful in evaluating the Recreation Center's financial health and performance. The debt service coverage ratios for FY 2020, 2019, and 2018 were 2.87, 3.16, and 3.03, respectively. Bond covenants require a debt service ratio of at least 1.25. This ratio is calculated by dividing total operating revenues and investment income by the actual annual debt service paid during the fiscal year on the outstanding revenue bonds. The debt service amounts for FY 2020, FY 2019 and FY 2018 were \$1,628,150, \$1,632,000 and \$1,630,100, respectively.

Utilization Rates

Total number of visits has decreased, as well as utilization as a percentage of students enrolled with 10,703 (81.3%) of the estimated 13,176 AYA enrolled students using the facility during the course of FY 2020. This significant decrease in utilization is attributed to the COVID-19 Spring 2020 closure. The utilization rate was lower than the 11,922 (87.5%) of the estimated 13,629 AYA enrolled students who utilized the recreation center in FY 2019 as well as down from the 12,025 (89.1%) of the 13,495 AYA who utilized the recreation center in FY 2018. AYA does not include summer term. Utilization information is recorded in the Recreation Center's software system when students present their membership cards upon entry to the facility. Visits by members and non-members totaled only 246,286 during FY 2020 (Spring 2020 closure), compared with 372,782 during FY 2019 and 396,575 in FY 2018. The highest number of visits in a given day exceeded 2,300 in FY 2020, which is a decrease from the 2,600 in FY 2019 and the 2,800 in FY 2018.

Economic Factors That Will Affect the Future

The Recreation Center has been closed since March 13, 2020 due to COVID-19 impacts. No summer revenues or Recreation Center fees have been collected and the Recreation Center reduced its fee by 31.5% to \$75 per student for Fall quarter 2020 because the facility will be closed with programming offered to a lower number of on-campus residents off-site. This drop in fee revenue, along with an estimated 7% reduction in enrollment, will make FY 2021 a challenging time. The mandatory fee is pledged to bond payments and operations and was maintained at a level that would enable the Recreation Center to meet all of its bond covenants. As mentioned in the Reserve Funds narrative, an Operating Reserve has been set up to manage unforeseen situations, The Recreation Center is planning to utilize \$500,000 of the \$3,486,961 reserves at the end of FY 2021. Because the R&R Reserve Fund is healthy and exists to fund longer term facility needs, management feels that it has sufficient funds in its R&R Reserve to eliminate the \$250,000 planned annual transfer to that fund in FY21 without undue harm.



**Office of the Washington State Auditor
Pat McCarthy**

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

November 19, 2020

Board of Trustees
Western Washington University Wade King Student Recreation Center
Bellingham, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the Western Washington University Wade King Student Recreation Center (Recreation Center), as of and for the years ended June 30, 2020 and 2019, and the related notes to the financial statements, which collectively comprise the Recreation Center's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or

error. In making those risk assessments, the auditor considers internal control relevant to the Recreation Center's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Recreation Center's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of basic of the Western Washington University Wade King Student Recreation Center, as of June 30, 2020 and 2019, and the respective changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Matters of Emphasis

As discussed in Note 1, the financial statements of the Western Washington University Wade King Student Recreation, a department of the University, are intended to present the financial position, and the changes in financial position, and cash flows of only the respective portion of the activities of the University that are attributable to the transactions of the Recreation Center. They do not purport to, and do not, present fairly the financial position of the University as of June 30, 2020 and 2019 and changes in its financial position, or its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

As discussed in Note 6 to the 2020 financial statements, in February 2020, a state of emergency was declared that could have a negative financial effect on the Recreation Center. Management's plans in response to this matter are also described in Note 6. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

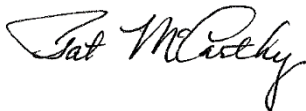
Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting

Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we will also issue our report dated November 19, 2020, on our consideration of the Recreation Center's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Recreation Center's internal control over financial reporting and compliance.

Sincerely,

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive style with a large initial "P" and "M".

Pat McCarthy
State Auditor
Olympia, WA

WADE KING STUDENT RECREATION CENTER
STATEMENT OF NET POSITION

June 30, 2020 and 2019

Assets	2020	2019
Current assets		
Cash and cash equivalents (Note 2)	\$465,041	\$440,771
Investments (Note 2)	440,043	402,899
Accounts receivable, net of allowance of \$4,825 in 2020 and \$3,475 in 2019	21,430	46,223
Inventory	2,487	1,938
Total current assets	<u>929,001</u>	<u>891,831</u>
Noncurrent assets		
Investments (Note 2)	692,569	814,752
Restricted cash and cash equivalents (Note 2)	941,874	779,998
Restricted investments (Note 2)	2,295,640	2,157,119
Capital assets, net (Note 3)	18,348,957	19,300,855
Total noncurrent assets	<u>22,279,040</u>	<u>23,052,724</u>
Total assets	<u>23,208,041</u>	<u>23,944,555</u>
Deferred Outflows		
Relating to pensions (Note 5)	92,696	62,795
Relating to OPEB (Note 6)	78,864	41,397
Deferred loss on bond refunding	289,356	320,113
Total deferred outflows	<u>460,916</u>	<u>424,305</u>
Liabilities		
Current liabilities		
Accounts payable and accrued expenses	1,901	18,978
Accrued wages and benefits	40,685	68,556
Unearned revenue	-	80,796
Interest payable	130,771	135,525
Current portion of Net pension liability (Note 4,5)	36,730	36,186
Current portion of Net OPEB liability (Note 6)	12,123	11,459
Current portion of bonds payable (Note 4)	845,000	815,000
Total current liabilities	<u>1,067,210</u>	<u>1,166,500</u>
Noncurrent liabilities		
Compensated Absences	135,797	128,201
Net pension liability (Note 4, 5)	219,285	208,641
Net OPEB liability (Note 6)	690,925	612,639
Bonds payable, less current portion (Note 4)	19,207,367	20,075,494
Total noncurrent liabilities	<u>20,253,374</u>	<u>21,024,975</u>
Total liabilities	<u>21,320,584</u>	<u>22,191,475</u>
Deferred Inflows		
Relating to pensions (Note 5)	81,147	78,079
Relating to OPEB (Note 6)	205,672	238,094
Total deferred inflows	<u>286,819</u>	<u>316,173</u>
Net Position		
Net investment in capital assets	(1,414,054)	(1,269,526)
Restricted for system renewals and replacements	3,237,514	2,937,118
Unrestricted	238,094	193,620
Total net position	<u>\$2,061,554</u>	<u>\$1,861,212</u>

WADE KING STUDENT RECREATION CENTER
STATEMENT OF REVENUES, EXPENSES & CHANGES IN NET POSITION

For the Years Ended
June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Operating Revenues		
Service and activity fees, net of mandatory transfer	\$4,112,291	\$4,446,848
Staff, faculty and alumni membership fees	215,760	282,005
Instructional course fees	105,285	145,058
Other course fees	18,094	39,771
Rental revenue	34,268	58,166
Other revenues	97,964	94,092
Total operating revenues	<u>4,583,662</u>	<u>5,065,940</u>
Operating Expenses		
Salaries and benefits	1,701,040	1,744,144
Depreciation	971,946	975,842
Utilities	253,993	295,892
Repairs and maintenance	211,395	211,225
Equipment and furnishings	66,174	51,987
Supplies and materials	45,479	56,403
Administrative assessment	261,347	287,028
Insurance	45,060	35,891
Other	100,413	108,628
Total operating expenses	<u>3,656,847</u>	<u>3,767,040</u>
Income from operations	926,815	1,298,900
Nonoperating Revenues (Expenses)		
Investment income	89,554	82,251
Interest expense	<u>(816,027)</u>	<u>(836,654)</u>
Total nonoperating (expenses) revenues	<u>(726,473)</u>	<u>(754,403)</u>
Increase/(Decrease) in net position	200,342	544,497
Net Position, Beginning of Year	<u>1,861,212</u>	<u>1,316,715</u>
Net Position, End of Year	<u><u>\$2,061,554</u></u>	<u><u>\$1,861,212</u></u>

WADE KING STUDENT RECREATION CENTER
STATEMENT OF CASH FLOWS

For the Years Ended
June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Cash Flows from Operating Activities		
Cash received from students and other customers	4,527,658.00	\$5,053,078
Payments to employees	(1,776,752)	(1,749,100)
Payments to suppliers	(1,001,486)	(1,049,268)
Net cash flows provided by operating activities	<u>1,749,420</u>	<u>2,254,710</u>
Cash Flows from Investing Activities		
Net (purchases)/ sales/ of investments in internal investment pool	(53,482)	154,279
Investment income received	89,554	82,251
Net cash flows provided by/(used in) investing activities	<u>36,072</u>	<u>236,530</u>
Cash Flows from Capital and Related Financing Activities		
Purchases of equipment	(20,048)	(63,244)
Interest paid on capital debt	(813,151)	(837,000)
Principal paid on capital debt	(815,000)	(795,000)
Net cash used in capital and related financing activities	<u>(1,648,199)</u>	<u>(1,695,244)</u>
Net increase/(decrease) in cash and cash equivalents	137,293	795,996
Cash and cash equivalents, beginning of year	<u>1,220,769</u>	<u>424,773</u>
Cash and cash equivalents, end of year	<u><u>\$1,358,062</u></u>	<u><u>\$1,220,769</u></u>
Reconciliation of Operating Income to Net Cash Provided to Operating Activities		
Income from operations	\$926,815	\$1,298,900
Adjustments to reconcile operating income to net cash flows from operating activities		
Depreciation	971,946	975,842
Change in operating assets and liabilities		
Accounts receivable	24,793	51
Accounts payable, accrued expenses, salaries and benefits	(37,353)	24,688
Prepaid Expense	-	45
Unearned revenue	(80,796)	(12,912)
Pension and OPEB related deferred outflows and inflows of resources	(55,436)	(32,519)
Inventory	(549)	615
Net cash flows provided by operating activities	<u><u>\$1,749,420</u></u>	<u><u>\$2,254,710</u></u>

***WADE KING STUDENT RECREATION CENTER
NOTES TO THE FINANCIAL STATEMENTS***

June 30, 2020 and 2019

NOTE 1. ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

Organization

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

The facility was named in memory of Wade King, a 10-year old who died in 1999 in a pipeline explosion in Bellingham. Prior to FY 2011, Wade King's parents, Frank and Mary King, pledged a lifetime gift of \$50,000 per year to the Western Washington University Foundation, a related party, restricted for support to ensure continued quality facilities and programs at the Recreation Center. The Recreation Center requests funds from the Western Washington University Foundation when expenditures are incurred. This gift has been restructured to an estate gift.

Financial Statement Presentation

The financial statements are presented in accordance with generally accepted accounting principles and follow the guidance given by the Governmental Accounting Standards Board (GASB). These statements are special purpose reports reflecting the net position, results of operations and cash flows of the Recreation Center. These statements present only a selected portion of the activities of WWU. As such, they are not intended to and do not present either the financial position, results of operations, or changes in net position of WWU.

Basis of Accounting

The Recreational Center's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned and expenses are recorded when an obligation has been incurred.

Cash, Cash Equivalents and Investments

WWU records all cash, cash equivalents and investments at fair value. To maximize investment income, WWU combines funds from all departments into an investment pool. The Recreation Center records their share of cash, cash equivalents and investments in the same relation as WWU investment pool itself. Investment income is allocated to the Recreation Center in proportion to its average balance in the investment pool.

Inventory

Inventory consists primarily of athletic and other supplies. Inventory is stated at the lower of cost (first-in, first-out method) or market.

Accounts Receivable

Receivables are recorded at their principal balances and are due primarily from WWU students. The Recreation Center considers all accounts greater than 30 days old to be past due and uses the allowance method for recognizing bad debts. When an account is deemed uncollectible, it is written off against the allowance.

WADE KING STUDENT RECREATION CENTER
NOTES TO THE FINANCIAL STATEMENTS

June 30, 2020 and 2019

Management determined that an allowance of \$4,825 and \$3,475 at June 30, 2020 and 2019 respectively, is adequate.

Capital Assets, Net

The building used for the Recreation Center's operations is located on WWU's main campus. Building and equipment are stated at cost, net of accumulated depreciation. The Recreation Center capitalizes any expenditure for buildings, improvements, and equipment that have a cost of at least \$5,000 and an estimated useful life of more than one year. Depreciation is calculated on the straight-line basis over the estimated useful lives of the assets, forty years for buildings and five to seven years for equipment.

Deferred Outflows of Resources and Deferred Inflows of Resources

The Recreation Center classifies losses on retirement of debt as deferred outflows of resources and amortizes such amounts as a component of interest expense over the remaining life of the old debt, or the new debt, whichever is shorter.

Changes in net pension liability, total pension liability and OPEB not included in pension expense are reported as deferred outflows of resources or deferred inflows of resources. Employer contributions subsequent to the measurement date of the net pension and total pension liabilities are reported as deferred outflows of resources.

Unearned Revenue

Summer quarter, which is the first quarter of WWU's fiscal year, begins shortly before June 30. The majority of cash received for service and activity fees related to summer session are recorded as unearned revenue until the following fiscal year when the revenue is earned.

Compensated Absences

The accrued leave balances as of June 30, 2020 and 2019 are \$135,797 and \$128,201, respectively. This consists of unused vacation leave and compensatory time earned for exempt professionals and classified staff. It also includes a percentage of earned and unused sick leave for exempt professionals and classified staff. For reporting purposes, the entire balance of accrued leave is considered a noncurrent liability as more leave is accrued than what is used.

Net Pension Liability

The Recreation Center's net pension liability is for its defined benefit plans. The net pension liability is measured as the total pension liability, less the amount of the pension plan's fiduciary net position. The fiduciary net position and changes in net position of the defined benefit plans has been measured consistent with the accounting policies used by the plans. The total pension liability is determined based upon discounting projected benefit payments based on the benefit terms and legal agreements existing at the pension plan's fiscal year end. Projected benefit payments are discounted using a single rate that reflects the expected rate of return on investments, to the extent that plan assets are available to pay benefits, and a tax-exempt, high-quality municipal bond rate when plan assets are not available.

Pension expense is recognized for benefits earned during the period, interest on the unfunded liability and changes in benefit terms. The differences between expected and actual experience and changes in assumptions about future economic or demographic factors are reported as deferred inflows or outflows and are recognized over the average expected remaining service period for employees eligible for pension benefits. The differences between expected and actual returns are reported as deferred inflows or outflows and are recognized over five

***WADE KING STUDENT RECREATION CENTER
NOTES TO THE FINANCIAL STATEMENTS***

June 30, 2020 and 2019

years.

Net Position

The Recreation Center's net position is classified as follows:

Net investment in capital assets. This represents the Recreation Center's total investment in capital assets, net of outstanding debt obligations related to those capital assets as well as unamortized bond issue costs. The deficit in this net position relates to depreciation expense exceeding the principal reduction on the outstanding bonds.

Restricted for system renewals and replacements. Restricted net position represents resources restricted in accordance with bond covenants for system renewals and replacements. Restricted assets are used in accordance with their requirements and where both unrestricted and restricted resources are available for use, unrestricted resources are used first and restricted resources only when the specific use arises.

Unrestricted net position. Unrestricted net position represents resources derived from operations and investing activities along with operating reserves established for future replacement of assets.

Classification of Revenues and Expenses

The Recreation Center has classified its revenues and expenses as either operating or non-operating according to the following criteria:

Operating revenue includes activities that have the characteristics of exchange transactions, such as service and activity fees charged to students, staff, faculty, and alumni membership fees, and instructional course fees. Operating expenses are those costs incurred in daily operations, such as salaries, utilities, and depreciation.

Non-operating revenue includes activities that have the characteristics of non-exchange transactions, such as investment and gift income. Non-operating expenses include costs related to financing or investing activities such as interest on indebtedness.

Student Recreation Center Fee, net of mandatory transfer.

Per Revised Code of Washington Section 28B.15.820, WWU is required to transfer a minimum of 3.5% of revenues collected from tuition and services and activities fees into an institutional financial aid fund. The revenue shown on these statements is net of the 3.5% transfer.

This fund is only to be used to fund short- or long-term loans and grants to students in need. Service and activity fee revenue is reported net of this transfer.

Bond Premiums

Bond premiums are deferred and amortized over the term of the bonds using the effective interest method. The remaining balances of bond premiums are presented as an increase of the face amount of bonds payable.

Administrative Assessment

WWU provides support to the Recreation Center through cash and bond debt management, accounting, purchasing and disbursing services, risk management, human resources and other support services. The effects of these transactions are included as operating expenditures in these financial statements. The amount paid was \$261,347 and \$287,028 for years ended June 30, 2020 and 2019, respectively, and is based on 5.5% of revenues.

Tax Exemptions

WWU, and the Recreation Center as an auxiliary enterprise, is a tax-exempt instrumentality of the State of Washington under Section 115(a) of the Internal Revenue Code and is exempt from federal taxes on related income.

Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles (GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 2. CASH, CASH EQUIVALENTS, AND INVESTMENTS

Interest Rate and Credit Risk

The Recreation Center's operating cash is part of WWU's internal investment pool. The pool is invested in demand deposits, time certificates of deposit, the Washington State Local Government Investment Pool (LGIP), corporate notes, commercial paper and U.S. Treasury and Agency securities. The LGIP is an unrated external investment pool. The pool portfolio is invested in a manner that meets the maturity, quality, diversification and liquidity requirements set forth by the GASBS 79 for external investments pools that elect to measure, for financial reporting purposes, investments at amortized cost. The LGIP does not have any legally binding guarantees of share values. The LGIP does not impose liquidity fees or redemption gates on participant withdrawals. Bank balances (including time certificates of deposit) are insured by the Federal Deposit Insurance Corporation (FDIC) or by a collateral pool administered by the Washington Public Deposit Protection Commission (PDPC). Minimum ratings for all other investments by Standard and Poors/Moody's are as follows: corporate notes, A-/A3; commercial paper, A1+/P1 and US Treasury and Agency securities, AA+/Aaa.

WWU manages its exposure to fair value losses in the internal investment pool by targeting the portfolio duration to 2.25 years and limiting the weighted average maturity to a maximum of three years. WWU generally does not invest operating funds in securities maturing more than five years from the date of purchase.

Fair Value Measurement and Application

Fair Value Measurement and Application establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3).

The three levels of the fair value hierarchy are described as follows:

- Level 1 - Unadjusted quoted prices available in active markets for identical assets or liabilities;
- Level 2 - Inputs other than Level 1 that are observable, either directly or indirectly, such as quoted prices in active markets for similar assets or liabilities, quoted prices for identical or similar assets or liabilities in markets that are not active, or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities;
- Level 3 - Unobservable inputs that are significant to the fair value measurement.

WADE KING STUDENT RECREATION CENTER
NOTES TO THE FINANCIAL STATEMENTS

June 30, 2020 and 2019

The Recreation Center's investment in WWU's pool includes \$3,237,514 restricted for renewals and replacements.

	Fair Value Measurements as of June 30, 2020 using:			Total	Weighted Average Maturity (in years)
	Quoted Prices in Active Markets for Identical Assets Level 1	Significant Other Observable Inputs Level 2	Significant Unobservable Inputs Level 3		
Cash and Cash Equivalents	\$1,406,915	\$ -	\$ -	\$1,406,915	0.003
Investments					
Corporate	466,417	-	-	466,417	1.925
Certificates of deposit	240,122	-	-	240,122	1.032
U.S. Treasuries	-	723,800	-	723,800	0.243
U.S. Agencies	-	1,997,913	-	1,997,913	1.474
	<u>\$2,113,454</u>	<u>\$ 2,721,713</u>	<u>\$ -</u>	<u>\$4,835,167</u>	

	Fair Value Measurements as of June 30, 2019 using:			Total	Weighted Average Maturity (in years)
	Quoted Prices in Active Markets for Identical Assets Level 1	Significant Other Observable Inputs Level 2	Significant Unobservable Inputs Level 3		
Cash and Cash Equivalents	\$1,220,769	\$ -	\$ -	\$1,220,769	0.003
Investments					
Corporate	321,745	-	-	321,745	1.837
Certificates of deposit	213,290	-	-	213,290	0.532
U.S. Treasuries	-	799,619	-	799,619	1.049
U.S. Agencies	-	2,040,116	-	2,040,116	2.040
	<u>\$1,755,804</u>	<u>\$ 2,839,735</u>	<u>\$ -</u>	<u>\$4,595,539</u>	

WADE KING STUDENT RECREATION CENTER
NOTES TO THE FINANCIAL STATEMENTS

June 30, 2020 and 2019

NOTE 3. CAPITAL ASSETS, NET

The depreciation expense for the years ended June 30, 2020 and 2019 was \$971,946 and \$975,842, respectively.

Following are the changes in capital assets for the years ended June 30, 2020 and 2019:

	June 30, 2019	Additions	Reductions	June 30, 2020
Depreciable				
Building	\$27,947,761	\$ -	\$ -	\$ 27,947,761
Equipment	457,619	20,049	(24,059)	453,610
Improvements	3,357,078	-	-	3,357,078
	<u>31,762,458</u>	<u>20,049</u>	<u>(24,059)</u>	<u>31,758,449</u>
Less accumulated depreciation	<u>(12,461,603)</u>	<u>(971,946)</u>	<u>24,059</u>	<u>(13,409,491)</u>
Capital assets, net	<u>\$19,300,855</u>	<u>(\$951,898)</u>	<u>\$ -</u>	<u>\$ 18,348,957</u>
	June 30, 2018	Additions	Reductions	June 30, 2019
Depreciable				
Building	\$27,947,761	\$ -	\$ -	\$ 27,947,761
Equipment	511,610	63,244	(117,235)	457,619
Improvements	3,357,078	-	-	3,357,078
	<u>31,816,449</u>	<u>63,244</u>	<u>(117,235)</u>	<u>31,762,458</u>
Less accumulated depreciation	<u>(11,602,996)</u>	<u>(975,842)</u>	<u>117,235</u>	<u>(12,461,603)</u>
Capital assets, net	<u>\$20,213,453</u>	<u>(\$912,598)</u>	<u>\$ -</u>	<u>\$ 19,300,855</u>

NOTE 4. NON-CURRENT LIABILITIES

The Recreation Center issued \$24,385,000 in Revenue and Refunding Bonds, Series 2012, on April 30, 2012. The bonds bear interest rates of 3.0% to 4.1% and mature annually until 2037. The bonds have an aggregate face amount of \$19,830,000 and \$20,645,000 at June 30, 2020 and 2019, which is reported net of the unamortized original issue premium of \$222,367 and \$245,494 respectively.

Aggregate maturities or payments required for principal and interest under bond obligations for each of the succeeding five fiscal years and thereafter are as follows:

WADE KING STUDENT RECREATION CENTER
NOTES TO THE FINANCIAL STATEMENTS

June 30, 2020 and 2019

	Principal	Interest	Payment
2021	\$845,000	\$784,625	\$1,629,625
2022	870,000	755,050	1,625,050
2023	905,000	724,600	1,629,600
2024	940,000	688,400	1,628,400
2025	980,000	650,800	1,630,800
2026-2030	5,520,000	2,633,800	8,153,800
2031-2035	6,700,000	1,438,600	8,138,600
2036 -2037	3,070,000	185,400	3,255,400
	<u>19,830,000</u>	<u>7,861,275</u>	<u>27,691,275</u>
Plus unamortized premium	222,367		
Total	<u>\$20,052,367</u>	<u>\$7,861,275</u>	<u>\$27,691,275</u>

Following are the changes in liabilities:

	Beginning Bal 6/30/2019	Additions/ Amortizations	Decreases/ Retirements	Ending Balance 6/30/2020	Current Portion
Non-current Liabilities					
BONDS PAYABLE:					
Series 2012 Revenue Refunding Bonds, net of unamortized original issue premium of \$222,367 and \$245,494 at June 30, 2020 and 2019 respectively.	\$ 20,890,494	(\$23,127)	\$ (815,000)	\$20,052,367	\$845,000
Compensated Absences	128,201	7,596		135,797	
Net Pension Liability	244,827	11,188	-	256,015	36,730
OPEB Liability	624,098	78,950	-	703,048	12,123
Total Non-current Liabilities	<u>\$21,887,620</u>	<u>\$74,607</u>	<u>(\$815,000)</u>	<u>\$21,147,227</u>	<u>\$893,853</u>
Non-current Liabilities	Beginning Bal 6/30/2018	Additions/ Amortizations	Decreases/ Retirements	Ending Balance 6/30/2019	Current Portion
BONDS PAYABLE:					
Series 2012 Revenue Refunding Bonds, net of unamortized original issue premium of \$245,494 and \$269,312 at June 30, 2019 and 2018 respectively.	\$21,709,312	(\$23,818)	(\$795,000)	\$20,890,494	\$815,000
Compensated Absences	107,632	20,569		128,201	
Net Pension Liability	299,873	-	(55,046)	244,827	36,186
OPEB Liability	702,252	-	(78,154)	624,098	11,459
Total Non-current Liabilities	<u>\$22,819,069</u>	<u>(\$3,249)</u>	<u>(\$928,200)</u>	<u>\$21,887,620</u>	<u>\$862,645</u>

In accordance with resolutions of the Board of Trustees, WWU sold the Recreation Center Bonds to investors who have a first lien on and are to be paid solely from the gross revenue from the operation of the Recreation Center.

The amounts and limitations of this pledge are set forth in the resolutions of the Board of Trustees. The bond covenants require that the Recreation Center transfer monies each year to an account held as restricted net position for renewals and replacements of the facilities.

NOTE 5. PENSION PLAN

WWU offers four contributory pension plans: 1) the Washington State Public Employees' Retirement System (PERS) plans, 2) the Washington State Teachers Retirement System (TRS) plans, 3) the Law Enforcement Officers' and Firefighters' Retirement System (LEOFF) plan and 4) the Western Washington University Retirement plan (WWURP).

Recreation Center employees in eligible positions are participants in PERS and WWURP plans. PERS is a cost sharing multiple-employer defined benefit pension plans administered by the State of Washington Department of Retirement Systems (DRS). WWURP is a single-employer defined contribution plan with a supplemental defined benefit plan component privately administered by WWU.

The Recreation Center's proportionate share of WWU's share of the total net unfunded liabilities associated with the defined-benefit pension plans administered by the DRS was \$102,842 as of June 30, 2020 and \$124,127 as of June 30, 2019. The liability associated with the defined-benefit pension plan administered by WWU was \$153,173 as of June 30, 2020 and \$120,700 as of June 30, 2019. The total pension expense recorded by the Recreation Center related to both the DRS and University plans was \$28,924 and \$(30,989) for the years ended June 30, 2020 and 2019 respectively.

PLANS ADMINISTERED BY DRS

PLAN DESCRIPTION:

Public Employees' Retirement System

PERS retirement benefit provisions are contained in chapters 41.34 and 41.40 of the Revised Code of Washington (RCW). PERS is a cost-sharing, multiple-employer retirement system comprised of three separate plans for membership purposes: Plans 1 and 2 are defined benefit plans and Plan 3 is a combination defined benefit/defined contribution plan. Although members can only be a member of either Plan 2 or Plan 3, the defined benefit portions of Plan 2 and Plan 3 are accounted for in the same pension trust fund. All assets of this Plan 2/3 defined benefit plan may legally be used to pay the defined benefits of any of the Plan 2 or Plan 3 members or beneficiaries, as defined by the terms of the plan. Therefore, Plan 2/3 is considered a single defined benefit plan for reporting purposes. Plan 3 accounts for the defined contribution portion of benefits for Plan 3 members. PERS members include higher education employees not participating in other higher education retirement programs.

Teachers' Retirement System

TRS retirement benefit provisions are contained in chapters 41.32 and 41.34 of the Revised Code of Washington (RCW). TRS is a cost-sharing, multiple-employer retirement system comprised of three separate plans for membership purposes: Plans 1 and 2 are defined benefit plans and Plan 3 is a combination defined benefit/defined contribution plan. Although members can only be a member of either Plan 2 or Plan 3, the defined benefit portions of Plan 2 and Plan 3 are accounted for in the same pension trust fund. All assets of this Plan 2/3 defined benefit plan may legally be used to pay the defined benefits of any of the Plan 2 or Plan 3 members. TRS eligibility for

WADE KING STUDENT RECREATION CENTER
NOTES TO THE FINANCIAL STATEMENTS

June 30, 2020 and 2019

membership requires service as a certificated public-school employee working in an instructional, administrative or supervisory capacity.

VESTING AND BENEFITS PROVIDED:

PERS Plan 1 and TRS Plan 1

PERS Plan 1 and TRS Plan 1 provide retirement, disability, and death benefits to eligible members. Both plans are closed to new entrants. All members are vested after the completion of five years of eligible service. The monthly benefit is 2.0% of the average final compensation (AFC) for each year of service credit, up to a maximum of 60.0%. The AFC is the total earnable compensation for the two consecutive highest-paid fiscal years, divided by two.

Members are eligible for retirement at any age after 30 years of service, or at the age of 60 with five years of service, or at the age of 55 with 25 years of service. Members may elect to receive an optional cost of living allowance (COLA) amount based on the Consumer Price Index, capped at 3 percent annually. To offset the cost of this annual adjustment, the benefit is reduced. Other benefits include duty and nonduty disability payments and a one-time duty-related death benefit, if the member is found eligible by the Washington State Department of Labor and Industries.

PERS Plan 2/3 and TRS Plan 2/3

PERS 2/3 and TRS Plan 2/3 provide retirement, disability and death benefits. PERS Plan 2 and TRS Plan 2 members are vested after completing five years of eligible service. PERS Plan 3 and TRS Plan 3 members are vested in the defined benefit portion of their plan after 10 years of service; or after five years of service, if 12 months of that service are earned after age 44. Plan 3 members are immediately vested in the defined contribution portion of their plan.

Defined Retirement benefits are determined as 2.0% of the member's AFC times the member's years of service for Plan 2 and 1.0% of the AFC times the member's years of service for Plan 3. The AFC is the average of the member's 60 highest paid consecutive months. There is no cap on years of service credit.

Members are eligible for normal retirement at the age of 65 with five years of service. Members have the option to retire early with reduced benefits. Members may elect to receive an optional cost of living allowance (COLA) amount based on the Consumer Price Index, capped at 3 percent annually. Other benefits include duty and nonduty disability payments and a one-time duty-related death benefit, if the member is found eligible by the Washington State Department of Labor and Industries.

FIDUCIARY NET POSITION:

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of all plans and additions to/deductions from all plans fiduciary net position have been determined in all material respects on the same basis as they are reported by the plans. These pension plans administered by the state are accounted for using the accrual basis of accounting. Under the accrual basis of accounting, employee and employer contributions are recognized in the period in which employee services are performed; investment gains and losses

are recognized as incurred; and benefits and refunds are recognized when due and payable in accordance with the terms of the applicable plan.

The Washington State Investment Board (WSIB) has been authorized by statute as having investment management responsibility for the pension funds. The WSIB manages retirement fund assets to maximize return at a prudent level of risk.

Retirement funds are invested in the Commingled Trust Fund (CTF). Established on July 1, 1992, the CTF is a diversified pool of investments that invests in fixed income, public equity, private equity, real estate, and tangible assets. Investment decisions are made within the framework of a Strategic Asset Allocation Policy and a series of written WSIB- adopted investment policies for the various asset classes in which the WSIB invests. Although some assets of the plans are commingled for investment purposes, each plan's assets may be used only for the payment of benefits to the members of that plan in accordance with the terms of the plan.

Administration of the PERS, and TRS systems and plans was funded by an employer rate of 0.18% of employee salaries.

The DRS prepares a stand-alone financial report that is compliant with the requirements of Statement 67 of the Governmental Accounting Standards Board. Copies of the report may be obtained by contacting the Washington State Department of Retirement Systems, PO Box 48380, Olympia, Washington 98504-8380 or online at <http://www.drs.wa.gov/administration/annual-report/>.

ACTUARIAL ASSUMPTIONS:

Accounting requirements dictate the use of assumptions to best estimate the impact the pension obligations will have on the University's auxiliary units. The professional judgments used in determining these assumptions are important and can significantly impact the resulting actuarial estimates. Difference between actual results compared to these assumptions could have a significant effect on the Recreation Center's financial statements.

The total pension liability for each of the plans was determined using the most recent actuarial valuation completed by the Washington State Office of the State Actuary (OSA). WWU's 2019 pension liability is based on the OSA valuation performed as of June 30, 2018. Besides the discount rate, the actuarial assumptions used in the valuation are summarized in the Actuarial Section of DRS' Comprehensive Annual Financial Report located on the DRS employer-resource GASB webpage. These assumptions reflect the results of OSA's 2007-2012 Experience Study and the 2017 Economic Experience Study. The following actuarial assumptions have been applied to all prior periods included in the measurement:

- **Inflation:** 2.75% total economic inflation; 3.50% salary inflation
- **Salary Increases:** salaries are also expected to grow by promotions and longevity.
- **Investment rate of return:** 7.40%

Mortality rates were based on the RP-2000 Combined Healthy Table and Combined Disabled Table published by the Society of Actuaries. OSA applied offsets to the base table and recognized future improvements in mortality by projecting the mortality rates using 100% Scale BB. Mortality rates are applied on a generational basis;

meaning, each member is assumed to receive additional mortality improvements in each future year throughout the member's lifetime.

OSA selected a 7.40% long-term expected rate of return on pension plan investments using a building block method. In selecting this assumption, OSA reviewed the historical experience data, considered the historical conditions that produced past annual investment returns, and considered Capital Market Assumptions (CMAs) and simulated expected investment returns the WSIB provided.

The CMAs contain three pieces of information for each class of assets WSIB currently invests in:

- Expected annual return
- Standard deviation of the annual return
- Correlations between the annual returns of each asset class with every other asset class

The WSIB uses the CMAs and their target asset allocation to simulate future investment returns at various future times.

The best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2019 are summarized in the following table:

2020 - Measurement date 2019		
Asset Class	Target Allocation	Long-Term Expected Rate of Return
Fixed Income	20%	2.20%
Tangible Assets	7%	5.10%
Real Estate	18%	5.80%
Global Equity	32%	6.30%
Private Equity	23%	9.30%
Total	100%	

The inflation component used to create the table is 2.20% and represents the WSIB's most recent long-term estimate of broad economic inflation.

DISCOUNT RATE:

The discount rate used to measure the total pension liabilities was 7.40 percent, the same as the prior measurement date. To determine the discount rate, an asset sufficiency test was completed to test whether the pension plan's fiduciary net position was sufficient to make all projected future benefit payments of current plan members. Consistent with current law, the completed asset sufficiency test included an assumed 7.40 percent

long-term discount rate to determine funding liabilities for calculating future contribution rate requirements. Consistent with the long-term expected rate of return, a 7.40 percent future investment rate of return on invested assets was assumed for the test. Contributions from plan members and employers are assumed to continue to be made at contractually required rates (including PERS Plan 2/3 and TRS 2/3 employers whose rates include a component for the PERS Plan 1 and TRS Plan 1 unfunded actuarial accrued liabilities). Based on those assumptions, the various pension plan’s fiduciary net positions were projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return of 7.40 percent on pension plan investments was applied to determine the total pension liability for each plan.

SENSITIVITY OF THE NET PENSION LIABILITY/(ASSET) TO CHANGES IN THE DISCOUNT RATE:

The following table presents the Recreation Center’s net pension liability/(asset) position by plan calculated using the discount rate of 7.40 percent, as well as what the net pension liability/(asset) would be if it were calculated using a discount rate that is 1.0% point lower (6.40%) or 1.0% point higher (8.40%) than the current rate.

Discount Rate Sensitivity - Net Pension Liability					
(\$ in thousands)					
Plan	2020				
	Current				
	1% Decrease	Discount Rate	1% Increase		
	6.4%	7.4%	8.4%		
PERS 1	\$ 97	\$ 78	\$ 61		
PERS 2/3	194	25	(113)		

EMPLOYER CONTRIBUTION RATES:

Employer contribution rates are developed in accordance with Chapter 41.45 of the RCW by the OSA. The statute provides authority to the Pension Funding Council to adopt changes to economic assumptions and contribution rates.

WADE KING STUDENT RECREATION CENTER
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Required Contribution Rates

The required contribution rates expressed as a percentage of current year covered payroll are shown below. The University and the employees made the required contributions.

	Contribution Rates					
	7/1/2018 thru 8/31/2018		9/1/2018 thru 6/30/2019		7/1/2019 thru 6/30/2020	
	Employee	University	Employee	University	Employee	University
PERS						
Plan 2	7.38%	12.70%	7.41%	12.83%	7.90%	12.86%
Plan 3	5.00-15.00% **	12.70% *	5.00-15.00% **	12.83% *	5.00-15.00% **	12.86% *

PERS 2/3 employer rates include a component to address the PERS Plan 1 unfunded actuarial accrued liability (UAAL)

*Plan 3 defined benefit portion only.

**Variable from 5% to 15% based on rate selected by the member.

University contribution rate includes an administrative expense rate of 0.0018.

The University's required contributions for the years ending June 30 are as follows:

	Required Contributions	
	FY 2019	FY 2020
PERS		
Plan 2	\$ 27,658	\$ 30,708
Plan 3	8,803	11,759

RECREATION CENTER PROPORTIONATE SHARE AND AGGREGATED BALANCES:

Collective pension amounts are determined as of a measurement date, which can be no earlier than an employer's prior fiscal year. The measurement date for the net pension liabilities recorded by the Recreation Center as of June 30, 2020 and 2019 was June 30, 2019 and 2018 (one year in arrears.) Employer contributions received and processed by the DRS during the measurement date fiscal year have been used as the basis for determining each employer's proportionate share of the collective pension amounts reported by the DRS in their fiscal year ended June 30 Schedules of Employer and Non-employer Allocations. The Recreation Center's proportional share of WWU's share from DRS of the aggregated balance of net pension liabilities as of June 30, 2020 and June 30, 2019 is presented in the table below.

Proportionate Share of WWU's share	PERS 1	PERS 2/3
2020	0.6661%	0.6857%
2019	0.6040%	0.6313%

Aggregate Pension Amounts

	PERS 1	PERS 2/3	Total
Net Pension Liability June 30, 2020	\$ 77,543	\$ 25,299	\$ 102,842
Net Pension Liability June 30, 2019	\$ 83,359	\$ 40,768	\$ 124,127

PENSION EXPENSE, DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES:

The tables below summarize the Recreation Center's expense, deferred outflows of resources and deferred inflows of resources related to the DRS pension plans, together with the related future year impacts to pension expense from amortization of those deferred amounts. Note that deferred outflows of resources related to the

WADE KING STUDENT RECREATION CENTER
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Recreation Center's contributions subsequent to the measurement date are recognized as a reduction of the net pension liability in the following year and are not amortized to pension expense.

Proportionate Share of Pension Expense

	PERS 1		PERS 2/3		Total	
Year Ended June 30, 2020	\$	10,511	\$	13,586	\$	24,098
Year Ended June 30, 2019	\$	(7,864)	\$	(23,958)	\$	(31,822)

Amounts reported as deferred outflows of resources, exclusive of contributions subsequent to the measurement date, and deferred inflows of resources will be recognized in pension expense in future periods as follows:

Deferred Outflows of Resources

2020	PERS 1		PERS 2/3		Total	
Difference between expected and actual experience	\$	-	\$	7,248	\$	7,248
Changes of assumptions		-		648		648
Change in proportion		-		512		512
Contributions subsequent to the measurement date		15,769		26,699		42,468
TOTAL	\$	15,769	\$	35,107	\$	50,876

Deferred Inflows of Resources

2020	PERS 1		PERS 2/3		Total	
Difference between expected and actual experience	\$	-	\$	5,439	\$	5,439
Changes of assumptions		-		10,615		10,615
Net difference between projected and actual earnings on pension plan investments		5,181		36,825		42,006
Change in proportion		-		2,208		2,208
TOTAL	\$	5,181	\$	55,087	\$	60,268

Amortization of Deferred Outflows and Deferred Inflows of Resources

YEAR	PERS 1		PERS 2/3		Total	
2021	\$	(1,144)	\$	(11,553)	\$	(12,697)
2022		(2,709)		(19,357)		(22,065)
2023		(967)		(8,838)		(9,805)
2024		(361)		(4,942)		(5,304)
2025		-		(2,209)		(2,209)
Thereafter		-		221		221
TOTAL	\$	(5,181)	\$	(46,678)	\$	(51,859)

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Deferred Outflows of Resources				
2019	PERS 1	PERS 2/3	TRS 1	Total
Difference between expected and actual experience	\$ -	\$ 4,997	\$ -	\$ 4,997
Changes of assumptions	-	477	-	477
Change in proportion	-	1,370	-	1,370
Contributions subsequent to the measurement date	14,459	22,002	-	36,461
TOTAL	\$ 14,459	\$ 28,846	\$ -	\$ 43,305

Deferred Inflows of Resources				
2019	PERS 1	PERS 2/3	TRS 1	Total
Difference between expected and actual experience	\$ -	\$ 7,138	\$ -	\$ 7,138
Changes of assumptions	-	11,602	-	11,602
Net difference between projected and actual earnings on pension plan investments	3,313	25,017	-	28,330
Change in proportion	-	2,714	-	2,714
TOTAL	\$ 3,313	\$ 46,471	\$ -	\$ 49,784

PLANS ADMINISTERED BY WESTERN WASHINGTON UNIVERSITY

Western Washington University Retirement Plan (WWURP)

PLAN DESCRIPTION:

The WWURP is a defined contribution single employer pension plan with a supplemental payment when required. The plan covers faculty, professional staff, and certain other employees. It is administered by WWU. WWU's Board of Trustees is authorized to establish and amend benefit provisions.

Contributions to the plan are invested in annuity contracts or mutual fund accounts offered by one or more fund sponsors. Benefits from fund sponsors are available upon separation or retirement at the member's option. Employees have at all times a 100% vested interest in their accumulations. The number of participants in the WWURP as of June 30, 2020 and 2019 was 1,193 and 1,187 respectively.

FUNDING POLICY:

Employee contribution rates, which are based on age, range from 5% to 10% of salary. WWU matches 100% of the employee contributions. All required employer and employee contributions have been made and the breakdown of the Recreation Center's proportional share of the WWURP contributions are included in the table below for the years ended June 30.

	2020	2019
Contributions made by:		
Employees	\$ 36,721	\$ 36,175
University	36,730	36,186

Western Washington University Supplemental Retirement Plan (WWUSRP)

PLAN DESCRIPTION:

WWUSRP, the supplemental component of the WWURP plan, is a defined benefit plan administered by WWU and operates in tandem with the WWURP defined contribution pension plan to supplement the expected defined-contribution retirement savings accumulated under the WWURP. The plan covers faculty and certain other positions. The WWUSRP, the supplemental component of the WWURP, was closed to new entrants as of July 1, 2011.

PLAN MEMBERSHIP:

Membership of the total Western Washington University Supplemental Retirement Plan consisted of the following at June 30, the date of the latest actuarial valuation for the plan:

WWUSRP	Number of Participating Members			
	Inactive Members (Or Beneficiaries)	Inactive Members Entitled To But Not Yet Receiving Benefits	Active Members	Total Members
2018	63	21	562	646

This same census data was used for both the FY 2020 and FY 2019 Total Pension Liability actuarial valuations.

VESTING AND BENEFITS PROVIDED:

This supplemental component payment plan determines a minimum retirement benefit goal based upon a one-time calculation at each employee's retirement date. This supplemental component is financed on a pay-as-you-go basis. WWU makes direct payments to qualified retirees when the retirement benefit provided by the fund sponsor does not meet the benefit goal.

WWSRP retirement benefits provisions are contained in RCW 28B.10.400, et. seq. which assigns the authority to establish and amend benefit provisions to the Western Washington University Board of Regents. Members are eligible to receive benefits under this plan at age 62 with 10 years of credited service. The monthly amount of benefits payable at the time of retirement is the excess of one-twelfth of 2.0% of the member's average annual salary multiplied by the number of years of service (such product not to exceed one-twelfth of 50.0% of the member's average annual salary) over an assumed annuity benefit.

Assumed income must be calculated by an independent actuary and represents a theoretical amount of monthly income that would have been generated if actual employee and WWU contributions to the WWURP had been allocated equally between fixed and variable dollar annuities. When the goal income exceeds the assumed income, the participant is entitled to benefits under this plan. The Recreation Center's proportional share of the total University benefit payments made during the fiscal years ended June 30, 2019 and 2018 were \$2,100 and \$1,874 respectively.

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ACTUARIAL ASSUMPTIONS:

Accounting requirements dictate the use of assumptions to best estimate the impact the pension obligations will have on the University's auxiliary units. The professional judgments used in determining these assumptions are important and can significantly impact the resulting actuarial estimates. Difference between actual results compared to these assumptions could have a significant effect on the Recreation Center's financial statements.

The total pension liability was determined by an actuarial valuation as of June 30, 2018, with the results rolled forward to the June 30, 2020, measurement date using the following actuarial assumptions, applied to all periods included in the measurement:

- **Inflation:** 2.75%
- **Salary Increases:** 3.50%
- **Discount Rate:** 2.21%

Mortality rates were based on the RP-2000 Combined Healthy Table and Combined Disabled Table published by the Society of Actuaries. The Office of the State Actuary applied offsets to the base table and recognized future improvements in mortality by projecting the mortality rates using 100 percent Scale BB. Mortality rates are applied on a generational basis, meaning members are assumed to receive additional mortality improvements in each future year, throughout their lifetime.

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of the April 2016 Experience Study Report.

The discount rate used to measure the total pension liability was set equal to the Bond Buyer General Obligation 20-Bond Municipal Bond Index.

The following presents the Recreation Center's proportional share of the pension liability for the WWUSRP for WWU as an employer, calculated using the discount rate of 2.21%, as well as what the total pension liability would be if it were calculated using a discount rate that is 1.0% point lower (1.21%) or 1.0% point higher (3.21%) than the current rate.

WWUSRP	
Total Pension Liability	
Discount Rate Sensitivity	
1% Decrease: 1.21%	\$175,642
Current Discount Rate: 2.21%	\$153,173
1% Increase: 3.21%	\$134,555

Material assumption changes during the measurement period included first, updating the GASB Statement No. 73 discount rate from 3.50% to 2.21% (decreased the TPL), and secondly, we reflected fiscal year 2020 returns for the Teachers Insurance and Annuity Association of America (TIAA) and CREF investments which are used to determine a member's assumed income. Those returns were 4.12% for TIAA and 2.31% for CREF.

WADE KING STUDENT RECREATION CENTER
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TOTAL PENSION LIABILITY (TPL):

Assets set aside to pay WWUSRP benefits are not held in a qualified trust as defined by GASB. A qualified trust requires that contributions from employers be irrevocable, dedicated to providing pension benefits to plan members, and are legally protected from creditors of the employer and plan administrator. As a result, the Recreation Center reports the total WWUSRP pension liability. This is different from the DRS plans (PERS, TRS, and LEOFF2), which have trusted assets and, therefore, are reported as a net pension liability.

Schedule of Changes in Total Pension Liability

Beginning Balance - June 30,2018		\$	94,997
Service Cost	\$	2,331	
Interest		3,491	
Differences Between Expected and Actual Experience		9,719	
Changes in Assumptions		11,940	
Benefits Payments		(1,777)	
Net Change in Total Pension Liability FY 19			<u>25,703</u>
Balance as of June 30,2019			120,700
Service Cost		2,701	
Interest		3,717	
Differences Between Expected and Actual Experience		7,576	
Changes in Assumptions		20,357	
Benefits Payments		(1,878)	
Net Change in Total Pension Liability FY 20			<u>32,473</u>
Ending Balance - June 30,2020		\$	<u>153,173</u>

The Recreation Center's proportionate share of the WWUSRP pension expense for the fiscal years ended June 30, 2020 and 2019 was \$4,826 and \$833 respectively.

DEFERRED OUTFLOWS AND INFLOWS OF RESOURCES:

The tables below summarize the Recreation Center's deferred outflows and inflows of resources related to the WWUSRP, together with the related future year impacts to pension expense from amortization of those deferred amounts:

Deferred Outflows of Resources

	2020		2019
Difference between expected and actual experience	\$ 14,115	\$	8,745
Changes of assumptions	27,707		10,745
TOTAL	\$ 41,821	\$	19,490

Deferred Inflows of Resources

	2020		2019
Difference between expected and actual experience	\$ 15,036	\$	20,357
Changes of assumptions	5,843		7,937
TOTAL	\$ 20,878	\$	28,294

Amortization of Deferred Outflows and Deferred Inflows of Resources

Year	
2020	\$ 1,781
2021	\$ 1,781
2022	\$ 3,215
2023	\$ 6,556
2024	\$ 6,599
Thereafter	\$ 1,011
TOTAL	\$ 20,943

NOTE 6. OTHER POST-EMPLOYMENT BENEFITS (OPEB)

PLAN DESCRIPTION:

Health care and life insurance programs for employees of the State of Washington are administered by the Washington State Health Care Authority (HCA). The HCA calculates the premium amounts each year that are sufficient to fund the State-wide health and life insurance programs on a pay-as-you-go basis. These costs are passed through to individual state agencies based upon active employee headcount; the agencies pay the premiums for active employees to the HCA. The agencies may also charge employees for certain higher cost options elected by the employees.

State of Washington retirees may elect coverage through state health and life insurance plans, for which they pay less than the full cost of the benefits, based on their age and other demographic factors.

The health care premiums for active employees, which are paid by the agency during employees' working careers, subsidize the "underpayments" of the retirees. An additional factor in the OPEB obligation is a payment that is required by the State Legislature to reduce the premiums for retirees covered by Medicare (an "explicit subsidy"). For fiscal years 2020 and 2019, this amount is the lesser of \$150 or 50% of the plan premium per retiree eligible for parts A and B of Medicare, per month. This is also passed through to State agencies via active employee's rates charged to the agency.

OPEB implicit and explicit subsidies as well as administrative costs are funded by required contributions made by participating employers. State agency contributions are made on behalf of all active, health care eligible employees, regardless of enrollment status. Based on the funding practice, the allocation method used to determine proportionate share is each agency’s percentage of the state’s total active, health care eligible employee headcount. For 2019 and 2018, the total University’s headcount percentage membership in the PEBB plan consisted of the following:

OPEB Plan Participants				
FYE	Active Employees	Retirees Receiving Benefits	Retirees Not Receiving Benefits	Total Participants
2018	2016	727	97	2840
2019	2032	742	97	2871

ACTUARIAL ASSUMPTIONS:

Accounting requirements dictate the use of assumptions to best estimate the impact the pension obligations will have on the University’s auxiliary units. The professional judgments used in determining these assumptions are important and can significantly impact the resulting actuarial estimates. Difference between actual results compared to these assumptions could have a significant effect on the Recreation Center’s financial statements.

The total OPEB liability was determined by an actuarial valuation as of January 1, 2019, using the following actuarial assumptions, applied to all periods included in the measurement period:

- **Inflation:** 2.75%
- **Salary Increases:** 3.50% including service-based salary increases
- **Health Care Trend Rates:** Initial rate of 8.00% adjusting to 4.50% in 2080
- **Post-retirement Participation:** 65.00%
- **Spouse Coverage:** 45.00%

Mortality rates were based on the RP-2000 Combined Healthy Table and Combined Disabled Table published by the Society of Actuaries. The Office of the State Actuary applied offsets to the base table and recognized future improvements in mortality by projecting the mortality rates using 100.0% Scale BB. Mortality rates are applied on a generational basis, meaning members are assumed to receive additional mortality improvements in each future year, throughout their lifetime.

The discount rate used to measure the total pension liability was set equal to the Bond Buyer General Obligation 20-Bond Municipal Bond Index. A discount rate of 3.87% was used for the June 30, 2018 measurement date and 3.50% for the June 30, 2019 measurement date.

WADE KING STUDENT RECREATION CENTER
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The following presents the Recreational Center’s proportional share of the total University OPEB liability, calculated using the discount rate of 3.50%, as well as what the total pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.50%) or 1 percentage point higher (4.50%) than the

Total OPEB Liability	
Discount Rate Sensitivity	
1% Decrease	\$851,368
Current Discount Rate - 3.50%	\$703,048
1% Increase	\$587,848

The following represents the total OPEB liability of the Recreation Center calculated using the health care trend rates of 8.00% decreasing to 4.50%, as well as what the total OPEB liability would be if it were calculated using health care trend rates that are 1 percentage point lower (7.00% decreasing to 3.50%) or 1 percentage point higher (9.00% decreasing to 5.50%) than the current rate:

Total OPEB Liability	
Health Care Cost	
Trend Rate Sensitivity	
1% Decrease	\$569,011
Current Discount Rate - 8.00%	\$703,048
1% Increase	\$883,443

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TOTAL OPEB LIABILITY:

As of June 30, 2020, and 2019, components of the proportionate share calculation of total OPEB liability determined in accordance with GASB Statement No. 75 for the Recreation Center are represented in the following table:

FY20 Proportionate Share of WWU's share	0.747094%
FY19 Proportionate Share of WWU's share	0.755997%

Schedule of Changes in Total OPEB Liability

Total OPEB Liability	2020	2019
Service cost	\$26,043	\$35,054
Interest	22,590	24,100
Changes of benefit terms	-	-
Differences between expected & actual experience	-	21,998
Changes in assumptions	42,070	(153,463)
Benefit payments	(10,334)	(10,178)
Change in Proportionate share	(1,417)	4,334
Other	-	-
Net Change in Total OPEB Liability	\$78,952	(\$78,155)
Total OPEB Liability - Beginning	\$624,096	\$702,251
Total OPEB Liability - Ending	703,048	\$624,096

Recreation Center's proportionate share of OPEB expense for the fiscal years ended June 30, 2020 and 2019 were \$21,185 and \$48,263 respectively.

WADE KING STUDENT RECREATION CENTER
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DEFERRED OUTFLOWS AND INFLOWS OF RESOURCES:

The tables below summarize Recreation Center’s deferred outflows and inflows of resources related to OPEB, together with the related future year impacts to expense from amortization of those deferred amounts:

Deferred Outflows of Resources		
	2020	2019
Change in proportion	\$ 7,090	\$ 8,171
Difference between expected and actual experience	59,650	21,766
Transactions subsequent to the measurement date	12,124	11,459
TOTAL	\$ 78,864	\$ 41,396

Deferred Inflows of Resources		
	2020	2019
Change in proportion	\$ 1,828	\$ -
Changes of assumptions	203,844	238,094
TOTAL	\$ 205,672	\$ 238,094

Amortization of Deferred Outflows and Deferred Inflows of Resources		
Year		
2021	\$	(22,211)
2022		(22,211)
2023		(22,211)
2024		(22,211)
2025		(22,211)
Thereafter		(27,875)
TOTAL	\$	(138,932)

NOTE 6. SUBSEQUENT EVENT

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of a deadly new virus. In the weeks following the declaration, precautionary measures to slow the spread of the virus have been ordered. These measures include closing schools, colleges and university, cancelling public events, prohibiting public and private gatherings, and require people to stay home unless they are leaving for an essential function.

Beginning on March 13, 2020, the Recreation Center followed recommendations by University, state, and local health authorities to shut down operations of the facility. This included immediately suspension of supply and equipment procurement as well as a complete shutdown of student employment. The Recreation Center also reduced its Spring collection from \$109.46 to \$75 per student. This 31.5% reduction in fee was approved considering the closure of the Recreation Center for the remainder of the Fiscal Year 20. Summer 2020 Recreation Center fees were reduced to \$0 and Fall 2020 fees mirrored Spring 2020 with a \$75 per student collection. Student employment has continued to be frozen since March 2020 as the operational and programmatic employment opportunities are currently unavailable due to the COVID-19 Recreation Center closure. Considering these economic circumstances, the Recreation Center is anticipating transferring \$500,000 from its reserves to backfill operational costs from a COVID-19 Fiscal Year 2021.

The length of time these measures will be in place, and the full extent of the financial impact on the Recreation Center is unknown at this time.

RSI

REQUIRED SUPPLEMENTARY INFORMATION

PENSION PLAN INFORMATION

Cost Sharing Employer Plans

Schedule of Recreation Center's Proportionate Share of the Net Pension Liability

Schedule of Recreation Center Proportionate Share of the Net Pension Liability Public Employees' Retirement System (PERS) Plan 1 Measurement Date ended June 30 *						
	2014	2015	2016	2017	2018	2019
Recreation Center PERS 1 employers' proportion of the net pension liability	0.002365%	0.002311%	0.001825%	0.002223%	0.001867%	0.002058%
Recreation Center PERS 1 employers' proportionate share of the net pension liability	\$129,519	\$120,898	\$97,990	\$105,504	\$83,359	\$77,543
Recreation Center PERS 1 employers' covered-employee payroll	\$246,340	\$252,575	\$214,480	\$270,703	\$244,786	\$189,225
Recreation Center PERS 1 employers' proportionate share of the net pension liability as a percentage of its covered-employee payroll	52.58%	50.68%	41.97%	38.97%	34.05%	40.98%
Plan fiduciary net position as a percentage of the total pension liability	61.19%	59.10%	57.03%	61.24%	63.22%	67.12%
* As of June 30; this schedule is to be built prospectively until it contains ten years of data.						

In accordance with Statement No. 68, WWU has elected to use the prior fiscal year end as the measurement date for reporting net pension liabilities.

PENSION PLAN INFORMATION

Cost Sharing Employer Plans

Schedule of Recreation Center's Proportionate Share of the Net Pension Liability

Schedule of Recreation Center Proportionate Share of the Net Pension Liability Public Employees' Retirement System (PERS) Plan 2/3 <i>Measurement Date ended June 30 *</i>						
	2014	2015	2016	2017	2018	2019
Recreation Center PERS 2/3 employers' proportion of the net pension liability	0.003045%	0.002986%	0.002336%	0.002860%	0.002388%	0.002594%
Recreation Center PERS 2/3 employers' proportionate share of the net pension liability	\$59,589	\$106,676	\$117,616	\$99,372	\$40,768	\$25,299
Recreation Center PERS 2/3 employers' covered-employee payroll	\$262,066	\$264,732	\$222,246	\$280,484	\$251,452	\$194,130
Recreation Center PERS 2/3 employers' proportionate share of the net pension liability as a percentage of its covered-employee payroll	22.74%	39.08%	52.92%	35.43%	16.21%	13.03%
Plan fiduciary net position as a percentage of the total pension liability	93.29%	89.20%	85.82%	90.97%	95.77%	97.77%
* As of June 30; this schedule is to be built prospectively until it contains ten years of data.						

In accordance with Statement No. 68, WWU has elected to use the prior fiscal year end as the measurement date for reporting net pension liabilities.

PENSION PLAN INFORMATION

Cost Sharing Employer Plans

Schedule of Changes in Recreation Center's Proportionate Share of WWUSRP Total Pension Liability and Related Ratios

Schedule of Changes in WWU's Total Pension Liability and Related Ratios				
WWUSRP - Recreation Center				
Fiscal Year ended June 30*				
<i>(dollars in thousands)</i>				
	2017	2018	2019	2020
WWUSRP total pension liability-Beginning	\$141	\$104	\$95	\$121
Service Cost	(7)	(4)	(2)	(3)
Interest	(5)	(4)	(3)	(4)
Difference between expected and actual experience	34	11	(11)	(7)
Changes in assumptions	13	4	(12)	(20)
Benefits payments	2	2	2	2
Net change in total pension liability	<u>37</u>	<u>9</u>	<u>(26)</u>	<u>(32)</u>
WWUSRP total pension liability-Ending	<u>\$104</u>	<u>\$95</u>	<u>\$121</u>	<u>\$153</u>
WWU URP employers' covered-employee payroll	\$368	\$397	\$361	\$343
WWUSRP total pension liability as a percentage of its covered-employee payroll	28.30%	23.93%	33.45%	44.72%
* As of June 30; this schedule is to be built prospectively until it contains ten years of data.				

**WADE KING STUDENT RECREATION CENTER
REQUIRED SUPPLEMENTARY INFORMATION**

June 30, 2020 and 2019

PENSION PLAN INFORMATION

Cost Sharing Employer Plans

Schedule of Contributions

Schedule of Contributions Public Employees' Retirement System (PERS) Plan 1 Fiscal Year Ended June 30 Recreation Center									
Fiscal Year	Contributions related to covered		UAAL Contributions related to covered	Total Contributions in relation to the		Covered payroll	Covered payroll	Contributions as a	
	Contractually Required Contributions	payroll of employees Participating in PERS plan 1	payroll of employees Participating in PERS plan 2/3	Actuarially Determined Contributions	Contribution deficiency (excess)	of employees participating in PERS 1	of employees participating in PERS 2/3	Total Covered-employee payroll	percentage of covered-employee payroll
2015	\$10,622	\$0	\$10,622	\$10,622	\$0	\$9,882	\$242,693	\$252,575	4.21%
2016	\$10,347	\$0	\$10,347	\$10,347	\$0	\$7,337	\$207,143	\$214,480	4.82%
2017	\$13,375	\$0	\$13,375	\$13,375	\$0	\$7,269	\$263,434	\$270,703	4.94%
2018	\$12,476	\$0	\$12,476	\$12,476	\$0	\$4,202	\$240,585	\$244,786	5.10%
2019	\$14,459	\$0	\$14,459	\$14,459	\$0	\$639	\$188,586	\$189,225	7.64%
2020	\$15,768	\$0	\$15,768	\$15,768	\$0	\$1,641	\$326,745	\$328,386	4.80%
2021									
2022									
2023									
2024									

Notes:
This schedule will be built prospectively until they contain ten years of data.

PENSION PLAN INFORMATION

Cost Sharing Employer Plans
 Schedule of Contributions

Schedule of Contributions Public Employees' Retirement System (PERS) Plan 2/3 Fiscal Year Ended June 30 <i>Recreation Center</i>					
Fiscal Year	Contributions in relation to the			Covered-employee payroll	Contributions as a percentage of covered-employee payroll
	Contractually Required Contributions	Contractually Required Contributions	Contribution deficiency (excess)		
2015	\$14,515	\$14,515	\$0	\$272,962	5.32%
2016	\$20,992	\$20,992	\$0	\$222,246	9.45%
2017	\$17,965	\$17,965	\$0	\$280,190	6.41%
2018	\$18,863	\$18,863	\$0	\$251,452	7.50%
2019	\$22,002	\$22,002	\$0	\$194,130	11.33%
2020	\$26,003	\$26,003	\$0	\$331,912	7.83%
2021					
2022					
2023					
2024					

Notes:
 This schedule will be built prospectively until they contain ten years of data.

PENSION PLAN INFORMATION

Cost Sharing Employer Plans

Schedule of Contributions

Schedule of Contributions									
Teachers' Retirement System (TRS) Plan 1									
Fiscal Year Ended June 30									
<i>Recreation Center</i>									
Fiscal Year	Contractually Required Contributions	Contributions related to covered payroll of employees Participating in TRS plan 1	UAAL Contributions related to covered payroll of employees Participating in TRS plan 2/3	Total Contributions in relation to the Actuarially Determined Contributions	Contribution deficiency (excess)	Covered payroll of employees participating in TRS 1	Covered payroll of employees participating in TRS 2/3	Total Covered-employee payroll	Contributions as a percentage of covered-employee payroll
2015	\$7,806	\$7,806	\$0	\$7,806	\$0	\$23,157	\$116,956	\$140,113	5.57%
2016	\$794	\$794	\$0	\$794	\$0	\$483	\$11,231	\$11,715	6.78%
2017	\$0	\$0	\$0	\$0	\$0	\$0	\$11,231	\$0	0.00%
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$11,231	\$0	0.00%
2019	\$0	\$0	\$0	\$0	\$0	\$0	\$11,231	\$0	0.00%
2020	\$0	\$0	\$0	\$0	\$0	\$0	\$11,231	\$0	0.00%
2021									
2022									
2023									
2024									

Notes:
 These schedules will be built prospectively until they contain ten years of data.

OPEB INFORMATION

Cost Sharing Healthcare Plans

Schedule of Recreation Center's Changes in Total OPEB Liability and Related Ratios

Schedule of Recreation Center Changes in Total OPEB Liability and Related Ratios			
<i>Measurement Date ended June 30 *</i>			
	2018	2019	2020
Total OPEB Liability-Beginning	\$806,291	\$702,252	\$624,098
Service Cost	\$108,031	\$35,054	\$26,043
Interest	\$50,602	\$24,100	\$22,590
Difference between expected and actual experience	\$0	\$21,998	\$0
Changes in assumptions	-\$246,839	-\$153,463	\$42,070
Benefits payments	-\$25,788	-\$10,178	-\$10,334
Change in Proportionate share	\$9,954	\$4,334	-\$1,417
Total OPEB liability-Ending	<u>\$702,252</u>	<u>\$624,098</u>	<u>\$703,052</u>
Recreation Center employers' covered-employee payroll	\$755,074	\$761,413	\$820,918
Recreation Center employers' proportionate share of total OPEB liability as a percentage of its covered-employee payroll	106.78%	92.23%	76.02%
* As of June 30; this schedule is to be built prospectively until it contains ten years of data.			

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

Plans administered by DRS

The Office of the State Actuary (OSA) calculates the actuarially determined contributions (ADC) based on the results of an actuarial valuation consistent with the state's funding policy defined in Chapter 41.45 RCW. Consistent with the state's contribution-rate adoption process, the results of an actuarial valuation with an odd-numbered year valuation date determine the ADC for the biennium that ensues two years later. For example, the actuarial valuation with a June 30, 2017 valuation date, completed in the fall of 2018, determines the ADC for the period beginning July 1, 2019, and ending June 30, 2021.

Additional Considerations on ADC for All Plans: OSA calculates the ADC consistent with the methods described above. Adopted contribution rates could be different pending the actions of the governing bodies. For instance, for the period beginning July 1, 2019 and ending June 30, 2021, the contribution rates that the Pension Funding Council adopted, which the Legislature did not change, reflect a phasing in of the increase to contribution rates that resulted from a change to the mortality assumption. This is the second of three biennia over which this increase is expected to be phased-in for PERS 1, PERS 2/3, TRS 1, and TRS 2/3.

For cost-sharing plans, OSA calculates the contractually required contributions (CRC) using the same assumptions and methods as the ADC, except that the CRC reflect the adopted contribution rates for the time period shown. These might differ from the contribution rates produced for the ADC.

Plans administered by the University

The Western Washington University Supplemental Retirement Plan has no assets accumulated in a trust that meets the criteria in GASB Statement No. 73, paragraph 4 to pay related benefits.

Material assumption changes during the fiscal year 2020 measurement period include updating the GASB 73 discount rate from 3.50% to 2.21% ("Change in assumption" which increased the TPL). Additionally, the fiscal year 2020 returns for the Teachers Insurance and Annuity Association of America (TIAA) and CREF investments were used to determine a member's assumed income. Those returns were 4.12 percent for TIAA and 2.31 percent for CREF. This resulted in an increase in the TPL.

Material assumption changes during the fiscal year 2019 measurement period include updating the GASB 73 discount rate from 3.87% to 3.50% ("Change in assumption" which decreased the TPL). Additionally, CREF investment experience during fiscal year 2019 was slightly lower than expected (4.97 percent actual return). Lower investment experience than expected leads to an increase in the TPL. TIAA investment experience only slightly deviated from OSA's assumption. Based on input from TIAA, OSA modified the TIAA settlement rates, settlement mortality, and increased the CREF investment return assumptions ("Difference between expected and actual experience" which also increased the TPL).

OPEB Plan administered by the Healthcare Authority of Washington State

The OPEB Plan has no assets accumulated in a trust that meets the criteria in GASB Statement No. 75, paragraph 4 to pay related benefits. Material assumption changes during the fiscal year 2019 measurement period relate to a decrease in the Bond Buyer General Obligation 20-Bond Municipal Bond Index, from 3.87% for the June 30, 2018 measurement date, to 3.50% for the June 30, 2019 measurement date. Other material assumption changes included lowering the forecast of future healthcare cost trends. This resulted in an increase in the TOL.

Material assumption changes during the fiscal year 2018 measurement period relate to an increase in the Bond Buyer General Obligation 20-Bond Municipal Bond Index, from 3.58% for the June 30, 2017 measurement date, to 3.87% for the June 30, 2018 measurement date.

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

TO: Members of the Board of Trustees
FROM: John M. Meyer, Chair, Board Committee on Trustees
DATE: December 11, 2020
SUBJECT: **Board Trustees Remarks**
PURPOSE: Information Item

Purpose of Submittal:

Chair Meyer will provide time to members of the Board of Trustees and the University President for any final remarks, questions, or observations.

19. EXECUTIVE SESSION

Executive Session may be held to discuss personnel, real estate, and legal issues as authorized in RCW 42.30.110.

20. DATE FOR NEXT REGULAR MEETING

- **February 11, 12, 2021**

21. ADJOURNMENT