



**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
AGENDA
JUNE 12, 2020**

FRIDAY, JUNE 12, 2020

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

- 1. CALL TO ORDER, APPROVAL OF MINUTES**
8:00 – 8:05
 - Board of Trustees Special Meeting, April 7, 2020
 - Board of Trustees Regular Meeting, April 17, 2020
 - Board of Trustees Special Meeting, April 28, 2020
 - Board of Trustees Special Meeting, May 8, 2020
- 2. BOARD CHAIR REPORT**
8:05 – 8:10
- 3. UNIVERSITY PRESIDENT REPORT**
8:10 – 8:20
- 4. FACULTY SENATE REPORT**
8:20 – 8:25
- 5. ASSOCIATED STUDENTS REPORT**
8:25 – 8:30
- 6. PUBLIC COMMENT**
8:30 – 8:40

DISCUSSION ITEMS

- 7. CONVERSATION AROUND CORONAVIRUS AND THE LEGACY OF SYSTEMIC ANTI-BLACK RACISM**
8:40 – 9:40 General Comments and Dialogue

****10 MINUTE BREAK****

- 8. FINANCE, AUDIT AND ENTERPRISE RISK MANAGEMENT COMMITTEE REPORT**
9:50 – 10:00 Presentation: Trustee John Meyer, Committee Chair

9. STUDENT SUCCESS COMMITTEE REPORT

10:00 – 10:10

Presentation: Trustee Mo West, Committee Chair

ACTION ITEMS

10. 2020 – 2021 OPERATING BUDGET AND RELATED MATTERS

10:10 – 11:10

a. Operating Budget Framework

Presentation: Brent Carbajal, Provost and Vice President, Academic Affairs
Richard Van Den Hul, Vice President, Business and Financial Affairs
Becca Kenna-Schenk, Executive Director, Government Relations
Faye Gallant, Executive Director, Budget and Financial Planning

b. University Budget Planning Process

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

c. Decision Packages

Presentation: Brent Carbajal, Provost and Vice President, Academic Affairs

d. Approval of 2020 - 2021 Academic Year Tuition Rates and Mandatory Fees

i. 2020 - 2021 Academic Year Tuition

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

ii. 2020 - 2021 Mandatory Student Fees

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

iii. 2020 - 2021 Self-Sustaining Academic Year Tuition

Presentation: Brent Carbajal, Provost and Vice President for Academic Affairs

e. Approval of 2020 - 2021 Annual State Operating Budget

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

f. Approval of 2020 – 2021 Housing and Dining Rates

Presentation: Melynda Huskey, Vice President, Enrollment and Student Services
Leonard Jones, Director, University Residences

11. 2021 – 2031 CAPITAL PLAN AND 2021 – 2023 CAPITAL BUDGET REQUEST

11:10 – 11:30

Presentation: Brent Carbajal, Provost and Vice President for Academic Affairs
Richard Van Den Hul, Vice President, Business and Financial Affairs
Rick Benner, Director, Facilities Development and Capital Budget,
University Architect

****10 MINUTE BREAK****

12. APPROVAL OF PUBLIC WORKS PROJECTS

11:40 – 11:45

Presentation: Richard Van Den Hul, Vice President, Business and Financial Affairs
Rick Benner, University Architect/Director, Facilities Development and

Capital Budget

- a. Construction Contract for Bid Package #3 for the Interdisciplinary Science Building (PW 733)
- b. Construction Contract Amendment to Progressive Design-Build Contract and Total Project Budget Adjustment for new Residence Hall Project, PW746

13. APPROVAL OF SPRING QUARTER DEGREES

11:45 – 11:50

14. INFORMATION ITEMS

11:50 – 11:55

- a. 2020 Affirmative Action Plan
- b. Academic Reports
- c. Annual & Quarterly Grant Report
- d. Admissions and Enrollment Summary
- e. University Advancement Report
- f. Capital Program Report
- g. University Relations and Marketing Report

15. RECOGNITIONS

11:55 – 12:00

- Academic Fellowship and Scholarship Recipients

16. RESOLUTION No. 2020-02 RECOGNIZING THE SERVICE OF BOARD MEMBER HUNTER STUEHM

12:00 – 12:05

Presentation: Trustee Earl Overstreet, Board Chair

17. ELECTION OF BOARD OF TRUSTEES OFFICERS

12:05 – 12:10

Presentation: Trustee Earl Overstreet, Board Chair

18. PASSING OF THE GAVEL

12:10 – 12:15

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

12:15 – 12:25

20. DATE FOR NEXT REGULAR MEETING: August 20, 21, 2020

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: June 12, 2020
SUBJECT: **Approval of the Minutes**
PURPOSE: Action Items

Purpose of Submittal:

Approval of the Board of Trustees Meeting Minutes.

Proposed Motion:

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

- Approval of the Minutes of the Board of Trustees Meeting, April 17, 2020
- Approval of the Minutes of the Special Board of Trustees Meeting,
 - April, 7, 2020
 - April 28, 2020
 - May 8, 2020

Supporting Information:

Minutes of April 17, 2020
Minutes of April 7, 2020; April 28, 2020; May 8, 2020

**Western Washington University
Board of Trustees
Meeting Minutes
Tuesday, April 7, 2020**

1. CALL TO ORDER

Board Chair, Trustee Earl Overstreet called the special meeting of the Board of Trustees of Western Washington University to order at 12:06 p.m., via Zoom. A quorum established by roll call.

Board of Trustees

Earl Overstreet, Chair – *via ZOOM*
Chase Franklin, Vice Chair – *via ZOOM*
John Meyer, Secretary – *via ZOOM*
Faith Pettis – *via ZOOM*
Mo West – *via ZOOM*
Sue Sharpe – *via ZOOM*

Western Washington University

Sabah Randhawa, President
Brent Carbajal, Provost/Vice President for Academic Affairs
Richard Van Den Hul, Vice President for Business and Financial Affairs
Melynda Huskey, Vice President for Enrollment and Student Services
Jeff Young, Faculty Senate President
Noelani DeFiesta, Associated Students President
Linda Beckman, Director of Budget and Administration for Enrollment and Student Services
Melissa Nelson, Assistant Attorney General
Paul Dunn, Chief of Staff and Secretary to the Board of Trustees
Barbara Sandoval, Senior Executive Assistant to the President
Rayne Rambo, Assistant Secretary to the Board of Trustees

2. REDUCTION TO SPRING QUARTER 2020 MANDATORY STUDENT FEES

Trustee Overstreet thanked everyone for making time for a special meeting via Zoom and extended his wishes that everyone was staying healthy and in in good spirits during this difficult time as the world deals with the impacts of coronavirus pandemic. He noted that all Boards in the state of Washington are under orders from the Governor to observe appropriate social distancing by conducting meetings via Zoom.

Trustee Overstreet expressed on behalf of the trustees their empathy and solidarity with the students, faculty, and staff of Western, whose academic, professional, and personal lives have been so roughly disrupted by the coronavirus pandemic. He acknowledged the trustees' admiration and deep gratitude for the resilience of the Western community, and the extraordinary efforts that have been made to keep Western running as well as possible under the difficult conditions and timelines. He thanked everyone for their tremendous efforts and grace, and that the unity exhibited by the Western community makes the trustees very proud to be part of it.

President Randhawa also thanked the faculty, staff, and students for coming together to adapt to a new learning and working environment in a short amount of time due to the coronavirus crisis. He

highlighted that the proposed reduction in mandatory student fees, if approved at the meeting, would allow for the reduction to occur before the start of spring quarter, allowing students to receive the recovered funds in their accounts immediately.

Melynda Huskey, Vice President for Enrollment and Student provided an overview of the reduction in student fees for spring of 2020. (ATTACHMENT A).

Trustee Overstreet explained that Trustee Stuehm was unable to attend the meeting, but submitted a statement to be read on his behalf:

“Board colleagues,

I apologize that I can't be in the meeting with you all this afternoon to vote in favor of the presented motion to reduce some spring quarter fees. I'm hopeful this action will give students some financial relief, as well as encourage us all to find new virtual ways to engage in the campus community through the upcoming term. I want to extend my deepest appreciation to the university's COVID response team, as well as the Associated Students leadership (e.g. the elected officials, AS Business Director, and professional staff advisors) who have committed to ensuring that our fee decisions prioritize retention of faculty and staff. My guiding principles in reviewing this motion relate to the sustainability of our university, and our charge as trustees, to ensure we steward along an institution that serves both the campus community and people of Washington. I believe this proposal does both those things with an emphasis on our ability to continue operations and build our greater-Washington impact after this crisis. I'm especially impressed by all those who have mobilized to create a new sense of community and appreciate your consideration of my remarks. Take care.”

Trustees Sharpe commended Trustee Stuehm for his thoughtful words and echoed his statement. After additional brief discussion and concurrence with the justification for reducing mandatory student fees for spring quarter, Chair Overstreet called for the Board to take action.

MOTION 04-01-2020 Trustee West moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the reduction of Spring Quarter 2020 mandatory student fee levels as proposed in the attached supporting document for the following fees:

- Services & Activities Fee (*Proposed decrease of \$106 for spring quarter; 48%*)
- Student Recreation Fee (*Proposed decrease \$34 for spring quarter; 32%*)
- Student Health Services Fee (*No decrease*)
- Student Technology Fee (*No decrease*)
- Non-Academic Building Fee (*No decrease*)
- Sustainability, Equity, and Justice Fund Fee (*Proposed decrease \$2.00 for spring quarter; 23%*)
- Student Alternative Transportation Fee (*Proposed decrease \$28.00 for spring quarter; 100%*)
- Legislative Action Fee (*Proposed decrease \$1.00 for spring quarter; 100%*)
- Multicultural Services Fee (*No decrease*)

The motion was voted on by roll call.

Roll Call for the Vote:

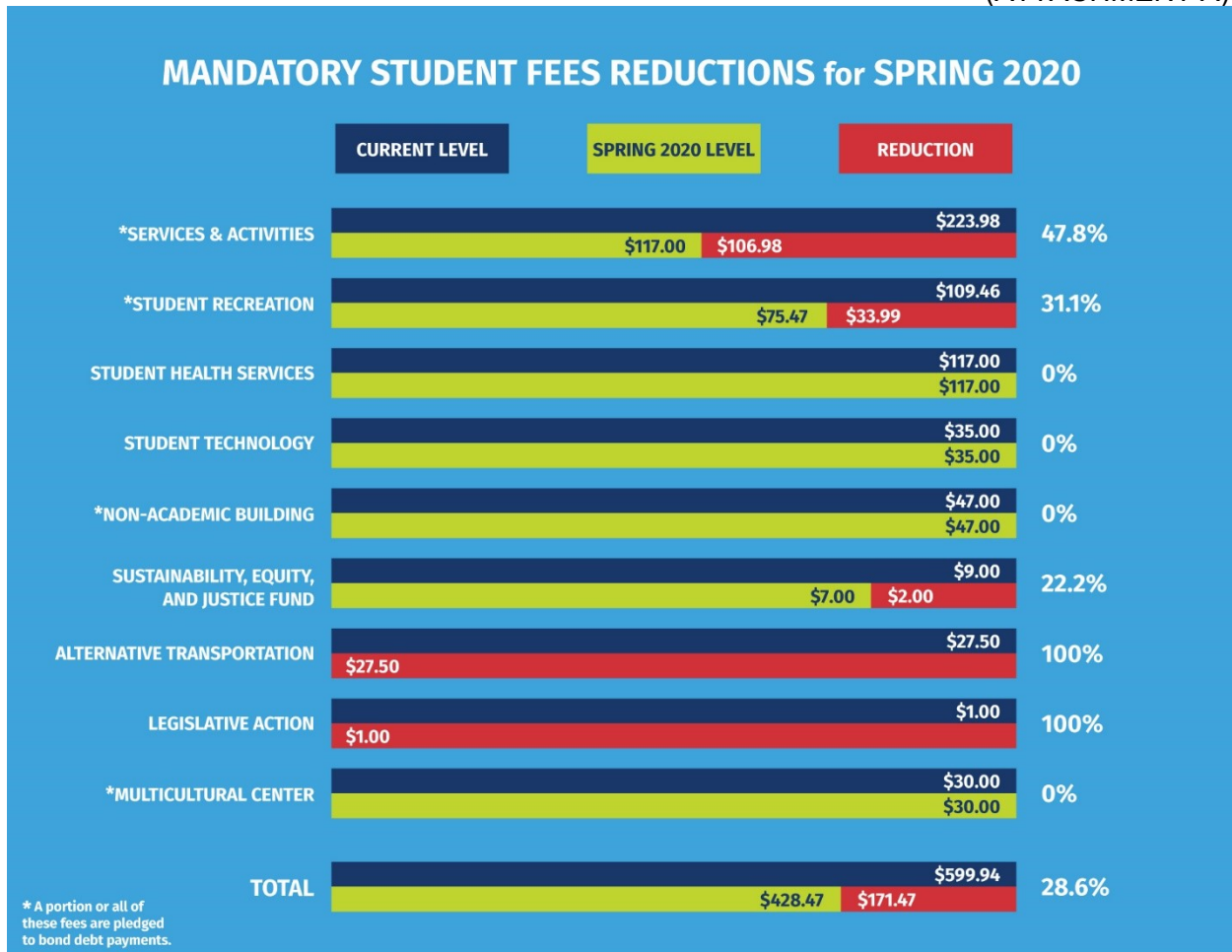
Trustee Sue Sharpe – Aye
Trustee Faith Pettis – Aye
Trustee Mo West - Aye

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

The motion passed.

3. ADJOURNMENT @ 12:40 p.m.

(ATTACHMENT A)



**Western Washington University
Board of Trustees
Meeting Minutes
Friday, April 17, 2020**

CALL TO ORDER

Board Chair, Trustee Earl Overstreet called the special meeting of the Board of Trustees of Western Washington University to order at 8:00 a.m., via Zoom. A quorum was established by roll call.

Board of Trustees

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

Western Washington University

Sabah Randhawa, President
Brent Carbajal, Provost and Vice President for Academic Affairs
Richard Van Den Hul, Vice President for Business and Financial Affairs
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
Noelani DeFiesta, Associated Students President
Melissa Nelson, Assistant Attorney General
Paul Dunn, Chief of Staff and Secretary to the Board of Trustees
Barbara Sandoval, Senior Executive Assistant to the President
Rayne Rambo, Assistant Secretary to the Board of Trustees

Trustee Overstreet acknowledged the tremendous impacts of the coronavirus pandemic on every dimension of private and public life. Overstreet expressed on behalf of the Trustees their empathy and solidarity with students, faculty, and staff of Western, whose academic, professional, and personal lives have been so roughly disrupted by the coronavirus pandemic.

Overstreet added the Trustees' admiration and deep gratitude for the resilience of the Western community, and for the extraordinary efforts that have been made to keep Western running under very difficult conditions. He thanked everyone for their tremendous efforts and grace under pressure, and expressed the Trustees' pride in being a part of the Western community.

1. APPROVAL OF MINUTES

MOTION 04-03-2020

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

- Board of Trustees Special Meeting April 7, 2020
- Board of Trustees Regular Meeting, April 17, 2020
- Board of Trustees Special Meeting, April 28, 2020
- Board of Trustees Special Meeting, May 8, 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 John Meyer – Yes
Trustee Chase Franklin – Yes
Trustee Earl Overstreet, Chair - Yes

The motion passed.

2. PUBLIC COMMENT

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

3. WESTERN'S CORONAVIRUS RESPONSE: PUBLIC SAFETY, ACADEMIC, OPERATIONAL AND FISCAL IMPACTS

President Randhawa expressed his sincere gratitude to students, faculty, and staff for the part that each has played in delivering and engaging in a very different learning environment and educational experience on very short notice, and in ensuring the health and safety of our Western, Bellingham and Whatcom County communities. He noted that the agenda item would be an open dialogue that actively engaged the trustees and the Faculty Senate and the Associated Students Presidents.

Randhawa detailed that the discussion is intended to cover important dimensions of Western's response to the pandemic crisis; specifically, health and safety, teaching and learning, research and outreach, and budget and operations, which are all critical components to Western's work that directly impacts Western's students and Western's community partnerships.

President Randhawa introduced Melynda Huskey, Vice President for Enrollment and Student Services and noted that she has been central to Western's response the coronavirus pandemic and has done an outstanding job leading the Incident Command Structure (ICS) team.

Huskey noted that Western has been in an Incident Command setting since the first of March and that there are more than sixty people actively engaged on a daily basis with ICS activities, with over ten thousand hours invested in responding to and implementing plans that serve to Western's students, faculty, staff and protect the University during this unprecedented circumstance. She shared the objectives and framework that guides the work of ICS, including clear and frequent communications to the campus community, maintaining continuity of Western's operations, and protecting life safety, and that they continue to identify and implement strategies to minimize the spread of the disease. Huskey explained that the ICS also determined guiding principles that included acting in the interest of the larger Bellingham community as well as the campus community, and that communication would consistently emphasize Western's rejection of virus-related stigma and bias. She expressed that she has been honored to serve as Incident Commander to a very prepared, collaborative, and devoted group of individuals whose work will be reflected in the discussion at hand.

Huskey explained that Western has been working with Whatcom Unified Command to create a Memorandum of Understanding that will allow for continued communication and collaboration with the larger Whatcom Community. She noted that as response to the pandemic continues, and the sense of urgency transitions to an ongoing operational condition, gradually the functions of ICS are being returned to the existing structures of the University. ICS will continue to exist to maintain certain health and federal assistance reporting and in the event that emergency response is required again.

Huskey acknowledged the work of the Student Health Center that is currently functioning with telehealth visits that include behavioral health and basic medical needs for students. She added that students with respiratory health needs can be seen at a separate Respiratory Clinic that is located on campus as recommended by the American College Health Association. She noted the Student Counseling Center is also functioning using tele-counseling sessions to support students in need.

Huskey highlighted the work of the Admissions Office to provide new Western students opportunities to connect virtually and support their journey throughout the enrollment process. She acknowledged that the Office of Student Life plans to reach out to each incoming freshman to make a personal outreach to support and acknowledge that the disruption of the end of their final year and the impacts that has had in their journey to higher education. Trustee Stuehm commended the work of the Office of Student Affairs and their work supporting students. Trustee Pettis echoed the remark.

Brent Carbajal, Provost/Vice President for Academic Affairs acknowledged the work of Western's faculty and commended the patience, collaboration, cooperation, and innovation put forward to make the adjustments needed to teach spring quarter online. He explained that the learning curve for making the transition was great, but with the technology available and the expertise of Western's Academic Technology and User Services (ATUS) staff the outcome has been a success. Carbajal provided an overview of the framework used to pivot from in-person class teaching to remote, online learning. He acknowledged the work that was already in place by John Farquhar, Director, Academic Technologies and Justina Brown, Instructional Designer in the Center for Instructional Innovation and Assessment, that provides guidelines and resources on continuing to teach, work, and learn remotely. Farquhar noted that technology resources and software updates were made available to students by lending them equipment for the duration of the quarter so they were able to complete their work from home. Brown reported that professional development was made available to faculty to help assist with the transition to remote learning that included online seminars and informational documents.

Donna Gibbs, Vice President for University Relations and Marketing provided an overview of the communications to the campus community related to the coronavirus pandemic. She reported that prioritized advertisement continues to students that have been accepted but have not committed to

their freshman year at Western. She reported that the communications to this cohort include updates on extended deadlines, virtual campus tours, ask-a-counselor chats, and a virtual admissions micro-site that compiles all coronavirus updates in one site. She added that creative outreach continues to in state and out-of-state high school sophomores and juniors, including a video featuring an undergraduate and graduate alumni research team at the Jet Propulsion Lab in Pasadena, CA working with the Mars Rover Team in conjunction with Melissa Rice, Professor of Planetary Geology at Western. She noted that metrics show that there has been increased traffic on the Western web site that can be attributed to more parents and students seeking information and reassurance for their future at Western.

Becca Kenna-Schenk, Executive Director of Government Relations provided an update on the forecast of the impacts of state revenues because of the coronavirus pandemic and a official quarterly forecast report will be available after June 17th that will provide a clearer sense of the actual receipt of state revenues for the remainder of the 2019-2020 biennium. The impact can be softened by the Washington State Rainy Day Fund and the federally funded CARES Act that includes two funding opportunities for Western from the Department of Education and support to the state's general fund. She concluded by reporting two positive outcomes for Western from the 2020 Legislative Session that included the reduction of tuition rates for degree programs offered through Western on the Peninsulas and the passage of House Bill 1755 that authorizes Western to offer applied doctorate degrees in education (EdDs).

Richard Van Den Hul, Vice President for Business and Financial Affairs commended Melynda Huskey's leadership as commander of the ICS team and said he was honored to be her deputy in that effort. He reported on the current view of the financial impact of the pandemic and provided an overview of the contingency planning that is underway. Van Den Hul introduced Faye Gallant, Executive Director, Budget and Financial Planning, who started at Western in January 2020. Van Den Hul provided an overview of FY20 and FY21 budget planning, and outlooks on state support, major impacts to auxiliaries, large self-sustaining areas, and the potential impact of construction projects.

Gallant reported that as auxiliaries and self-sustaining areas report their losses the highest hit area was University Residences, which mitigated costs wherever possible by reduction of expenditures this spring. She added that reduction in expenditure on purchasing, travel, contracts, holding vacant positions campus wide will help to mitigate impacts. She noted that work continues with campus budget officers on FY21 planning, but impacts are expected.

Van Den Hul explained the current mitigation measures that have been put in place through October 16th, 2020 including freezes on hiring, travel, and purchasing with exceptions allowed for incident response and essential operations with Vice Presidential approval. He noted these mitigations will have a positive effect at the fiscal year end. Van Den Hul concluded that Western is positioned as well as it can be to handle financial stress. He added that Western has maintained adequate reserves, there is a buffer on enrollment decreases, and contingency modeling will continue for the uncertain future.

4. BOARD CHAIR REPORT

"How organizations deal with crisis generally reflects their culture, but also can define or refine who they are. I start my report with some crisis response do's and don'ts based on personal experience and observation. They are easy to remember because they all start with the letter "P".

Don't Panic or Procrastinate. Do Plan and Perform. Do Prepare to Pivot based on results and new information. Do stay Positive. Finally, do remember that the bigger the crisis, the more important People and Partnerships are to success.

That said, the Western community has brought their "P" game to combat the COVID-19 crisis. You can see it in the work of so many groups and individuals. I shared some specifics in my opening remarks, and we covered more in the discussion we just concluded. I hope that when this crisis is in our collective rear view mirrors, the memories of the hardships and losses will fade, but the memory of the power of people and partnerships will carry us to higher levels of achievement in the future.

My last item relates to Trustee development. The Association of Governing Boards Annual National Conference on Trusteeship is one of the key resources we utilize for training and to stay current on issues and ideas pertinent to trustees of a public university. This year the conference was virtual. I would like the trustees who attended sessions to share any significant takeaways from their participation.

Trustee Overstreet invited the trustees who attended the Association of Governing Boards (ABG) National Conference on Trusteeship, which was converted into a virtual event, to report out on the sessions they attended.

5. UNIVERSITY PRESIDENT REPORT

President Randhawa reported that the Northwest Commission on Colleges and Universities (NWCCU) recently completed an accreditation mid-cycle visit, at the end of year three of the seven-year cycle. He noted that the visit was informative and provided feedback to Western to assess goals, teams and mission fulfillment. He said the exit interview was very complementary and the identified area for needing assessment was general education curriculum.

President Randhawa acknowledged that the Guggenheim Memorial Foundation awarded a 2020 fellowship to Chris E. Vargus, Professor Art & Art History, and commended his work to receive the honor.

Randhawa noted that the United States Supreme Court will soon be ruling in two key cases that have an impact on Western's students and broader community, Title VII of the Civil Rights Act protection pertaining to LGBTQ+ people, and the future of Deferred Action for Childhood Arrivals (DACA). Randhawa highlighted that Western has been a member of the Presidents Immigration Alliance on Higher Education and that the coalition recently finalized a statement to present to the President of the United States and the United States House of Congress requesting the continuation of DACA pending a permanent solution.

6. FACULTY SENATE REPORT

Jeff Young, Faculty Senate President acknowledged the response of Western's faculty to the Coronavirus pandemic and thanked the trustees for their acknowledgment of their work. He noted that faculty were able to complete their winter quarter classes online to allow for social distance health guidelines. He explained that faculty have broadly collaborated to complete the work of transition to online learning for spring quarter.

He reported that he and Rich Brown, United Faculty of Western Washington President, have been added to the Incident Command Structure (ICS) roster as faculty representatives. He noted that they are collaborating with the union and the Faculty Senate Executive Board, working in

consultation with the Academic Coordinating Commission (ACC) Executive Committee and the University Planning and Resources Council (UPRC) to provide support, guidance and share concerns with faculty during this transition. He acknowledged the tremendous amount of research and collaborative work involved in the transition to online learning, and in particular the contributions of Brian Burton, Associate Vice President for Academic Affairs, Steven Vanderstaay, Vice Provost for Undergraduate Education, the ICS academic operations group, and other staff and faculty groups. In addition, he applauded the mutual respect and kindness with which it was conducted.

Young reported that the adoption of a pass-fail grading scale would be put into effect to conclude winter quarter for undergraduates and master's graduates. He noted that students, parents, and faculty at Western and across the country have requested a change in assessment as a response to the changed learning environment. He added that the policy will be reviewed again by ACC and UPRC before the start of summer quarter to ensure it is still the most appropriate assessment.

7. ASSOCIATED STUDENTS REPORT

Trustee Overstreet, on behalf of the Board of Trustees, commended the Associated Students for their leadership in hosting a virtual Town Hall for students to answer questions pertaining to tuition and fees. He thanked them for their leadership and partnership for working on issues that matter so much to students and to Western as a whole.

Noelani DeFiesta, Associated Students President thanked trustee Overstreet and acknowledge the work of Trustee Hunter Stuehm as AS Communications Director for his work moderating the live Town Hall. She noted that the Town Hall was a success and that students appreciated the opportunity.

DeFiesta reported that the Student Senate that will be hosting virtual forums to stay connected to their college constituents and will continue meeting virtually throughout spring quarter. She acknowledged the work of faculty making the pivotal switch to online learning in a short amount of time was commendable.

DeFiesta read a statement on behalf of the Vice President for Diversity regarding the safety of undocumented students.

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

Trustee Meyer reported that the FARM Committee had previously received a similar financial presentation to the one that was provided early in this meeting. He noted that the committee discussed Institutional Reserves and their importance as the institution is guided through the pandemic. He noted that the committee received an update on Minority and Women's Business Enterprise objectives that continue to see growth.

Meyer reported that the FARM committee will receive monthly updates as needed for the foreseeable future as a response to the coronavirus pandemic.

9. STUDENT SUCCESS COMMITTEE REPORT

Trustee Mo West reported the committee was provided an overview by Academic Technology and User Services (ATUS) of the transition to remote learning in spring quarter.

She highlighted that the faculty see the opportunity for instructional innovation and their creativity will lead to new insights for distance learning.

West explained that a task force was developed by the Dean of Students office to address students' basic needs such as food and housing insecurity. She added that the Western Foundation's Student Emergency Fund has received more than \$34,000 and continues to be a resource for students in need.

Trustee Lee echoed the appreciation for everyone at Western involved in making the transition to online learning a success. Trustee Stuehm added that the gentleness and kindness that has been shown by faculty and staff as they adapt to a new working environment has been tremendous and much appreciated.

10. APPOINTMENT OF FY2020 FINANCIAL STATEMENT AUDITOR

Brian Sullivan, Associate Vice President for Business and Financial Affairs and Interim Director, Office of the Internal Auditor provided an overview of the request that the Washington State Auditor's Office (SAO) services be used for auditing Western's FY 2020 financial statements as well as those of the auxiliary enterprises in University Housing and Dining and the Wade King Recreation Center. He noted that the SAO services for last year's Financial Statement Audit were both thorough and professional.

Trustee Meyer added that the audit would include an Accountability Audit in addition to the Financial Statements and to have that be included in the provided motion.

MOTION 04-04-2020

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

Vote by Roll Call:

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

The motion passed.

11. APPROVAL OF 2020 SUMMER SESSION TUITION AND FEES

Brent Carbajal, Provost and Vice President for Academic Affairs explained that the proposed tuition and fees for both resident and non-resident undergraduates and graduates are consistent with the pattern established in previous years. Robert Squires, Vice Provost for Outreach and Continuing Education noted that the increases in tuition follow the guidelines established for academic year increases set by the state.

MOTION 04-05-2020

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

Vote by Role Call:

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

The motion passed.

12. APPROVAL OF PUBLIC WORKS PROJECTS

Richard Van Den Hul, Vice President for Business and Financial Affairs provided an overview of the Public Works Projects presented for approval. He noted that the Birnam Wood siding projects is an important maintenance project to support the upkeep of the campus apartments. He explained that Interdisciplinary Science Building project is seeking approval of the next two stages of the project.

MOTION 04-06-2020

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

Vote by Roll Call:

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

The motion passed.

Trustee Franklin moved that the Board of Trustees of Western Washington University, upon the recommendation of the

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

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

Vote by Roll Call:

Trustee Sue Sharpe – Yes

Trustee Karen Lee – Yes

Trustee Faith Pettis - Yes

Trustee Hunter Stuehm – Yes

Trustee Mo West - Yes

Trustee John Meyer – Yes

Trustee Chase Franklin- Yes

Trustee Earl Overstreet – Yes

The motion passed.

13. INFORMATION ITEMS

a. Tenure and Promotion Report

Provost Carbajal provided a written report listing the faculty granted tenure and/or promotion effective September 2020.

b. University Advancement Report

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

c. Capital Program Report

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

d. University Relations and Marketing Report

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

e. Admissions and Enrollment Report

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

f. Legislative Report

Becca Kenna-Schenk, Executive Director of Government Relations provided an update on the 2020 Legislative Session.

14. DATE FOR NEXT MEETING

June 11 & 12, 2020

15. EXECUTIVE SESSION

At 10:58 the board went into Executive Session for approximately thirty minutes to discuss a personnel matter as authorized by RCW 42.30.110

16. ADJOURNMENT

The meeting adjourned at 11:14 am.

**Western Washington University
Board of Trustees
Meeting Minutes
Tuesday, April 28, 2020**

1. CALL TO ORDER

Board Chair, Trustee Earl Overstreet called the special meeting of the Board of Trustees of Western Washington University to order at 12:32 p.m., via Zoom. A quorum established by roll call.

Board of Trustees

Earl Overstreet, Chair – *via Zoom*
Chase Franklin, Vice Chair – *via Zoom*
John Meyer, Secretary – *via Zoom*
Faith Pettis – *via Zoom*
Karen Lee – *via Zoom*
Mo West – *via Zoom*
Sue Sharpe – *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
Brian Burton, Associate Vice President, Academic Affairs
Jeff Young, Faculty Senate President
Melissa Nelson, Assistant Attorney General
Rich Brown, United Faculty of Western Washington, President
Matthew Roelofs, United Faculty of Western Washington Bargaining Team, Chair
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

Rod Younker, Labor/Employment, Summit Law Group, Partner

Trustee Overstreet acknowledged that the impacts of the COVID pandemic had been deep and wide, disrupting not only everyday lives but also recurring, longer-term processes at Western. He noted that among those processes were the start of negotiations between the United faculty of Western Washington (UFWW) and Western towards a new collective bargaining agreement. He said in light of the extraordinary efforts required of faculty and administrators to respond to the pandemic and transition to remote learning, as well as the uncertainty regarding economic impacts of the pandemic on the University, they have agreed to postpone that conversation as outlined in the Memorandum of Understanding (MOU) brought forward.

2. MEMORANDUM OF UNDERSTANDING EXTENDING THE 2015-2020 UFWW COLLECTIVE BARGAINING AGREEMENT BY ONE YEAR

President Randhawa introduced Rod Younker of Summit Law Group, who worked with members of Western's administrative bargaining team, including Brian Burton, Vice President for Academic Affairs, and the representatives from the UFWW including Matt Roelofs, chair of the

bargaining team, and Rich Brown, UFWW President, to come to an agreement with the MOU presented for approval. He thanked them all for their work and collaboration.

President Randhawa noted that the MOU presented for approval had been unanimously endorsed by the UFWW leadership and ratified by UFWW membership. He said that he too is supportive of the MOU presented for approval by the Board of Trustees.

Yunker provided a brief overview of the MOU and the conditions that led to its creation, noting that he was pleased to recommend it for approval. Following brief discussion and concurrence among the Trustees, Chair Overstreet called for the Board to take action.

MOTION 04-02-2020 Trustee Lee moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the Memorandum of Understanding between the United Faculty of Western Washington and Western Washington University included in the meeting materials, extending the collective bargaining agreement covering the period from September 16, 2015 through September 15, 2020, by one year.

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

The motion passed.

3. ADJOURNMENT @ 12:43 p.m.

**Western Washington University
Board of Trustees
Meeting Minutes
Tuesday, May 8, 2020**

1. CALL TO ORDER

Board Chair, Trustee Earl Overstreet called the special meeting of the Board of Trustees of Western Washington University to order at 2:30 p.m., via Zoom. A quorum was established by roll call.

Board of Trustees

Earl Overstreet, Chair – *via Zoom*
Chase Franklin, Vice Chair – *via Zoom*
Hunter Stuehm – *via Zoom*
Mo West – *via Zoom*
Sue Sharpe – *via Zoom*

Western Washington University

Sabah Randhawa, President
Brent Carbajal, Provost/Vice President for Academic Affairs
Richard Van Den Hul, Vice President for Business and Financial Affairs
Melynda Huskey, Vice President for Enrollment and Student Services
Noelani DeFiesta, Associated Students, President
Jeff Young, Faculty Senate, President
Melissa Nelson, Assistant Attorney General
Paul Dunn, Chief of Staff and Secretary to the Board of Trustees
Barbara Sandoval, Senior Executive Assistant to the President
Rayne Rambo, Assistant Secretary to the Board of Trustees

2. REDUCTION TO SUMMER QUARTER 2020 MANDATORY STUDENT FEES

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

Melynda Huskey, Vice President for Enrollment and Student Services noted that the fee reduction presented is very similar to the reductions made for spring quarter that were approved by the board on April 7, 2020.

MOTION 05-01-2020 Trustee Stuehm moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the reduction of Summer Quarter 2020 mandatory student fee levels as proposed in the attached supporting document for the following fees:

For fees normally charged for online courses:

- *Services & Activities Fee (Normally 65.15% of academic year fee. Additional proposed decrease of \$33.32 for Summer quarter; 22.8%)*

- Legislative Action Fee (*Proposed decrease \$1.00 for Summer quarter; 100%*)
- Sustainability, Equity, and Justice Fund Fee (*Normally \$9.00 per credit. Proposed decrease of \$2.00 per credit for Summer quarter; 22.2%.*)

For fees normally charged for face-to-face Summer Quarter courses in Bellingham; since there will be no face-to-face courses for Summer 2020, MOVE the following fees are not billed for online Summer courses:

- Student Recreation Fee (*Normally \$109.46.*)
- Student Health Services Fee (*Normally \$117.*)
- Student Technology Fee (*Normally \$35; \$17.50 for 1-5 credits.*)
- Non-Academic Building Fee (*Normally \$47.*)
- Student Alternative Transportation Fee (*Normally \$22.*)
- Multicultural Center Fee (*Normally \$30.*)

The motion was voted on by roll call.

Roll Call for the Vote:

Trustee Sue Sharpe - Yes

Trustee Chase Franklin – Yes

Trustee Stuehm - Yes

Trustee Mo West – Yes

Trustee Overstreet, Chair - Yes

The motion passed.

3. ADJOURNMENT @ 2:37 p.m.

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

TO: Members of the Board of Trustees
FROM: Earl Overstreet, Chair, Board of Trustees
DATE: June 12, 2020
SUBJECT: **Board Chair Report**
PURPOSE: Information Item

Purpose of Submittal:

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

RESOLUTION NO. 2020-01

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
AFFIRMING THAT BLACK LIVES MATTER**

WHEREAS, the Board of Trustees is responsible for ensuring that Western Washington University provides access to transformational higher education for the people of the State of Washington, pursues justice and equity in its policies and practices, and supports the dignity of all students, faculty, and staff; and

WHEREAS, over the past several weeks we have again been reminded that police brutality and disregard for the lives of Black people is not only tolerated, but historically and intentionally interwoven in the social fabric of the United States; and

WHEREAS, the violent deaths of George Floyd, Ahmaud Arbery, Breonna Taylor and countless others who have come before them are connected to centuries-long systemic inequities for Black people in the criminal justice system, healthcare, housing, employment, and education; and

WHEREAS, the Board of Trustees recognizes that our Black students, faculty, staff and their loved ones experience the daily realities of these inequities, and that the trauma of these recent acts of racial violence has been compounded by the disproportionate impacts of COVID-19 on the Black community; and

WHEREAS, the Board of Trustees stands in solidarity with the Black community, and wants our Black students, faculty, and staff to know that we see you, we hear you, and we care deeply about your future; and

WHEREAS, the Board of Trustees maintains that affirming “Black Lives Matter” does not in any way diminish the value of other lives, but simply proposes the long overdue elevation of Black people’s lives to equal consideration with the lives of others; and

WHEREAS, the Board of Trustees supports the University Administration in its recent messages and actions to advance equity and inclusive success for Black students; and

WHEREAS, the Board of Trustees holds the University Administration accountable for making measurable progress on its stated strategic plan goals of increasing first-year retention and graduation rates for students of color and Pell Grant eligible students, increasing the overall percentage of students of color at Western to 30-35% and of faculty of color to 18-23% by 2025, and for increasing the representation of people of color among administrative and academic leadership;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Western Washington University affirms that Black Lives Matter, and that identifying and addressing the root causes of racial inequities in Western Washington University’s policies, procedures, and outcomes for our Black students, faculty, and staff is inseparable from the fulfillment of the institution’s mission and strategic plan, and to living up to its stated values and ideals.

PASSED AND APPROVED in open meeting by the Board of Trustees of Western Washington University at its regular meeting on June 12, 2020.

ATTEST:



Earl W. Overstreet II, Chair



John M. Meyer, Secretary

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

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President

DATE: June 12, 2020

SUBJECT: **University President 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: June 12, 2020

SUBJECT: Faculty Senate

PURPOSE: Faculty Senate Report

Purpose of Submittal:

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

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa on behalf of the Associated Students
DATE: June 12, 2020
SUBJECT: **Associated Students**
PURPOSE: Associated Students Report

Purpose of Submittal:

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

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

TO: Members of the Board of Trustees
FROM: Sabah Randhawa, President
DATE: June 12, 2020
SUBJECT: **Public Comment Period**
PURPOSE: Information Item

Purpose of Submittal:

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

The June meeting of the WWU Board of Trustees will be conducting using the virtual meeting platform, Zoom. Persons wishing to comment during public comment can email Rayne Rambo, Assistant Secretary to the Board of Trustees to receive a Zoom invitation to the meeting. rambor@wwu.edu

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

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President

DATE: June 12, 2020

SUBJECT: Conversation around Coronavirus and the Legacy of Systemic Anti-Black Racism

PURPOSE: Discussion

Purpose of Submittal:

President Sabah Randhawa and the Vice Presidents will engage the Trustees in a conversation about Western's ongoing response and planning related to impacts of the Coronavirus pandemic, and the legacy of systemic anti-black inequities being protested in demonstrations across the nation. While the administrative leadership team will provide brief overviews in these areas, this is intended to be an open conversation guided by Trustee interest and concerns.

Supporting Information:

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

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

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

Virtual Q & A about Fall Planning with President Sabah Randhawa, Provost Brent Carbajal, Vice President Melynda Huskey, and Vice President Donna Gibbs:
<https://vimeo.com/423385719>

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

- Specifically created to ease the transition to spring quarter's remote teaching, learning and working environment, and to serve as a resource for students, faculty and staff. Now updated to include information about Summer quarter: <https://www.wvu.edu/spring-guide/summer>.

- Includes a link to the Student Emergency Fund established by the Western Foundation to provide relief for students who are experiencing food and housing insecurity, and those whose families are confronting job loss or illness.

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

TO: Members of the Board of Trustees
FROM: John M Meyer, Chair, Board Audit Committee
DATE: June 12, 2020
SUBJECT: **Board FARM Committee Report**
PURPOSE: Information Item

Purpose of Submittal:

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

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

TO: Members of the Board of Trustees

FROM: Mo West, Chair, Board Student Success Committee

DATE: **June 12, 2020**

SUBJECT: **Board Student Success Committee Report**

PURPOSE: Information Item

Purpose of Submittal:

Trustee 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: Sabah Randhawa, President
DATE: June 12, 2020
SUBJECT **Operating Budget Framework**
PURPOSE: Action Item

Purpose of Submittal:

An overview of the 2020-2021 Operating Budget Framework will be provided by:

- Brent Carbajal, Provost and Vice President for Academic Affairs
- Richard Van Den Hul, Vice President for Business and Financial Affairs
- Becca Kenna-Schenk, Executive Director for Government Relations
- Faye Gallant, Executive Director for Budget and Financial Planning

WESTERN WASHINGTON UNIVERSITY

ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: Sabah Randhawa, President on behalf of:
Brent Carbajal, Provost and Vice President for Academic Affairs
Richard Van Den Hul, Vice President for Business and Financial Affairs

DATE: June 12, 2020

SUBJECT **University Budget Planning Process**

PURPOSE: Action Item

Purpose of Submittal:

To provide an overview of the University's budget planning process for fiscal year 2021.

Western's Budget Planning Process

Preparing Western's fiscal year operating budget is an iterative, multi-year process that takes more than a year to complete. The 2020 supplemental session concluded in mid-March, and Governor Inslee signed the supplemental operating budget into law in early April.

State revenue collections are expected to fall sharply this year due to the significant economic impacts of the coronavirus response. The next official state revenue forecast is scheduled for June 17th, but an earlier unofficial estimate has identified a \$7 billion impact to state revenues. A special session to take further action on the FY21 budget is expected this summer. The outcome of this special session, as well as enrollment levels for fall quarter 2020, will dictate the final budget proposal in October.

As more information becomes available this summer, those at Western with operational responsibility for budget development (Attachment A) will be coordinating the next stages of FY21 budget planning. This work includes preparing a process, principles/guidelines, communications, engagement, consultation and implementation - with proper oversight and involvement of the President, Vice Presidents, Deans, and shared governance through the University Planning and Resources Council (UPRC). Additionally, a consultation group made up of student, staff, and faculty leadership will be engaged in dialogue throughout (Attachment B).

The budget process is governed by a set of guiding principles (Attachment C) developed through the planning process, consultation group, Vice Presidents and Deans, and UPRC with opportunity for university comment online. These principles include engagement and communication with the Western community throughout the planning process using a variety of platforms, including regular updates on the Budget and Financial Planning [webpage](#).

In early September, the work of the planning groups will be compiled into a final budget recommendation for university review and comment, shared governance input, and submission to the Trustees in advance of the October meeting.

Attachments

- A- FY21 Budget Working Group Roster
- B- FY21 Budget Consultation Group Roster
- C- FY21 Draft Budget Planning Principles
- D- Assumptions and Mitigations

FY21 Budget Working Group

Name	Role and Department	Phone	MS
Faye Gallant	Chair / Executive Director, Budget and Financial Planning Faye.Gallant@wwu.edu	4762	9044
Linda Beckman	Division Director, Financial and Capital, Enrollment and Student Services Linda.Beckman@wwu.edu	7417	9001
Mark Brovak	Senior Director and Chief Operating Officer, WWU Foundation Mark.Brovak@wwu.edu	4283	9034
Brian Burton	Associate Vice President, Academic Affairs Brian.Burton@wwu.edu	3389	9033
Ted Castro	Assistant Director, Budget and Financial Planning Ted.Castro@wwu.edu	4694	9044
Paul Cocke	Director, Communications and Marketing Paul.Cocke@wwu.edu	3350	9011
Donna Gibbs	Vice President, University Relations and Marketing Donna.Gibbs@wwu.edu	7995	9032
Ichi Kwon	Director, Academic Budget and Administration, Provost's Office Ichi.Kwon@wwu.edu	6837	9033
Becca Kenna-Schenk	Executive Director, Government Relations Becca.Kenna-Schenk@wwu.edu	9032	9000
Shelli Soto	Associate Vice President for Enrollment Management Enrollment and Student Services Shelli.Soto@wwu.edu	2348	9017
Kristen Stouder	Sr. Budget and Policy Analyst, Budget and Financial Planning Kristen.Stouder@wwu.edu	2811	9044
Brian Sullivan	Associate Vice President for Business and Financial Affairs Brian.Sullivan@wwu.edu	9044	3182
Rich Van Den Hul	Vice President, Business & Financial Affairs Rich.VanDenHul@wwu.edu	9044	3407
Chyerl Wolfe-Lee	Assistant Vice President for Human Resources Chyerl.Wolfe-Lee@wwu.edu	3630	9054

The economic and social impacts of COVID-19 require us to plan in an environment where much is yet unknown. Western will likely see significant and direct impacts to our major revenue sources. The timing of our enrollment numbers, decisions about levels of campus operations in the fall, and possible state budget reductions mean that much of the planning work will occur throughout the summer.

Key milestones for this adapted process are:

- June - BOT approval of a continuation budget with appropriate planning guidance will allow operations to continue while the final budget is developed.
- September-October - with greater certainty on state and tuition revenues, a final budget plan for FY21 is presented to the UPRC and Western community for input before going to the BOT for review and approval.
- The FY22-23 budget planning process will occur throughout the academic year, with a final plan to the BOT in May following established processes.

To meet this timeline, this working group will prepare a process, principles/guidelines, communications, engagement, consultation and implementation - with proper oversight and involvement of the President, VPs, Deans and shared governance through the UPRC. Additional consultation with student, faculty, and staff leadership throughout the summer will inform our work.

FY21 Budget Planning Consultation Group

Appointed by President Sabah Randhawa

MEMBERS			
Name	Role and Department	Phone	MS
Rich Van Den Hul	Chair / Vice President, Business & Financial Affairs Rich.VanDenHul@wwu.edu	3407	9044
Anna Blick	Academic Support Services Manager, Fairhaven College / President, Professional Staff Organization Anna.Blick@wwu.edu	3683	9118
Mark Brovak	Senior Director and Chief Operating Officer, WWU Foundation Mark.Brovak@wwu.edu	4283	9034
Brian Burton	Associate Vice President, Academic Affairs Brian.Burton@wwu.edu	3389	9033
Faye Gallant	Executive Director, Budget and Financial Planning Faye.Gallant@wwu.edu	4762	9044
Donna Gibbs	Vice President, University Relations and Marketing Donna.Gibbs@wwu.edu	7995	9032
David Holmwood	Fire Protection Engineer, Facilities Management / President, Public School Employees (PSE) Dave.Holmwood@wwu.edu	2838	9114
Nate Jo	President, Associated Students AS.President@wwu.edu (eff. mid-June) / jon2@wwu.edu	3265	9106
Brad Johnson	Dean, College of Science and Engineering Brad.Johnson@wwu.edu	9126	6400
Becca Kenna-Schenk	Executive Director, Government Relations Becca.Kenna-Schenk@wwu.edu	9032	9000
William Lyne	Professor, English Department / Representative, United Faculty of Western Washington University (UFWW) William.Lyne@wwu.edu	3234	9055
Brandon Taylor	Utility Worker, Facilities Management / President, Washington Federation of State Employees (WFSE) Brandon.Taylor@wwu.edu	4576	9114
Nicholas Wonder	Associate Professor, Finance and Marketing / Chair, University Planning and Resources Council (UPRC) Nicholas.Wonder@wwu.edu	2444	9073
Jeff Young	Professor, Biology Department / President, Faculty Senate Jeff.Young@wwu.edu	3638	9160

This consultation group will support the University's budget planning process for the next year, but with implications that will likely extend into the 2021-23 biennium. The role of this consultation group is not to replace existing governance groups (e.g., UPRC), the operational work that is the purview of Budget and Financial Planning and Academic Affairs, or the final budget decisions that rest with university's executive leadership. Rather, we believe that the consultation group can provide considerable value in better understanding external social and economic drivers, provide input on how these drivers impact our financial planning, share the thinking of their respective constituencies, and help us to better communicate with the campus community.



FY21 Budget Planning Principles

DRAFT

June 3, 2020

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

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

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

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

FY21 Budget Planning Scenarios

Assumption and Mitigation Strategies

June 5, 2020

Introduction

We approach fiscal year 2021 with much uncertainty, and our [planning process](#) reflects that challenge. Initial direction from the state Office of Financial Management is to plan for a 15 percent reduction to appropriations due to the economic impact of COVID-19; similarly, we face COVID-related enrollment losses and increased costs. Given the potential magnitude of impacts, it is critical that we begin planning now, and engaging broadly as a university community.

The following table outlines the major drivers for two budget planning scenarios, “bad” and “worse,” leading to divisional planning targets. Clicking on the links for any line will bring you to greater detail about that item, below. These are scenarios based on the best available information at this date; as our certainty increases around state budget levels and enrollments, we will be able to refine these scenarios.

FY21 Budget Scenarios: Assumptions and Mitigation Strategies

	Bad		Worse	
<u>Assumptions</u>				
State Budget Cut	10.0%	(\$9,308,300)	15.0%	(\$13,962,450)
NRUG Enrollment Decline (from increase of 50)	15.0%	(\$4,066,517)	15.0%	(\$4,066,517)
RUG Enrollment Decline (from 2% decrease)	10.0%	(\$6,662,306)	13.0%	(\$8,660,998)
Lower NRUG Tuition Rates	2.5%	(\$617,775)	2.5%	(\$617,775)
Lower ASA Revenue	20.0%	(\$956,772)	30.0%	(\$1,435,158)
Increased COVID-19 Costs	2,500,000	\$2,500,000	5,000,000	\$5,000,000
Beginning Deficit - Before Mitigations		(\$28,130,061)		(\$38,187,538)
<u>Response/Mitigation Variables</u>				
Reduce Tuition Buffer	50.0%	\$700,530	75.0%	\$1,050,794
Reduce Contingency Funds	50.0%	\$634,338	75.0%	\$951,506
CARES Funding	20.0%	\$1,160,000	30.0%	\$1,740,000
Reduce Inst. Funded Capital Projects	100.0%	\$960,000	100.0%	\$960,000
Reduce Compensation Increases - except classified	3.0%	\$3,607,386	3.0%	\$3,607,386
Additional RUG Tuition Rate Increase	0.0%	\$0	0.0%	\$0
Reduce AA Gap Bridge Funding	2,000,000	\$2,000,000	2,000,000	\$2,000,000
<i>Subtotal</i>		\$9,062,253		\$10,309,687
Budget Reductions	5.0%	\$8,901,906	10.0%	\$17,803,813
Institutional Reserves		(\$10,165,902)		(\$10,074,039)

Assumptions

State Budget Cuts

State agencies have been directed to plan for a 15 percent budget reduction for FY21, based on an initial revenue projection for the state showing a \$7 billion decrease. The legislature is expected to convene a special session this summer to take action on the budget, which will be informed by an updated and official revenue forecast on June 17. The formal revenue forecast and special session will give us a more precise planning target. As the state looks to adjust spending levels to the revised forecast, there will be particular attention on those areas not protected by the constitution, including higher education.

Enrollment Declines

Nationally, colleges and universities are projecting significant declines (as high as 20 percent) in Fall 2020 enrollment as a result of the coronavirus, with particular uncertainty around the incoming freshman class. As registration for fall quarter occurs throughout the summer, our understanding of the specific impacts at WWU is developing, although a final figure for enrollment impacts will not be available until October. WWU experienced enrollment declines for spring quarter (2.2 percent overall but 10.2 percent for non-resident, which have a disproportionate impact on budget).

Lower Non-Resident Undergraduate Tuition Rates

Western's FY19-21 approved biennial budget included a 5 percent increase for non-resident undergraduate tuition in FY21. Recognizing the disproportionate impact of the coronavirus on non-resident enrollment, we are recommending reducing that to match the 2.5 percent resident increase. Tuition increases are driven by the legislature's approved budget for Western, which is only partially funded with state resources; the remainder must be covered through tuition.

Lower Administrative Services Assessment Revenue

Western provides support services to our auxiliary and self-sustaining units through our state-funded operations. Those units pay for the indirect costs associated with their support through the Administrative Services Assessment, charged as a percentage of revenue. With substantial projected impacts to self-sustaining and auxiliary budgets as a result of the coronavirus, and particularly housing and dining, that indirect cost recovery will decrease.

Increased COVID-19 Costs

These are early estimates based on operational plans for fall quarter, and the best guidance available from state and federal agencies. The majority of these costs are critical health and safety items, such as protective gear, testing, and cleaning; the total also includes support for

faculty, students, and staff operating remotely. We are working to match these expenses to external funding sources, with the recognition that as yet only a fraction is guaranteed.

Pre-existing Deficit

In addition to the new drivers described above, Western was entering FY21 with an operational deficit of approximately \$4 million, reflected in the total Beginning Deficit figure above.

Response/Mitigation Variables

Reduce Tuition Buffer

Western's practice is to budget 98 percent of projected tuition revenue, holding 2 percent as a buffer to offset unforeseen shifts and reduce the need for sudden budget changes mid-year. Historically we have maintained a 2 percent buffer, which going into FY20 decreased to approximately 1.4 percent. The reductions in these scenarios would lower it to 0.7 percent and 0.35 percent, respectively.

Reduce Contingency Fund

The contingency fund exists to cover sudden, unforeseen, and emergency expenditures not planned for as part of the budget process. Such expenditures will still arise in FY21, so this strategy is a reduction rather than elimination.

CARES Funding

Current guidance from the US Department of Education on use of the institutional portion of CARES Act funding is extremely restrictive; for Western, that guidance limits use to those costs associated with a change in the mode of instruction due to the coronavirus. Western is pursuing greater flexibility in the use of these funds, in keeping with the direction of the CARES Act language. The CARES funding expires in one year.

Reduce Institutionally Funded Capital Projects

Western has made strategic investments in key capital projects through institutional funds. In both reduction scenarios, that institutional investment could be deferred for FY21.

Reduce Compensation Increases

Western's original FY21 budget plan, as part of our approved FY19-21 biennial budget, included funding for a 3.0 percent increase for faculty and professional staff, as well as the collectively bargained and legislatively approved increase for classified staff. Including only those classified staff increases would reduce the budget gap by approximately \$3.6 million. Note: inclusion of this strategy within scenario planning does not replace or negate our established collective bargaining procedures or professional staff guidelines.

Additional Resident Undergraduate Tuition Increase

During the recession, Washington offset state funding reductions with tuition increases, transferring costs of higher education from the state to families. Those tuition increases were later “bought back” by the state. No such tuition increases are currently under discussion, but it may arise as a strategy directed by the state.

Reduce Academic Affairs Gap Bridge Funding

Our FY21 budget planning originally included using \$2 million of institutional funding to bridge the pre-existing deficit in Academic Affairs, providing more time to gradually bring the budget and operational expenses into alignment. Though this remains a priority investment, the aforementioned budget constraints reduce our capacity to address this deficit in FY21.

Budget Reductions

In the lead up to fall quarter, we are asking divisions to plan for two scenarios: a five and ten percent reduction to operating budgets. While we are hopeful that such reductions will not ultimately be required, the difficulty of meeting these targets and the sincere possibility that they could be necessary mean that divisions will need as much time as possible to identify strategies. Divisional planning will be guided by the budget planning [principles document](#) and will be coordinated and advised through the FY21 budget [working and consultation groups](#). Final plans will be pulled into a university-level approach in early September, for review by shared governance and the Western community.

The budget reduction target for FY21 can be approached in a variety of ways both permanent and temporary. In addition to reductions, divisions are encouraged to consider use of other fund sources and balances and new revenue generation. While temporary strategies are important tools that create space for planning, it is important to remember that they do not address the recurring gap in future years.

Institutional Reserves

Western is projected to enter FY21 with approximately \$18-20 million in uncommitted institutional reserves. In either scenario, \$10 million could be used to offset reductions in FY21, leaving approximately \$10 million to buffer future years. Current projections are that this will be a multi-year impact in both state funding and enrollment. Note that institutional reserves can only be used once: that is, the hole they fill in FY21 will be there through the next biennium, with fewer resources to apply against it.

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

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

DATE: June 12, 2020

SUBJECT **2021-2023 Decision Package Discussion**

PURPOSE: Discussion Item

Purpose of Submittal:

The State of Washington has biennial operating and capital budgets. On even numbered years, Western, like all State entities, has an opportunity to request additional funds for operations and for capital improvements and maintenance. Following today's discussion, there will be an opportunity for further refinement of any proposals before submitting for the Board's approval in August.

Decision Package Process:

While normally at this time of year we would be sharing our recommendation from the Provost, Vice Presidents and Deans on decision package proposals that should be sent to Olympia for consideration by the Governor and the Legislature for funding, we find ourselves unable to do that this year, for the 2021-2023 biennium. Instead, we describe below our approach to the decision package issue, preliminary and prospective at this juncture and until we have more information.

Through the engagement of the University community and the Decision Package Proposal Criteria, we started with pre-decision package proposals made to the University Planning and Resources Council (UPRC) in the spring of last year. The UPRC and Budget Forum website helped elicit feedback from the University to narrow down the pre-proposals to a more manageable number for further development and consideration during this academic year's planning cycle. In the fall of 2019, the Provost, Vice Presidents and Deans utilized the feedback from last year to evaluate those pre-proposals, and refined eight proposals for deliberation again at the UPRC in February and March of 2020.

We are of course in a different environment now than we were when the process began. The UPRC has conducted much of its deliberation and discussion through socially distanced methods, and its members' flexibility and dedication are much appreciated. The state economy is in flux, with the impacts of the coronavirus still being modeled and measured. Despite these challenges, we believe it is important to remain focused on advancing Western's mission and communicating our University's strategic priorities. With the excellent advisement of the UPRC through its rankings and comments on the eight proposals, the Provost, Vice Presidents and Deans met on April 21, 2020, and then the Council of Deans met again on April 28, 2020, to discuss decision packages. These deliberations are always guided by several considerations: advancing our mission and values, reasonable possibility of garnering the requisite legislative support, and in this year's case how to contribute to the State's eventual recovery from the current health crisis.

We propose an approach to the programmatic decision packages that would involve combining and refining the proposals listed below. It is also quite possible that Western - and the other five public institutions of higher education in the state, for that matter – will ultimately not submit programmatic decision packages, this due to the reality of the state’s budget picture. We should continue to learn about that reality during the summer.

Programmatic Decision Packages:

The following decision package proposals have been prioritized through the process described above. What we intend to accomplish in the coming interim is a certain combination of elements of these proposals that would situate Western very positively not only to increase its impact in the State of Washington, but also to continue to work toward accomplishing the Washington Student Achievement Council’s “70% achievement goal” in new and important ways during COVID-19 recovery and beyond. To articulate and enumerate new graduate programming responsive to professional needs in the public health, leadership, and management spaces, and to do this while enhancing our ability to foster inclusive student success, will be elements of this approach.

We see the Ethnic Studies proposal as one that stands by itself, and we think it might be possible to link it to the combined proposal as well by possibly adding graduate programming in Ethnic Studies to the latter. In addition, there is broad consensus for incorporating elements of the Center for Global Health proposal into the request as it is refined over the coming period. We also recommend continuing to pursue funding for the Western on the Peninsulas and STEM enrollments requests from the 2020 Supplemental budget session.

Our work will continue as we further develop this approach.

Western’s Graduate Programs ([link to full proposal](#))

Although Western delivers high-quality Graduate education with strong student outcomes, years of declining enrollment and stagnant TA compensation levels have brought Western’s Graduate programs to an inflection point. This Decision Package puts Western on a path to achieving the University’s strategic goals for Graduate education while better serving the people of Washington State.

Advancing Inclusive Success ([link to full proposal](#))

The work of Enrollment and Student Services (ESS) is critical to realizing the outcomes of Western’s strategic plan, especially those goals associated with the core themes of Advancing Inclusive Success and Increasing Washington Impact. ESS is well-positioned to meet Western’s ambitious enrollment, retention, and graduation goals, but requires increased resourcing to do so. This initiative – named Advancing Inclusive Success for the University core theme at the heart of the division’s work – will add 28 staff FTE to support three key strategies: increasing enrollment through equitable access, increasing retention through inclusive engagement, and increasing student outcomes through holistic support.

Ethnic Studies Academic Initiative ([link to full proposal](#))

This proposal will fund a major initiative in Ethnic Studies curriculum and student support services to create a home, academic and otherwise, for students of color and others interested in the study of race, ethnicity, and Indigeneity in the context of the United States, as well as related transglobal phenomena. If funded, this initiative will emplace at Western programs that will equip students with both the practical and conceptual tools to deal with our increasingly diverse and stratified society. This timely proposal also will fulfill multiple goals in Western’s strategic plan and will help Western meet the Governor’s goal of increasing the number of degrees awarded in the State.

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

DATE: June 12, 2020

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: **Approval of 2020-2021 Academic Year Tuition Rates and Mandatory Fees**

PURPOSE: Action Item

Purpose of Submittal:

The Board is requested to approve 2020-2021 Academic Year Tuition Fees. Tuition fees include both the tuition operating fee and the capital building fee for each category of student. Additionally, the Board is asked to approve a differential tuition rate for graduate programs in Clinical Mental Health and School Counseling. The Board is also asked to approve the mandatory student fee levels and revenue distributions for academic year 2020-2021, with no increases from the 2019-2020 approved rates.

Proposed Motion:

MOVED, that the 2020-2021 annual tuition operating fee and capital building fee rates for state-funded resident undergraduate students, non-resident undergraduate students, resident and non-resident graduate, resident and non-resident MBA, resident and non-resident Clinical Doctorate of Audiology program, and the resident and non-resident Speech Pathology program be raised by 2.5%; and

FURTHER MOVED, that the 2020-2021 annual tuition operating fee for graduate programs in Clinical Mental Health and in School Counseling be set at \$11,216 for resident students and \$22,723 for non-residents, and the annual capital building fee rates for resident and non-resident students in this program be set at \$298 and \$711, respectively.

FURTHER MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President and various constituent review committees, approve the 2020-2021 mandatory student fee levels and distribution for the S & A Fee as proposed in the attached documents for the following fees:

- Services & Activities Fee (*No increase*)
- Student Recreation Fee (*No increase*)
- Student Health Services Fee (*No increase*)
- Student Technology Fee (*No increase*)
- Non-Academic Building Fee (*No increase*)
- Sustainable Action Fee (*No increase*)
- Alternative Transportation Fee (*3.6% increase*)
- Legislative Action Fee (*No increase*)
- Multicultural Services Fee (*No increase*)

Additional Information:

The preliminary fiscal 2020-2021 operating budget plan which relies on tuition operating fee revenue generated by the tuition changes proposed under this submittal, will also be presented at the June 12, 2020 Board meeting.

Supporting Information:

- Attachment A: Supporting Information on Setting 2020-2021 Academic Year Tuition
- Attachment B: Proposed 2020-2021 Tuition Rates (Operating Fee and Capital Building Fee)
- Attachment C: Washington State Higher Education Sector Tuition Comparison – FY 2021
- Attachment D: Historical Resident Undergraduate Total Cost of Attendance
- Attachment E: Summary of Current and Proposed Mandatory Student Fee Levels
- Attachment F: WWU Mandatory Student Fees 5-year Summary
- Attachment G: Services and Activities Fee Report
- Attachment H: Student Recreation Fee Report
- Attachment I: Student Health Services Fee Report
- Attachment J: Student Technology Fee Program Report
- Attachment K: Non-Academic Building Fee Report
- Attachment L: Sustainability, Equity & Justice Fund Report
- Attachment M: Student Alternative Transportation Fee Proposal and Report
- Attachment N: Legislative Action Fee Report
- Attachment O: Multicultural Services Fee Report

WESTERN WASHINGTON UNIVERSITY
SUPPORTING INFORMATION
SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by:
Richard Van Den Hul, Vice President, Business and Financial Affairs
Faye Gallant, Executive Director, Budget and Financial Planning

DATE: June 12, 2020

SUBJECT: Supporting Information on Setting 2020-2021 Academic Year Tuition

In accordance with the College Affordability Act of 2015, Western has the authority to raise *resident undergraduate (RUG) tuition operating fees* by the average annual percentage growth rate in the median hourly wage for Washington for the previous 14 years as determined by the Federal Bureau of Labor Statistics. For fiscal year 2020-2021, this average rate is 2.5%.

Tuition rates for *non-resident undergraduate (NRUG)*, *resident graduate (RG)*, and *non-resident graduate (NRG)* students are set by the Board of Trustees after analyses of market constraints of supply and demand, and comparison costing with our peers.

Proposed 2020-2021 Tuition Rates for WWU

State policy makers passed an expenditure budget, including new items such as compensation, which is only partially funded by state appropriations; the remainder must come through tuition revenue increases funded by rate adjustments. Executing the budget as signed into law requires the proposed tuition rate increase. In short, Western's tuition rates are determined in large part by the legislature.

Recognizing that the uncertainty and economic challenges of COVID-19 are shared by Western's students and families, our tuition recommendation comes with a dual commitment: to increase student aid in the form of grants, which do not need to be repaid, and to accelerate investments in educational support and technology, including computers and internet access for students in need.

Upon the recommendation of the Vice Presidents and Deans, and after review by the University, it is recommended that Western increase the state-funded resident undergraduate tuition rate by 2.5% as authorized by the College Affordability Act of 2015. It is further recommended an increase all other rates (non-resident undergraduate, resident graduate, non-resident graduate, resident and non-resident MBA and resident and non-resident students in the Audiology and Speech Language Pathology programs) by 2.5%, and to establish a differential tuition rate for the Clinical Mental Health and School Counseling Masters programs at a 13.6% increase for residents and 7.7% increase for non-residents.

As required by law, proposed capital building fee percentage increases are equivalent to the tuition operating fee percentage increases for each student category. Please see Attachment A detailing percentage and dollar increases for all the above student categories.

The Washington Student Achievement Council (WSAC) national average data we have utilized in the past for comparative purposes is not currently available. The Washington state higher education institutional data analysis we provide here has been collected through phone calls and emails, but some are still awaiting approvals by the institutions' Board of Trustees or Board of Regents.

Resident Undergraduate Tuition: The majority of Western's students are resident undergraduates, making up approximately 84.4% of the headcount for the 2019-2020 academic year. An increase of 2.5% in the operating fee component of the tuition fees as recommended for this student group, equates to an annual increase of \$164.

- Tuition increased for this classification by 2.4% in 2019-2020.
- UW resident undergraduate tuition is 58.5% higher than Western.
- Please see Attachment C for historical cost of attendance for this student classification.

Non-Resident Undergraduate Tuition: Non-resident undergraduate students represented approximately 11.6% of Western's 2020 academic year headcount. The proposed tuition increase for non-resident undergraduate students is 2.5% equating to an annual increase of \$573.

- Tuition increased for this classification by 5.0% in 2019-2020.
- UW non-resident undergraduate tuition is 61.9% higher than Western.
- Market and comparison costing analyses indicate that Western's non-resident tuition was extremely low in comparison to the other Washington state public four-year institutions. As discussed at the April 2018 Board meeting, based on the quality of our programs, it has been determined that we would like to position our non-resident tuition rate between Washington State University and Eastern Washington University rates, but that it will take us several years of 5.0% increases to meet that objective. Given the impacts of the coronavirus on non-resident enrollments in particular, this approach was adapted for 2020-2021 to align with the 2.5% resident increase.

Resident Graduate Tuition: Resident graduate students represented 3.4% of Western's 2020 academic year student headcount. The proposed tuition increase for resident graduate students is 2.5% equating to an annual increase of \$254.

- Tuition increased for this classification by 4.5% in 2019-2020.
- UW resident graduate tuition is 56.7% higher than Western.
- Market and comparison costing analyses indicate raising resident graduate tuition would not discourage enrollments.

Non-Resident Graduate Tuition: Non-resident graduate students represented less than 1% of Western's 2020 academic year student headcount. The proposed tuition increase for non-resident graduate students is 2.5% representing an annual increase of \$544.

- Tuition increased for this classification by 4.5% in 2019-2020.
- UW non-resident graduate tuition is 30.8% higher than Western.
- Market and comparison costing analyses indicate raising non-resident graduate tuition would not discourage out-of-state enrollments.

Differential Tuition:

Clinical Mental Health and School Counseling Graduate Programs: The Clinical Mental Health and School Counseling programs are Masters programs intended to prepare students for licensure (CMHC) and certification (SC) as a counselor in the state of Washington. Both programs have been continuously accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) since 1992. Accreditation is seen broadly as a mark of quality in counseling programs, and results in students having a shorter period of time to being able to practice independently and greater license portability. Other than Western, six other universities in Washington house CACREP accredited CMHC programs, and four other universities house CACREP accredited SC programs. CACREP accreditation is necessary for our success. CACREP accreditation and the associated costs are also expensive. In order to facilitate our ability to maintain a small, intensive professional training program that enjoys a uniquely strong reputation in the state of Washington, we recommend a change to a differential tuition model. Even with this increase in tuition, we will remain competitively priced in Washington state.

Our programs are distinct in that they leverage a small cohort size to create an intensive training experience unlike any other program in the state. Each program is limited to six students. During their first year, students receive clinical supervision from faculty in our in-house Counseling Training Clinic (CTC). The CTC provides free mental health services to the local community, and frequently has extensive waitlists during its quarters of operation. During their second year, students are placed in external internships, where they work three days a week as a counselor in a school, community mental health clinic, counseling clinic, or private or group practice. Our students leave our program with a wealth of counseling experience, and a strong sense of professional identity and community.

Our programs are highly sought-after. We typically receive 70 to 80 applications each year for our CMHC program, and 22 to 30 applications for our SC program each year. With each program accepting only six applicants, we are able to select an incoming cohort with a wide variety of backgrounds and experiences. While it is unfortunate that we need to turn away so many qualified applicants, the value and importance of our small cohort size is born out again and again in our graduate surveys. Our accreditation assessments indicate that our completion rates, pass rates for the National Counseling Examination (NCE), and job placement rates are almost invariably at 100%. A great many of these graduates remain employed in Washington state as a school or a clinical mental health counselor.

It is therefore recommended that a new graduate tuition fee rate be established for the Clinical Mental Health and School Counseling programs amounting to \$11,514 for resident students and \$23,434 for non-resident students. The capital building fee rate (included in the total rate) is recommended at \$298 and \$711 respectively, reflecting the same proportionality as the other graduate programs. CMC and SC resident and non-resident students would be annually assessed 10.8% and 5.0% higher than other resident and non-resident graduate students, respectively, and yet still maintain competitive with comparable programs in the region.

Masters in Business Administration (MBA): The MBA tuition rate had historically been the only differentiated tuition Western charged until academic year 2017-18. This differential tuition was approved by the Board of Trustees during the 2011-2013 biennial tuition setting process as part of a long-term strategy to price the MBA program appropriately in the marketplace.

Tuition increased for this student classification by 4.5% in 2019-20 for both residents and non-residents. It is recommended that the resident MBA rate be increased by 2.5% representing an annual increase of \$293, and the non-resident MBA rate be increased by 2.5% representing an annual increase of \$732.

Speech Language Pathology: Graduate students in speech language pathology are required to earn 400 clinical clock hours (working with patients) before they complete the program and become certified. The majority of these hours are earned in Western's Speech Language and Hearing Clinic under the supervision of certified speech language pathologists (Clinical Educators). Changes in medical billing practices, due mostly to the Affordable Care Act, have made clinic revenue more unpredictable (some third party payers no longer cover speech-language services, and those that do are reimbursing at lower rates). In addition, Medicare regulations have changed over the past five to ten years, and the clinic is no longer able to serve the Medicare population, due to requirements for supervision (a certified professional must be in the room 100% of time for Medicare reimbursement); therapy caps; and the overall cost of monitoring Medicare billing. In the past, the clinic "opted out" of billing Medicare and billed patients directly, gave discounts to Medicare patients, or "waived" fees for clients who demonstrated financial need. However, the current Medicare regulations do not allow speech pathologists and audiologists to opt out of billing Medicare if they bill other insurance providers, nor do they permit free services to some clients and not others. *In other words, if the clinic bills other clients and/or insurance, it must bill Medicare directly for Medicare eligible clients and meet all of their requirements.*

In 2017-18, the Board approved charging a differential tuition rate for this academic program, to enable patients to be seen at the clinic free of charge, eliminating the need to bill insurance companies including Medicare. This then restored the lifespan approach supported by our national accreditation organization, providing students with clinical experiences from infants to older adults.

The proposed tuition increase for Speech Language Pathology students is 2.5%, representing an annual increase of \$387 for resident students and \$714 for non-resident students.

Clinical Doctorate in Audiology (Au.D.): As of 2007, the entry-level degree in audiology has been a clinical doctorate. For this reason, Western placed most of the graduate level audiology curriculum in moratorium in 2005, because we did not have legislative authority to offer doctorate level coursework. After obtaining the necessary legislative approval in the 2013-15 biennium, Western submitted a proposal to the state in the 2015-17 biennial budget for funding to establish a clinical doctorate program in audiology. Unfortunately, the decision package was not funded. As a high priority for the campus, plans were then initiated to internally fund this very important academic program. Analysis shows that to adequately fund this program for success, a differential graduate tuition rate must be established.

In 2017-18, the Board approved charging a differential tuition rate for this academic program, enabling Western to support local, state, and national demand and take advantage of space, curricula, and staff already in place. The Au.D. degree is offered by only six universities in the contiguous western United States, with no programs in Alaska and Hawaii.

The proposed tuition increase for Clinical Doctorate in Audiology students is 2.5%, representing an annual increase of \$412 for resident students and \$593 for non-resident students.

Attachments:

Attachment B – Proposed Western Tuition Dollar and Percentage Increases 2020-21

Attachment C – Tuition Comparisons for Washington State

Attachment D – Historical Total Cost of Attendance for Resident Undergraduates

Western Washington University
Proposed 2020-21 Tuition Rates (Operating Fee and Capital Building Fee)

TUITION FEES				
Operating Fee	2019-20	2020-21	\$ Change	% Change
Resident Undergraduate	\$6,227	\$6,383	\$156	2.5%
Non-Resident Undergraduate	\$21,983	\$22,533	\$550	2.5%
Resident Graduate	\$9,873	\$10,120	\$247	2.5%
Non-Resident Graduate	\$21,098	\$21,625	\$527	2.5%
Resident MBA	\$11,446	\$11,732	\$286	2.5%
Non-Resident MBA	\$28,385	\$29,095	\$710	2.5%
Resident Speech Language Pathology	\$14,998	\$15,373	\$375	2.5%
Non-Resident Speech Language Pathology	\$27,715	\$28,408	\$693	2.5%
Resident Audiology - Au.D.	\$16,000	\$16,400	\$400	2.5%
Non-Resident Audiology - Au.D.	\$23,000	\$23,575	\$575	2.5%
Resident Clinical Mental Health and School Counseling	\$9,873	\$11,216	\$1,343	13.6%
Non-Resident Clinical Mental Health and School Counseling	\$21,098	\$22,723	\$1,625	7.7%
Capital Building Fee	2019-20	2020-21	\$ Change	% Change
Resident Undergraduate	\$314	\$322	\$8	2.5%
Non-Resident Undergraduate	\$907	\$930	\$23	2.5%
Resident Graduate	\$262	\$269	\$7	2.5%
Non-Resident Graduate	\$660	\$677	\$17	2.5%
Resident MBA	\$281	\$288	\$7	2.5%
Non-Resident MBA	\$875	\$897	\$22	2.5%
Resident Speech Language Pathology	\$464	\$476	\$12	2.5%
Non-Resident Speech Lanuguage Pathology	\$857	\$878	\$21	2.5%
Resident Audiology - Au.D.	\$495	\$507	\$12	2.5%
Non-Resident Audiology - Au.D.	\$711	\$729	\$18	2.5%
Resident Clinical Mental Health and School Counseling	\$262	\$298	\$36	13.6%
Non-Resident Clinical Mental Health and School Counseling	\$660	\$711	\$51	7.7%
TOTAL TUITION (Operating Fee and Capital Building Fee)	2019-20	2020-21	\$ Change	% Change
Resident Undergraduate	\$6,541	\$6,705	\$164	2.5%
Non-Resident Undergraduate	\$22,890	\$23,463	\$573	2.5%
Resident Graduate	\$10,135	\$10,389	\$254	2.5%
Non-Resident Graduate	\$21,758	\$22,302	\$544	2.5%
Resident MBA	\$11,727	\$12,020	\$293	2.5%
Non-Resident MBA	\$29,260	\$29,992	\$732	2.5%
Resident Speech Language Pathology	\$15,462	\$15,849	\$387	2.5%
Non-Resident Speech Language Pathology	\$28,572	\$29,286	\$714	2.5%
Resident Audiology - Au.D.	\$16,495	\$16,907	\$412	2.5%
Non-Resident Audiology - Au.D.	\$23,711	\$24,304	\$593	2.5%
Resident Clinical Mental Health and School Counseling	\$10,135	\$11,514	\$1,379	13.6%
Non-Resident Clinical Mental Health and School Counseling	\$21,758	\$23,434	\$1,676	7.7%

Note: Academic year tuition for full-time students (banded tuition 10-18 credit hours per quarter)

Western Washington University

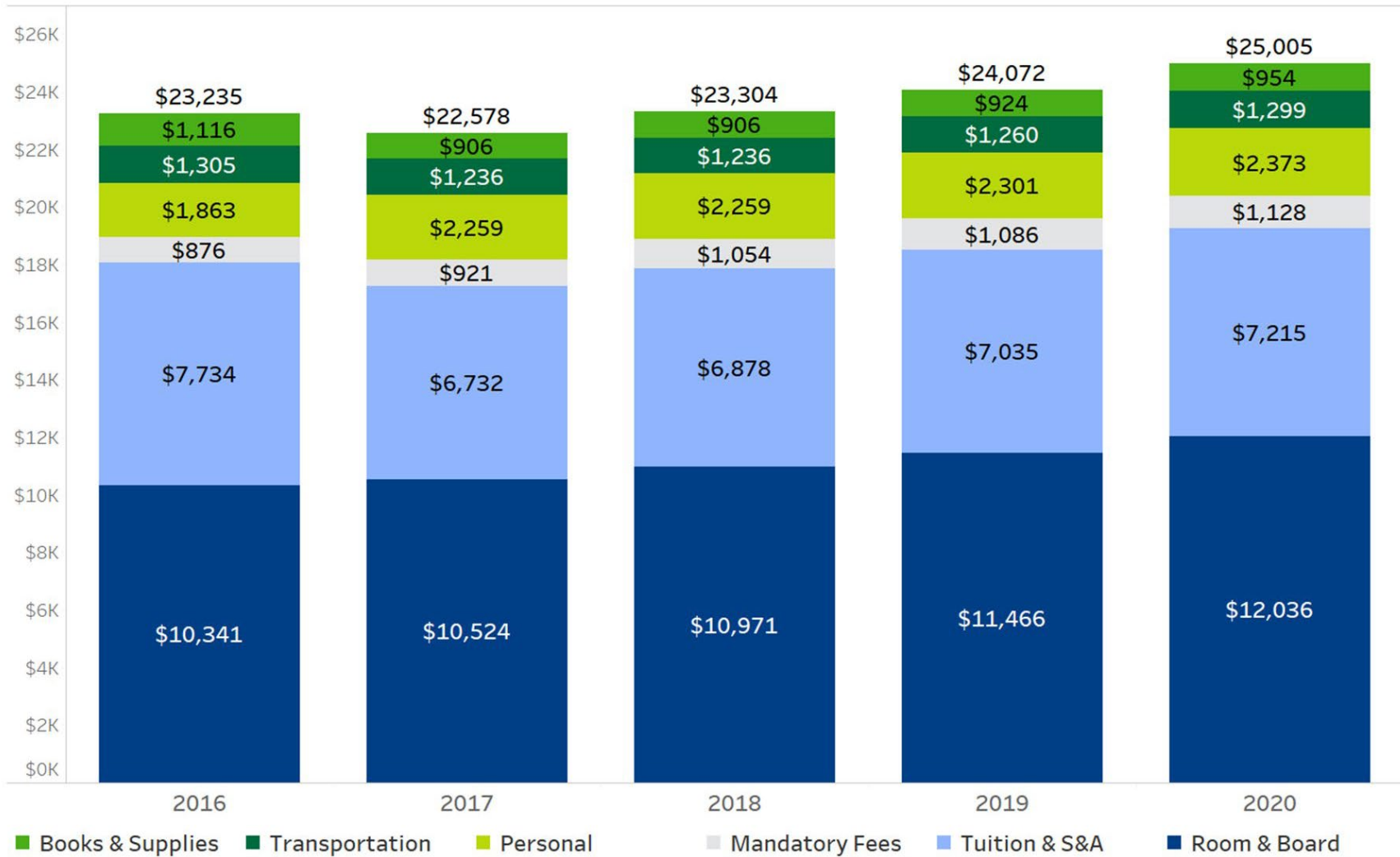
Washington State Higher Education Sector Tuition Comparison - FY 2021

Resident Undergraduate		Resident Graduate		Non-Resident Undergraduate		Non Resident Graduate	
UW	\$ 10,629	UW	\$ 16,278.00	UW	\$ 37,998.00	UW	\$ 29,178.00
WSU	\$ 9,953	WSU	\$ 11,493.00	TESC	\$ 25,665.00	EWU	\$ 26,553.00
WWU	\$ 6,705	EWU	\$ 11,054.00	WSU	\$ 24,531.00	WSU	\$ 25,248.00
TESC	\$ 6,327	TESC	\$ 10,274.00	EWU	\$ 23,382.00	TESC	\$ 24,307.00
CWU	\$ 6,071	WWU	\$ 10,389.00	WWU	\$ 23,463.00	WWU	\$ 22,302.00
EWU	\$ 5,836	CWU	\$ 9,220.00	CWU	\$ 21,200.00	CWU	\$ 21,633.00

* Operating and capital building fee only

Note. Tuition rate information for FY2021 is not available for institutions except UW. Recommended tuition increase of 2.5% from FY20 provided here for UW; all other schools have FY20 rates listed.

Attachment D- Historical Resident Undergraduate Total Cost of Attendance



Summary of Current and Proposed Mandatory Student Fee Levels

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										
Note: Per legislative action, beginning with Fiscal 2018-19 all S&A Fee increases are limited to 4% per year rather than the percentage increase of resident undergraduate tuition.										
<i>Proposed to the WWU Board of Trustees on June 12, 2020</i>										
Mandatory Fee	Notes	Proposed Change	Quarterly Fees				Academic Year Fees			
			Current 2019-2020	Proposed 2020-2021	\$\$ Change	% Change	Current 2019-2020	Proposed 2020-2021	\$\$ Change	% Change
Existing Fees										
Services & Activities (S&A) Fee	(1) (2)	No proposed increase. 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.	\$223.98	\$223.98	\$0.00	0.0%	\$671.94	\$671.94	\$0.00	0.0%
Student Recreation Fee (S&A)	(1)	No proposed 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.	\$109.46	\$109.46	\$0.00	0.0%	\$328.38	\$328.38	\$0.00	0.0%
Student Health Services Fee		No proposed increase. Fee is charged to students taking 6+ credits. Other students may voluntarily pay the fee to obtain services.	\$117.00	\$117.00	\$0.00	0.0%	\$351.00	\$351.00	\$0.00	0.0%
Student Technology Fee		No proposed increase. 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	\$0.00	0.0%	\$105.00	\$105.00	\$0.00	0.0%
Non-Academic Building Fee		No proposed increase. Fee is charged to students taking 6+ credits.	\$47.00	\$47.00	\$0.00	0.0%	\$141.00	\$141.00	\$0.00	0.0%
Sustainability, Equity, and Justice Fund		No proposed increase. The fee funds renewable energy certificates (RECs), student leadership positions and sustainable energy projects.	\$9.00	\$9.00	\$0.00	0.0%	\$27.00	\$27.00	\$0.00	0.0%
Student Alternative Transportation Fee		Proposed increase of 3.6% or \$1.00. 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.	\$27.50	\$28.50	\$1.00	3.6%	\$82.50	\$85.50	\$3.00	3.6%
Legislative Action Fee	(3)	No proposed change. To fund student representation and advocacy efforts at the campus, local, state, and federal levels.	\$1.00	\$1.00	\$0.00	0.0%	\$3.00	\$3.00	\$0.00	0.0%
Multicultural Services Fee	(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.	\$30.00	\$30.00	\$0.00	0.0%	\$90.00	\$90.00	\$0.00	0.0%
Total Mandatory Fees			\$599.94	\$600.94	\$1.00	0.2%	\$1,799.82	\$1,802.82	\$3.00	0.2%

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.

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.



MEMO

Services & Activities Fee Committee

www.wvu.edu/vpress/fees.shtml

To: Melynda Huskey, Vice President for Enrollment and Student Services

From: Christian Rotter, Chair – S & A Fee Committee

Date: May 26, 2020

Subject: **Services & Activities Fee Committee Recommendations**

This is to inform you that the S&A Fee Committee recommends there be no increase to the non-funded portion of the S&A fee for 2020-21. The 2020-21 fee would remain at \$671.94 or \$223.98 per quarter.

This decision is the result of many lengthy and difficult discussions brought on by the Covid19 pandemic. The committee's efforts commenced in early February of 2020 and after orientation and constituent presentations the campus closure occurred and the committee began working remotely to hear constituent budget requests, discuss decisions made at the start of Spring Quarter regarding the reduction of mandatory fees. Spring quarter meetings were dominated by conversations addressing external pressures on budgets, enrollments, and discussions surrounding the Spring 2020 fee reduction and resultant constituent distributions. The decision to take no increase to the fee represents concern over costs to students during this extraordinary period. It will also add pressure to each constituent's operations as increases such as minimum wage, state COLA's and inflation will necessitate internal conversations and decisions. The committee voted unanimously to recommend this rate action.

In a typical year the S&A Fee Committee addresses the following recommendations which would be described in this letter to you, and presented to the Board of Trustees for approval at their June meeting: The 2020-21 Fee level, the 2020-21 distribution of estimated S&A fee revenue, allocation of expected Summer 2020 S&A revenues, and the S&A fee level for Summer 2021 (which is just a % of the AY fee). All but the Summer 2020 allocation are addressed in this memo, as that item was addressed by the Board of Trustees at their May 8, 2020 meeting when they approved WWU recommendations to reduce the Summer 2020 fee due to Covid19. In addition, this memo asks you and the Trustees to approve the recommendation of the Committee to re-allocate the reduced spring 2020 S&A distributions which may have been approved at the Board's April 7th special meeting.

2020-21 Mandatory Student Fees **Services & Activities Fee**

Proposed Distributions and 0.0% Increase in Fee

Proposed Fee and Distribution: The Services and Activities (S&A) Fee Committee recommends no increase to the Services & Activities Fee for the 2020-21 academic year, maintaining the Summer 2020 rate at 65.15% of the academic year rate, recommends approval of the distribution of fees for the 2020-21 academic year as outlined, and approval of the revised Spring 2020 fee distributions.

Per RCW 28B.15.069 S&A fee increases are capped at 4% on the non-funded portion of the fee. The committee proposes no increase to the S&A Fee for the 2020-21 year, leaving the fee at \$671.94 per academic year or \$223.98 per quarter. This fee is prorated per credit (\$22.40 per credit per quarter) with students enrolling in ten or more credits paying the full, maximum fee.

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

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

Background

The Services and Activities (S&A) Fee Committee operates under the authority of [RCW 28B.15.045](#) and makes recommendations on the distribution of S&A Fees for the following constituent groups: Housing & Dining, Associated Students, Athletics, Campus Recreation, and Department-Related Activities Committee (DRAC). Per the RCW, students have a strong voice in recommending budgets for services and activities fees. The Committee is comprised of both voting and non-voting members. The voting members include a faculty member and six students representing Associated Students (2), Athletics (1), Campus Recreation (1), and DRAC (2). The non-voting members include staff advisors from Associated Students, Athletics, Campus Recreation, and Department Related Activities Committee (DRAC), and a designee of the Vice President for Enrollment and Student Services. A staff member from the Vice President's office also attends to record minutes. A student was selected from among the voting members to serve as this year's chairperson.

The S&A Fee Committee follows an established annual process to prepare its recommendations on the fee level and distribution of S&A Fees. This process includes review of budget requests for each constituent group and an open hearing process to provide an opportunity for input from members of the campus community. Open hearings were held on May 7, 2020 and May 14, 2020 and May 21, 2020 in regards to budget requests and the committee's recommendations. Notice of these hearings was posted on the S&A Fee Committee website.

The vote on S&A fee scenarios for the 2020-21 academic year was 5-0-1 in favor of the fee and allocation recommendations (one member was absent).

CONSTITUENT BUDGET REQUESTS

In presenting, discussing, and reviewing expenditures for next fiscal year, the constituent groups took these responsibilities seriously and worked diligently to ensure that fees charged to students were used responsibly. Committee meeting minutes and documents can be found at <http://www.wvu.edu/vpress/activitesmeetings.shtml>. Detailed budgets were presented on April 23rd and April 30, and May 4 with further discussion taking place at the meetings that followed.

The main theme of the discussions this year centered around the Covid19 pandemic's impact on enrollment and operations and included reviewing the impacts from several external increases such as minimum wage, state cost of living, and general inflation. It is important to note that even though the budgets presented were simply for maintenance of current programming, and address mandated expenditures, constituent groups are still facing shortfalls in addressing these necessary expenditures, and will continue to do so in the following years. This will hinder non-mandated programmatic expansion, with requests focusing on maintaining base level of programs and services that are funded by this fee.

CONSTITUENT BUDGET REQUESTS FOR ACADEMIC YEAR 2020-21

Associated Students

The Associated Students presented an FY2021 overall operating budget that is projected to operate at a slight shortfall, necessitating the use of reserves. Reductions to the overall budget included cuts to summer staffing hours and program offerings. The Associated Students' S&A fee request of \$3,025,483 is an increase of \$41,433 or 1.4%

Athletics

Athletics presented a FY2021 budget influenced by recently announced spring and summer 2020 reductions, which impact summer camp and fund-raising revenues. Operating expense impacts included mandatory wage increases e.g. minimum wage and state wage increases. Athletics' S&A fee request of \$2,223,565 is an increase of \$60,263 or 2.8%.

Campus Recreation

Their 2020-21 request focused on the challenge of covering mandated wage/cost of living increases. They will likely be facing an operating deficit which would necessitate more sport club participant fund raising and reductions to team travel. Because of the difficulties projecting budgets with uncertain enrollment, campus recreation presented an S&A fee request using the same budget amount as last year but requested to stay at their 7% share of the constituent distributions.

DRAC

DRAC (Departmentally Related Activities Committee) is composed of five separate constituencies, with one more (WWU Racing) being added for 2020-21. Overall DRAC balances will be affected by the cessation of summer 2020 events due to the new coronavirus. The net new funds will address some mandatory cost increases and a portion of the costs for the new constituency. DRAC has requested \$1,142,011 in S&A fees, an increase of \$24,339 or 2.2%.

2020-21 Academic Year
Proposed Fee Distribution

- 3.5% to Student Financial Aid Fund as required by law.
- Music Copyright Fee to be allocated in the amount of \$23,200.
- Housing & Dining to receive minimums as required by bond covenants for debt service. This amounts to \$32 per quarter per full-time student and \$6.40 per quarter per part-time student.
- The distribution recommendation for 2020-21 is based solely on a percentage share of S&A Fee revenue. Recommended percentage shares are the same as was approved for the original 2019-20 budgets.

	2019-20 Budgeted		2019-20 Actual		2020-21 Projection	
Housing & Dining	\$1,280,000		\$1,264,962		\$1,280,000	
To Loan Fund	291,326		252,647		left undetermined	
Music Copyright	19,301		19,301		23,200	
Distribution to Constituents	\$ Amount ¹	% ¹	\$ Amount ¹	% ¹	\$ Amount	%
Associated Students	\$2,984,050	44.3%	\$2,243,457	39.5%	left undetermined	44.3%
Athletics	2,163,302	32.1%	2,208,446	38.9%	left undetermined	32.1%
Campus Recreation	467,941	6.9%	442,149	7.8%	left undetermined	7.0%
Departmentally Related Activities	1,117,672	16.6%	787,512	13.9%	left undetermined	16.6%
Constituent SubTotal	\$6,732,965	100.0%	\$5,681,564	100.0%	0	100.0%
Total S&A Distributions	\$8,323,592		\$7,218,474			

In a typical year the committee hears each constituent's budget needs, and the committee's final recommendation would include both the projected budgeted S&A fee revenue for each constituent the percentage for each that represents of the total. Typically, fee revenue over or under the projected amount would be distributed at that percentage. Due to the uncertainty of the upcoming academic year's enrollments this year's committee felt that, for fall in particular, it would be best to move forward without raising the fee and keeping the distribution percentages the same. Therefore, the committee's recommendation for 2020-21 is to retain the constituent distributions as were approved for 2019-20.

Next page: Summer 2020, Summer 2021, and Spring 2020

S&A Summer 2020

CONSTITUENT BUDGET REQUESTS for Summer 2020 (FY2021)

The 2019 S&A Fee Committee addressed the Summer 2020 fee in May 2019 when it recommended and the Board of Trustees approved the 2019-20 academic year increase. That decision increased the Summer 2020 rate from \$14.11 to \$14.59 per credit. In a typical year the 2020 S&A Fee Committee would then address the Summer 2020 allocation shares of the projected summer 2020-21 fee revenue. However, in April 2020, due to Covid19 the S&A fee, along with several other mandatory fees, was reduced by the Board of Trustees upon recommendation of the S&A committee, from \$14.59 to \$11.26, at the Board's April 17 meeting. At that time, the distribution of projected Summer 2020 fee revenue was approved. Therefore, it does not require action here.

S&A Summer 2021 (FY2022) Proposed Fee Level

As approved by the Board of Trustees in June 2002, the summer S&A rate is set at 65.15% of the academic year S&A rate. With no increase to the rate for the 2020-21 academic year S&A fee, the rate for Summer 2021 would remain at \$14.59 per credit. The distribution of the proposed Summer 2021 fee revenues will be addressed by the 2020-21 S&A Fee Committee.

Spring 2020 Distributions - Revisited

Before the start of Spring 2020 several mandatory fees were reduced. S&A constituents took reductions to their spring 2020 fees based, in part, on an expectation that enrollment would decline approximately 5%. DRAC and the AS chose to cut all or significant amounts; Campus Recreation less so, and Athletics chose no reduction. The actual enrollment decline turned out less than expected resulting in additional fee revenue, which has now been allocated. DRAC has asked for a re-allocation of \$17,700 the Spring distribution feeling they are warranted some share of the additional fee revenue to address Spring 2020 needs. The Committee has asked if the April 7th special Board of Trustees meeting approved not just the reduction of the S&A fee, but also the constituent shares of those expected collections. The Committee recommends the following recommendation for the re-distribution of Spring 2020 S&A collections.

	Actual Spring 2020 Distribution at Covid %'s		Estimates using \$117 Fee and assumed 5% reduction from Spring 2019 enrollment		Variance	Recommended Revised Spring 2020 Distribution	
Associated Students	141,846	15.1%	137,567	15.1%	4,279	137,567	14.7%
Athletics	685,607	73.1%	664,924	73.1%	20,683	674,043	71.9%
Campus Recreation	110,065	11.7%	106,744	11.7%	3,321	108,208	11.5%
DRAC	0	0.0%	0	0.0%	0	17,700	1.9%
	\$937,518	100%	\$909,235	100%	\$28,283	\$937,518	100%

2020-21 Mandatory Student Fees

Student Recreation Fee

No Increase to Fee

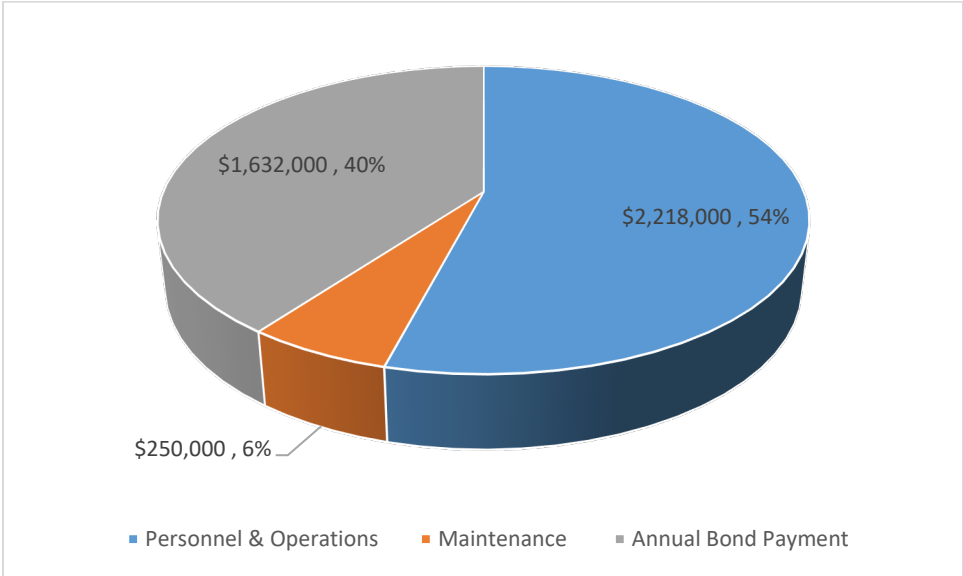
2019-20 Program Report

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

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

Wade King Student Recreation Center FY20:

- The Student Recreation Fee generated approximately \$4.1 million in 2019-20, net of a 3.5% RCW required allocation to a student loan/aid fund. This was a reduction from \$4.45 million the year prior, a result of the 31.1% fee decrease implemented for Spring 2020 when courses were all online and the Recreation Center closed operations due to COVID-19. Reserves were tapped, capital projects cancelled, and operational reductions made as a result of reduced revenues.
- The fee funds annual bond payments, operations and maintenance of the Wade King Student Recreation Center. Note: Additional revenues (e.g. voluntary memberships, rentals, course fees) of approximately \$500,000 assist in funding operations (not shown below).



FY21:

No Student Recreation Fee will be collected for Summer 2020 since all courses were converted to online format and the institution adhered to the normal billing policies for Outreach and Extended Programs.

There is no fee increase proposed for FY21, but may see reductions in revenue depending on enrollment, and will have limited budget capacity given its fixed costs including bond payment obligations and associated reserve and coverage requirements.

The Recreation Center will follow appropriate health agency and state guidance with regard to its operations during FY21.

2020-2021 Mandatory Student Fees
Health Services Fee
No Proposed Increase to Fee

**The 2019-2020 Health Services fee is \$117 per quarter (\$351 per academic year).
 No change is proposed for 2020-2021.**

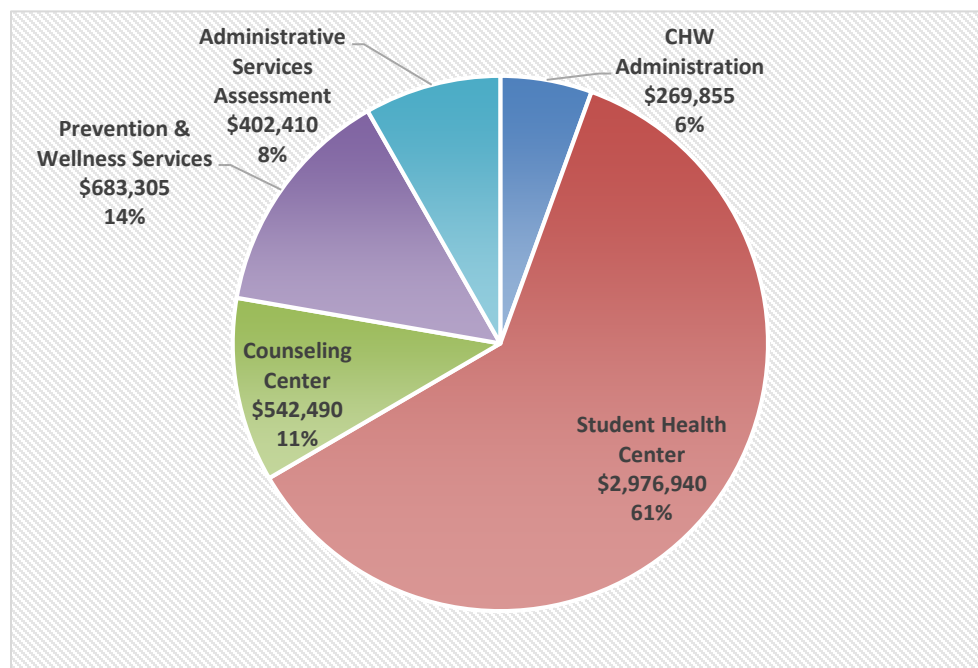
Health Services Fee

The Health Services Fee is a mandatory student fee for students enrolled for 6 or more credits. It is also available as an opt-in fee for other students that would like to access Counseling, Health & Wellness services (CHW). Historically, about 200 students per year, that are not required to pay the fee, opt in and utilize services.

This fee is used to maintain a standard of health care for all of Western’s campus and as a contingency for emergency services. This fee provides a stable funding base for WWU’s health related services by providing easily accessible medical, mental health and wellness services to students. Direct-delivery services include urgent illness and injury care, chronic-illness management and monitoring, extensive women’s health, mental health diagnosis and treatment, resources for self-help, general health education, peer health education programs, alcohol and other drug counseling and assessment services, and rapid nursing assessment. All students receive the educational benefits of the health outreach programs and the benefit of preventive and public health services. For comprehensive list of services for each CHW department: <http://www.wvu.edu/chw/>

The fee is the primary source of revenue that supports the staffing and operations of the **Student Health Center (93%)**, **Prevention & Wellness Services (86%)** and a portion of the **Counseling Center (32%)**. Each of the departments provides a variety of clinical and educational services to Western’s students.

FY20 CHW Health Services Fee Distribution - \$4,875,000 Total

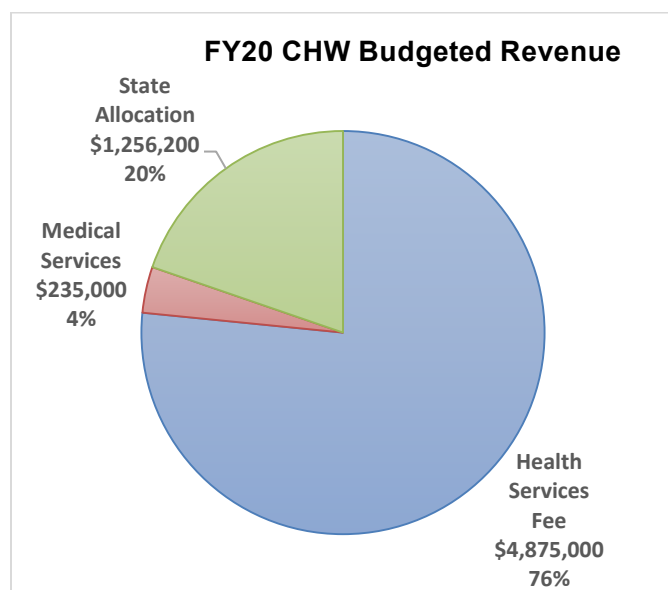


Fee Comparison for WA State Public Universities* Academic Year 2019-2020

The Evergreen State College	\$474
Washington State University	\$408
Central Washington University	\$363
Western Washington University	\$351
Eastern Washington University	\$337

*FY21 info not yet available

FY20 CHW Funding Source Summary - \$6,366,200 Total



CHW Reserve Fund – Supports all CHW departments

FY20 Beginning Fund Balance July 1, 2019: **\$714,640**

FY20 Year End Projected Fund Balance, June 30, 2020: **\$600,000**

The self-sustaining reserve fund is critical to ongoing operations. It is primarily used for major purchases (medical equipment, computers, software and furniture), renovations, repairs and coverage for extended staff absences due to illness. A minimum reserve balance of \$500,000 (7.8% of all revenues) is desired to provide for the annual expenses mentioned as well as any other emergency expenditures critical to maintaining operations. Significant FY20 expenditures included funding for Student Health Center accreditation and purchase and implementation of a new electronic medical records/billing system.

In FY21 the reserve will become even more critical to operations as it may be needed to cover the loss of Summer 2020 fee revenues (waived for online courses) and a potential reduction if enrollment decreases, potential reductions in state funding, pay for additional fill in staff if there is a higher than normal incident of staff absences due to illness, and to fund a probable increased need for medical supplies including personal protective equipment. Approximately \$100,000 is earmarked for a remodel of the Health Center waiting area which needs carpet removed, painting, additional lighting and new furniture as all surfaces need to be wipeable and easily disinfected. Fabric chairs have already been removed and there is temporary, but limited seating. New seating for patient chairs for exam rooms will also be purchased. External funding sources will be pursued for reimbursement of COVID-19 expenses where possible.

Counseling, Health & Wellness Program Updates

Maintaining the health and safety of Western students is the primary function of the Counseling Health and Wellness Services. Maintaining and managing support during the COVID-19 pandemic is our top priority. To that end, and in recognition that some students may remain in remote learning settings, the Counseling, Health, and Wellness Services plans to sustain the same level of tele-medicine and tele-mental health services in all areas of prevention and wellness services that were implemented this spring. This includes one-on-one counseling, group counseling, wellness outreach services like trauma inspired yoga, counseling for survivors of sexual assault, support for students who struggle with substance abuse and addiction, and support for those students who do not find emotional safety while sheltering in place and staying at home.

In addition to maintaining the full range of tele-health, counseling and prevention services, the Student Health Center will also continue to maintain a full range of services both on campus and through tele-health services. The Health Center staff made the swift transition to a full-service tele-health operation after updating our capabilities with state-of-the-art Electronic Medical Records which was completed in February 2020.

While still in a public health crisis, the Student Health Center will continue to provide quality care by supporting a temporary respiratory clinic established specifically to address students with respiratory health challenges both related and unrelated to COVID-19.

The Student Health Center started to carefully monitor the spread of coronavirus as early as January 2020. Since that time, the Student Health Center has been closely following CDC, Washington Department of Health, and Whatcom County Health Department guidelines. This close monitoring has allowed the Student Health Center to appropriately plan and implement protocols focused on patient and staff safety. This has also made the Student Health Center more able to adapt to the rapidly changing demands brought on by this pandemic.

2020 Mandatory Student Fees
Student Technology Fee

No Fee Increase in 2020

Fee & Effective Dates: The Associated Students enacted a Student Technology Fee of:

- **\$35.00 per quarter for students taking 6 credits or above, and**
- **\$17.50 per quarter for students taking 1-5 credits.**

The fee became effective fall quarter 2018 (start of AY 2019).

The fee is effective for a period of four years, through summer quarter 2022.

Overview

The Student Technology Fee (STF), initially implemented in 1995, is an effective means of meeting the direct needs of students in accessing technology on campus at a time when state-allocated equipment funds are inadequate to support the ongoing technological needs of students.

Since the initial implementation, students have continuously renewed the fee. In spring 2018, the fee was renewed during the student elections, with 71% approval. Students continue to recommend that efforts to procure state-allocated funding support continue and remain a priority.

The Student Technology Fee has the following mission:

The Student Technology Fee provides Western students with adequate and innovative technology experiences by:

- Broadening/enhancing the quality of the academic experience,
- Providing additional student access to technology, and
- Increasing integration of technology into the curriculum.

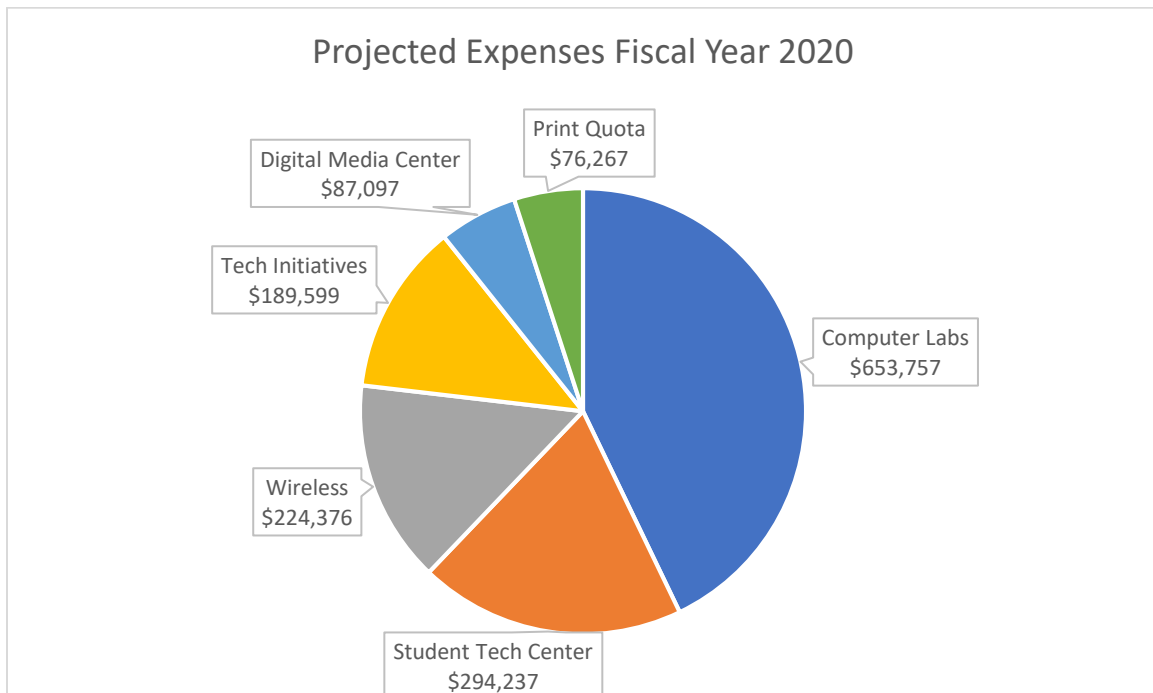
The current Student Technology Fee is allocated to the following key areas:

- \$15.00 to computer lab renewal and replacement (42.86%)
- \$ 6.75 to the Student Technology Center (19.29%)
- \$ 5.15 to wireless network renewal and replacement (14.71%)
- \$ 4.35 to the STF Tech Initiatives (project proposals) (12.43%)
- \$ 2.00 for the Digital Media Center (5.71%)
- \$ 1.75 for Print Quota (5%)

FY 2020 Fee

The approved allocations for FY 2020 are on track to be spent mostly by the end of summer quarter 2020, based on approximately \$1,525,333 in projected fee revenue for FY 2020. (Unspent portions of the fee are reallocated by agreement of the AS Executive Board and the university.)

In addition, due to the COVID 19 impacts, \$117,272 was used in spring 2020 for early funding of laptop purchases. This funding came from surplus STF funds remaining in the 2014, 2015, and 2016 annual funds.



Tech Initiatives (Project Proposal) Funding Allocation

For the Tech Initiatives portion of the Student Technology Fee, students, faculty and staff are solicited for proposals that meet the STF mission. The Associated Students (AS) appoints a Student Technology Fee Committee to review the proposals. The STF Committee is comprised of four students, two faculty and the Vice Provost for Information Technology. The committee reviews each proposal, receives input from the colleges with the Deans' proposal ranking within their colleges, receives advice from the Faculty Senate's Academic Technology Committee, and solicits comments from the campus population. The STF Committee then recommends proposals to be funded as projects to the President and AS Executive Board, who approve or modify the recommendation.

The anticipated funding for Tech Initiatives proposals for FY 2020 is detailed below. Purchases will be made, as much as possible, during summer session 2020.

Project Title	Funded Amount	Funding Description
Portable Storage Solutions (ATUS)	8,397	full funding
Video Monitors, Smartphone Stabilizers and Mic Mounts (CHSS)	3,350	full funding
Portable Slice Electrophysiology Rig (CHSS)	13,883	full funding
3D Motion Capture Technology for Undergraduate Kinesiology Classes (CHSS)	3,596	full funding
Recycling Technologies via R30 Sheet Press (CHSS)	8,918	full funding
Teaching Technology and Field Equipment – Fairhaven College Science Lab	6,500	partial funding
Flowmeter Acquisition (Huxley)	30,943	full funding
Spectrophotometer Acquisition (Huxley)	12,980	partial funding (two units)
iPad Pros for Access, and to Meet Next Gen and K-12 Computer Science Standards (Woodring and SMATE)	27,658	full funding
WWU Makerspace Equipment (student proposal)	59,391	partial funding Contingent upon any space modifications being covered by dept/college.
New Technology for B Gallery (student proposal)	1,885	full funding
EVO 16 Bay (student proposal)	22,499	partial funding (approximate)

Anticipated Tech Initiatives Total*: \$200,000

** Total may change slightly after the projects' technical review phase.*

2020-21 Mandatory Student Fees
Non-Academic Building Fee
 No increase to Non-Academic Building Fee

2019-20 Program Report

Current Fee Level: \$47 per quarter for students taking 6 or more credits

Program Overview

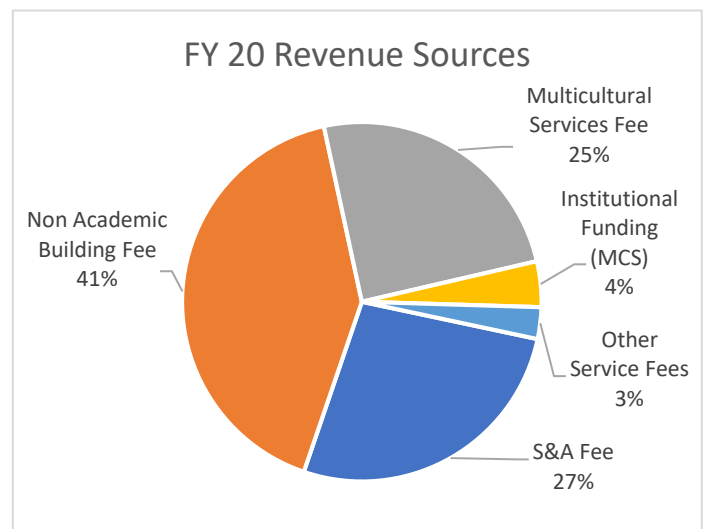
Viking Union Facilities is an auxiliary function of Western Washington University that provides student activity focused facilities and services to the University. These facilities include the Viking Union, Lakewood Water Sports Facility, and Viqueen Lodge on Sinclair Island. Viking Union Facilities also provides support services to Associated Student programs housed in these facilities as well as university-wide support for Event Services and activities. As part of the University's Housing and Dining System, funding for Viking Union Facilities comes from a blend of sources including the Non-Academic Building Fee, Multicultural Services Fee, a fixed portion the Service and Activity (S&A) Fee, and Service fees.

The Non-Academic Building Fee funds bond payments for the 2000 renovation of the Viking Union as well as ongoing maintenance, repair, renewal and some facility operations. For fiscal year 2021, we are not requesting an increase to this fee.

Budget & Program Report
FY 20 Revenues and Expenses

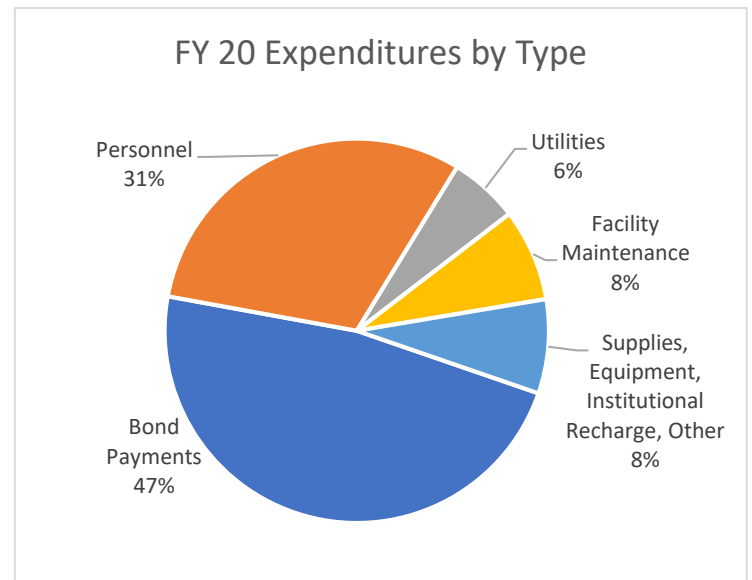
Revenue

- In FY 20 we are projecting the Non-Academic Building Fee to collect a little over \$2 million to cover the expenses for bond payments, operations and non-operating/capital renewal projects. The total anticipated revenue across all revenue sources is \$4.9 million.
- Mandatory Student Fees make up 93% of the revenue collected for the Viking Union with 7% coming from user fees and an institutional commitment to funding a portion of the space for the Multicultural Center.
- As a result of COVID-19 and classes being taught exclusively online, the Non-Academic Fee will not be collected for Summer Quarter 2020 which amounts to a little less than 2% of the yearly fee revenue.



Expenditures

- In FY 20 the most notable expense is the estimated \$2.075 million combined bond payment for the 2000 renovation bonds for the Viking Union and the bonds for the Multicultural Center. This is followed by personnel expenses of an estimated \$1.34 million including salaries and benefits. Total combined expenses for the Viking Union are \$4.36 million.
- In response to COVID-19, the Viking Union and its facilities minimized operating expenses for utilities, supplies and equipment purchases.



Capital Reserve and Non-Operating Projects

- Net Revenue in the Viking Union budgets contribute to a Capital Reserve fund and to non-operating projects that enhance, repair or replace facility and program elements of Viking Union Facilities.
- The VU Capital Reserve also maintains a minimum balance of 5% of the outstanding debt pledged to the 2000 renovation bonds and now the outstanding debt associated with construction of the Multicultural Center.
- The estimated available cash reserves as of the end of FY 20 are projected to be \$968,000.

2020 and 2021 Projects Highlights:

- After a multi-year permitting process, the addition of two ADA compliant parking spaces at the Lakewood Watersports facility was completed in Winter Quarter 2020.
- In FY 20 several projects were completed on the 6th floor of the Viking Union to enhance spaces for students and provide more continuity with the newly constructed Multicultural Center.
- In FY 20 planning and design began for several projects to backfill office spaces vacated by the Ethnic Students Center and Advocacy and Identity Programs that moved into the new Multicultural Center. These projects address needs for changing Associated Students and Viking Union Programs and Services as well as introduce two additional single occupant gender neutral restrooms to the Viking Union. Construction of these projects is planned for FY 21 and dependent on the further impacts from COVID-19.

2020-21 Mandatory Student Fees Sustainability, Justice, and Equity Fund

No Proposed Increase in Fee

2019-20 Program Report

The Sustainability, Equity and Justice Fee (SEJF) is a student-initiated, quarterly fee paid by all Western Washington University students to reduce the University's environmental impact and engage the University community in issues affecting Western and community sustainability.

The SEJF Grant Program provides funding to innovative, student-driven projects promotes experiential learning opportunities and sustainable practices at Western Washington University. The SEJF Grant Program is managed by the Office of Sustainability and supported by the Associated Students. Students, staff, and faculty are all eligible to apply for grant funding.

Projects funded through the SEJF Grant Program aim to:

- Increase student involvement and education
- Reduce the university's environmental impact
- Create an aware and engaged university community

Projects funded in FY20:

- Climate Leadership Certificate
- College of Business and Economics Equity, Inclusiveness, and Diversity Initiative
- Ethic Student Center Community Cabinet
- Huxley-Waskowitz Environmental Leadership School Partnership
- Office of Sustainability Media Matters Project
- Smart Water System Implementation
- Waste Sorting Expansion
- Wheelchair Basketball Club Initiation
- WOHESC Scholarship Conference

2020-2021 Mandatory Student Fees

Student Alternative Transportation Fee Proposed 3.6% Increase

The Associated Students Board approved a 3.6% increase in the Alternative Transportation Fee effective fall quarter 2020. The increase raises the Fee from \$27.50 to \$28.50 for fall, winter, and spring quarters and from \$22.00 to \$23.00 for summer quarter beginning in 2021.

COVID-19 affected spring and summer quarter 2020 finances, and may continue to affect the program finances into fall. The program did not charge the \$27.50 Alternative Transportation Fee spring quarter or the \$22.00 Fee summer quarter. The reasons for this are that all classes were online spring quarter and this will continue for summer quarter, Whatcom Transportation Authority (WTA) offered rides at no charge spring quarter, and we cancelled the Late Night Shuttle service for spring quarter (shuttles do not run in the summer). WTA has not announced when they will begin charging a fare again. WTA agreed to suspend the student bus pass contract for spring and summer quarters in 2020 and the Bellair Charters contract for operation and maintenance of the Late Night Shuttles was suspended spring quarter thus eliminating the WTA and Bellair Charters payment expenses for those quarters.

Program expense overview:

- 75% - WTA bus pass payments for a universal bus pass for WWU students
- 15% - Bellair Charters payments for operation and maintenance of the AS Student Late Night Shuttle
- 10% - Salaries and other program expenses

Contract updates:

- The WTA contract expires August 2020. We cancelled negotiations for a new contract due to COVID-19, and agreed to a one-year extension to the current 2017-2020 contract instead. The extension includes an increase of 2.5% in payment amounts.
- The Bellair Charters contract expires August 2020. A one-year extension is under negotiation. An increase of 6% in payment amounts is expected.
- The program will have new multi-year contract with WTA in place by the end of winter quarter 2021.

Program updates:

- Spring quarter 2021 students will vote on a fee increase to fund the transportation program over the next several years.
- New models for delivering late night shuttle service are being researched. It is unclear if Bellair Charters will be the Late Night Shuttle service provider after spring 2021.
- After 22 years of employment at Western, Kay McMurren retired in April as the Student Transportation Program Support Supervisor. Due to COVID-19, her replacement has not been hired.
- Jillian Trinkaus, the Sustainable Transportation Manager, is managing the Student Transportation Program.

The Program is raising the Alternative Transportation Fee 3.6% to cover rising costs and to keep the program funds from decreasing more drastically than they would otherwise. Below are the Operating Fund balances for FY18–21, which include carry forward balances from prior

years. The Program has a targeted minimum Operating Fund balance of approximately \$300,000 (equivalent to 3 months expenses).

	FY18	FY19	FY20 Projected	FY21 Projected
No Fee Increase FY21	\$ 533,067	\$ 451,353	\$ 363,136	\$ 249,729
3.6% Fee Increase FY21				\$ 291,011

Note: The Program also maintains a Capital Reserve Fund for vehicle replacement expenses. The current balance of the fund is \$110,000. One percent of revenue is added to this fund annually.

2019– 2020 Mandatory Student Fees

Legislative Action Fee

No increase in fee

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

This fee funds student representation and advocacy efforts at the University, local, state, and federal levels. Fee revenue collected in 2019 – 2020 totaled \$34,926 as of May 30, 2020. It is important to note that no fee was collected for the Spring of 2020 due to the COVID-19 pandemic. The Fall 2019 and Winter 2020 fees were used to support the following:

- Annual dues for AS membership in the Washington Student Association (WSA)
- Attendance by two students at the August 2019 WSA Board of Directors Meeting and Retreat.
- Pay for the position of AS Board Assistant for Lobby Days to support the planning of:
 - Western Lobby Day, which took place on January 20, 2020 and was attended by 105 students who participated in meetings with several dozen state legislators.
 - Western Intersectional Lobby Day, Environmental Lobby Day, Ethnic Student Center Lobby Day, and Disability Lobby Day on February 17, 2020, attended by 72 students.
- Partial costs for supplies, travel, and lodging for Western Lobby Day and Western Intersectional Lobby Day due to the increase of attendance to these lobbying opportunities.
- Travel costs for two students to lobby on behalf of WWU regarding the undocumented financial assistance bill.
- Costs for Local Lobby Day (Bellingham), online meetings with several City and County Council members and the Mayor planned for June 2020.
- Costs for Black History Month speaker event. Erin Jones visited WWU to discuss Black advocacy and civic engagement. 32 people attended the event on February 14, 2020.
- Expected costs of travel, lodging, and pay for student to participate in meetings with several dozen state legislatures during the emergency summer session in Olympia, WA.

2020-21 Mandatory Student Fees
Multicultural Services Fee
No Increase

2019-20 Program Report

Current Fee Level: \$30 per quarter for students taking 6 or more credits

Program Overview

The Multicultural Services Fee was approved by the Board of Trustees in June 2016 following a referendum by the AS Board that spring which 62.7% of students voted in favor. The fee is pledged to bonds, and funds portions of the construction, maintenance, and facility operations.

Program Report and Budget

On October 10, 2019 we celebrated the Grand Opening of the newly constructed Multicultural Center at the Viking Union. The new space includes an expanded Ethnic Student Center, Associated Students' Advocacy and Identity programs, and a suite of Multicultural Services offices with a shared meeting room, resource library and four single-occupant restrooms.

For FY 20, the Multicultural Services Fee revenues totaled approximately \$1.2 million. This is approximately 5% less than projected due impact of COVID-19 on enrollment and summer fee collections. This fee, as well as a \$200,000 yearly commitment of institutional funds, are used to pay for the annual construction bond payment, maintenance, facility operating costs, and long-range repair and replacement projections for the additional space added to the Viking Union.

**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: June 12, 2020

SUBJECT: **2020 – 21 Self-Sustaining Academic Year Tuition**

PURPOSE: Action Item

Purpose of Submittal:

The Board of Trustees of Western Washington University, on recommendation of the President, approves the 2020 – 21 Self-Sustaining Academic Year Tuition Rates for each classification.

Proposed Motion:

***MOVED*, that the 2020 – 21 Self-Sustaining Academic Year Tuition Rates be raised to the following rates, Undergraduate Course/Workshop \$272 per credit, Graduate Course/Workshop \$346 per credit, Undergraduate Degree Program Courses \$315 per credit, Graduate Degree Program Courses \$375 per credit, and Weekend MBA \$757 per credit and**

***FURTHER MOVED*, that the Global Pathway Undergraduate Program tuition rate be approved at a flat rate of \$5,000 per quarter.**

Supporting Information:

Undergraduate Course/Workshop and Graduate Course/Workshop:

The proposed increase to undergraduate course/workshop and graduate course/workshop is 2.5%. Students elect to enroll in these courses for a variety of reasons including faculty-led travel opportunities, schedule flexibility, reduced time to degree, etc. This proposed change will offset expenses including support staff and faculty wages outlined in the Collective Bargaining Agreement.

Title	2019-20 Per Credit	2020-2021 <i>Proposed</i> Per Credit	2020-2021 Percentage Increase
Undergraduate Course/Workshop	265	272	2.5%
Graduate Course/Workshop	338	346	2.5%

Undergraduate Degree Program Courses:

The proposed increase to undergraduate degree program courses is 2.5%. These courses are part of self-sustaining degree programs in Bellingham, and our satellite locations in Burien, Everett, Mount Vernon, Poulsbo, Bremerton, Port Angeles, and Seattle. This proposed change will offset expenses including support staff and faculty wages outlined in the Collective Bargaining Agreement.

Title	2019-20 Per Credit	2020-2021 <i>Proposed</i> Per Credit	2020-2021 Percentage Increase
Undergraduate Degree Program Courses	307	315	2.5%

Graduate Degree Program Courses:

The proposed increase to graduate degree program courses is 2.5%. These courses are part of self-sustaining degree programs at our satellite locations including Burien Everett, Bremerton, Seattle, and Tacoma. This proposed change will offset expenses including support staff and faculty wages outlined in the Collective Bargaining Agreement.

Title	2019-20 Per Credit	2020-2021 <i>Proposed</i> Per Credit	2020-2021 Percentage Increase
Graduate Degree Program Courses	366	375	2.5%

Weekend MBA:

No proposed change to the Weekend MBA program.

Title	2019-20 Per Credit	2020-2021 <i>Proposed</i> Per Credit	2020-2021 Percentage Increase
Weekend MBA	757	757	--

Global Pathway Program:

The Global Pathway Program prepares students for full-matriculation at the Undergraduate level. Student enroll in a mix of non-credit and select credit Undergraduate courses.

Title	2019-20 Per Quarter	2020-2021 <i>Proposed</i> Per Quarter	2020-2021 Percentage Increase
Global Pathway Undergraduate	7,630	5,000	--

WESTERN WASHINGTON UNIVERSITY

ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by:
Richard Van Den Hul, Vice President, Business and Financial Affairs
Faye Gallant, Executive Director, Budget and Financial Planning

DATE: June 12, 2020

SUBJECT: **Approval of 2020-2021 Annual State Operating Budget**

PURPOSE: Action Item

Purpose of Submittal:

Per its rules of operation, the Board retains responsibility for setting tuition rates and approving the annual operating budget, which ideally occur at the June meeting. As of this writing, while a final operating budget appropriations bill has been signed, impacts of the coronavirus on state revenues indicate revisions to the fiscal year 2021 budget are forthcoming. Due to this uncertainty, the Board is asked to approve a preliminary fiscal year 2021 operating budget based on the fiscal year 2020 operating budget, with the addition of negotiated and legislatively approved compensation increases and tuition reduction funding for Western on the Peninsulas, to allow for the continuation of operations. The University will continue to use our transparent budget process to finalize recommendations for the FY2020-2021 budget for approval at the scheduled Board meeting in October 2020.

In addition, the Board will be asked to approve 2020-2021 tuition rate increases at its June 12, 2020 meeting, providing revenue necessary to support the 2020-2021 annual state operating budget.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a preliminary 2020-2021 Annual State Operating Budget at the FY20 level of \$190,289,000 consisting of State Appropriations in the amount of \$90,534,000; WWU net tuition operating fee revenues of \$92,354,362; administrative services assessment revenue of \$4,995,217; and one-time funds of \$2,405,425; with the addition of \$886,000 in State Appropriations directed to lowering tuition rates for Western on the Peninsulas programs. At the October 2020 Board of Trustees meeting, the President will present the recommended operating budget for FY2020-2021.

FURTHER MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve the 2020-2021 intercollegiate athletics preliminary operating budget at the 2019-2020 level of \$6,068,657 consisting of tuition and fees in the amount of \$3,470,416 and self-sustaining and other revenues of \$2,598,241, and with the intention to fund the operating deficit for intercollegiate athletics, as defined by Substitute Senate Bill 6493, by continued use of tuition and fee revenues as it has in the past.

Supporting Information:

Attachment A: *Memo of Supporting Information on the Fiscal 2020-2021 Annual Operating Budget*

WESTERN WASHINGTON UNIVERSITY
SUPPORTING INFORMATION
SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa by:
Richard Van Den Hul, Vice President, Business and Financial Affairs
Faye Gallant, Executive Director, Budget and Financial Planning

DATE: June 12, 2020

SUBJECT: **Supporting Information for Board Approval of the
2020-2021 Annual State Operating Continuation Budget**

Schedule of Approvals Supporting the 2020-2021 Annual State Operating Continuation Budget

On June 12, 2020, the Board will be requested to approve tuition rates for all student categories for the 2021 academic year. At this same meeting, the Board will be asked to approve the Preliminary 2020-2021 Annual State Operating Budget, which relies on the projected tuition operating fee revenues generated from these tuition rate proposals.

Introduction

In order to fund the basic instructional and academic support missions of the institution, we are proposing, for Board approval, a 2020-2021 continuation budget for state funded operations which reflects revenue and expenditure estimates available for university operations from state appropriations, net tuition operating fees, the administrative services assessment and one-time funds.

Proposed Preliminary 2020-2021 Annual State Operating Budget

Western's state operating expenditures have been historically supported by a combination of state appropriations, tuition operating fees, the administrative services assessment, and occasionally one-time funds. A summary of the revenue sources from FY19-20 is included in the table below. Please note that tuition operating fee revenue is presented net of tuition waivers and Western's student loan/grant fund contribution at 4.0 percent, as required by state law.

2019-2020 Annual State Operating Budget by Funding Source		
Funding Source	Proposed for Board Approval	% of Budget
<i>State Appropriations</i>	\$90,534,000	48%
<i>Net Tuition Operating Fees</i>	92,354,362	49%
<i>Administrative Services Assessment</i>	4,995,217	3%
<i>One-time Funding</i>	2,405,425	1%
State Operating Budget	\$190,289,004	100%

Western's Student Loan/Grant Fund

The State definition of tuition fees comprises two components: *operating* fees and *building* fees. Tuition *operating* fees collected are currently subject to a 4.0 percent minimum set-aside for the WWU student loan and grant fund. The *building* fees and student activities fee are assessed at 3.5 percent. For the 2020-2021 fiscal year, Western will allocate close to \$4.0 million for this form of financial aid, dependent on tuition revenues.

Western's Budget Process

Preparing Western's fiscal year operating budget is an iterative, multi-year process that takes more than a year to complete. In 2017, planning units began the process by submitting proposals for possible inclusion in the 2019-2021 budget request to the state. After an open review process, involving the broadly representative University Planning and Resources Council (UPRC), the 2019-2021 budget request was approved by our Board of Trustees in August 2018 and submitted to the state in September. Governor Inslee then considered the proposal in his state budget proposal last December. The legislature released a compromise budget before concluding the regular session on April 28, 2019.

The 2020 supplemental session concluded in mid-March, and Governor Inslee signed the supplemental operating budget into law in early April. Key outcomes from this session included \$886,000 per year in new funding for the reduction of tuition rates for four-year degree programs offered at Western on the Peninsulas, which was among the few additions not vetoed as a means to achieve savings for the state's COVID-19 response.

State revenue collections are expected to fall sharply this year due to the significant economic impacts of the coronavirus response. The next official state revenue forecast is scheduled for June 17th, but an earlier unofficial estimate has identified a \$7 billion impact to state revenues. A special session to take further action on the FY21 budget is expected this summer. The outcome of this special session, as well as enrollment levels for fall quarter 2020, will dictate the final budget proposal in October.

The first step in adjusting our FY21 budget to meet these challenges is to put a preliminary, or continuation budget in place so that operations can continue in parallel with planning. This recommendation is for the continuation budget only, and will be replaced by a final budget recommendation in October 2020 after thorough consultation with shared governance and the university community.

As more information becomes available this summer, those at Western with operational responsibility for budget development will be coordinating the next stages of FY21 budget planning. This work includes preparing a process, principles/guidelines, communications, engagement, consultation and implementation - with proper oversight and involvement of the President, Vice Presidents, Deans, and shared governance through the University Planning and Resources Council (UPRC).

In keeping with Western's values, this process will require robust communication and engagement. Recognizing that much of the initial work will need to happen during the summer, a consultation group comprised of faculty, staff, and student leadership will engage in two-way communications on the budget environment, guiding principles, engagement plans, and other related topics. Review and comment on the budget itself will remain with UPRC and the Budget Forum, once fall quarter commences. Updates will be shared on the Budget and Financial Planning website as they become available.

Budget Recommendation Detail

This continuation budget takes the fiscal year [2020 budget](#) as a starting point, with three changes, detailed below. Additional items from the FY21 budget plan will be frozen until a final budget is approved in October.

WWU's FY20 (2019-2020) budget was approximately \$190.3 million. In addition to that starting point, the continuation budget proposal includes \$0.8 million in new state funding to lower tuition rates at Western on the Peninsulas, a 2.5 percent tuition increase, and \$1.2 million for collectively bargained and legislatively approved compensation increases for classified staff.

Tuition

State policy makers passed an expenditure budget, including new items such as compensation, which is only partially funded by state appropriations; the remainder must come through tuition revenue increases through rate adjustments. Executing the budget as signed into law requires the proposed tuition rate increase.

In accordance with the College Affordability Act of 2015, the University may raise resident undergraduate (RUG) tuition operating fees by the average annual percentage growth rate in the median hourly wage for Washington for the previous 14 years as determined by the federal bureau of labor statistics. For fiscal year 2020-2021 this average rate is 2.5 percent, and it is our recommendation to raise RUG tuition by 2.5 percent.

Tuition rates for nonresident undergraduate (NRUG), resident graduate (RG), and nonresident graduate (NRG) students are set by the Board of Trustees after analyses of market constraints of supply and demand and comparison costing with our peers. The fiscal year 2021 budget plan approved through the biennial budget process had included a 5.0 and 4.5 percent increase in these categories, respectively. We recommend interrupting the non-resident tuition plan due to the coronavirus, setting it at the lower 2.5 percent increase level required to fund the approved budget.

This tuition approach is based on current operational plans for fall quarter, and may be revisited if conditions change substantially.

Western on the Peninsulas Tuition

The 2020 supplemental budget operating bill passed by the legislature this spring and signed into law by Governor Inslee included \$886,000 per year for Western to reduce tuition rates for Western on the Peninsulas students. Our recommendation is to include those funds in this continuation budget so that they can be implemented and benefit students immediately.

Collectively Bargained and Legislatively Approved Compensation Increases

Western's collective bargaining agreement with classified staff includes a three percent increase for fiscal year 2021, as approved by the legislature. That increase equates to \$1,190,808.

Intercollegiate Athletics

Substitute Senate Bill 6493 passed by the Legislature and signed by the Governor on March 27, 2018 requires "...the board of trustees... must specifically approve in an open public meeting, the annual budget for its programs for intercollegiate athletic competition in advance of any expenditure for that fiscal year." It further requires the Board to approve a plan for reducing operating deficits in future fiscal years, with operating deficit defined as "the amount by which the aggregate operating costs of the programs exceeds the aggregated receipts and revenue

directly generated by the programs in the fiscal year, plus any transfers of reserves that were originally generated directly by the athletic department account.” Finally, SSB 6492 requires that any funding exceeding \$250,000 that is transferred into the programs, that was not generated by the programs, must be approved in advance.

Western has, for many years, used tuition to fund the intercollegiate athletics programs, to help recruit quality students that also want to participate in NCAA Division II Athletics.

For fiscal year 2020-2021, the preliminary amount of the intercollegiate budget is proposed at the 2019-2020 level:

2019-2020 Fiscal Year		
WWU Intercollegiate Athletics Budget		
by Funding Source		
Funding Source	Proposed for Board Approval	% of Budget
Institutional Tuition Allocation	1,427,833	22%
S&A Fee Allocation	2,163,302	34%
Foundation Funds	279,685	4%
Estimated Tuition Waivers	1,398,125	22%
Endowments	163,570	3%
Other*	987,029	15%
TOTAL REVENUE	\$6,419,544	100%

*Comprised of entry fees, licensing, royalties, ads, sponsorships, ticket sales, athletic health fee, merchandise revenue and camps.

**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: June 12, 2020

SUBJECT: Approval of Housing & Dining Rates

PURPOSE: Action Item

Purpose of Submittal:

To obtain approval from the Board for increases in rates for Housing and Dining room and board for 2020-2021.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon recommendation of the Residence Hall Association and the University President, approve the Housing and Dining rates as proposed. The 2020-2021 proposed rates call for a 4.0 percent increase in residence hall room and board rates and Birnam Wood apartment rental rates.

**WESTERN WASHINGTON UNIVERSITY
HOUSING & DINING SYSTEM
2020-2021 PROPOSED RATES
Information shared with Residential Student Leadership
March 4, 2020**

Introduction

The attached rate increase, budget and supporting documentation represents recommendations for fiscal year 2020-21 for the Housing & Dining System (the System) consisting of University Residences, Dining Services and the facilities & operations components of the Viking Union. In light of the calamitous impact of COVID-19 on the System's fiscal resources, this proposal responsibly responds to new financial pressures, and helps position the System for emerging needs and requirements. As in every year, a major influence for planning came from the standards and expectations outlined in the Principles for the Housing & Dining System. This recommended budget meets those standards of necessary reserve fund balances, planned major maintenance, debt service coverage, and capital planning.

Summary:

The recommended housing rate increase, which we discussed with residential student advisory groups, is 4%. Residential student leadership input is incorporated into the proposed rate increase.

Influences on budget and rate planning:

Inflation: Several large expenditures of the System, e.g. wages, benefits, food service, and certain recharges, are tied to obligatory legislative, contractual, or collectively bargained requirements. Details are noted in the revenue and expenditure narrative in this presentation.

Occupancy: Definitive Fall 2020 enrollment projections are not yet available. Additionally, we are engaged in re-planning in accordance with the American College Health Association Guidelines, in which the System's budget is predicated on:

- Students assigned to individual rooms (until cure or vaccine is developed and distributed)
- Wearing of face coverings in shared and public areas
- Reconfiguration of wash sinks and bathroom stalls in shared restrooms
- Increasing social distancing for all amenities
- Increased cleaning and sanitizing of shared restroom facilities

Efforts are in process to address a potential decline in new students with additional returning residents and off-campus students desiring to return to campus housing to support their degree completion.

Comparative year adjustments: This budget reflects current year decreases of student staff residence life positions, and the calculation of estimated residential staff student wages, which, due to their timing, were not in the original comparative budget.

Program: Reduction adjustments include full time hiring freeze, forgoing an off-campus master lease for student apartment housing (netting a savings of \$19K/month), and a pilot program to increase the identification and follow-up of facility repairs. The inclusion community assistant peer advisor program (ICA's) piloted last year will continue at an adjusted level.

The Capital Plan, System Renovations, and New Facility Planning: At this writing the final drafts of the System's long range development plan are under review by the consultants and university and will soon guide the next 20 years of facility additions and renovations for the housing & dining system. This planning will also align the System's facilities development with the University's strategic and enrollment plans. The first phase of this plan, the 400-student residence hall, is currently under construction in the Ridgeway area and will open Fall 2021 (FY2022). Because of fiscal constraints arising from COVID-19, all other 2020 – 2021 projects are being reviewed for delay or deferral.

Proposed Rate Increase:

The proposed rate increase for residential halls and apartments used for the pro-forma budget is 4.0%.

Impact of the Rate Increase:

- Residence Halls (Room & Board): At a 4.0% increase, a double room with 125 Meal Plan increases \$53/month or \$481 for the academic year.
- Birnam Wood (shared Room): a 4.0% increase equates to an increase of \$18/month or \$162 for the academic year.

Proposed Revenue & Expenditure Details:

The following comments and figures pertaining to 2020-21 are in comparison to the 2019-20 proposed budget and rates presented at the April 2019 Board of Trustees meeting (see included pro-forma statement). This element of the report relies on pre-COVID-19 figures. The System is analyzing and interpreting early data on significant revenue reductions in spring 2020 and the upcoming FY21 period.

Revenue Highlights and Assumptions

- Overall, the System's budgeted operating revenue increase is \$942,656 or 1.8% over FY2020's proposed budgeted revenue.
- Early enrollment projections indicate a reduction in Fall 2020 WWU freshman admits; thus, openings for returning residents will be increased compared to last spring.
- Commission revenue increases per the WWU-Aramark schedule. In light of the significant fiscal changes of economic landscape, Western is negotiating a revised commission guarantee with Aramark for spring 2020.

Operating Expenditures Highlights and Assumptions

- Budgeted Operating Expenditures are projected to increase by \$1,089,202 or 3.2%.
- Wages and Benefits decrease 18% or \$1.6 million mostly influenced by the shift of the University Residences custodial staff to a campus support model provided by WWU's campus custodial services. All current employees are retained. That shift is reflected in the Other Expenditures line item. A portion of the comparative difference shown here, due to timing of these presentations, were put into place in FY2020 but are reflected here in the FY2021 budget. Full time staff wages are increased per WWU guidance and bargaining unit agreements. Three additional FTE positions reflect needs in the facilities, occupancy management, and IT development areas.
- Dining services rates are under negotiation. The increase used here includes a residential dining rate increase per the WWU-Aramark Agreement, and costs mandated by minimum wage and leave regulations.

- Utilities: Taken together the various utility expenditures are expected to decrease \$72,000 or -2.5%. This is primarily due to reductions in expected costs for electricity and natural gas.
- Maintenance and repairs increase \$280,000 or 8.2% to reflect increased operating maintenance needs. The estimated recharge rate increase is not finalized, but this item assumes it at 4.5%.
- Other expenditures increase a net of \$1.96 million or 202% primarily due to the shift of housing custodial services to a recharged service provided by WWU's campus custodial services. Various reductions have been made to operational items including travel, training, and printing.

Non-Operating Expenditures Highlights and Assumptions

- Debt service expense increases due to the principal and interest payments from the 2019 bonds which were sold in September 2019 (after the FY2020 rate proposal was presented).
- Allocations for major repairs and minor renovations decrease \$293,000 or 14% as System bond and reserve funds are used for larger projects either in process now or to begin June 2020. Transfers to the System's capital reserve fund decrease \$2.26 million or 29% primarily due to the offset of the increase in debt service payments. The balance is due to the reduction in expected revenue due to reduced occupancy.
- Overall, budgeted Non-Operating expenditures and transfers decrease \$147,000 or -1.8%.

**WESTERN WASHINGTON UNIVERSITY - HOUSING AND DINING SYSTEM
PROPOSED OPERATIONS FOR BUDGET YEARS ENDING JUNE 30, 2020 & 2021**

DRAFT

	DRAFT BUDGET 2019-20 As presented to BOT ¹	DRAFT BUDGET 2020-21 As of 3/3/20	PERCENT CHANGE	DIFFERENCE BUDGET \$
REVENUES				
Room and Board Payments	\$42,190,045	\$42,774,000	1.38% 2	\$583,955
Room and Board Fees and Penalties	220,500	223,500	1.36% 3	3,000
Investment Income	86,000	96,000	11.63%	10,000
Housing Rentals	142,850	145,850	2.10%	3,000
Conferences	532,099	687,099	29.13% 4	155,000
Commissions	3,115,699	3,338,800	7.16% 5	223,101
Viking Union Programs & Services	413,112	411,212	-0.46%	(1,900)
S & A Fee Distribution	1,310,477	1,310,477	0.00%	0
VU Building Fee & Multicultural Center Fee	3,250,307	3,250,307	0.00%	0
Other	44,150	10,650	-75.88% 6	(33,500)
Total Revenues	\$51,305,239	\$52,247,895	1.84%	\$942,656
OPERATING EXPENDITURES				
Salaries & Benefits	\$8,879,500	\$7,251,052	-18.34% 7	(\$1,628,448)
Food Service	14,374,015	14,647,205	1.90% 8	\$273,190
Communications	235,290	233,300	-0.85%	(\$1,990)
Electricity	830,931	772,283	-7.06% 9	(\$58,648)
Heat	1,006,624	931,680	-7.45% 9	(\$74,944)
Water/Sewer	587,985	608,280	3.45%	\$20,295
Refuse Disposal/Recycling	350,291	382,665	9.24%	\$32,374
Television Cable	134,225	143,225	6.71%	\$9,000
Maintenance & Repairs	3,406,492	3,686,392	8.22% 10	\$279,900
Operating Supplies	348,362	317,434	-8.88%	(\$30,928)
Equipment	395,794	343,744	-13.15%	(\$52,050)
Insurance	513,706	511,706	-0.39%	(\$2,000)
Rentals and Operating Leases	247,138	286,126	15.78%	\$38,988
Administrative Services Assessment (ASA)	1,771,849	2,005,284	13.17% 11	\$233,435
Custodial Services Transfer	0	2,380,000	NM 12	\$2,380,000
Student Services Support & Other Recharges	562,689	650,501	15.61% 13	\$87,812
Other Expenditures	970,045	553,262	-42.97% 14	(\$416,783)
Total Operating Expenditures	\$34,614,936	\$35,704,139	3.15%	\$1,089,202
NON-OPERATING EXPENDITURES/TRANSFERS				
Bond Debt Service	\$6,898,031	\$9,302,044	34.85% 15	\$2,404,013
R&R/ Minor Cap./Public Works Projects	2,120,000	1,826,800	-13.83% 16	(293,200)
Other Transfers	0	0	0.00%	0
Capital plan projects: Expensed or transferred	7,672,272	5,414,912	-29.42% 17	(2,257,360)
Total Non-Operating Expenditures	\$16,690,303	\$16,543,756	-0.88%	(\$146,547)
Total Expenditures	\$51,305,239	\$52,247,895	1.84%	\$942,655
EXCESS (DEFICIT) OF REV OVER EXP	\$ (0)	\$ 0	0.00%	\$ (0)

SEE NEXT PAGE FOR FOOTNOTE EXPLANATIONS

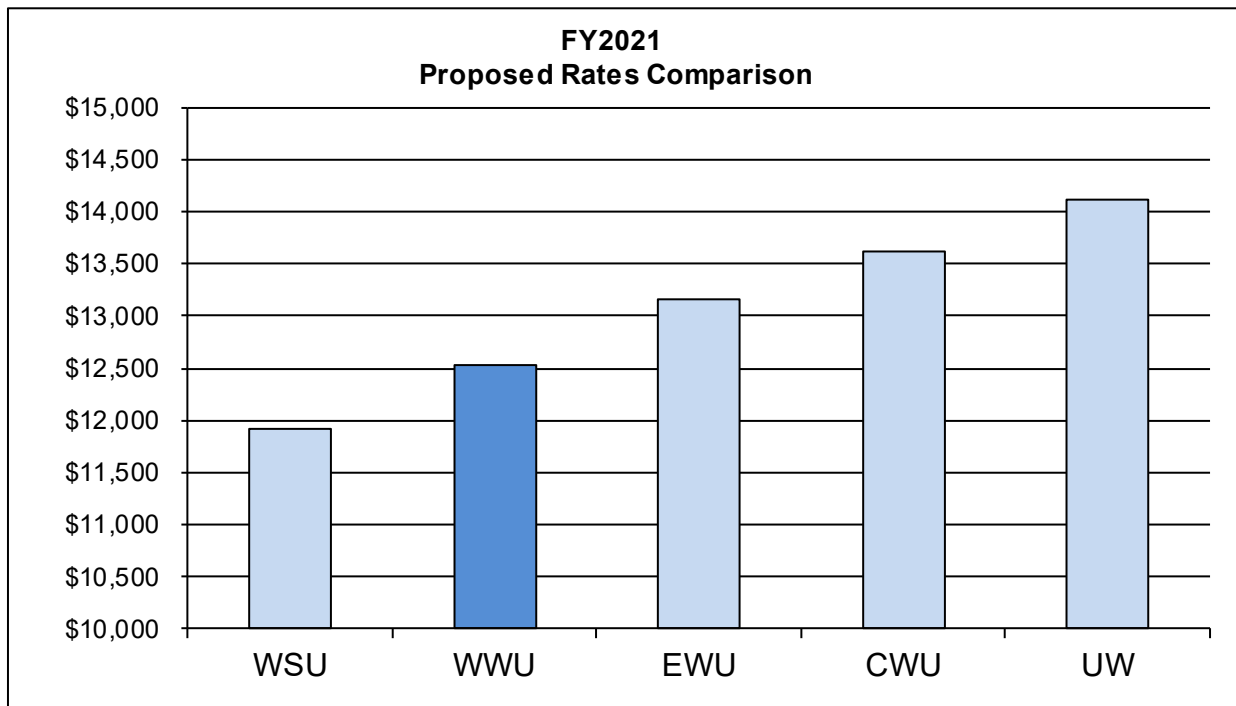
FOOTNOTES TO THE ATTACHED 2020-21 HOUSING & DINING SYSTEM PROPOSED BUDGET

- (1) The 2019-20 Budget, as approved by the WWU Board of Trustees April 2019, is shown to compare with the 2020-21 proposed budget. After Fall 2019 opening, adjustments were made based on an analysis of opening residence hall and apartment occupancy. Those October 2019 revisions are not shown here.
- (2) Room & Board rate increase is proposed at 4.0%. Percent change shown varies primarily due to a reduction of 50 students from the Fall 2019 level. Fall 2020 Bellingham campus enrollment projections are still being prepared.
- (3) No increase in underlying fee/penalty rates. Includes revised housing application/contract cancellation fee to allow more optimization of available rooms.
- (4) Conference revenue increase due to expected booking increase and a slight increase in the room rate.
- (5) Food service commissions adjusted to reflect expected actuals.
- (6) The Viking Union Building Fee and the Multicultural Center fee are shown here. There is no increase to these two fees proposed for 2020-21.
- (7) FY2021 FTE wage increase incorporates cost of living increases at the WWU-recommended level and per bargaining unit agreements. 2.7% Minimum wage increase per state mandate. This budget recommends one new position in URES Facilities, one in Occupancy Management, and one in Technology. 2020-21 budget incorporates funding for a position hired late FY19, after that year's budget was passed. This line reflects the move of the department's custodial operation to WWU facilities management, thus changing the expense to an internal service as opposed to a direct salary expense.
- (8) The Food Service expense category includes residential dining, catering, conference dining and departmental food costs. Negotiations with the University's Dining Contractor are in process, so this budget conservatively shows a maximum amount for potential board plan price increase.
- (9) The net 2.5% (\$72,000) reduction in combined utilities primarily due to reductions in electricity and natural gas to reflect expected actuals.
- (10) Increase reflects additional investment in facilities and incorporates estimated recharge rate increase from WWU
- (11) The FY2020 recharge rate for the Administrative Services Assessment (ASA) of 6.275% of adjusted revenue represents an increase of 8% over the current assessment.
- (12) Custodial Services Transfer from university residences staff to WWU Custodial Services. Program levels still under discussion; final result may change based on the outcome.
- (13) Increase shown due primarily to the addition of WWU central IT support which began winter 2020. Reductions to other University Residences contributions to various departments are under review.
- (14) This category includes expenditures for: Support provided to other departments pertaining to URES programs, student activities, audit, consultants and client services, printing & copies, laundry, and other. Most of the reductions shown here are due to related costs of the custodial services transfer.
- (15) Increase in debt service due to the addition of the series 2019 bonds (new residence hall, Ridgeway Commons accessibility project, and BT renovation) which were sold September 2019.
- (16) Decreased allocation based on projects already in the public works pipeline, some of which will be drawing on capital plan reserves.
- (17) The "Transfer for Capital Plan Support" is an allocation representing operating, non-operating, Building Fee, and Multicultural Center fee funds placed into the System's renewal & replacement reserve fund for additions to and significant renovations of University Residences and Viking Union facilities.

**WASHINGTON PUBLIC UNIVERSITIES (with more than 2,000 on-campus beds)
RESIDENCE HALL ROOM & BOARD PLAN COSTS
FY2021 (as of 3/3/20)**

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

	WSU	WWU	EWU	CWU	UW
	Level 2	125 Block	Gold	"Large"	"Level 4"
On-Campus population	7,324	4,179	2,640	2,813	6,492 (ResHall)
Residence Hall Room Pricing Model	New/Renovated rooms priced higher	All rooms priced same	New/Renovated rooms priced higher	New/Renovated rooms priced higher	New/Renovated rooms priced higher
Live on Requirement?	First year students	None	First year students	First year students	None
Type of Meal Plan	Declining Balance	Meals & Points	Meals & Points	Declining Balance	Declining Balance
Elements of the Meal Plan	Equivalent to Approx. 14 meals/w k	Approx. 12+ meals/w k + \$668 Points	Equivalent to 2 to 3 meals per day	Equivalent to Approx. 14 meals/w k	Equivalent to 13-15 meals/w k
Weighted Cost of a Double Room and Meals:	\$11,913	\$12,524	\$13,157	\$13,617	\$14,104
Rate of Increase Over 2019-20	Proposed 1.7%	Proposed Draft: 4.0%	Per website ~ 3.4%	Approved 4%	per website 4.8%



**WESTERN WASHINGTON UNIVERSITY
HOUSING & DINING SYSTEM**

DRAFT: For Discussion Only

TEN YEAR HISTORY OF RESIDENCE HALL RATES

ACADEMIC YEAR	ACADEMIC YEAR RATE with 125 BLOCK PLAN	% OF CHANGE
2011-12:	\$8,755	4.00%
2012-13	\$9,019	3.00%
2013-14	\$9,290	3.00%
2014-15	\$9,662	4.00%
2015-16	\$9,952	3.00%
2016-17	\$10,350	4.00%
2017-18	\$10,971	6.00%
2018-19	\$11,465	4.50%
2019-20	\$12,037	5.00%
2020-21	\$12,519	4.00%
10-Year Average Percentage Change		4.05%

SAMPLE ROOM & BOARD RATES and APARTMENT RENTS FOR 2020-2021

Room & Board Plans: Academic Year (@ 4% increase)	2019-20 Actual	at 4% incr. 2020-21 Proposed	2020-21 Cost per Month
Double Room with Unlimited meal plan	\$12,507	\$13,007	\$1,445
Double Room with 125 meal plan	\$12,037	\$12,518	\$1,391
Double Room with 100 meal plan	\$11,576	\$12,039	\$1,338
Double Room w/ 80 meal plan	\$11,100	\$11,544	\$1,283
Triple Room with 125 meal plan	\$10,474	\$10,893	\$1,210
Single Room with 125 meal plan	\$13,320	\$13,853	\$1,539
Birnam Wood Apartment Rents: Academic Year (4% increase)			
Birnam Wood: <u>Monthly</u> rate per person per bed (Two bedrooms with 4 occupants)	\$441	\$459	\$459

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

TO: Members of the Board of Trustees

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

DATE: June 12, 2020

SUBJECT: 2021-2031 Capital Plan and 2021-2023 Capital Budget Request

PURPOSE: Action Item

Purpose of Submittal:

Capital Budget Request requirement of the Office of Financial Management.

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, upon the recommendation of the President, approves the 2021-2031 Capital Plan which includes the 2021-2023 Capital Budget Request from State-appropriated funding sources of \$97,289,000.

Supporting Information:

Supporting information is attached.



**Board of Trustees
June 12, 2020**

**2021-2031 Capital Plan
and
2021-2023 Capital Budget Request**

Introduction

The following information is provided to the Board of Trustees as support documentation for the University's 2021-2023 Capital Budget Request. At the April 2020 Board meeting, a draft of the Capital Budget Plan and Request was included in the Capital Program Report. Information on schedule and a summary of the projects included in the draft plan were also available to the Board for their review.

Since that meeting, the Vice Presidents have met, considered additional input from the campus including the University Planning and Resources Council (UPRC), and revised the 2021-2031 Capital Plan and 2021-2023 Budget Request. The President approves the revision and presents the plan for Board approval.

For the 2021-2023 biennium, Western proposes a total capital funding request of \$97,289,000 from State-appropriated funding sources. The following are descriptions of the projects being requested as agreed to by the Vice Presidents and submitted to the Board of Trustees for the June 2020 meeting:

- **Electrical Engineering and Computer Science Building**

This project will be an approximately 50,000 gross square foot building that will: 1) enable growth and resume student intake in the departments of Computer Science and Electrical Engineering; 2) provide state of the art teaching and learning spaces that promote collaboration and synergies between programs; and 3) free up existing high priority space on the main campus that will enable growth in other high-demand programs. This new facility will consist primarily of teaching labs, research labs and classrooms, but will also provide some administrative and scholarly activity space. Western received pre-design and partial design funding for this project in the 2019-2021 State Capital Budget.

- **Minor Works – Preservation**

Our Minor Works Preservation omnibus categories are for requests of projects ranging in size from \$25,000 to \$2,000,000. The project requests are submitted by departments and include facility preservation, health, safety and code compliance, and infrastructure renewal. Many of the projects were identified in Western's Facilities Management Backlog Reduction Plan; others are critical departmental needs or are intended to mitigate existing deficiencies while awaiting a more comprehensive building renewal. Based on the recommendations from our consultant, Sightlines, and the cost to just keep up with our maintenance, we estimate our biennial capital preservation need to be \$24.8 million.

- **Classroom & Lab Upgrades**

This is a multi-year program that will repurpose and upgrade existing instructional space on the main campus. The goal of the program is to ensure that Western has adequate access to high performance and modern learning spaces and, in the short term, partially accommodate the recent growth in STEM. Renovation will improve accessibility, support diversity and inclusion, and increase room suitability for use with current pedagogies.

The 2021-2023 scope of work includes both the renovation of upper division instructional labs and comprehensive renewal of general use classrooms.

- **Student Development & Success Center**

An active, welcoming student-development focused center would create synergistic student support by bringing together student advising, counseling, career development, and other specific programs in a single location. The Center would provide collaborative study spaces for group learning throughout the day and evening, along with classroom and meeting spaces that could serve multiple purposes, including functioning as leadership, entrepreneurial and/or maker spaces. Professional staff would be available to coach and engage students in making healthy choices that support academic success and development of personal and civic responsibility, helping students transition successfully into Western and emerge as thoughtful, engaged citizens prepared for lives of purpose.

The facility could be designed to grow over several biennia with potential inclusion of: Academic Advising; Student Outreach Services; Career Services (including Internships); Counseling; Prevention & Wellness; Health Services; New Student Services/Family Outreach; Admissions; Off-Campus Living; International/Study Abroad; Veterans Services; Graduate Student Support Space; Transfer & Commuter Spaces; Homeless/Food Insecure Services; Registrar; and Financial Aid. Moving these services to a new location on campus would free space in Old Main and other buildings to house administrative offices and centers, thereby opening critical teaching space in academic buildings.

- **Coast Salish Longhouse**

This project will provide a large meeting space that will support educational, community, and cultural functions. The space will include a large gathering hall, offices, teaching space, kitchen, and other support spaces. The outdoor spaces include gathering areas, cooking space, and educational gardens with native plantings that may be used in teaching indigenous science, art, and medicine.

- **Minor Works – Program**

Programmatic Minor Works projects have not received funding in the last several biennia. Consequently many of the prior biennia project requests resurface every two years with even more dire conditions and need of funding. The programmatic projects include: student outreach/advising, career and counseling services; study and media equipped conference rooms; and most critically, office space-optimization projects. Much of the requested funding in this category is to address critical shortages in office space by compacting larger offices and suites within our older buildings, several of which are heavily comprised of over-sized offices that were designed decades ago. The priority ranking of the projects in queue has been determined according to anticipated positive space outcomes.

- **Environmental Studies Center Renovation**

This project will renovate the more than 40-year-old Environmental Studies Center. The renovation will address maintenance and repairs backlog, implement an entirely new and separate HVAC system, upgrade the exterior envelope, and provide modern teaching and research space

needed for a 21st century education. Phasing the renovation of the facility over multiple biennia is being considered for this project.

- **Access Control Security and Infrastructure Upgrades**

A project was completed in 2020 to replace the campus head-end access control system and convert existing building access control systems to a new system. This project will install electronic control on high priority exterior doors which were previously key based, and on designated high security internal doors of all major academic buildings. The project will also install new hardware on selected classroom doors to enable locking from the inside in the case of an emergency.

An integral component to the access control system is the communications pathways through which data and information must flow. The current fiber network that serves all of the main campus is reaching the end of useful life and does not have the capacity to accept the additional load of an expanded and improved access control security system. In addition, emerging technologies in building systems and increasing needs of faculty, students, and staff are placing unattainable demands on the existing fiber cable. The fact that the fiber cable has been damaged in numerous locations over time, effectively reducing the capacity of the entire network, further exacerbates the problem. The recommended solution is to install new multi-mode and single-mode fiber cable between and within buildings.

Overall, these upgrades will improve building access and security, provide improved integration with other security systems, such as video monitoring and intrusion detection, and simplify dispatch functions during emergency responses.

- **Elevator Preservation Safety & ADA Upgrades**

In 2015, with an increasing incidence of elevator breakdowns, Facilities Management hired a consultant to inspect and analyze campus elevators more than 15 years old to determine their current condition, compliance with current code and safety requirements, and to identify and recommend options for an elevator modernization. Overall, 29 elevators were identified as needing some level of modernization, repairs, or renewal. In the past two biennia, 12 elevators have been upgraded, leaving 17 still in need of modernization.

We have created a prioritized list of work to be accomplished on each elevator, based upon 1) building and personal safety and code compliance; 2) current operation and performance (reduce repair rate); and 3) appearance and quality of life. It has been determined that correction of the deficiencies generally cannot wait for a full building renovation and instead must be accomplished as part of a stand-alone elevator renewal project.

- **COVID-19 Impacts**

The Interdisciplinary Science Building project, funded with State bonds in the 2017-2019 and 2019-2021 capital budgets, may incur additional costs associated with ensuring State mandates associated with COVID are met. The project will have a better understanding of what those costs will be after all bid packages are opened and ready to be awarded in July 2020. We will provide an updated number associated with COVID-19 impacts to the Board when we request Approval of Bid Package #4 for the Interdisciplinary Science Building.

Western Washington University

2021-31 CAPITAL PLAN and 2021-23 CAPITAL REQUEST

Univ. Priority	Project Title	2021-2023 Biennium <small>(CAPITAL REQUEST)</small>	2023-2025 Biennium	2025-2027 Biennium	2027-2029 Biennium	2029-2031 Biennium
1	Electrical Engineering/Computer Science Building <small>(Requires a minimum of \$5.3 million of non-State funding, anticipating \$20,000,000 of Non-State Funding)</small>	\$ 46,000,000				
2	Minor Works - Preservation	\$ 15,000,000	\$ 15,914,000	\$ 16,883,000	\$ 17,911,000	\$ 19,002,000
3	Classroom & Lab Upgrades	\$ 9,000,000	\$ 7,000,000			
4	Student Development & Success Center - Phase 1 <small>(Requires Non-State Funding of \$75,000 in Predesign, \$800,000 in Design, and \$6,800,000 in Construction)</small>	\$ 225,000	\$ 3,000,000	\$ 27,200,000		
5	Coast Salish Longhouse	\$ 4,950,000				
6	Minor Works - Program	\$ 7,000,000	\$ 6,000,000	\$ 6,000,000	\$ 10,000,000	\$ 10,000,000
7	Environmental Studies Center Renovation (in Phases)	\$ 500,000	\$ 30,000,000	\$ 30,000,000		
8	Access Control Security & Infrastructure Upgrades	\$ 7,000,000	\$ 7,200,000			
9	Elevator Preservation that includes ADA Upgrades	\$ 4,000,000				
N/A	COVID-19 Impacts	TBD				
10	Ross Engineering Renovation		\$ 10,000,000			
11	Wilson Library/Haggard Hall Renovation		\$ 500,000	\$ 5,000,000	\$ 55,000,000	
12	CFPA Addition and Renovation			\$ 500,000	\$ 6,000,000	\$ 60,000,000
	Preventive Facility Maintenance and Building System Repairs	\$ 3,614,000	\$ 3,614,000	\$ 3,614,000	\$ 3,614,000	\$ 3,614,000
Total/Biennium		97,289,000	83,228,000	89,197,000	92,525,000	92,616,000

Legend

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

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa
DATE: June 12, 2020
SUBJECT: **Public Works Projects**
PURPOSE: Action Items

Purpose of Submittal:

Approval of the university recommendations provided on Public Works Projects.

Proposed Motion(s):

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to BNBuilders Inc., Seattle, WA, in the amount of \$2,050,230 (plus associated sales tax) for Bid Package #3 (Roofing, Lab Casework and Equipment) for the Interdisciplinary Science Building project.

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a change order and an amendment to the Progressive Design-Build contract with Lydig Construction, Spokane, WA, in the amount of \$1,697,000 (excluding associated sales tax) for the Ridgeway Commons ADA Accessibility component of the New Residence Hall project, bringing the Guaranteed Maximum Price (GMP) amount to a total of \$51,697,000 (excluding associated sales tax). Also that, the total project budget be increased by \$400,000 associated with the Ridgeway Commons ADA accessibility scope. The new total project budget shall be \$67,950,000.

Supporting Information:

10a PW733 – Construction Contract Bid #3 for Interdisciplinary Science Building.
16b PW746 – Construction Amendment, Total Budget Adjustment

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

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

DATE: June 12, 2020

SUBJECT: **Construction Contract for Bid Packages #3 (Roofing, Lab Casework and Equipment) for the Interdisciplinary Science Building (PW733)**

PURPOSE: Action Item

Purpose of Submittal:

Award a construction contract for Bid Package #3 (Roofing, Lab Casework and Equipment), formerly referred to as Bid Package #4 in previous Board Action Items, for the Interdisciplinary Science Building project.

Proposed Motions:

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, award a contract to BNBuilders Inc., Seattle, WA, in the amount of \$2,050,230 (plus associated sales tax) for Bid Package #3 (Roofing, Lab Casework and Equipment) for the Interdisciplinary Science Building project.

Supporting Information:

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

This project is using a "Mini-MACC (Maximum Allowable Construction Cost)" option that will award five separate bid packages during the winter, spring, and summer of 2020 (see table below). This option allows Western to accelerate the construction timeframe to meet deadlines while maintaining cost certainty through each bid package. The cost certainty comes through development of a comprehensive construction budget with line item budget values. As Mini-MACCs are bid and awarded, the overall budget is adjusted to correlate with the true construction costs, allowing the bids to be evaluated to ensure compliance with the overall project budget. Additionally, the Mini-MACC option allows the trades that are traditionally long lead services to be bid and awarded in a timely fashion to minimize schedule impacts. The RCW allows these various packages to be publicly bid when they have reached a minimum completion of 90% Construction Documents (CD). All early bid packages were bid at 90% CD, and the largest and final bid package will bid in early summer at 100% complete.

Bid Package #1 (Earthwork and Utilities) was authorized to award by the Board at their February 2020 meeting for a total of \$3,149,475 (excluding sales tax). Bid Package #2A (Structures & Elevator), formerly referred to as Bid Package #2, was authorized to award by the Board at their April 2020 meeting for a total of \$8,790,187 (excluding sales tax). Bid Package #2B (Fire Protection and Early Mechanical, Electrical, and Plumbing), formerly referred to as Bid Package #3, was authorized to award via delegation of authority, with consultation between the Chair of the Board and the President, for an amount of \$3,029,949 (excluding sales tax).

Bid Package #3 was intended to include the following scope: Siding, Roofing, Enclosure, and Lab Casework and Equipment. Due to the bid results, the General Contractor has elected to re-bid the work associated with the siding and the enclosure. The project will seek approval of these bid sets in July 2020, as detailed in the table below. Bid Package #3 is ready for Board approval, and will include just the roofing and lab casework and equipment scope, with the following breakdown:

Direct Construction Costs	\$1,660,202
Negotiated Support Services	\$ 185,899
Risk Contingency	\$ 38,836
General Conditions	\$ 78,631
<u>GC/CM Fee</u>	<u>\$ 86,662</u>
TOTAL	\$2,050,230

To maintain the construction schedule, we anticipate requesting a special Board meeting in July 2020 for approval of Bid Package #4. The following table outlines the value of awarded bid packages #1 and #2, the value of pending award of bid package #3, and the estimated value of bid package #4:

Bid Package #	BOT Date	BOT Action	Bid Package Description	Mini-MACC Package (April 2020)	Mini-MACC Package (Current)	CD Level of Completeness
1	2/14/2020	Awarded	Earthwork and Utilities	\$3,149,475	\$3,149,475	90%
2A	4/17/2020	Award	Structures & Elevator	\$8,820,000	\$8,790,187	90%
2B	4/17/2020	Delegation of Authority	Fire Protection & Early Mechanical, Electrical, & Plumbing	\$3,044,000	\$3,029,949	90%
3	6/12/2020	Award	Siding, Roofing Enclosure, & Lab Casework & Equipment	\$8,642,000	\$2,050,230	90%
4	7/17/2020	Special Meeting – Award	Balance of Architectural Finishes, Balance of Mechanical, Electrical, & Plumbing, Siding, & Enclosure	\$26,375,000	\$32,485,777	100%

Red = changes in bid scope from what was indicated in April 2020 BOT

This project has established goals of 10% for MBE participation and 6% for WBE participation by firms certified with the Washington State Office of Minority and Women's Business Enterprises. After bid packages 1, 2, and 3, this project is currently exceeding the goals by reaching 15.2% MBE participation and 13.3% WBE participation. The GC/CM contractor and consultant will continue extensive outreach to firms with the intent of meeting, if not exceeding, the goals. We will better understand the overall MWBE percentage data once all the bid packages are opened.

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

Source of Funding:

State Capital Bond Funds
WWU Parking Services Funds

WESTERN WASHINGTON UNIVERSITY ITEM SUBMITTED TO THE BOARD OF TRUSTEES

TO: Members of the Board of Trustees

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

DATE: June 12, 2020

SUBJECT: **Construction Contract Amendment to Progressive Design-Build Contract and Total Project Budget Adjustment for New Residence Hall, PW746**

PURPOSE: Action Item

Purpose of Submittal:

Approve a construction contract amendment to the progressive design-build contract and total project budget adjustment for the New Residence Hall, PW746.

Proposed Motion:

MOVED that the Board of Trustees of Western Washington University, upon the recommendation of the President, approve a change order and an amendment to the Progressive Design-Build contract with Lydig Construction, Spokane, WA, in the amount of \$1,697,000 (excluding associated sales tax) for the Ridgeway Commons ADA Accessibility component of the New Residence Hall project, bringing the Guaranteed Maximum Price (GMP) amount to a total of \$51,697,000 (excluding associated sales tax). Also that, the total project budget be increased by \$400,000 associated with the Ridgeway Commons ADA accessibility scope. The new total project budget shall be \$67,950,000.

Supporting Information:

The New Residence Hall project has been under construction since August 2019. The project will provide 400 beds for students in a variety of room configurations and two apartments for resident directors. It is located on the former site of Highland Hall on Western Washington University's main campus.

The total project budget increase associated with Ridgeway Commons ADA Accessibility is \$2.2 million (includes the GMP, sales tax, and associated soft costs). In August 2019, the total project budget was increased by \$1.8 Million and approved by the Board of Trustees to include an elevator within Ridgeway Commons to improve ADA access. We are now requesting the Board approve a total project budget increase of \$400,000 to

include gender neutral restrooms and design for the required future fire alarm upgrade component of the project.

The Ridgeway Commons ADA Accessibility is an important program goal for the project as it provides ADA access from the main campus to the Ridgeway Commons' second floor dining through the new building. The work within Ridgeway Commons will provide ADA access to food service for residents in the new building and Ridgeway complex occupants.

The GMP associated with Ridgeway Commons ADA Accessibility is \$1,697,000. The history of all Board approvals that make up the \$51,697,000 GMP are illustrated in the following table:

BOT Approval Action	Associated BOT Meeting	Amount (excludes sales tax)
Phase 1	August 2018	\$2,070,000
Change Order to Phase 1	June 2019	\$1,742,000
Phase 2 Amendment	August 2019	\$46,188,000
Ridgeway Commons ADA	June 2020	\$1,697,000
TOTAL GMP		\$51,697,000

This scope does not include fire alarm upgrades to Ridgeway Commons. We will be seeking Board approval for that scope of work in an upcoming meeting.

Source of Funding:

WWU Housing and Dining Funds
WWU Parking Services Funds

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

TO: Members of the Board of Trustees
FROM: President Sabah Randhawa by Provost Brent Carbajal
DATE: June 12, 2020
SUBJECT: **Approval of Degrees**
PURPOSE: Action Item

Purpose of Submittal:

Board of Trustees responsibility to approve awarding of degrees

Proposed Motion:

MOVED, that the Board of Trustees of Western Washington University, on recommendation of the faculty and subject to the completion of any unmet requirements, approves awarding undergraduate and graduate degrees to the candidates listed in the files of the Registrar and Graduate Dean, for Spring Quarter 2020, effective June 13, 2020.

Supporting Information:

Lists on file with the Registrar and Graduate Dean.

<i>Students</i>	<i>June 2020</i>	<i>Comparison: June 2019</i>
<i>Undergraduates</i>	1912	1915
<i>Masters</i>	146	150

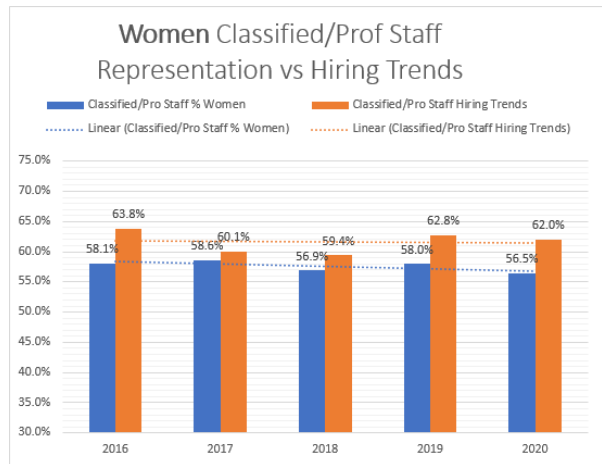
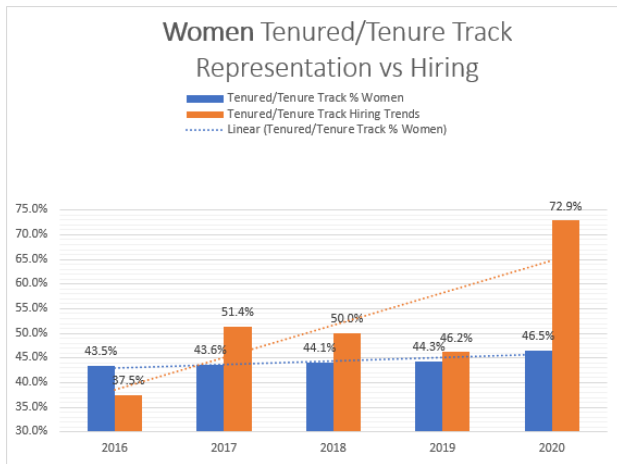
EXECUTIVE SUMMARY BREAKOUT

I. Background

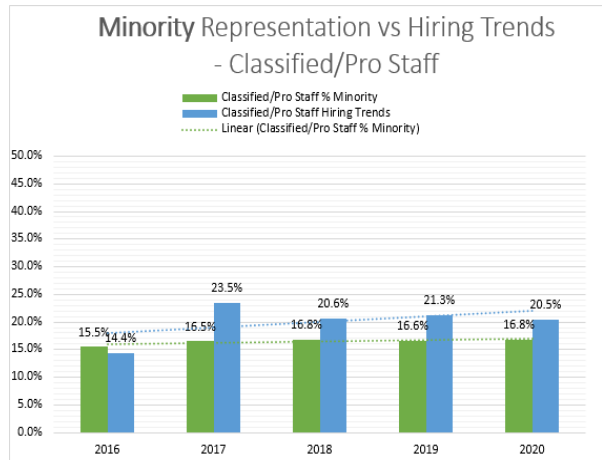
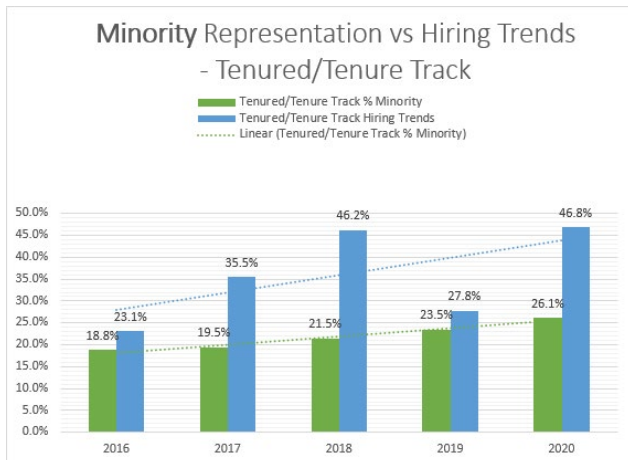
The following is a breakout summary of the 2020 Affirmative Action Plan (“AAP”) that focuses on trends, areas for improvement for Western Washington University (“Western” or “the University”), and the impact of the new initiatives Western has recently implemented, particularly the Provost’s Diversity and Inclusion Hiring Initiative (“PDIHI”). Availability data is based on the 2010 U.S. Census EEO File, which is the most current and comprehensive data source available. The data time period for the 2020 AAP is from November 1, 2018 through October 31, 2019.

II. Trends

There was a boon in 2020 of hiring tenured and tenure-track women faculty, and Western is trending slightly up with the overall representation of women in this category. However, 2020 appears to be an outlier compared to the previous 4 years, which had an impact on the overall trend. It remains to be seen whether this pace can be kept. With respect to classified and professional staff positions, women continue to consistently represent the majority of this category.



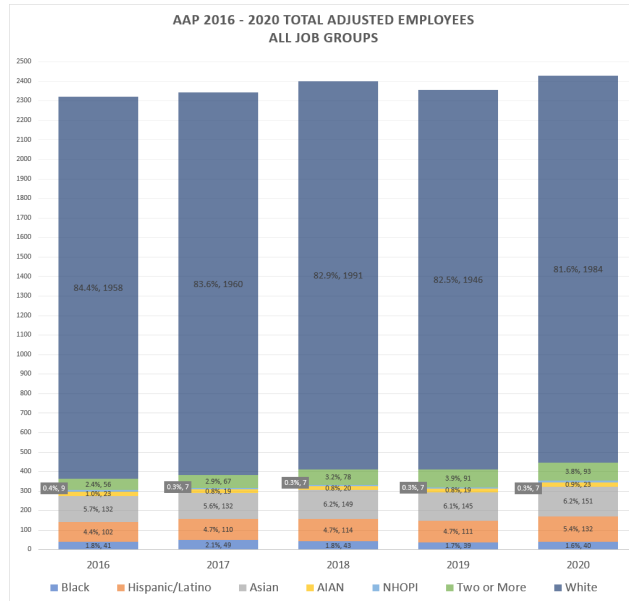
Taking a look at minority representation and hiring trends, there is a slight upward trend in both hiring and representation of minority tenured and tenure-track faculty over the last 5 years. Western has remained stagnant in its hiring and representation of minority classified and professional staff.



III. Areas for Improvement

Despite gains over the past 5 years, women continue to make up less than 50% of the overall workforce for tenured and tenure-track faculty. The 2020 AAP identifies which colleges are underrepresented by women. Moreover, with the exception of 2020, Western has struggled to hire tenured and tenure-track faculty women at a rate that will impact the overall percentage of representation.

Regarding minority hires and workforce representation, Western has ample opportunity to grow. The graph below represents the overall percentage of Western’s workforce by race. As can be seen, Western’s workforce in this respect has not changed much in 5 years.



On a positive note minority tenured and tenure-track faculty hiring is improving, and hopefully this trend continues. There is further opportunity to increase minority representation in this area through retention efforts so that these new hires are not simply replacing minority faculty that have departed the University. If Western is successful on both of these fronts, the overall percentage of representation should result in vast improvements. More can be said in reference to the representation of minority classified and professional staff. Western has struggled to hire and retain minorities in this category at a rate that will impact the overall percentage of representation. Unlike tenured and tenure-track faculty, this category has not seen increases in hiring of minorities. As discussed below, the PDIHI is scheduled to expand to staff searches in the near future, which could result in gains in this area.

Western also now faces a new challenge in the form of Covid-19. It remains to be seen how the University will be impacted by the current hiring freeze, budget shortfalls, and other known and latent impacts of the pandemic. Regardless, these areas of improvement are not new, and any advancements in these areas are at best incremental over the past 5 years. However, the University administration remains committed to improving and advancing the diversity, equity, and inclusion of the Western community.

IV. Impact of Western Initiatives

Western's commitment to advancing inclusive success, increasing Washington impact, and enhancing academic excellence is clearly articulated in the 2018-2025 Strategic Plan. Moreover, beginning in the summer of 2017, the PDIHI was initiated as a pilot program. This program has been increasingly applied to faculty searches, and is currently required for all 26 faculty searches and two administrative professional searches in Academic Year ("AY") 2019-2020. Anecdotally, it appears the PDIHI is having some positive impact on hiring trends for tenured and tenure-track faculty, as can be seen on the graphs above. There was an increase from 23.1% in 2016 to 35.5% in 2017 in hiring minority tenured and tenure-track faculty, and another increase from 35.5% in 2017 to 46.2% in 2018. While there appears to be a connection, further study is required to analyze the impact of this initiative.

V. Conclusion

Western has made some improvements, but continues to have opportunities to advance in these areas. It will be interesting to see what changes and challenges will be presented when the 2020 census data is available. One of the limitations of the current data and any analysis based on it is its age. The next AAP based on the 2020 census data should provide more reliable insight on the current state of Western. Furthermore, the full impact of Covid-19 is not yet known, but will almost certainly present new opportunities for success. Western's commitment to building a diverse, inclusive, and equitable community and culture will serve it well as the University endeavors to have a more representative workforce.

**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: June 12, 2020

SUBJECT: **Academic Report: Tenure Track Faculty Hiring Update**

PURPOSE: Information Item

Purpose of Submittal:

This is an opportunity to provide members of the Board of Trustees with an update on the status of the tenure-track faculty searches undertaken during the 2019-20 academic year.

The following spreadsheets show the status of the TT faculty searches per college and other interesting information about Western's new faculty members.

SUMMARY OF TENURE-TRACK HIRING FOR AY 2020-21

Includes data for finalized offers as of 5/28/2020

COLLEGE	ACCEPTED OFFERS	AVERAGE SALARY	AVERAGE BENEFITS	AVERAGE TOTAL COMP.*	AVERAGE STARTUP	TOTAL SALARY	TOTAL BENEFITS	TOTAL COMP.*	TOTAL STARTUP
College of Science and Engineering	13	\$78K	\$23K	\$101K	\$94K	\$1.0M	\$299K	\$1.3M	\$1.2M
College of Humanities and Social Sciences	6	\$65K	\$20K	\$85K	\$25K	\$389K	\$121K	\$510K	\$147K
Academic Affairs	3	\$77K	\$23K	\$101K	\$105K	\$232K	\$70K	\$302K	\$315K
College of Fine and Performing Arts	1	\$80K	\$24K	\$104K	\$19K	\$80K	\$24K	\$104K	\$19K
Fairhaven College of Interdisciplinary Studies	1	\$67K	\$20K	\$87K	\$26K	\$67K	\$20K	\$87K	\$26K
Total	24	\$74K	\$22K	\$97K	\$72K	\$1.8M	\$535K	\$2.3M	\$1.7M

*Average and Total Compensation do not include initial Startup expenses



**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: June 12, 2020

SUBJECT: **Year-to-Date Report on Grants and Contracts**

PURPOSE: Informational Item

Purpose of Submittal:

Information from the Office of Research and Sponsored Programs concerning grant awards for Fiscal Year 2020, the period July 1, 2019 – May 28, 2020.

Supporting Information:

- Year-to-date grant awards/totals for Quarters 1, 2, 3, 4 (as of 5/28/20)

Fiscal Year 20						
Department/Unit	\$ New Awards	# New Awards	\$ Additional	# Additional	\$ Awards	# Awards
Biology Department	\$31,944	1	\$289,353	3	\$321,297	4
Campus Compact	\$0	0	\$850,028	1	\$850,028	1
Canadian American Studies	\$0	0	\$120,341	1	\$120,341	1
Chemistry Department	\$2,035,175	12	\$137,027	2	\$2,172,202	14
Child Development Center	\$2,710	1	\$0	0	\$2,710	1
Computer Science Department	\$164,898	4	\$149,608	5	\$314,506	9
Department of Environmental Studies	\$0	0	\$23,357	1	\$23,357	1
Dept of Environmental Sciences	\$829,601	14	\$73,291	3	\$902,892	17
Elementary Education	\$280,026	2	\$132,000	1	\$412,026	3
Engineering and Design Department	\$181,770	4	\$16,000	1	\$197,770	5
Geology Department	\$640,271	9	\$264,874	5	\$905,145	14
Health and Community Studies	\$200,000	1	\$0	0	\$200,000	1
Institute of Env Toxicology & Chemi	\$313,091	3	\$0	0	\$313,091	3
Institute of Watershed Studies	\$623,719	2	\$4,000	1	\$627,719	3
Journalism Department	\$2,500	1	\$0	0	\$2,500	1
Leadership Advantage Program	\$500	1	\$0	0	\$500	1
Mathematics Department	\$148,699	1	\$0	0	\$148,699	1
Philosophy Department	\$23,000	1	\$0	0	\$23,000	1
Physics - Astronomy Department	\$52,611	3	\$0	0	\$52,611	3
Psychology Department	\$81,758	4	\$957,661	10	\$1,039,419	14
Science Math and Technology Ed	\$0	0	\$710,619	7	\$710,619	7
Shannon Point Marine Center	\$1,364,477	11	\$158,345	1	\$1,522,822	12
Small Business Development Center	\$304,747	1	\$0	0	\$304,747	1
Sociology Department	\$3,000	1	\$0	0	\$3,000	1
Student Outreach Services	\$50,092	2	\$0	0	\$50,092	2
Woodring College of Education Gen	\$0	0	\$3,400	2	\$3,400	2
Grand Total	\$7,334,589	79	\$3,889,904	44	\$11,224,493	123

Fiscal Year 20 4th quarter						
Department/Unit	\$ New Awards	# New Awards	\$ Additional	# Additional	\$ Awards	# Awards
Chemistry Department	\$626,170	4	\$0	0	\$626,170	4
Child Development Center	\$2,710	1	\$0	0	\$2,710	1
Dept of Environmental Sciences	\$463,622	3	\$0	0	\$463,622	3
Elementary Education	\$270,239	1	\$0	0	\$270,239	1
Engineering and Design Department	\$0	0	\$16,000	1	\$16,000	1
Geology Department	\$254,439	3	\$0	0	\$254,439	3
Mathematics Department	\$148,699	1	\$0	0	\$148,699	1
Science Math and Technology Ed	\$0	0	\$321,749	4	\$321,749	4
Shannon Point Marine Center	\$394,234	2	\$0	0	\$394,234	2
Total 4th Quarter	\$2,160,113	15	\$337,749	5	\$2,497,862	20

**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: June 12, 2020
SUBJECT: Admissions and Enrollment Summary
PURPOSE: Information Item

I. Enrollment

This is an extraordinary time in higher education, and enrollments are a key focus.

Spring 2020 Enrollment

Census day for Spring 2020 fell after the production of the April report to the Board of Trustees. As was shared in that report, the impact of the global pandemic had already taken a toll on enrollment, though not as heavy a toll as we originally anticipated. Final enrollment numbers for Spring 2020 are reflected in the chart below and do not diverge significantly from the pre-census numbers reported in April. Total enrollment was 14,235, which represents a 2.2% drop from Spring 2019. The number of nonresidents dropped more sharply, down 10.2% from Spring 2019. The percentage of students of color increased to 27% of the student body for spring term, a record high. Of particular concern, but consistent with what is happening in higher education nationally during the pandemic, we experienced a drop of 3.9% in first generation students and a drop of 7.6% in students who are PELL eligible, again Spring 2020 compared to Spring 2019.

	Spring 2016	Spring 2017	Spring 2018	Spring 2019	Spring 2020
Total Enrollment	14,145	14,125	14,460	14,558	14,235
% Students of color	24.9%	25.4%	25.7%	26.3%	27.0%
% WA residents	89.4%	88.7%	88.2%	87.6%	88.6%
New First-year students	9	7	13	13	8
New Transfer students	190	173	166	160	155
Total Graduate enrollment	701	672	722	725	691

One other note of interest: in the final few days prior to census day, we had an unusual drop in FTEs, ending with a 2.7% drop in overall FTE compared to spring 2019 census day. Headcount and FTEs had been tracking very closely to each other, until that point. After studying student behavior in the weeks prior to census day for the last two years, it seems clear that we saw an anomaly in student behavior around course loads and late drops this spring. A survey of enrolled students suggests that they made late decisions to reduce course loads in significant part because of the remote learning experience.

Summer 2020 Enrollment Outlook

While we are still four weeks out from the start of the summer quarter, enrollment is up considerably as compared to this time last year. As of May 27th, there is an increase in headcount of about 6.8% compared to this date last year, and FTE is up by about 16.7%. While these are only preliminary numbers and the experience in spring of students reducing course loads late in the add/drop period should provide some caution, there is good reason for optimism. The Office of Continuing Education has put much effort into expanding course offerings for summer and thinking strategically about summer enrollment. We are working with them to maximize enrollment.

Fall 2020 Enrollment Outlook

The upheaval produced by the pandemic has inserted extraordinary uncertainty into this year's admissions and recruitment efforts, for Western and across all higher education. There is no statistical model that can project—with a high degree of accuracy—what the impact will be on fall enrollment. While the admissions team has worked through many of the initial issues associated with the closures of K-12 classrooms; cancellations of AP, SAT, ACT, and TOEFL exams; and questions surrounding completion of college entrance requirements, many questions remain. The admissions and recruitment team continues to review and re-engineer processes, while building online and virtual events to recruit admitted students in lieu of holding on campus events of various kinds.

The following charts represent application status as of May 27th, compared to the same date last year.

Fall 2020 new first-year students—Bellingham

	Applied	Admitted	Confirmed
2020	10,154	9,468	2,670
2019	10,479	9,451	3,313
2018	11,102	9,704	3,323

Fall 2020 new transfer students—Bellingham

	Applied	Admitted	Confirmed
2020	1,866	1,476	750
2019	1,979	1,624	1,097
2018	2,144	1,649	1,157

Fall 2020 new transfer students—other locations

	Applied	Admitted	Confirmed
2020	216	88	88
2019	199	114	109
2018	206	116	105

Of course, the change of our confirmation date from May 1 last year to June 1 this year means that much comparative value is lost. We can clearly see that, with that uneven comparison, our confirmations from first-year students are down almost 20%, and for transfers about 30%. Guidance from higher education leaders and surveys by industry experts make evident that high school seniors and prospective college students are making much different decisions this year and on a very different timeline. Industry experts anticipate enrollment will be down anywhere between 10 and 20 percent compared to the previous year. Colleagues from peer institutions in the state have shared similarly concerning numbers. Recently, one survey conducted by an industry leader

gathered information that suggests as many as 30% of high school seniors would contemplate deferring or taking a gap year if they cannot get the on-campus experience that they want in Fall 2020. We are working very hard to overcome these challenges.

Fall 2020 New Student Recruitment and the Admissions Cycle

Leading up to the June 1st enrollment confirmation date, the Admissions team, with the support of partners from across Western, has focused on key efforts to secure confirmations from admitted students.

- Launched virtual visit experiences and webinars in partnership with offices and units such as Housing, Honors, Student Health Center, and Career Services
- Delivered daily information sessions and one-on-one appointments hosted by Admission Counselors
- Deployed a survey to over 6,500 admitted first-year students to inquire about enrollment intentions, and to connect undecided students with their Admissions Counselors
- Collaborated with University Advancement to reach out—via phone calls—to nearly 350 admitted non-resident students who had visited campus, and had not confirmed their enrollment
- Extended social media marketing plan through the summer to account for the late decision process of this year's admitted students

While the recruitment process for Fall 2020 is still very much live, the Admissions team is also looking ahead to plan for the recruitment of the fall class of 2021. Typically, this time of year, juniors would be visiting campus, and programming for in-person events geared toward 2021 would be ramping up. We are re-envisioning those processes now.

II. Registrar

The Registrar's Office has been challenged in many ways during the pandemic. The team continues to address changes to schedules, grading, commencement, and registration, while looking for more efficient ways to serve our students in a remote environment.

- **Temporary Grading Policy Implementation**—In response to moving to a remote learning environment, a modality that is new for many faculty and students, temporary grading policies have been implemented for undergraduate and graduate students for spring and summer 2020. These policies required that we develop a new grading system within the Student Information System (SIS), which establishes a grade of EP (Pass - Exceptional Circumstance) to be used during the period while the temporary grading policy is in effect to meet the definition of "pass" under this policy. The temporary grading policies can be found online in the [Complete Guide to Spring 2020](#).
- **Transcript Annotation**—Official and unofficial transcripts are being updated to include a new embedded annotation, intended to clearly detail the impact of the global pandemic. It documents the change in course modality and introduces the new EP grade.
- **Virtual Commencement Ceremony Implementation**—Following a comprehensive interview process, a vendor was selected to collaborate with the Registrar's Office and the Office of University Communications, to create Western's first virtual commencement ceremonies. In addition to addresses from President Randhawa and Governor Inslee, the virtual ceremonies will include photo montages of graduates and families, congratulatory videos from faculty, opportunities for engagement through live, interactive hashtags, all to celebrate our graduates *together*, while we must remain apart.
- **Ceremony Kits**—Ceremony kits were created, assembled, and mailed to graduates to help them better engage with this event. These kits will help them celebrate from home and

engage with family and classmates. Kits include cap, tassel, Western alumni license plate frame, commencement program, commemorative keepsake ticket, *How to Celebrate at Home* insert, and hoods for Master's Degree candidates. Graduates were not charged for these kits.

- **Fall Course Scheduling**—The Fall 2020 course schedule must be redrawn to ensure the health and safety of our community. To determine which classes will be offered face-to-face and which will be offered through remote teaching, several Fall 2020 Planning Groups were formed. Guidelines were developed and provided to the Council of Deans and faculty. The Registrar's Office is working closely with academic departments and the Provost's Office to rebuild the schedule and assign classrooms. Room capacities will be reduced because of our adherence to proper social distancing guidelines, and schedules will include time to clean and disinfect multiple times per day.
- **Academic Dismissals**—As in winter, a temporary modification to the academic standing policy was approved, suspending academic dismissals for Spring 2020.

III. Student Aid

Financial Aid Offers—Uninterrupted and On Time

New aid offers have continued uninterrupted and on time for 2019-20 and 2020-21, despite the transition to a remote work environment, the need to recalculate aid eligibilities for students and families in financial crisis, the fact that some Financial Aid employees are experiencing financial hardship themselves, and the additional responsibilities associated with providing emergency assistance on an immediate basis to keep students in school.

Federal CARES Grants

The Financial Aid Department has developed an application and protocols for awarding Federal CARES grants to Western students for expenses related to the disruption of campus operations due to coronavirus. Federal CARES grant funding was derived from the Higher Education Emergency Relief Fund (HEERF), established by the CARES (Coronavirus Aid, Relief, and Economic Security) Act.

Western received \$5,820,847 in CARES funding to disburse to qualified Western students on April 28, 2020, and that funding is to be fully expended within one year. Vice President for Enrollment and Student Services, Melynda Huskey, informed all Western students of the opportunity to apply for Federal CARES grant funding via an electronic announcement on May 1, 2020. In addition, CARES grant information is posted in many places on the Western website and was sent to students and families via the *Family Connection Newsletter* and included in *Western Today*. Additional targeted communications are also being used to ensure that students are aware of the availability and process for accessing these funds. As of May 28, 2020, Financial Aid had authorized \$3,047,471 in Federal CARES grant disbursements to 2,271 Western students enrolled this spring.

The criteria associated with awarding Federal CARES Grant funding are very different from those used for regular Federal student aid programs. Unlike regular financial aid, Federal CARES grant funds cannot apply to charges on a student's university account, are not included within a regular offer of Financial Aid, and are not constrained by regular calculations of financial need. Receipt of Federal CARES grant funds does not impact eligibility for regular Federal student aid, and the funds are not taxable. The U.S. Department of Education specified that the maximum Federal CARES award cannot exceed the amount of the maximum Federal Pell Grant. For 2019-20, the maximum Federal Pell Grant is \$6,195; for 2020-21, it is \$6,345. Examples of expenses that can be funded include but are not limited to food, housing, course materials, technology, health care, child care,

relocation expenses, and transportation associated with disruption of campus operations due to coronavirus.

The U.S. Department of Education announced on April 21, 2020, that students had to be eligible for Federal Title IV student aid to receive Federal CARES grants, then reversed this on May 22, 2020. However, with the May 22 reversal, they maintained their position on the ineligibility of international students, DACA (Deferred Action for Childhood Arrivals), and undocumented students. The Federal CARES grant FAQs were promptly updated to reflect this. In coordination with the other four-year public higher education institutions in Washington, Associate Vice President for Enrollment Management, Shelli Soto, provided a declaration in support of the Washington Attorney General's suit against the U.S. Department of Education to challenge that department's interpretation of the CARES Act as it relates to DACA students.

Student Emergency Fund

The Western Foundation created the Student Emergency Fund in March 2020 to provide financial relief to Western students for unforeseen challenges arising from the move to remote learning and the loss of employment on campus and in our communities. As of May 28, 2020, the Scholarship Center has authorized \$40,471 in Student Emergency Fund disbursements to 68 Western students.

In coordination with the Western Foundation and to augment emergency resources for Western students, the Scholarship Center is directing monies from several other Foundation accounts to fund students in crisis. These accounts include the Biella Foundation Scholarship, Joy Stokes Scholarship, Undocumented Student Resource Fund and Emergency Micro Grants, as well as three laptops donated for needy students from Symetra Financial. An additional 11 students have received emergency funding from other Foundation funding sources totaling \$6,480.

To make available funds stretch further, the Scholarship Center is prioritizing awards from Foundation funds for students who are ineligible for Federal CARES grant funding. Typical expenses funded through Foundation emergency monies include housing, food, books and supplies, health care, travel, technology to support virtual learning, and tuition and fees.

The financial impacts of coronavirus on students and families will continue long after life begins to return to "normal". Applications for Foundation funding can be heart-wrenching, but the letters of gratitude from student recipients illustrate the profound relief that Foundation funds bring.

Other Pandemic-related Support Provided by Financial Aid

- Recalculating hundreds of student aid eligibilities and awarding additional financial aid based on reductions in student and parent incomes
- Awarding additional need-based grant assistance to work study employees who cannot work all or part of their scheduled hours due to the pandemic
- Informing student employees and supervisors of best practices to assist in the transition to a remote working environment, as well as availability of paid sick leave and benefits under the Pandemic Unemployment Assistance Compensation program
- Reducing repayments of federal, state and institutional aid to \$0 in accordance with federal, state and institutional policies when withdrawals are related to coronavirus
- Messaging students that the U.S. Department of Education has placed federal student loan borrowers in automatic administrative forbearance, allowing students to temporarily cease making monthly loan payments between March 13, 2020 and September 30, 2020

IV. New Student Services/Family Outreach

The NSSFO office continues planning for the shift of our orientation, academic advising, and course registration programs for new students to virtual delivery for this year's incoming Fall Quarter students. Initial planning meetings with a number of campus resource offices to identify opportunities to connect with new students and family members have been completed.

At this time, the dates for the advising and registration sessions are still pending, as registration dates for current students are being determined. As soon as the fall schedule is set, the building, testing, and opening of the reservation system for orientation, advising, and registration sessions will be finalized. An event schedule will be released, and communications to new students and their family members will be launched as soon as possible.

In the meantime, NSSFO staff continue to participate in virtual events hosted by the Office of Admissions, and they stay focused on their overarching goals in shaping the programs:

- Demonstrate Western's COMMITMENT to student success,
- Foster a CONNECTION to the people and place that make up the Western community, and
- Inspire CONFIDENCE in a student's ability to successfully launch their academic career at Western.

V. Veteran Service

The Veteran Service Office (VSO) is a new addition to the Enrollment Management Team. After being embedded in the Registrar's office for many years, it is now an independent office located in Wilson Library.

Mission and Goals

The mission of VSO is to support military-connected students with resources to foster academic success and promote holistic student development. Its goals are to

- Support academic success by providing academic support and referrals;
- Support positive financial outcomes by providing financial consultation and resources;
- Facilitate personal development and wellbeing by cultivating safe spaces and meeting tangible needs; and
- Support professional development through student employment, training, and career support.

VSO Constituent Student Population

2019-20	Fall	Winter	Spring
Veterans	202	182	168
Dependents of Veterans	260	248	232

Impact of the Pandemic

The biggest impact Covid-19 had on Veteran Services was a significant delay in being able to distribute Veteran Affairs (VA) payments to students. Even with this as the top priority and many hours of staff overtime, delays could not be avoided. Close coordination between the VSO, the Associate Vice President for Enrollment Management, and the ICS team was important while critical decisions were being made, such as the passing of House Bill 5303, Western's determination of the start date for the quarter, and the determination of fees by the academic units. Some students experienced payments as much as three weeks late.

VSO then turned attention to student care and retention. In consultation with the office's designated mental health counselor, a number of self-care resources were sent to all students. Finally, all first and second-year students were contacted by the Director, by email and then by phone, to check their general wellbeing, academic standing, and technology and access needs.

Work Study Students

The VSO typically employs 15-17 military-connected students through the Federal Work Study Program. Remote work requirements have created challenges in the employment of those work study students. Each student was provided with an opportunity to earn work study hours by participating in professional and personal development activities, focused on career preparation and diversity, equity, and inclusion. A smaller team of more experienced work study students was identified to be part of the core that would still be asked to deliver on benefits certification from home. Those student's technology and remote access needs were assessed prior to the "Stay Home, Stay Healthy" order, and as needed, they were provided with necessary equipment.

Staff

The VSO staff consists of two permanent and one temporary positions. The VSO is understaffed according to VA guidelines, and the pandemic has accentuated that issue. Prior to the pandemic, the VSO had submitted an Emergent Needs request that outlined the need for an additional School Certifying Official position. The request has been approved by ESS leadership, and the recruitment process has begun.

The Director has been in weekly Covid-19 related conversations with all other Veteran center directors at the public institutions in Washington, as coordinated by the Council of Presidents. These conversations have also included representatives from our State Approving Agency who serves as our liaison to the VA. These conversations have ensured that Western's responses are in-line with both other institutions and the VA's requirements for serving our students. Our School Certifying Official has taken part in multiple webinars and online trainings to stay abreast of the most recent guidelines and best practices for responding to COVID-19 and related changes at Western.

UNIVERSITY ADVANCEMENT REPORT

JUNE 2020

The mission of University Advancement is to build relationships through meaningful engagements that foster pride, encourage advocacy, and promote private support for Western Washington University.



LETTER FROM STEPHANIE BOWERS

All of our traditional tools for success in friend raising, fundraising, and stewardship have vanished.

No events in person. No face-to-face meetings. No dinners with university leadership. No signature celebrations. No donors meeting their scholarship recipients. And so on.

In a profession that depends on personal outreach, ours has changed to emails, old-fashioned phone calls, webinars, and video chats. What we are finding is that people are getting used to this already. They are also tiring of it already – aren't we all – but how quickly it has become the norm. Our goals are to be on the forefront of technology as we prepare our materials and meetings with an eye to online gift conversations. Best practices inform us that the organization that keeps connections the tightest, and builds the closest relationships, strengthens relationships with its constituents for the long term.

The senior leaders in our division have been reframing our future based on classic scenario planning. We are establishing new norms and benchmarks, and we've developed a document based on our division's strategic plan, designed to guide the efforts of University Advancement over the next year.

Well over 100 departments and many people across the campus worked together to make our fifth annual Give Day on May 28 a success. The Alumni Association and Foundation Board members generously gave donations for challenge match gifts and partnering opportunities. Give Day is the result of many good minds and hearts. I'm proud to see such an amazing cross-campus effort under such challenging circumstances.

We have seen an outpouring of support to the WWU Student Emergency Fund, providing an important lifeline for students in need. This fund is our opportunity to help students afford rent, medical care, equipment for online learning, tuition, and other critical expenses.

The WE Connect program soared past initial goals to reach 1,248 participants in a matter of weeks. This program connects alumni with each other and with seniors and juniors at Western, offering online mentoring and job assistance in this upside-down world of employment.

Our virtual programming for alumni and donors has connected hundreds of our alumni and supporters with each event. We provide a curated calendar of opportunities presented by our academic colleagues as well as panels and webinars organized by Advancement staff. Feedback has been very positive.

In late May, we pivoted to host fully virtual board meetings for both the Foundation and the Alumni Association. New Foundation Board officers starting in July are Chair Sydney Hunsdale, Vice Chair Andrea Sturm, Treasurer Rick Anderson, and Secretary Tony George. The Alumni Association Board officers will remain as President Shawn Kemp, incoming President Mark Brewer, and Treasurer Scot Studebaker.

After much discussion over the past two years, the Foundation has paused the exploration of a potential university-based retirement community. Plenty of factors come into play in this decision, not the least of which are the uncertainty of the economy and the precipitous drop in assets for the Foundation. The work will be useful as we consider ways forward in public-private partnership options.



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



UNIVERSITY ADVANCEMENT

WESTERN FOUNDATION AND ALUMNI ASSOCIATION

ANNUAL GIVING & MEMBERSHIP

Membership Campaign

On March 1, we launched our third annual March Membership campaign. Since then, we have celebrated more than 801 new and renewing Alumni Association Members, including 24 new Life Members and 26 new Sapphire Life Members.

WWU Give Day

This year, 2,104 donors gave gifts totaling \$739,267, exceeding last year's gift total. In 2019, we raised more than \$730,000 in gifts and challenge funds.

Student Emergency Fund

To date, students have requested \$297,000 in student emergency funding. On WWU Give Day, 198 donors raised \$43,861 (including matching funds) for the Student Emergency Fund. On the Vikingfunder page, 305 donors have given \$46,156.

A total of 503 donors gave \$90,017.

DONOR RELATIONS

Healthcare Panel

In partnership with the Alumni Association, the Donor Relations team organized a Covid-19 expert panel titled, "What will it take to bring our country back to health?" on May 14. The virtual webinar featured WWU alumni and medical professionals on the frontlines of the pandemic. Panelists included Dakotah Lane, MD, health director for the Lummi Nation; Frank James ('73), MD, health officer for San Juan County and the Nooksack Indian Tribe; Richard Veith ('69), MD, professor of psychiatry and behavioral sciences at the University of Washington; Rachel Clark ('13), a first-year internal medicine resident at a hospital in the Bronx, NY; and, Liz Mogford, PhD, professor of sociology at Western Washington University. The panel was moderated by Marie Eaton, Fairhaven College Professor Emerita and community champion, Palliative Care Institute. More than 325 people registered for the 90-minute presentation and Q&A. To listen to the recording, please visit: tinyurl.com/y7hocdj4

Plans are in the works for additional programs, including a flora and fauna tour of the Sehome Arboretum with WWU professors.

Endowment Report

In May, Vice President Stephanie Bowers sent a letter to all endowment donors (totaling more than 400) alerting them to a new timeline for distribution of personalized endowment reports in the fall.



Scholarship Recipient Thank You Videos

With the April cancellation of the Seattle Scholarship Lunch, scholarship recipients are sending recorded messages of thanks to donors who had planned to attend that annual celebration. During Give Day, we previewed several of these [videos](#) on our [Facebook page](#).

In Other News

- In mid-May, donors received the President's Society and 1893 Society Spring News & Events e-newsletters.
- We are curating weekly impact report emails, including student recipient testimonials, for donors who support the Student Emergency Fund.
- Student Ambassadors are working on a video to share with all Student Emergency Fund donors at the end of the school year.

UNIVERSITY ADVANCEMENT

WESTERN FOUNDATION AND ALUMNI ASSOCIATION

WESTERN FOUNDATION



Student Success Campaign

Breakdown of student success initiatives:

- **President's Scholarships:** \$740,000
- **Study Abroad:** \$133,779
- **Research & Creative Activities:** \$728,966
- **Admissions Scholarships:** \$3,395,957
- **Student Emergency Fund:** \$48,301

Total: \$5,047,003

(including Student Emergency Fund donations)

Additional Student Success funds under the "General student success" category are not included in the above category: \$5,285,936 (mostly departmental/restricted scholarship support).

During FY20, we have raised a total of **\$10,332,939** for Student Success as a whole.

Corporate and Foundation Relations Strategic Initiatives

For FY20, the Corporate and Foundation Relations (CFR) program has 53 active proposals with 49 different funders. Of those, 49 have been submitted, one was postponed due to COVID-19, and three are in the planning stage. The submitted proposals total just over \$7M and include \$5.5M in requests for the [capital campaign](#), of which \$2M are confirmed and \$3.5M are pending. In addition, the CFR program secured over \$450K in support for programs, projects, and activities for over 25 different campus partners, including the Enrollment and Student Services/ Student Success campaign.

Strategic Initiatives Spotlight

Working in close collaboration with the director of the Salish Sea Institute, we secured over \$200K in sponsorships for the Salish Sea Ecosystem Conference. The conference attracted scientists, tribal leaders, policymakers, students, and other regional stakeholders.



The conference was originally scheduled in Vancouver BC but was shifted to a livestream virtual event on April 21-22 due to COVID-19. Remarkably, all sponsorships were retained. Anticipated to sell out at 1,500 registrations, the event attracted over 3,600 registrants. The session registration data confirmed higher than usual levels of participation. Sessions which typically have a maximum capacity of 100 or less routinely had participant counts of 500 to 1,000. Western received substantial visibility for its involvement as did the Salish Sea Institute, which was recognized for its regional leadership and seminal role in convening the conference. The success of the virtual conference appears to be paving the way for the Institute to host more "critical conversations," an activity central to its mission and valuable to broader audiences.

UNIVERSITY ADVANCEMENT

WESTERN FOUNDATION AND ALUMNI ASSOCIATION

ALUMNI ASSOCIATION



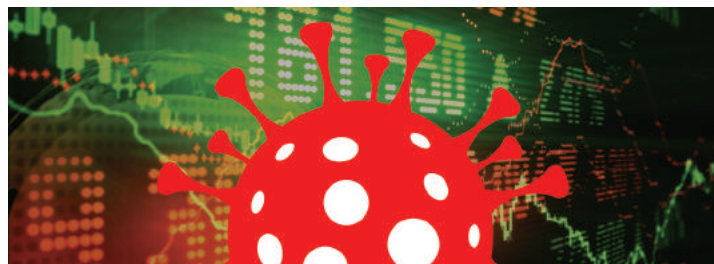
WE Connect

The WWU Alumni Association has successfully launched a new platform called WE Connect. This dynamic resource for Western alumni, students, and friends, is designed to help strengthen our community by providing a robust online forum for networking and professional development. WE Connect enables Vikings to connect with other Western alumni in any city or profession, to join affinity groups in areas of interest, to serve as a mentor or mentee, and to post or search for jobs.

Given the immediate need for this kind of assistance, the platform was launched two months earlier than planned. The results have exceeded our expectations. As of May 29 there are:

- **Students:** 374
- **Alumni:** 913
- **Staff/faculty:** 37
- **Total users:** 1,324

The system was recently launched to Western juniors and seniors and will be available to all students in the fall. Please visit weconnect.wvu.edu to join and learn more.



Online Webinars and Events

Our transition to virtual events beginning in April has been well received by our community of alumni, donors, parents, and supporters. The Alumni Association has hosted, co-hosted, and promoted an array of expert panel discussions and webinars, many led by alumni and donors, on topics ranging from the economics of COVID-19 to personal branding to finding a job in the worst economy since 2008. With more than 2,000 registrants, feedback about these informative virtual events has been positive and continues to guide our programming. Many of these events have been developed through Western Insights as part of the Western Engaged initiative and hosted by the College of Business and Economics. To enjoy many of the recordings, please visit cbe.wvu.edu/western-insights



Virtual Studio Tours

On May 8, the Alumni Association hosted its first Virtual Studio Tour with artist Lori Hill. Hill took viewers into a world of color, form, and perspective, providing a rare glimpse of her whimsical studio and her spirited paintings of wildlife, books, and landscapes. To view this tour and any of our previous online events, please visit: alumni.wvu.edu/past-events

Join us for our next **Virtual Studio Tour on June 12** with artists Nancy Canyon and Ron Pattern. Details: alumni.wvu.edu

IMPACT STORIES

This mother and son duo are proud Western alumni who have answered the call to help others during COVID-19, each in a very special way. We are honored to share their stories with you.



Paula Rippe ('75)

A Gift of Gratitude: Paula Rippe ('75) and the Student Emergency Fund

When Western sent a request for donations to the Student Emergency Fund, Paula Rippe answered with her characteristic warmth and enthusiasm. When she made her donation, she shared the following:

“In memory of my parents who supported me during my years at WWU. I graduated from Western in 1975 as the ‘Top Grad in Foreign Languages,’ and my son, Dr. Edward Rippe, graduated from WWU in 2011 and is now a doctor in NYC. We love WWU, and I always say the best years of my life were spent there.”

Paula Florence Rippe, Madison Middle School French Teacher ('75) Shoreline, WA

Normally upbeat, Rippe is a little down these days. The lifelong French teacher worries about her special needs students who depend on school for community. She worries about kids who count on school for regular meals, counseling, and as a break from difficulties at home. She’s worried about her son, Edward, a doctor at Woodhull Hospital in Brooklyn, New York. She also wants the best for Western students and is deeply committed to seeing them through the COVID-19 crisis.

When Rippe talks about her years at Western, she is ebullient.

“Western was the best time of my life,” she said without hesitation. A double major in French and English, Rippe was the Department of Modern and Classical Languages’ first Distinguished Graduate.

“Dr. Robinson got up to give me the award and said, ‘Giving Paula this award is the only thing this whole foreign language department agrees on.’ The room erupted in laughter,” said Rippe, recollecting one of her favorite Western moments.

A lifelong teacher, Rippe has carried Western with her for more than four decades. Her most precious memories as a student include her year abroad in France when a professor and his family took time out of their vacation to visit her, winning the Distinguished Graduate award, and her teaching practicum at Sehome High School during her graduate studies at Woodring. She loves teaching and misses her students and her classroom. She is the kind of teacher kids remember, the kind they return to visit as adults.

“I never had a single discipline problem in all my years of teaching,” she said. “My students and I treat each other with mutual respect.”

A caring teacher and proud alumna, Rippe gave to the Student Emergency Fund out of gratitude and love — for Western, for Bellingham, and for the students who, like her son Edward, are struggling with the effects of COVID-19.



Edward Rippe ('11)

A Doctor’s Perspective: WWU Alumnus Edward Rippe ('11) and COVID-19 from the Frontline

Edward Rippe ('11) chose to attend Western the first time he set foot on campus. Nine years later, as a practicing emergency room physician in Brooklyn, he is certain he made the right decision.

“I was a pre-med major. However, at the end of my second year, I did not feel I was ready to pursue medicine, if at all,” he said. “I became more interested in economics, so I majored in that instead.”

IMPACT STORIES

And while economics may not seem like a natural path to medicine, Rippe has benefitted tremendously from his major as a foundation for his work as a physician.

“Julia Hansen was my mentor in the economics department. She, along with Steve Henson, John Krieg, and Allen Sleeman were all amazing professors who helped me develop my understanding of economics,” said Rippe. “I may be a medical doctor, but I still think economics is the most useful degree one can pursue in order to gain a broad understanding of most major issues in the world as well as providing the skill set to speculate and an ability to understand multiple sides of an argument.”

The outdoor enthusiast also took up sailing at Western.

“I joined the Western sailing team and taught sailing classes out at the Lakewood boathouse on Lake Whatcom. Sailing was one of the greatest things I learned in college, and it’s something I still do to this day when I have time,” he said.

But one of the biggest gifts Western gave Rippe was that of perspective.

“I didn’t know much at 18. I liked the location — it was close to home but not too close. It was affordable,” he shared. “At the end of the day, having worked alongside many from bigger universities with brand names, I’ve come to discover that the education and ability to think critically that I received at Western is on par with, and oftentimes superior

to, what some of my colleagues received at big name institutions.”

In recent months, Rippe has battled COVID-19 in one of the hardest-hit areas of New York. In the early days of the pandemic, he went from a set residency schedule to an emergency rotation of three days on, one day off, with 13-hour days. Not only was his schedule grueling, he contracted COVID-19, and had to manage his recovery, return to work as quickly as possible without infecting other staff and patients, and deal with the stress and pace of the pandemic.

“On one particular day during the peak of the pandemic, I was involved in eight Code Blues. I cannot recall who survived and who died that day, but I remember having dinner that night and feeling the sensation in my hands of patients’ ribs cracking as I pressed on their chests trying to bring them back to life,” he said.

Every day in New York, thousands of residents gather on their stoops, rooftops, fire escapes, and in their windows to cheer for healthcare workers like Rippe.

“At times, it brought tears to my eyes seeing how united people were and how much they appreciated what we were doing. However, it saddened me too because they would call us heroes when it didn’t feel like we were heroes at all. On average, 88% of patients requiring ventilators due to COVID died in NYC. It was hard to feel like a hero when our best efforts resulted in people being zipped up in body bags,” said Rippe.

Despite the mental strain, the emotional toll, and the trauma of his experience treating COVID patients, he also learned a lot.

“If I had to do it all over again, I would,” he said. “I have developed a fortitude you can only cultivate in times of immense stress and when going beyond the comfort of one’s



boundaries. And most rewarding of all, despite all the bad news and low success rates, we have saved some lives that would not have been saved otherwise. A patient I took care of for some time who was on a ventilator for over two weeks was just finally discharged the other day.”

Rippe has found that by eating well, resting, and taking up the piano, he’s recovering from the worst of the pandemic. The hospital is quieter. He’s starting to treat non-COVID patients, and his schedule is easing. What does he plan to do when it’s over? He wants to visit his family in Washington and California.

The physician’s experience with COVID-19 has left him reflective and philosophical. His parting thoughts are those of kindness and compassion.

“In these challenging times, we can never be too kind to one another, for our similarities outweigh our differences. We were all children at one time. We all have or have had loved ones, hopes and dreams, goals and fears, and most of all, a desire to love, be loved, and not to die alone. As we grow from childhood to adulthood, our differences in beliefs and lifestyles may come across as loud and all-defining of who we are. Some people separate and divide themselves into tribes of the like-minded, but at the end of the day, in times of crisis, we are all much more similar than we are different. We should remember this during both the bad times and when the good times return,” he said.





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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.



Capital Program Report
Board of Trustees
June 12, 2020

MAJOR / INTERMEDIATE CAPITAL PROJECTS

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

WWU is working with Perkins+Will (design consultant) and BNBuilders (General Contractor/ Construction Manager). The next bid package approval will be brought to the Board of Trustees as a phased construction contract implementation. The final bid package award is planned as a special Board meeting in July. The project is moving forward with early stages of construction including site preparation and excavation for utilities. The project is scheduled to open winter quarter 2022.

Elevator Preservation and ADA Upgrades

The project suspended construction on Morse Hall and Environmental Studies due to the Governor's orders under Proclamation 20-25 in March, but has re-started per Safe Start Phase 1 in May and is expected to obtain occupancy in June 2020. Work on elevators in Bond Hall, Arntzen Hall, and the Biology Building will be complete by December 2020.

Multiple Building Access Control

DECO/Dutton Electric and their subcontractor Convergent Technologies have successfully completed system conversion of the majority of the work involved. The project suspended construction due to the Governor's orders under Proclamation 20-25 in March, but has re-started per Safe Start Phase 1 in May and is expected to be complete by late Fall 2020.

University Residence Access Control

Dawson and their subcontractor VECA Electric with Convergent Technologies began work to install new access control systems on University Residences buildings. Construction was suspended most likely until summer due to COVID-19 impacts.

New Residence Hall

The progressive design build team of Lydig Construction and Mahlum Architects continues development of the new residence hall and Ridgeway Commons. After a shutdown for COVID-19, the project re-started and the team is actively constructing the new residence hall. COVID-19 specific safety protocols are in place and are being monitored by PBS Environmental (third party consultant) and WWU on-site reps, as well as the Lydig management team. Occupancy is scheduled for fall quarter 2021.

The team is also working to upgrade Ridgeway Commons to improve ADA accessibility for occupants in the Ridgeway complex and the new residence hall to the second floor dining facility. This scope includes an elevator and gender neutral restrooms. The City of Bellingham notified WWU that we must also upgrade Ridgeway Commons' fire alarm system to comply with current fire code as part of this effort. The team is exploring cost-effective means to meet the City's requirement. The cost for this fire alarm work will be brought to a future Board meeting.

Multiple Building Replacement of Switchgear, Panels and Motor Controls

DECO/Dutton Electric has completed construction.

Environmental Studies Classrooms and Labs

The project was awarded to Diverse Contractors & Associates and is nearing completion. The project suspended construction due to the Governor's orders under Proclamation 20-25 in March, but has re-started per Safe Start Phase 1 in May and is expected to obtain occupancy in September 2020.

Parks Hall and Science Lecture Electronic Safety and Security Upgrade

The project was awarded to DECO/Dutton Electric. The project suspended construction due to the Governor's orders under Proclamation 20-25 in March, but has re-started per Safe Start Phase 1 in May and is expected to be completed in October 2020.

Birnam Wood Replace Siding

The project was awarded to Dawson Construction. Construction is anticipated to begin soon and be completed in September 2020.

2021-2031 Capital Plan

Planning for the next biennium capital request and ten-year plan has already commenced. The draft 2021-2031 Capital Plan (plan) and 2021-2031 Capital Request (request) was included in the April 2020 Capital Program Report that was submitted to the Board for their April 2020 meeting. At the June 2020 meeting, the Board will consider approval of the final version of the plan and request.

For more information about the major projects, the Capital Program, and the Capital Planning Process, please visit the Office of Facilities Development and Capital Budget website:

<http://www.wvu.edu/wwuarchitect/>.

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

TO: Members of the Board of Trustees

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

DATE: June 11, 2020

SUBJECT: **University Relations and Marketing Report**

PURPOSE: Information Item

Purpose of Submittal:

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

Supporting Information:

Report Attached

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

The University Relations & Marketing division has been extremely busy over the past two months as we support divisions and colleges across the University, and partners in our surrounding communities, in response to the coronavirus pandemic. Among the highlights:

- We have worked with partners in Admissions to create online resources for prospective students and their families including a [new virtual admitted student site](#) that consolidates information and virtual resources for students including college webinars, housing Q&As, virtual tours and virtual counseling sessions.
- We have extended our yield and melt campaigns through the summer months focused on recruiting both out-of-state and in-state “fence sitters” through IP targeting and Facebook/Instagram campaigns. The twin headlines of “The World Can’t Wait” and “Don’t Just Return to Normal” are paired with a Confirm Now call to action using this new creative: <https://vimeo.com/417371428/05090eba0c> produced in-house.
- We have supported weekly communications from the President about plans for fall quarter and the budget reduction process, and staged a [Virtual Q&A](#) with members of the senior leadership team attended live by more than 1,000 students, parents, faculty and staff members.
- We have created video content, all of which was produced in-house, for the University’s first-ever virtual commencement on June 13 including compiling more than 700 congratulations submissions from graduates’ families and friends and from supportive faculty and staff members.
- On the following pages you can read about ongoing work to support the University’s Coronavirus information website, online spring and summer guides for students and faculty, and work to support our region’s small businesses in accessing federal Coronavirus aid and navigating the economic fallout resulting from stay-at-home orders.
- More recently we have been responding to the grief, loss and anger felt by our Black and African American communities in the aftermath of the tragic deaths of George Floyd, Ahmaud Arbery and Breonna Taylor by issuing statements on social media in support of a [student petition](#) calling on Western’s faculty to help students affected by these tragedies by providing flexibility to students who might require it, including but not limited to the assignment of incomplete grades and/or deadline extensions as appropriate.

Office of University Communications

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

Coronavirus Communications

As the University shifted to online instruction for spring quarter, our office coordinated closely with Western's Incident Command Structure (ICS), Admissions, University Residences, Advancement and other campus offices for messaging, response to inquiries, media response and other communications requests. These included:

- Assisted with campus-wide messaging from President Randhawa and other campus leaders on a range of topics related to the Coronavirus and shift of Western's main Bellingham campus to remote instruction and work from home.
- Worked with WWU ICS Command to send out daily communications via the Western Alert emergency notification system on a wide range of topics. We then repurposed information from those daily messages into updates on the Coronavirus website as well as in Western Today, social media and to respond to media, student, parent and community inquiries.
- In video and photography, our focus has continued to be on COVID-19 communications, including creating a first-ever online Commencement video composed of 19 separate videos. Some of those videos included editing over 700 video submissions from faculty, staff, and alumni in order to create a cohesive whole and an interesting lineup of videos for promotion on social channels. We also provided COVID-19 related videos for Admissions, the President's Office and other campus offices.
- In publications, we're preparing to print our summer edition of Window Magazine, which will include stories from our online-only edition of Window released earlier this spring. We've also vastly increased our communication with families during the COVID-19 response, sending families around a dozen Family Connection Newsletters special editions with breaking news. Families have appreciated the extra communication - these special editions have been generating open rates of as much as 60 percent.
- We also continue to work with colleagues in WebTech to maintain and update the COVID-19 site as well as the Spring and Summer Guide sites. In addition, we are partnering with colleagues in Admissions to rewrite and revamp the hundreds of individual majors pages that remain among the most-visited pages by interested high schoolers and transfer students.
- Our office also responded to numerous media inquiries related to Western and the pandemic, ranging from student media such as the Western Front to local, regional and national media. A few examples included:
 - The Seattle Times and other media ran stories following a message from President Randhawa to campus on university plans to teach classes in hybrid format this fall:
<https://www.seattletimes.com/seattle-news/education/western-washington-university-expects-to-teach-classes-in-hybrid-format-this-fall-some-online-learning-some-in-person-lectures-but-no-big-parties/>
- Our office responded to media requests for experts among faculty on facets of the pandemic, such as Woodring faculty Bruce Larson, secondary education professor, and Stephanie Strachan, assistant professor of early childhood education on homeschooling children during

stay-at-home orders.

<https://www.bellinghamherald.com/news/coronavirus/article242638101.html>.

- University Communications graphic designers also provided a range of support, including virtual Commencement materials; Viking Advisor class schedules; Academic Advising PowerPoint files, Zoom meetings preflight with design students for the Bellingham Review; website work for Career Services; WWU Family Calendar; New Student Handbook; New Family Handbook; and LGBTQ+ Western – Virtual Gatherings/Workshops promotion.



METRICS DASHBOARD MARCH - APRIL 2020

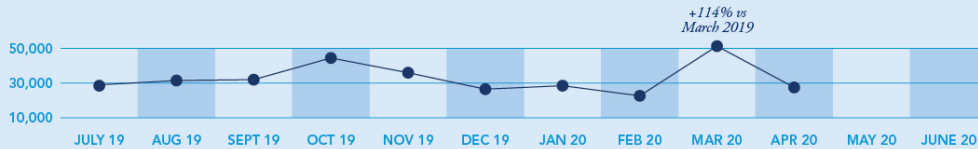
WESTERN TODAY

TOTAL SESSIONS

78,923

TOP STORIES

- Coronavirus Update for March 13: Plans for Spring Quarter
- Campus coronavirus update for March 6: Winter Commencement canceled
- Western opens respiratory clinic



SOCIAL MEDIA



TWITTER



FACEBOOK



INSTAGRAM

STATISTICS AT A GLANCE

22,723

Total followers

104

New followers

.5%

% gained

917

Engagements

50,008

Total followers

220

New followers

0.4%

% gained

6,933

Engagements

22,061

Total followers

550

New followers

2.6%

% gained

39,710

Engagements

FAMILY CONNECTION NEWSLETTER

MARCH

Sent: 12,500

Opened: 28.1%

Clicked: 3%

Top click:

WWU Emergency Page

APRIL

Sent: 12,452

Opened: 36.6%

Clicked: 8.5%

Top click:

Spring Guide

SPECIAL EDITION OPEN RATES

3/2/20 - First COVID-19 message from the president: 44.1%

3/13/20 - Higher level of response: 50.1%

3/13/20 - Construction worker on campus tested positive: 50.3%

3/19/20 - Spring Quarter will be remote learning: 57.9%

3/26/20 - Spring Quarter tuition and fees: 58.7%

4/7/20 - News on fees: 53%

4/10/20 - Commencement and Summer Session: 44.1%

MEDIA STORIES

1,158
Total Stories

TOP STORIES

- 50 years ago, the global Earth Day movement was born -- and so was WWU's Huxley College, both shaping national environmental conversation (The Seattle Times)
- COVID-19 Economic Response Takes Canada Into Uncharted Waters (The Epoch Times)
- Coronavirus is taking a toll on the Puget Sound-area economy, but how bad could it get? (The Seattle Times)



CREATIVE SERVICES

GRAPHIC DESIGN



70 Total Projects

FEATURING

- Make Waves and Go Northwest of Ordinary Campaigns - Digital Ads
- Winter Commencement Program
- Community Relations - 2020 Census promotion
- Career Services Center - Virtual offerings promotion

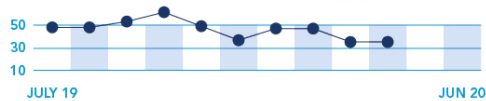
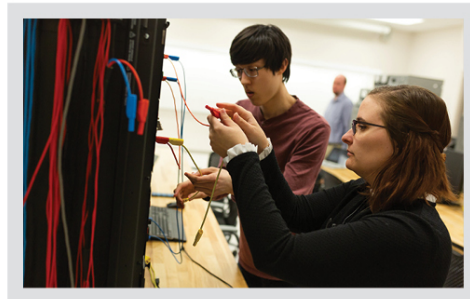


PHOTO & VIDEO



FEATURING

- Our focus has continued to be on Covid-19 communication, including creating a first-ever online Commencement video composed of 19 separate videos. Some of those videos included editing over 700 video submissions from faculty, staff, and alumni in order to create a cohesive whole and an interesting line-up of videos for promotion on social channels.
- Window Magazine photo coverage for computer science and electrical engineering lab
- Timelapses and area scenery
- Welcome Video orientation interview shoots for Transitions
- Continued campaign videos for snow school program

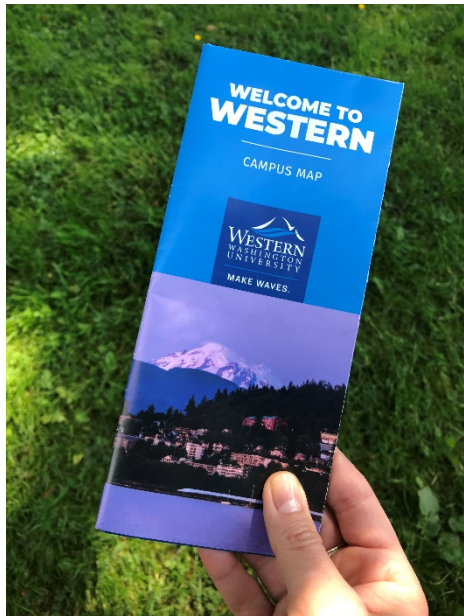
Community Relations

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

Visitor's Brochure & Map

Community Relations led a campus-wide effort and collaborated with Bellingham Whatcom County Tourism to create a WWU visitor's guide and campus map. This guide includes a newly updated campus map with information about visitor parking, university services, history and landmarks, and suggested "places to explore in Bellingham" as recommended by Bellingham Whatcom County Tourism. This new campus map and information brochure will be distributed to all area hotels and multiple visitor information kiosks throughout Whatcom County. The new brochure will also replace the current 8.5" x 11" printed campus map that is distributed by the WWU Visitor Information Center, Viking Union, and departments that serve campus visitors.





Move Out Madness

Western's annual Move Out Madness event was cancelled due to COVID-19 which raised community concerns of increased sidewalk trash and disposed furniture. Community Relations worked in partnership with WWU's Offices of Sustainability and Off-Campus Living on an outreach campaign to off-campus students. The campaign focused on how to properly donate or dispose of furniture and other household items at a time when most donation and large-item trash pickup services are unavailable. The campaign included an updated [website](#), email to all off-campus students, social media outreach, and parent outreach. Community Relations also collaborated with the City of Bellingham and Bellingham's Neighborhood Associations on a citywide outreach effort to inform all city residents of current disposal rules.

Additional Community Connections and Engagement

- Community Relations introduced and facilitated a connection between Chuckanut Bay Distilling and WWU's Procurement Office that resulted in Western's purchase of 240 gallons of hand sanitizer from the local business.
- Community Relations spearheaded outreach and led a committee that selected the recipient of the 2020 Phil Sharpe Community Engagement Award.
- Joined other campus staff-members by calling 50 first-year students to connect and check in during the Coronavirus crisis.
- Continued support of the 2020 Census through coordinated outreach efforts to students and families while representing WWU on the Whatcom County Census Committee.

Small Business Development Center (SBDC)

Continued Coronavirus Crisis Response

The SBDC continues to hold a community leadership role and has taken the lead on technical assistance including but not limited to identifying financial tools, understanding new tools and resources made available by local, state, and federal authorities, coordinating with local service providers and relaying the needs of clients.

The SBDC continues to provide ongoing counseling, information, resources and training to small businesses in our community to help them navigate the crisis.

Funding and Additional Resources

Given the unprecedented upheaval caused by the Coronavirus on the economy, the CARES Act has allocated resources for the SBDC network to build small business relief programs in their respective states and regions for an 18-month period. This funding has allowed us to make the following additions/modifications to our team:

- Onboarded **Kathy Bastow**, Certified Business Advisor (18-month period)
- Appointed **Asche Rider** to the role of SBDC Associate Director (18-month period)
- Modified contract for Kitsap County Certified Business Advisor **Kevin Hault** from part time to full time for 18-month period
- Extended part-time, temporary contracts to our **Graduate Assistants** to provide assistance as Business Research Analysts over the summer.

WWU SBDC Website

- March 15, 2020 – May 28, 2020: 5,500 visits for an average time on site of 2.5 minutes. During that time our COVID resources page had 3,092 views.

Coronavirus Crisis Training Events

Date	Event Title	Attended
3/31/2020	Families First Coronavirus Response Act: What Small Businesses Need to Know	111
4/3/2020	CARES Act: Paycheck Protection Program	173
4/9/2020	Commerce Small Business Grants	137
4/16/2020	Understanding and Accessing Financial Resources for Small Businesses	116
4/23/2020	Your Frequently Asked Questions Answered	32
4/30/2020	Re-Opening Guide to Marketing Q&A	48
5/5/2020	Preparing to Reopen: A Purposeful Pause	23
5/12/2020	Cultivating Connections with Quarantined Consumers	15
5/19/2020	Conscious Leadership for Troubled Times	82
5/26/2020	Preparing for PPP Forgiveness	110
	Total	847

WWU SBDC Bellingham Highlights

Co-sponsored Webinars

- Presented at CARES Act Funding webinar hosted by Ferndale Chamber of Commerce

- Presented at Washington Commerce Grants webinar hosted by the Port of Bellingham

Coronavirus Crisis Counseling and Support

March 15, 2020 – May 28, 2020

- 360 hours of one-on-one counseling
- 162 clients served (of which 51 are new clients)
- 847 training events attended
- 293 new training clients
- Information or resources provided to 59 new contacts

In the Media

[Bellingham small-business owners struggle to find financing during coronavirus changes](#)
[Bellingham business: Airport gets coronavirus funds; another local hand sanitizer](#)
[The best free, or low-cost, tools for conducting market research:](#)
[Bellingham Tonight](#)

WWU SBDC Kitsap County Highlights

Co-sponsored Webinars

- Kitsap Economic Development Alliance (KEDA) webinar: Panelist along with Kitsap WorkSource (ESD), KEDA and a local business consultant.
- Bremerton Town Hall: Panelist along with Bremerton Mayor, Bremerton Chamber of Commerce CEO, Downtown Bremerton President, Bremerton Police Chief and US Rep Derek Kilmer.
- Facetime Live interview with State Senator Emily Randall

Coronavirus Crisis Counseling and Support

March 15, 2020 – May 28, 2020

- 178 hours of one on one counseling
- 51 clients served (of which 34 new clients)
- 30 new training clients
- Information or resources provided to 69 new contacts

Tribal Liaison

Planning

The Tribal Liaison, along with support from the Western Washington University Foundation, submitted a grant proposal to the Washington Women's Foundation for funding support on the WWU Longhouse project. Unfortunately, the organization decided to prioritize funding grant proposals focused on responses to the current pandemic crisis.

In addition, President Randhawa and Laural Ballew met with Rep. Debra Lekanoff, Native American member representing the nearby 40th district, to discuss her continued support of the longhouse project on Western's main campus. Based on that conversation, a new theme emerged for the development of a "House of Healing" to serve as a learning and support center dedicated to healing and recovery for all people of color in the aftermath of the Coronavirus pandemic and recent racial violence and protests resulting from the tragic death of George Floyd in Minneapolis.

The following is a report submitted by Rep. Debra Lekanoff in her Weekly Friday newsletter:

WWU Longhouse

As our communities face incredible pain and suffering caused by the global pandemic and consequence of an economic crisis, now is the time to begin the healing process and building future resilience. The Coast Salish people have long understood the importance of collective healing in response to shared historical trauma, as well as holding the power of traditional and cultural practices in order to overcome hardship. It is important to recognize and pursue a healing process in a time of crisis so our communities can begin the recovery practice as a collective group and not remain isolated with the grief.



WWU has proposed, and I have been involved in conversations around building a traditional Coast Salish style longhouse to serve as a "house of healing" and educational center to promote cultural exchange and supportive understanding for the communities served by the institution. By acknowledging the past trauma and suffering of Indigenous people and all ethnic groups, the dedication of providing a place of healing and support will benefit the recovery process.

Events

The Tribal Liaison was honored to present at the Indigenous Speaker Series, **Dda**logues, about Indigenous people's cultural and traditional lived experiences. Her presentation titled, "Curriculum to Sustain Indigenous Knowledge for Future Leaders" was presented via Zoom and approximately 30 – 35 people were in attendance from as far away as New Zealand.

Training

The Tribal Liaison continues to participate in New Employee Orientation sessions to share the goals and objectives of the Tribal Relations Office in support of diversity, equity and inclusion goals included in the WWU strategic plan. The Tribal Liaison continues to visit with departments upon request to present on the Tribal Relations office.

Advisory Functions


The Tribal Liaison continues to work in consultation meetings with departments concerning Native American students, staff and faculty at Western.

Most recently the Tribal Liaison met with Equal Opportunity staff regarding protocol and policies encouraging diversity and inclusion training, including cultural competency best practices. This will be an ongoing process between Equal Opportunity and Tribal Relations.

Relationship Building

The Tribal Liaison continues to meet with the Tribal Leaders Congress monthly. The Tribal Liaison has also participated in Professional Staff Organization town hall meetings.

Washington Campus Compact

Washington Campus Compact has been facilitating weekly Zoom meetings for civic engagement professionals from across Washington and Idaho. We have set up a webpage to provide resources for the civic engagement field as they work with students, community partners, and faculty trying to restructure community engagement on their campuses and in their communities during these uncertain times. Several Western representatives have participated in these events and some have helped lead them including  Paul Mueller, Joanne DeMark, and Travis Tennesen.

Washington Campus Compact worked with Congresswoman Schrier (8th District) to organize a Zoom meeting for students to meet with her. She was seeking student input for her bill that would expand national service to support AmeriCorps members work on COVID-19 testing, tracing, and eventual immunization efforts. Members would receive a monthly living allowance and then an education award to cover two years of public higher education following their term of service. Western students Grace LaMonte and Frances Sauter participated in the event.
<https://schrier.house.gov/media/press-releases/rep-schrier-leads-effort-bolster-public-health-through-national-service>

Grant Opportunities to Support Students

- **Student Civic Leaders Fellowship** grants will be made available to higher education institutions in Washington this year to support students who are working on critical issues on their campus or in communities. Issues will include housing and food insecurity, mental health, breaking the prison pipeline, opioid addiction, and civic education. Grant funds can be used for student internships, stipends, or wages. Students will have the opportunity to participate in statewide learning communities and receive training on civil discourse and civic education.
- **College Access Corps** grants will support AmeriCorps members placed on campuses or in K-12 schools to support student success. AmeriCorps members will recruit college students to serve as College Access Coaches to coach and support low income K-16 students overcome barriers to academic success.
- **VISTA** grants will support VISTA members placed on campuses to develop programs that alleviate poverty. Programs can include food security initiative, underrepresented student retention and success, campus/community partnership development, etc.

Web Communication Technologies (WebTech)

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

COVID-19

Beginning March 10th WebTech was asked to produce, in coordination with University Communications, a [Coronavirus website](#). Work began on the 3rd of March and a site was launched that same day. Based on rapid feedback cycles and new information emerging daily, the site evolved and has served as one of the primary communication tools used by WWU during the COVID-19 response. In the last 30 days, these pages rank 3, 8, 9, and 13 as the most visited pages across WWU. Roughly 30% of all traffic to wwu.edu has been related to the Coronavirus, including nearly 86,000 page views and 40,000 unique visitors to the pages.

WebTech was also tasked with creating a [Spring Guide](#) for students, faculty, and employees, again in coordination with University Communications, on March 23 and the new comprehensive guide was released on March 31.

Content Quality

When WebTech began focusing on fixing broken links and misspellings for departments across campus, we identified nearly 2,500 errors. That number now stands at 1,068; it had dipped below 1,000, but due to the mass cancellation of events and activities, we have discovered several legacy issues. The remaining errors are deep within content or on static PDFs which are not straightforward to update.

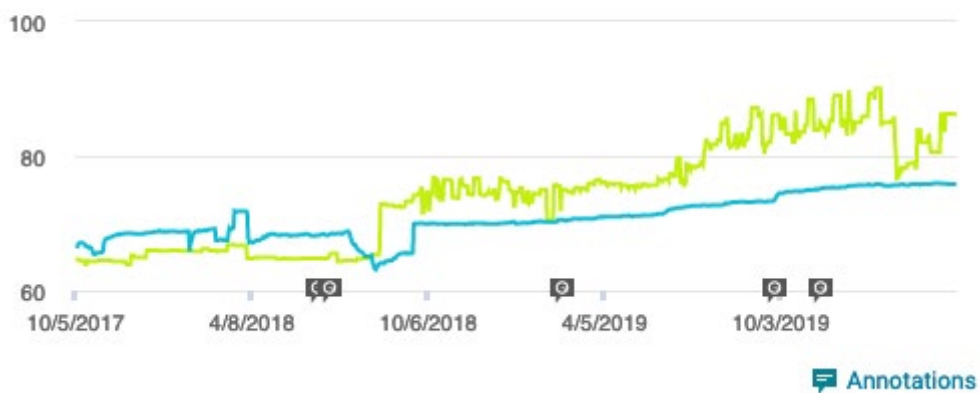
Accessibility

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

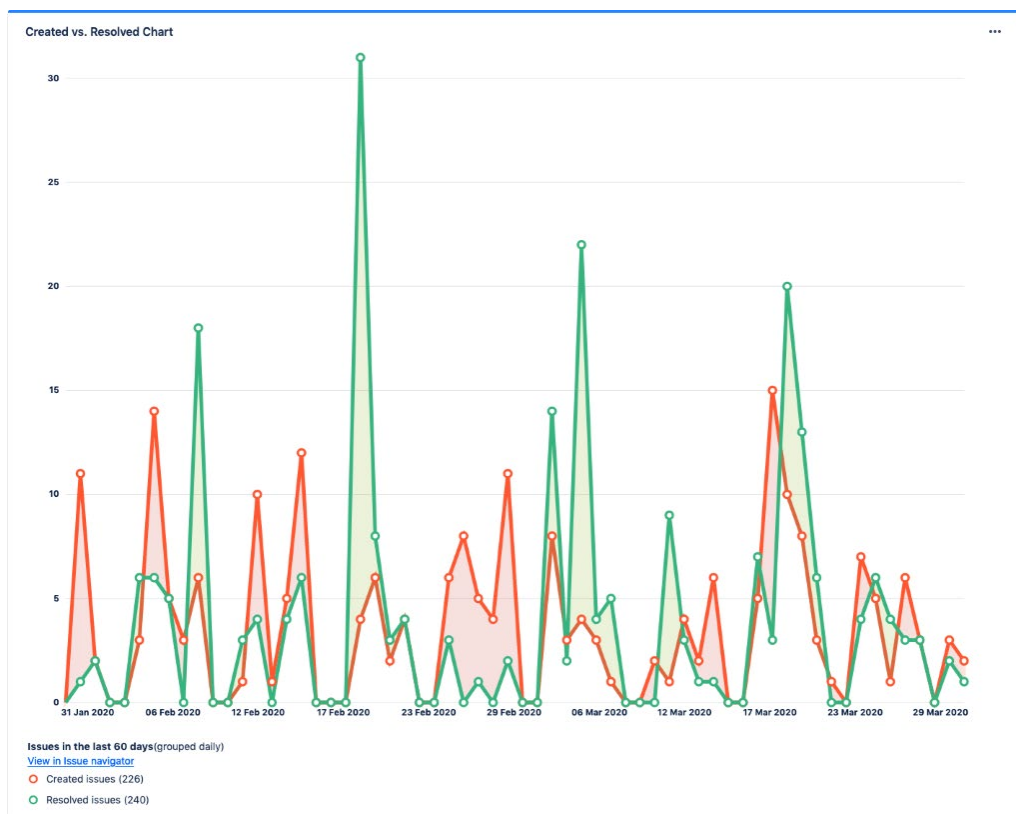
The response to moving courses online has been met with a healthy campus dialogue on to do so in a responsible manner that does not deny access to certain student populations. WebTech, the Disability Access Center, and ATUS have all been collaborating to do ensure a strong step forward into online learning.

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

Accessibility Score progress ?



WebTech Issue Queue Workload



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

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

TO: Members of the Board of Trustees

FROM: President Sabah Randhawa

DATE: June 12, 2020

SUBJECT: Recognitions

PURPOSE: Information Item

President Sabah Randhawa and Provost Brent Carbajal will recognize the following students for their outstanding achievements.

Fulbright, Gilman, NOAA Hollings and Goldwater Awards

Western Washington University graduates and students were chosen to receive a number of national awards this year including five Fulbright Fellowship awards, twelve Gilman awards, one NOAA Hollings award, and one Goldwater award which is the second ever awarded to a Western student.

Unfortunately, all of the award winners who were abroad in March when the State Department issued a Do Not Travel Global Health Advisory had to return to the United States. Although the recruiting cycle for many awards is proceeding for next year, and many of the awarding organizations expect to make awards as planned, a majority of students receiving these awards choose to travel to developing countries where the coronavirus pandemic may hit the hardest.

The Fulbright Program is a prestigious international exchange program sponsored by the U.S. government. Over the years, Fulbright Scholarships have enabled nearly 300,000 participants to travel abroad to study, teach, conduct research and exchange ideas to foster understanding between Americans and people of other countries.

The Benjamin A. Gilman International Scholarship Program offers competitive selection process grants for U.S. citizen undergraduate students of limited financial means to pursue academic studies or credit-bearing, career-oriented internships abroad. This congressionally funded program is sponsored by the Bureau of Educational and Cultural Affairs at the U.S. Department of State.

NOAA Hollings Undergraduate Scholarship Program provides successful undergraduate applicants with awards that include academic assistance for two years of full-time study and a 10-week, full-time paid internship at a NOAA facility during the summer.

Goldwater Scholarship Program awards prestigious national scholarships in the natural sciences, engineering and mathematics in the United States to students who show exceptional promise of becoming the Nation's next generation of research leaders.

WWU Student Award Recipients

Fulbright Scholarship
Darby Finnegan (Sweden) Anchal Sharma (Mexico)
NOAA Hollings Scholarship
Zofia Danielson
Goldwater Scholarship
Melody Gao
Gilman Scholarship
Summer 2019 Alexa Arminen - Gilman Scholarship - WWU Global Learning Program - China Amelita Brown - Gilman Scholarship - CIEE Czech Republic
Fall/Academic Year 2019 Samuel Ewert - Gilman Scholarship - ISEP Exchange Finland Lauren Besthoff - Gilman Scholarship - USAC Spain McKenzie Clark - Gilman Scholarship - CIEE Jordan Madison Lundin - Gilman Scholarship - CEA Costa Rica Allison Graeser - Gilman Scholarship - ISEP France Darrin Gordon - Gilman Scholarship - ISEP France
Winter/Spring 2020 Jacob Campabello - Gilman Scholarship - Wildlands Studies Ecuador Kylund Prior - Gilman Scholarship - Wildlands Studies Thailand Kyle Taylor - Gilman Scholarship - WWU Global Learning Program Senegal Allegra Swanson - Gilman Scholarship - USAC Ghana

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

TO: Members of the Board of Trustees

FROM: Earl Overstreet, Chair, Board of Trustees

DATE: June 12, 2020

SUBJECT: **Resolution No. 2020-02 Recognizing the Service of Board Member Hunter Stuehm**

PURPOSE: Information Item

Purpose of Submittal:

Board Chair Earl Overstreet will recognize Trustee Stuehm for his service on the Western Washington University Board of Trustees.



RESOLUTION NO. 2020-02

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
RECOGNIZING THE SERVICE OF BOARD MEMBER
*HUNTER STUEHM***

WHEREAS, HUNTER STUEHM of Vancouver, Washington has the distinction of being the twenty-second student appointed by the Governor to the Western Washington University Board of Trustees, serving from July 1, 2019 through June 30, 2020; and

WHEREAS, HUNTER STUEHM brought to his appointment a record of dedication to the campus community, serving as a resident advisor from 2017-2019, and as a member of the Campus Public Safety Advisory Council, the Resident Advisor Advisory Council, and the Associated Students University Housing Representation and Advocacy Committee; and

WHEREAS, HUNTER STUEHM has contributed considerable time, commitment, and valuable insight to the governance of University while pursuing a Doctorate in Audiology and working as the Associated Students Communications Director; and

WHEREAS, HUNTER STUEHM has contributed to the increased stature and the future potential of Western Washington University through his insightful and articulate engagement in numerous policy discussions and decisions affecting the University, both in meetings of the full Board and as a member of the Board's Student Success Committee; and

WHEREAS, HUNTER STUEHM has worked to raise students' awareness and understanding of the Board of Trustees' role in university governance, and collaborated with student trustees and regents from Washington's other public baccalaureate institutions to advocate for improvements in the recruitment and selection processes for student trustees; and

WHEREAS, HUNTER STUEHM has served with intelligence and compassion to promote the interests of all members of the Western community, and has been an exceptionally effective and universally respected advocate for transparent communication among the Board of Trustees, the University Administration, and the student body;

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

PASSED AND APPROVED by the Board of Trustees of Western Washington University at its regular meeting on June 12, 2020.

ATTEST:

A handwritten signature in black ink that reads "Earl W. Overstreet II".

Earl W. Overstreet II, Chair

A handwritten signature in black ink that reads "John M. Meyer".

John M. Meyer, Secretary

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

TO: Members of the Board of Trustees
FROM: Sabah Randhawa, President
DATE: June 12, 2020
SUBJECT: Election of Board of Trustees Officers
PURPOSE: Action Item

Purpose of Submittal:

Chair Overstreet will hear discussion and nominate Board officers pursuant to the *WWU Board of Trustees Rules of Operation*, Section 5(.01) Officers and Terms. This section in the Rules of Operation states that the Board will elect a chair, vice chair, and secretary for two-year terms.

Proposed Motion:

MOVED that the Board of Trustees of Western Washington University elect the new Board officers as nominated, to be effective at the close of this meeting.

- John Meyer, Chair
- Chase Franklin, Vice Chair
- Sue Sharpe, Secretary

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

TO: Members of the Board of Trustees
FROM: Earl Overstreet, Chair, Board of Trustees
DATE: June 12, 2020
SUBJECT: **Passing the Gavel**
PURPOSE: Information Item

Purpose of Submittal:

Board Chair Earl Overstreet will preside over the ceremonial passing of the gavel to Trustee John Meyer as he begins his term as chair of the Board of Trustees.

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

- **August 19 & 20, 2020**

21. ADJOURNMENT