



**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
AGENDA
FEBRUARY 11 & 12, 2021**

THURSDAY, FEBRUARY 11, 2021

Location: Virtual Meeting Via Zoom

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

Time: 3:00 p.m.

- 1. CALL TO ORDER**
3:00 – 3:01
- 2. ROUNDTABLE CONVERSATION WITH REGIONAL HIGHER EDUCATION PARTNERS ON THE COVID RECOVERY**
3:01 – 4:30 *Guests:*
 - Kathi Hiyane Brown, President, Whatcom Community College
 - Walter Hudsick, Interim President and Chief Academic Officer, Bellingham Technical College
 - Justin Guillory, President, Northwest Indian College
 - Tom Keegan, President, Skagit Valley College
 - Marty Cavalluzzi, President, Olympic College
 - Luke Robins, President, Peninsula College

FRIDAY, FEBRUARY 12, 2021

Location: Virtual Meeting Via Zoom

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

Time: 8:00 a.m.

- 3. CALL TO ORDER, APPROVAL OF MINUTES**
8:00 – 8:05
 - Board of Trustees Meeting, December 11, 2020
- 4. PUBLIC COMMENT**
8:05 – 8:15
- 5. BOARD CHAIR REPORT**
8:15 – 8:30
 - A. Words from the Chair
 - B. Resolution No. 2021-01 Welcoming Trustee Bruce Harrell
- 6. UNIVERSITY PRESIDENT REPORT**
8:30 – 8:40

7. **FACULTY SENATE REPORT**
8:40 – 8:50
8. **ASSOCIATED STUDENTS REPORT**
8:50 – 9:00
9. **BOARD FINANCE, AUDIT AND ENTERPRISE RISK MANAGEMENT COMMITTEE REPORT**
9:00 – 9:10 Presentation: Trustee Faith Pettis, Committee Chair
10. **BOARD STUDENT SUCCESS COMMITTEE REPORT**
9:10 – 9:20 Presentation: Trustee Mo West, Committee Chair

DISCUSSION ITEMS

11. **LEGISLATIVE OUTLOOK FOR THE 2021-23 BIENNIAL SESSION**
9:20 – 10:00 Presentation: Becca Kenna Schenk, Executive Director, Government Relations
Drew Shirk, Executive Director, Legislative Affairs, Office of the
Governor
Nicole Ballard, Associated Students Vice President for Governmental
Affairs
Jude Ahmed, Associated Students Legislative Liaison
Roger Anderson, Professor of Biology, Faculty Legislative Liaison

BREAK – 10 MINUTES

ACTION ITEMS

12. **APPOINTMENT OF FY2021 FINANCIAL STATEMENT AUDITOR**
10:10 – 10:15 Presentation: Faith Pettis, Chair, Board Finance, Audit, and Enterprise Risk
Management Committee
13. **APPROVAL OF SPRING QUARTER MANDATORY STUDENT FEES**
10:15 – 10:20 Presentation: Melynda Huskey, Vice President, Enrollment and Student Services
Richard Van Den Hul, Vice President, Business and Financial Affairs
Faye Gallant, Executive Director, Budget and Financial Planning
14. **APPROVAL OF SUMMER SESSION 2021 TUITION AND MANDATORY STUDENT FEES**
10:20 – 10:30 Presentation: Brent Carbajal, Provost and Vice President for Academic Affairs
Robert Squires, Vice Provost, Outreach and Continuing Education
Faye Gallant, Executive Director, Budget and Financial Planning
15. **APPROVAL OF REDUCTION IN HUMAN SERVICES DISTANCE LEARNING TUITION AND FEES**
10:30 – 10:40 Presentation: Brent Carbajal, Provost and Vice President for Academic Affairs
Robert Squires, Vice Provost, Outreach and Continuing Education
Faye Gallant, Executive Director, Budget and Financial Planning
16. **APPROVAL OF WINTER QUARTER DEGREES**
10:40 – 10:45

17. INFORMATION ITEMS

10:45 – 10:50

- a. Quarterly Grant Report
- b. Capital Program Report
- c. University Advancement Report
- d. University Relations and Marketing Report
- e. Department of Public Safety Annual Report
- f. Mid-year Housing and Dining Report
- g. Enrollment Management Summary

18. TRUSTEE REMARKS

10:50 – 11:00

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

11:00 – 11:30

20. DATES FOR NEXT REGULAR MEETING: April 1 and 2, 2021

21. 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: February 12, 2021

SUBJECT: ROUNDTABLE CONVERSATION WITH REGIONAL HIGHER EDUCATION PARTNERS ON THE COVID RECOVERY

PURPOSE: Discussion Item

Purpose of Submittal:

Brent Carbajal, Provost and Vice President for Academic Affairs will facilitate a conversation among the leaders of Western's regional higher education partners on the shared challenges and opportunities presented by the COVID pandemic and its associated economic and social justice impacts.

Background:

The Washington Roundtable's latest report, "[Path to 70% Credential Attainment: Recovery and Reimagining](#)" provides a helpful framework for the discussion of challenges and opportunities for higher education to contribute to the regional recovery from COVID-19 and its associated impacts.

Strategic Questions:

1. How might the entire higher education sector best leverage enrollment and completion strategies to address the five key findings in the Washington Roundtable's "[Path to 70% Credential Attainment: Recovery and Reimagining](#)" report?
2. System-level transformation of higher education in Washington has been a topic of discussion for many years. Does the current environment offer more urgent or unique opportunities for change at the system level, from new forms of coordination with K-12 to redesign of funding models?

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa

DATE: February 12, 2021

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 Meeting, December 11, 2020

Supporting Information:

Minutes of December 11, 2020

**Western Washington University
Board of Trustees
Meeting Minutes
Friday, December 11, 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 8:05 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
Abdul Malik Ford, Associated Students President
Melissa Nelson, Assistant Attorney General
Paul Cocke, Director, Communication and Marketing
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 12-01-2020

Trustee Franklin moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the following minutes:

- Board of Trustees Work Session September 14, 15, & 22, 2020
- Board of Trustees Regular Meeting October 9, 2020
- Board of Trustees Special Meeting November 9, 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. NAMING OF NEW RESIDENCE HALL FOR ALMA CLARK GLASS

President Randhawa, Melynda Huskey, Vice President for Enrollment and Student Services, and Leonard Jones, Director, University Residences presented information and requested the Board of Trustees 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 in 1906.

RESOLUTION NO. 2020-05

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

MOTION 12-02-2020 Trustee Sharpe 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.

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

The motion passed.

4. PUBLIC COMMENT

As per Amended RCW 28B.35.110, the Board of Trustees provided time for public comment. Five students signed up for public comment to share their concerns about Western’s dining services contract, specifically citing concerns about diversity, equity, and inclusion.

5. BOARD CHAIR REPORT

Trustee Meyer thanked the students for their input during the Public Comment period on the agenda. Meyer shared his reflections on the importance of communication and collaboration among shared governance partners and highlighted the role of trustees to serve the state of Washington through higher education. He enumerated the responsibilities of a trustee and how taking a big picture view of the university allows for guidance and fostering the general welfare of Western with its many diverse communities. He explained that the Board of Trustees is under law the governing authority of the institution and delegates the management of day to day operations to the administration. With that comes great responsibility to ensure that outcomes of decisions are thoroughly vetted to ensure a positive outcome for the entire campus community. Meyer noted that the tradition of board meetings is to listen, respectfully ask questions, and learn to better understand each other.

6. UNIVERSITY PRESIDENT'S REPORT

President Randhawa reflected on how the academic year has unfolded during a global pandemic and how Western's long-term goals and aspirations continue to be a north star despite the disruptions on so many fronts. Randhawa expressed his gratitude to Western's faculty, staff, and students for the flexibility, adaptability, and resilience that they have demonstrated throughout the pandemic. He noted that the work has been supported by the leadership and sound recommendations from the Incident Response Team. He added that Western's student health center team continues to do a phenomenal job ensuring the health and safety of students. He reported that Western's approach to batch surveillance testing was recognized as one of the exemplars in a report on COVID-19 testing strategies for colleges and universities released by the National Academies of Science, Engineering and Medicine.

Randhawa reported that the Western's overall enrollment is better than projected for spring quarter and with conservative institutional spending, federal stimulus dollars, and the judicious use of institutional reserves the institution continues to weather the financial effects of COVID-19. He noted that challenges are expected during the upcoming biennium and that Western's financial team has been working diligently to ensure a positive outcome for Western.

Randhawa reported that one of the largest areas of financial impact for Western has been in the precipitous decline in Housing and Dining revenues. He explained that though University Residences has been able to reduce its expenses and use one-time reserves as a buffer, the financial impacts have been significant. He noted that Resolution 2020-04 Housing and Dining Revenue Refunding Bond, approved by the Board of Trustees at the August 2020 meeting. He said refunding (refinancing) housing bonds helped move those immediate debt service obligations to future years. He reflected on the students' demand during public comment that Western immediately break its dining services contract with Aramark and switch to self-operated dining services. He noted that analysis by an outside consultant concluded that there would be significant upfront investments required to make the switch, apart from the additional labor and supply difficulties imposed by the pandemic. In addition, immediately breaking the contract would make it extraordinarily difficult to negotiate sound business contracts in the future. Randhawa detailed that as a result the administration has decided to extend the current Housing and Dining contract with Aramark for an additional two years until the pandemic has subsided, an updated assessment of the campus' needs and the dining models can be completed. He emphasized that there will be a continued commitment to an open, inclusive assessment process for dining service needs that will engage students and stakeholder groups.

Randhawa reported on the urgency of addressing commitments on inclusive student success and advancing Western's goals on equity, diversity and inclusion, including ongoing searches for

multiple positions focused on DEI, a campus climate survey, equity and inclusion training for executive and academic leadership, and mandatory student training for students beginning winter quarter.

Randhawa highlighted that the Academic Affairs team have been working diligently to prepare for virtual accreditation visits. He noted that it is critical to ensure the credibility and integrity of Western's academic programs.

7. FACULTY SENATE REPORT

Jeff Young, Faculty Senate President reported that the Faculty Senate approved a motion from its Academic Coordinating Commission to approve course modality changes for winter, spring, and summer quarters. He noted that this approval allows faculty to plan for remote teaching and choose their method of delivery, such as asynchronous or synchronous learning, which allows for departments to plan and schedule as necessary and further in advance.

Young reported that the Faculty Senate continues to review and amend policies that pertain to equity, diversity, and inclusion. He noted that the Senate continues to explore ways to encourage investigation into best practices and facilitate inclusion in coursework for Western students.

8. ASSOCIATED STUDENTS REPORT

Abdul Malik Ford, Associated Students President acknowledged his opportunity to report to the board and expressed that his motivation to run for student government was to represent and advocate for black students at Western. He noted his agenda for would focus on advocating for the list of demands from Black student organizations that were provided to the board at the December meeting. Malik-Ford introduced the Associated Students Executive Board and the Senate Pro Tempore, each of whom provided an update on their agendas for the academic year.

The board engaged in conversation regarding the structural changes within the Associated Students organization and the current work of the Student Senate which included the topic of shared governance and student representation at Board of Trustees meetings.

Trustee Meyer announced a ten-minute break at 10:13 a.m. The board reconvened at 10:25 a.m.

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

Trustee Pettis reported that the FARM Committee received an Exit Conference presentation from the State Auditor's Office on the Financial Statement Audit and that Western received a clean audit with no significant deficiencies or material weakness in internal controls, or materials noncompliance discovered. She noted that the FARM Committee would receive a presentation from the State Auditor at their next meeting for the results of the Accountability Audit process and she would report on those at the February meeting of the Board of Trustees.

Pettis reported that the committee received a presentation from Business and Financial Affairs (BFA) on the biennial budget outlook for fiscal year 2021-2023. She acknowledged the work of BFA and their careful review of all aspects of Western's financial health.

Pettis noted that the committee also received an update on Western's Semi-Annual Compliance Internal Controls report. She noted the next meeting for the FARM committee would be in January as the committee transitions to an updated meeting schedule.

10. STUDENT SUCCESS COMMITTEE REPORT

Trustee Mo West reported that the committee received a presentation from members of the Structural Equity and Bias Response Team (SEBRT) who provided an overview of the team charge and goals for the academic year. West noted that Western is one of the first universities in the state to charge such a group to proactively look for patterns within bias incidents rather than solely having a reactionary response to incidents.

West reported that the committee also was provided an update from Academic Affairs and Enrollment and Students Services, as each division continues to navigate through the COVID-19 global pandemic.

11. ACCREDITATION UPDATE AND UNDERGRADUATE STUDENT SUCCESS

Jack Herring, Vice Provost for Undergraduate Education provided 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. Herring also provided an update on student retention during the COVID-19 pandemic and ongoing efforts to support first-year students.

Herring noted that NWCCU has adopted a new set of criteria for accreditation this year and revised its process and calendar for review of institutional accreditation.

He explained that Western's efforts over the past ten years to support first-year student retention through first-year interest groups and other forms of programming have been successful, with modest benefits seen across a range of students. He added that the work is a strong foundation for meeting key strategic priorities in student success and educational equity. Herring noted that in the short-term, the COVID-19 pandemic appears to have had a small but significant negative impact on retention of first-year students.

12. COMPREHENSIVE OPERATING BUDGET OVERVIEW

Richard Van Den Hul, Vice President for Business and Financial Affairs and Faye Gallant, Executive Director, Budget and Financial Planning presented the board with a comprehensive overview of all of Western's 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.

13. 2019 ANNUAL SECURITY AND FIRE SAFETY REPORT (CLERY ACT) UPDATE

Richard Van Den Hul, Vice President for Business and Financial Affairs and Melynda Huskey, Vice President for Enrollment and Student Services provided an overview of Western's compliance with the federal Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime report that covers all of Western's campus locations. The report included Clery Crime Statistics, Organizational Changes, Guidance Revisions, and the Annual Security and Fire Safety Report. It was noted that 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. Huskey noted that the report is part of Western's commitment to maintaining a healthy and safe living, learning, and working environment and covers the three previous calendar years (2017, 2018, and 2019).

14. CREATING A LEGACY REVIEW TASK FORCE: REFLECTIONS ON BUILDINGS AND COLLEGE NAMES

President Sabah Randhawa and Brent Carbajal, Provost/Vice President for Academic Affairs presented background information and impetus for creating a Legacy Review Task Force at Western. Randhawa acknowledged Western's commitment to maintaining a welcoming and inclusive campus environment for all members of the Western community, including faculty, staff, alumni, and trustees. He highlighted that an 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. Provost Carbajal noted that making international, thoughtful assessment of university features has been requested by Western students, including the Black Student Organization in their June 2020 letter to the administration.

Randhawa and Carbajal engaged in discussion with the trustees as they reviewed and provided input on the draft charge for the 2020-2021 academic year.

15. WWU KINDNESS DAY

Hunter Stuehm, Trustee/Graduate student in the audiology program, and Rayne Rambo, Assistant Secretary to the Board of Trustees presented an overview of Western's celebration of World Kindness Day on Friday, November 13, 2020. Stuehm and Rambo shared that this year's celebration evolved to intentionally address the role of kindness in social movements, change, and times of stress. It was noted that the direction pivoted from the typical conceptualizations of kindness and was driven by the Board of Trustees' June 2020 meeting regarding conversations on racial equity and systemic racism.

Stuehm shared that Kindness Day for 2020 was conducted remotely and included a series of prerecorded interviews in which Stuehm interviews individuals at Western who were nominated for their exemplary kindness on how kindness has led them to who they are today as leaders in their community.

Interviewees included guests from multiple university divisions and community organizations, with diverse experience studying and practicing kindness. Rambo noted that the interviewees then served as part of a live discussion panel on Kindness Day. She said the focus of the panel was based on the preceding interviews, focusing on what role kindness serves in the face of divisive politics, racist violence, and growing tensions in the United States

16. EXTENSION OF EMERGENCY RULE CHANGES IN RESPONSE TO NEW TITLE IX GUIDANCE

Melynda Huskey Vice President for Enrollment and Student Services, Interim Executive Director Civil Rights and Title IX Compliance, requested 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. She noted that immediate emergency changes to the rule were necessary to comply with these new regulations while the permanent rule is under revision. Huskey explained that the timeline for the permanent rule development would request that the Board of Trustees approve the extension of the emergency rule until April 2, 2021, and that a public hearing would be held in May 2021 with a report provided to President Randhawa and the Board of Trustees to review in advance of approving the permanent rule at the June 2021 meeting.

MOTION 12-02-2020

Trustee West 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.

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.

17. APPROVAL OF FALL QUARTER DEGREES

MOTION 12-03-2020

Trustee Stuehm 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.

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.

18. INFORMATION ITEMS

a. Academic Affairs 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. Quarterly Grant Report

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

c. Sustainability Report

Vice President Melynda Huskey provided a written report on the University's Sustainability Program.

d. Capital Program Report

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

e. University Advancement Report

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

f. University Relations and Marketing Report

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

g. Legislative Update

Becca Kenna-Schenk, Executive Director, Government Relations provided a written report of Legislative Updates.

h. Enrollment Management Summary

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

i. 2019-20 University Financial Report

Vice President Van Den Hul provided a written report regarding the Independent Auditor's report on the University's Financial Statements.

j. 2020 Housing and Dining Report

Vice President Van Den Hul provided a written report of the University Housing and Dining Systems Financial Reports.

k. 2020 Wade King Student Recreation Center Financial report

Vice President Van Den Hul provided a written report on the Student Recreation Center's Financial Reports.

19. TRUSTEE REMARKS

The trustees thanked everyone in attendance for their participation and the thoroughness of the meeting materials. The trustees noted that this would be Trustee Overstreet's last meeting as a trustee and that it was poignant that the entirety of the meeting was clearly a focus on equity, diversity, and inclusion.

20. EXECUTIVE SESSION

Chair Meyer announced the board did not require Executive Session.

21. DATE FOR NEXT REGULAR MEETING

February 11 & 12, 2021

22. ADJOURNMENT

The meeting adjourned at 12:21 pm.

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

TO: Members of the Board of Trustees
FROM: Sabah Randhawa, President
DATE: February 12, 2021
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 February meetings 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: February 12, 2021
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.

- Resolution 2021-01 Welcoming Trustee Bruce Harrell



RESOLUTION NO. 2021-01

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

**WELCOMING TRUSTEE
*BRUCE HARRELL***

WHEREAS, on January 22, 2021, Governor Jay Inslee appointed **BRUCE HARRELL** of Seattle, Washington to serve a term on the Western Washington University Board of Trustees ending on September 30, 2026; and

WHEREAS, **BRUCE HARRELL** brings to his appointment as a trustee a distinguished career in law and civic leadership, representing children and seniors, union members, non-profits, and affordable housing companies, including service as chief legal advisor to the Rainier Valley Community Development Fund, the First A.M.E. Church and First A.M.E. Housing Corporation, and chief counsel to US West; and

WHEREAS, **BRUCE HARRELL** served with distinction on the Seattle City Council from 2007 through 2019, serving two terms as City Council President, and as interim Mayor, and chaired the Governance, Equity, and Technology Committee, served as vice chair of the Human Services, Equitable Development, and Renter Rights Committee, and as a member of the Finance and Neighborhoods Committee; and

WHEREAS, **BRUCE HARRELL** received his bachelor's degree in Political Science from the University of Washington and earned 1st Team Academic All American honors while playing as a three-year starter for the Huskies' Rose Bowl winning football team, and later received his law degree from the University of Washington; and

WHEREAS, **BRUCE HARRELL** has received numerous community leadership awards for his dedication to public service and his commitment to advancing equity, fairness, and respect for underrepresented individuals and communities; and

WHEREAS, **BRUCE HARRELL** has declared his commitment to serve as a member of the Western Washington University Board of Trustees;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Western Washington University officially extends a warm welcome to **BRUCE HARRELL** as he begins his term on the Board.

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its meeting on February 12, 2021.

ATTEST:

A handwritten signature in black ink, appearing to read "John Meyer".

John M. Meyer, Chair

A handwritten signature in black ink, appearing to read "Susan K. Sharpe".

Susan K. Sharpe, Secretary

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

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President

DATE: February 12, 2021

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: February 12, 2022

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: February 21, 2021

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.

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

TO: Members of the Board of Trustees
FROM: Faith Pettis, Chair, Board Audit Committee
DATE: February 12, 2021
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: February 12, 2021
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 Becca Kenna-Schenk, Executive Director of Government Relations

DATE: February 12, 2021

SUBJECT: LEGISLATIVE OUTLOOK FOR THE 2021-23 BIENNIAL SESSION

PURPOSE: Discussion Item

Purpose of Submittal:

For this agenda item, Drew Shirk, Governor Inslee's Executive Director of Legislative Affairs, will provide an update on the governor's budget and policy priorities for the 2021-2023 biennium and answer any questions the Trustees may have.

Following Executive Director Shirk's presentation, Nicole Ballard, Associated Students Vice President for Governmental Affairs, and Jude Ahmed, Associated Students Director of Legislative Affairs, will provide an update on the ASWWU 2021 Legislative Agenda. Roger Anderson, Legislative Liaison to the Faculty Senate, will provide an update on the Washington State Council of Faculty's 2021 legislative priorities, and Becca Kenna-Schenk, Executive Director of Government Relations, will provide a brief update on the 2021 Legislative Session and answer any questions the Trustees may have.

Background:

The 105-day, 2021 Legislative Session began on January 11th and is scheduled to end on April 25th.

Strategic Questions:

1. What is the current outlook for the state's operating and capital budgets?
2. How can WWU support Governor Inslee's priorities for the 2021 Legislative Session and COVID-19 recovery efforts?



2021 Legislative Agenda

Nicole Ballard

AS VP FOR GOVERNMENTAL AFFAIRS

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Jude Ahmed

AS OCE DIRECTOR OF LEGISLATIVE AFFAIRS

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Centering Equity at WWU

The ASWWU intends to center equity in each topic area of the 2021 ASWWU Legislative Agenda by calling for legislators to take action on community driven initiatives and demonstrate equity through funding. The ASWWU recognizes the rights of students to feel safe and supported in higher education, and that our campus must do more to create a campus climate that is safe and inclusive for all students. At the same time, we must acknowledge that the responsibility of centering equity in academia does not fall solely on the shoulders of students, but rather on the university, state, and wider community. The ASWWU asks the Legislature to focus on barriers to access, completion, and security among underrepresented and BIPOC students due to their different experience in higher education. Western supports the Washington Roundtable's goal of 70% of Washington high school graduates earning a post-secondary credential by 2030. To support the well-being of students underrepresented in higher education, the ASWWU asks for the Legislature's support in addressing barriers to access and completion rates.

Meeting Basic Needs

The ASWWU appreciates the investment into higher education through HB 2158, however in order for this investment to create successful outcomes we believe it is crucial to support students as individuals. Students face unprecedented difficulty to meet their basic needs on a day to day basis due to the COVID-19 pandemic. Western has seen a drastic increase in the use of programs and resources that help students secure food and clothing like Western Hub of Living Essentials, grocery assistance programs, and WWU Career Closet. Additionally, housing insecurity is a persistent issue for students at Western and across the state. Not only does every human being have the right to have their basic needs met, but it is important to recognize that in doing so, Washington can better ensure the success of students throughout their time in college and beyond.

THE ASWWU STRONGLY ADVOCATES THE WASHINGTON STATE LEGISLATURE TO

- Ensure [SB 5800](#) a permanent program to provide housing assistance to foster care and houseless students.
- Create a grant program that can be accessed by all Washington State universities to disperse funding to assist with meal pop-up and clothing assistance programs that are vital in helping students meet their basic needs.
- Create a state-wide survey, similar to the [#RealCollege](#) survey by the [Hope Center](#), on student basic needs.
- Expand [HB 1893](#) to include state universities.
- Support [SB 5012](#) to provide a local government option for the funding of essential affordable housing programs.
- Support [SB 5027](#) to mandate closed captioning on televisions in public places.

College Affordability and Student Loan Forgiveness

The ASWWU recognizes that the increasing cost of education is a barrier for students from low and middle income families. With universities raising tuition and post-graduation plans being in flux because of COVID-19, the ASWWU highlights the increased burden of the cost of higher education and advocates for an expansion in financial assistance. Western appreciates the funding allocated to students in the Washington College Grant through [HB 2158](#), and believes all students who qualify for the grant deserve the funds promised to complete their higher education. Additionally, Western is concerned about the 770,000+ student loan borrowers in the state who collectively owe over \$27 billion in student loan debt. [The EdTPA is a barrier](#) not only for candidates impacted by COVID to get employed post-graduation, but also the barriers presented in the EdTPA disproportionately harms vulnerable communities which furthers inequity in the workforce.

THE ASWWU STRONGLY ADVOCATES THE WASHINGTON STATE LEGISLATURE TO

- Ensure that the Washington College Grant stays fully funded.
- Expand student loan forgiveness programs.
- Support [HB 1028](#) and [SB 5057](#) to remove the EdTPA requirement for residency teacher certification.

Facilitating Comprehensive Diversity, Equity, Inclusion Trainings

The ASWWU implores institutions of higher education to commit to systemic equity development by authentically bringing traditionally excluded individuals and groups into processes, activities, and decision making in a way that shares power and ensures equal access to opportunities and resources. The ASWWU believes that a comprehensive DEI training will give students the preparation they need to be informed and to be an active member of an anti-discrimination campus community. The ASWWU recognizes that every student comes to campus with a different level of knowledge and experiences, and that our community has a responsibility to facilitate challenging conversations. Additionally, ASWWU firmly believes that faculty and staff also need to engage in further equity training in order to create inclusive policies, programming, and environments conducive to the academic success of all students. Western implemented its first DEI training this Fall Quarter but nothing ensures the continuation of the training nor requires student feedback to be collected.

THE ASWWU STRONGLY ADVOCATES THE WASHINGTON STATE LEGISLATURE TO

- Mandate all higher education institutions to provide diversity, equity, and inclusion training to students with an anti-racism component; with student co-production and feedback components to continually improve the training.
- Mandate all higher education institutions provide diversity, equity, and inclusion training to faculty and staff that would include topics surrounding LGBTQ+, disability, and racial discrimination.
- Implement reoccurring LGBTQ+/ Trans-inclusivity training and procedures in campus wellness services (ex. Counseling Center, Disability Access Center, and Student Health Center) across Washington state.

Mental Health & Wellness

The ASWWU firmly believes that accessible mental health services on campus is a vital resource for students in higher education. There are still several barriers that hinder students from accessing healthcare on-campus including: a lack of diverse counseling staff, an outdated building that is difficult to navigate, and overloaded counselors which has led to counselors only being able to see students of an average of 2-3 visits. [Recent studies](#) show that students at WWU, and other higher education institutions across the country have had significant increase in students psychological distress following the outbreak of COVID-19. ASWWU recognizes that the current social climate has specifically impacted BIPOC and other underrepresented students and we value having staff that share those identities. Additionally, ASWWU wants to highlight that undocumented students are unable to access the same mental health and wellness resources due to their exclusion from social programs and are therefore a high-need population.

THE ASWWU STRONGLY ADVOCATES THE WASHINGTON STATE LEGISLATURE TO

- Fully fund the \$225,000 capital budget request to complete the pre-design work for a new Student Development and Success Center, as well as the Minor Works Program request, which would support increased access to mental health services. The new space would co-locate Counseling and Wellness Services with student success services such as Financial Aid and Academic Advising. This would move the Counseling Center from its current highly inaccessible location on the 5th floor of our oldest administrative building without direct elevator access to a space that all students could easily find and navigate, which is especially important for students experiencing crisis or distress.
- Expand Washington State's health insurance to include undocumented individuals just like individuals in [California](#).
- Support [HB 1009](#) to expand types of medical access for students.

Environmental Justice

The ASWWU believes Washington State residents, including children and young people, deserve healthy and safe futures and acknowledges Washington State goes beyond national standards in environmental law. To continue as a national leader and to lead in mitigating the effects of climate change, the ASWWU believes the state of Washington should legislate environmental protections that encompass all pillars of social and environmental sustainability.

THE ASWWU STRONGLY ADVOCATES THE WASHINGTON STATE LEGISLATURE TO

- Support a new version of [SB 5489](#), the HEAL Act, which would establish a healthy environment for all by creating a definition of environmental justice, directing agencies to address environmental health disparities, and creating a task force.
- Support a new version of [SB 5322](#) to ensure compliance with the federal clean water act by prohibiting certain discharges from motorized or gravity siphon aquatic mining activities into waters of the state.
- Support [SB 5000](#) to create a hydrogen fuel cell electric vehicle pilot sales and use tax exemption program.

Coast Salish Longhouse

The ASWWU knows that the creation of a Coast Salish longhouse will be a meaningful and valuable space on campus for students, something that has been tirelessly advocated for by the Native American Student Union (NASU). WWU seeks to build a traditional Coast Salish style longhouse in honor of the historic importance of the place that it occupies. Indigenous students currently do not have a space for cultural expression at Western and the retention rate of first-year Indigenous students was the second-lowest among all ethnic groups at 70.9% in 2018 while the retention rate of their first-year white counterparts was 83.2%. The Coast Salish longhouse at Western will support Indigenous 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 ASWWU STRONGLY ADVOCATES THE WASHINGTON STATE LEGISLATURE TO

- Allocate \$4.95 million dollars to build a Coast Salish Longhouse on Western's campus.

Support and Resources for Undocumented Students and DACA Recipients

The ASWWU appreciates the legislature for passing legislation in support of underrepresented and undocumented students, such as the Undocumented Student Loan Program (SB 6561) during the 2020 session. Although this program will make higher education more accessible for people across the state, undocumented students still remain one of the most vulnerable populations. Western further acknowledges that supporting undocumented students also encompasses supporting the entire undocumented community, and we are therefore concerned about the lack of stimulus relief, accessible student financial aid, and the treatment of those in the Northwest ICE Processing Center.

THE ASWWU STRONGLY ADVOCATES THE WASHINGTON STATE LEGISLATURE TO

- Ensure [SB 6561](#), the Undocumented Student Loan Program, stays funded.
- Support the budget provision that would provide COVID-19 relief to undocumented students that have filed for the WASFA.
- Amend [HB 1079](#) and [RCW 28B.15.012](#) to lower the residency requirement for in-state financial aid and tuition from three years to one year so more undocumented students can access higher education.
- Require in-depth protocols for universities to prioritize undocumented students' safety, modeled off of [AB-21 in California](#).
- Close the Northwest ICE Processing Center in Tacoma by revoking its business license due to the number of severe health, safety, and [human rights violations that have occurred before COVID-19 and during](#), under the ownership of the for-profit GEO Group. The blatant profiteering of GEO Group has caused poor living conditions, gross human rights violations, and numerous incidents of hunger strikes, suicides, and deaths.
- Expand the Washington Immigrant Relief Fund to \$60 million to ensure that undocumented students and DACA recipients receive financial support during COVID-19.

Supporting Survivors of Sexual Assault and Domestic Violence

The ASWWU is concerned about the frequency of sexual violence on college campuses and how often these instances go unreported due to a history of universities not taking action. We believe that collectively, Western has the responsibility to do more to provide resources that support survivors of sexual assault. Additionally, Western wants to emphasize that there has been an increase in domestic violence, [disproportionately affecting BIPOC and underrepresented communities](#), during the on-going COVID-19 pandemic, resulting in heightened need to support survivors of domestic violence. In the United States, 1 in 4 women and nearly [1 in 2 trans people will experience IPV](#) during their lifetime. In King County, the largest populated county in Washington, [homicides due to Domestic Violence has nearly doubled in 2020](#). The ASWWU asks the Legislature to strengthen Title IX regulations and integrate interpersonal violence training state-wide.

THE ASWWU STRONGLY ADVOCATES THE WASHINGTON STATE LEGISLATURE TO

- Strengthen Title IX regulations at the state level to ensure trauma informed and LGBTQA+ inclusive handling of sex discrimination cases that aligns with pre-May 2020 federal Title IX regulation, as recommended by [Know Your IX](#).
- SUPPORT THOSE EXPERIENCING INTERPERSONAL VIOLENCE BY
 - Integrating interpersonal violence (IPV) trainings in medical fields.
 - Hire personnel that specialize in IPV.
 - Create a screening system for IPV to connect people to local organizations or shelters for support.

WWU, CWU, EWU, and Evergreen's \$10 Million Dollar Equity Funding Ask

The ASWWU distinguishes equity funding as a vital part of creating meaningful change on our campus. The lack of diverse staff and faculty within higher education institutions parallels the achievement gaps in higher education whether in academics or in student support. Furthermore, ASWWU is committed to holding WWU administrators accountable to implementing tangible change using state funding for equity initiatives.

The ASWWU values initiatives that diversify Western's campus by creating more opportunities for BIPOC to access higher education. However, we also fundamentally believe that the recruitment and outreach of underserved Washington students must be preceded by active change in the campus community to ensure that these students are set up for success at Western. Thus, ASWWU asks legislators to engage in critical conversations on the efficacy of measuring inclusive success through retention and recruitment.

Lastly, the ASWWU fully believes that Western's institutions and its offerings of academic programs must represent the historically marginalized communities of Washington State. The academic programs of Western demonstrate consistent gaps in perspectives from populations that endure systemic and social marginalization, particularly communities of color. Underrepresented students do not see their histories and experiences reflected in their school system, nor do they have faculty and mentors who share similar backgrounds and experiences. Drawing from UC Berkeley, Ethnic Studies is the critical and interdisciplinary study of race, ethnicity, and indigeneity, with a focus on the narratives by and from people of color within and beyond the United States. With the recent passage of [SB 5023](#), concerning K-12 public school Ethnic Studies curriculum, recent education graduates are now required to teach Ethnic Studies, yet have no contact with the specific curriculum in higher education.

THE ASWWU STRONGLY ADVOCATES THE WASHINGTON STATE LEGISLATURE TO

- SUPPORT THE \$10 MILLION FUNDING REQUEST FROM WWU, CWU, EWU, AND EVERGREEN THAT WILL:
 - Address urgent needs in mental health counseling, sexual violence survivor support, multicultural student support, veterans' services and disability access.
 - Create 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.
 - Support the future creation of a College of Ethnic Studies at WWU.
 - Create an endowment scholarship of at least \$50,000 that will go towards scholarships for BIPOC students.

Dedicated Revenue

The ASWWU recommends implementing progressive, reasonable sources of revenue. Decreasing tuition in fully funding financial aid are critical to the success of college and university students. The chronic lack of funding for higher education disproportionately affects marginalized communities including black and indigenous people of color, first generation students, and nontraditional students. These measures will propel Washington State towards equity in both tax policy and higher education.

THE ASWWU STRONGLY ADVOCATES THE WASHINGTON STATE LEGISLATURE TO

- Support a new version of [HB 2521](#) and [SB 6557](#) to expand the Working Families Tax Credit to include individual Taxpayer identification number (ITIN) to fill in the gaps of the federal Earned Income Tax Credit.
- Support [SB 5096](#) to enact a state excise tax on capital gains.
- Removing some exemptions from the Real Estate Excise Tax, including untaxed, multi-million-dollar inheritances.
- Tax Washington State Lottery Winnings.

PROTECTING INVESTMENTS IN HIGHER EDUCATION

WWU’s top operating budget priority is to protect the state’s current investments in Western and access to public higher education, including the Washington College Grant. Reductions in baseline funding for Western, including mandated furloughs for faculty and staff, will result in fewer course offerings, less advising and decreased student support services, funding reductions that will disproportionately impact low income and first generation students.

DIVERSITY, EQUITY & INCLUSION

Western is partnering with the state’s other public four-year comprehensive universities (CWU, EWU and Evergreen) on a \$10 million 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 request is \$3.44 million in state investments to:

- ✓ Expand recruitment and outreach efforts to underserved Washington students;
- ✓ Address urgent needs in mental health counseling, sexual violence support, and other critical student services; and
- ✓ Create a new academic curriculum in Ethnic Studies.

WWU Quick Facts 2020-21

STUDENTS

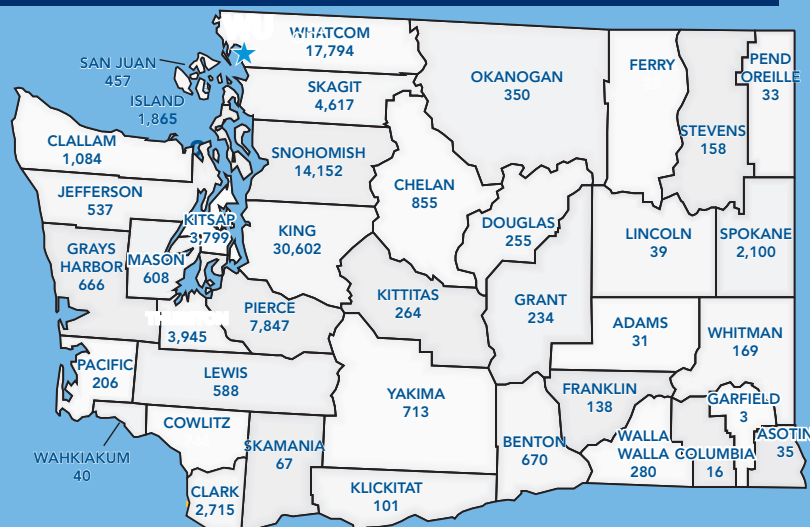
- 15,197** Students
- 89%** Washington residents
- 29%** Students of Color
- 33%** First Generation Students

NATIONAL RECOGNITION

- ✓ Ranked the best public master’s-granting institution in the Pacific Northwest, and second in the West, by U.S. News and World Report.
- ✓ Ranked by Kiplinger's among top 100 Best Values in Public Colleges
- ✓ 2nd in the nation for sending graduates to the Peace Corps among mid-sized universities
- ✓ Third in the nation among master’s-granting institutions producing Fulbright student award winners.
- ✓ Top 10 among the nation’s public and private master’s-granting schools for graduates who go on to earn doctorates.

WWU ALUMNI

Western has produced more than 126,000 graduates, with over 78 percent of alumni living throughout Washington. Top employers of alumni include Boeing, Microsoft, Amazon, Google and three-fourths of Washington’s school districts.



2021 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.



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 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 (\$22 million)

This omnibus minor works category represents Western's highest priority needs for facility renewal, health, safety and code compliance, and infrastructure renewal.

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, extending the useful life of these spaces by approximately 25 years.

Student Development and Success Center (\$225,000 for pre-design)

This pre-design request would 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.

Environmental Studies Center Renovation (\$500,000 for pre-design)

This pre-design request would renovate the 46-year-old Environmental Studies Center that is woefully outdated, with most internal building systems at the end of their useful life. This building is in a prime location on Western's campus that has the potential to be an energizing center for STEM activities with adequate modernization and renovation.

Critical Safety, Access Control, and Fiber Optics Upgrades (\$7 million)

The project will install new hardware on classroom doors to enable locking from the inside in the case of an active shooter emergency and replace the existing damaged and undersized fiber optic communications system between and within buildings.

Elevator Preservation Safety and ADA Upgrades (\$4 million)

This project will modernize 13 elevators in academic facilities that currently do not conform to current codes and are in need of modernization and repair. These elevators are at risk of unplanned service interruptions, cutting off ADA access to educational resources for unpredictable periods of time and causing difficulties for all building users.

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

TO: Members of the Board of Trustees

FROM: Faith Pettis, Chair, Board of Trustees Finance, Audit and Enterprise Risk Management (FARM) Committee

DATE: February 12, 2021

SUBJECT: **Appointment of Auditor for FY 2021 Audit of Financial Statements for Western Washington University, Housing and Dining, and Wade King Student Recreation Center**

PURPOSE: Action Item

Purpose of Submittal:

The Board of Trustees Finance, Audit and Enterprise Risk Management (FARM) Committee recommends the reappointment of the State Auditor's Office to perform Financial Statement audit services for the fiscal year ending June 30, 2021.

Proposed Motion:

MOVED, upon the recommendation of the Board of Trustees FARM Committee, the appointment of the Washington State Auditor's Office to perform an audit of FY 2021 Financial Statements for Western Washington University, Housing and Dining, and the Wade King Student Recreation Center. This appointment is for a one-year term with an estimated total cost of \$76,000.

Supporting Information:

Based on the recent review of services and satisfactory completion of the FY 2020 audit, the Board of Trustees FARM Committee recommends the selection of the State Auditor's Office to audit the FY 2021 Financial Statements for Western Washington University, Housing and Dining, and the Wade King Student Recreation Center, under the terms similar to prior years' contracts.

- One-year term (State Auditor's Office standard)
- Estimated at \$76,000 for the FY 2021 Financial Statements audits

Source of Funding:

State Appropriated – Operating and Auxiliary Services

WESTERN WASHINGTON UNIVERSITY

ITEM SUBMITTED TO THE BOARD OF TRUSTEES

DATE: February 12, 2021

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

SUBJECT: REDUCTION TO SPRING QUARTER 2021 MANDATORY STUDENT FEES

PURPOSE: Action Item

Purpose of Submittal:

As the COVID-19 pandemic has led Western to transition academic program to a primarily remote teaching and learning environment, registered students' ability to take advantage of some of the services, programs, and facilities that are supported by their mandatory fee dollars has been compromised. While the ongoing support of those services and facilities is critically important in several respects, students and families are understandably concerned that the decreased level of service is not being reflected in a decrease in mandatory student fees.

It is important to note that some of the services supported by mandatory student fees, such as counseling and health and wellness services continue to be offered remotely. In other instances, mandatory fee revenue supports truly "mandatory" expenditures for student-endorsed commitments, such as pledges on the bonds used to construct the Multicultural Center and Wade King Student Recreation Center, both approved by votes of the students. The technology fee supports access to laptops, cloud computing and critical software that is especially important in a remote learning environment.

The Services and Activities (S & A) fee supports student programs. For the Viking Union, Associated Students, and Campus Recreation (the areas that make up the new Student Engagement unit) services will be delivered at the level allowed to practice safe social distancing and to allow students to be in community through clubs and activities (primarily virtual), operate student government, ensure student programs and advocacy for WWU underrepresented students, and support civic and community engagement. In addition, building operations for continuity and maintenance are still required as well as opening of facilities to the level allowed by health and safety guidelines. Athletics and DRAC programs have also been modified and adapted to applicable health and safety guidelines.

Service areas are currently working creatively to continue delivering the important activities, infrastructure, and support that are essential to student success and the Western experience.

Despite these commitments, through the use of reserves and other forms of one-time cost-reductions noted in the attached documents, we believe that mandatory student fee levels can be reduced for Spring Quarter 2021 from originally established levels without compromising the delivery of essential services or defaulting on bond covenants, and provide for student employment supported by these fees to be maintained remotely where possible and as funding allows. **Taken together, the reductions would amount to a total decrease of \$47.79 or 8.0% on mandatory student fee rates for Spring Quarter 2021 from those previously set by the Board of Trustees for the 2020-2021 academic year.** The supporting materials compare this rate to the previously established rate and the reduced rate approved for Fall Quarter 2020 and Winter Quarter 2021.

Proposed Motion:

***MOVED*, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the reduction of Spring Quarter 2021 mandatory student fee levels as proposed in the attached supporting document for the following fees:**

- Services & Activities Fee* (*Proposed decrease \$15.54 for Spring Quarter; 6.9%*)
- Student Recreation Fee* (*No decrease*)
- Student Health Services Fee (*No decrease*)
- Student Technology Fee (*Proposed decrease \$1.75 for Spring Quarter, 5.0%*)
- Non-Academic Building Fee* (*No decrease*)
- Sustainability, Equity, and Justice Fund Fee (*Proposed decrease \$4.00 for Spring Quarter; 44.4%*)
- Student Alternative Transportation Fee (*Proposed decrease \$25.50 for Spring Quarter; 89.5%*)
- Legislative Action Fee (*Proposed decrease \$1.00 for Spring Quarter; 100%*)
- Multicultural Center Fee* (*No decrease*)

**Fees that support bond debt payments*

Supporting Information:

Attachment A: Supporting Information for Reducing Spring Quarter 2021 Mandatory Student Fees

Attachment B: WWU 5-year Mandatory Fees History

Supporting Information for Reducing Spring Quarter 2021 Mandatory Student Fees

**Board of Trustees
February 12, 2021**

Fee Change History

At the June 2020 meeting, the Trustees approved a proposal to increase the total quarterly mandatory student fees by \$1.00 in AY2020-21, from \$599.94 to \$600.94 per quarter.

In August 2020, due to the impacts of COVID-19 on operations, the Trustees approved reducing the mandatory fees for Fall Quarter by \$68.71, to \$532.23.

In November 2020, due to the impacts of COVID-19 on operations, the Trustees approved reducing the mandatory fees for Winter Quarter by \$44.79, to \$556.15.

The Board of Trustees is now asked to approve a Spring Quarter rate of \$553.15, a reduction of \$47.79 or 8.0% from the originally established level.

Attachment B provides the prior five years of mandatory fee rates.

Proposed Reductions

The table below summarizes proposed changes in mandatory student fees for Spring 2021, compared to the originally established level, the reduced levels for Fall 2020 and Winter 2021.

WWU Mandatory Student Fee (Quarterly)	2020-21 Academic Year Original Fee Level	Fall 2020 Reductions from Original Level			Winter 2021 Reductions from Original Level			Spring 2021 Reductions from Original Level		
		Fall 2020 Reduced Fee Level	Approved Reduction Amount	Reduction %	Winter 2021 Reduced Fee Level	Approved Reduction Amount	Approved Reduction %	Spring 2021 Proposed Fee Level	Proposed Reduction Amount	Proposed Reduction %
*Services & Activities (S&A) Fee (TOTAL)	223.98	223.98	-	0.0%	208.44	15.54	6.9%	208.44	15.54	6.9%
*Student Recreation Fee (S&A)	109.46	75.00	34.46	31.5%	109.46	-	0.0%	109.46	-	0.0%
Student Health Services Fee	117.00	117.00	-	0.0%	117.00	-	0.0%	117.00	-	0.0%
Student Technology Fee	35.00	31.25	3.75	10.7%	33.25	1.75	5.0%	33.25	1.75	5.0%
*Non-Academic Building Fee	47.00	47.00	-	0.0%	47.00	-	0.0%	47.00	-	0.0%
Sustainability, Equity & Justice Fund Fee	9.00	7.00	2.00	22.2%	7.00	2.00	22.2%	5.00	4.00	44.4%
Student Alternative Transportation Fee	28.50	-	28.50	100.0%	3.00	25.50	89.5%	3.00	25.50	89.5%
Legislative Action Fee	1.00	1.00	-	0.0%	1.00	-	0.0%	-	1.00	100.0%
*Multicultural Center Fee	30.00	30.00	-	0.0%	30.00	-	0.0%	30.00	-	0.0%
Total	\$ 600.94	\$532.23	\$ 68.71	11.4%	\$556.15	\$ 44.79	7.5%	\$553.15	\$ 47.79	8.0%

Services & Activities Fee

The S&A Fee Committee operates under the authority of RCW 28B.15.045 and makes recommendations to the WWU Board of Trustees on the distribution of fees to constituent groups after the required 3.5% allocation to a Student Financial Aid/loan Fund and after Housing & Dining receives the amount required by bond covenant.

Allocations for 2020-2021 approved at the June 2020 Board of Trustees meeting were as follows. Spring Quarter proposed reductions total 13.9% with constituent proposed percentages shown in parentheses below:

- 3.5% for a Student Financial Aid/Loan Fund as required by law
- Housing & Dining System* (bond covenant currently \$32 per full-time student and \$6.40 per part-time student) (approximately 15.4% of the total fee) (approximately 14.01% Spring Quarter)
- Music Copyright Fees (0.2% of the total fee in Fall quarter) (0% Spring Quarter since 100% of the expense is paid Fall Quarter)
- Remaining funds (approximately 80.9% of the total fee) (approximately 82.5% Spring Quarter) are distributed to these constituents:
 - Associated Students (44.3% or 35.9% of the total fee) (39.44% or 32.53% of the total Spring Quarter fee)
 - Athletics (32.1% or 26.0% of the total fee) (34.9% or 28.79% of the total Spring Quarter fee)
 - Campus Recreation (7.0% or 5.6% of the total fee) (7.61% or 6.28% of the total Spring Quarter fee)
 - Department Related Activities (DRAC) (16.6% or 13.4% of the total fee) (18.05% or 14.89% of the total Spring Quarter fee)

*Note: * Bond covenants pledge the fee to the “Housing & Dining System”, a self-supporting, bond-issuing auxiliary enterprise of WWU that includes University Residences and the Viking Union. It is an ongoing revenue pledge to the System as a whole rather than a pledge to any particular building.*

Student Recreation Fee

\$109.46 for students taking 6 or more credits. This fee is a critical revenue source for the Student Recreation Center, and a minimum level must remain in place to meet its bond covenants in 2020-2021. However, the fee also funds operations, which will resume in a limited manner for Winter Quarter following health and safety guidelines.

The Student Recreation Center is a self-supporting enterprise providing open recreation, fitness, and wellness services. The Student Recreation Fee was initiated by student vote and pledged to bonds by the Board of Trustees. The fee covers bond debt payments and other fixed facility and personnel costs as well as the long-term maintenance and operation of the facility. The Center is able to offer many student employment opportunities, and more recent fee increases have helped fund substantial increases in minimum wages. Additional revenues of approximately \$560,000 (e.g. voluntary memberships, rentals, course fees) assist in funding operations. These additional revenues are dependent on the facility being open and operational.

As with the general Services & Activities Fee, RCWs stipulate that 3.5% of the Recreation Fee be allocated to a Student Financial Aid/Loan Fund for need-based aid and outline the process for student involvement in the fee proposal and budget review process.

Student Health Services Fee

\$117 for students enrolled in 6 or more credits. We propose that this fee remain at its usual level, given the increased demand for health, counseling, and wellness services during Winter Quarter.

Fee revenues are used to maintain a standard of health care for Western's campus and as a contingency for emergencies. This fee provides a stable funding base for WWU's health related services by providing accessible medical, mental health, and wellness services to students. Each of the departments provides a variety of clinical and educational services to Western's students. In Spring Quarter of 2021, all departments will continue to be fully operational and students will be able to access telehealth and telecounseling services.

Student Technology Fee (STF)

\$35 for students taking 6 credits or above; \$17.50 for student taking 1-5 credits. We propose that this fee be reduced for Spring Quarter by 5.0% to \$33.25 for students taking 6 credits or above. While there will be an increased demand for technology in 2020-2021, print quotas will be dramatically reduced.

This fee supports the acquisition of technology to enrich students' academic experience. The fee was implemented in 1995 to meet the direct needs of students in accessing technology on campus at a time when state-allocated equipment funds were inadequate to support new technology needs. Since the initial implementation, students have continually renewed the fee. In spring of 2018, the fee was renewed during the student elections, with 71% approval.

Non-Academic Building Fee

\$47 for students enrolled in 6 or more credits. We propose that this fee remain in place as a critical revenue source legally pledged to the Housing & Dining System within its bond covenants. Fee revenues are used for the improvement and development of the Viking Union on the Bellingham campus, including its ongoing maintenance, repair and renewal. It has made facility renovations and improvements possible, including a portion of the funding for the addition of the Multicultural Center.

Sustainability, Equity and Justice Fund Fee

Normally \$9 assessed at 90 cents per credit with students taking 10+ credits paying the full fee. We propose that this fee be reduced by 44.4% to \$5 assessed at 50 cents per credit after consideration of fund balances and the ability to temporarily modify the level of funds available for project allocation.

The Sustainability, Equity & Justice Fund Grant Program promotes sustainability by providing students with the opportunity to create and implement projects that positively impact environmental, social, health, and economic practices on our campus and in our community. Started by student initiative, it began as a fund aimed solely at purchasing Renewable Energy Credits to offset 100% of campus electricity usage with green energy. As the cost to purchase green energy declined, students voted in 2010 to renew the fee and expand the program by offering grant for innovative student-driven project proposals. At the proposed rate, existing projects could be sustained.

Student Alternative Transportation Fee

The Alternative Transportation Fee (ATF) - normally \$28.50 per quarter - was not charged Spring, Summer and Fall Quarters of 2020. Reserves were used to cover ongoing Student Transportation Program expenses. The fee was set at \$3 for Winter Quarter 2021. The

primary reason for this was that since March, Whatcom Transportation Authority (WTA) buses have been running fare free. WTA may begin charging a fare again in Summer 2021.

The Alternative Transportation Fee recommendation is for \$3 for Spring quarter 2021, a reduction of 89.5% from the original \$28.50 fee level (the same reduction as Winter quarter 2021). No bus pass will be included for this fee, but the revenues from this reduced fee will allow an \$11.50 per student subsidy for students who opt-in to pay \$28.50 for a bus pass rather than paying the WTA's normal individual rate of \$40.

Legislative Action Fee

Propose eliminating this fee for Spring Quarter. Fee revenues fund student representation and advocacy efforts at the campus, local, state and federal levels. A Legislative Affairs Council (LAC) administers the funds.

Multicultural Center Fee

\$30 for students enrolled in 6 or more credits. We propose that this fee remain in place as a critical revenue source legally pledged to the Housing & Dining System within its bond covenants.

This is a student-initiated fee used to expand Ethnic Student Center and Multicultural Services space at the Viking Union/Bookstore Complex. This fee is used to fund a portion of the construction, maintenance, and facility operations of the new space. Programmatic funding comes from other funding sources.

WWU Mandatory Student Fees - 5-Year Summary

Average Increase of 0.2% for existing fees

It is proposed to increase one of the nine existing mandatory student fees for 2020-2021. This proposal constitutes a net average increase of 0.2% for all existing mandatory student fees (\$1.00 per quarter.)

Proposed Fee Increases - Effective Fall Quarter for 2020-2021

Mandatory Fee	Notes	Proposed Change for 2020-2021	Quarterly Fees					Academic Year Fees				
			Actual				Proposed	Actual				Proposed
			2016-17	2017-18	2018-19	2019-2020	2020-2021	2016-17	2017-18	2018-19	2019-2020	2020-2021
Existing Fees												
Services & Activities (S&A) Fee	(1) (2)	Proposed increase of \$7.10 per quarter (4.0%). RCW 28B.15.069 limits the increase on S&A Fees to the portion of the fee not pledged to bonds, which effectively reduces the 4% proposed fee to 3.4%. Fee is prorated per credit with 10+ credits paying the full fee.	\$205.00	\$209.50	\$216.60	\$223.98	\$223.98	\$615.00	\$628.50	\$649.80	\$671.94	\$671.94
Student Recreation Fee (S&A)	(1)	Proposed increase of \$4 per quarter (4.0% increase). RCW's limit the increase of S&A Fees to 4%. Fee is charged to students taking 6+ credits. Other students may voluntarily pay the fee to obtain access/services.	\$99.00	\$101.20	\$105.25	\$109.46	\$109.46	\$297.00	\$303.60	\$315.75	\$328.38	\$328.38
Student Health Services Fee		Proposed increase of \$7 per quarter (6.6% increase). Fee is charged to students taking 6+ credits. Other students may voluntarily pay the fee to obtain services.	\$96.00	\$106.00	\$113.00	\$117.00	\$117.00	\$288.00	\$318.00	\$339.00	\$351.00	\$351.00
Student Technology Fee		No proposed change. The full fee is charged to students taking 6+ credits. Those taking 1-5 credits are charged \$17.50. In Spring 2018, students voted 71% in favor of a 5 year renewal of this fee at the \$35 level.	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00
Non-Academic Building Fee		No proposed increase. Fee is charged to students taking 6+ credits.	\$43.00	\$45.00	\$45.00	\$47.00	\$47.00	\$129.00	\$135.00	\$135.00	\$141.00	\$141.00
Sustainable Action Fund Fee (renamed from "Green Energy Fee")		In Spring 2018, students voted 84.6% in favor of reauthorization of this fee and recommend an increase to 90 cents per credit level with a \$9 per quarter maximum. The fee funds renewable energy certificates (RECs), student leadership positions and sustainable energy projects.	\$7.00	\$7.00	\$9.00	\$9.00	\$9.00	\$21.00	\$21.00	\$27.00	\$27.00	\$27.00
Student Alternative Transportation Fee		No proposed change. In a Spring 2017 student referendum, students voted 93.6% in favor of re-authorizing the fee for 5 years beginning Fall 2017 and ending by Fall 2022, unless renewed by student vote. The re-authorization allows the Associated Students Board to recommend fee increases of a maximum 5% per year during that period; increases of more than 5% per year would need student voter approval. The Fee is charged to students taking 6+ credits. Summer quarter fee is less than academic quarters because the extra late night shuttle service is not provided; the summer rate covers just the bus pass and will remain at \$21.	\$26.25	\$26.25	\$26.25	\$27.50	\$28.50	\$78.75	\$78.75	\$78.75	\$82.50	\$85.50
Legislative Action Fee	(3)	No proposed change. To fund student representation and advocacy efforts at the campus, local, state, and federal levels.	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Multicultural Services Fee	(1) (4)	No proposed increase. In Spring, 2016, the AS Board put a referendum on the ballot and students voted 62.7% in favor of a new fee for expanded ESC/Multicultural Services Space at the Viking Union/Bookstore Complex. The fee began Fall 2017 at a rate of \$30 for students taking 6 or more credits. This fee has been pledged to bonds and funds a portion of the construction, maintenance, and operations of the new Multicultural Center at the Viking Union.	N/A ⁽⁴⁾	\$30.00	\$30.00	\$30.00	\$30.00	N/A ⁽⁴⁾	\$90.00	\$90.00	\$90.00	\$90.00
Total Mandatory Fees			\$512.25	\$560.95	\$581.10	\$599.94	\$600.94	\$1,536.75	\$1,682.85	\$1,743.30	\$1,799.82	\$1,802.82
<i>\$ Amount Increase</i>				\$48.70	\$20.15	\$18.84	\$1.00		\$146.10	\$60.45	\$56.52	\$3.00
<i>Annual % Increase</i>				9.5%	3.6%	3.2%	0.2%		9.5%	3.6%	3.2%	0.2%
<i>Cumulative Increase</i>							17.3%					17.3%
<i>Average Annual Increase (non compounded)</i>							4.3%					4.3%

Notes:

(1) Fee is subject to 3.5% Student Financial Aid/Loan Fee deduction and increases are limited to 4% by SSHB 1433 signed into law on 3/22/18.

(2) Bond Covenants pledge a minimum of \$32 per full-time student per quarter and \$6.40 per part-time student per quarter to the Housing & Dining System.

(3) Mandatory \$1 per quarter billed but with the ability to "opt-out."

(4) The Multicultural Center Fee began Fall 2017. It is pledged to the Housing & Dining System, but not directly to bonds. In March 2018, bond counsel informed WWU that this fee is not technically an S&A Fee so does not follow those RCW's, but the institution has been collecting 3.5% for the Student Financial Aid/Loan Fee.

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

TO: Members of the Board of Trustees

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

DATE: February 12, 2021

SUBJECT: **2021 Summer Session Tuition and Fees**

PURPOSE: Action Item

Purpose of Submittal:

It is the Board of Trustees responsibility to approve Summer Session 2021 tuition and fees.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, on recommendation of the President, approves the recommended Summer Session tuition for 2021: specifically, that resident undergraduate and graduate tuition will rise to \$274 and \$346 per credit, respectively; and non-resident undergraduate and graduate tuition will increase to \$436 and \$508 per credit, respectively. Tuition rates for programs for the MBA program are estimated not to exceed the approved rates from the academic year: \$401 per credit for resident graduate and \$998 for non-resident. Student tuition will be charged on a per credit basis for Summer Session.

FURTHER MOVED, that the Board of Trustees of Western Washington University, on recommendation of the President, approves the following mandatory fees for Summer 2021: For Bellingham Face to Face courses, including those designated as remote teaching for summer quarter, \$511.63 including:

- Services & Activities Fee, \$145.92
- Student Recreation Fee, \$109.46
- Student Health Services Fee, \$117.00
- Technology Fee, \$33.25 (reduction of \$1.75 from previously approved level)
- Non-Academic Building Fee, \$47.00
- Sustainability, Equity, and Justice Fund Fee, \$5.00 (reduction of \$4.00 from previously approved level)
- Alternative Transportation Fee, \$23.00
- Legislative Action Fee, \$1.00
- Multicultural Center Fee, \$30.00.

For Other Summer Session courses, including classes approved as regular online courses and other location face to face courses, \$151.92, including the Services & Activities Fee, Sustainability, Equity, & Justice Fund Fee, and Legislative Action Fee, as described above.

Points to Consider:

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

Washington Resident Undergraduate Tuition

If this motion is adopted, Summer Session tuition for resident undergraduates would increase by 2.6% to \$274 per credit. This population accounted for 86% of the Summer Session 2020 enrollment.

University of Washington will increase tuition by 2.5%. Washington State University will increase tuition by 2.3%. Eastern Washington University will not adjust their tuition rates. Central Washington University and the Evergreen State College have not yet finalized their Summer Session 2021 tuition rates.

Washington Resident Graduate Tuition

If this motion is adopted, Summer Session 2021 resident graduate tuition will rise 2.4% to \$346 per credit, to keep pace with what resident graduate students are paying during the current 2020-21 academic year.

University of Washington will increase tuition by 2.5%. Washington State University will increase tuition by 2.3%. Eastern Washington University will not adjust their tuition rates. Central Washington University and the Evergreen State College have not yet finalized their Summer Session 2021 tuition rates.

Non-resident Undergraduate and Graduate Tuition

Washington's six public four-year institutions are divided in their respective approaches to establishing non-resident Summer Session tuition rates. Washington State University and Eastern Washington University has adopted a single Summer Session tuition rate by student level. The University of Washington offers resident and non-resident rates by student level. Central Washington University and the Evergreen State College have not yet finalized their Summer Session 2021 tuition rates.

The proposed motion continues Western's practice of charging differential non-resident undergraduate and graduate tuition. If adopted, the tuition rate for non-resident undergraduates will increase to \$436 per credit (2.1%) and the tuition rate for non-resident graduates will rise to \$508 per credit (1.6%). These specific increases are necessary to maintain the previously established relationships between resident and non-resident tuition and between undergraduate and graduate tuition.

The proposed motion is consistent with the Board's previous authorization of differential state-supported tuition during the academic year for the MBA program and will be banded between 10 and 18 credits. The tuition rate for resident graduate MBA will be \$401 per credit to 10 credits and \$998 for non-resident per credit to 10 credits. These figures are estimated not to exceed the approved tuition rates for the prior academic year in Summer Session.

Source of funds: Self-supporting Dedicated Revenue

Supporting Information:

Summer Session 2021 - Proposed (Ordered by Resident Undergraduate Rates)							
Undergraduate				Graduate			
Resident		Non-Resident		Resident		Non-Resident	
Institution	Tuition <i>per credit</i>	Institution	Tuition <i>per credit</i>	Institution	Tuition <i>per credit</i>	Institution	Tuition <i>per credit</i>
WSU ¹	\$ 538.00	WSU ¹	\$ 538.00	WSU ¹	\$ 617.00	WSU ¹	\$ 617.00
UW	\$ 425.50	UW	\$ 1,339.00	UW	\$ 972.50	UW	\$ 1,667.50
WWU	\$ 274.00	WWU	\$ 436.00	WWU	\$ 346.00	WWU	\$ 508.00
CWU ²	\$ 264.70	CWU ²	\$ 397.05	CWU ²	\$ 310.59	CWU ²	\$ 465.89
TESC ²	\$ 220.40	TESC ²	\$ 865.00	TESC ²	\$ 351.90	TESC ²	\$ 819.70
EWU	\$ 235.00	EWU	\$ 235.00	EWU	\$ 364.13	EWU	\$ 364.13

1 – WSU operates on the semester system

2 – 2021 rates to be determined; 2020 rates provided

Summer Session 2020 (Ordered by Resident Undergraduate Rates)							
Undergraduate				Graduate			
Resident		Non-Resident		Resident		Non-Resident	
Institution	Tuition <i>per credit</i>	Institution	Tuition <i>per credit</i>	Institution	Tuition <i>per credit</i>	Institution	Tuition <i>per credit</i>
WSU ¹	\$ 526.00	WSU ¹	\$ 526.00	WSU ¹	\$ 603.00	WSU ¹	\$ 603.00
UW	\$ 415.00	UW	\$ 1,305.00	UW	\$ 948.00	UW	\$ 1,627.00
WWU	\$ 267.00	WWU	\$ 427.00	WWU	\$ 338.00	WWU	\$ 500.00
CWU	\$ 264.70	CWU	\$ 397.05	CWU	\$ 310.59	CWU	\$ 465.89
TESC	\$ 220.40	TESC	\$ 865.00	TESC	\$ 351.90	TESC	\$ 819.70
EWU	\$ 235.00	EWU	\$ 235.00	EWU	\$ 364.13	EWU	\$ 364.13

1 – WSU operates on the semester system

2 – 2020 rates to be determined; 2019 rates provided

WWU Mandatory Student Fees: Summer 2021								
*A portion or all of these fees are pledged to bonds.								
PROPOSED								
Summer 2021 Reductions from Original Level								
WWU Mandatory Student Fee (Quarterly)	Summer Fee Assessments (Face to Face Only)	Bellingham Face to Face (See below for definition)			Other Summer Session (see below for definition)			Summer "Programs" Offered in Other Locations
		Summer 2021 Proposed Fee Level	Proposed Reduction Amount	Proposed Reduction %	Summer 2021 Proposed Fee Level	Proposed Increase or Reduction Amount	Proposed Reduction %	Pay totally different fee structure (e.g. \$12/credit, site Technology Fees, etc.)
*Services & Activities (S&A) Fee (TOTAL)	65.15% of prior academic year. Prorated per credit to 10 credit max	145.92	-	0.0%	145.92	-	0.0%	
*Student Recreation Fee (S&A)	Full (6+ credits)	109.46	-	0.0%				
Student Health Services Fee	Full (6+ credits)	117.00	-	0.0%				
Student Technology Fee	Full Fee if 6+ credits; 50% for < 6 credits	33.25	1.75	5.0%				
*Non-Academic Building Fee	Full (6+ credits)	47.00	-	0.0%				
Sustainability, Equity & Justice Fund Fee	Prorated per credit up to 10 credit max	5.00	4.00	44.4%	5.00	4.00	44.4%	
Student Alternative Transportation Fee	\$22 Summer (6+ credits)	23.00	(1.00)					
Legislative Action Fee	Full (1+ credits)	1.00	-	0.0%	1.00	-	0.0%	
*Multicultural Center Fee	Full (6+ credits)	30.00	-					
Total		\$ 511.63	\$ 4.75	0.9%	\$ 151.92	\$ 4.00	0.8%	
Bellingham Face to Face includes...				Other Summer "Session" Courses includes...				
Independent Studies				Internships, practicums, travel courses (S&A Only)				
Classes designated as remote teaching				Classes approved as regular online courses (S&A, Sustainable, Leg Action)				
				Other Locations Face to Face (S&A, Sustainable, Leg Action)				

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa on behalf of Provost Brent Carbajal

DATE: February 12, 2021

SUBJECT: **Human Services Self-Sustaining Degree Program Rate Reduction**

PURPOSE: Action Item

Purpose of Submittal:

To obtain approval from the Board to reduce the Human Services degree program self-sustaining tuition and fee rate (\$327/credit) to the Academic Year Self-Sustaining rate (\$272/credit).

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the President, approve the Human Services self-sustaining rates as proposed.

Points to Consider:

- The Human Services online degree program primarily serves students on the Kitsap and Olympic Peninsulas. In 2020, undergraduate degree programs on the peninsulas received 886K in state-funding to allow most of Western's undergraduate degree programs on the peninsulas to be offered at state tuition rates. However, the funding was not sufficient to permit a reduction in Human Services tuition to state rates.
- Decreasing the self-sustaining degree program rate to the Academic Year Self-Sustaining (AYSS) rate supports Western's commitment to students in the region by reducing the gap in cost between the state-supported location-based programs in Bellingham and Everett and the self-sustaining Distance Learning program.
- As a mature distance learning program that shares some operational efficiencies with the state-supported majors in Bellingham and Everett, it is possible to reduce to use the AYSS rate (\$272/credit) and maintain the program's ability to be self-sustaining.

Supporting Information:

The AY20-21 self-sustaining degree program tuition and fee rates are \$327/credit. The AY20-21 self-sustaining course rate is \$272/credit. The proposal is to reduce the per credit rate to the Academic Year Self-Sustaining course rate in the Human Services program.

2020-2021 Extension/Self Supporting Programs Tuition & Fees			
Classification	Tuition (per CR)	Fees (per CR)	Total (per CR)
Undergraduate	\$315	\$12	\$327
AYSS Courses- Academic Year Self- Sustaining Undergraduate	\$272		\$272

Introduction

The Human Services distance learning program is a 75-credit upper division major that is designed specifically to serve place-bound students. It has traditionally focused on the Kitsap and Olympic Peninsulas and offered fully online for over 20 years. The program serves a critical need in the State of Washington by educating bachelor-prepared professionals to work in non-profit and government

agencies providing essential services to the most vulnerable children, families, schools, and communities in remote parts of the State.

Summary

With the move of all other undergraduate peninsula programs to state-funding in 2020, the Human Services major has become an outlier in terms of WWU program costs in the region. Moreover, the Human Services major is offered on the Everett and Bellingham campuses at state-supported rates. This results in distance learning students on the Peninsulas paying a premium for an equivalent program. The difference in cost between the 75-credit state-supported program in Bellingham and the distance learning program on the peninsulas is approximately \$10,000. While the pursuit of state-funding for the Human Services Distance Learning program remains a strategic priority for Western, this proposal seeks to address the outstanding cost-differential to the extent possible while maintaining consistency with other self-sustaining fee rates and ensuring the fiscal sustainability of the program.

Why is a Rate Decrease Needed?

Students in the DL program represent diverse racial, ethnic, age, geographic, gender, and socioeconomic backgrounds. Currently, 65.9% percent of the enrolled students reside on the Olympic Peninsula. Students representing non-White race and ethnicity in the DL program has consistently been higher than WWU as a whole, with percentage of students of color ranging from a low of 26% to a high of 50% over the past 5 years, and just under 30% for the 10-year period between Fall of 2010 and Fall of 2020. Additionally, the majority of the students are geographically located in communities experiencing higher rates of poverty than the State average, and are pursuing a career that - while critical for community health – has an annual mean wage of \$40,910 in Washington State ([U.S. Bureau of Labor Statistics](#), 2019).

At present, the human services distance learning program receives no state-supported funding. State-supported students in Bellingham pay \$2,836 for 15 credits, while distance students pay \$4,905 for 15 credits (\neq \$2,069). The curriculum and classes are the same; the Human Service faculty are the same, and in elective classes, distance learning students can be in the same sections as students in the state-supported majors. In other words, lower-income, geographically place-based students on the peninsulas with a higher than average percentage being from under-represented demographic backgrounds are paying substantially more than students in the Everett and Bellingham locations. The proposed rate reduction represents Western's desire to improve cost-equity for students on the peninsulas whilst ensuring the program remains able to sustain itself from the program tuition dollars.

The Implementation Plan

The AYSS rate would retroactively apply to Winter Quarter and be established as the baseline rate for future quarters. The rate would be identified as a self-sustaining line item for ongoing approval by the Board of Trustees. The decision to refund a portion of Winter Quarter 2021 tuition and fees is designed to reduce the impact of campus disruption from COVID-19 on students.

Proposed Rate Decrease:

- The proposed tuition and fee decrease is from \$327/credit to the AYSS rate of \$272/credit, a \$55 per credit reduction.
- The AYSS rate will be consistent with the self-sustaining rates as reviewed and approved by the Board of Trustees. Projected annual increase for the next year ranges from 2-3%.

Impact of the Rate Decrease

- The reduction would save students taking 75 credits in the major (15 credits/quarter) a total of \$4125, or \$825/quarter.
- Other tuition and fees are not affected by this reduction.

**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: February 12, 2021
SUBJECT: **Approval of Degrees**
PURPOSE: Action Item

Purpose of Submittal:

It is the 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 Winter Quarter 2021, effective March 20, 2021.

Supporting Information:

Lists on file with the Registrar and Graduate Dean.

Students	Winter 2021 <i>(Expected Number of Graduates)</i>	Comparison: Winter 2020 <i>(Actual students graduated)</i>
<i>Undergraduates</i>	556	559
<i>Masters</i>	55	39

**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: February 12, 2021
SUBJECT: **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 October 1, 2020 – December 31, 2020.

Supporting Information:

- Grant awards/totals for the period 10/1/20 – 12/31/20
- External grant awards for the period 10/1/19 – 12/31/19

Information from the Office of Research and Sponsored Programs concerning grant awards for the period October 1, 2020 – December 31, 2020.

	2nd qtr		2nd qtr Total
Department	ADDITIONAL	INITIAL	
Biology Department	\$210,000	\$208,520	\$418,520
Campus Compact		\$318,093	\$318,093
Chemistry Department		\$125,000	\$125,000
Computer Science Department		\$50,000	\$50,000
Elementary Education		\$329,998	\$329,998
Geology Department	\$110,000		\$110,000
Institute of Watershed Studies		\$301,016	\$301,016
Psychology Department	\$174,959		\$174,959
Secondary Education		\$20,000	\$20,000
Shannon Point Marine Center		\$94,900	\$94,900
Grand Total	\$494,959	\$1,447,527	\$1,942,486



Capital Program Report

Board of Trustees

February 11, 2021

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 (GC/CM). 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 is a screen capture of the webcam from January 6, 2021, and an aerial photo from January 9, 2021 follows.



Electrical Engineering and Computer Science

Perkins+Will, the selected design consultant, has started the design phase. The RFP for selecting the GC/CM is in process. Capital Planning and Development is proposing contract approval options which may include either a special meeting of the Board of Trustees in mid-March for review and approval of the pre-construction services contract, a smaller initial contract in March with Board approval of the remainder in April, or waiting on approval in April. Pending approval of State funding in the 2021-2023 capital budget, construction is scheduled to begin in Summer 2022. The project is scheduled for completion in early 2024 for occupancy in Spring Quarter 2024.

Elevator Preservation and ADA Upgrades

Construction on the Morse Hall, Environmental Studies, Biology Building and Bond Hall elevators is substantially complete, and the elevators are now operable. Work on the Arntzen Hall elevators will be complete by March 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.

Alma Clark Glass Hall (formerly known as 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. 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.

The following webpage shows live video feed from webcams installed for the New Residence Hall portion of the project: <https://cpd.wvu.edu/new-residence-hall-webcams>. The following are ground photos from December 2020 and screen shots from January 2021.



View of north portion from street, 12/15/20



View of south portion from the east, 12/15/20



Parks Hall and Science Lecture Electronic Safety and Security Upgrade

This project has reached substantial completion and is in the close-out phase.

Fairhaven Academic Replace Main Electrical Switch Gear

This project was awarded to DECO/Dutton Electric Co. Construction is underway and is scheduled for completion 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 85% 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 Governor's Proposed Capital Budget (Budget) was released in December 2020. The Budget included \$84.589 million in funding for Western and consisted of the following:

- **Electrical Engineering and Computer Science** - \$51 million
- **Minor Works Preservation** - \$9.8 million
- **2021-2023 Classroom & Labs** - \$8.5 million
- **Student Development & Success (pre-design)** - \$225,000
- **Coast Salish Longhouse** - \$4.95 million
- **Minor Works Program** - \$1 million
- **Environmental Studies Center Renovation (pre-design)** - \$500,000
- **Critical Safety, Access Control, and Fiber Optic Upgrades** - \$4 million
- **Elevator Preservation and ADA Upgrades** - \$1 million
- **Preventative Facility Maintenance and Building System Repairs** - \$3.614 million

The Legislature is currently in session, and we are anticipating the Senate and House to release their proposed capital budgets in late March or early April.

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.wwu.edu/2021-23-capital-budget-request>.

UNIVERSITY ADVANCEMENT REPORT

FEBRUARY 2021

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 capital campaign is continuing to make progress toward its \$20M goal. University Advancement personnel are expanding outreach to individuals and businesses as the campaign enters the home stretch.

Key conversations include companies that have the capacity and potential interest to become the primary sponsor of the carbon-neutral design for the building. The addition of Jason F. McLennan, the internationally acclaimed sustainable design expert, to the team has elevated interest in the project. Jason and his colleagues are working with University Advancement staff to identify potential partners for financial and “in-kind” contributions.

The carbon-neutral goal for the project enhanced its prominence as a capital request and was fully funded in the Governor’s budget. Key regional business, environmental, and philanthropic leaders who endorsed the project to the Governor, are now also assisting with the identification of potential donors and making introductions.

The final phase of the campaign also includes an effort to encourage visible support from university and volunteer leadership. The Western Foundation Board of Directors is assisting with the fundraising effort, and many board members are personally supporting the project. **In addition, individual donors such as Dale Durrwachter ’62 have made significant personal donations. Learn more about Dale on the next page.**



UNIVERSITY ADVANCEMENT

WESTERN FOUNDATION AND ALUMNI ASSOCIATION



Dale Durrwachter ('62)

Educator and alumnus donates \$50K to Capital Campaign

Dale Durrwachter ('62) is deeply grateful for the success he achieved in the field of education. The retired educator is particularly appreciative because when he was a child, an education was not guaranteed.

"In 1945, my father moved us to rural Washington," he said. "No road, no electricity, no running water, no phone—we lived an entirely subsistence existence. We had no money."

Dale, his twin sisters, and his younger sister, worked the homestead, chopping wood, building structures, and gardening. When he was six years old, an aunt and uncle offered to drive him several hours to Olympia to attend pre-K each day. That strong early start set him up for a successful elementary school experience.

"I went to Crescent Consolidated Elementary School in Joyce, Washington. It's a K-12 school that still graduates fewer than 19 students each year," Dale said.

Dale was a dedicated student, though he doesn't consider himself extraordinary. Nevertheless, his teacher and her husband (the school principal) took an interest in him. They drove him 20 miles to their home to do chores around the house—during which time he would help with gardening, cleaning, and painting. What was stunning to Dale is that they paid him.

"I had never known money before," he said.

He began to keep a ledger which he has to this day. Every penny earned, every penny spent—an ice cream cone, a trip to the movies, a haircut. He also began his journey to higher education.

"Without Western, I don't know where I'd be now."

"I had decided I wanted to be a teacher and a principal, and I was not to be deterred," Dale said.

When he graduated from Crescent Consolidated—a school he supports to this day—he chose Western for college.

"It was the best college for teachers," he said.

He stayed in a comfortable homestay near the library, which he described as "the key to all knowledge." He loved his lodging, his proximity to downtown, where he dug oysters from the mudflats, and his studies. He particularly loved his professor, the legendary Charles Flora.

"I had done well in genetics, and he wanted me to go into research, but I

wanted to be a teacher," said Dale.

Dale paid for college by working in Olympic National Park each summer. He was a trail crew foreman for four years, making enough to pay for Western and to put his sisters through college.

After graduation in 1962, he went to Alaska for a teaching job in an elementary school. His classes were informed by his humble roots. He taught hands-on projects in addition to classroom lessons. He taught his students how to build a greenhouse, staged an operetta, and built a masted ship in the gym. He was promoted to principal and worked in the same school until his retirement in 1988.

This year, Western launched a capital campaign to aid in the construction of a new interdisciplinary science building to be named Kaiser Borsari Hall. Dale generously gave \$50,000 to the project.

"I absolutely relish the publications Western sends out," said Dale. "I see the direction of the college, and that the attitude is 'we're good, but we can be better.' I like to see Western's goals for the future and the emphasis on STEM. The focus on women in STEM really struck me. The school has a bright future and is acknowledging that future in a big way."

Reverence for science, a dedication to education, and a belief in progress inspire Dale to give so much to the school he loves.

"Without Western, I don't know where I'd be now. I wouldn't have lived this long."

UNIVERSITY ADVANCEMENT

WESTERN FOUNDATION AND ALUMNI ASSOCIATION



University Advancement secures project to assist low-income communities in Whatcom County

The First Federal Community Foundation allocated funding to Western Washington University's Sustainable Communities Partnership for a program that engages community members and university faculty and students to address real community challenges in a low-income, rural community in East Whatcom.

The original application, submitted by Western's Corporate and Foundation Relations team, requested \$22,000 that would have allowed the Sustainable Communities Partnership to engage in four community support partnership projects. After receiving a \$5,000 grant, the Sustainable Communities Partnership selected the following project for implementation:

Park Planning

The Columbia Valley Park and Recreation District (CVPRD) was created for east Whatcom County in 2016. A handful of park initiatives were discussed, and there was widespread support, but the community had limited capacity to prioritize, design, and construct these spaces.

This project engaged Western faculty and students in developing a parks implementation plan, opened for

public review during fall 2020, that includes:

- Park design based on community preferences, with particular effort to involve residents who don't typically attend public meetings.
- A timeline for development of one or more parks, which prioritizes improving health outcomes for low- and moderate-income residents.
- Presentation materials, including visuals, that are suitable for the community to use in seeking capital funding for park construction

To help inform the Comprehensive Park Plan, Western students designed and implemented a series of community engagement initiatives, including a survey, interviews, and a focus group as part of a course—a task made more difficult by the COVID-19 pandemic, which prohibited in-person gatherings. Based on their analysis, the students compiled a summary of the community's preferences and concerns regarding park development. An additional student was hired to create park designs based on the community's input. The resulting data, and the designs incorporated into the Comprehensive Park Plan, will be used for future park design and development.

As a final component, the students created a new user-friendly CVPRD [website](#) and a communication plan.

UNIVERSITY ADVANCEMENT

WESTERN FOUNDATION AND ALUMNI ASSOCIATION

The Western Alumni Association Board of Directors is pleased to announce the appointment of seven new members



Nabeel Chowdhury ('12)

Nabeel has spent the last decade in the recruiting industry. He currently serves as vice president and general manager at 24 Seven, a specialized marketing and design recruitment agency that

focuses on helping individuals find jobs in the greater Seattle area. He takes passion in helping students enter the workforce and acts as a career coach as they progress throughout their careers. He has spent the past year serving on Western's Marketing Advisory Board and currently leads alumni relations for the department.



Edward Coe ('11)

Edward has worked for Microsoft for eight years. He currently serves as senior category manager overseeing the company's North America Surface business. To date, the Orcas Island native has

held various positions across planning, supply chain, replenishment, new store openings, and category management. He has worked with products such as Xbox, Surface, Office, Hololens, and Accessories. Edward brings a wealth of diverse experience across many functions of the information technology sector.



Brandy Corujo ('97)

Brandy has been in the insurance industry for more than 20 years. She currently serves as a partner at Cornerstone Insurance Group where she specializes in the senior insurance

market and focuses on Medicare and long-term care insurance. She co-founded Cornerstone in 2007 in order to provide her clients the experience that she felt they desired and deserved with a focus on education and providing them the tools they needed to make important life decisions. The Lynnwood resident is also an active volunteer in her community and in her children's school.



Janis Velasquez Farmer ('03, '11)

Janis is the first director of equity, diversity, and inclusion at Bellingham Public Schools and founder/co-owner of Emerge Strategic Designs. As a first-generation

American (the daughter of Filipino immigrant parents) and a first-generation university graduate, she navigates conversations about equity and justice from a human systems perspective. During her career, she has emphasized educational access for Black and Brown scholars. She worked in Western's Office of Admissions as assistant director of admissions, multicultural outreach and campus recruitment programs, and has also worked for Student Outreach Services. She holds a B.A. and a master's degree from Western in addition to a master's in organizational development & change and a Ph.D. in human development from Fielding Graduate University.

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Hamraj Ghumman ('14)

A finance professional and Bellingham native, Hamraj currently serves as a corporate finance leader with Expedia, a Fortune 500 company. He manages global budgets and provides financial

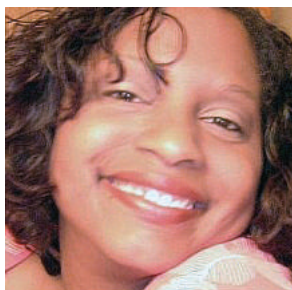
guidance and analytics solutions to leadership. His connections to Western are long-standing—his father served the university for over 35 years. As a student, Hamraj won the Boeing Business Case Competition which helped him realize his passion for business. An active volunteer, he has been involved with community organizing within the local Sikh community and helped grow a small family business in Whatcom County's agricultural center. He has been recognized as one of Expedia's top 5% performers within his division.



Corey Spears ('20)

Corey earned his B.S. in computer science. After graduating, he searched for a career that would benefit society through technology. He found that opportunity in the healthcare industry,

applying his knowledge and skills towards improving healthcare IT. He recently joined Mitre Corporation, a not-for-profit organization that works in the public interest across federal, state, and local governments, to help solve healthcare problems. He works as a principle in computer science. Corey, his wife, and young daughter live in Kent, Washington. In his free time, he enjoys hiking and home improvement projects, especially those with a technology focus, such as home automation.



LaShawn Morgan ('95)

LaShawn is an HR expert and corporate recruiter with a specialty in talent acquisition. She has spent more than 10 years working for companies such as Starbucks, Microsoft, and Facebook,

and has served as Nordstrom's principal recruiter since 2018. Her family moved to Bellingham from Atlanta, Georgia. LaShawn graduated from Western with a major in Law, Diversity and Justice from Fairhaven College. She was actively involved with student programs and served as president of the African American Alliance/Black Student Union in 1994. During her last year of college, she worked as an intern for the City of Bellingham in human resources, and as an assistant to Larry Estrada, former Vice Provost for Diversity. She's looking forward to building career connections for WWU students and alumni.

UNIVERSITY ADVANCEMENT

WESTERN FOUNDATION AND ALUMNI ASSOCIATION



Atiavo Jude ('95)

WWU Alumni Association forges partnership to enhance professional development opportunities for BIPOC students

In collaboration with Effie Eisses, director of the Career Services Center, the Alumni Association has been working to increase professional development opportunities for BIPOC students as part of a larger commitment to enhancing diversity and inclusion at Western. In January 2021, alumnus Atiavo Jude '95 was hired to serve as a career resources specialist through June 2021.

In this part-time role, Atiavo will develop, implement, and promote professional development and career activities that focus on creating connections and mentoring opportunities between BIPOC students and alumni utilizing the WE Connect platform. Atiavo will report directly to Effie Eisses and Victoria Martinsen, director, alumni and constituent engagement, University Advancement. He will also work closely with Stephanie Wiley, assistant director, WE Connect, WWU Alumni Association.

With more than 1,900 members, WE Connect is Western's online community for alumni and students to make professional connections, expand career growth, and discover shared interest groups and events: weconnect.wvu.edu

UNIVERSITY ADVANCEMENT

WESTERN FOUNDATION AND ALUMNI ASSOCIATION



Woody Wheeler ('76) and his wife Lori Cohen

Opening doors for students of color: Woody Wheeler and Lori Cohen

Huxley alumnus Woody Wheeler ('76) and his wife Lori Cohen have dedicated their lives to environmental protection and conservation. Recently, they channeled their passion into a generous contribution to the Huxley 50th Anniversary Diversity Scholarship.

Among his many accomplishments, Woody was a founding member of the Seward Park Audubon Center in the heart of urban Seattle. After a career working for several environmental non-profit organizations, he started a birding and nature touring company, Conservation Catalyst, and led birding and nature tours for Naturalist Journeys. He has led tours from Canada to Antarctica.

Lori, a University of Maryland graduate, worked for the Environmental Protection Agency (EPA) for 37 years, from 1978 to 2015. During her career, she assumed many positions, but her last was as associate director of the agency's Regional Superfund program where she managed the cleanup of contaminated properties throughout the Pacific Northwest.

During their careers, both environmentalists have championed overlooked and underrepresented populations, whether by creating access for underserved youth in outdoor spaces (Woody) or cleaning contaminated properties near

UNIVERSITY ADVANCEMENT

WESTERN FOUNDATION AND ALUMNI ASSOCIATION

low-income neighborhoods (Lori). They have each worked hard to broaden and diversify the environmental movement.

“We deliberately sited the Audubon Center in the most ethnically diverse corner of Seattle,” said Woody. “In order to make certain the neighborhood wanted us there, the City asked us to conduct a needs assessment. I interviewed 40 key stakeholders as a part of this effort, and almost to the person they said, ‘Of course we want this. It would be good for our families and our community.’”

Cohen has sought to hire people of color and to advocate for environmental justice as part of her focus at EPA.

“Many of the projects I worked on were in ethnically diverse, low-income neighborhoods,” she said. “We worked hard to be inclusive and to address environmental justice issues by engaging tribal governments and the local community in our cleanup projects.”

When Huxley appeared to be falling short of its fundraising goal for its biennial anniversary celebration, the couple pledged \$12,000 in matching funds to the college’s 50th Anniversary Diversity Scholarship to boost the campaign. They made lists of friends and family members who could contribute, appealed to Huxley board members who had not previously engaged philanthropically, and sent a letter on Huxley’s behalf from a noted conservationist of color to alumni supporters.

“People of color have been disproportionately affected by environmental pollution, and this scholarship will help create opportunities to gain entry into the environmental field to address these problems,” said Woody.

Thanks to the couple, and donors who stepped up to match their gift, Huxley met and exceeded its goal for the 50th Anniversary Diversity Scholarship.

“We wanted to do something tangible, to put our money where our mouth is, and to make change happen in our society,” Woody said. “Western and Huxley are taking bold steps in committing to diversity. We hope these new students will be comfortable and nurtured from their first year to graduation, that they get a degree in environmental science, and work for the environment in their careers. We all need their talent and perspectives.”

For Woody and Lori, diversity isn’t just a “should,” it’s a “must.”

“The environment needs all of us,” said Woody. “We have to do this—it’s for our very survival as a species.”

Woody and Lori are both mostly retired now and have enjoyed traveling the globe to spot penguins, monkeys, and manakins. While Lori tutors elementary school children in disadvantaged neighborhoods, Woody shares his passion for nature through birding and natural history tours, educational presentations, and by serving as a tree advocate in Seattle.



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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 & Marketing

DATE: February 11, 2021

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

OFFICE OF THE VICE PRESIDENT FOR UNIVERSITY RELATIONS AND MARKETING

Following is a summary of activities undertaken across the University Relations & Marketing division since the last Board of Trustees update. A couple of items of note:

CASE Awards Sweep

WWU was again recognized, among more than 30 institutions in District VIII, in the 2021 Best of CASE (Council for Advancement and Support of Education) Awards. We received eight CASE awards including a Grand Gold and three Gold awards:

Grand Gold:

[Fall Anthem Video for Student Recruitment Videos](#)

Gold:

[Window magazine](#) for Magazines on a Shoestring and for General Interest Magazines
New Student Orientation for Communications Pivot

Silver:

[The Great Goatlift](#) for Feature Writing

[Gaia for Digital Magazines](#)

Mongolian Eagle Hunter for Individual Photographs

[Get Your Hands Wet](#) for Student Recruitment Videos

Digital Marketing to Support Student Recruitment

We continue to focus our efforts on both in-state and out-of-state digital ad campaigns designed to raise general “top-of-the-funnel” awareness of WWU among prospective students.

On January 4, we [launched a campaign](#) focused on financial aid resources and offering help to families who often struggle with the daunting process of applying for aid. Importantly, we join colleagues statewide in focusing attention on the nationally recognized Washington College Grant, one of the most progressive college aid programs in the nation. I’m pleased to report that we’ve seen a 49% year-over-year increase in FAFSA and WASFA filings between Jan 1-Jan 22 ahead of the priority application deadline on January 31.

Last year in the first 22 days of January we had 1,737 aid applications, and this year in that same first 22 days we’ve had 2,595. Interestingly, prior to the start of the campaign, our aid applications we’re running slightly behind last year’s rate (about 2%), in keeping with national trends that we’re seeing on lower aid applications due to the pandemic.

In addition, we added a calendaring app to our marketing landing pages that allows prospective students and families to easily schedule an appointment with a financial aid counselor, and the anecdotal evidence there too is that the campaign is working; in the first 22 days of the campaign, we recorded 116 clicks on the calendar link and 41 resulting appointments. We don’t know how that compares to last year, since we’ve never tracked Financial Aid engagement in this way, but we’re taking it as another encouraging sign, and we’ve already begun working on a follow up financial aid focused advertising campaign for next year.

Count of Applications	AID YEAR		
	2021		2021 Total
Date	FAFSA	WASFA	
Prior to Jan 1, 2020	15,617	214	15,831
Between Jan 1 - Jan 22, 2020	1,736	1	1,737
Grand Total	17,353	215	17,568
Count of Applicants	Aid Year		
	2122		2122 Total
Date	FAFSA	WASFA*	
Prior to Jan 1, 2021	14,962	213	15,175
Between Jan 1 - Jan 22, 2021	2,595		2,595
Grand Total	17,557	213	17,770

Complicating our digital recruitment efforts are significant changes to Facebook’s ad platform in order to comply with Apple’s new regulations included in the latest version of iOS14 rolling out in the coming days. Apple’s policy will prohibit certain data collection and sharing unless people opt into tracking on iOS 14 devices via a new prompt. As more people opt out of tracking on iOS14 devices, ad personalization and performance reporting will be limited for both app and web conversion events. This includes changing the default conversion attribution window from 28-day click and 1-day view to 7-day click and 1-day view. **This will result in a decrease of reported conversions for Facebook and Instagram campaigns.** Our early estimates show that this could result in as much as a 25-50% decline in reported conversions. It is important to note that our advertising will still be working and those conversions will still be happening; we’ll just have more limited reporting for them.

In addition to attribution window changes, Facebook will now be limiting advertisers to eight conversion/optimization events per domain. This means that all departments who advertise on behalf of our institution will now need to be using and tracking the same conversion events. Another reason why moving toward a more centralized and coordinated approach to institutional marketing is so important.

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 decision that classes during Spring and Summer quarters will be mostly remote. See: <https://westerntoday.wvu.edu/news/wvu-spring-and-summer-classes-to-be-mostly-remote>.
- Publicized on-campus COVID testing for students. See: <https://westerntoday.wvu.edu/news/reminder-free-testing-for-on-and-off-campus-students-available-through-jan-14>; and COVID testing for employees. See: <https://westerntoday.wvu.edu/news/employee-covid-testing-to-continue-through-spring-quarter-at-northwest-labs>

- Provided updates on many pandemic response measures, such as the COVID student badge system. See: <https://westerntoday.wvu.edu/news/covid-student-badge-system-to-be-turned-off-from-dec-11-to-jan-4>
- Along with campus colleagues in WebTech and Western's new COVID coordinator, UComm continued to work on updating and streamlining the navigation and page structure for all the university's COVID-19 websites.

Our office also provided emergency communications response, including messaging to campus and the media, as a windstorm dropped trees on Fairhaven residence hall. See: <https://www.bellinghamherald.com/news/weather-news/article248470155.html>

Western's faculty experts also continued to receive notable media coverage, including:

- The Spokesman-Review quoted Western Political Science Professor Todd Donovan on the Capitol riot. See: <https://www.spokesman.com/stories/2021/jan/06/experts-weve-never-seen-this-either/>
- Smithsonian Magazine highlighted Western's Living Snow project, led by Robin Kodner, associate professor of Biology. See: <https://www.smithsonianmag.com/innovation/24-ways-to-turn-outdoor-passions-citizen-science-180976637/>
- A story in science publication EurekaAlert highlighted research by Alia Khan, assistant professor of Environmental Studies, on red and green snow algae in the Antarctic Peninsula. See: https://www.eurekaalert.org/pub_releases/2021-01/uoca-raq011121.php
- In Publications, Editor Mary Gallagher [completed](#) the Winter edition of Window magazine, which included a crossword puzzle by alumnus Damon Gulczynski, who crafts crosswords for the New York Times and other publications. We asked readers to solve Gulczynski's WWU-themed puzzle for a chance to receive goodies from the WWU Alumni Association, and about 250 readers obliged. Many included kind notes and photos showing how much they enjoyed working on the puzzle.
- University Communications graphic designer Chris Baker also provided a range of support, including Illustrations for the WWU Transportation Department for bicycle signs; design and layout for Window magazine; design for a new app "Handshake," which Career Services will be implementing to replace Viking Career Link; an info graphic for Risk Management, and Winter Career Fair ads.

WESTERN TODAY

TOTAL SESSIONS

45,385

TOP STORIES

- The Incredible True Story of Sunflower the Crane, and the 'Superhero' That Drives It
- In Memoriam: Trula Nicholas
- In Memoriam: Chuck Hart



SOCIAL MEDIA



STATISTICS AT A GLANCE

22,513
Total followers
-9
New followers
0%
% gained
323
Engagements

50,494
Total followers
-4
New followers
0%
% gained
5,633
Engagements

23,474
Total followers
326
New followers
1.4%
% gained
33,027
Engagements

Social media coordinator Zoe Fraley has continued to work with the Whatcom Health Department, along with Western's Prevention and Wellness and Associated Students, to share COVID-19 prevention and mental health information on Western's social media platforms, with a particular focus on messaging about Western's testing and safe gathering. She also has begun developing an organic social campaign for Western's graduate programs, using Gaia stories and video testimonials to raise awareness about graduate options at Western. She continues to promote campus events such as career fairs, the upcoming HOME month and MLK Day.

Our marketing strategists and creative team focuses on building awareness for Western Washington University's programs, strengthening Western's brand, providing tools and strategy assistance for marketing & communications staff embedded in departments across campus and furthering its strategic mission and goals.

Summary

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. The difference is based on the placement/routing of the advertising on the various platforms as well as tracking, in which in-house placement means that a member of the UM team works directly on the platforms to launch and track ad performance.

In both cases, part of 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, URM 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.

In December 2020, messaging focused on encouraging virtual tours.

Percentages includes in parenthesis indicate the change from the last report.

At-a-Glance (Nov 1 – Dec 31, 2020)

- Total Impressions = 5,098,030 (↑65%)
- Total Ad Clicks = 8,680 (↑53%)
- Total Conversions (Application or Request for Information (RFI)button clicks) = 1,070 (↓61%)

Carnegie Dartlet attributed the decline in conversions to the conclusion of the time-specific Call to Action (CTA) for the November 1 early consideration date. They believe with the inclusion of the January 30 application and financial aid date, conversions will increase during the month of January.

In addition, Outreach and Continuing Education (OCE) launched a regional graduate campaign in early November, specific to increasing enrollment at WWU's graduate programs in Everett. This includes display, display retargeting, Facebook/Instagram, LinkedIn and IP targeting of WWU alumni. Advertising will run for a five-month cycle, depending on platform.

At-a-Glance (Nov 1 – Dec 31, 2020): Regional Undergraduate Campaign

- Total Impressions = 1,924,331 (↑15%)

- Total Ad Clicks = 2,023 (↑20%)
- Total Conversions (Application or RFI button clicks) = 27 (↑4%)

At-a-Glance (Nov 1 – Dec 31, 2020): Regional Graduate Campaign

- Total Impressions = 1,543,947
- Total Ad Clicks = 2,299
- Total Conversions (Application or RFI button clicks) = 7

In-House Digital Marketing

Currently, in-house placement and tracking of ads is only a service provided to Outreach and Continuing Education (OCE), as a continuation of the marketing team's services prior to the OCE marketing team's merge with University Marketing and Relations – forming the University Marketing team.

Notable campaigns included geo-targeting and social lead form campaigns for Professional and Continuing Education (PCE). This involved advertising for individual programs including Business Management, Grant Writing and Build a Better You. In addition, information sessions were promoted on social generating 18,781 impressions and 110 event responses.

The RN-to-BSN program is also receiving additional marketing support from OCE during this transitional year in the form of display advertising, which will run through mid-February 2021.

At-a-Glance (Nov 1 – Dec 31, 2020)

- Total Impressions = 566,980 (↓61%)
- Total Ad Clicks = 1,053 (↓84%)
- Total Conversions (Currently only tracking RFIs and lead form entries for PCE programs) = 223 (↑1615%)

The decrease in impressions and ad clicks are a result of the following factors:

- 19% decrease in ad placement (less ads in market).
- Greater niche targeting for specific programming versus general awareness ads.
- Lead form ads, which were the majority of ads placed, do not produce “clicks” since the goal is to have the user complete a form within the platform. Therefore, results are tracked differently.

These decreases, however, do not represent negative results as greater targeting and switch to lead generation efforts resulted in an outstanding increase in leads which was the goal approved by the represented client.

Collateral Creation (Graphic Design)

In October, the designers collectively worked on **95 projects** and produced **355 individual assets**.

Notable projects include:

- Organizing brand assets across design/web platforms for ease of access and use
 - Creative Cloud libraries
 - Pattern Lab web components
 - Design Conductor organization
- Digital Ad Campaign (Carnegie-Dartlet)
- SBDC website design

- Morse Leadership Institute brand work

Video and Photography

Our focus has been on supporting the continuing work of the University, primarily with work on the December, 2020 Commencement as well our student recruitment campaigns and other University virtual events. Approximately 210 human hours were involved in producing Commencement alone. Additionally, we have brought on a full-time temporary videographer position to help us with future backfill, and moved forward with a collaboration tool that will help us save time and money.

Videography:

- December Commencement – shoot, edit
- Holiday message – shoot, edit
- Make Waves February Campaign Video
- Gathering footage clips for sharing
- Veteran's Day

Photography:

- Field shoots and coverage of the Duwamish River field work in Seattle with Dr. Troy Abel and students
- Continued fall campus shooting and aerial drone photography and videography
- Research and field shooting for Window Magazine at Whatcom creek on Seals and Salmon observations
- Coronavirus support and employee shoots for Window Magazine,
- Downtown and campus spot news and snowy scene photo coverage
- Video library reorganization and continued upload of B-roll campus and area shot lists for future projects and backup shots

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 standards.

In November and December, the Creative Team:

- Audited and improved the branded templates and creative assets available in Design Conductor.
- Began the process of auditing and streamlining content on Design System in preparation to reach out to and strategize recruitment/marketing activities with colleges and departments.
- Researched and developed a landing page for international audiences accessible from Western's home page.
- Researched and began development of additional brand assets:
 - photo treatments
 - standardized gradients
 - infographics
 - illustration/avatars
- Researched animation platforms to better build and disseminate animated ads and brand assets.

UNIVERSITY MARKETING

METRICS DASHBOARD November-December 2020



SUMMARY

University Marketing (UM) is engaged in a range of work which includes digital marketing, collateral creation, video and photography, brand management, and marketing planning and project management.

DIGITAL MARKETING

UM breaks down digital marketing into two main sections: campaign work that is coordinated with Carnegie Dartlet, a third-party service provider, and in-house placement of ads. In both cases, the UM team is responsible for strategy, creative, 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.

In December 2020, messaging focused on encouraging virtual tours.

Percentages includes in parenthesis indicate the change from the last report.

AT-A-GLANCE (NOV 1 – DEC 31, 2020)

- Total Impressions = **5,098,030** (↑65%)
- Total Ad Clicks = **8,680** (↑53%)
- Total Conversions (Application or request for information/RFI button clicks) = **1,070** (↓61%)

Carnegie Dartlet attributed the decline in conversions to the conclusion of the time-specific call-to-action CTA for the November 1 early consideration date. They believe with the inclusion of the January 31 application and financial aid date, conversions will increase during the month of January.

In addition, Outreach and Continuing Education launched a regional graduate campaign in early November, specific to increasing enrollment at WWU's graduate programs in Everett. This includes display, display retargeting, Facebook/Instagram, LinkedIn and IP targeting of WWU alumni. Advertising will run for a five-month cycle, depending on platform.

AT-A-GLANCE (NOV 1 – DEC 31, 2020):

REGIONAL UNDERGRADUATE CAMPAIGN

- Total Impressions = **1,924,331** (↑15%)
- Total Ad Clicks = **2,023** (↑20%)
- Total Conversions (Application or RFI button clicks) = **27** (↑4%)

AT-A-GLANCE (NOV 1 – DEC 31, 2020):

REGIONAL GRADUATE CAMPAIGN

- Total Impressions = **1,543,947**
- Total Ad Clicks = **2,299**
- Total Conversions (Application or RFI button clicks) = **7**

IN-HOUSE DIGITAL MARKETING

Currently, in-house placement and tracking of ads is only a service provided to Outreach and Continuing Education (OCE), as a continuation of the marketing team's services prior to the OCE marketing team's merge with University Marketing and Relations – forming the University Marketing team.

Notable campaigns included geo-targeting and social lead form campaigns for Professional and Continuing Education. This involved advertising for individual programs including Business Management, Grant Writing and Build a Better You. In addition, information sessions were promoted on social generating 18,781 impressions and 110 event responses.

The RN-to-BSN program is also receiving additional marketing support from OCE during this transitional year in the form of display advertising, which will run through mid-February 2021.

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COLLATERAL CREATION (Graphic Design)

95

Total Projects

355

Individual Assets

FEATURING

- Organizing brand assets across design/web platforms for ease of access and use
 - > Creative Cloud libraries, Pattern Lab web components, Design Conductor organization
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PHOTOGRAPHY

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- Researched animation platforms to better build and disseminate animated ads and brand assets.

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

Martin Luther King, Jr. Day Event

Community Relations coordinated WWU's annual [Martin Luther King, Jr. event](#) which included more than 1,200 registrants and 800 attendees. This virtual event, held on Monday, Jan. 18, was a first-ever collaboration between WWU, Northwest Indian College, Bellingham Technical College, and Whatcom Community College. The 90-minute event began with an inspirational video and thought-provoking speeches by students from each of Whatcom County's higher education institutions. The event also featured a keynote address by WWU alumna and New York Times bestselling author, Ijeoma Oluo ('07). Following her address, Oluo answered a wide array of questions from students, faculty, staff and community members from throughout Whatcom County.

The theme and layout of the event was guided by the MLK Advisory Team which consisted of 21 individuals representing each of the four institutions. Departments represented include Associated Students leadership, Student Life, WWU Faculty and Staff of Color Council, Residence Life Inclusion, and other student and staff leaders. This year's theme, "Awaken the Legacy" was carefully selected by the committee to address Dr. King's legacy as not just a man with a "dream," but someone who was a disruptor and a radical who demanded change through uncomfortable conversations and peaceful protest.

In addition to the virtual event, community members were encouraged to participate in one of many virtual and COVID-safe community service opportunities to celebrate the MLK National Day of Service. The effort was coordinated by WWU's Leadership Advantage program in partnership with the Volunteer Center of Whatcom County.

The recorded Zoom event will be available on WWU's Martin Luther King, Jr. website through June 2021. www.wvu.edu/mlk

Black History Month

This February, many departments throughout campus are offering virtual programs, lectures, and performances in honor of Black History Month. Those departments include Music, Art and Art History, Dance, Music, University Residences, Associated Students, KUGS Radio, English, Fairhaven College, Western Libraries, LGBTQ+ Western and others. Community Relations collaborated with those departments and other campus partners including Western's Web Communication Technologies (WebTech) and University Communications to consolidate and promote more than 25 offerings which can be found at <https://www.wvu.edu/black-history-month>.

Combined Fund Drive

December marked the end of the 2020 Combined Fund Drive, which is Washington State's workplace giving program. WWU supports the Combined Fund Drive by encouraging faculty and staff to give to local and national nonprofits through one-time gifts or payroll contribution. Due to sensitivities surrounding the uncertainties of COVID-19 in conjunction with the virtual environment, Combined Fund Drive activities and outreach efforts were limited to simple promotion within Western Today.

Community Connections and Engagement

Community Relations connected multiple community partners to campus programs including Sehome High School, Trail Blazin' Productions, Recreation Northwest, Technology Alliance Group, Mt. Baker Foundation, Stateside Student Living, and the City of Bellingham.

Tribal Liaison

PLANNING:

The Governor's proposed capital budget was released which includes full funding for the proposal request of \$4.9 million for a Coast Salish style longhouse in the 2021-2023 Biennium. We are hopeful that full funding for this project stays in the final compromise budget.

The Tribal Liaison has been actively working to seek tribal nations' support of the longhouse project for Western's campus. This includes contacting tribal leaders seeking letters of support for submission to the Governor's Office of Indian Affairs, and a meeting with GOIA Director Craig Bill, who advocated on behalf of the project with Governor Inslee. To date the Swinomish, Lummi, Nooksack, Tulalip, Jamestown S'klallum, and Samish tribes have confirmed support of this project. The Tribal Liaison will be attending the Affiliated Tribes of Northwest Indians conference to request an official resolution in support of the longhouse project at WWU.

EVENTS:

The Tribal Liaison has been appointed to the President's Advisory Group on Strategic Matters and attended the first meeting on December 1, 2020.

The Tribal Relations Advisory committee continues to meet on a regular basis. The committee gathered in December with a limited agenda, but the best report was the longhouse project. The discussion also included the idea of supporting Native American Student Union students with holiday gift baskets. The spirit of the holiday season was a huge success with the supportive efforts from Woodring College faculty and staff and the Tribal Relations office.

Due to the holiday season and the pandemic crisis there has been limited activity.

ADVISORY FUNCTIONS:

The Tribal Liaison continues to work in support of departments concerning Native American students, staff and faculty at Western. Due to the most recent environment surrounding the pandemic, this work has been focused on retention and financial aid resource building on the behalf of Native students.

RELATIONSHIP-BUILDING:

The Tribal liaison has been devoted to building working relationships with tribal leaders and organizations to benefit the support of the Native students, staff and faculty at WWU.

The Tribal Liaison continues to build rapport with Northwest Indian College with monthly meetings as a member of the Board of Trustees.

Small Business Development Center (SBDC)

WWU SBDC BELLINGHAM HIGHLIGHTS

Businesses Served	Total Served Q4 2020	Total Served YTD 2020	Total Served YTD 2019
Business Counseling Received	124	425	323
Research or Student Projects	1	14	42
SBDC Sponsored Training Participant	145	1,169	318
Information or Resources Provided	31	250	129

Clients' Economic Impact	Q4 2020	YTD 2020	YTD 2019
Capital Formation	\$188K	\$15.8M	\$7.3M
Business Starts	1	5	8
Jobs Created	40	166	84

- *Top Industries: Service establishment, accommodation and food services, retail trade*
- *Top Areas of Counseling: Buy/sell a business, managing a business, start-up assistance*
- *Rolling 12-Month Clients' Annualized Sales: \$309M*
- *Rolling 12-Month Jobs Supported: 2,862*

Working Washington Small Business Grant – Round 3

The Washington State Department of Commerce partnered with the Washington Small Business Development Center to provide assistance to businesses having questions or needing help with their applications.

CARES Act Assistance

The SBDC has provided education and advising on best use of CARES act stimulus funding since the first relief bill was passed. In 2020, we directly assisted on the following loan packages:

Funding Type	Total Amount Approved	Number of Clients
<i>COVID-19 Paycheck Protection Program (SBA)</i>	<i>\$7,870,402</i>	<i>69</i>
<i>COVID-19 Economic Injury Disaster Loan (SBA)</i>	<i>\$3,452,700</i>	<i>43</i>
<i>Owner Investment</i>	<i>\$1,390,983</i>	<i>12</i>
<i>Other Capital</i>	<i>\$1,133,000</i>	<i>2</i>
<i>Venture Capital</i>	<i>\$1,100,000</i>	<i>1</i>
<i>SBA Loan</i>	<i>\$422,017</i>	<i>1</i>
<i>Commercial (Bank) Loan</i>	<i>\$418,000</i>	<i>7</i>
<i>Grant</i>	<i>\$24,000</i>	<i>2</i>
Grand Total	\$15,811,102	137

Outreach

- *COVID-19 Economic Resilience Team Whatcom Meeting*
- *Community Reinvestment Act coordination meeting*

- *Congressman Rick Larsen district call*
- *Ethnographic Insights, Dr. Stolzoff – SBDC Pathways*
- *Northwest Innovation Resource Center–Project Re-Invent*
- *Northwest Workforce Council - Full Board Meeting*
- *Opportunity Council/NW Center for Child Care Retention & Expansion*
- *Regional economic development meeting with Congressional members (weekly)*
- *Sustainable Connections, Rhys Hansen*
- *Whatcom Community Foundation - Meeting with CEO, Mauri Ingram*
- *Whatcom County Small Cities Partnership*
- *Whatcom Community College - Business Advisory Board*

Washington Campus Contact

Statewide Winter Service Symposium for Student Civic Fellows

Washington Campus Compact will facilitate a virtual **Winter Service Symposium** for student civic fellows from across Washington state on February 13, 2021. Washington Campus Compact is partnering with Seattle City Club to hold the event titled, “**Dialogue Across Differences.**” Over 100 student civic fellows working on service projects in the areas of food/housing insecurity, mental health support, breaking the prison pipeline, addressing the opioid epidemic, and civic education will participate. They will learn how to work collaboratively with people who think differently than they do to address issues of common interest. Elected officials will be invited to participate.

Food Security for Western Students

With funding from the College Support Services grant program, Washington Campus Compact is able to purchase pop-up meals for Western students experiencing food insecurity through June 2021. Food, including fresh fruits and vegetables, will be available to students on a weekly basis. Meals will be prepared and distributed by Aramark.

Campus Civic Leaders and Engagement Corps

Washington Campus Compact recently submitted a \$1,575,395 grant proposal to support programs across Washington and Idaho to mobilize students to address critical issues on their campuses and in their communities. Goals include: improving K-16 educational engagement for underrepresented students, increasing access to medical/mental health services for students and community members, increasing food security for students and community members, and reducing catastrophic fires through environmental stewardship initiatives. If funded, programs will start August 2021.

Legislative Agenda

Washington Campus Compact is working with legislators to continue funding for the Student Civic Leaders initiative. Funding will support student civic leaders from across the state to address critical issues on their campuses and in their communities. Focus areas will include K-16 educational success, housing and food insecurity, medical/mental health, civic education, and environmental stew

Web Communication Technologies (WebTech)

Summary

Typically, December and early January are a chance to catch up. 2020 through threw that out the window! We released updated sites for Western’s [Attorney General](#), [Graduate School](#), [Fairhaven](#)

[College](#), [Disability Access Center \(DAC\)](#), [Advising Office](#), Western's [Summer Session](#), and the [Social Justice Equity Committee](#).

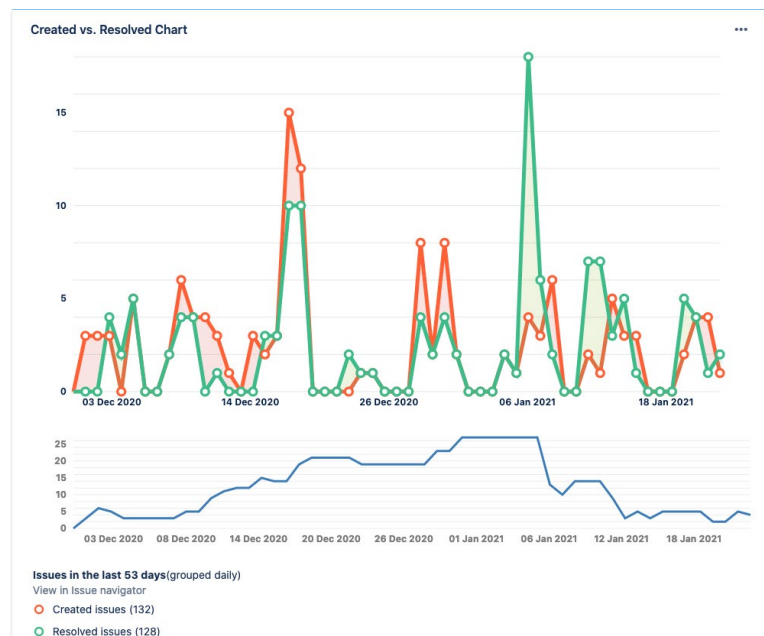
Environmental Health and Safety (EHS) asked WebTech to assist in updating a hazardous waste pick-up web application which was previously developed by an EHS staff member no longer with Western. It has been updated to run on modern code, support single sign on, hardened against security vulnerabilities, and migrated to a supported server.

Site launches and upgrades always have a significant focus on improving the digital accessibility and we are pleased that the Disability Access Center is now markedly improved and consistent with other popular pages across the Western domain. We worked with the DAC as well to create an interactive video caption decision tree, to help staff and faculty at Western determine the best way to get their video or live event captioned.

A new version of our content editor accessibility training was released in early January. It provides more in-depth exercises, shares the why behind the how of making content accessible, and uses Western examples rather than generic ones. Initial response to the training has been positive.

In collaboration with the marketing team WebTech built a real-time dashboard for analyzing the impact of changes to Make Waves campaign marketing landing pages. This dashboard is allowing data driven changes to the layouts and text of landing pages to increase the conversion goals of the campaign.

WebTech Workload



There was a small decrease in the number of tickets filed, which is consistent with much of the university being on break and holiday. Holidays for WebTech staff contributed to a large increase in tickets being created but not resolved between December 14th and January 6th, with that trend reversing as all staff resumed normal hours.

Even though much of the university was on break, those involved with websites stayed busy.

Web Help, the email support channel, saw sustained heavy traffic, 320 emails since the start of December.

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by:
Darin Rasmussen, Director, Department of Public Safety / Chief of Police

DATE: February 12, 2021

SUBJECT: **Department of Public Safety Annual Report**

PURPOSE: Information Item

Purpose of Submittal:

Below is the annual update of the Department of Public Safety.

Supporting Information:

The Department of Public Safety is under the direction of Darin Rasmussen, Director of Public Safety/Chief of Police, supported by Keith Williams, Assistant Director of Public Safety/Assistant Chief of Police.

The Department's Strategic Plan pursues these primary goals:

- 1) To further the University's academic mission and its strategic objectives.
- 2) To serve the University community with impartiality, fairness, and with respect for everyone's rights.
- 3) Embrace a community-oriented strategy that focuses on reducing crime and security problems through utilizing innovative, non-traditional methods as well as industry standards, and established best practices to address root causes and whenever possible eliminate their reoccurrence.
- 4) To promote community confidence through providing accountability and transparency through the use of the Campus Community Public Safety Advisory Council, a broad-based advisory group that includes students, faculty, staff and members of the community.
- 5) To be good stewards of the resources entrusted to us.

Transparency, Professionalization and Accountability

In 2020 the Department made a strong effort to increase transparency, professionalization, and accountability. Among others, major accomplishments include:

- Publicly expressing the Department's full support for Campaign Zero's "Eight Can't Wait" reforms.
- Implementing a comprehensive policies and procedures manual which is based on current law, industry standards and universal best practices.
- Conducting a five-year review of department activity including calls for service, citations, and arrests to identify trends and training needs.

- The Department, in consultation with the Campus Community Public Safety Advisory Council (CCPSAC), initiated a pilot program to assess the viability of body worn cameras. This pilot will be conducted in 2021 and brought back to the CCPSAC for a recommendation for making the program permanent.

National, State, and Local Participation

Chief Rasmussen participates on the University Policing Committee of the Washington Association of Sheriffs and Police Chiefs (WASPC). WASPC is the state's recognized professional organization for law enforcement related issues and has significant influence in Olympia. The University Policing Committee meets several times a year. This committee has a mutual aid agreement among the six university police agencies for responding to major disasters or events, and a "best practice" policy for dealing with threats of violence and response to violent situations on campus.

On the national level, Chief Rasmussen and Assistant Chief Williams participate in the International Association of Campus Law Enforcement Administrators (IACLEA) as well as the International Association of Chiefs of Police (IACP). Both associations enable the department to stay informed and consistent with national law enforcement trends, especially campus law enforcement, and utilize best practices.

The University Police Department continues its strong working relationship with the Bellingham Police Department and Chief of Police Florence Simon, and the Whatcom County Sheriff's Office and Sheriff Bill Elfo.

Community Engagement

The Campus Community Public Safety Advisory Council (CCPSAC) is co-chaired by the Director of Public Safety and the Director of University Residences. The Council is advisory and consultative, focused on programs, policies and procedures, and is comprised of a cross section of the University community including students, faculty and staff, as well as identified members of the external community. It assists the Director of Public Safety and the Department in remaining responsive to the needs of the University community and by providing input on issues surrounding public safety, crime abatement, and campus security. The Council meets several times a year, or as needed.

The Department, in partnership with University Communications and Marketing, and with support from the CCPSAC, have initiated a one-year pilot program to test the viability of a cellular phone based safety app to improve safety of students, faculty, and staff. The program will allow for safe travel across campus as well as the anonymous reporting of suspicious activity and crime.

In partnership with University Communications and Marketing, and with support from the Psychology Department, the Public Safety website is being redeveloped to be more student centered based on input received from a student focus group conducted by one of Western's Psychology professors.

The Department, in partnership with University Residences, has initiated a Residence Life Resource Officer pilot program in which identified University police officers work together with Residence Life staff to address communication and safety issues within the residence halls.

In partnership with Western's Office of Off-campus Living and the Bellingham Police Department, the Department actively participates to address neighborhood issues that draw

citizen complaints over noise, traffic, littering, and other behavioral issues. It is part of Western's commitment to keep our students safe and be a "good neighbor" to the communities around Western's campus.

The Department utilizes uniformed police officers who present programs to the community dealing with Crime Prevention, Personal Safety, Property Protection, Substance Abuse, and other topics.

The Bicycle and Skateboard Patrol Program coordinates bicycle and skateboard safety efforts to heighten awareness of University regulations, and to allow more personalized contact with students, faculty, and staff. Officers engage in educational awareness efforts to make bicyclists and skateboarders aware of the rules affecting them, and a strong enforcement effort to hold violators who continue to ignore the rules in place for the "walk zones" accountable.

The Department works with University partners to improve safety practices for programs involving children at Western, and completes hundreds of criminal history checks for Compass 2 Campus program student volunteers annually.

The Department provides "*Behaviors of Concern - Violence Prevention*" training sessions for students, faculty and staff upon request. These sessions include two video presentations, "*Options for Consideration*" and "*Flashpoint*". For easy access, the videos link from the Department's homepage, as does Western's "Emergency Preparedness" video.

Emergency Management

In 2020 the primary focus of the Emergency Management function was to help meet the needs of the University's response to the COVID-19 global pandemic. The Department was responsible for assisting in the implementation of the Comprehensive Emergency Management Plan (CEMP) in the early days of the pandemic and serving in a consulting role to the emergency management team.

In addition, University Police and Dispatch helped protect the University's infrastructure through serving as a gatekeeper for on-campus critical staff and conducted over 4,000 area checks throughout campus.

Assistant Chief Williams and Holly Woll-Salkeld facilitated a virtual tabletop exercise focused on an earthquake in October. A principal outcome was to discuss a campus wide evacuation. An exercise/drill of this nature is required for universities by the Jeanne Clery Student Right-to-Know and Campus Security Act.

Emergency Response and Notifications

Through close working relationships with the Office of Communications and Marketing, the Dean of Students Office and the Environmental Health and Safety Office, a multi-faceted alert system makes it possible to notify students, faculty, and staff via text messaging and email within minutes of an event that may pose an immediate threat to the University. This system also uses the current fire alarm system to facilitate voice messages to be transmitted throughout University buildings and incorporates Desktop Notification, which sends a similar notification through all networked University computers.

The Department is in full compliance with FBI and Washington State Patrol requirements for security standards for all Western staff who may meet or work in those areas that contain confidential criminal justice information.

The Department leads a Safety Assessment Team (Threat Assessment) of representatives from Enrollment and Student Services, Judicial Affairs, University Police Department, Counseling Services, Residential Life, Student Health Center, and University Communications and Marketing. The team is in full compliance with the guidelines recommended by the National Behavioral Intervention Team Association (NaBITA) for its approach to potential issues of concern at the University. The team meets on a routine basis, as well as when necessary to deal with potentially threatening situations, and to strengthen the collective ability to resolve or mitigate issues of concern. This collaborative team of professionals has functioned well to respond to several serious incidents affecting the University.

The Department of Public Safety and the Office of Communications and Marketing annually conduct alert system tests in fall, winter and spring quarters.

Professional Standards and Training

Professional standards and training form a cornerstone in the development of competent police officers and civilian personnel, and are a requirement of the accreditation standards. Officers are expected to demonstrate mental and physical skills that include strong written and verbal communication abilities, knowledge of relevant laws, officer safety techniques, and proficiency at skills that support proper patrol procedures.

In 2020 all University Police Officers met or exceeded the state required hours of training in areas specifically related to their jobs. These included training in crisis intervention, defensive tactics, legal updates and current law, active shooter training, and RAVE emergency messaging training.

State and Federal Reporting

The Jeanne Clery Student Right-to-Know and Campus Security Act, passed by Congress in 1990, and continually modified, is in response to concerns about crime and security at post-secondary education institutions. This Act requires institutions to disclose information about university safety policies and procedures, and to provide statistics concerning whether certain crimes took place at the university. The program is a mandatory nationwide reporting effort that tracks statistical information of the seven most serious criminal offenses within geographical areas and reporting districts.

The Department of Public Safety and Enrollment and Student Services compile the on-going annual crime statistics for publication and ensure compliance with Federal Register guidelines. Updated information is provided annually for new and returning students, staff, and faculty. Police agencies also report monthly activity through the National Incident Based Reporting (NIBRS) segment of the Uniform Crime Reporting (UCR) program administered by the FBI. Specific required crime and fire information is included in Clery Act (Student Right-to-Know) reporting, along with information about alcohol and drug law violations, weapons possession, and incidents of student misconduct.

The 2019 Annual Security and Fire Safety Report (ASFSR), published in December 2020, is the most comprehensive and compliant document to date, and is available at:

<https://vpess.wvu.edu/files/docs/ASRCleryreport.pdf>

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

TO: Members of the Board of Trustees

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

DATE: February 1, 2021

SUBJECT: Mid-Year Housing and Dining Report

PURPOSE: Information Item

Purpose of Submittal:

To provide the annual programmatic and fiscal report to the Board on the University's Housing and Dining System.

Supporting Information:

Mid-Year Housing and Dining Report

WESTERN WASHINGTON UNIVERSITY ENROLLMENT AND STUDENT SERVICES

Mid-Year Housing and Dining Report February 2021



EXECUTIVE SUMMARY

APPENDIX I: Occupancy

APPENDIX II: Housing and Dining System Financials (through December 2020)

APPENDIX III: Residential Facilities

APPENDIX IV: Dining Services

APPENDIX V: Residence Life

EXECUTIVE SUMMARY

Western's Residential Communities — Campus housing, an auxiliary enterprise, provides competitively-priced housing in a safe, developmentally-appropriate, and educationally-focused environment. Supporting these principles during an unprecedented time of COVID19 has been particularly challenging in creating a campus residential experience supporting students' transition into progressively more independent and responsible adults. Nevertheless, the new Alma Clark Glass residential facility will increase Western's footprint for accessible, inclusive and sustainable housing. Alma Clark Glass will feature study lounges and community kitchens on almost every floor, allowing students to engage academically in collaborative spaces and socially through preparing meals and eating together. There is a large community kitchen and common area on the main floor of the new building that will serve as a central hub for the community. In addition, there will be a multipurpose room that can be used for programming, events, presentations, and lectures.

OCCUPANCY (Appendix I) *Note: With a maximum Covid-19 Occupancy of 1,400 in place*

- Fall 2020 Peak Report occupancy was 1,051, a decrease of 2,902 students from Fall 2019 (3,953).
- Fall 2020 Peak occupancy of 1,051 compared to winter 2021 Peak of 1,072 resulted in a **positive** fall-to-winter increase of 21 for this year, compared to Fall 2019 Peak occupancy of 4,017 compared to winter 2020 Peak of 3,856 with a fall-to-winter decrease of 161.
- Students residing on campus included 28% of all first years, 8% of all transfers and 29% of all students of color.

HOUSING & DINING SYSTEM FINANCIALS (Appendix II)

Summary

Due to the impacts of the pandemic on housing and Viking Union operations, meaningful comparison of FY2021 and FY2020 financial performance is challenging. An example is extending our current Aramark contract for two years to have a more favorable financial situation for the University. Occupancy-based revenue was significantly impacted, while enrollment-based fee revenue saw smaller decreases. Operating expenses were reduced through decreased usage and through purposeful reductions and contract renegotiations. Refer to Appendix II for additional information and commentary.

- Year-to-Date Revenues
 - Total system revenue to date (including student fees, commissions, and one-time operating revenues) was \$16.9 million or 66% lower than the prior year.
 - Room and meal plan revenue through December 2020 was \$15.2 million or 73% lower than the prior year to date due to pandemic occupancy restrictions.
- Year-to-Date Operating Expenses
 - Total system operating expenditures through December 2020 decreased by \$7.5 million or 47%.
- Net Operating Revenues
 - Net operating revenue through December 2020 of \$279,000 was 97% (\$9.4 million) lower than the prior year.
- Non-Operating Expenses
 - Year-to-date non-operating expenses, prior to the application of bond proceeds, decreased \$7 million or 93% due to the curtailment of non-debt funded project work, and the deferment of debt service payments through the issuance of revenue bonds to provide budget relief for FY2021 and 2022.

RESIDENTIAL FACILITIES (Appendix III)

- Excitement exists for the public works project, the demolition of the “old” Highland and construction of the new Alma Clark Glass Hall. Project worth \$67M, the new residential building will net approximately 260 beds to Housing’s overall inventory. Scope also includes upgrading Ridge Commons to provide accessible dining and collaborative learning spaces.
- Projects related to a security and safety emphasis include upgrading existing doors to electronic access control with proximity credential capability.
- Reengineering operations to maximize custodial and maintenance services to support residents in a reduced budget environment.

UNIVERSITY DINING SERVICES (Appendix IV)

- **Student Food Insecurity Initiatives** –
 - **Meal Kit distribution:** In collaboration with our campus partners and utilizing volunteer efforts of our dining services management team, we have supplied and distributed over 2000 meal kits to students experiencing food insecurity.
 - **Swipe Out Hunger:** 180 meals donated fall term. Converted meals to dollars to provide fresh produce to supplement grant funding for winter quarter meal kits.
 - **SNAP:** Applying to accept SNAP benefits via the USDA.
- **Isolation / Quarantine Meals:** Prepared and assisted in the distribution of 1637 meals for 174 students in isolation and quarantine through January 22, 2021.

RESIDENCE LIFE (Appendix V)

- Equity and inclusion initiatives have been a focus of the fall 2020 quarter with challenges to the University Residences posting policy in addition to the heightened awareness of racial injustice throughout the United States. Residence Life has focused our dialogue series, trainings, and new educational strategies on racial justice this year. Our dialogue series and action items working towards more equitable and inclusive practices specifically focusing on racial justice will continue in the winter and spring quarters.
- Professional staff are beginning academic intervention meetings with residential students placed on academic warning to address academic progress and strategies for success.

APPENDIX I: OCCUPANCY

Note: Covid-19 Occupancy Restrictions in place

	Operating Beds	Heads	Beds Rented	% Beds Filled
Fall 2020 Peak	1,400	1,051	1,051	75.0%
Fall 2019 Peak*	4,045	3,953	3,953	97.7%
Fall 2018 Peak	4,144	4,015	4,017	96.9%
Fall 2017 Peak	4,145	4,118	4,128	99.6%
Winter 2021 Peak	1,400	1,072	1,072	77.2%
Winter 2020 Peak	4,045	3,785	3,787	93.6%
Winter 2019 Peak	4,144	3,851	3,856	93.0%
Winter 2018 Peak	4,146	3,939	3,948	95.2%

*Fall 2019: Highland Hall 140 beds offline due to new residence hall construction

APPENDIX II: HOUSING AND DINING SYSTEM FINANCIALS

July – December 2020 vs 2019

	YTD FY2021	YTD FY2020	Var \$	Var %
System Revenue from Operations	\$8,624,069	\$25,574,943	(\$16,950,874)	-66.28%
System Operating Expenditures	\$8,344,847	\$15,867,595	(\$7,522,748)	-47.41%
Net Operating Revenue	\$279,222	\$9,707,348	(\$9,428,126)	-97.12%
Debt Service Expense	\$0	\$3,295,480	(\$3,295,480)	-100.00%
Major Projects & Renovations (non-debt funded) Expense	\$516,788	\$4,254,242	(\$3,737,454)	-87.85%
SYSTEM NET REVENUE	(\$237,566)	\$2,157,626	(\$2,395,192)	-111.01%

Year-to-Date Revenues

- Total system revenue to date (including student fees, commissions, conferences and one-time revenues) was \$16.95 million (66%) lower than the prior year.
- Room and meal plan revenue through December 2020 was \$15.2 million or 73% lower than the prior year due to Covid occupancy restrictions (See "Occupancy" section of the report). Room and board prices increased 4% over the prior year.
- Mandatory student fee revenue (S&A Fee, Non-Academic Building Fee, Multi-Cultural Center Fee) decreased \$243,000 (-9%) due to declines in WWU enrollment.
- Conference and guest housing revenue for FY2021 to date was almost non-existent due to the cancellation of summer on-campus camps and conferences. FY2020 conference and guest housing revenue was \$463,801.

- Commission revenue declined \$256,000 (-47%) due to significantly reduced food service activity across all dining sales sectors. The renegotiated WWU-Aramark contract (Summer 2020) provided some commission relief during the pandemic period.

Year-to-Date Operating Expenses

- Total system operating expenditures to date decreased \$7.5 million (-47%)
- Salary and Benefit expenditures decreased \$2.1 million (-48%) due to: a) the moving of the housing custodial operation to WWU facilities services, and b) a significant reduction in student staffing: \$1.2 million (-76%), to align with lower occupancy and reduced services. Consistent with WWU's pandemic response there were no compulsory layoffs or furloughs of permanent employees.
- Food expenditures were \$4.4 million (63%) lower, reflecting lower resident dining invoices due to lower occupancy.
- Total utility expenditures decreased \$268,000 (-28%) due primarily to increased building usage from Covid impacts.
- Operating maintenance expenditures decreased \$276,000 (-17%). While building use was reduced, Covid adaptation costs were incurred.

Net Operating Revenues

- Net operating revenue to date of \$279,000 was \$2.4 million or 97% lower than the prior year. For the full FY2021 fiscal year, a net operating revenue loss of \$600,000 to \$700,000 is projected, compared to the FY2021 revised (Covid) budgeted loss of approximately \$1,600,000.

Non-Operating Expenses

- Year to date non-bond funded renovation and construction expenditures of \$517,000 was \$3.7 million (88%) less than last year's \$4.3 million in expenditures from the curtailment of most renovation and major repair work due to the pandemic. Bond proceeds used to date in FY 2021 for the Buchanan Towers renovation and new residence hall were \$13.8 million; in FY2020 it was \$7.3 million. In September 2020 \$21.76 million in revenue bonds were issued to finance the deferment of the System's FY2021 and 2022 debt service payments, offering budget relief during this pandemic period.

System Net Revenue

- System net revenue through December 2020 was (\$237,000) compared to \$2.2 million for December 2019. Early projections indicate FY2021 finishing with a net loss of \$1,500,000 which is a 47% improvement compared to the FY2021 revised (Covid) System budget estimated loss.

APPENDIX III: RESIDENTIAL FACILITIES

- Public Works construction **in progress**:
 - Project worth \$67M to build the new Alma Clark Glass Hall which provides 413 designed beds will add 260 beds to Housing's inventory. Scope also includes upgrading Ridge Commons to provide accessible dining/collaborative spaces. Opening is scheduled for September 2021.
 - Project worth \$0.6M to convert Housing's legacy electronic door access control systems located at 9 buildings to the new campus standard. Expected completion is Winter 2021.

- Public Works construction **completed**:
 - With an eye towards safety and due to COVID-19 budget constraints, we completed in September 2020 Birnam Wood community doors upgrades and replaced ground level Fairhaven community patio doors to store front windows.
- COVID-19 related facilities projects **completed**:
 - Implemented the initial on-campus Isolation Quarantine (ISOQ) Plan to temporarily house residents in designated Ridge buildings starting in Spring & Summer 2020.
- Critical operational initiatives were **launched**:
 - Reduced Housing’s overall FY21 maintenance budget by 55% due to COVID-19 budget constraints. As a result, on-going work requests are being reviewed “case by case” to ensure essential requirements are promptly addressed and non-essential tasks deferred to either to Summer 2021 or as funding is available.

APPENDIX IV: UNIVERSITY DINING SERVICES

- **Diversity Equity and Inclusion Plan** – Collaborated with the Western leadership team to create a DEI plan, to support the short and long-term initiatives that align with Western’s goals and values in support of Diversity, Equity and Inclusion for all members of our community.



- **Student Food Insecurity Initiatives** –
 - **Meal Kit distribution:** In collaboration with our campus partners and utilizing volunteer efforts of our dining services management team, we have supplied and distributed over 2000 meal kits to students experiencing food insecurity.
 - **Swipe Out Hunger:** 180 meals donated fall term. Converted meals to dollars to provide fresh produce to supplement grant funding for winter quarter meal kits.
 - **SNAP:** Applying to accept SNAP benefits via the USDA.
- **Isolation / Quarantine Meals:** Prepared and assisted in the distribution of 1637 meals for 174 students in isolation and quarantine through January 22, 2021.

- **Technology Initiatives:**
 - **Virtual Western Dining Card**
 - Touchless payment -Addressing safety concerns for both the customer and staff. Students are accustomed to touchless payment options, brings this experience to campus. 89% of all dining transaction were completed using this app since its inception in the fall of 2020.
 - Eliminates issues surrounding lost/misplaced physical cards.
 - **Mobile ordering**
 - Technology in place at 3 retail locations for future openings. Ability to expand to other dining locations across campus.
 - Address safety by reducing the queue line for ordering in person.
 - **Dining Hall reservation system**
 - Program in place to address potential needs to stagger large number of meal plan holders. To address safety concerns, this program restricts the number of people entering the dining halls allowing for social distancing measures.

APPENDIX V: RESIDENCE LIFE

Academic Support

- Professional staff are in process of academic intervention conversations with residential students placed on academic probation. The total number of students identified for outreach in winter 2020 is 45 compared to 261 in fall 2019. The significant decrease in the number of conversations is due to having less students living on campus this year.

Residential Education/Leadership

- During the fall 2020 quarter, residential staff completed intentional conversations with 655 residents. This was a 75% decrease from fall 2019, which aligns with the 75% decrease in occupancy. The average duration of all conversations was 31 minutes and addressed topics such as transition to college, mental health challenges navigating the COVID-19 pandemic, goals for academic and personal success, and how to get connected at Western. All conversations are focused on the three URISE goals of:
 - Inclusive community building (91.3% of conversations included topics related to this learning goal)
 - Career preparedness (96.2% of conversations included topics related to this learning goal)
 - Personal wellness (96% of conversations included topics related to this learning goal)
- The National Residence Hall Association (NRHH) has pivoted to all virtual programming and has adapted their signature event, the leadership induction ceremony, to an online format as well.

- The Residence Hall Association (RHA) collaborated with Aramark dining to address student concern over dining hall hours at the Fairhaven dining hall. An agreement was reached to re-open Fairhaven for limited brunch hours to ensure students have adequate access to food, but also to address low numbers and budget constraints due to limited residents living on campus this year.

Diversity and Inclusion

- Residence Life is working on several key initiatives to incorporate the values of equity and inclusion into daily practice. Initiatives in the fall 2020 quarter include:
 - Development of Black Affinity Housing to be implemented on a floor community in the new residence hall opening in fall 2021
 - UR Seen campaign was created to promote our values of equity and inclusion to residents by sharing photos and quotes of students from across all backgrounds, identities, and communities
 - The Inclusion Assistant program is now offering residents mentoring opportunities to sign up and engage in dialogue with questions they have, concerns about on campus living, or other topics related to equity and inclusion. Residence Life's two Inclusion Assistants are also offering programming opportunities within the halls. Their latest program was titled: "Being Actively Anti-Transphobic" and provided strategies to better support students' transgender suitemates, classmates, friends, and acquaintances. The Inclusion Assistants are also working on ways to more visibly show our values of equity and inclusion with the residence hall lobby and public areas.

Health and Residential Environment

- In fall 2020, we had 179 COVID-19 alleged violations. 133 of the students were found responsible with the majority of cases being the failure to wear a face covering in public areas of the residence halls. 32 students had a repeat COVID-19 violation in the fall quarter. There were six students with more than three COVID-19 related charges and 11 students charged with disruptive behavior due to COVID-19 policies in the halls. We had 44 violations of our guest policy. Our approach to COVID-19 conduct violations in the fall quarter was focused on education and reflection to promote health and safety within the on campus community.
- In fall 2020, we had 129 CARE cases reported. Some students were identified in multiple cases, but overall, most of the 129 cases are reports regarding individual students. We outreached to all of these students to follow up, create action plans, and provide referrals to campus resources.

**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: February 12, 2021

SUBJECT: **Enrollment Management Summary**

PURPOSE: Information Item

I. Enrollment

Despite the surge in the pandemic currently, there is rising optimism across higher education about Fall 2021, but it is a mixed story.

Winter 2021 Enrollment

The table below shows several details about total enrollment for winter quarters across several years. As of census day for Winter 2021, we had a total student count of 14,167. In our early work on winter enrollment, we took into account the starting point (fall enrollment) this year and factored in the expected drop in enrollment from fall to winter. The report to the Board of Trustees in October noted that Fall 2020 enrollment was down 5.9% overall from Fall 2019 at a total of 15,197. Using that information and the drop that we experienced between Fall 2019 and Winter 2020 (-5.6%), we had hopes that we could get close to enrollment of 14,346 for this winter quarter. We were off of that mark by 1.25%.

Our appreciation goes out to the many colleagues across campus who assisted with outreach to students who had not yet enrolled for winter quarter. That outreach was conducted during the month of December and undoubtedly helped to mitigate enrollment losses.

We can report again that the representation of students of color in our total enrolled population has hit a record high (28.3%). Unfortunately, as we saw in Fall 2020, the pandemic continues to impact the enrollment of nonresidents, first generation, and Pell eligible students in negative ways—with a drop of about one percentage point year over year among each of those groups. This is similar to the drops that we saw for those populations in Fall 2020.

(Table next page)

**Enrollment by Race/Ethnicity -
Percent Distribution**

All Students

	Win 2016	Win 2017	Win 2018	Win 2019	Win 2020	Win 2021
Hispanic or Latino Ethnicity	7.6%	8.4%	8.9%	9.3%	10.0%	10.4%
American Indian or Alaska Native	2.3%	2.2%	2.1%	2.0%	1.9%	1.8%
Asian	10.6%	10.5%	10.5%	10.6%	10.6%	11.4%
Black or African American	2.7%	2.6%	2.7%	2.6%	2.6%	3.0%
Native Hawaiian or Other Pacific Island	0.5%	0.5%	0.4%	0.4%	0.4%	0.4%
White	72.9%	72.3%	71.5%	70.5%	69.8%	68.6%
Two or more races: Other	1.1%	1.1%	1.1%	1.2%	1.2%	1.2%
International	1.1%	1.1%	1.1%	1.2%	1.1%	0.8%
Race and ethnicity unknown	1.3%	1.2%	1.7%	2.1%	2.4%	2.4%
Total	14,748	14,902	15,263	15,385	15,246	14,167
Percent Student of Color	24.7%	25.4%	25.6%	26.2%	26.7%	28.3%
Percent Non-Resident	10.7%	11.3%	11.9%	12.6%	12.3%	11.3%
Percent First Generation	32.7%	32.8%	32.3%	31.7%	30.6%	29.8%
Percent PELL-Eligible	25.8%	24.9%	25.8%	23.6%	23.0%	22.2%

Spring 2021 Enrollment Outlook

We typically do not have a large number of new students join us in the spring quarter of any year (usually about 10 new first-year students and about 150-170 new transfer students). As of the end of January, the tables below reflect our applications, offers, and confirmations within the three new student categories. Of note is the impact that deferrals of first-year students from Fall 2020 has on our expectations for spring. Spring will likely have a larger cohort of new first-year students this year because of those deferrals. At this point in time, our prospects for transfer enrollment look to be on pace with past year, with a few more confirmations recorded early as a result of deferrals.

Tables as of January 27, 2021

New transfers—Bellingham

	Applied	Admitted	Confirmed
2021	293	169	82
2020	294	158	71
2019	312	159	69

New transfers—other locations

	Applied	Admitted	Confirmed
2021	25	2	2
2020	12	2	2
2019	10	0	0

New first-year students—Bellingham

	Applied	Admitted	Confirmed
2021	60	39	27
2020	40	19	8
2019	34	14	4

Our concern for spring enrollment will be retention. There is an expectation that all of the challenges that the pandemic presents to the student experience will continue to threaten enrollment numbers. At this point, the number of expected new students starting with us in spring and the number of expected graduates this winter look to be fairly consistent with recent years. We will need to keep as many of our current students through to spring as possible, so we will be working to reduce roadblocks for our continuing students to ensure that they persist.

Fall 2021 Applications and Recruitment

With our priority application date for first-year admission having just passed on January 31, we have a better idea of how to assess this year's applicant pool. At this point (and we will continue to take late applications), our application numbers are slightly up from this time last year, by almost two percent. When factoring in the increase in deferrals this year compared to last, our applicant pool is about even overall. Considering the higher education landscape with regard to applications (referenced further under Fall 2021 Insights below), we consider ourselves fortunate and are appreciative of the work that has been done to secure those applications.

The applicant pool reflects a strong showing of nonresidents, despite the pandemic. Our digital marketing efforts targeted to nonresidents last year and this year are having an impact. Unfortunately but unsurprisingly, the number of applications from first generation students is lagging. The year over year comparison shows that the number of applications from students of color is comparable to that of each of the last two years though slightly down.

Offers are being made at a much faster pace this year than in years past. The fact that test scores (ACT or SAT) are not required and that applications are being completed more quickly has facilitated our effort to move files through review faster. Also included in the total number of offers and confirmations for Fall 2021 are deferrals from Fall 2020 (and a small number from other terms). We are working with 212 deferrals to Fall 2021 as compared to 86 deferrals that came into Fall 2020 from prior terms.

We continue to think creatively about ways to engage with and recruit students of color. Recently, we hosted an inaugural *Being BIPOC @ Western* event, in collaboration with representatives from select student clubs—namely the Black Student Union and Afro Caribbean Student Club—whose members are also tour guides within the Office of Admissions. Geared toward students and their families, the event drew more than 40 participants to engage in virtual Question-and-Answer sessions as well as one-on-one conversations. We continue to gather feedback from prospective students as well as current Western students who collaborated with Admissions, with the intention of refining this event for future years.

Our transfer enrollment has great dependency on enrollments in the state's community colleges. We anticipate this year's cycle will reflect the enrollment challenges experienced by the state's two-year institutions. Appendix A to this report features details on enrollment in Washington's community colleges, with special attention to our partnering institutions.

Applications for admission to graduate programs at Western warrant special mention this year. Currently, the number of applications submitted across our Graduate College is up by almost 50%.

Tables as of February 3, 2021

New first-year students—Bellingham

	Applied	Admitted	Confirmed
2021	9,927	7,536	716
2020	9,743	5,980	595
2019	10,152	6,287	636

New transfers—Bellingham

	Applied	Admitted	Confirmed
2021	554	187	48
2020	525	120	24
2019	538	122	24

New transfers—other locations

	Applied	Admitted	Confirmed
2021	66	6	6
2020	68	0	0
2019	76	3	3

Fall 2021 Insights

Industry experts and headlines paint a mixed picture, with elite and flagship institutions boasting significant gains in their applicant pools, while other colleges struggle. The adoption of test-optional policies has broadened hope among applicants that they might have a greater chance of admission into highly selective institutions, but many of those schools do not intend to increase their size. Less selective regional institutions are experiencing drops in application numbers.

(<https://www.insidehighered.com/admissions/article/2021/02/01/full-story-admissions-isnt-just-what-youve-been-reading>). Statewide, we have heard similar reports from colleagues at the public baccalaureate institutions. Except for UW, peers have shared that they are experiencing declines in applications ranging from the mild to substantial when compared with Fall 2020 application figures. We are paying close attention to FAFSA completion as well. Nationally, there is a decline in FAFSA submissions from students and families (<https://formyourfuture.org/fafsa-tracker/> and <https://public.tableau.com/profile/wsac#!/vizhome/WASStateFAFSACompletionDashboard/StateFAFSACompletion>). See section III. Student Aid in this report for more information about our current situation with regard to FAFSA submission. The advertising campaign to students and families that aims to inform and educate students about FAFSA/WASFA completion and how to access state and federal grants is having an impact. That campaign, designed to connect Western with financial support for education in the minds of Washingtonians, will continue through February.

Across the high school landscape, teachers and staff continue to struggle to engage students and families in the day-to-day learning experience, including the college-search process. Just as there is much positive anticipation that vaccine rollouts may bring about some level of normalcy to springtime events and milestones (e.g. prom, graduation, etc.), there is concern that disparities among school districts and schools will result in the exacerbation of inequities and lost opportunities for many.

Adaptability is key in this environment. Our Admissions team monitors how things are shifting across the nation and our region and adjusts our approach across all areas of operation—outreach, visitors, processing, systems, marketing. As we push onward in our work to recruit the Fall 2021 cohort, we increasingly look to coordinate our efforts with partners within and outside the university.

II. Registrar

Commencement Ceremonies

Western held a [virtual commencement ceremony](#), celebrating Summer and Fall 2020 graduates, on Saturday, December 12, 2020. The Registrar's Office has been extraordinarily appreciative of the role that the Office of University Communications has played in creating our virtual events. Because of their talent and commitment, we handled the entire event in-house instead of hiring a vendor as we did in June of 2020. Western conferred 443 summer degrees and 781 fall degrees. In an effort to provide efficiency as we continue working in a remote environment, we have made the transition from what was previously a paper-based degree evaluation process to an online process.

Based on feedback received following our first-ever virtual commencement ceremony in June, the Registrar's Office hired name readers to read the names of every graduate who participated in the ceremony. Graduates were invited to submit a photo, and the ceremony included a personalized slide with their name, degree information, and the photo.

Winter and Spring 2021 graduates will be celebrated at another virtual commencement ceremony that will be held on Saturday, June 12, 2021. Summer graduates will be invited to choose whether they wish to join the June commencement ceremony or the one to be held in December 2021.

Course Scheduling—Spring and Summer 2021

With the recent [announcement](#) from university leadership regarding the level of on campus activity for spring and summer terms, the Registrar's Office is once again working in collaboration with academic departments and the Provost's Office to rebuild the course schedule, moving the majority of courses to remote instruction. The instructional methods (or modalities) developed during the pandemic have given us a new list of options for communicating to students and to campus how classes will be offered.

- **Face-to-Face:** Courses taught in-person
- **Hybrid:** Courses taught with a combination of *Face-to-Face* and either *Remote - Synchronous* or *Remote - Asynchronous* delivery methods
- **Remote—synchronous:** Courses originally approved to be offered face-to-face, which will be offered remotely during the pandemic, with designated meeting dates and times
- **Remote—asynchronous:** Courses originally approved to be offered face-to-face, which will be offered remotely during the pandemic, which do not have a specific meeting day/time
- **Remote—blended:** Courses originally approved to be offered face-to-face, which will be offered remotely during the pandemic in a blend of *Remote - Synchronous* and *Remote - Asynchronous* delivery methods

The category for distance learning/online that existed prior to the pandemic still exists and is used for courses that were originally approved to be offered online and were developed for online delivery. We continue to work with our facilities partners to ensure all face-to-face and hybrid courses are scheduled in classrooms with the most effective HVAC system.

III. Student Aid

FAFSA Submission—49% Increase

The percentage of FAFSAs filed between January 1 and January 22 increased by an extraordinary 49 percent, from 1,736 last year to 2,595 in 2021. This is especially noteworthy given FAFSA submission reporting as noted in the Enrollment section at the beginning of this report. We attribute this current boost in submissions to the financial aid marketing campaign that we added into our digital marketing lineup this year. Vice President Donna Gibbs, the Western marketing team, Admissions colleagues, and the Financial Aid team worked together to coordinate a launch of this two-month digital campaign at the beginning of January. Members of the financial aid team have

urged current and prospective student respondents to file FAFSAs and otherwise helped them navigate the financial aid application process.

University Marketing created a landing page and consumer-facing front page on Western's Financial Aid website to promote FAFSA completion, the Washington College Grant, and financial aid support services at Western. The impact to WASFA filings is not yet available due to batch loading timeframes; the WASFA records that are available show that WASFA filings are comparable to last year.

Count of Applications	AID YEAR <input type="button" value="▼"/>		
	2021		2021 Total
Date <input type="button" value="▼"/>	FAFSA	WASFA	
Prior to Jan 1, 2020	15,617	214	15,831
Between Jan 1 - Jan 22, 2020	1,736	1	1,737
Grand Total	17,353	215	17,568
Count of Applicants	Aid Year <input type="button" value="▼"/>		
	2122		2122 Total
Date <input type="button" value="▼"/>	FAFSA	WASFA*	
Prior to Jan 1, 2021	14,962	213	15,175
Between Jan 1 - Jan 22, 2021	2,595		2,595
Grand Total	17,557	213	17,770

Unprecedented Requests to Recalculate Aid Eligibility

In addition to helping students apply for financial aid for the 2021-22 award year, Financial Aid is facing a wave of requests to recalculate expected family contributions based on financial hardship due to COVID-19. This is because for many families, the 2019 calendar year income reported on the 2021-22 FAFSA does not serve as an accurate representation of student and parental abilities to contribute toward educational costs since the pandemic. Financial Aid freely applies the regulatory authority to use a different 12-month timeframe for calculating aid eligibility, based on hardship, documentation of income, and administrative professional judgment. We anticipate that the need for recalculations to support access and retention will vastly increase for 2021-22.

Increase in Maximum Federal Pell Grant

The maximum Federal Pell Grant will increase by \$150 to \$6,495 for the 2021-22 award year. There is, of course, a range in Federal Pell Grant eligibility based on expected family contributions. The minimum 2021-22 Pell Grant for those who qualify is \$672. So far, the average Pell Grant for 2020-21 is \$3,927; for 2019-20, it was \$3,803. Approximately 22 percent of our students were Pell Grant recipients during 2019-2020, the last completed award year.

Fair Labor Standards Act and Overtime Eligibility

As a result of the Fair Labor Standards Act, most financial aid counselors became eligible for overtime pay effective January 1, 2021. Financial aid counselors are accustomed to working more than 40 hours per week to get their work done without overtime pay or compensatory time, especially at peak times of the year. The pandemic has exacerbated the overtime needed to complete the work. Therefore, the need now exists to closely prioritize and manage the number of hours worked by counselors when demand from students and parents is at an all-time high.

Different ways of doing business are being explored and temporary help considered. The anticipated need for overtime pay is being quantified and potential funding sources identified.

Federal HEERF CARES Grant—Round Two

The U.S. Department of Education has awarded Western a second \$5,820,847 allocation in Federal Higher Education Relief Fund dollars, which they refer to as “HEERF II”. The awarding rules have changed, and Financial Aid is in the process of reviewing and interpreting the changes. So far, we have determined that HEERF II no longer requires disruption of campus operations from coronavirus as a basis for awarding funds, but institutions must prioritize students with exceptional need. Undocumented, DACA, and international students are still excluded from receiving HEERF funds. We have one year to disburse the funds to students.

There is \$61,152 left of the first “HEERF 1” \$5,920,847 allocation received in April 2020. These funds were initially reserved to reimburse students who incurred expenses as a result of isolation or quarantine within University Residences. However, it was later determined that the institutional portion of HEERF 1 would reimburse the university directly for these expenses. Therefore, the remaining \$61,152 of HEERF 1 will be awarded shortly to Western students.

Changes in SNAP Benefits

The Emergency Coronavirus Relief Act of 2020 (ECRA) expanded student eligibility requirements for the Supplemental Nutrition Assistance Program (SNAP), formerly known as “food stamps”.

- Students who are enrolled at least half-time now qualify for SNAP, if they have an expected family contribution (EFC) of \$0, based on their FAFSA.
- In addition, the general work requirements associated with SNAP have been waived. These included registering for work, participating in SNAP Employment and Training, accepting a suitable job if offered, and not voluntarily quitting the job or reducing work hours below 30 per week without good reason.

In the past, students who were enrolled at least half-time were eligible for SNAP if they were awarded work study as a form of financial aid. Given longstanding shortfalls in work study funding and reductions in work study jobs, the focus on eligibility rather than receipt of a work study award is great news for students.

Financial Aid is getting the word out to qualified students to apply for SNAP benefits through targeted e-mails, student advising sessions, campus outreach, and the departmental website.

IV. New Student Services/Family Outreach

Orientation, Advising, and Registration (OAR) Programs for New Students

In continued partnership with the Academic Advising Center and Registrar’s Office, four sessions for Spring Advising & Registration are available for new transfer and first-year students who are beginning spring quarter. The first two sessions (February 26 and March 5) are for transfer students only, and the last two sessions (March 19 and March 29) are for both transfer and first-year students. First-year students will have the opportunity to register for their courses at the time of their session and are required to attend one of the two sessions. New transfer students may sign up for any session and continue to register as usual, with their designated time dependent on the number of credits they bring to Western. All new students will continue to receive mailers from NSSFO that include important resources such as the New Student Handbook and WWU Calendar, as well as celebratory Western-themed items to connect to the Western community, including a welcome letter, lanyards, neck gaiters, window clings, and buttons.

Plans for Summer Quarter OAR programs are taking shape, and dates are to be determined. Similarly, plans have also begun for Fall Quarter OAR programs, with advising and registration session dates projected to be confirmed by the end of winter quarter. NSSFO is preparing a

campus announcement about the Fall Quarter programs to be shared in early February, outlining how campus departments can participate in new student and family orientation. Advising and registration will be held virtually, as will much of the rest of Orientation. While last year the pandemic significantly disrupted planning processes across campus, this year campus partners will have well over three months to plan and produce offerings for new student and family orientation. NSSFO will build a robust orientation website with positive welcome messages, important “checklist” items critical for new students, links to key campus resources that support transition to the Western community, valuable pre-recorded informational videos from academic and student service departments, and live events such as webinars, meet-and-greets, and one-on-one connections with student leaders.

Appendix A. Select Enrollment Data Points for Washington’s Community & Technical Colleges

Note: FTE: Full-time Equivalency; HC: Headcount; Institutions in Bold/Yellow: Feeder/Partner College

Source: State Board of Community & Technical Colleges data dashboard, January 2021 –

www.sbctc.edu

	Change (4 years: 2016-2020)				Change (1 year: 2019-2020)			
	FTE N	FTE Perc	HC N	HC Perc	FTE N	FTE Perc	HC N	HC Perc
System Total	-28,859	-18%	-48,859	-21%	-22,527	-14%	-43,049	-19%
Bates	-845	-28%	-1,013	-27%	-1,190	-35%	-1,893	-41%
Bellevue	-1,263	-11%	-3,686	-21%	-430	-4%	-2,114	-13%
Bellingham	-563	-25%	-870	-28%	-417	-20%	-638	-22%
Big Bend	-210	-10%	-314	-12%	-139	-7%	-452	-17%
Cascadia	-777	-26%	-1,132	-29%	-590	-21%	-947	-25%
Centralia	-531	-21%	-1,122	-29%	-434	-18%	-1,226	-31%
Clark	-2,465	-29%	-4,401	-34%	-1,506	-20%	-3,219	-28%
Clover Park	-545	-16%	-513	-12%	-578	-17%	-459	-11%
Columbia Basin	-100	-2%	-301	-4%	-462	-8%	-791	-10%
Edmonds	-1,606	-23%	-2,450	-23%	-1,172	-18%	-2,087	-20%
Everett	-261	-4%	-1,191	-12%	-440	-7%	-1,349	-13%
Grays Harbor	-479	-24%	-641	-26%	-363	-19%	-468	-20%
Green River	-1,149	-14%	-1,717	-16%	-1,474	-17%	-2,360	-21%
Highline	-1,413	-19%	-1,825	-18%	-841	-12%	-1,585	-16%
Lake Washington	-440	-14%	-781	-18%	-415	-13%	-675	-16%
Lower Columbia	-589	-20%	-994	-26%	-499	-17%	-620	-18%
Olympic	-668	-13%	-1,693	-23%	-492	-10%	-1,307	-19%
Peninsula	-490	-24%	-834	-30%	-274	-15%	-298	-13%
Pierce	-981	-12%	-1,222	-12%	-748	-10%	-1,197	-12%
Renton	-804	-22%	-746	-14%	-680	-19%	-962	-18%
Seattle Central/SVI	-1,486	-23%	-2,068	-23%	-1,254	-20%	-1,980	-23%
Seattle North	-997	-21%	-1,979	-23%	-268	-7%	-1,321	-17%
Seattle South	-1,356	-26%	-2,402	-29%	-794	-17%	-1,855	-24%
Shoreline	-528	-11%	-632	-10%	-560	-12%	-695	-11%
Skagit Valley	-564	-14%	-1,378	-23%	-605	-15%	-1,146	-20%
South Puget Sound	-220	-5%	-733	-12%	-372	-9%	-860	-14%
Spokane	-2,301	-26%	-4,188	-33%	-1,737	-21%	-4,066	-33%
Spokane Falls	-1,272	-26%	-1,738	-29%	-768	-18%	-1,070	-20%
Tacoma	-806	-14%	-1,185	-16%	-515	-9%	-1,023	-14%
Walla Walla	-1,460	-35%	-1,810	-33%	-971	-26%	-1,247	-26%
Wenatchee Valley	-456	-14%	-719	-17%	-307	-10%	-455	-12%
Whatcom	-719	-18%	-1,923	-29%	-429	-12%	-1,638	-26%
Yakima Valley	-515	-12%	-658	-13%	-803	-18%	-1,046	-19%

**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: February 12, 2021
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

- **April 1 & 2, 2021**

21. ADJOURNMENT